

KEW NEIGHBOURHOOD LEARNING CENTRE

**ANNUAL REPORT
FOR 2019/2020**



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CHAIRPERSON REPORT

This year has been a unique year for the Centre. After a very smooth transition into the new year, with all Board members re-elected, bringing to the task yet again an accomplished integrated skill set covering all core areas of the organization, individual members were able to continue to resource the Manager in the most constructive and informed way when approached for advice, information or direct support. This solid working relationship has been, and was this year, crucial to the ongoing operation of the Centre as it dealt with the undeniably challenging and unsettling impact of Covid-19, at both an operational and psychological level for all staff and program participants. At a Board level it was important to develop and monitor an appropriate policy document for a Pandemic, and to ensure that all governmental guidelines were enacted with due accountability to what at times was a rapidly changing scenario at all levels of government. In consort with the Manager, it was important to also ensure that all staff, including the Manager, were receiving their industrial rights as per governmental legislation, but were also supported to feel connected as an organizational entity working in isolation. The café continued to operate as an essential service, and it is notable that with a new manager, starting as we went into lockdown, it has maintained itself as a financial success and a community hub for food takeaway and local food delivery service. With focus determination and developing expertise, classes went on line under the supervision of Program Leaders, and the degree of success is directly attributable to the time, commitment, effort and patience of the Manager and Program Leaders as they initiated and supervised the introduction of remote learning technology to engage and deliver classes under lockdown. It is pleasing to note the overall success of remote learning in the maintenance of existing program content, but also the creative and innovative approaches to teaching that evolved in some program areas. There is much here to explore, for both Board and Management, with very positive potential for the future development of online courses to complement face to face teaching.

To program participants, thank you for your continuing engagement in unusual times and staying the course thus far. To all staff, thank you for your commitment and dedication in unusual and anxiety inducing times.

To the Executive Team thank you for your dedication, your professionalism, your absolute determination, commitment, and your willingness to give over and above the call of duty to ensure that all of staff received consistent support and care at all levels.

To the Manager, thank you for keeping the organization on course, your open and consistent communication with the Board, your commitment to the organization and the exhausting punctively time consuming hours outside your normal working hours that you expended to keep everything running as smoothly as it could possibly run in these most challenging of times.

To the Board, thank you for your continuing involvement, contribution and commitment to enrich, support and enhance the KNLC, to ensuring excellence in accountable governance across all areas, and to maintaining a commitment to develop a vision for the future which has, of necessity, been on hold for this year, but not forgotten.

JAN STEWART

EXECUTIVE MANAGERS REPORT

What a 12 months of opportunity, innovation and growth. In last year's report I noted, 'how far we have come as an Organisation and how much we continue to grow through innovation, flexibility and dedicated hard work.

In the last 12 months we have continued to seize all opportunities, remaining flexible by adapting to changes, some outside of our control but most of all for striving at all times to be innovative.

It would be remiss of me not to mention the corona virus that at the end of term 1, effectively forced us into an online world. To be fair, the online learning discussion had already begun at KNLC and certainly one we have wanted to pursue. COVID-19 simply hastened our path.

Whilst the impact of the virus globally, cannot be underestimated, particularly for families who have been personally affected by it, or for those individuals who will long be impacted by it, I want to celebrate the past year as a whole. For three quarters of the year we were delivering programs and engaging locally with our community, as we have always done and hope to do again.

Every year my reports touch on the importance of applying a community development approach to ensure that what we do at KNLC, is in fact what our community wants from us. The process is never a simple or single approach. As I see it, a community development approach addresses the key principles of empowerment, inclusion and diversity, planning and preparation, collaboration and participation, awareness and finally, transparency and trust. It is these principles that underpin our planning and delivery and allow us to meet our objectives despite the unexpected.

In each of our program areas we aim to ensure that each individual is provided information to then make decisions and act in ways that address their needs. Each year we deliver our programs to reflect the needs of our participants. Over the years our Inclusive Communities program has adapted to reflect the change that was fed back to us through forums and evaluations.

We ensure that there is inclusion and diversity, understanding and remaining open to differences within our community yet with a commitment to make sure everyone is equally valued and has equal access to resources. This has proved challenging in term 2 when programs and activities transitioned online and some of our participants have found some difficulty in making the transition, in part due to lack of resources.

The process for change, is neither easy or quick, it can be thrust upon us or it can be initiated by us due to other impacting factors. Planning and preparation are key to engagement with community. It provides a platform for consultation, feedback, gathering of resources and preparing for change. It brings the community into the process and allows them control of their own actions. There has been much planning particularly with our ACFE courses, we have spent numerous hours consulting and gathering feedback particularly from students, teachers, carers and industry partners regarding our onsite blended learning classes in order for these courses to remain relevant to the student cohort and reflect the pathway they wish to pursue.

One of our KNLC's strengths is our ability to find like organisations and individuals, and to form collaborations and partnerships in order to achieve a stated common goal. Community development is not a concept that rests with one individual or is one dimensional. Through collaboration KNLC has successfully worked alongside different organisations, each with different resources. Further, we have encouraged the participation of our communities in this process so they can exert influence over an outcome, be it a program or activity, that will directly impact them. Our collaborations and partnerships with BoxHill Institute, Swinburne Institute, Burke and Beyond, GMCT, Kew Cemetery continue to strengthen with each partner included in our planning and preparation. In addition to our key partners we have continued to collaborate with other Learn Locals, local businesses, a number of philanthropists, and key local organisations. Our collaborations have achieved many successful outcomes, none more so than our ACFE funded horticulture program. The success of this educational program was highlighted last year when there was a request by the Minister's office ??? for Minister Gayle Tiernay to visit KNLC to meet students and teachers alike. ACFE Board chair Maria Peters and ACFE staff (EMR) were present on the day.

Community development fundamentally encompasses awareness. Without awareness you cannot identify problems nor monitor progress or gauge improvement. Put bluntly, you cannot change what you cannot identify. Awareness allows you to make informed decisions, including providing feedback and engaging in future recommendations. KNLC held a number of discussions over the last 12 months inviting key partners, learners, and parents/carers to discuss the current educational landscape and how it can better accommodate the needs of young adults with a disability moving through the system.

Lastly transparency and trust. Successful community engagement is underpinned by honesty about and transparency in the process. Community development is about change and change by and large, even change for the better or led by community, tends to cause a level of fear and anxiety in some. This level of fear can lead to resistance at times. As KNLC embarks on process of reviewing the last 12 months and looks to the future and what many are describing as the 'new normal' it is important that any possible changes are clear and understood.

These principles underpin our work at KNLC, and despite how they challenge us we continue to evaluate and strive to work within this framework. Perhaps because these are our foundation, the transition to online, not without its issues, is now a key component of our future delivery. And perhaps because these principles are core to our operations, in spite of current challenges we continue to put our students, participants and community at the forefront of our planning, remaining flexible in our approach and accepting the challenge as an opportunity to innovate.

We have a lot to be proud of from the last 12 months. As an Organisation we continue to advocate for students and participants, we actively seek out community partners who share our vision of the key principles above and we continue to find ways to do better in meeting the needs of our community despite the limited access to resources.

In COVID times we are grateful to, and thank our funding bodies who have honoured their funding commitments. In this time, we have stayed connected to our broad community via phone (land and mobile) through email, activity packs, and zoom classes. We were a key partner in meal distribution to those struggling. We kept our social enterprise café open so that we could provide meals and engagement through -out this difficult time.

Thank you to all the staff for your work. A particular thank you to the Board who are the most dedicated and supportive group of individuals I have the pleasure of working with. To our broad KNLC community thank you - we will continue to strive to meet your expectation of us. Thank you for your ongoing support. Looking forward to the next 12 months.

BARBARA GHIANI

OUR TEAM

Board of Management

Jan Stewart - Chairperson
Scott Samson - Secretary
Luke McLennan - Treasurer
Rob Rees - General member
Janne Lade - General member
David Williams - General member

Staff

Barbara Ghiani - Executive Manager
Alison Kieffer - Program and Training
Christine Wallis - Community Development
Debora Colosimo - Special Projects and Event
Janine Trakas - Administration
Claudia Callero - Accounts

Shoestrings Occasional Care Staff

Georgia Nery - Maternity leave
Cathy Lou
Natasha Edwards
Julia Su
Denise Mitchell

Tutors

Dr Jill Bamford - EAL
Sally Newham - EAL
Anne Giddens - Transition to Employment
Jonathan Li - Small Business
Pauline Stewart - Workplace Technology
Jess Caruana - Barista
Kelli Brown - Floristry
Scott Hipkins - Mens shed
Dario Piubellini - Carpentry
Su Laird - Horticulture
Michele Allen - Horticulture
Val Athanassiou - Digital/Media
Teresa Batten - Yoga
Peter Ratten - Yoga
Lisa Kendall - Fitness
Bill Humphries - Fitness classes
Kheng Lau - Tai Chi
Ana Maria Espinosa - Art
Elizabeth Sadler - Art
Betty France - Ukulele
Ed McMahon - Guitar/ICP music group
Sarah Bullen - ICP Mindfulness
Robyn Stanislavski - ICP Dance
Richard Summersgill - ICP Computer Skills
Helen Lin - Chinese Choir
Chris De Figueiredo - Sport and Recreationxt

Sparechair Cafe Staff

Shawn Hickman
Olivia McCrimmon
Christian Nuzzo
Grace Kumalasari
Daniela Grimoldi
Bec Zanon
Ben Maughan
Tom Oldale

Volunteers

Dianne Ballard
Leslie Burcher
Anna Combet
Kay Davies
Peter Dunn
Janne Lade
Nicole Lane
Sally Newnham
Helen McGeorge
Kathy McManhon
Catherine Moore
John Miezis
Sandy Pittman
Michaela Smith
Sally Staddon
Mahmoud Kamal-Moaveni
Coralie White
Rosemary Lade
Jennifer Dunstan
Jean Nicholls
Brian Home

We say Farewell and Thank you...

Lauren Randall
Heidi Street
Gigliola Aru
Ying Yang
Jessica Kritzer

TREASURES REPORT

It is my pleasure as Treasurer to present the financial statements for the year ended 30 June 2020 as audited by Accru.

The audited financial statements show the financial position as at 30 June 2020, income & expenditure for the financial year and the statement of cash flows for the year ended 30 June 2020.

In 2019/20, the total income for Kew Neighbourhood Learning Centre (KNLC) was \$1,083,405, which is a 20% increase from 2018/19.

This was primarily due to growth in Operating Grants (\$105,158) and Other Income (\$190,191), The major components of Other Income are JobKeeper Wage Subsidy (\$108,000), which was passed on to our employees as wages and can be seen in the increase in Employee Benefits expense. The other major component of Other Income was ATO Cash Flow Boost (\$62,550).

These increases were offset by a decrease across most of KNLC fee for service trading areas as was the expected financial impact of the COVID-19 limitations.

The funds received were carefully monitored and allocated to the various programs across KNLC and I am pleased to report KNLC's strongest surplus result since 2015/16 with a surplus of \$87,780. This surplus means KNLC remains in a strong financial position, maintaining healthy cash reserves of \$592,737.

The board is grateful to Barbara and the team for their ongoing diligence and active participation in the financial stewardship of KNLC through 2019/20 - a challenging year from a financial perspective due to COVID-19.

Special thanks to KNLC Bookkeeper Claudia Callero for managing the finances, including grant assistance and the complex JobKeeper program.

There is no doubt KNLC will continue to face challenges creating and delivering programs in the new environment through 2020/21, however I can assure all members and stakeholders that KNLC is in a strong and healthy financial position to deliver fantastic programs to the local community for many years to come.

LUKE MCLENNAN

ADMINISTRATION REPORT

This year has certainly been a different way to do things in Administration. We started off the year as every other year busily getting everything ready for term 1 after the Christmas/New Year break. Taking enrolments via phone, internet and person and meeting up with our regular clients and meeting new people, seeing all the children and families in childcare. The way life is meant to be in a busy Community Centre.

Then towards the end of the term we virtually came to a grinding halt and were told to stay home. It was then that phones were diverted, computers set up to work from home, and unfortunately, we have only managed to get back into the Centre for a couple of weeks since March. We were excited to get childcare running for a few weeks and many families were happy to get a well-earned break before we once again had to close.

The centre has transitioned various courses over Zoom for example Fitness, Writing, EAL where all enrolments continue to be made through Administration. We have had some new people enrol in our courses but as usual we have our loyal and amazing members who continue to support KNLC and have transitioned over to the online platform.

The amazing team at KNLC have worked hard to keep our centre functioning through what one can only describe as an unusual time in all of our histories.

I look forward to when we can all get back together and see each other in the Centre.

JANINE TRAKAS



SPECIAL PROJECTS

This time of year always brings with it so many mixed emotions. A time to reflect on the past year, the excitement of what has been achieved, the challenges it has presented, and the satisfaction of overcoming adversity. Whilst also stirring up emotions of excitement, uplifting hope, energy and a new found strength to take on the coming year. Throughout all of this, the one constant is the resilience, determination, perseverance, and passion that the KNLC family always bring to the centre. Year after year, we continue to make a positive difference within our vibrant community.

R U OK day at KNLC is a perfect example of our commitment to the community, it is always celebrated in a simple, yet meaningful way. Through our SpareChair café, we provided free cookies with every coffee hoping to encourage all to ask the 3 simple words and start a conversation. I am not sure if it's the cookies or the coffee, but there is always a buzz in the café on this special day.

After months of coordination and planning, our much loved Open House event took place on a beautiful balmy November evening in 2019. This year, we decided to move the event from our usual March date, to later in the year, so as to coincide with the release of our 2020 brochure - and what a success it was! This event is not just about the enjoyment of the evening for all who attend, but also to showcase our magnificent centre, and entice people to enrol in one of our many programs. Each year, the event numbers grow, and 2019 was no exception - with over 300 people attending. The adults were entertained with food, wine & spritz from our SpareChair café, where they could hear the children's joy and laughter enjoying the miniature pony rides in the KNLC car park.

KNLC always loves to celebrate the festive season, and this year we hosted a Christmas Ladies Lunch in early December. We put the call out to the ladies of the Boroondara community, and within a week, we had to close the bookings, having achieved our maximum capacity. The day was celebrated outside, under the vines of the SpareChair café, and in true Melbourne style, the weather had us holding our breath until the very end. Thankfully, the weather God's were on our side and the event was a huge success.

We saw 2020 begin with high hopes and expectations of many events, all of which were in the planning process. Unfortunately, the global pandemic had other ideas. With the COVID-19 virus arriving on our doorstep, lots of our events had to be shelved. We did manage to get one final event in - our Gnocchi Making Day. Aptly named 'Under the Tuscan Sun', our guests were taught all about the history of gnocchi making. They then proceeded to make their own gnocchi under the tuition of our SpareChair café chef. Afterwards, a long lunch was enjoyed with gnocchi (of course!) & prosecco.

With events being put on hold during 2020, it has allowed time to be dedicated to the much needed revamp of our KNLC website - which launched at the beginning of term 3. This initiative will enable us to adapt to new ways of communicating with the community, with features like our instant chat. More work is also being done to enable us to deliver our programs differently and be able to adapt to the current and future environment.

In a year like no other, where we have all endured significant challenges, we must not forget of our numerous accomplishments. The year ahead will see us needing to do things differently, but nonetheless, thanks to our dedicated Board and management, we will continue to learn, grow and prosper as an Organisation. I am looking forward to a productive and fruitful 2020/21.

DEBORA COLOSIMO



COMMUNITY PARTNERSHIPS, PROJECTS AND COLLABORATIONS



EDUCATION, PROGRAMS AND TRAINING

2019 saw KNLC's diverse array of education and program choices continue to grow, adapt and thrive in light of the global COVID 19 pandemic. Adult Community and Further Education (ACFE) Pre-Accredited Programs The second semester of 2019 saw strong ACFE class attendance and KNLC's reputation as a Learn Local provider grow. A successful application for additional ACFE pre-accredited hours saw our Delivery Plan broadening also include 910 hours of the LEAP program (Learner engagement A - frame).

2019 14320 hours
2020 15040 + 910 LEAP = total 15950.

This is an increase of 1630 hours or \$14,833 for 2020.

The Be Connected program has successfully been re funded in 2019 and has continued to thrive with additional funding being attracted in a new Health my Way- MyGov program being added.

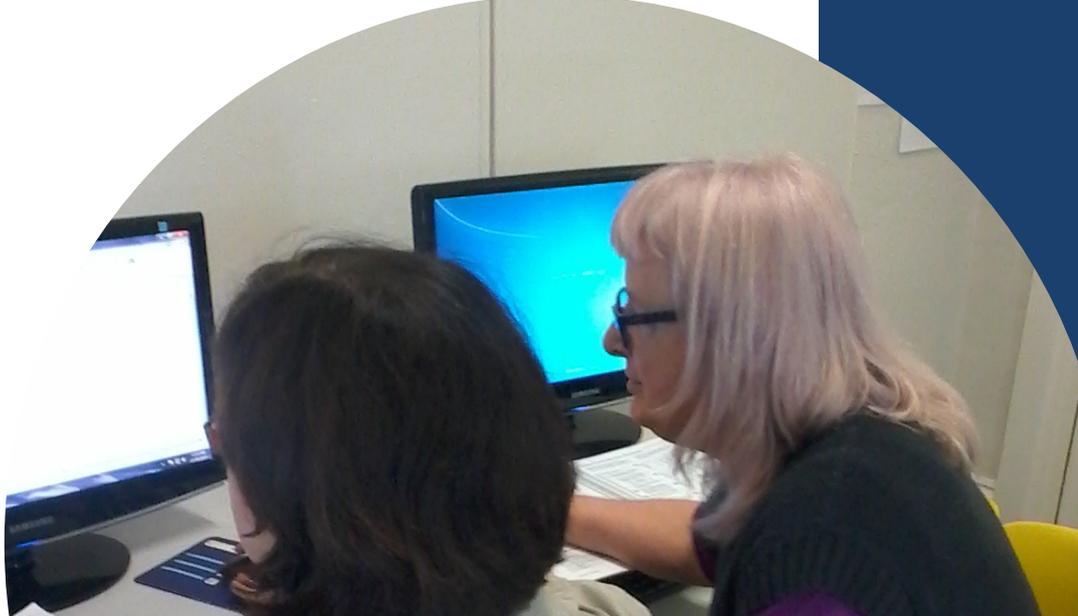
Every possible effort to fulfill our contracted hours and provide our community with essential training and programs in this time of the COVID pandemic.

In the Fee for Service program area we continue to see strong support of classes that area testament to our wonderful tutors. A few new classes kicked off in 2019 including a Zumba class which has grown in popularity.

COVID19 started to impact classes from term 1, 2020 with many language students electing not to return to face to face classes. As restrictions were implemented across Victoria we quickly reviewed and investigated online training platforms and KNLC's capabilities to deliver digitally to our students and community the services that we were previously providing "Zoom" was selected as the preferred platform and accounts were set up for the centre. Trialing and testing were followed by professional development with tutors prior to commencing online class delivery. Ongoing administration of our Zoom accounts and support for KNLC tutors continues as we consolidate our online capacities.

KNLC is continuing to develop and expand our online capacities to enable our community to engage with KNLC learning and programs.

ALISON KIEFFER



COMMUNITY DEVELOPMENT

In 2019 the pre accredited vocational courses expanded both in terms of student numbers and range of programs. Our partnerships provided invaluable support and contribution to the student's experiences.

In 2019 we were excited to commence the pre accredited Sport and Recreation course. Term 1 was an introduction to the range of jobs and roles within sports organisations, in Term 2 and 3 the students visited a variety of sports facilities to explore the diversity of work opportunities including; MSAC, Cricket Victoria, Western Bulldogs, Phoenix Basketball and Kew Recreation Centre. Another highlight was our students integrating with Box Hill Institute Diploma students.

The Horticulture students and their community projects all flourished! The program had many highlights in 2019; specialist classes in rose pruning, starting a new project at Willsmere Community Garden to learn productive gardening, and visits to Swinburne Horticulture Wantirna, Fawkner Cemetery and the Botanical Gardens. Classwork extended the students learning to include landscape design and plant identification. A wonderful progression for the students was the writing of their own weekly reports- a significant step towards workplace literacy.

Customer Service students have developed interpersonal communication and workplace soft skills with impressive outcomes. In 2019 four students were placed in work experience at supermarkets, two students commenced studying computer courses and one studying Transition Education at Swinburne. In 2020 one student progressed to studying Hospitality at Box Hill Institute.

The carpentry students worked on a range of group projects as well as individual projects. A big achievement in 2019 was making 60 beautiful wooden boxes for Mother's Day and a selection of wooden xmas decorations. These exercises were an impressive demonstration of their teamwork to plan a production process and problem solving. The class had a fabulous excursion to Bunnings with their shopping list of materials. It was a lot of fun combined with learning about timbers and calculating the lengths and dimensions for projects. An excursion to the local interiors upholstery workshop was another highlight. Highly Sprung Interiors gave a tour of their upholstery work room and explained the techniques of the craft.

Our emerging film makers and actors in Digital Futures have been developing their own projects as well as combining their ideas and skills to produce a TV format program in 2019 comprising their individual short videos. In 2020 they started a major project in collaboration with Giant Steps to film their VCAL Entrepreneur Paws project.

In Term 4 we piloted a course in Hospitality as a trial for a program in 2020. The pilot was extremely successful and popular! The results were also very delicious! Our enthusiastic learners made bread, croissants, pizzas, muffins and gnocchi.

All of the vocational courses have adapted to online delivery in 2020 as Covid 19 restrictions impacted face to face classes. The tutors have adapted coursework with great ingenuity! The carpentry workshop moved into the office, Horticulture is featuring movies produced by the tutor and photos of the Sisters Garden sent through by the Kew Cemetery staff.

Customer service has moved into live crosses to the Spare chair café with staff providing real time demonstrations and the Sport and Recreation tutor runs the class from her garage set up with gym and sports equipment. Digital Futures are working on editing skills using short films created by the tutor. We piloted a Taste of Tasters course to introduce potential new pre accredited courses in Floristry and Health and Beauty. The pilot was very successful and will be the starting point for developing the programs in 2021.

In July we were delighted to host a visit from the Minister for Training and Skills and Minister for Higher Education, the Hon. Gayle Tierney MP. Minister Tierney especially requested an opportunity to meet the students in our Horticulture Program and see the Sister's Memorial Garden Kew

Cemetery. Exemplifying our students achievements and potential, in August Rory Madden was awarded the Victorian Learn Local Young Pre accredited Learner 2019 award. The award was presented by the Minister for Training and Skills and Minister for Higher Education, the Hon. Gayle Tierney MP in a spectacular annual presentation event at the Myer Mural Hall.

The Inclusive Communities Program provides a broad range of activities each week targeting socially isolated and older members of the community. Our tutors deliver activities in gardening, art, dance, mindfulness, craft, computers and music. We have a group of Chinese seniors meeting weekly and a volunteers group who help out with tasks in and around the house. In 2019 a special project for ICP was the Beeswax Wraps project. Funded by the City of Boroondara Community grants the project involved artwork design, fabric printing and producing the fabric into beeswax wraps. The wraps were displayed and on sale at the end of year Open House. The 2020 Covid 19 restrictions have impacted ICP severely with the Centre shutdown and members staying at home. Centre staff have continued communication with members to keep in touch on the phone and with a Newsletter. We have been excited to transfer the dance activity to online with Quick Dance on zoom twice a week. The ICP participants are patiently waiting for restrictions to lift and return to enjoying their activities in the House, see friends and be part of the KNLC community.

CHRISTINE WALLIS



Kew Neighbourhood Learning Centre is extremely excited and proud of Rory Madden who has been awarded the 2019 Victorian Learn Local Young Pre-accredited Learner Award. Rory has been learning Horticulture and Carpentry in pre-accredited programs at KewNLC and is on a pathway in Transition Education at Swinburne University.

In the pre-accredited programs Rory has developed a range of skills and knowledge of industry and training requirements. The teaching and learning is delivered in community projects which provide a work integrated learning context.

The partnerships KewNLC has with Swinburne University, Burke and Beyond, Greater Metropolitan Cemeteries Trust, Kew Cemetery and Box Hill Institute come together to support the opportunities for Rory and students in pre-accredited ACFE programs

Congratulations Rory!



MC Tracey Curro and Rory. Rory accepted the Award with a heartfelt speech of thanks and received a stream of congratulations all evening



The award was presented on Friday August 23 by the Minister for Training and Skills and Minister for Higher Education, the Hon. Gayle Tierney MP



Rory Madden winner of the 2019 Victorian Learn Local Young Pre-accredited Learner Award.

CHILDCARE REPORT

Enrolments at the end of 2019 and the beginning of 2020 were near capacity with 6 sessions of Occasional Care running and around 35 families a week attending playgroups.

From March, a variety of covid-19 restrictions were imposed and the following initiatives were introduced to adapt to each stage.

Reorganisation of the physical space, temperature checking and sanitising as well as extra cleaning regimes allowed us to continue face to face contact where possible

Family Hubs (Playgroup replacement) 5 Families at a time booked in for a 1 ½ hour play time. We ran up to six sessions a week to try to accommodate everyone's needs. Families were able to book in friendship groups or as individuals to meet new families.

At some stages, we were able to continue our Occasional Care program-albeit with reduced numbers. Keeping in constant contact with families as outlined below enabled us to smoothly transition back to 5 or 6 face to face sessions/week when permitted. At times we opened up the sessions to include junior primary school siblings - an inclusion much appreciated by families.

Using the café as a point of contact, we were able to offer families a variety of take home kits. These included craft and science kits which were changed on a weekly basis. Playdough was also available to take home and a 'Give a puzzle a holiday' program was implemented to supplement home learning. Mothers day and Fathers day activities were made available at the café at appropriate times

A series of over 50 1-2 minute videos was released - one a day, featuring Denise performing the simple experiments/puppet shows/cooking experiences and other activities that generally feature in our program Phase 2 videos focused on reading a different book each day and some lovely singing from Cathy.

Families were invited to join small group Zoom sessions. 3-5 sessions were offered each week. These were well patronised. In Term 3 these were extended to include a cooking experience

Over this time, the fortnightly Newsletter was supplemented with individual Emails on the off week. I also wrote a children's book 'Denise the Pirate finds the Treasure' and sent a hard copy to the Occasional Care families. This created another physical link, which was an added dimension. These initiatives have enabled us to stay strongly connected to the community, offering support and a sense of belonging in these challenging times.

Thanks to the flexibility and support of Cathy, Natasha, Julia and Georgia over this time

DENISE MITCHELL



SPARECHAIR CAFE

I would like to express my sincere gratitude for the appointment of Café Manager at the Spare Chair Café in these unprecedented times.

Focus

Since starting at the Café in July my focus has been on the following:

- Provide customers with a variety of wholesome, take home meals during stage 3 and 4 restrictions;
- Build relationships and connect with the local community;
- Actively seek suggestions and feedback to meet customer needs;
- Use various marketing strategies such as social media (Instagram), KNLC Website, pamphlet drop and face to face;
- Engage with local, affordable and quality suppliers;
- Create dishes the keep locals coming back;
- Liaise with Michele Allen (Horticulturist) to plan the spring/summer crop;
- Future plan for breakfast menu based on garden produce; and
- Streamline operational procedures to ensure consistency.

Highlights

- Working with Christine Wallis (KNLC Training Coordinator) teaching an amazing group of students
- Looking after the elderly members of our community by checking in with them and personally delivering nourishing meals.

Future Direction

To build the Spare Chair Café into a sustainable business, while continuing to focus on the community culture, ensuring a warm, friendly and inclusive environment for staff and customers. On a personal note, I have found the Kew Community, Board and Staff very welcoming making it a pleasure to work at Spare Chair.

SHAWN HICKMAN



THANK YOU!

ACCRU

ACFE North Eastern Region
Advanced Care Plan
Alan Guest
Balwyn Rotary - Community Grants Scheme
(City of Boroondara)
Boroondara Volunteers resource centre
Boroondara General Cemetery
BEE (Building Equitable Employment Network)
Bunnings
Burke and Beyond
BoxHill Institute of TAFE
City of Boroondara

- Fiona Brown
- Tracy Alchin
- Caddy Purdy

Department of Health & Human Services
(Eastern Region)
David Crowe
Giant Steps
Greater Metropolitan Cemetery Trust

HEARTH

Highly Sprung Interiors
Jo Marchese
Kew Baptist Church
Kew Business Traders
Lifesaving Victoria
Odyssey House
Outreach Kew Uniting Church
NIECH -Nikki Maddern
Pathways for Carers - Boroondara Walk
Petal Providore - Kelli Brown
Stuart Leslie Foundation
Swinburne University of Technology
Tidy Cleaning Services
Tech to You - Graham Watt
Toorak Op shop
Val Athanassiou - Valman
Volunteers Opportunities team
Women's Liberation Halfway Housset

2019/20 HIGHLIGHTS

- ACFE Learn Local Awards - Rory Maddern Winner Victorian Learn Local Young Pre-accredited Learner
- Finalist - Learn Local Collaboration Award
- ACFE ALNPP - Delivery partner
- Invited to attend the ACFE launch of the Ministerial statement and ACFE Board Statement
- August 2019 - Visit from the Minister for Training and Skills/Minister for Higher Education Gayle Tierney
- Successful completion CAIF 11
- Growth of our student placement program in partnership with Swinburne University of Technology & Box Hill Institute of tafe
- Invited to join Swinlocal Network
- House Of Wellness - channel 7 lifestyle program story on our Horticulture program
- Open House
- Christmas ladies lunch
- Chosen charity for Bunning Father's Day fundraiser

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Financial Statements

For the Year Ended 30 June 2020

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

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Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Statement of Comprehensive Income For the Year Ended 30 June 2020

		2020	2019
	Note	\$	\$
Revenue	2	1,083,405	871,498
Employee benefits expense		(777,018)	(676,264)
Depreciation and amortisation expense		(8,505)	(10,481)
Café supplies		(30,019)	(39,366)
Cleaning		(24,791)	(22,663)
Consumables		(17,625)	(21,102)
Contractors		(63,017)	(93,828)
IT expense		(11,817)	(8,732)
Utilities		(16,518)	(11,252)
Other expenses		(46,315)	(48,853)
Total expenses		<u>(995,625)</u>	<u>(932,541)</u>
Surplus/(deficit)for the year		<u>87,780</u>	<u>(61,043)</u>
Other comprehensive income			
Total comprehensive income for the year		<u>87,780</u>	<u>(61,043)</u>

The accompanying notes form part of these financial statements.

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Statement of Financial Position

As At 30 June 2020

	Note	2020 \$	2019 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	592,737	638,651
Trade and other receivables	4	1,153	1,484
TOTAL CURRENT ASSETS		593,890	640,135
NON-CURRENT ASSETS			
Plant and equipment	5	29,057	34,009
TOTAL NON-CURRENT ASSETS		29,057	34,009
TOTAL ASSETS		622,947	674,144
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	6	28,583	79,619
Other liabilities	7	5,140	98,662
Employee benefits	8	73,991	74,549
TOTAL CURRENT LIABILITIES		107,714	252,830
NON-CURRENT LIABILITIES			
Employee benefits	8	20,209	14,070
TOTAL NON-CURRENT LIABILITIES		20,209	14,070
TOTAL LIABILITIES		127,923	266,900
NET ASSETS		495,024	407,244
EQUITY			
Retained Earnings		495,024	407,244
TOTAL EQUITY		495,024	407,244

The accompanying notes form part of these financial statements.

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Statement of Changes in Equity For the Year Ended 30 June 2020

2020

	Retained Earnings
	\$
Balance at 1 July 2019	<u>407,244</u>
Surplus for the year	<u>87,780</u>
Balance at 30 June 2020	<u><u>495,024</u></u>

2019

	Retained Earnings
	\$
Balance at 1 July 2018	<u>468,287</u>
Deficit for the year	<u>(61,043)</u>
Balance at 30 June 2019	<u><u>407,244</u></u>

The accompanying notes form part of these financial statements.

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Statement of Cash Flows For the Year Ended 30 June 2020

	2020	2019
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from fees	33,731	197,587
Receipts from government grants	579,625	472,843
Receipts from other activities	306,221	146,837
Interest received	9,924	15,738
Payments to suppliers and employees	(971,862)	(831,666)
Net cash provided by/(used in) operating activities	<u>(42,361)</u>	<u>1,339</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	<u>(3,553)</u>	<u>(11,098)</u>
Net cash used by investing activities	<u>(3,553)</u>	<u>(11,098)</u>
Net increase in cash and cash equivalents held	(45,914)	(9,759)
Cash and cash equivalents at beginning of year	<u>638,651</u>	<u>648,410</u>
Cash and cash equivalents at end of financial year	3 <u><u>592,737</u></u>	<u><u>638,651</u></u>

The accompanying notes form part of these financial statements.

Notes to the Financial Statements

For the Year Ended 30 June 2020

1 Summary of Significant Accounting Policies

(a) Basis of preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012*. The Committee has determined that the not-for-profit Association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(b) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(c) Revenue and other income

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

Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Association expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Grants, childcare and workshop fees revenue

Grant revenue is recognised in the statement of comprehensive income when the entity obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

Childcare and workshop fee revenue is recognised when the income is earned which is usually when the service is performed.

Notes to the Financial Statements

For the Year Ended 30 June 2020

1 Summary of Significant Accounting Policies

(c) Revenue and other income

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.

All revenue is stated net of the amount of goods and services tax (GST).

(d) Cash and cash equivalents

Cash and cash equivalents include cash on hand and term deposits held with banks.

(e) Leases

The Association has elected to apply the exceptions to lease accounting for leases of low-value assets. The Association recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

(f) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Items of property, plant and equipment acquired for nil or nominal consideration have been recorded at the acquisition date fair value.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a reducing balance basis over the assets useful life to the Association, commencing when the asset is ready for use.

Leased assets and leasehold improvements are amortised over the shorter of either the unexpired period of the lease or their estimated useful life.

(g) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Notes to the Financial Statements

For the Year Ended 30 June 2020

1 Summary of Significant Accounting Policies

(h) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(i) Adoption of new and revised accounting standards

During the current year, the Association adopted all of the new and revised Australian Accounting Standards and Interpretations applicable to its operations which became mandatory. The adoption of these Standards has not had a significant impact on the recognition, measurement and disclosure of transactions.

2 Revenue

	2020	2019
	\$	\$
Café sales	84,921	122,594
Men's Shed sales	9,573	2,707
Childcare fees	82,005	120,461
ACFE/ KNLC course fees	75,605	84,434
Operating grants	609,982	504,824
Interest received	9,592	14,942
Other income	41,227	21,536
Government grants	170,500	-
Total revenue	1,083,405	871,498

3 Cash and Cash Equivalents

Cash at bank and in hand	136,737	182,651
Term deposits	456,000	456,000
Total cash and cash equivalents	592,737	638,651

4 Trade and Other Receivables

CURRENT		
Trade receivables	1,025	1,484
Deposits	128	-
Total current trade and other receivables	1,153	1,484

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Notes to the Financial Statements For the Year Ended 30 June 2020

5 Property, plant and equipment

	2020	2019
	\$	\$
Motor vehicles		
At cost	37,266	37,266
Accumulated depreciation	(35,700)	(35,029)
Total motor vehicles	<u>1,566</u>	<u>2,237</u>
Office equipment		
At cost	43,933	40,380
Accumulated depreciation	(22,203)	(15,491)
Total office equipment	<u>21,730</u>	<u>24,889</u>
Leasehold improvements		
At cost	50,552	50,552
Accumulated amortisation	(44,791)	(43,669)
Total leasehold improvements	<u>5,761</u>	<u>6,883</u>
Total property, plant and equipment	<u>29,057</u>	<u>34,009</u>

6 Trade and Other Payables

CURRENT

Trade payables	227	18,230
GST payable	11,315	18,735
Sundry payables and accrued expenses	17,041	42,654
Total trade and other payables	<u>28,583</u>	<u>79,619</u>

7 Other Liabilities

CURRENT

Income in advance	5,140	98,662
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8 Employee Benefits

CURRENT

Long service leave	51,915	52,473
Annual leave	22,076	22,076
Total current employee benefits	<u>73,991</u>	<u>74,549</u>

NON-CURRENT

Long service leave	20,209	14,070
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Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Notes to the Financial Statements For the Year Ended 30 June 2020

9 Contingencies

In the opinion of those charged with governance, the Association did not have any contingencies at 30 June 2020 (30 June 2019:None).

10 Events after the end of the Reporting Period

The financial report was authorised for issue on 2 September 2020 by the members of the Committee.

Matters subsequent to the end of the financial year

The World Health Organisation announced that the coronavirus disease (COVID-19) had become a pandemic on 11 March 2020. The Association has developed policies and procedures to address the health and wellbeing of employees, participants and volunteers. At this stage the greatest impact on the Association has been a reduction in fees across all of the Associations' programs and no fees from health and wellbeing programs and activities and an increase in employee - participant engagement. Jobkeeper and the Government cash flow boost have mitigated the effects of the COVID 19 pandemic with no significant impact on the financial position and results of the Association, however, the full impact of the COVID-19 outbreak continues to evolve as at the date of this report. As such, the association is unable to estimate the effects of the COVID-19 outbreak on the association's financial position, liquidity and operations in the 2021 financial year.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

11 Association Details

The registered office of the Association is:

Kew Neighbourhood Learning Centre Inc
2-12 Derby Street
Kew VIC 3101

Kew Neighbourhood Learning Centre Inc

ABN: 47 842 381 892

Responsible Persons' Declaration

The Committee Members are the Responsible Persons. The Committee has determined that the Association is not a reporting entity and that these special purpose financial statements should be prepared in accordance with the accounting policies described in Note 1 of the financial statements.

The Committee of the Association declare that:

1. The financial statements and notes, as set out on pages 1 to 9, are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012*, the *Australian Charities and Not-for-profits Commission Regulation 2013* and:
 - (a) comply with Australian Accounting Standards as stated in Note 1; and
 - (b) give a true and fair view of the financial position as at 30 June 2020 and of its financial performance for the year then ended in accordance with the accounting policy described in Note 1 of the financial statements.
2. In the committees' opinion, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the committee.

Treasurer *Luke McLennan*
Luke Mclennan

Secretary *Scott Samson*
Scott Samson

Dated 2 September 2020

Independent Audit Report to the members of Kew Neighbourhood Learning Centre Inc

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of Kew Neighbourhood Learning Centre Inc (the Association), which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and responsible persons' declaration.

In our opinion, the accompanying financial report presents fairly, in all material respects, including:

- (i) giving a true and fair view of the Association's financial position as at 30 June 2020 and of its financial performance for the year ended; and
- (ii) complying with Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's 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 Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and 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 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Association to meet the requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of 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 applicable Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as management determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the 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.

Auditor's Responsibilities 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 auditor's 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 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 the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee.
- Conclude on the appropriateness of the Committee Members use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Committee with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the Committee, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

ACCRU MELBOURNE (AUDIT) PTY LTD

A N SAMADI
Director

2 September 2020