

ANNUAL REPORT 2009 - 2010



**Association of
Neighbourhood
Houses & Learning
Centres Inc**

Acknowledgements

The Association of Neighbourhood Houses and Learning Centres would like to thank the following organisations for their support:



The Department of Planning and Community Development



The Adult Community and Further Education Board



Guild Insurance and Financial Services Limited



Neighbourhood Houses
The heart of our community

The ANHLC membership: Victorian Neighbourhood Houses and Learning Centres and Neighbourhood House Networks



Annual Report 2009 - 2010

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President's Report



During 2010 a considerable amount of work behind the scenes has seen the ANHLC ICT systems and membership data management processes upgraded and streamlined.

The membership survey conducted late last year uncovered data that confirmed and exceeded our views about the breadth of outcomes achieved in Victorian communities by Neighbourhood Houses. The survey revealed, an estimated 141,360 people visit NH&LCs each week and an estimated average of 71.5 hours of volunteer time is invested in each NH&LC in Victoria each week.

On reflection, at the end of six years on the Board, I believe that clearly articulating our collective achievements with sound data and case studies is the most important thing we can do to advance the development of the Neighbourhood House movement. With sound evidence, the next step is to use the power of our collective voice to clearly present our aspirations for growth and development to Government, in a positive, united way. Our successful campaign in 2005 was about survival. We have evolved as a sector to a position of development and growth with a funding campaign which shows that Neighbourhood Houses are an investment that delivers! This campaign is based on data we can prove and I urge every ANHLC member to participate fully in our campaign.

The Board, staff and working parties have progressed significantly in meeting the aims in our strategic plan. Members have been regularly updated on this progress through our newsletter and weekly email updates. The Board and combined Networks met during the year to collaboratively prioritise, and check on the implementation of our strategic plan. Aligning the strategic plans of ANHLC, individual Networks and Houses was discussed during the year. It's a concept I believe has a lot of merit. Working collaboratively makes us all stronger, both as individual organisations and as a social movement. It is a principle the ANHLC Board is firmly committed to.

Recognising that our sector has largely grown in response to community and political pressure, we are at a point where questions like, "Is our funding formula still appropriate?" "Should a set of indicators be developed to drive sector growth strategically?" and "How can the sector structure be enhanced to ensure the best outcomes for communities?" are appropriate and important. ANHLC is keen to open these questions up to our members. I believe an open, robust and frank dialogue about growth and development, without fear of change, can only result in better Neighbourhood Houses for our communities.

My sincere thanks to all our staff, we are lucky indeed to have such a talented, dedicated staff team. The ANHLC office is clearly a very happy workplace. This is reflected in the amazing productivity of our staff, their commitment to their work and in their passion for the Neighbourhood House movement. The leadership style of our Executive Officer, Angela Savage has enhanced and nurtured this culture at the ANHLC office and throughout the sector.

The Board itself has worked productively, tirelessly and professionally to lead ANHLC throughout the year. I finish my term on the ANHLC Board with the sense of having been a part of an organisation which has come a long way. We are now sought out as an authority on community development and capacity building. We are asked to be at the table in policy development and decision making. The breadth of our project work is enormous and we lead the way in meeting the challenges of the complexities of the environment in which we work.

As I step down, I encourage everyone from all parts of the sector to consider a position on the ANHLC Board. The support from our staff, fellow Board members, my own network, and the sector, has allowed me to grow and develop both professionally and personally in ways which I never could have anticipated. I can only say that it's been a privilege and offer the new Board my very best wishes for the coming year.

Kylie Pollock

Executive Officer's Report



This year demonstrates what is possible when we work collaboratively at all three levels—peak, regional network and individual Neighbourhood Houses and Learning Centre (NH&LC)—across the sector.

The ANHLC member survey is a case in point. In 2009, ANHLC switched to an electronic survey format to enhance our capacity to collect, analyse and report on data and make it easier for members to complete. We collaborated with the Networks in the survey design to ensure the data collected would be useful at a Network as well as the peak level, and thus avoid inundating our members with survey requests. Networkers encouraged NH&LCs to complete the survey, as the more NH&LCs that participated, the more complete the individual Network datasets, and this in turn was a benefit to ANHLC: we had an impressive 72% response rate.

ANHLC presented the survey results at the 2010 Conference in Sale and published a summary in the April 2010 ANHLC News. The data was vital in designing our State Election campaign strategy for 2010 as we were able to show concrete evidence of what NH&LCs had achieved as a result of the government's 2006 investment, hence the campaign slogan 'Investment that delivers'.

When Federal government cuts announced in May threatened the Take A Break (TAB) program for occasional childcare in Victoria, ANHLC had the data on hand to show that 40% of NH&LCs had increased fees and over 38% had absorbed financial losses to comply with the new Children's Services Regulations, making them vulnerable to further funding cuts. ANHLC conducted a snapshot survey to measure the impact if TAB funding ceased, and within a week we had 110 responses. Survey results showed 55% of NH&LCs would have to close down their childcare service if the TAB subsidy was withdrawn, rising to 66% in non-metro areas. ANHLC shared this data with the Federal and State governments and after a week of intensive lobbying, the Minister for

Children and Early Childhood Development Maxine Morand announced the Victorian government would meet the funding shortfall in 2010-11. The Minister has invited ANHLC to be part of a review of the TAB and ACFE childcare funding programs in the second half of 2010, and ANHLC will work to create opportunities to enable our members to participate.

There are multiple ways in which ANHLC members can have a say in the work of the peak body in addition to participating in the annual survey, and contacting us by email, phone calls or in person. Serving on the Board is one, and I would like to take this opportunity to thank the ANHLC Board for their strategic advice and valued support in 2009-10 (see p. X). Another option is to join one of the Board Working Groups (see p. X). While we are working on better ways to use ICT for meetings, members who cannot attend in person can always join mailing list for minutes and send feedback to working group convenors.

A key mechanism for feeding information to and from ANHLC is through your regional NH Network, as Network representatives meet at ANHLC every six weeks, and three times a year come together with the Board to develop, monitor and evaluate the Strategic Plan. I had the opportunity to visit the following Networks in 2009-10: GNEACC, RANCH, Southern CHN, GRNHG, Upper Murray, Northeast NHN, and Network West. I commend all Networkers and Network Committees of Management for their work in collaboration with ANHLC.

I would also like to thank our colleagues at the Department of Planning and Community Development for their support in 2009-10, a year that has seen us forging a new era of strategic collaboration, with a shared vision of strengthening Neighbourhood Houses to be the key platform for participation and social inclusion in communities across Victoria.

Angela Savage

A handwritten signature in black ink that reads "Angela Savage".

Strategic Plan 2010—Three Key Goals

The ANHLC Board and NH Network representatives meet in February each year to revise the organisation's strategic plan. A draft is circulated to the 16 Neighbourhood House Networks for comment and feedback before the group meets again in March to finalise priorities and allocate roles and responsibilities in an implementation or operational plan. The final 2010 ANHLC strategic plan was presented to delegates at the 22nd annual ANHLC Conference. Also in 2010, the plan was restructured to distinguish between strategic and operational actions

The 2009 -2010 Annual Report details the developments and achievements of ANHLC during the reporting period under the three key goals outlined in the strategic plan:

1. Advocacy and Partnerships

To drive and influence systemic change with and on behalf of Neighbourhood Houses and Learning Centres and their communities.

2. NH & LC Sector Development and Sustainability

To increase the capacity of Neighbourhood Houses & Learning Centres in their Community Development Practice & Processes.

3. ANHLC Organisational Development and Sustainability

To increase capacity of ANHLC to fulfil its vision.



Goal 1. Advocacy and Partnerships

New Policy and Research Officer



The recurrent funding increase secured from DPCD in the 09-10 financial year enabled ANHLC to create a new permanent Policy Officer position (0.6FTE) to help resource members in priority areas.

David Perry Policy & Research Officer

The Policy Officer is also a resource person for the ANHLC Board Working Groups in these policy areas.

The position is financially supported by ACEVic, reflecting the growing awareness in both organisations of the mutual benefits of collaborative work in areas of common interest. A formal MOU between ACEVic and ANHLC outlines the terms of this arrangement.

David Perry was appointed to this position. David is known to many in the sector in his capacity as RANCH Networker and as a former coordinator at Bendigo Neighbourhood House. David has also been an active ANHLC board member and a driving force in the successful 06-07 funding campaign.

DGR Research Project



The DGR Research Project is auspiced by Bendigo Neighbourhood House and run in collaboration with ANHLC. The project continues work with the federal government parliamentarians, advisers

Kaz MacKay DGR Project Worker

and departmental staff to raise awareness and support for legislative changes to the

Australian charity tax laws. Current laws prevent our sector from accessing much needed funding from Philanthropic Trusts. Project worker Kaz Mackay has garnered widespread political understanding and support at a federal level, submitting comprehensive responses to a range of key government reviews. With a Federal and State election foreshadowed in the second half of 2010, Kaz is planning to produce a comprehensive set of DGR information resources which ANHLC will be able to adapt to support advocacy work in this area.

Ongoing partnership development/ advocacy with DPCD, ACEF, Minister Wynne, other parliamentarians, parliamentary and departmental staff.

This partnership development and advocacy work has included:

- Ongoing advocacy for increased investment in the NHCP through the annual budget process.
- Establishing a process of recognising new NH&LCs and seeking to further clarify the role of the peak body in this.
- Collaborative work on how best to mobilise the Neighbourhood House Networks and DPCD regional teams to support Houses when they are going through difficulties
- Facilitating sector input into reporting templates and effective administrative processes

ACE

The ACE Working Group developed its role with the support of EO Angela Savage and Policy and research officer David Perry enabling ANHLC to provide invaluable informa-

Goal 1. Advocacy and Partnerships

tion to the sector and government. This work has included:

Collaborating with ACEVic to prepare joint submissions and position papers including:

Review of Securing Jobs for Your Future – Skills for Victoria

Meeting the Needs of Adults with a Disability and Foundation Studies Learners in the Victorian Vocational Education and Training System

Preparation of strategic advocacy papers for all parties prior to the State and Federal elections

Conducting forums across the state to identify provider issues

David, ANHLC Board member Kay Vrieze and Adult Learning Australia CEO Sally Thompson co-facilitated a session at the ANHLC Conference on NH&LCs in the evolving ACE environment. This included presenting data on ACE from the 2009 members' survey.

ANHLC and ACE Vic jointly established a blog at www.acefaq.wordpress.com to answer questions about changes to ACE in the context of the skills reform agenda. The site is called 'ACE FAQ - Surviving and thriving in the new ACE environment'.

ACE Project: New industry challenges – Innovative industry models

A set of ACE Information Sheets were produced by project worker James Wilson following a series of forums held with ACE providers around the state in 2009. They are designed to help Neighbourhood Houses in their delivery of Adult Community Education and promote innovative responses to the challenges of operating in a competitive environment in ACE provision

The topics covered in the information sheets are:

Working out if a course is feasible

How to partner with an RTO or TAFE to deliver a course

How to form a consortium of providers

Meet the needs of local industry

Funding a course

The information sheets can be found on the ANHLC website at <http://www.anhlc.asn.au/anhlc-ace-information-sheets>

ACE Peaks Research Project

ANHLC facilitated discussions regarding collaboration and joint project development amongst the ACE peaks: ANHLC, CCV, ACEVic, ALA and VALBEC. ACEVic are prepared to fund both the process – building the partnership arrangements – as well as specific projects. This would be funded through their annual project grant funding.

NHOCC



Brunswick Neighbourhood House Child Care

Goal 1. Advocacy and Partnerships

ANHLC successfully lobbied Minister for Children and Early Childhood Development Maxine Morand to increase funding by \$1 million to \$1.9 million in 2010-11 to ensure the Take-a-Break (TAB) occasional child care program could continue in Victoria in the wake of the withdrawal of Federal government funds. This means the program will be sustained at current funding levels and TAB funding—which affects an estimated 124 Neighbourhood Houses—is secure for the next 12 months. The Minister advising also asked the Department for Education and Early Childhood Development to review current arrangements and provide her with options beyond 2010-11 ‘and to consult with the Association of Neighbourhood Houses and Learning Centres as part of this process.’

NH&LCs and Older People

Three representatives of ANHLC presented a workshop ‘Staying Connected: Participation of older Victorians in Neighbourhood Houses and Learning Centres’ at a large international conference in Melbourne in May. Climate For Change: Aging Into The Future, is the 10th global conference of the International Federation on Aging.



Mitcham Community House Upholstery Class

ANHLC was invited to submit an abstract to the conference organising committee.

ANHLC Board member Anne Learmonth generously volunteered to undertake this task.

Anne consulted with the sector via an online survey. The survey results revealed that there is valuable work being done across the sector to provide older Victorians with social contact; opportunities to learn new skills, gather information and support; and remain active members of their community.

More importantly the information collected enabled Anne to demonstrate that the way in which the sector researches needs, and involves the senior members of their community in designing and, often, running, the programs and activities leads to increasing and continuing participation by older people in the activities of their Neighbourhood House.

Goal 2. NH & LC Sector Development and Sustainability

ANHLC Style Guide

The ANHLC marketing Working Group planned and produced the ANHLC style guide to provide guidelines for the use of the 'Heart of the Community' and the ANHLC logos. A copy of the guide was provided to all member Houses, Centres and Networks. Many thanks to the members of the working group Geraldine Farrell, Karen Washfold, Cheryl Webster and Glenys McBride for their work in preparing the guide.

The guide provides information about the size, colours and shape and proportions of the logos. The purpose of the guide is to promote consistent use of the logos making our sector fliers, posters, programs and publications of any sort more recognisable as part of a unified group of organisations working together for communities across the state.

ANCHA has requested permission from ANHLC to use heart house logo as national logo. CANH in South Australia has also written seeking permission to use the heart house as their state-wide logo. ANHLC Board has approved in principle, subject to the opportunity to review modified designs. These are important steps towards building a national profile for NH&LCs.

OH&S project

44 NH&LCs took up the opportunity of a free OH&S advice visit this year. ANHLC has been able to make this service available to members through the WorkSafe Victoria Prevention Fund for the Small Business Assistance Service Extension.

This project has been running since mid 2008 and 161 Houses and Centres have now taken up the offer of a free OH&S audit. A random selection from amongst this group reports a very high level of satisfaction with their consultants visit.

Eight independent OH&S consultants located around the state conducted 3 hour visits to Houses, Centres or Network offices on request to provide expert advice on OHS and help put together a practical Occupational Safety Action Plan, free of charge.

During the OH&S advice visit if the consultant identified the need for new or upgraded equipment such as desks, chairs or work benches to improve safety standards, NH&LCs were eligible to apply to VCOSS for safety equipment grants of up to \$5,000. The Safety Equipment Grants were also funded by WorkSafe.

Collective Agreement Renegotiation

The renegotiation process for the sector Collective Agreement started in early 2010. Both the 07 and the 08 versions of the Agreement expired in December 09. The negotiations were facilitated by the ANHLC IR working group. The Group met regularly with representatives of three Unions and two employer associations to negotiate the new multi-employer, multi-union Collective Agreement.

Staff and committee members at all Houses, Centres and Networks were consulted via a simple online survey about the sector Collective Agreement during July.

Information gathered from the survey was used to inform the negotiation process that produced the 2010 sector collective agreement.

Pay Equity Case

The Australian Services Union (ASU) Pay Equity case to Fair Work Australia argues that the predominantly female workforce of the community sector is chronically underpaid for the work they do and is paid signifi-

Goal 2. NH & LC Sector Development and Sustainability

cantly less than people doing similar work in the public sector. The outcomes of the case will have important implications for NH&LC's and their staff.

The Neighbourhood House sector was represented at the 4,000-strong 10 June Pay Equity rally in support of the case. Executive Officer Angela Savage participated by reading a statement of support from community sector peak bodies.

Conference 2010

The ANHLC state annual conference, 2010, *Surviving and Thriving in Changing Times*, was held in Sale on the 17 - 19 March. There were 3 plenary sessions and 31 workshops offered over the three days of the conference. 155 delegates attended the conference and 51% completed the evaluation survey.

The evaluation forms revealed a high level of satisfaction with the conference as a whole. Many delegates found that the program offered a great variety of session topics and activities which were inspirational, valuable, fun and relevant. 60% indicated that the conference is a very valuable opportunity to catch up with and meet new friends and colleagues to share and gain new ideas. Only 13% of respondents were less than completely satisfied with all content. Delegates comments included:

'My first conference, I was most impressed'

'A really good mix of sessions. Felt inspired, valued, nurtured. Needed a recharge and that's what I got'.

'Congratulations to the Board and staff of ANHLC. It was excellent, I feel reinvigorated.'

NHOCC

ANHLC has succeeded in raising \$20,000 from the Department of Education and Early Childhood Development (DEECD) to fund professional development for staff in Neighbourhood Houses Occasional Child Care (NHOCC) services.

The successful proposal, developed in consultation with NHOCC services, provides a package of professional development opportunities for ANHLC members that combines subsidies to participate (and backfill participating staff) in scheduled training opportunities, with funding for a minimum of four customised training sessions to be delivered locally. This PD will be delivered in collaboration with childcare training specialists Gowrie Victoria and Community Child Care Victoria. The budget includes an allocation to ANHLC of \$4,700 to administer the project.

NH&LCs experience in community hubs/ shared facilities research

ANHLC has begun a process of evaluating Neighbourhood Houses' experiences of hubs and shared services, with a focus on the impact of changes on communities and community governance. This research will continue into 2010-11 with the support of the regional NH Networks. ANHLC was also invited to be part of a DPCD process to develop a guide to governance in shared facilities.

Networks

ANHLC has continued to work closely with the NH&LC sector networks this year. ANHLC staff and Board members coordinated the annual Networks PD meeting which was attended by representatives of 13 of the 16 NH Networks.

Goal 2. NH & LC Sector Development and Sustainability



Networks Representatives and ANHLC Board and Staff at Networks PD

As part of the preparation for this meeting, volunteer Anne Learmonth conducted research mapping activities and resources in networks

As an outcome of the PD meeting the Network Effectiveness Working Group established to build evidence of the effectiveness of the structure and function of the Neighbourhood House Networks within the NH sector and for other stakeholders.

The aims of the working group are

- To clarify the roles of Networks/ Networkers and articulate the effectiveness of NH Networks within the NH & LC structure and NHCP
- To undertake a research project on the effectiveness of the structure and function of the Neighbourhood House Networks for the NH sector and other stakeholders.
- To build sector-wide shared understanding of the role of NH Networks using the information from the research to develop a document describing the role and function of Neighbourhood House Networks

- To use the NH Network best practice identified within the research to inform the development of baseline standards for networks that are consistent with Quality Houses.
- To improve the profile of NH Networks within DPCD, NHCP and other stakeholders
- To contribute to policy development within the sector and government

Goal 3. ANHLC Organisational Development and Sustainability

Recurrent Funding Increase

The 2009-2010 ANHLC budget included a \$50,000 increase in our recurrent NHCP funding from the Department of Planning and Community Development (DPCD) for 2009-2010—the most significant single funding increase to the peak body in ANHLC history. The increase enabled us to lift staffing levels from 2.6 FTE to 3.3 FTE.

Students, internships and skilled volunteers

Lynne Cazaly worked on researching, interviewing and documenting case studies from across our sector that illustrate the community strengthening and social inclusion role of Neighbourhood Houses and Learning Centres. The bank of case studies is used in submissions, advocacy and promotion of the NH&LC sector.

Ning Kong joined us on a 12-week accountability internship. A professional pathways accounting intern, Ning worked along side ANHLC bookkeeper Bernadette Phillips to update and streamline some of our book-keeping and accounting procedures.

ANHLC Board member Anne Learmonth mapped the work of Neighbourhood House Networks to identify possibilities to collaborate and reduce duplication. She also researched Neighbourhood Houses working with older communities.

ANHLC also worked with a group of communications students from RMIT to conduct market research into perceptions of Neighbourhood Houses.

Jenny Hooke has been working on the graphic design on new logo options.

Volunteer Masters student from Dept of Geomatics at Melb Uni is assisting in cleaning up datasets and geo-coding NH&LCs so they appear on google earth maps; project brief developed on the recommendation of

representative from Dept Sustainability & Environment – Office of Victorian Surveyor General

Jane Evans has been providing management mentoring to Angela in her role as EO.

Office move

The ANHLC office moved for the first time in over 10 years, from the ninth floor of Carlow House to the seventh floor. We have moved into a more compact space, enabling us to reduce our ecological footprint, especially as the new office has great natural light and passive heating.

ANHLC annual member survey development

A new annual members survey was created, in collaboration with a working group of ANHLC and NH Network reps, and reviewed by ANHLC staff. For the first time, the survey was conducted electronically using Survey Monkey. There was a positive response from members on the switch to the new technology, most considering it easier and quicker to do. The technology also makes possible efficient and accurate analysis of the data collected, enabling ANHLC to share the results with our members.

The ANHLC member survey provides us with vital baseline data on the sector as a whole to inform our policy and advocacy work. We're gathering data primarily to report our achievements and help demonstrate the contribution that House/Centre make to communities.

Goal 3. ANHLC Organisational Development and Sustainability

ANHLC Board PD

DPCD provided \$6,000 to ANHLC for governance training; the funding will be used in the 2010-2011 financial year for the ANHLC Board PD in strategic leadership.

Website and CRM development

Office manager Erica Bramham established ANHLC's new Contact Relationship Management (CRM) system this year. The CRM will eventually replace the old database and will greatly improve the way we communicate with our members and manage contact information. Erica also overhauled the ANHLC website putting in place some significant developments including:

NH&LC Sector Resources, Publications & Jobs

This section has been developed as the point of call for all sector-related news and information delivery including ANHLC publications and media releases, sector relevant news and research and funding and employment opportunities. Both members and the general public can visit regularly to keep up to date on news and information affecting the sector.

ANHLC also encourages members and the general public to submit any information or news they feel may be of interest to the sector for publishing on the ANHLC website.

Members Area

The members area is now complete. Full and associate ANHLC members are able to log in to access members-only resources and information.

ANHLC logo development

The original ANHLC logo, first used in 1997, was in blue and green colours. In 2009 the board of ANHLC unanimously voted to retain the style of the logo but to change the colours to an orange background with blue font. This colour change made the ANHLC logo consistent with the Heart of the Community NH&LC sector logo and reinforces the important message that ANHLC and all Victorian Houses and Centres are part of one unified sector.



ANHLC Staff



L-R standing: Anne Learmonth, Angela Savage Liz Richards, Erica Bramham, Clare Corbet

L-R sitting: Bernadette Phillips, David Perry

ANHLC revised position descriptions this year to align staff roles and responsibilities with the priorities of the strategic plan.

Executive Officer Angela Savage is responsible for achieving the objectives of the strategic plan, building relationships across the sector, with government and with other stakeholders, and managing the organisation.

ANHLC Policy Advocacy Officer, David Perry, who joined the team in January 2010, is responsible for monitoring, analysing and communicating policy developments in areas that impact on NH&LCs such as ACE and skills reform, childcare, shared services/hubs, and growth.

Sector Development Officer Clare Corbet, now in her twelfth year with ANHLC, oversees issues that affect NH&LCs as organisations, such as Industrial Relations, Occupational Health and Safety and other operational issues.

For the first time in nine years, Finance Officer Bernadette Phillips has increased her days to expand her role in planning the organisational budget, contributing to project management and monitoring the finances.

Liz Richards' position as Office Manager was back-filled for most of the financial year by Erica Bramham.

Board member Anne Learmonth has worked as a skilled volunteer to promote the role of NH&LCs in the inclusion of senior Victorians,

Project Officer Kaz Mackay, employed by Bendigo Neighbourhood House, has continued her work on the DGR project based at ANHLC.

ANHLC Board



L-R standing: Jan Simmons, Anne Learmonth, Elaine Bakker, Jenni Bramham, Ivana Csar, Sandra Anderson, Lisa Young

L-R sitting: Glenys McBride, Kylie Pollock and Marg Watt

Absent: Clare De Kok, Ron Moore, Kay Vrieze

Board Members

In accordance with the constitution, clause 6.4 elected board members' terms of office are for a period of two years with a maximum of three consecutive terms allowable.

Kylie Pollock *President*

Kylie has been the Barwon Network of Neighbourhood Houses Networker for eight years. Her involvement in the sector started through student placements at Barwon Houses during her Diploma of Community Development and Welfare Studies course at Gordon TAFE. Kylie is now standing down from the Board after completing a full six years term.

Jan Simmons *Vice President*

Jan is CEO at Morrison House in Mt Evelyn. She has been involved in the sector for 32 years taking the classic neighbourhood Houses career path of volunteer to Centre CEO in that time. Along the way Jan has worked for the sector at the local, state and national level. Jan is in the 1st year of her 2nd term.

Kay Vrieze *Secretary*

Kay has been involved at Narre Community Learning Centre for 27 years. She is currently the Executive Manager Community Development. Kay is an active member of the sector and has extensive community management experience. Kay is currently in the 1st year of her 3rd term.

Jenni Bramham *Treasurer*

Jenni is Manager at Vermont South Community House. She has been involved at Vermont in many different roles since joining a playgroup there in 1987. She was appointed to the Board to fill a casual vacancy in mid 2004. She was first elected to the Board at the AGM in Nov 2004 and is now standing down from the Board after completing a full six year term.

Anne Learmonth

Anne is a board member at Jika Jika Community Centre in Northcote where she has been involved for over 24 years. Anne has wide experience in community arts and workplace skills training. She has a strong commitment to industrial justice and is an ANHLC skilled volunteer and convenes the ANHLC IR Working Group. Anne is currently researching how Neighbourhood Houses work with older communities. Anne is in the 1st year of her 3rd term.

Ron Moore

Ron is the coordinator at Castlemaine Community House. He has been at Castlemaine for 17 years and is an active member of his local NH Network, RANCH. Ron has extensive experience on governing boards including school council, workers collectives, local agency and local government steering committees. Castlemaine Community House under Ron's leadership has taken a very active role in promoting awareness and action in the area of environmental change and impact. Ron is in the 2nd year of his 2nd term.

ANHLC Board

Lisa Young

Lisa has been manager at Clota Cottage Neighbourhood House for 9 years. She is an active member of her regional Neighbourhood House Network, NIECH and of her local House cluster, COWNCH. Lisa has also been involved for many years in the community housing sector. Lisa is in the 1st year of her 2nd term.

Glenys McBride

Glenys has been a Committee of Management member at Heyfield Community resource Centre for the past 7 years and involved at the centre since late 2000. She has had 40 years of community sector experience in a wide variety of organisations, both as an employee and a committee member. She is currently a member of the steering committee of the Gippsland Regional Neighbourhood House Group (GRNHG) and the council of management of Gippsland Women's Health Service. Glenys contributed greatly to the organisation of the 2010 ANHLC Conference held in Sale. Glenys is in the 1st year of her 2nd term.

Sandra Anderson

Sandra is a Committee of Management member of the Barwon Network and of Norlane Neighbourhood House. She has been involved in Neighbourhood Houses for 23 years, including 7 years as secretary and 10 years as chair at Norlane and more than 11 years as committee member and secretary at the Barwon network. Sandra is in the 1st year of her 2nd term.

Elain Bakker

Elain is coordinator at Rye Beach Community Centre. She has worked as a tutor at Warragul Community House and been involved in a number of community arts projects. Elain has been involved in a diverse range of community organisations, unions, and peak bodies. Elain is in the 1st year of her 2nd term.

Clare de Kok

Clare is coordinator at Mclvor Community House. Clare has skills in the area of business economics, tourism management, and grants administration. She is passionate about supporting the rural community. Clare is in the 1st year of her 1st term.

Paul Sladdin

Paul is CEO of MACE, a Neighbourhood House and an ACE Centre. He is also a committee member of the Bonnie Doon Community Centre. Paul has worked in community development for the last 26 years in many roles. He has been involved in education, community arts, the Men's Shed movement and is committed to representing the voice of communities in regional and rural Victoria. Paul resigned from the Board August 09 during the 2nd year of his 1st term.

Margaret Watt

Margaret has been the co-ordinator of Port Fairy Neighbourhood House for the last three years and has more than 30 years of active rural community involvement. Margaret's roles have included representing her area on a state government community capacity building pilot project; managing the Warrnambool Volunteer Resource Centre and sitting on the board of the state peak body Volunteering Victoria. Margaret is in the 1st year of her 1st term.

Ivana Csar

Ivana has been involved at Lalor Living & Learning Centre since 1987 and is currently centre co-ordinator. Her involvement in the community sector stretches back to the early seventies. Ivana has always been a champion of CALD communities and particularly the disadvantaged members of those communities. She is passionate about equitable access to education as a key to community capacity building and individual development. Ivana is in the 2nd year of her 1st term.

ANHLC Honour Roll

The Honour Roll was established in 2009 to recognise people who have made a notable contribution to the Neighbourhood House and Learning Centre (NH&LC) sector. In its inaugural year, 30 people were inducted to mark both the establishment of the Honour Roll and to celebrate the 30th anniversary of ANHLC. In following years one person is inducted annually. Val Kendall of Box Hill South Neighbourhood House was inducted this year.



Val Kendall

The recipient must have done significant work for the sector that:

- has had a beneficial effect for Houses and Centres throughout the whole state, or has had a beneficial effect in a regional NH Network, which has resulted in state-wide application.
- reflects the community development philosophy, principles and practice of the sector; and

has been undertaken from within the sector at the state, regional, network or individual House/Centre level.

The ANHLC Board of Management and staff shortlist and endorse the successful nomination. Induction to the ANHLC Honour Roll is not a long-service award and current ANHLC Board or staff members are not eligible for nomination. The induction ceremony is held at the annual ANHLC Conference dinner as a means of celebrating recipient's achievements with the sector as a whole.

A Member organisation may nominate as many people as they consider worthy of nomination; each nomination must be seconded by a different Member organisation.

Nomination forms are available on the ANHLC website at <http://www.anhlc.asn.au/anhlc-honour-roll>

The ANHLC Honour Roll

Bette Boynton (dec)

Phil Slattery

Jenni Mitchell

Christine Fensham

Helen Kimberley

Vans McCrae

Marie Holmes

Cathy Guinness

Sue Beshara

Kaz Mackay

Judy Buckingham

Christa Momot

Leslie Wood

Lorna Stephenson

Colleen Saunderson

Marg Fennell

Jan Corben

Mary Robb

Mary Parfrey

Linda Parlane

David Perry

Margaret Banks

Bronwen Merrigan

Marie Goonan

Maria Rivera (Robles)

Gwen Wesson

Chris Lee

Sue West

Naine Sankey

Shaaron Ellis

Val Kendall

Board of Management's Financial Report

Statement by Members of Board of Management for the Year Ended 30 June 2010

The Board has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Board the financial report as set out on pages 20 to 22:

Presents a true and fair view of the financial position of Association of Neighbourhood Houses and Learning Centres Inc. and its performance for the year ended on that date. At the date of this statement, there are reasonable grounds to believe that the Association of Neighbourhood Houses and Learning Centres Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:

Kylie Pollock – Chairperson



Dated: 25 October 2010

Jenni Bramham – Treasurer



Dated: 25 October 2010

Income and Expenditure Statement for the Year Ended 30 June

	Note	2010	2009
		\$	\$
INCOME			
Grant - DP CD		157,689	101,538
Grant - ACFE		9,845	105
Grant - Other		49,043	101,599
Membership Fees		93,517	87,797
Network Contributions		4,080	5,728
Workshop Registrations		35,438	36,352
Sponsorship		4,909	4,000
House Brooches		2,029	3,940
Interest received		12,133	23,000
Inserts		2,389	1,082
Project Income		9,592	6,033
Sales - Publications		480	1,887
N.H. Week Promotions		3,409	3,822
Sundry Income		14,134	9,882
Donations		4,580	6,545
		<u>403,267</u>	<u>393,310</u>
EXPENDITURE			
Accommodation		56,909	40,336
Accounting & Audit		1,550	1,450
Consultants		38,106	87,915
Depreciation		2,810	3,138
Facilities & Equipment		6,168	6,217
Management Expenses		12,838	13,512
ANHCA		2,107	398
Newsletters		8,682	8,157
Office Administration		10,119	8,120
Project Management & Fees		1,996	3,941
Promotion		3,365	5,455
Salaries, wages and consultants		179,428	173,720
Salary on-costs		27,325	30,766
Staff Development		286	55
Telephone		2,748	3,557
Travel		3,417	1,885
Workshops		22,828	40,865
		<u>380,682</u>	<u>429,487</u>
Profit from ordinary activities before income tax		22,585	(36,177)
Income tax expense	2	-	-
Profit from ordinary activities after income tax		<u>22,585</u>	<u>(36,177)</u>
Retained Profits at the beginning of the financial year		22,679	58,856
Retained Profits at the end of the financial year		<u>\$45,264</u>	<u>\$22,679</u>

Balance Sheet as at 30 June 2010

	Note	2010	2009
		\$	\$
CURRENT ASSETS			
Cash	3	234,931	254,697
Trade and other receivables	4	6,408	3,196
Inventory		-	1,380
TOTAL CURRENT ASSETS		<u>241,339</u>	<u>259,273</u>
NON-CURRENT ASSETS			
Property, plant and equipment	5	20,462	23,272
TOTAL NON-CURRENT ASSETS		<u>20,462</u>	<u>23,272</u>
TOTAL ASSETS		<u>261,801</u>	<u>282,545</u>
CURRENT LIABILITIES			
Trade and other creditors	6	24,929	24,469
Amounts received in advance	7	146,640	197,907
Provisions	8	44,968	37,490
TOTAL CURRENT LIABILITIES		<u>216,537</u>	<u>259,866</u>
TOTAL LIABILITIES		<u>216,537</u>	<u>259,866</u>
NET ASSETS		<u>45,264</u>	<u>22,679</u>
MEMBERS FUNDS			
Retained profits		45,264	22,679
TOTAL MEMBERS FUNDS		<u>45,264</u>	<u>22,679</u>

Statement of Cash Flows for the Year Ended 30 June 2010

	Note	2010	2009
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Government Grants		166,970	250,563
Other receipts		185,030	173,796
Payments to suppliers and employees		(383,899)	(437,963)
Interest received		12,133	23,000
Net Cash provided by operating activities	g	<u>(19,766)</u>	<u>9,396</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property and equipment		-	(4,422)
Net Cash provided by (used in) investing activities		<u>-</u>	<u>(4,422)</u>
Net increase (decrease) in cash held		(19,766)	4,974
Cash at the beginning of the year		254,697	249,723
Cash at the end of the year		<u>234,931</u>	<u>254,697</u>

Notes to the Financial Statements for the Year Ended 20 June 2010

Note 1: Statement of Significant Accounting Policies

This financial report is special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act 1981 (Vic). The Board has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuation of non-current assets. The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in preparation of this financial report.

Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly investment with original maturities of three months or less.

Income Tax

The income tax expense (revenue) for the year comprises current income tax expense (income). The association does not apply deferred tax. Current income tax expense charged to the profit and loss is the tax payable on taxable income calculated using applicable income tax rates enacted, or substantially enacted, as at the end of the reporting period. Current tax liabilities (assets) are therefore measured at the amounts expected to be paid to (recovered from) the relevant taxation authority. The Association is exempt from paying income tax by virtue of Section 50-45 of the Income Tax Assessment Act, 1997. Accordingly, tax effect accounting has not been adopted.

Property, Plant and Equipment

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold Improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Employee Entitlements

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of estimated future cash outflows to be made for those benefits. Provision is made for the Association's liability for long service leave from commencement of employment, not from the 5 year employment period normally accrued as industry practice.

Provisions

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

Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is an indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expenses to the income statement.

Revenue

Revenue is brought to account when received and to the extent that it relates to the subsequent period it is disclosed as a liability.

Grant Income

Grant income received, other than for specific purposes, is brought to account for the period to which the grant relates.

Deferred Income

Unspent grant income received in relation to specific projects and events is not brought to account as revenue in the current year but deferred as a liability in the financial statements until spent for the purpose received.

Capital Grants

Grant Income received relating to the purchase of capital items is shown as Unamortised Capital Grant and brought to account over the expected life of the asset in proportion to the related depreciation charge.

Interest Revenue

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

Donations

Donation income is recognised when the entity obtains control over the funds which is generally at the time of receipt.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payable in the assets and liabilities statement are shown inclusive of GST enacted by the balance sheet date.

Notes to the Financial Statements for the Year Ended 30 June 2010

	2010	2009
Note 2: Income Tax Expense	\$	\$
Prima facie tax payable on operating profit at 30% (2009: 30%)	6,776	(10,853)
Less tax effect of:		
- non-taxable member income arising from principle of mutuality	(6,776)	10,853
Income tax expense	-	-
 Note 3: Cash and cash equivalents		
Cash on Hand	200	200
Cash at Bank	24,731	94,497
Cash on Deposit	210,000	160,000
	234,931	254,697
 Note 4: Trade and other receivables		
Debtors	350	167
Bond	6,058	
Prepayments	-	3,029
	6,408	3,196
 Note 5: Property, plant and equipment		
Office Equipment - at cost	47,623	47,623
Less accumulated depreciation	(27,161)	(24,351)
	20,462	23,272
 Note 6: Trade and other payables		
Sundry Creditors	14,785	6,616
GST payable	1,758	5,157
PAYG Tax payable	8,386	12,696
	24,929	24,469
 Note 7: Amounts received in advance		
Grants in Advance	94,591	143,661
Income in Advance	40,766	42,426
Capital Grants in Advance	11,283	11,820
	146,640	197,907
 Note 8: Provisions		
Current		
Provision for Staff Entitlements	44,968	37,490
 Note 9: Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
Profit after income tax	22,585	(36,177)
Cash flows excluded from operating profit attributable to operating activities		
Non-cash flows in profit		
- Depreciation	2,810	3,138
Changes in assets and liabilities;		
- (Increase)/decrease in trade receivables	(3,212)	3,699
- (Increase)/decrease in other current assets	1,380	166
- Increase/(decrease) in trade and other payables	460	(2,426)
- Increase/(decrease) in amounts received in advance	(51,267)	47,321,
- Increase/(decrease) in provisions	7,478	(6,325)
Net cash provided by Operating Activities	(19,766)	9,396

Independent Audit Report to the Members of the Association of Neighbourhood Houses & Learning Centres

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Association of Neighbourhood Houses & Learning Centres Inc. which comprises the balance sheet, statement of cash flows as at 30 June 2010, and the income statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statement, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act 1981 (Vic) and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conduct our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement. An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act 1981 (Vic). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

In our opinion:

The financial report of Association of Neighbourhood Houses & Learning Centres Inc. is in accordance with the Associations Incorporation Act 1981 (Vic) including:

- i. giving a true and fair view of the Association's financial position as at 30 June 2010 and of their performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act 1981 (Vic).



Sean Denham

Dated: 20 August 2010

Suite 6, 707 Mt Alexander Road

Moonee Ponds VIC 3039

**Sean
Denham**
& Associates
Business Advisors
and Accountants

What is ANHLC?

Established in the early 1970's, the Association of Neighbourhood Houses and Learning Centres (ANHLC) is the Victorian peak body servicing and representing the interests of a diverse and growing membership of approximately 373 Neighbourhood Houses and Learning Centres and Networks of Houses across the state.

Membership of the ANHLC provides:

Advocacy: ANHLC advocates for the interests of the NH&LC sector at Ministerial and senior departmental levels, and represents the sector on high-level working groups and reference committees.

Policy research and analysis: ANHLC monitors policy developments that impact on the work of NH&LCs and the communities they serve; we communicate these policy developments to members in plain English, conduct research and facilitate feedback from the sector on policy impacts, and bring the results to policy dialogue with government.

Monitoring legislative changes: ANHLC also keeps up to date with changes to legislation, compliance and reporting requirements that affect NH&LC operations; we communicate these changes to members in plain English, facilitate sector feedback to decision-makers, and advocate for resources to meet legislative requirements and manage change.

ANHLC Board and Working Group eligibility – Eligibility to nominate for the ANHLC Board and Board Working Groups and actively participate in leading the sector (Full Membership only).

Voting rights – Members are able to vote in ANHLC elections to help direct the future of the organisation (Full Membership only).

Website and weekly email bulletin - www.anhlc.asn.au. The website is currently being revamped to provide members with better access to key governance resources and major sector research and advocacy documents. Currently available in the members log-in section are electronic versions of ANHLC News and a number of research and information papers. The weekly email bulletin introduced in 2009 has been very well received, and provides members with quick and easy access to information about funding, employment and volunteering opportunities, sector news and upcoming events.

Monthly newsletter - ANHLC News, 12 pages of developments and issues, funding opportunities, current discussion with government agencies, resources, industrial information, and reports & ideas from other Neighbourhood Houses/Centres.

Annual conference - 3 days of professional development & great networking opportunities for 200 neighbourhood house staff and committee members. Members pay reduced registration. The conference location moves each year to ensure equitable access – two years rural, one year metro Melbourne. The 2011 Conference is scheduled for 23-25 March in Lorne.

Community sector governance information and referral service - a wide range of information about all aspects of community governance including industrial issues, financial management, legal and regulatory requirements, planning, community promotion and policy development. Where ANHLC cannot provide information members are referred to appropriate organisations.

Research, information and resources - one free copy per member of key sector specific documents created or commissioned by ANHLC to meet identified sector requirements.

What is ANHLC ?

Member forums occasional forums organised to provide members with an opportunity to be informed about and debate key issues. The forums also provide another place to share ideas and network with other houses/centres.

Projects and initiatives – members are able to participate in special projects such as the 2008/2009 Workcover OH&S audits.

ANHCA representation - ANHLC represents members to ANHCA (formerly National Link), linking the 1000 neighbourhood houses around Australia.

Jobs Australia discounted membership – Jobs Australia is an employer organisation for specialist community sector industrial relations advice and support; and special bulk purchasing prices with Not for Profit Purchasing.

Building and Contents insurance package tailored for the NH&LC sector by Guild Insurance in consultation with ANHLC and a range of sector representatives.

The Vision of ANHLC

The vision of the Association of Neighbourhood Houses and Learning Centres is of just and empowered local communities in which our member organisations provide opportunities for people's participation and learning.

The Mission of ANHLC

The mission of the Association of Neighbourhood Houses and Learning Centres is to support and develop the movement of Neighbourhood Houses and Community Learning Centres as individual organisations and as a collective.

Funding

ANHLC is funded by membership fees, donations and the Department of Planning and Community Development.



**Association of Neighbourhood Houses &
Learning Centres Inc**

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