



**2022**

WMVNC ANNUAL REPORT





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## **Agenda**

### **Woodcroft Morphett Vale Neighbourhood Centre Inc. Annual General Meeting Agenda 2022 Monday 26<sup>th</sup> September 2022, 10am**

10:00am Welcome to Chair Brian Adams

Attendance:

Apologies:

Acknowledgement to Country

We acknowledge the traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

#### **Minutes of last Meeting**

Motion to accept Minutes of the last Meeting

#### **Business Arising** –

**Reports:** (Reports to be accepted as tabled, with authors available for Questions)

Chairperson's Report  
Community Development Officer Report  
Behind the Seams Report  
Café 175 & Upcycle Boutique Report  
Crafty Carousel Report  
Crafty Kids  
Community Breakfast  
Community Kitchen  
Dungeons, Dragons and Dice Report  
Everyday English Report  
Fundraising and Events Subcommittee Report  
Fundraising and Events cont – Harmony Day  
Cranes  
Garden Group Report  
Garden / Community Garden  
HR Subcommittee Report  
IT Co-ordinators Report  
Justice of the Peace Report  
Kitchen Report  
Leatherwork Report  
Media Subcommittee Report  
Operations Subcommittee Report  
PALS Report (Participate And Learn Skills)  
Playgroup Coordinator Report

Quilt 'n' Sew  
Risk & Audit Subcommittee Report  
Seniors Social Report  
Southern Men's Chat Group Report  
Venue Hire Officer's Report  
VSO Recruitment Report (and Projects)  
Projects Report  
Volunteer Support Officers (VSO) Report  
Volunteer Training Report  
Walking Group Report – Heart Foundation  
Women & Wellbeing Report  
Woodcroft Writers Report  
Treasurer's Report  
Finance Reports

Auditor for 2022-2023 - Accru Harris Orchard

Public Officer for 2022-2023 is Robert Close

**Nominations have been received for the Management Committee positions [BA1] vacant, as follows:**

- Brian Adams (All in favour – show of hands)
- Peter McDonald (All in favour – show of hands)
- Keven Cocks (All in favour – show of hands)
- Andrew Smith (All in favour – show of hands)

### **Introduction of Guest Speaker**

Linda Enright - Healthy Lifestyle Officer / Community Development, City of Onkaparinga

### **Close of meeting**

Morning Tea

## **WMVNC Annual General Meeting 2021 minutes**

### **Woodcroft Morphett Vale Neighbourhood Centre Inc.**

#### **Annual General Meeting Minutes 2021**

**Monday 27<sup>th</sup> September, 10am**

Venue: Room 1 & 2 WMVNC  
Meeting commenced: 10:10am

Attendance: Brian Adams, Angela Berney, Sarah Armstrong, Chris Martin, Andrew Smith, Georgia Berney, Keven Cocks, Lyn Walkley, Jan Brown, Doreen Oughton, Sue Scott, John Venning, Cathy Venning, Anne McDonald, Rob Close, Kerry Cioron, Janita Downs, Linda Bayer, Christina Von Karparten, Cr Geoff Eaton, Cr Alayna De Graaf, Jan Martin, Sonya Kling, Tanya Oakes, Peter McDonald, Nova Smith, Lucy Richardson.

Apologies: Paul Wright, Tracey Smith, Michele Stansbridge, Ronwyn McNicol, Elizabeth Kranz, Philomena Taylor.

Welcome to Guest Chair Angela Berney, Coordinator Woodcroft Library

Welcome to this AGM. I work at the Woodcroft library, and have been in this building since 2012 and in libraries for 30 years. I have done multiple stints here in the old building, working with Jan (Brown), so it is lovely to be part of this meeting today. Welcome to our guests, Jan Brown, Lyn Walkley, Elected member Geoff Eaton, Elected member Alana De Graff and all attending staff, volunteers and members.

Acknowledgement to Country

We acknowledge the traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

#### **Minutes of last Meeting**

Motion to accept Minutes of the last Meeting  
Proposed: Peter                      Seconded: Jan  
Show of hands - carried

**Reports:** (Reports to be accepted as tabled, with authors available for Questions)

Chairperson's Report  
Community Development Officer Report  
Behind the Seams Report  
Café 175 and Upcycle Boutique Report  
Canasta Report  
Colouring In Report  
Community Analysis Working Group Report  
Community Garden Report  
Cooking – Get Curried Report  
Crafty Carousel Report  
Document Control Officer Report

Dungeons, Dragons and Dice Report  
Everyday English Report  
Fundraising and Events Subcommittee Report  
Garden Group Report  
Grandparents for Grandchildren Report  
HR Subcommittee Report  
IT Co-ordinators Report  
Justice of the Peace Report  
Kitchen Report  
Leatherwork Report  
Media Subcommittee Report  
Nurturing Mothers Group Report  
Operations Subcommittee Report  
PALS Report  
Playgroup Coordinator Report  
Playgroup – Koala and Possum Groups Report  
Retreat Days Report  
Risk & Audit Subcommittee Report  
Seniors Social Report  
Southern Men’s Chat Group Report  
Treasurers Report  
Venue Hire Officer’s Report  
Volunteer Support Officers (VSO) Report  
Recruitment VSO Report  
Volunteer Training Report  
Walking Group Report – Heart Foundation Report  
Women & Wellbeing Report  
Woodcroft Writers Report  
Finance Reports

Auditor for 2021-2022 - Accru Harris Orchard

Public Officer for 2021-2022 is Robert Close

**Nominations have been received for the Management Committee positions [BA2] vacant, as follows:**

- Doreen Oughton (All in favour – show of hands - carried)
- Jan Martin (All in favour – show of hands - carried)
- Rob Close (All in favour – show of hands - carried)

### **Introduction of Guest Speaker**

Sarah Armstrong, Community Connections Officer and CDO at Hackham West Community Centre.

Sarah shared her own personal journey and experience with community development.

Born in South Africa in 1985, into a large extended family, Sarah moved to Sydney Australia with her family at 3 years of age. Her family quickly settled, except for her dad. They then moved to NZ at 7 years of age, and this time her mum was very unhappy. Sarah learnt that friendship and community are very important to health.

Sarah organized a birthday morning tea for her mum at school , to help her make connections. Her mum is still friends with some of these people 30 years later.

Sarah travelled the world, and always looked for Community Centres and groups. She did a very varied amount of activities.

Sarah found Community Development – which focuses on building relationships.

Practicing Community development is:

- Do no harm
- Don't make community dependent
- Don't define by needs
- Don't distract
- Don't take time without results
- Do some good
- Get out in community
- Listen and learn
- Assist
- Learn together
- Develop new leaders
- Raise objections to discrimination
- Be involved in own community

How do we measure the impact of Sarah's mum's morning tea in NZ? 'The only measure that really matters is did a person make 1 new friend due to the program or group' Cormac Russell

A Community Centre's work can save people's lives by helping people connect.

**Chris Martin**  
**Coordinator of Community Connections Team**

Sarah has summed up very well what we do.

District facility coordination work – Sarah looking at area with 13 – 15 facilities.

To understand what we can do together, for the exact same reasons as Sarah mentioned above. Learning together, sharing skills, connecting and working together. There are 5 different districts – 70 facilities (350 if including sporting clubs.) There are lots of opportunities to connect.

Some of Sarah's work -

Reconciliation week at Neporendi

Homelessness work – supporting people living rough to be safer

Food Expo – food is an important connector, Expo held here

The team can help people navigate Council, e.g. linking people together and helping people with council processes like Landowners consent.

Lyn Walkley's help to Centres and facilities around governance.

Playstreets program. For Halloween there will be 'spooky streets' closing streets for people to play and connect in their street.

Community garden – Willunga, Rotary hall

Working on resource pack for newly arrived people. We would like input from centres on what to include to stop people being isolated.

Thank you to all that run the Centre, and those that use the programs.

**Meeting Closed 10.28am**

Morning Tea

## Chairperson's Report

It is a great pleasure for me to provide the management committee's report for 2021/2022, a year which has been remarkably busy for the volunteers and staff at the Woodcroft Morphett Vale Neighbourhood Centre.

Although the first meeting for the year was by Zoom due to an early lockdown, the committee met face-to-face regularly on ten occasions throughout the year to complete a busy schedule of activities, as well as arranging a Special General Meeting of all members of the Association in May.

Management Committee membership remains at eight, following Anne Brant's resignation in October 2021 and a new member, John Venning joining the committee in November. Members of the current management committee are:

Jan Martin	Robert Close	Peter McDonald	John Venning
Doreen Oughton	Keven Cocks	Andrew Smith	Brian Adams
Lucy Richardson (ex officio)			

As well as diligently supporting the management committee, all members also contributed strongly to each of the Centre's sub-committees, contributing to the Centre's community activities and programs.

The management committee contributed to a wide range of activities, discussions and decision-making on behalf of the Centre. Importantly, the committee members contributed to the review of the Association's Constitution and held a Special General Meeting of all members on 23<sup>rd</sup> May 2022 to successfully ratify the reviewed Constitution.

As a reflection of the busy year for the committee, a selection of the activities and achievements for the year included:

- Ongoing discussion and comment on Business Plan 2021/22
- Discussion and ratification of the draft Business Plan 2022/23
- Discussion and ratification of the Budget 2022/23
- Business Continuity Plan reviewed and ratified
- Discussed and provided comment to Council on their Partnering and Management Agreement
- Discussion and approval of nine proposals for increased funding of activities and centre groups
- Discussion and approval of eight proposals for equipment purchases and training proposals
- Review and ratification of seven Operating Procedures
- Discussion, development and ratification of a Policy and Operating Procedure for COVID Vaccination requirements
- Input to management committee skills audit

It has been an immense pleasure for me to be the Chairperson of such a committed and effective committee throughout 2021/22.

Brian Adams

Chairperson



## Community Development Officer Report

I would like to acknowledge and thank the Management Committee for their perseverance and dedication to the Centre as we continue to face the challenges presented by the pandemic. Led by our well-respected Chairperson Brian Adams, the Committee works well together, navigating the ever-changing mandates whilst supporting each other and the volunteer team.

The 2022-23 Business Plan outlines the commitment by all to continue supporting community during this difficult time, with mental health, wellbeing and reducing social isolation our primary focus.

When I reflect on the past year, it is amazing to see how much has been achieved by the volunteers and staff despite these challenges – we have remained a reliable constant in the community – offering a safe place where people can connect during a time of heightened uncertainty. The volunteers have provided social opportunities – such as bus trips, guest speakers, free/low-cost meals and various support groups all in a friendly, welcoming place. Recent surveys undertaken for the Department of Human Services clearly indicate that we are on target, with the majority of those attending the Centre feeling better connected to community as a direct result of the work of the volunteers. The volunteers and staff should feel proud of what has been achieved:



### GOAL 1 – Become financially viable and sustainable with adequate resources (financial, human & physical)

- Preparing budgets and comparing previous income has proved to be challenging due to the uncertainty of the pandemic, however the Centre is tracking very well financially and has plans to reinvest back into community programs and infrastructure this year. The Centre made a profit for the 2021-22 financial year, this was achieved by:
  - ensuring **grants** have administration components to cover operating costs,
  - **monitoring course programs** to ensure they are at least cost flow neutral or making a small profit,
  - **fundraising** (just over \$6,200 raised), and
  - increasing venue hire to better capacity with spreadsheets developed to track **venue hire growth**.
- Venue hire income has surpassed pre-pandemic levels. Facility usage by business and community group hirers increased this year through promotion by the Media Subcommittee and professional customer service provided by Tanya, our Venue Hire Officer, and her team. The Centre supports 24 volunteer-run community groups with in-kind venue hire exceeding \$10,000 per month.
- Risk assessments are undertaken for all programs to ensure financial viability.
- Introduction of the volunteer and staff **Professional Development & Training Calendar** this year reflects the emphasis being placed on additional, varied training. The Management Committee has allocated a considerable increase in the 2022-23 annual budget for this.
- The Risk and Audit Subcommittee have created an **Internal Audit timetable** – internal audits were completed this year for Upcycle Boutique/Café 175 and Venue Hire, with an audit for the Volunteer Program (alignment with National Volunteer Standards) currently underway.
- The Finance Subcommittee meet quarterly to review the annual budget.
- **Finance Work Instruction Manual** developed and reviewed annually by Finance Subcommittee.

- The Management Committee has aligned the annual budget with **Business Plan goals** and have committed considerable funds towards facility improvements. These include barista coffee machine, installation of HDMI points, mirrors in room 4, new fit-for-purpose ovens in main kitchen, additional kitchen appliances and upgrade to current IT system.



## GOAL 2 - Develop a well-functioning, well-governed and structured organisation

- WMVNC has a strong foundation of Governance. A well-functioning organisational structure comprising of the Management Committee and 6 subcommittees, ensures that identified goals in the **Strategic Plan/Business Plan** are constantly worked towards.
- This year, the **Constitution** has been reviewed and ratified.
- The Management Committee and subcommittees continued to meet during the pandemic via Zoom, recently returning to face-to-face meetings.
- The Risk & Audit subcommittee has continued to monitor, review and update Policies and Procedures, reviewed program risk assessments and assessed health and safety risks across the Centre.
- The **Document Control Register** is maintained by the Document Control Officer. The regular and timely review of all governance documentation is overseen by the R&A Subcommittee. However, the process is collaborative, with each subcommittee updating their own operating procedures and work instructions.
- A **skills audit** of the Management Committee is undertaken annually to identify gaps and target particular roles/skills for future members.
- Position Descriptions for Management Committee were reviewed, annual catch ups with the CDO conducted and agreed **Performance Measures** established.
- **Staff appraisals** were undertaken by the HR Subcommittee for all employees.
- A Succession Planning Operating procedure has been developed and the HR Subcommittee is currently working through the process of **Succession Planning**.



## GOAL 3 - Develop and expand services and programs to respond to the changing needs of our community

- **Community Analysis Toolkit** – we continue to work with the statistical information provided by the Research & Analysis Working Group in 2020 – this information has proved invaluable when developing our Business Plan 2022-23. During the pandemic we have seen a trend in community seeking assistance for food. Anecdotal evidence has provided us with insight into the impact of isolation and loneliness during this time. To this end, many of this year's goals focus on reconnection and low-cost social activities – namely the new Community Kitchen project and expansion of the community garden.
- **The Community Kitchen** ("the Kitchen") - The Kitchen commenced in February 2022 and is a community-run program, embracing a wholistic approach to addressing food insecurity in the community. The program includes: **Community Lunches** – low-cost, two-course meals available in a dining setting, providing an opportunity for social connection, **Frozen meals** – nutritious meals prepared by the kitchen team, available to purchase at low-cost throughout the week (free for emergencies), **Training** – opportunities to join kitchen team, gaining new skills from a qualified chef. Training the volunteer team ensures sustainability of the program after the funding period (train the trainer).

While the Centre was awaiting the outcome of a funding application at the beginning of 2022, the Management Committee allocated funding to the program to cover wages (short-term contract) for a qualified chef to train a team of volunteers to run this program.

We are collaborating with partners Community Bridging Services (CBS) and Morphett Vale Rotary on this project. CBS refer jobseekers to the kitchen team for practical experience and training, and Rotary have assisted us with funding for ingredients for 6 months. Research undertaken by the Centre (CCSA toolkit) which included surveys, collection of anecdotal data and meetings with State and Federal Members to determine community trends (predominantly in the suburb of Morphett Vale) clearly indicated a need for food programs. At the Centre, we have also seen an increase in requests for social interaction and access to food. Our existing community pantry and grow-free cart have seen an increase in usage.

The Kitchen has been running for 6 months at the time of writing this report. Numbers for lunches have reached capacity and we find that many people purchase meals to take home. The meals are particularly popular with the men in our Southern Men's Chat group who are living alone and with many seniors who share that they are feeling isolated. The tables are set up to ensure that anyone who comes alone, will not be sitting alone and we have already seen friendships forming. As we have now received notification of a successful funding application through GrantsSA to support this program, we will engage the chef into 2023, to provide further training for future members of the kitchen team.

- We hosted events/programs that celebrate **cultural diversity**, i.e. Harmony Day and Multi-cultural Cooking and provided facilities for regular meetings and other cultural programs such as the German Club. We have been limited with these types of celebrations during the pandemic.
- The Vision & Mission Statement was amended to better articulate the Centres commitment to embracing Cultural Diversity.
- The **Seniors Social** centre group provided a diverse range of activities for the participants, in response to their feedback.
- Additional **immunisation services** provided in the building during pandemic (3 days per week). Immunisation staff recognised that the extra hours and appointments worked really well and have therefore, extended original hours to provide immunisation one additional afternoon per week.
- **Volunteer social events** continue to increase with a well-attended End of Year celebration and Winter Warmer/bingo lunch.
- A Log of Enquiries is located at Reception and reviewed regularly to monitor patterns
- Signage/information in different languages around the Centre
- The **Community Pantry** is partially funded by the centre and also relies on donations from the community – it is well utilised and compliments the Grow Free cart.
- **Community Garden Program** – this Centre program has been running for many years, however in the past five years we have seen a steady increase in volunteer and community participation. During the pandemic, the garden program was seen as a safe space for people to remain connected, whilst minimising risk to themselves. The team has commenced plans to increase the reach of the garden as a learning hub for the community, encouraging opportunities for participation in collective garden projects. Works have commenced to realise a garden expansion which will cater for people with a range of mobilities. The team is very excited to have received funding from City of Onkaparinga for installation of a 'fit-for-purpose', permanent greenhouse, 2 x fixed raised garden beds and planting of fruit bearing trees which will enable the team to support the Centres commitment to food security. Our volunteer team are extremely enthusiastic in sharing their knowledge with the community and run regular workshops. The program is welcoming and supportive of those in our community facing challenges due to physical and mental health and we find that the garden is a supportive program in which to introduce new volunteers to the Centre.

- 2022-23 Professional Development & Training calendar, School Holiday Program calendar and Seniors Social calendars, with associated allocated centre funding, enable us to ensure funds are **reinvested back into the community**.



#### **GOAL 4 - Build a market leading profile and communicate the Centre's values and programs within our community**

- User **group surveys** were conducted throughout the year.
- The Media Subcommittee has reviewed the **Marketing Plan**, which aligns with Business Plan goals.
- The Course Guide was updated and is now printed on demand – reducing printing costs.
- Greatly increased awareness through 'viewing opportunities' of rooms 1 & 2 during an increased number of events, Community Kitchen, Café 175, Upcycle Boutique and Behind the Seams.
- **Increased signage** at front of building – a greater street presence.
- Art/photography exhibitions in 'the Street'.
- Letterbox distribution in **Area 1** – an identified area of disadvantage in Morphett Vale – our target area for most activities. The Centre is committed to reaching out to those not currently engaged with the Centre.



#### **GOAL 5 - Collaborate and build partnerships and networks within the wider community**

- Collaborations with **Woodcroft College** have been limited during the pandemic; however, student placements are set to return in late 2022.
- We partner with **Flinders University** to provide student placements for social work students – 500 hours per student.
- **CarersQLD** – student placements offered for those studying Cert IV in Community Services.
- Collaborative partnership with the **Woodcroft Library**. Regular Community Centre Network meetings provide an opportunity to work together in continuing to improve our service to the community. Staff within the building have pulled together to overcome challenges faced during the pandemic and provided support for each other when needed. A 'Working Together' document has been developed and the library Coordinator attends our regular Fundraising & Events subcommittee meetings to enable us to work collaboratively on events such as Harmony Day, NAIDOC week and R U OK day.
- MOU in development with **Hackham West Community Centre**. We have submitted a partnered ACE funding application to offer non-accredited cooking training at WMVNC – HWCC will provide transport to bring participants from the Hackham area. WMVNC is referring people to barista training at HWCC.
- Support has been provided to HWCC in areas of governance, representatives from each Centre have attended Committee meetings.
- We have assisted HWCC with ASES Audit preparation.
- I regularly attend Hub Network meetings, Chat n Chew Sessions and Centre Team meetings, providing feedback to the Management Committee when applicable.
- **City of Onkaparinga** continues to provide us with funding, maintenance, governance advice and support through the Partnering Agreement - invaluable for sustainability of the Centre.

- We are working more closely with regular hirers who provide much needed support services to the community – we support them with external promotion and cross-promotion between groups within the centre.



Our Team

I am very proud to work with people whose **enthusiasm and dedication** to the wellbeing of our community is second to none. The volunteers and staff have displayed great **resilience** during this time and maintained a positive outlook. The Management Committee and subcommittees have continued to work diligently to achieve outstanding outcomes and have a genuine commitment to **continuous improvement**. We have many great teams working towards common goals – for myself, seeing the implementation of these groups and now stepping back from a few of them is extremely rewarding on a personal level. I believe we have become much smarter in our recruitment processes and in targeting community members who possess **key skills** that enhance our current volunteer base. Seeing volunteers sharing their skills, using their knowledge for the benefit of the community and supporting them in their projects is the greatest reward a CDO can ask for. I would also like to acknowledge our quiet achievers – those volunteers who facilitate groups, often out of hours, who I do not have the opportunity to see very often but am aware of the wonderful work they do and see the success of their programs. Our volunteer, centre group facilitators often work independently and provide wonderful experiences for the local community and our wonderful admin/office volunteers often go above and beyond, coming in after hours to improve our systems.

The great work of the subcommittees continues with Risk & Audit subcommittee undertaking regular reviews, risk assessments and internal audits. The HR subcommittee have faced some challenging scenarios and handle all with professionalism and expertise, huge improvements made in recruitment processes thanks to our new recruiters Debra and Leanne – vitally important in a time when volunteer applications are low. The Events & Fundraising subcommittee continue to be enthusiastic about providing events that connect people despite challenges of the pandemic. The Operations Subcommittee continue to ensure smooth day to day running and are always researching new technologies available to us. The Finance Subcommittee continuously reviews and monitors the annual budget and ensures all procedures and processes are transparent. The Media Subcommittee continue to introduce new methods of promotion and are always seeking ways in which to reach those who are not attending the Centre.

I would like to acknowledge ALL of our wonderful volunteers and staff who continue to provide excellent community service during this turbulent time with constantly changing restrictions and mandates.

My work would not be possible without the massive support from Nova and Tanya – both are highly skilled, well respected by everyone at the Centre and always go above and beyond to ensure the wellbeing of the centre and all who attend. We are incredibly fortunate to have these dedicated and conscientious women in our team.

Thank you also to Emma Cadd, Verna Saunders, Jacquie Meynell and Lyn Walkley from City of Onkaparinga for their support this past year.



## The future

As we move towards (hopefully) the final stages of the pandemic and become accustomed to the new 'normal' we will focus on securing partnerships with agencies/organisations to provide expert assistance in areas of need.

We recognise that staff are currently running at full capacity, therefore we are close to the maximum number of volunteers we can provide support for. This means that we cannot be all things to all people, but we can focus on key areas and use our fantastic resources (skills of our volunteers) to address these needs.

There is much work to be done in our Business Plan 2022-23 which will focus primarily on projects and infrastructure which:

- ensure the health and wellbeing of our volunteers and staff,
- provide fit-for-purpose equipment for our volunteers to continue their great work,
- provide training and professional development opportunities to support our team,
- continue to support and grow our programs which offer opportunities for community connection, and
- reach those in the community who do not currently attend our programs (area 1 in particular).

The Management Committee will host an Open Night scheduled for November which will help us identify potential partners/collaborations. We know that many in our community are feeling lonely and isolated, many are also struggling with the rising cost of living and we have a role to play in supporting people during this time.

A big thank you to all volunteers and staff for your dedication and enthusiasm for the Centre – we simply would not be here without you!

Lucy

## Behind the Seams Report

It's been very industrious in the sewing group, with new members, very popular sewing projects and holding trading tables to sell their products. The funds are placed into fundraising, currently for a barista coffee machine for the Centre.

The group have been sewing microwave bowl holders, which seem to sell like hot cakes.

Our group has grown into a very caring and supportive group, and their confidence has grown a lot regarding their sewing and also socially.

This gives me great satisfaction; encouraging new creative paths for their next sewing projects, as we head towards Christmas.

Another highlight will be a Xmas lunch at the end of the year.

The group really enjoy their cuppa and cake each week and a chance to have a chat.

Cheers

Linda Bayer Volunteer Behind the Seams



## Café 175 & Upcycle Boutique Report

Even though we've still had some restrictions due to COVID the Upcycle Boutique continues to be very popular. We welcome donations of good quality clothes from the public and often get comments from people saying how nice our clothes are. They especially love the variety, quality and reasonable prices.

Café 175 continues to be very successful catering to an average of 30 dine-in customers each week as well as several takeaway orders. Our café menus and upcycle boutique are advertised each week on several media platforms as well as the centre website. We now have fantastic new signage for the Café 175 and Upcycle Boutique which is displayed at the front of the centre each week.

As we are getting more well known, we have new customers as well as our regulars. It's always lovely to see our regulars and to meet new people.

We continue to get comments from people saying the Upcycle Boutique and Café 175 make the centre come alive on a Wednesday. This is always great to hear. Our team now has some new faces. Madeleine, Kate, Janita, Raven and Molly. We all work hard to make the Upcycle Boutique and Café 175 the successes that they are. It's hard work but also lots of fun. We're always there to welcome people into the centre, have a chat to them and make their experience enjoyable.

Kerry Cioron

Co-ordinator

Café 175 and Upcycle Boutique



## Crafty Carousel Report

What a year it's been so far, with last year's start to our group slow and a bit disappointing, we certainly have come ahead in leaps and bounds. Currently we have 8 in our group and 2 volunteers, Myself and Julia. We are getting ready to do Quilted Xmas Wreaths in the first week of the term as a group project, in saying that the group does a variety of different crafts most weeks. I must say it's a happy-go-lucky group/team with lots of laughs and cheery sessions. A true joy to be part of. We may be slow at achieving our goals sometimes, but we get there in the end. Here's hoping we continue as is for the next however many years.



Regards

Janita and Julia



## Crafty Kids Report

This little program is run in the school holidays for 2 weeks, it really is a pilot program at the moment and here's hoping it will eventually take off in a bigger way. With the help of Linda and myself we feel although it is a bit slow, we will get there in the end. Our next sessions will be held in the October holiday period and the children will be doing a variety of Christmas decorations. The children we have had so far have been great and love what they do as do we in showing them different crafts. Fingers crossed it takes off in a big way.

Regards

Janita and Linda



## Community Breakfast Report

The Community Breakfasts have restarted after the restrictions of COVID and it's great to see regulars returning for breakfast. We have changed the requirement for bookings to be essential, in the hope that there will be wider appeal in the community, but so far the success has been sporadic.

A very big thank you for the great team of volunteers that have joined in and assisted with the setup, cooking, serving, clean up and sharing in a team breakfast after the diners depart.

We look forward to the breakfasts continuing and once again being a regular meeting place.



**COMMUNITY  
BREAKFAST**

**FULL COOKED BREAKFAST**

3rd Monday of the Month  
9am to 10.30am  
**ONLY \$6**

**BOOKINGS  
PREFERRED  
ON 8384 0070**

## Community Kitchen Report

(as per CDO report)

- **The Community Kitchen** commenced in February 2022 and is a community-run program, embracing a wholistic approach to addressing food insecurity in the community. The program includes:
- **Community Lunches** – low-cost, two-course meals available in a dining setting, providing an opportunity for social connection,
- **Frozen meals** – nutritious meals prepared by the kitchen team, available to purchase at low-cost throughout the week (free for emergencies),
- **Training** – opportunities to join kitchen team, gaining new skills from a qualified chef. Training the volunteer team ensures sustainability of the program after the funding period (train the trainer).

While the Centre was awaiting the outcome of a funding application at the beginning of 2022, the Management Committee allocated funding to the program to cover wages (short-term contract) for a qualified chef to train a team of volunteers to run this program.

We are collaborating with partners Community Bridging Services (CBS) and Morphett Vale Rotary on this project. CBS refer jobseekers to the kitchen team for practical experience and training, and Rotary have assisted us with funding for ingredients for 6 months. Research undertaken by the Centre (CCSA toolkit) which included surveys, collection of anecdotal data and meetings with State and Federal Members to determine community trends (predominantly in the suburb of Morphett Vale) clearly indicated a need for food programs. At the Centre, we have also seen an increase in requests for social interaction and access to food. Our existing community pantry and grow-free cart have seen an increase in usage.

The Kitchen has been running for 6 months at the time of writing this report. Numbers for lunches have reached capacity and we find that many people purchase meals to take home. The meals are particularly popular with the men in our Southern Men's Chat group who are living alone and with many seniors who share that they are feeling isolated. The tables are set up to ensure that anyone who comes alone, will not be sitting alone and we have already seen friendships forming. As we have now received notification of a successful funding application through GrantsSA to support this program, we will engage the chef into 2023, to provide further training for future members of the kitchen team.



## Dungeons, Dragons and Dice Report



### A Snapshot:

Our team has grown to six Volunteers with the joining of Game Master (GM) Steve, who was formerly a community member in GM Alan's group. Steve has been attending D3 for many years now and has been eager to establish his own table with the program to better spread his passion for this amazing safe, social, and creative hobby. GM Jay's table has made its start again at the centre since his return, focusing on providing a safe, educational, and simplified dungeons and dragons experience for young adults under the age of 16. Jay's experience in D&D and Education provides the children at his table opportunity to build their communication, cooperation, and problem-solving skills. Our program is moving from strength to strength, with a high retention rate of participants, as well as the occasional visitor coming to watch the groups. Our program brings together people from a range of different backgrounds and demographics, some from outside of the local area, and many of whom would probably not interact outside of D&D.



### Community Response:

As outlined in the previous report, our community members continue to connect and build positive bonds with their fellow players and our volunteer GMs. We attract a broad diversity of community members ranging in age from children to mature adults of both genders many of which identify as living with anxiety, depression or ASD. Dungeons, dragons and dice has provided a space for these people to mingle and thrive. For example, GM Courtney's table are by far the most eager and excitable of our program, bringing along game props, wearing costumes, and voice acting and elaborately roleplaying their characters. Their effort is matched only by GM Courtney herself; at her last game, Courtney took the time to make and gift her players a replica prop of a magical relic that her players encountered in their imaginary world. But every one of our volunteers pours love and effort into their games in their own unique way – from the relentlessly creative storytelling of GM Alan, to the amazing voice and character acting of GM Alex. I myself have been running games of DND for 22 years and find the program to be a great outlet for creative energy and a means to bring people together. It is not an uncommon occurrence for players, often from different tables, to talk about what adventure their characters had just experienced after our sessions, both in person and on our monitored online discussion board. We have a strong team and we are all proud to be a part of it.

**Growth:**

Many of our existing groups are at capacity and we have a very slow turnover in participants. We have grown in our social media presence and have established a wait list for anyone who contacts us with interest in joining the program, as we have limited space and volunteers. We often invite interested parties to come and observe a game, but we cannot always guarantee them a spot at a table. As such, whenever we have a player leave our program, we are able to replace them quickly - GM Steve's table was filled as soon as he was ready to commence running. We have also expanded away from our Facebook page for the purpose of community engagement and replaced it for the much safer and easier to manage Discord app, an online discussion board which can only be accessed through admin invitation. We still use Facebook for advertising the program and recruitment purposes, however we now coordinate with the players and disseminate news and event schedules on the Discord discussion board. GM Jay's young adult group does not participate with the discussion board, Jay communicates with and updates parents himself. We have had excellent feedback on the sense of community that the online platform change has provided, allowing players from different tables to communicate and socialise more than ever before, sharing their stories and experiences, and building a stronger bond within the program.

**Future:**

Currently our future is focused on maintaining the program and supporting Steve to grow into his new role as a volunteer Game Master. We would like to arrange greater collaboration with the centre in the management and administration of the online spaces. With tables and rooms now at capacity, and a working waitlist, we are set to continue for the foreseeable future running as we are and look forward to seeing what adventures the future brings.

- GM Chris



## Everyday English Report

In this, the third year of COVID 19, the Everyday English classes have felt the full impact, both for students and tutors.

Our program focuses on a one to one approach of tutor to student which requires a quick response to maintain the balance of student to tutor numbers. This year health issues and changes in lifestyles have been the major driver for many of the program's challenges and changes.

The changing rules, recommendations, suggestions, policies and processes during the pandemic have been challenging in the planning and implementation needed to serve the requirements of students and care of tutors.

Because we use a 'one to one student focus' model of tutoring it is a major challenge to maintain that balance of tutor to student ratio. There have been times when there were more tutors than students and vice versa. Despite that we have been able to welcome new tutors into the group and that has been a positive outcome. We have also had new students come to the centre and whilst some have moved on (employment, other studies, moved interstate, moves to other ESL programs) it is reassuring that most continue with their English development.

I would like to thank the tutors for their dedication and the strong bonds they have developed with their students and the collaborative support they have shown to other tutors.

I took some time off to travel to the north of the state and the tutors were more than willing to collectively work together to support each other and the students during my absence. I would like to do a 'shout out' to the office staff, who have supported the program by passing on enquiries and notifying us of messages received, it is a great help.

Thank you again very much your efforts

Keven & Karen



## Fundraising and Events Subcommittee Report

The Fundraising and Events subcommittee and Woodcroft Library have had a few very busy months.

We held Harmony Day with free Moroccan Soup, which was very yummy and delicious. Paper Cranes were made, that were sent to Japan Children's peace memorial, they were very beautiful. (See the next page.)

Earth Day, making earth crowns out of leaves and the Council held a sustainability booth which was run by Tracy Fulton (Council Staff). Plus a competition for Earth Day titled 'What does Earth Day mean to you.' Some very eager and colourful artists were awarded prizes for their effort, as voted by the public.

Cancer Council Biggest Morning Tea (Mad Hatters Tea Party). The day raised \$143.70, which the Centre donated to The Cancer Council. Tea with Scones and jam and cream were the order of the morning.

Mother's Day Raffle and Father's Day raffles./ Lots of fundraising for the Centre's coffee machine.

R U OK in Sept has a free BBQ lunch and activities.

Christmas is coming quickly, just around the corner, so it will be out with tinsel, bells and Christmas tree and the committee will be busy supporting The Senior Social Christmas theme at the end of the Year.

The committee is a mix of marvellous talented people who give their time to produce wonderful events, lookout for next year.

Cheers

Linda Bayer

Volunteer Chairperson FUNDRAISING AND EVENTS COMMITTEE



## Fundraising and Events cont - Harmony Day Cranes

Dear Angela

Thank you very much for sending the paper cranes with the desire for peace.  
We received them and offered them to the Children's Peace Monument.

To avoid a repetition of the tragedy that befell many victims who died of the Atomic bombing, we are working to build a peaceful world without nuclear weapons.

This will be accomplished not only by our effort, but also by support and cooperation from all over the world. In line with this, we appreciate your action and desire for peace.

I ask that you to continue to keep in your heart Hiroshima's experience and your hopes for peace.  
I close with best wishes for your good health and every success in your activities.

Sincerely yours,

Takumi Yoshihara(Mr.)

Peace Promotion Division

International Peace Promotion Department The City of Hiroshima



## Garden Group Report

Our monthly meetings resumed in February after the Christmas/holiday break.

Our first in - house meeting didn't go to plan as our speaker had to cancel at the last minute, but we carried on. Everyone was happy to chat and catch up and we had a quick impromptu Question and Answer session relating to plants and gardens.

In March our trip took us to Kar Koo Garden Centre in Woodside. Apart from the lovely drive through the Adelaide Hills our group of 18 members found the Garden Centre really interesting and we were able to sit together for a chat at the cafe and enjoy coffee and snacks before the return journey with car boots full of new plants.

Our guest speaker for April did a very good presentation on Begonias and the 16 members present learnt a great deal.

On a dismal day in May we took a guided tour through Wittunga Botanic Park at Blackwood. Our guide was a lovely and knowledgeable person and although we had to dash for cover against the rain towards the end of our walk we managed to find a protected shelter to have our lunch. All agreed that we would like to return in the Spring when the garden will have its spring flourish.

June in-house meeting was a great success with a talk on Sustainability by Onkaparinga Council regarding what happens to our garbage once collected.

July was a visit to Noarlunga Orchids and Roses where quite a few members bought one or two plants. We were very brave to sit under a shelter at a local park afterwards for a quick coffee.

August saw our speaker talk about Pelargoniums. This meeting was a very special occasion as it was also the 30<sup>th</sup> anniversary of the Garden Club. We still have one original member, this being Joan Stokes and it was also her 91<sup>st</sup> birthday. To commemorate the occasion there was a birthday cake and we enjoyed cakes and snacks supplied by our members for our morning tea.

The remainder of the year will see us visiting Willunga in September and Blackwood once again in November. We have yet to find a speaker for October.

Our Christmas lunch will be at Jimmy Deanes in December before we take a break for the holiday season.

Attendances for meeting and trips have been reasonable allowing for current conditions, averaging 15 members each month. I hope that we can increase numbers in 2023.

Regina Dallemule  
Group Facilitator



## Garden / Community Garden Report

The Community Garden Group tries to demonstrate methods of gardening and maintenance of gardens in accordance with growing gardens at home, either in orchards, garden beds, raised beds or pots. Our garden is organic and follows some of the principles of permaculture to use all our waste, except that of diseased plants, to recycle the nutrients into the garden soil and attract beneficial insects and small mammals by ensuring there is food and shelter available for them.

We have been planting a few more edible plants along the western Streetscape area including tomatoes, silverbeet, garlic, kale, mustard greens, pumpkins, grapes, fruit trees and the edible nasturtiums leaves and calendula flowers and encouraging people to take some. There is also a good supply of cut flowers for the Centre.

The photo below is of a Mortgage Lifter we planted last spring, still producing a few small tomatoes and flowering again in August.



The group, through the Centre, has received a grant to establish a glasshouse and some espaliered fruit trees in the outdoor areas and near our shed. We are confident we will be able to produce most of our own plants from seed, both saved and purchased with the addition of the glasshouse, it is an excellent resource for a community garden. We hope to make many seedlings available to our community once established. Many thanks to everyone involved in the process.

We have also been gifted three garden beds and quite a few fibreglass pipe sections from the staff at the O'Sullivan Beach Children's Centre in July and the garden group are in the process of working out the best way to incorporate these assets into our spaces. Our thanks to the Children's Centre who have unfortunately and sadly needed to exit their small kindergarten building and garden space near their Centre.

The garden group meets when we need to plan the next steps. This is generally accompanied by a coffee and more recently members of the team bring along a home cooked treat to share, including a joint venture BBQ. We are now experiencing the cooking skills of our gardeners as well as the shared gardening experiences and we have a very talented team!

At the time of writing our small team has a lot of work in front of it, purchasing and constructing the greenhouse, establishing the espaliered beds and preparing and planting out the donated equipment.

Many thanks to our Volunteers, past and present, for the skills, guidance, effort and companionship they all willingly share in the Community Garden.

Community Garden Team.



## HR Subcommittee Report

The last year has been another stable year for volunteers and employees as the Centre returns to a more normal footing as the pandemic eases.

The HR committee has continued to undertake interviews for positions to recruit suitable volunteers and staff via the VSOs for Recruitment. When engaged, the staff and volunteers have been supported through a probation period with help and advice given to help them settle into their respective roles. This is important to ensure they feel valued and appreciated.

Six monthly catchups for volunteers, and appraisals for staff have been undertaken to ensure they are able to express how they are progressing in their roles and they can voice any concerns. With the large number of volunteers this process is time consuming, but important work. It is undertaken however, with enthusiasm and focus. Volunteers are always provided with the training or support they require to function efficiently. This is vital to ensure they can feel comfortable in their roles.

One of the roles of the HR subcommittee is to ensure the Centre's Policies and Procedures are up to date. This process is ongoing throughout the year.

It is good to report once again that the spirits and morale of volunteers and staff remain high and their commitment to their roles is as strong as ever.

Rob Close.

Chair of the HR Subcommittee.



## IT Co-ordinators Report

This past year has seen everyone at the Centre involved in some way with Information Technology (IT) working hard to ensure the Centre's computer network and data remain protected from cyber threats and viruses. Though the Centre employs sophisticated anti-virus software along with an automated cloud-based data backup system, everyone at the Centre is well aware of the importance of being on alert for internet and email phishing who prey on organisations and individuals as they develop new ways to steal and disrupt valuable data; usually for profit. It comes down to our people; Centre Staff and Volunteers to keep us safe in the cyber world. Thank you all for your care.



Two years ago, the Centre replaced its tired and ageing office computers with six state-of-the-art 10th generation IntelCorei5 NUC small form computers along with four reconditioned HP desktop computers (kindly donated by Community Support Incorporated) delivering the Centre an immediate productivity improvement. This year we will be retiring the HP desktops PC's, replacing them with four new 11th generation IntelCorei5 small form computers.

All current and replacement computer hardware, though Windows11 ready, will remain using the Windows10 operating platform which Microsoft are supporting through to 2025. It's envisaged the centre will migrate the network to Win11 following volunteer training later in 2023.

This year the Centre completed its implementation of the [wmvnc.org.au](http://wmvnc.org.au) email rollout. The [wmvnc.org.au](http://wmvnc.org.au) email initiative was designed and introduced to deliver a secure easy to use web-based email service that eliminates the need for volunteers to use their personal email accounts to conduct business on behalf of the Centre. The wmvnc.org.au domain is shared with the Centre's web-site - [www.wmvnc.org.au](http://www.wmvnc.org.au).

Investigations to replace the Centre's cash handling and credit card facilities are well underway with an expectation of replacing the ageing cash register with a new touch-screen point of sale system. The new user-friendly point of sale touch-screen interface will allow for easy selection of saleable items and services by reception volunteers. Other features include simplified credit/debit card transaction handling along with the ability to download sales and financial data to the Centre's accounting system. The point of sale system is able to be operated remotely using an iPad, just the job to offer debit and credit card facilities at Bunnings sausage sizzle fundraising events.

Lastly, Venue Hire are currently investigating the introduction of an on-line venue booking system. Amongst its many features it will enable hirers to securely book and pay for their room hire requirements via our website on a 24/7 basis. Very exciting.

David Esson.

## Justice of the Peace Report

We have had another interesting year with COVID and the cold and flu season, but we have all survived it. Adrian is back with us after his leave of absence while he was recuperating, and Peter and I have been here when possible covering most shifts.

This year we have had 1,530 clients come to us for assistance with many forms and procedures. I would like to thank Nova for her help in working out how many clients and 475 volunteer hours we have worked here at the Woodcroft Morphett Vale Neighbourhood Centre.

Thank you

Kathy Smith, Peter Bodin and Adrian Hersbach



## Kitchen Report

The kitchen has never been so busy. It gets used every day of the week whether it is preparing for meals or running programs and hirers.

Because of the constant use we have had to increase the cleaning regime to once a month and also put in place new cleaning practices in the everyday use of the kitchen.

Being a community Kitchen, it is very difficult to keep in place the new cleaning rules, as not everyone does it, also a few kitchen wares have been mislaid/taken.

We have had a deep clean in the kitchen in July and the next one will be in December.

I would like to thank all involved for your help and support with the deep clean.

Thank you

Sonya K

- Mon - Breakfast
- Tue & Fri - GSASA (German Speaking Aged Services Assoc)
- Wed - Cafe 175
- Thurs - Community Lunches



## Leatherwork Report

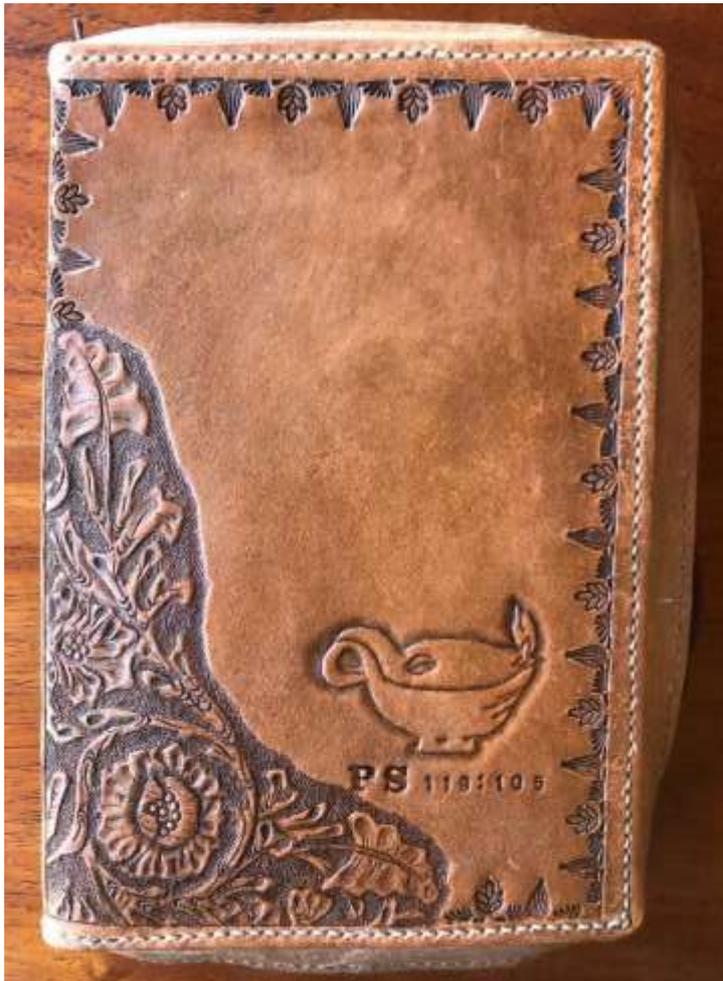
The smell of leather can be quite addictive - especially when tied to a project whether large or small. There is also the creative element that excites and fulfils a need to make something beautiful or functional.

Each Tuesday morning a group of dedicated leatherworkers gathers to express themselves and have a good "chewing of the fat" together. It is a great social time with a constructive element to make items for friends, families or the occasional sale.

For those interested in learning how to work with leather there is the opportunity to come along and practice some of the skills that could be developed to produce items you have always wanted. There are some leather tools on site available for use and some basic skills teaching available for those willing to ask. While there is no formal teaching, those who have been working with leather for years are willing to share their knowledge.

So if interested, come along, it's how we all started here.

Rex Griswood  
Participant



## Media Subcommittee Report



Woodcroft Morphett Vale Neighbourhood Centre's focus is on providing on-going services, programs and activities for members of our community and this is demonstrated in the promotion and communication through our Media Sub Committee.

The highlight of the year has been the extension of our re-branding of the Centres appearance.

Various communication and promotional tools were developed during the year including:-

- Care Packs for COVID recipients
- Letterbox drop postcards for residents in the Morphett Vale Area 1
- Activities promotion in the Social Connection Newsletter
- Events on the Council website – Community-connection/Affordable-Onkaparinga
- Multicultural welcoming flags hanging in the Centre foyer
- Community Kitchen and Café 175 flyers.

The Media Sub Committee were aware that we needed to have better external signage as many in the community are not aware of the activities available at the Centre. Therefore, as part of our re-branding and advertising we have designed and produced feather banners and bollard covers in addition to A frame corflutes in the foyer.

Promotion of our many activities and programs are listed on the Activities page both on the website or as a hard copy available at Reception. Additional pages on the website include:- Venue Hire, Volunteers, Services, tips for Recycling and Annual Report.

The main source of advertising primarily has been our Facebook and the Sub Committee are always seeking the opportunity to increase our social media channels. Some of the more popular flyers on Facebook reach over 3,000 people, whilst the average flyer coverage is usually over 400 people. Over the year we increased our total likes to 2,000. We continue promoting through Gumtree, Instagram and the City of Onkaparinga Community Connections.



I would like to take this opportunity to thank the Media sub-committee members and Management for their support and assistance throughout this eventful year.

### Media Sub-committee:

Jan Martin (Chair)  
Andrew Smith  
Keven Cocks  
Andrew Bowden  
Angelika Brauns  
Lucy Richardson (CDO)  
Nova Smith (CDSO)



## Operations Subcommittee Report

The Operations Sub-Committee Members have been attending meetings here at the Neighbourhood Centre by social distancing during the meeting to keep very safe or by zoom meeting which has been good because the group can still have a meeting.

The Operations Sub-Committee have changed the meeting time from 9.00 am to 10.30 am on the first Monday to allow staff and Volunteers to attend the meeting.

The operations sub-committee had the opportunity to complete projects and task around the Centre over the last 12 months:

- Replacing castors and brakes on the tables in the rooms
- Working Bee held on Monday 11<sup>th</sup> July 2022
- Various other day to day and behind the scenes jobs that keep the Centre running smoothly.

I would like to take this opportunity to say thank you to the operations sub-committee members for returning me as chairperson of the committee. It has been great to work with the committee members whom have different knowledge in many areas to help the Neighbourhood Centre.

Andrew Smith

Operations Sub-Committee



## PALS Report (Participate And Learn Skills)

The end of 2021 saw 11 of our 22 PALS participants leave the program to move onto High School. Of the 22 participants, 1 was a male. The final term of PALS 2021 also saw 3 volunteers leave (2 due to health issues & 1 due to gaining paid employment), a new volunteer started but also left for health reasons, leaving the program with just 2 volunteers. If you, or someone you know, would be interested in joining our PALS family, please let centre staff know.

COVID struck our PALS community in a big way at the start of this year, with 1 new male participant being the only child present at our first session of the year. Kevin comes from a very large family and thoroughly enjoyed having the full attention of 3 PALS staff.

Thankfully, all of the participants who had missed the first session, due to being in isolation, were able to attend session 2. Year 3 of COVID disrupting the attendance of PALS participants, it would appear that this has now become the new normal.

We have had 6 new participants join us this year. The average age of the group is much younger than it was last year & 5 of the 6 new participants are boys. This has resulted in the general interests & activities at PALS adjusting somewhat. The activities have involved a lot more craft, home-made air-dry clay, salt painting, DIY puffy paint, pipe cleaner creations, egg carton craft, beading, building & construction just to name a few. The science of craft & World Oceans Day sessions were also very popular. The group continues to enjoy cooking (with COVID requirements in place), & activities such as a disco (which was of no interest to the older group we had last year), have been very successful. The group has begun "Operation Kindness Rocks", painting rocks with kind, motivational or funny words to make the day of anyone who encounters the rocks. We hope to have enough to place around the centre for the community to see soon.

Sometimes it's the simple things that we miss due to COVID. When the pandemic started, certain measures were put in place (as they should be) to prevent the spread of this disease. One of those measures was to pack away our dress-ups. For the last session of last term, I pulled the dress-ups out of the cupboard for the first time in 3 years. I figured that they had collected dust & needed washing during the holiday break, & that we could ensure that each item was only worn by one child. The children had an awesome time dressing up in costumes & outfits, then play acting. Such a simple thing, yet this was something that many of the children had not had the opportunity to do before.

Sue, Ange & I continue to work hard to provide a fun & engaging program for our PALS children, encouraging them to try new things, develop life skills and to work on social skills to build resilience and understanding. All with the hope that we, in some small way, will be able to assist these children in moving forward with their



lives, engaging with and contributing to our community. This program could not continue without Sue and Ange. I hope that we will be able to find more volunteers to assist with its continuation.

Neighbourhood Centre staff continue to support our program well. Lucy and Nova are so supportive and positive to work with. Thank you!!

Early next term we will be celebrating the opening of a PALS time capsule which was made in the year 2000, well prior to my becoming PALS Coordinator in 2007 (this celebration has been previously postponed due to COVID). We will be inviting past PALS families and staff along for some food, retro music and games. I look forward to hearing stories of PALS past. I'm certain that this celebration will encourage everyone involved to continue to support this wonderful little program.



## Playgroup Coordinator Report

Koala's and Possum's Playgroup

Jessica Kolev: Playgroup Facilitator

Another year of playgroup started again at WMVNC which unfortunately started off a bit rocky with COVID still running rampant, sadly affecting the playgroup families & our volunteers. However, that hasn't dimmed our playgroups outlook for the year.

This year has been quite a change due to us saying farewell to many of our regular families some whom have been with us since older siblings have been attending. As the children have moved on to Kindy & school, we will miss them dearly but wish them well on their journey's ahead. Due to COVID some of the families with younger children/babies decided to not return which was understandable. We were unable to advertise during the Pandemic period to encourage new families to attend and the playgroups were left with minimal to no attendance for most of Term 1, so we were back to square one with building up the playgroup again.

Term 2 was more successful with some new families starting & continuing regular attendance each week. Whilst we still have a slow day on occasion, we now have some new regular playgroup families on both session days. With some families with young babies, some with a few children and some that attend both session days every week. It has been wonderful seeing all the new faces & meeting new families in the community.

This year, now that overseas travel has returned, our Wednesday playgroup assistant Doris was finally able to return to Hong Kong to be with her family there after being unable to see them for quite a few years. We are looking forward to her return.

Jenny our Monday playgroup assistant has also travelled for a holiday in Canada & should be back soon.

For the playgroup program this year the children are learning about self-identity, which includes learning about themselves, their name, their family & their bodies. They are doing activities based around their names & their families e.g. a collage activity where the children stick on collage items on their initials. We also used masking tape to write their names on poster paper on which the children used rollers to paint over then when the tape was removed the children's names were left there. Another activity which was a lot of fun was the children laid down on butcher's paper & parents drew an outline around their children, the children really loved standing up off the paper to see the result. We also measured the children's height & made flowers with the stem being their measured height & on the flowers the parents recorded the measurement. Once we finished that we put the flowers on the window of the playgroup room & the children were so excited to see how big they were & could compare their heights with each other & also the window. Both these measuring activities are on display on the wooden petition down the ramp.

These types of activities are important to give children a sense of belonging, not just to themselves, their family, but their place in their world & also the community.



## Quilt 'n' Sew Report

A small group of fun ladies enjoying chatting and sewing unique projects.

We would like to increase our number of participants. Please help us spread the word about our group, copies of flyers are available from reception.

We meet on Wednesday evenings from 6pm to 9pm in room 3.



## Risk & Audit Subcommittee Report

The Risk and Audit sub-committee continued its activities throughout the year, meeting on ten occasions.

Committee members, appointed by the management committee included Peter McDonald, Andrew Smith, Lucy Richardson (ex officio) and Brian Adams. Roz Smallman was welcomed onto the sub-committee in June 2022.

Members of the sub-committee enthusiastically participated in discussions and decision-making at all meetings, completing a high workload over the year. Some of the significant achievements included:

- ✓ Researched, drafted and implemented the "COVID Vaccination Policy and Administration Procedure" on behalf of the management committee.
- ✓ Prepared a "Kitchen Cleaning Guide and Schedule"
- ✓ Developed and published a "Guide to Complying with the Food Safety Standards"
- ✓ Reviewed and provided comment to the management committee on five Position Descriptions
- ✓ Reviewed, updated and ratified eight Operating Procedures
- ✓ Reviewed, updated and ratified eight Risk Assessments
- ✓ Sub-committee Terms of Reference reviewed and ratified
- ✓ Prepared and implemented an annual systems audit plan
  - Conducted and reported on two program systems audits
- ✓ Conducted and reported on two Neighbourhood Centre site safety inspections
- ✓ Received, investigated and recorded six workplace incident reports
- ✓ Three WHS issues reported, discussed and resolved



## Seniors Social Report

The Seniors Social program commenced in 2018 and since then a Calendar of Events has been planned and implemented by the Working Group for activities and events that celebrate 'positive ageing' within the local community. The program provides the opportunity for seniors to:-

- attend various activities at a low cost
- to form friendships and connect socially
- and to be in a safe environment.



The 2021/2022 Calendar of Events were programmed inviting various guest speakers to share their experiences, to join in with our activities, lunches and a couple of bus trips. Once again, we had closure at the Centre for a couple of months due to COVID, but our members were very enthusiastic in wanting to return to our regular program of events.

Activities that have taken place since September 2021 include:-

- Mystery Bus Tour and Cabaret Show!
- Christmas Lunch at the Lonsdale Hotel
- Southern Ukulele Strummers
- Bus Tour to the Fleurieu Peninsula
- Don Hopgood – how to play various musical instruments
- "Downton Abbey" Movie at Glenelg Cinemas
- Art session with Mika
- Visit to the Morphett Vale CFS followed by lunch at the Aussie Inn.

The seniors group meet regularly on the third Thursday of each month.

All adults over 50 are welcome to join Seniors Social – bookings are required for all sessions, to allow for catering and/or travel arrangements, by contacting Reception.

I would like to take this opportunity to thank the Seniors Social Working Group and Management for their support and assistance throughout this eventful year.

**Seniors Social Working Group:** Jan Martin (Chair), Brian Adams, Lucy Richardson (CDO), Peter McDonald, John Venning, Andrew Smith and Terry Brook.



## Southern Men's Chat Group Report

This year has been quite a difficult year for the group as a whole. COVID-19 has brought down some of the members, however due to them being well vaccinated they have managed to spring back quite well after their isolation periods, this is something we are all pleased about and hoping we have no repeats of this virus re-occurring in those members.

Tragically one of our venerable story tellers sadly passed away, and some other members lost their wives and partners to illness. As usual the members rallied round to give support to those in their times of grief, this is something the group can be very proud of as this shows great compassion from all members of the group in helping those in need of support.

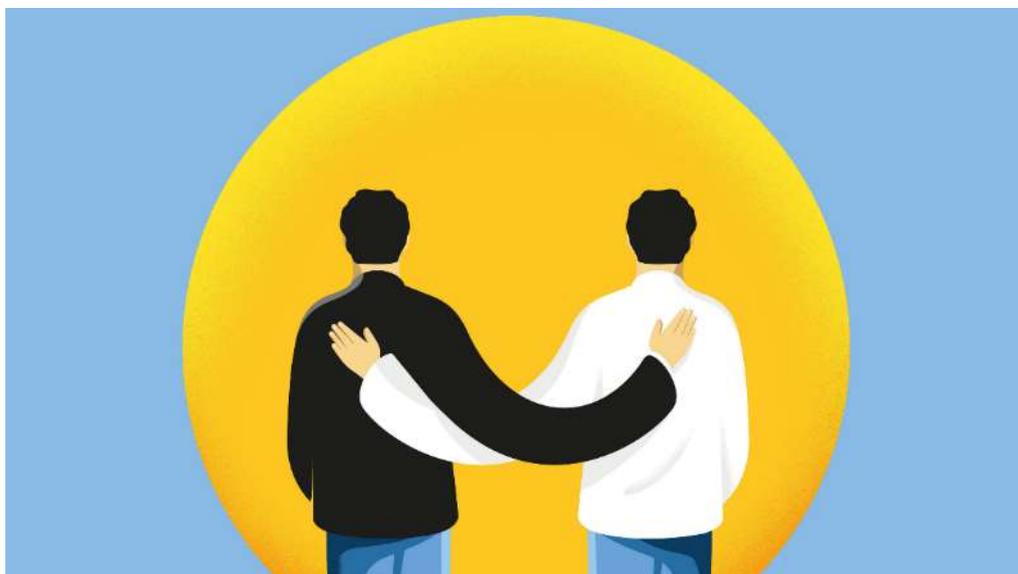
Even during COVID-19 we have managed to still squeeze in our outing and our lunches. Our last luncheon out was to "Charlies" restaurant at the Brighton Metro. Every member in attendance thought the venue was very good and the meal prices were really good value for money.

We, like many other groups, would like to increase our number of members however 'it is what it is'. We enjoy each other's company and have a good laugh at life in general, as well as each other.

As a group we are proud to be associated with the WMVNC and the Onkaparinga Council for the use of their facilities and we are looking forward to a better year going forward.

Eric Budworth

Volunteer



## Venue Hire Officer's Report

2022 has been another different year with Venue Hire working offsite 4 out of 5 days from February – May to limit interruption to the Centre operating during the rise of COVID and close contact isolation. This initially seemed like a big challenge however, with the great communication of staff and Centre volunteers it worked very successfully

Peter in the Venue Hire volunteer support role heavily contributed to this success as he worked flexibly onsite with hirers.

We also welcomed Terry to the Venue Hire volunteer support team in May. Together Peter and Terry have made a huge difference to the support in Venue hire inductions and additional assistance to hirers and room setups.

Weekly the bins around the Centre need to go out kerbside and come back in after collection. A BIG Thankyou to Peter for doing this every week rain, hail or shine.

Venue hire has fortunately remained open for the whole of 2022 to external hirers including during July when Centre volunteers and programs had a break. It was very positive as the break of Centre programs gave opportunities for the kitchen and other areas to be available for hire and utilised by external business and community providers.

Regular hires have continued to increase over the year with growth to venue hire income rising, which has been very positive especially after the cancellations from previous COVID restrictions. The fees are in alignment with cost of other community centres. Community hirer cancellations fees have been waived for short notice cancellations relating to COVID.



Hirers are exceptionally appreciative to the Centre promotional support with promotion of their programs on notice boards. A BIG Thankyou to Nova for constantly updating the Centre Website and Facebook page with hirers and Centre program promotion as requested.

The minimum Public Liability Insurance accepted was changed by City of Onkaparinga to a minimum of \$20million, which unfortunately impacted a few clients whom canceled their regular bookings combined with the hardship from COVID restrictions.

Overall, this year the Centre has hired to over 100 professional and community groups for programs and meetings and approximately 30 Centre programs. Private hire for baby showers/ children's birthdays and anniversary celebrations increased early in the year with short notice bookings due to the residential restrictions. These bookings continue bringing new people to the Centre.

Room 4 is used for different fitness activities as well as group sessions. To further assist dance, movement and exercise techniques I am excited to share one wall will be fitted with mirrors and covering light curtains when not in use.

In September we welcomed Tracey Hogan's return to the Venue Hire role back from Maternity Leave.

It's been a privilege working at the Centre for the past 18 months, my last day will be at the end of September. I would like to take this opportunity to say a HUGE "THANKYOU" to all our Community and your ongoing dedication, enthusiasm, support and contributions. I will continue to be a part of the Centre as I will be running workshops for school programs and the community from my business Massage for Inner Health.

Blessings always

Tanya Oakes  
Venue hire officer



## VSO Recruitment Report and Projects

The past year for the recruitment team has been a busy one, with multiple positions to fill. COVID 19 continued to wreak havoc with volunteer's health and hence had a knock-on effect on some of our programs and positions.

The Better Impact data revealed that over the last year, we recorded forty-five interviews across sixteen programs resulting in twenty-four new volunteers. There may have been additional interviews that were not captured in the system.

The programs and areas recruited for were:

Community Kitchen/Catering/event preparation	8
Café 175	3
Reception	4
Centre Management	1
Community Garden	2
English Skills Tutor	3
Finance	1
Tax help	1
IT	3
Media sub-committee	2
Woodcroft Writers	1
PALS	1
Upcycle Boutique	2
Other external	2
Recruitment	1
VSO Training	1

Some of our new volunteers have taken up multiple roles including areas such as the kitchen, Community kitchen and breakfasts, event preparation and clean-up, Café 175, finance and sub committees.

There were seven resignations this year, with some of our volunteers securing permanent positions.

This was true of our VSO – Recruitment who was fortunate enough to obtain a long-term contract in the second quarter of 2022. The Project Officer stepped up into the role to maintain the recruitment momentum.

Over the last few months, we have reviewed the recruitment processes and made some improvements to create efficiencies. One of which was utilizing the Better Impact System for more effective data capture and reporting.

To evoke more interest in our volunteer positions, we reviewed and refreshed the job ads. We currently have eleven job ads on Go Volunteer with several applicants in process and we are confident these positions will be filled in due course.

The biggest issue in recruiting volunteers is losing them before we can interview them, therefore, a second Recruitment Officer has been engaged to ensure that the momentum can be maintained, and all applicants can be contacted in a timely manner.

Overall, a rewarding year for the recruitment team with the prospect of ongoing recruitment of volunteers during the next year.

## Projects Report

1. Reviewed all the position descriptions and created an effective format.
2. Reviewed the Code of Conduct and separated into two versions – a volunteer, employee of the Centre & contractors' version and a management committee version. Created a process for breaches and consequences to ensure clarity.
3. Reviewed Recruitment forms and refreshed.
4. Created care packages for volunteers with COVID 19.
5. Organised three successful volunteer get togethers, with two more scheduled for September and December.

Volunteer Get Together -  
September 2022

Here Comes the Sun



Don't you all love the sun  
It lets us know spring has sprung.

Warmer days are a coming,  
That's why we are a summoning.

Let's come together, what will you get,  
Good company, fine food, the menu's set.

Our third gathering for the year,  
We've made new friends, let's give a cheer.

Then on to Christmas for our last,  
I am sure it will be quite a blast.

**DATE:** Monday 12 September 2022  
**TIME:** 12.00 PM  
**WHERE:** Room 2 and 3 or Outside  
**RSVP:** 5 September 2022  
**AGENDA:** Lucy's Quiz, Centre update,  
an activity & lots of chatting.

## Volunteer Support Officers (VSO) Report

### **VSO TEAM:**

Anne McDonald - VSO Front of House (Monday)

David Stephens – VSO Training & Induction (Thursday)

Michele Stanbridge – VSO Front of House (Friday)

Anne McDonald – VSO Administration (Tuesday)

Debra Mules – VSO Recruitment (Tuesday)

Leanne Murphy – VSO Recruitment (Thursday)

In 2021-22 the VSO team has become stronger and more cohesive as all the VSO roles are slowly being filled. The reception team are being fine-tuned so that we can get good outcomes with fewer mistakes and problems. This has taken a lot of cooperation amongst the whole VSO team, with a lot of hard work and commitment from our reception team.

### VSO Front of House

Michele and Anne have been working hard to ensure that the office and reception team are performing well and have the tools required for them to do their jobs.

We have been ensuring that new reception staff are being trained to the best we can manage, and that all shifts work to the same standard level. We are constantly having to refine existing processes or introduce new ones as the Centre evolves for existing groups or introduces new groups. There has been a marked increase in room hiring which also impacts the reception staff and often creates a greater need for extra support from the VSOs – from hiring new volunteers, assisting in setting up the paperwork, and supporting reception in actively learning about new groups and promoting them.

Michele & Anne have also been refining the introduction to reception training that is run for new reception staff when they are first brought into their role.

### VSO Administration

It has been a quieter year for Administration VSOs due to there being fewer new volunteers whilst COVID was impacting the Centre. However, recently there has been a marked uptake of new volunteers so things are starting to get busier for us - there is a lot of background tasks to be done with all the paperwork that only an Admin person can create. It has eased things considerably for administration that we no longer require a police check for most of our volunteers going forward.

Whilst the current VSO team have been working really well together, we are looking forward to welcoming new team members as they join us.

## Volunteer Training Report

As the VSO for Training Induction, I have only moved into the role late last year. In this time, I have moved the focus of the Training from ad-hoc training which in the past involved primarily Personal and Professional Development Training for VSO's and Volunteers. With the support of Lucy our CDO and the Management Board to a fuller scope of training opportunities that is now programmed for the full Financial Year. This I believe has taken training at the centre to another level, enhancing and building upon the work of those before me in this role. With the support of the Management committee providing a training budget, has allowed for the programming of more extensive training opportunities such as Children and Young Persons Safe Environments, First Aid Training, Mental Health First Aid training, and a number of other enriching programs. Thus, aligning all the training to the core value of the Centre "to meet people where they are at and enrich their roles as volunteers and as individuals".

This has enabled those who wish to go on to paid employment, with tools required towards achieving their personal skills growth, confidence, learning, the gaining of knowledge and abilities in a positive manner which is being offered in this suite programs. This has contributed to building onto, and achieving, personal goals, and life skills while in the meantime enriching their contribution to the centre.

The training program released this year signals a positive direction for the growth of training within the centre and with future plans to link in with other centres training opportunities (i.e., Barista Training through Hackham West Community Centre). Also, we are linking in with other organizations such as Orana and the Australian Refugee Association. The training is not only enriching Individuals, and our community, but we are also doing so in other communities to a mutual benefit of us all.

The most important aspect to remember though, is you as volunteers make this possible by your participation. Without that we may not be able to program such opportunities. The more you get involved and participate the more opportunities that we can program for you.

David Stephens



## Walking Group - Heart Foundation - Report

We have been walking regularly on Mondays and Thursdays from 9am and getting about 17 walkers each time. We enjoy each other's company and walk about 3.5 kms with a few walking further, by crossing Pimpala Road and continuing south on the path. We meet at Hungry Jacks after our walks for some social time with a cuppa.

Support Co-ordinator

Jean Maltby

### *Heart Foundation Walking Group*

Join our Centre Walking Group and take positive steps to help reduce stress, have a healthier body and most of all, be happy. Walking in a group helps you stay safe when exercising.



Make friends. Be part of your community.

**Meet:** In car park behind Fasta Pasta,  
cnr Pimpala and Main South Roads, Reynella.

**When:** Mondays and Thursdays

**Time:** 9.00am to 9.45am

**Cost:** Free

**Further information:**

Phone Jean 0408 088 978 or  
Anthony 0411 093 853

**Woodcroft Morphett Vale Neighbourhood Centre**  
175 Bains Road, Morphett Vale  
P: 8384 0070 W: [www.wmvnc.org.au](http://www.wmvnc.org.au)



## Women & Wellbeing Report

It is that time of year again to review what we have been up to. Even though our numbers are down, we are all still enjoying our group together, even if it is just a chat and cuppa.

A few outings on our program didn't happen due to small number of members or restrictions. We did go to the movies. We did very well to make \$143.05 when we held our yearly fundraiser, our 'Biggest morning tea' for breast cancer.

We had a very interesting morning with a retired sailor. Telling us the history of olden days and bringing lots of strange things to show us.

We have planned our next six-month program. A special outing to the koala hospital to see how they have recovered from the fires. Indoor activities and a couple of speakers hopefully.

We have been very lucky each fortnight to still come to the Community Centre. Hopefully life is returning a bit more normality.

A big thanks you to all the staff.

<u>WOMEN &amp; WELL BEING</u>			
AUG 2022 ..... FEB 2023			
Enquiries : Cynthia 83842294, Carol 83820772			
Note : All meetings start at 10am Sharp. Cost \$6.00 per meeting. Outings away from Centre. At own cost. Morning Tea : Biscuits, Tea, Coffee provided to the group.			
<u>Please Note :</u> Outings and Times may change please check closer to the time.			
3 <sup>rd</sup> August	Soup Day	Bring a can of soup.	
17 <sup>th</sup> August	Bingo	Morning Tea	
31 <sup>st</sup> August	Coffee / Chat	Lunch	
14 <sup>th</sup> September	Movies at Marion	Meet at 9.30 a.m.	
28 <sup>th</sup> September	Visit to the Koala Hospital	Meet at the Centre at 10.00 a.m.	
12 <sup>th</sup> October	Visit to the Botanic Gardens	Meeting time to be advised..	
26 <sup>th</sup> October	Speaker --- R.A.A.	Lunch	
9 <sup>th</sup> November	Bus Trip	Meet at the Centre at 9.00 a.m. Cost to be confirmed	
23 <sup>rd</sup> November	Planning Day	Lunch	
7 <sup>th</sup> December	Christmas Lunch	Venue to be decided	
2023			
8 <sup>th</sup> Feb.	Bingo	Bring a wrapped \$3.00 gift	Lunch

## Woodcroft Writers Report

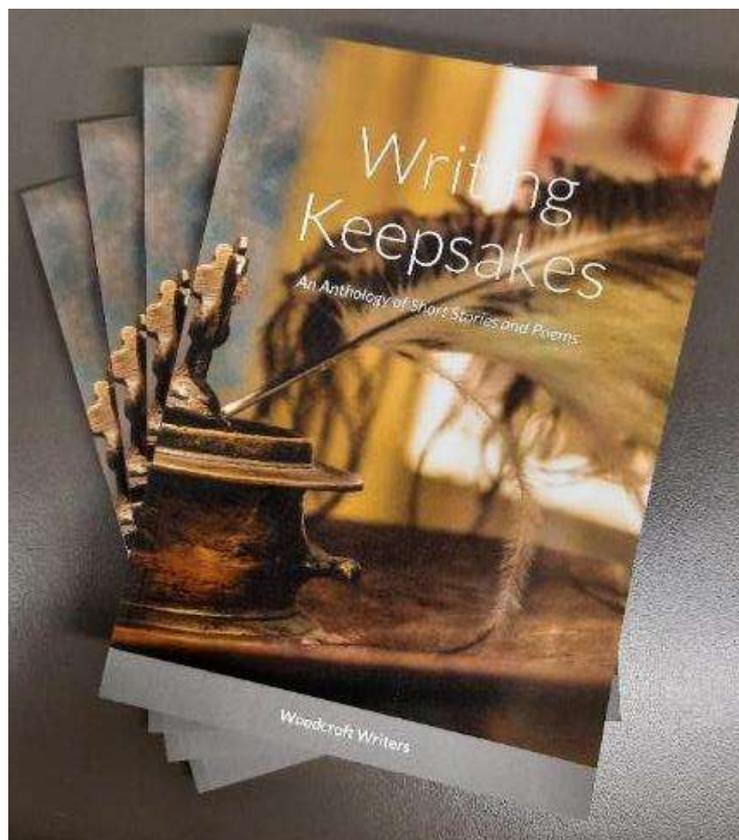
It was another challenging year for our group. The mandate to wear masks made a number of members hesitant to attend, but gentle coaxing brought them back one by one. Also, we devised creative ways to keep our distance and still share our stories, such as the reader standing back behind a stand so they could remove their mask and it made it easier for the listener. Our numbers slowly increased when mask wearing became 'normal'.

Before the COVID pandemic we had started to gather poems, stories etc from our group to be published in another of our Anthologies BUT it was put on the back burner again for a while but not for long. Determined to see this project fulfilled, members began to submit pieces for consideration to our 'silent member' Linda E who has professional experience in editing. Months of editing and decisions finally produced the draft of our book. After a brain storming session to decide its title, front cover and overall look our book became a reality at Christmas. Published in January 2022, our group was eager to get copies and it has been very well received and we are immensely proud of it. There are a few surplus editions available via the front desk, who were very helpful in getting the financial/admin side organised so we could see our book "**Writing Keepsakes**" in print.

We have discovered on-line forums for mature authors and publications to which our group have been encouraged to view and submit their writings. Also, during this time members have had their work published, this has given encouragement and satisfaction to us all. Christmas 2021 saw us all once again being very social at our lunch at the Vines Golf Club.

We feel our 'gatherings' are a mixture of like-minded people where we share and encourage each other in our creative outpourings and also where lots of laughs accompany our time together, we welcome all, so our group is very diverse in backgrounds, and experiences. Some use a tablet or Laptop but really all you need is a pen, paper and imagination.

### Sue Scott – Co-ordinator



## Treasurers Report

Due to the continuing unpredictability of COVID it was decided to set a conservative budget for 2021-2022 financial year.

The centre recorded a profit (excluding *Large Assets*) of \$**29,114** compared to a projected loss of \$**25,747** an improvement on budget of \$54,861.

**Centre Course Report** The overall profit for Centre Activities was \$**6,243** This was a downturn of \$**7,147** compared to a profit of \$**13,390** for the same time last year. This can be explained in the most part by:

- Community Kitchen starting up this year made a loss of \$**3,658**. This was expected as it was agreed that the centre would cover the wages element.
- Active Synergies made a profit of \$**267**. Compared to last year's profit of \$4,169 this was a downturn of \$**3,902**. This was due to extra classes being held on Wednesdays that were not taken up.

**Fundraising Report** Fundraising YTD profit was \$**6,279**. This was an improvement of \$3,187 compared to a profit of \$3,092 for the same time last year.

**Actual Income** up by \$**39,362** compared with YTD budget.

**Actual Expenses** are down by \$**15,499** compared with YTD budget.

**Balance Sheet** *Net Profit* above of \$**29,113.80** added to *Retained earnings from 2020-21* of \$*253,446.76* gives the centre *Total Equity* of **\$282,560.56**

I wish to thank the following people:

The Bookkeeper, Cheryl Bencetti for her hard work and support that she provides.

The Volunteers and staff commitment to the centre and the great teamwork involved in this.

The CDO, Lucy and CDSO, Nova for their leadership and vision.

Everyone should be proud of what has been achieved. My thanks go out to you all.

Doreen Oughton  
Treasurer

# Finance Reports

## Profit and Loss

### Woodcroft M/Vale Neighbourhood Centre

175 Bains Road  
MORPHETT VALE SA 5162

ABN: 15 903 543 682

### Profit & Loss Statement

July 2021 To June 2022

Income		
Grants		
Grants (State) Operating - NR		\$994.94
Grants (Local) Operating - Rec		
Council Grant	\$30,871.80	
Total Grants (Local) Operating - Rec		\$30,871.80
Grants (Local) Operating - NR		
Council Community Development	\$750.00	
Council PALS Grant	\$21,896.70	
Total Grants (Local) Operating - NR		\$22,646.70
Grants - Other		
Grants	\$211.21	
Total Grants - Other		\$211.21
Total Grants		\$54,724.65
Fundraising - Gifts		
Non-tax Deductible Gifts		\$14.10
Total Fundraising - Gifts		\$14.10
Fundraising - Contributions		
Fundraising		\$10,312.15
Total Fundraising - Contributions		\$10,312.15
Fees & Charges - Unrestricted		
Admin Income - Grants		\$2,600.00
Participant Fees		\$24,307.20
Participant Fees - Grant		\$154.00
Photocopying/Laminating		\$103.92
Room Hire		\$99,156.38
Total Fees & Charges - Unrestricted		\$126,321.50
Parental Leave Funds		\$6,595.44
Income from Raffles and Gaming		\$614.50
Interest - Unrestricted		\$189.94
Other/Sundry Income		\$318.18
Govt of SA Grant		\$3,000.00
Total Income		\$202,090.46
Gross Profit:		\$202,090.46
Expenses		
Advertising and Promotion		\$70.00
Audit Fees		\$500.00
Bank Charges		\$488.87
Board/Governance Expenses		\$526.16
Bookkeeping		\$18,600.00
Cleaning & Pest Control		\$20,678.21
Client Support Services		
Administration	\$2,600.00	
Course Expenses	\$9,492.21	
Instructors & Facilitators	\$8,400.00	
Grant Expenses	\$4,353.46	
Room Hire	\$2,600.00	
Total Client Support Services		\$27,445.67
Consumables		\$1,415.20
Computer Expenses		\$2,478.06

This report includes Year-End Adjustments.

## Woodcroft M/Vale Neighbourhood Centre

175 Bains Road  
MORPHETT VALE SA 5162

ABN: 15 903 543 682

**Profit & Loss Statement**

July 2021 To June 2022

Donations Paid		\$25.00
Fundraising Expenses		\$4,647.42
Insurance - General		\$3,424.91
Membership / Subscriptions		\$414.95
Printing, Stationery & Postage		\$2,326.91
Repairs and/or Maintenance		\$2,679.30
Salaries & Wages		
Provision for Annual Leave	\$1,215.27	
Provision for Long Service Leave	\$1,662.89	
S&W Superannuation	\$4,842.78	
S&W Workers' Compensation	\$828.40	
Salaries - Other	\$8,482.77	
S&W Salaries & Wages	\$48,640.49	
Paid Parental Leave	\$6,595.44	
<b>Total Salaries &amp; Wages</b>		<b>\$72,268.04</b>
Sundry Expenses		\$109.09
Telephone, Fax & Internet		\$899.91
Training & Development		\$197.27
Utilities		
Electricity	\$8,496.72	
Gas	\$1,871.82	
Water	\$1,255.81	
<b>Total Utilities</b>		<b>\$11,624.35</b>
Volunteer Costs		
Volunteer Expenses	\$2,157.34	
<b>Total Volunteer Costs</b>		<b>\$2,157.34</b>
<b>Total Expenses</b>		<b>\$172,976.66</b>
<b>Operating Profit</b>		<b>\$29,113.80</b>
<b>Total Other Income</b>		<b>\$0.00</b>
<b>Net Profit/(Loss)</b>		<b>\$29,113.80</b>

This report includes Year-End Adjustments.

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# Balance Sheet

## Woodcroft M/Vale Neighbourhood Centre

175 Bains Road  
MORPHETT VALE SA 5162

ABN: 15 903 543 682

### Balance Sheet [Last Year Analysis]

June 2022

	This Year	Last Year	\$ Difference
<b>Assets</b>			
<b>Current Assets</b>			
Cash at Bank - Unrestricted			
ANZ Cheque Acc #4975	\$256,690.88	\$231,530.02	\$25,160.86
ANZ Debit Card Acc # 5657	\$2,011.00	\$1,917.38	\$93.62
<b>Total Cash at Bank - Unrestricted</b>	<b>\$258,701.88</b>	<b>\$233,447.40</b>	<b>\$25,254.48</b>
Petty Cash			
Petty Cash	\$300.00	\$300.00	\$0.00
<b>Total Petty Cash</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>
Cash Float			
Cash Float - BBQ Float	\$100.00	\$100.00	\$0.00
Change Float	\$200.00	\$0.00	\$200.00
Cash Register Float	\$50.00	\$50.00	\$0.00
Dungeons & Dragons Float	\$20.00	\$20.00	\$0.00
<b>Total Cash Float</b>	<b>\$370.00</b>	<b>\$170.00</b>	<b>\$200.00</b>
Undeposited Funds	\$480.20	\$889.15	-\$408.95
Short-Term Investments			
ANZ Term Deposit #9202	\$50,000.00	\$50,000.00	\$0.00
ANZ Term Deposit #9663	\$20,220.81	\$20,190.60	\$30.21
<b>Total Short-Term Investments</b>	<b>\$70,220.81</b>	<b>\$70,190.60</b>	<b>\$30.21</b>
Other Financial Assets			
Accounts Receivable	\$3,985.06	\$3,225.75	\$759.31
<b>Total Other Financial Assets</b>	<b>\$3,985.06</b>	<b>\$3,225.75</b>	<b>\$759.31</b>
<b>Total Current Assets</b>	<b>\$334,057.95</b>	<b>\$308,222.90</b>	<b>\$25,835.05</b>
<b>Total Assets</b>	<b>\$334,057.95</b>	<b>\$308,222.90</b>	<b>\$25,835.05</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$3,386.90	\$10,959.03	-\$7,572.13
Accrued Expenses	\$5,764.77	\$9,235.54	-\$3,470.77
Bonds, Security, etc			
Bonds - Casual Hire	\$6,070.00	\$4,050.00	\$2,020.00
Bonds - Regular Hire	\$9,400.00	\$8,500.00	\$900.00
<b>Total Bonds, Security, etc</b>	<b>\$15,470.00</b>	<b>\$12,550.00</b>	<b>\$2,920.00</b>
Cancer Council Funds	\$0.00	\$475.00	-\$475.00
Rotary Club Raffle Payable	\$370.00	\$180.00	\$190.00
<b>Total Current Liabilities</b>	<b>\$24,991.67</b>	<b>\$33,399.57</b>	<b>-\$8,407.90</b>
GST Liabilities			
GST Payable	\$318.10	\$290.97	\$27.13
Less GST Receivable	-\$200.46	-\$822.11	\$621.65
Integrated Client Account	\$2,073.00	\$612.00	\$1,461.00
<b>Total GST Liabilities</b>	<b>\$2,190.64</b>	<b>\$80.86</b>	<b>\$2,109.78</b>
Employee Benefits/Provisions			
Provision for Annual Leave	\$3,710.43	\$2,495.16	\$1,215.27
Prov for Long Service Leave	\$5,884.53	\$4,221.64	\$1,662.89
<b>Total Employee Benefits/Provisions</b>	<b>\$9,594.96</b>	<b>\$6,716.80</b>	<b>\$2,878.16</b>
Superannuation Payable	\$1,276.72	\$0.00	\$1,276.72
Grants Received in Advance			
Grants Received in Advance	\$11,035.38	\$8,236.53	\$2,798.85
WMVNC Groups			
WMVNC Men's Group	\$2,408.02	\$2,874.44	-\$466.42

This report includes Year-End Adjustments.

## Woodcroft M/Vale Neighbourhood Centre

175 Bains Road  
MORPHETT VALE SA 5162

ABN: 15 903 543 682

**Balance Sheet [Last Year Analysis]**

June 2022

	<b>This Year</b>	<b>Last Year</b>	<b>\$ Difference</b>
Total WMVNC Groups	\$2,408.02	\$2,874.44	-\$466.42
Total Grants Received in Advance	\$13,443.40	\$11,110.97	\$2,332.43
Parental Leave Funds	\$0.00	\$3,467.94	-\$3,467.94
Total Liabilities	\$51,497.39	\$54,776.14	-\$3,278.75
Net Assets	\$282,560.56	\$253,446.76	\$29,113.80
Equity			
Retained Earnings/(Acc Losses)	\$253,446.76	\$190,862.68	\$62,584.08
Current Year Surplus/(Deficit)	\$29,113.80	\$62,584.08	-\$33,470.28
Total Equity	\$282,560.56	\$253,446.76	\$29,113.80

This report includes Year-End Adjustments.

Page 2 of 2

# Letter from Auditor



**Woodcroft / Morphett Vale Neighbourhood Centre Incorp.**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**

**Woodcroft / Morphett Vale Neighbourhood Centre Incorp.**

## **Report on the Audit of the Financial Report**

We have audited the accompanying financial report, being a special purpose financial report, of Woodcroft Neighbourhood Centre Incorp. (the association), which comprises the balance sheet as at 30 June 2022, the income statement, and notes to the financial statements, including a summary of significant accounting policies and the statement by members of the committee.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2022 is prepared, in all material respects, in accordance with the Associations Incorporation Act 1985.

## **Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Emphasis of Matter- Basis of Accounting**

We draw attention to note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist the association in meeting the requirements of the Associations Incorporation Act 1985 and regulations. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the association and should not be distributed to or used by parties other than the association. Our opinion is not modified in respect to this matter.

## **Responsibilities of Management and those Charged with Governance**

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act 1985 and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.

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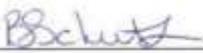
Adelaide Offices  
McLaren Vale + Dulwich

Accru Harris Orchard McLaren Vale ABN 14 616 278 641. Liability limited by a scheme approved under Professional Standards Legislation.

**Auditors' Responsibility for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

**Name of Firm:** Accru Harris Orchard  
Chartered Accountants

**Name of Director:**  \_\_\_\_\_  
Belinda Schutz

**Address:** 160 Main Road McLaren Vale SA 5171

**Dated:** Tuesday, 30 August 2022



WOODCROFT  
MORPHETT VALE  

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NEIGHBOURHOOD CENTRE



CITY OF  
ONKAPARINGA