

# ANNUAL REPORT 2012-2013



West Stirling Neighbourhood House  
228 Hancock Street Doubleview

# 2012-2013 Management Committee Members

<b>Chairperson</b>	Thomas Edwards
<b>Vice-Chair</b>	<a href="#">Sune Pyne</a> /Elaine Conway
<b>Treasurer</b>	Alison Rear
<b>Secretary</b>	<a href="#">Sharyn Bowman</a> /Gina Thornberry

<b>General Members</b>	Sune Pyne Catherine Poustie <a href="#">Donna Roberts</a> Melissa Norton-White Rosie Campbell Kate Langdon Sharon Wyeth Kumi Shimasaki Mie Fukuda
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[Resigned during the year](#)

## Management Committee

The WSNH Management Committee is the governing body of WSNH. It ensures the effective, efficient delivery of the Service Agreement between the Department for Local Government and Communities (DFLGC), and is responsible for the employment of the Administrative staff, Financial Accountability, and the adherence to the WSNH Policy and Procedures. The Committee are volunteers who represent the interests of WSNH members.

The Department for Local Government and Communities provided 66% of funding for this service in the past financial year. The *Delivering Community Services in Partnership Policy* came into effect on 1 July 2011. The WSNH current Service Agreement is for a period of 5 years commencing 1 July 2013 to 30 Jun 2018.

The committee has been responsible for organizing a number of events throughout the year including a fundraising Sausage Sizzle and the annual Family Fun Day which was held on Sunday 24<sup>th</sup> March.

The WSNH Policies and Procedures were reviewed and updated by the Committee prior to the application for funding which was submitted to the DFLGC by February 15<sup>th</sup> 2013. Our strategic plan was also updated and accepted by the Committee prior to the funding submission. We wish to thank Daniella Palethorpe (2012 Committee) for her time and expertise in updating, type setting and finalizing the Policy and Procedures document.

As a group and as individuals, the committee members have made a great contribution to the Centre this year. Special mention must be made of the following members who contributed their time and expertise over and above the committee meetings:

- Thomas – ‘Mr. Fixit’, as well as following up on lost bank interest.
- Alison and her father Justin - who spent days analyzing the Financial records and making adjustments.
- Elaine – meeting with Website designers and helping to develop our website.
- Melissa Norton-White and her husband Vince - for doing maintenance work at the centre.
- Sharon Wyeth and her husband Kelly – for also doing maintenance work at the centre.

## Membership

The House supports and services families, individuals and community groups, particularly families with young children in the local area. All playgroup members and course participants are required to be financial members of the Centre. Other user groups pay 'Room Hire' fees and are not required to pay membership.

Membership to WSNH is promoted through word of mouth, via our Newsletters, which are sent to members and also other community agencies. Our electronic Linkages to other community services such as the City of Stirling, Playgroup WA, and Linkwest enable further promotion through their electronic media including social media such as Facebook. We also advertise special events and take advantage of the free advertorials in the local 'Stirling Times' newspaper.

As of September 2013 there were 183 paid playgroup members, 94 general members and 237 children attending playgroups. These figures represent a substantial increase since last year due to the birth of siblings within our membership as well additional young families moving in to the area and wishing to access our service. We still have many more families on our wait list for playgroup and more additions expected!

## Staff

The Coordinator (Jenni Kopij) and the Assistant Coordinator (Fran Lockyer) have had a busy year keeping the centre operating at full capacity. Jenni works on Wednesdays, Thursdays and Fridays from 9.00am – 3.30pm, and Fran works Mondays, Tuesdays and Wednesdays from 9.00am – 3.30pm. Wednesday is an important coordination day when both staff are present. Both staff have worked overtime hours over the past year in order to complete their duties. Jenni and Fran have been working together for over six years, which has provided continuity for the House. They possess complimentary skills which make for an effective and efficient administrative team.

WSNH employs four regular crèche staff; Kathy, Diane, Fabiola and Katherine. They have been consistently available and perform a wonderful job. They can be identified by their uniform tops which are provided by WSNH. In addition to WSNH crèche work, we have outsourced our staff to Parenting WA in Balcatta and Mt.Lawley where they are able to pick up extra hours.

Joan, our cleaner has been employed for over 11 years is currently employed for 9 hours per fortnight. She is very reliable, takes pride in what she does and thanks to Joan, the House is kept clean and tidy. We have also contracted Asian Boy Cleaning Enterprises to clean for 2 hours/week on a Sunday after the weekend parties. This arrangement has worked well with the heavier jobs of mopping and scrubbing floors and putting out the heavy bins after parties on the weekends.

## Funding

West Stirling Neighbourhood House Inc commenced a new funding contract with the Western Australian DFLGC for a Community and Neighbourhood Development Service to provide services and support to individuals and families. The Agreement commenced on 1<sup>st</sup> July 2013 and expires on 30th June 2018. This funding covers the costs associated with running the community centre (e.g. wages, administration costs, utilities, insurance). Without the ongoing support by DFLGC, WSNH would not be able to provide the service that it does.

Additional funding is acquired through Membership Fees, Playgroup fees, a Fundraising Levy applied to all playgroup members, ongoing fundraising (Aussie Farmers Direct, BooBoo Buddy's, Medi Buddy's, Toy Catalogue orders), Fund raising events such as the Bunnings Sausage Sizzle, Room Hire fees, Course Fees and a range of specific purpose grants.

Separate funding is also acquired for the Purpose of Emergency Relief payments for Community members who find themselves in financial difficulty. Over the past year we have been successful in receiving an increase in the following grants which has enabled additional bill payments to be made over the past year.

- Emergency Relief Grants
  - Lotterywest (\$8800.00 ex GST)
  - FaHCSIA (\$6125.00 ex GST)

Emergency relief funding is administered by WSNH. Utilities and rental payments are made on behalf of clients who have been assessed by the City of Stirling financial counsellors. Coles Vouchers are purchased with this funding and dispersed to clients by the COS Financial Counsellor.

## User Groups

The House currently supports 14 playgroups including the Japanese Language Playgroups. Courses and events that we run throughout the year bring additional members from the community into the centre. The House continues to coordinate the WSNH Bootcamp classes which are run regularly on a Tuesday night throughout the year.

The Scarborough Toy Library sub-lets a room on an annual basis and the Course Room is hired out on a permanent monthly basis by VSWA (Sun 11.00 – 1.00pm) and a weekly basis to TLR Fitness for mums and babies.

Casual Room hire also attracts individuals and groups to the centre. Since the 2012 AGM there have been 55 party bookings, up from 47 in 2012 and 13 Meetings. These user groups contribute by bringing vibrancy to the centre and much appreciated funding!

## Courses and Workshops

Since the 2012 AGM the following workshops and events were organized in line with the Service Agreement:

### Term 4 2012

- Positive Parenting Program (PPP) - in conjunction with The Department for Health.
- 1,2,3 Magic and Emotional coaching (in conjunction with Parenting WA – DFC)
- Bootcamp 1 x per week
- Christmas Puddings workshop
- Self Defense Workshops x 2
- And So to Sleep (Cancelled)

### Term 1 2013

- 1,2,3 and Emotional Coaching (night)
- Bootcamp – 1 X night Sessions/week
- Playgroup Leaders Workshop
- Family Fun Day
- Persian Cooking
- Protective Behaviours Workshop
- Tasty Toddler (Cancelled)

### Term 2 2013

- 1,2,3 Magic and Emotional Coaching Parenting course
- Positive Parenting Program – Triple P
- Bootcamp – 1 x night session per week
- Child Support First Aid Course -6 hours (2 X Sessions)

- Bread Making Workshop
- Face Painting Workshop (Cancelled)

#### Term 3 2013

- 1,2,3 Magic and Emotion Coaching
- Bootcamp – 1 X night sessions/week
- Look Good Feel Great Step Out – Adult Learners Grant Workshop
- Japanese Cooking
- Raising children with High Emotional Intelligence

## Chairpersons Report

It has been another exciting and busy year for WSNH with the centre continuing to expand its welcome and succeeding in identifying and addressing the needs of families from an increasingly diverse and vibrant community.

Fundraising continues to be important in both sustaining the Centre and nurturing and encouraging the important work of social bonding.

The now annual Bunnings Sausage Sizzle fundraising event held last October proved to be a great success, with monies raised exceeding that of previous years.

The Centre's Family Fun Day held in March was an excellent showcase event for the Centre with lots of entertainment and fun activities for families. It continues to be a real opportunity to reach out and extend a welcome to the community.

This year the Centre also held a fundraising Movie Night. The 'Great Gatsby' fundraiser proved a popular and very enjoyable night, providing some much appreciated respite for busy mums, and with treats of chocolate and wine on offer it was certainly a winner.

Work to develop the Centre's website has been a priority for the Centre during the year. This is accompanied by ongoing work on the re-design of the Centre's logo and publicity materials, all of which is an exciting endeavour for the Centre. The Centre's Facebook presence has proved immensely useful in communicating to our members and beyond. The addition of the website will be a great asset to the Centre and should relieve some of the administrative workload for Jen and Fran, giving them precious and valued time to engage with the families at the Centre.

Finally a word of sincere appreciation to both Jen and Fran for their dedicated and enthusiastic commitment to the growth and development of the Centre, their passion for the Centre is certainly pivotal to the Centre's ongoing success.

## Coordinators Report

2013 has been a very busy year for the Administrative staff. We hit the ground running with the Request for funding from the DLGC due in by February 15<sup>th</sup> and following this it has been just one task after another with a few hiccups regarding the QuickBooks and back-up system thrown in! Despite our frantic pace, we have completed a dynamic year and made some significant changes at the House.

The House is operating to full capacity, with three playgroups per day, often running simultaneously with courses or workshops operating in the East end. It is used at night and heavily booked for parties on the weekends. We continued to run one parenting course during the day and one at night which has enabled dads to attend. The daytime crèche allows parents to be involved in events and courses at a nominal cost for child care.

The 2013 Playgroup Leaders Workshop was well attended and gave playgroup leaders the opportunity to become part of the wider community of WSNH. Not only were they briefed about the workings of the House, but we also talked about the philosophy of our playgroups and the important educative role that they play for the children and their parents. Playgroups have benefited from becoming more structured by sharing the duties and supporting their children to participate in meaningful activities.

Neighbourhood House week was celebrated this year with the construction of a joint giant mobile, made by playgroups with toys that each member donated. This has become a welcome interactive artwork at the entry to the House.

The House has formed linkages with a number of community agencies over the past year. The Lions Club of Scarborough have continued to support the House through donations which was used to subsidize our Child Life Support First Aid Course, and by placing a Blue Newspaper Recycling bin at the House, we have been able to contribute to their fundraising in return. Bunnings Innaloo are currently organizing the donation and set up of a Community garden for the outdoor space next to the shed. This is in response to the House being a regular participant at their fundraising 'Sausage Sizzles'

Michelle Roberts from Parenting WA also recently attended one of our playgroups, to talk about their services, courses and Home Visiting. This was a fabulous opportunity to talk about Behaviour Management with the group and any other parenting issues. This has further strengthened our connection to Parenting WA.

Successful Grant Applications this year have enabled the House to offer an extra program for Adult Learners, which attracted new members to the centre. This was the 'Look Good, Feel Great, Step Out' workshop which included learning about your colours, styles, diet and exercise. We have received fantastic feedback following this workshop and a follow-up workshop is planned for first Term 2014.

Emergency Relief is another important service that the Coordinator administers on behalf of WSNH. In conjunction with the City of Stirling Financial Counsellor, WSNH has been able to support local community members who have found themselves in financial difficulty.

Fran and I along with Elaine Conway from the Committee were fortunate to attend the Linkwest conference this year which was a great opportunity for learning and networking. We have also attended Social Media training and undertook a range of training programs in relation to the Application for funding.

Thank you to the committee who have been vibrant, have a range of skills to offer and are dynamic. We have had three members move from Perth, one left the House for fulltime work as her children are too old for playgroup and three babies born with more on the way! This is not a static group, but the enthusiasm, direction and decision making has been effectively maintained.

I also wish to express my thanks to Fran, the Assistant Coordinator for all her hard work and support throughout the year. Our work place is busy, efficient and happy and our clients are delightful!

Jenni Kopij  
WSNH Coordinator

## Treasurers Report

As at 17 September, our bank balance stands at:

Current everyday account - \$18,986.34

Bonus Account - \$63,133.57

Emergency Relief Account - \$3,961.70

The net income as per the P&L for the last financial year is \$7,287.

Except for the abnormal items due to adjustments necessary to correct the entries relating to the previous years, our finances are in healthy state. Part of our funds are held in a Bonus Account which received \$1422.23 plus \$1226.23 interest retrieved from a bank error in the previous financial year.

This year we have been fortunate to have the volunteer services of Justin Siew (retired accountant), who has assisted the treasurer with the House financial records and also assisted the coordinator. Some overpaid tax was retrieved and an increase in fees was set in motion for the new financial year to secure appropriate funds in the coming years.



Fun at West Stirling Neighbourhood House in 2013