



Ararat Neighbourhood House Inc.  
The Heart of our Community

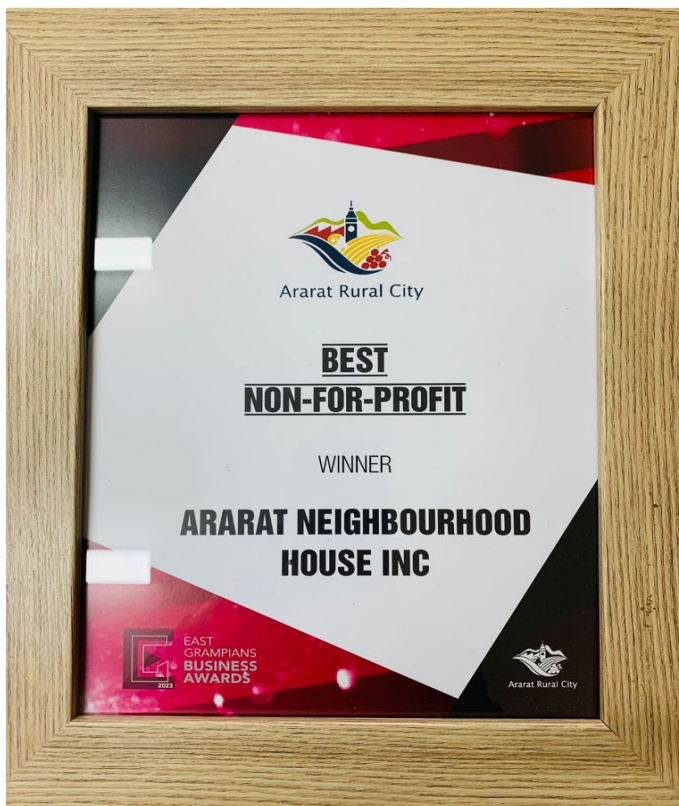
**2022 - 2023**

## **ANNUAL REPORT**

**Ararat Neighbourhood House Inc.**

**56 Campbell Street, Ararat VIC 3377**

**ABN: 78 941 184 276 | Inc. No: A0007608D**



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## **Our Mission**

Ararat Neighbourhood House is committed to identifying and addressing the changing needs of our local community by providing a welcoming space for people to gather, to form friendships, develop skills, gain knowledge and connect with other services and supports.

## **Our Vision**

*"Opening Doors - Building Bridges".*

Ararat Neighbourhood House services Ararat and surrounds, providing a welcoming space for our local community, where people can come together to learn new skills, form friendships, obtain information and connect with services and supports.

Ararat Neighbourhood House provides an inclusive environment, welcoming people of all circumstances, backgrounds and abilities. We are continually striving to identify and address the changing needs of our community by offering a diverse range of programs and opportunities for growth, in an accessible, creative and vibrant manner. We partner with local service providers to give access to affordable programs that meet the needs of person and professional development.

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## Our People

### Governance Committee Members

<b>Name</b>	<b>Position</b>	<b>Dates acted (if not for whole year)</b>
Philip Hollis	Chairperson	current
Carol Starkey	Vice-Chairperson	current
Alan Green	Treasurer	current
Jenni Starick	Secretary	current
Manzoor Mian	General Member	current
Graeme Ferguson	General Member	current

### Employees

<b>Name</b>	<b>Position</b>	<b>Dates acted (if not for whole year)</b>
Talwinder Kaur	Manager	16 May 2022 - current
Belinda Carlisle	Admin Officer	31 May 2023 - current

## Volunteers

<b>Name</b>	<b>Position</b>	<b>Dates acted (if not for whole year)</b>
Dean Pattison	Volunteer	2016 - current
Verne Simmons	Volunteer	2022 - current
Peter Beales	Volunteer	2018 - current
Graeme Ferguson	Volunteer	2018 - current
John Makin	Volunteer	2018 - current
Andrew Meek	Volunteer	2020 - current
Karamvir Singh	Volunteer	2022 - current
Kylie Howarth	Volunteer	2020 - current
Melinda MacMillan (Mel)	Volunteer	Resigned July 2023
Renee Whakatau	Volunteer	Resigned May 2023
Maria Terisa (Mercy)	Volunteer	2020 - current
Mary Wong Shun Wai (Mary)	Volunteer	2022 - current
Jenny Harnall	Volunteer	2020 - current
David M Starick	Volunteer	August 2023 - current
Gita Egan	Volunteer	May 2023 - current
Michael Franklin	Volunteer	July 2023 - current
Terry Brown	Volunteer	July 2023 - current
Hayden Mardle Luiz	Volunteer	March 2023 - current
Bill Waterston	Volunteer	Feb 2023 - current
William Gorman	Volunteer	July 2023 - current
Sonia Camps	Volunteer	July 2023 - current
Alwyn Kitchen	Volunteer	March 2023 - current
Jane McMaster	Volunteer	March 2023 - current
Rosemary Rowe	Volunteer	March 2023 - current

## Our Partners/Supporters



Neighbourhood Houses  
Victoria



Grampians Advocacy



East Grampians Health  
Service



SecondBite



Department of Families,  
Fairness & Housing



Grampians Pyrenees Primary  
Care Partnership



Ararat Rural City Council



Ararat Wind Farm



Learn Local



Grampians Community  
Health



Food Bank Victoria



Pacific Hydro

West Wimmera Grampians Neighbourhood House Network

Patricia Hinchey Day Centre

AME Systems

Gason

Ace Radio Network

Pinnacle Inc.

Ararat & District Carer Support Group

Ararat Wellness Centre

Engage OT

Elmhurst Bush Nursing Centre

Ararat Emergency Relief

Olive Branch Church

Ararat Islamic Welfare Association

Ballarat Regional Multicultural Council

Corrections Victoria

## **Agenda: Annual General Meeting 2023**

Meeting held 21<sup>st</sup> November 2023 at 4.30pm, via Zoom and in person.

The meeting will be audio recorded for the purpose of accuracy and transparency

1. **Welcome and acknowledgement of traditional custodians** Chair
2. **Apologies:** Secretary
3. **Minutes from previous AGM:** Chair
4. **Chairperson's Report:** Chair
5. **Manager's Report:** Manager
6. **Financial Report** Chief Operating Officer at NHVic
7. **Decide on number of General Committee Members** Chair
8. **Members confirm or vary the membership fee for full and associate Members** Chair
9. **Election of Committee Members** Returning Officer  
Chair  
Vice-Chair  
Secretary  
Treasurer  
General Committee Members
10. **Meeting close** Chair



## Minutes: Annual General Meeting 2022

Meeting held 22<sup>nd</sup> November 2022 at 4pm, via Zoom and in-person.  
Meeting was audio recorded for the purpose of accuracy and transparency.

### **PRESENT:**

Members: Philip Hollis - Chairperson, Carol Starkey - Vice-Chairperson, Jenni Starick - Secretary, Graeme Ferguson, Manzoor Mian and Alan Green

Staff: Talwinder Kaur - Ararat Neighbourhood House (ANH) Manager

Guests: Christine Zubrinich - Wimmera West Grampians Neighbourhood House Network Manager, Rowly Paterson, Ace Radio Network, Sarah Woodburn - Community director at East Grampians Health Services and Peter Beales - ANH Volunteer and Ararat City Council Councilor (ARCC)

1. **APOLOGIES:** Cameron MacRae - Chief Finance Officer Neighbourhood Houses Victoria, Erin Paech - Hopetoun & District Neighbourhood House, Nerissa Gee - Partnerships & Pathways Coordinator at Central Grampians Local Learning & Employment Network (LLEN), Jane Moriarty - Executive Officer at Central Grampians LLEN, Fiona Treliving - Manager at Harrow Neighbourhood House, Sharn Mun - Co-Ordinator at Link Neighbourhood House, Angela Batchelor - Administration Co-Ordinator at Ararat Pinnacle and Brien Baxter - Agency Relations Co-Ordinator at Foodbank Victoria Ltd.

2. **ACKNOWLEDGEMENT OF COUNTRY:** Phil welcomed everybody and delivered the acknowledgement of traditional custodians.

3. **MINUTES FROM PREVIOUS MEETING:**

Minutes of previous AGM were reviewed and accepted as presented.

Moved: *Carol Starkey*

Seconded: *Graeme Ferguson*

Carried.

4. **CHAIRPERSON'S REPORT:**

In addition to his written report, Phil expressed his personal thanks to all who had assisted in many ways over the past year.

5. **MANAGER'S REPORT:**

Talwinder (Teli) reiterated Phil's words and thanked to the whole ANH Team and expressed very special thanks to ANH's volunteer team who work each and every day to run this place well.

6. **FINANCIAL REPORT:**

Tabled and accepted as presented

*Moved: Graeme Ferguson*

*Seconded: Carol Starkey*

*Carried*

7. **NUMBER OF GENERAL COMMITTEE MEMBERS:**

A motion was moved by Carol Starkey that the numbers of committee members should remain the same and seconded by Alan Green and carried.

*Moved: Carol Starkey*

*Seconded: Alan Green*

*Carried.*

8. **MEMBERSHIP FEE:**

It was moved by Graeme Ferguson that the membership fee be removed and seconded by Carol Starkey and carried.

*Moved: Graeme Ferguson*

*Seconded: Carol Starkey*

*Carried*

9. **ELECTION OF COMMITTEE MEMBERS:**

Returning Officer, Christine Zubrinich declared all positions vacant. Carol Starkey was appointed as a Vice-Chairperson. Nomination forms were received for each executive positions apart from Vice-Chairperson and two (2) nominations for general committee members, the new ANH Governance Committee was elected as follows:

**Chairperson:**

Philip Hollis

**Vice-Chairperson:**

Carol Starkey

**Secretary:**

Jenni Starick

**Treasurer:**

Alan Green

**General Committee Members:**

Graeme Ferguson

Manzoor Mian

As there was no Keynote speaker, Phil opened the floor for anyone who would like to address the meeting.

Allan Green thanked to Christine and Carol for conducting an interview panel to get the right person/manager for ANH in 2022 and welcomed to Talwinder Kaur (Teli) as a new manager of ANH.

Christine commented that Neighbourhood Houses really bind communities together and thanked the committee for their great work.

Meeting closed at 4.44pm.

## Chairperson's Report

Ararat Neighbourhood House has had another full and purposeful year driven on by staff, volunteers, facilitators, and participants alike. An energy given with generosity is at the heart of community organisations finding local solutions to local issues. Continuing to provide relief and opportunities for our communities, provider and clients both, is always in our sights.

The changes at Ararat Neighbourhood House this year have been significant yet change that comes with any organisation. As Chairperson it has been a delight to welcome Belinda Carlisle into the position of Administration Officer. Belinda's experiences and knowledge brings another story and adds to the many that make up and contribute to Ararat Neighbourhood House.

Talwinder Kaur (Teli) manager of ANH's co-ordination of the many people, organisations, and budgets has given the house a firm economic base to provide the relief, be it fresh food or the chance to socialize, and the opportunity, through a variety of certificates and permits, that is our aim. Done in a confident and competent manner that encourage community to participate.

The Governance Committee works on the next round of policy review to ensure they remain fit for the purpose and legislative and regulatory requirements are met while, keeping an eye towards opportunities to expand on the services already provided and new initiatives.

All the hard work and effort this year has been acknowledgment by the local community as Ararat Neighbourhood House won "The Best Non-For-Profit Award of 2023" at East Grampians Business Awards event which is such a great achievement for the house. I express my sincere thanks to our manager Teli who runs the house in well-mannered and cooperative way for the whole team of ANH.

Many thanks also go to Christine Zubrinich, Network Manager for Wimmera West Grampians Neighbourhood House Network and Cameron MacRae, Chief Finance Officer at Neighbourhood House Victorias, both have provided much support, guidance and education.

As Chair of the Committee of Governance for Ararat Neighbourhood House, I would tell my community that the organisation is in a good and proper place to continue providing services to you with understanding and compassion.

Philip Hollis.  
Chairperson.  
Ararat Neighbourhood House.

## Manager's Report

What great achievements we have got in the past year!!

Let me talk about the greatest success we achieved in 2023 as we have won "The Best Not-For-Profit Award of 2023" at East Grampians Business Awards event held at Town Hall hosted by Ararat City Council. I personally express my sincerest thanks to Ararat City Council who run this event for community to get recognition for their hard work.

2022 - 2023 has certainly been another challenging year for all of us, but our willingness to adapt to change has shown our strength and perseverance to represent the Ararat community even in these uncertain times. It is therefore my pleasure to present this manager's report.

Myself, Talwinder Kaur joined the team at the Ararat Neighbourhood House as a manager in mid of May 2022 and has worked tirelessly in this role to ensure the Ararat Neighbourhood House functions at its best.

Since my appointment in May 2022, I have been fortunate to be able to network with community groups, businesses and with individuals and promote the House, the services and programs, we offer at the Ararat Neighbourhood House.

Throughout the 2022 - 2023 financial year, much of our focus has gone towards food security in our community, providing ready-cooked meals and fresh produce to many families and individuals in the Ararat Rural City LGA and beyond. We are very lucky to have strong partnership with Corrections Victoria provided a means for surplus produce from our ANH food hub to be prepared into ready-made nutritional meals which were then frozen for distribution to the members of the community. ANH food hub is a very demanding program around the region, we are very fortunate our community through this program.

Ararat Neighbourhood House has been really busy to assist our community with their Power Saving Bonus applications, through the year. ANH has done over 300 applications.

A primary focus throughout my time as a manager, has been to make Ararat Neighbourhood House a more safe and accessible space for all community members, including those with limited mobility.

I attended the NHVic Conference in San Remo at Silver water Resort on 17<sup>th</sup> - 19<sup>th</sup> May 2023 with approximately 350 Neighbourhood House staff, committee members, and key stakeholders in the community services sector came together for the conference.

ANH would like to thank Australian Communities Foundation, Ararat RSL and Ararat Lion's Club for their support in the past months for grant facilities for the ANH.

Volunteer numbers have increased at the Neighbourhood House, the house now has more than twenty (20) volunteers. Their support and assistance has been invaluable in ensuring the continued success of Ararat Neighbourhood House.

I personally want to acknowledge the many supports the house has received throughout the last year from Cameron MacRae, Misa and the whole crew from NHVic for being there, being supportive of the house and for their sound advice, and expertise.

The Department of Families, Fairness and Housing and their continued support of the House.

Adult Community and Further Education(ACFE), which provides funding through the Learn Local Program of non-accredited training courses and Department of Health and Human Services, Peter McNabb and Davis Harris been really supportive and helpful.

I wish to also extend my sincerest thanks to Chris Zubrinich, our Wimmera West Grampians Neighbourhood House Network Manager, for your ongoing support. Chris continues to work closely with our staff and committee, providing governance training and guidance as needed. Chris has also been a great sounding board and supported me in my role throughout the period. Thank you Chris, your efforts are always appreciated!

The ANH Governance Committee for their support, guidance and adaptability in responding to necessary changes over the past year.

And a huge thanks needs to go out to the Volunteers of the House. Volunteers are critical to the operation and success of any Neighbourhood House. Our volunteers play a huge role supporting various activities at the house which strengthens the sustainability of the house. I would like to thank them for their efforts over the past months.

To our valued members, participants, and stakeholders. Ararat Neighbourhood House are constantly looking to expand and develop our organisation to best meet the changing needs of our local community. Over the coming 12 months, I look forward to maintaining and fostering relationships, that will encourage social inclusion and more community involvement in the activities we run at the house, strengthening our profile within our local Ararat community.

I look forward to 2023 - 2024 with extreme confidence and optimism for the continued growth of the House.

Sincerely,

Talwinder Kaur (Teli)



# Financial Report

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**SALLY HINCHLIFFE**  
& ASSOCIATES

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CERTIFIED PRACTISING ACCOUNTANTS  
ABN 58 121 794 045

## ARARAT NEIGHBOURHOOD HOUSE INC

### REASONABLE ASSURANCE REPORT

#### Scope

I have reviewed the Financial Statements of the **Ararat Neighbourhood House Inc.** for the year ended 30<sup>th</sup> June, 2023. The Committee is responsible for the Financial Statements. I have conducted an independent assurance review of the Financial Statements in order to express an opinion on them to the Committee.

I have conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3100 Compliance Engagements issued by the Auditing and Assurance Standards Board.

I believe that the evidence obtained is sufficient and appropriate to provide a basis for my opinion.

#### Our independence and quality control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and Auditing Standard ASQC 1 Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements in undertaking this assurance engagement

#### Assurance practitioner's responsibilities

Our responsibility is to express an opinion on Ararat Neighbourhood House Inc's compliance throughout the year. ASQC 1 requires that we plan and perform our procedures to obtain reasonable assurance regarding compliance and controls. The procedures selected depend on our judgement, including identification and assessment of risks of material non-compliance.

#### Inherent limitations

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error or non-compliance may occur and not be detected.

SALLY HINCHLIFFE & ASSOCIATES

Liability limited by a  
scheme approved under  
Professional Standards  
Legislation

210 BARKLY STREET  
ARARAT, VICTORIA 3377

TELEPHONE: (03) 5352 5144  
EMAIL: sally@sararat.com.au

As it is not practical for **Ararat Neighbourhood House Inc.** to establish control over cash receipts prior to their initial entry in the accounting records, my assurance review relating to cash receipts was therefore limited to the amounts recorded in the accounts.

In my opinion, except for any adjustments that might have resulted had the receipts been submitted to satisfactory audit tests, the Financial Statements present fairly the cash receipts and cash payments of the Ararat Neighbourhood House Inc. for the year ended 30<sup>th</sup> June, 2023.



SALLY HINCHLIFFE  
CERTIFIED PRACTISING ACCOUNTANT

Date: 5<sup>th</sup> October, 2023



# Profit and Loss

Ararat Neighbourhood House Inc.  
For the year ended 30 June 2023  
Cash Basis

	2023
<b>Trading Income</b>	
ACFE - Training Delivery Support Grant	13,500.00
ACFE funding	5,369.26
Interest Income	92.87
Membership	31.83
NHCP funding	113,152.73
Other Revenue	3,443.29
Power Saving Bonus	2,170.00
Program Fees	12,551.59
Room Hire	8,187.27
<b>Total Trading Income</b>	<b>158,498.84</b>
<b>Gross Profit</b>	<b>158,498.84</b>
<b>Other Income</b>	
Donations	1,712.55
<b>Total Other Income</b>	<b>1,712.55</b>
<b>Operating Expenses</b>	
Accrued Annual Leave Charge	1,325.85
Amenities	112.01
Bank Fees	78.54
Catering	329.00
Cleaning	4,110.03
Conference	660.00
Consulting & Accounting	5,726.59
Course/Activity costs	3,759.40
Depreciation	4,697.87
Electricity/Gas	2,429.36
Equipment	83.64
Garden Maintenance	18.19
General Expenses	509.91
Groceries	821.32
Insurance	1,990.40
Memberships	915.00
Office Expenses	540.08
PayPal Fees	13.10
Portable Long Service	(7,111.04)
Printing & Stationery	875.44
Programs Expense/Facilitator Fee	1,745.00
Subscriptions	3,234.69
Superannuation	8,672.22

Profit and Loss | Ararat Neighbourhood House Inc.

Profit and Loss

	2023
Telephone & Internet	1,754.93
Travel - National	296.40
Wages and Salaries	84,599.09
Water	142.72
<b>Total Operating Expenses</b>	<b>122,329.74</b>
<b>Net Profit</b>	<b>37,881.65</b>

# Balance Sheet

Ararat Neighbourhood House Inc.

As at 30 June 2023

Cash Basis

	30 JUN 2023
<b>Assets</b>	
<b>Bank</b>	
Ararat Neighbourhood House Inc	39,111.53
Ararat Neighbourhood House Inc, - Term Deposit - Bendigo Bank	28,455.04
Petty Cash	635.98
<b>Total Bank</b>	<b>68,202.55</b>
<b>Fixed Assets</b>	
Less Accumulated Depreciation on Office Equipment	(5,896.17)
Office Equipment	10,409.80
<b>Total Fixed Assets</b>	<b>4,513.63</b>
<b>Total Assets</b>	<b>72,716.18</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Cash Register	51.00
GST	4,963.37
Holiday Leave Liability	7,375.19
PAYG Withholdings Payable	3,904.00
Rounding	89.86
<b>Total Current Liabilities</b>	<b>16,383.42</b>
<b>Total Liabilities</b>	<b>16,383.42</b>
<b>Net Assets</b>	<b>56,332.76</b>
<b>Equity</b>	
Current Year Earnings	37,881.65
Retained Earnings	18,451.11
<b>Total Equity</b>	<b>56,332.76</b>

**Schedule 1**  
**Regulation 15**  
**Form 1**

*Associations Incorporation Reform Act 2012*

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

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**Annual statements give a true and fair view of financial performance and position  
of incorporated association**

We ALAN GREEN and Philip Hollis being members of the  
committee of the Ararat Neighbourhood House Inc certify that –

“The statements attached to this certificate give a true and fair view of the financial  
performance and position of the above named association during and at the end of  
the financial year of the association ending 30/6/2023.”

Signed: Alan Green

Date: 10-11-23

Signed: [Signature]

Date: 10-11-23

# Ararat Neighbourhood House

Real Impact. Real Value.

**INCOME** \$136,519

**VALUE** \$749,894

## This figure includes the value of:

Improved quality of life through social connection: \$59,769

Volunteer contributions: \$50,086

Emergency relief provided: \$396,990

Services provided: \$83,688

Adult Community Education: \$159,360

## Emergency relief value includes:

- Food and groceries: \$396,990

## Services value includes:

- Computer/internet usage: \$288
- Facilities use or hire: \$9,600
- Résumé assistance: \$2,520
  - Tax Help: \$1,500
- Community lunch, frozen or other meals: \$29,280
- Power Saving Bonus: \$40,500

## This community value equates to:

\$5.49 for every \$1 of income

\$6.89 for every \$1 of Neighbourhood House Coordination Program funding

Over \$360.53 for every hour the neighbourhood house is in use

## Employment value

2.4 FTE jobs

including 1.7 direct and 0.7 indirect Full Time Equivalent positions



These values are produced by Neighbourhood Houses Victoria based on data provided by Ararat Neighbourhood House in the 2022 Neighbourhood Houses Survey. Only a limited range of activities where a determinable valuation method exists are included.

