



# 2019 – 2020

## ANNUAL REPORT

# CCH



CASTLEMAINE  
COMMUNITY  
HOUSE











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# HISTORY

**Castlemaine Community House** is one of around 400 community houses in Victoria. Also called Neighbourhood Houses and Learning Centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming and supportive environment.

Neighbourhood Houses began in Victoria in the 1970s, and the Castlemaine community lobbied strongly for one here. Castlemaine Community House was established in 1985 with the help of a Family and Community Services community grant of \$3,255. The pilot centre's aim was to *"provide an easily accessible meeting point for all people in the local or broader Castlemaine area"*.

The centre opened to the public on 4 July 1985 as the Castlemaine Community Drop In Centre. The Castlemaine Community House now delivers an extensive range of programs and services as detailed in this Annual Report and at [www.cch.org.au](http://www.cch.org.au).

Castlemaine Community House continues to be involved in the development of Neighbourhood Houses in Victoria and the region through Neighbourhood House Victoria and the Loddon Mallee-based Regional Association of Neighbourhood & Community Houses (RANCH).



# ORGANISATION STRUCTURE

## OUR VISION

An inclusive community that embraces its diversity, where all members lead happy, fulfilled lives.

## OUR MISSION

To serve as a community hub that undertakes community development, service delivery, life-long learning and advocacy.

## MANAGEMENT

**Martyn Shaddick** – Manager

**Kerrily Jennings** – Community Development

**Kelsey Docherty** – Customer Service

## CCH BOARD

**Karen Milgrom** – President

**Rani Kerin** – Vice President

**Bronwen Machin** – Treasurer

**Des Lavery** – Secretary

**Emma Shannon** – Ordinary Member

**Ken Capes** – Ordinary Member

**Peter Cole** – Ordinary Member

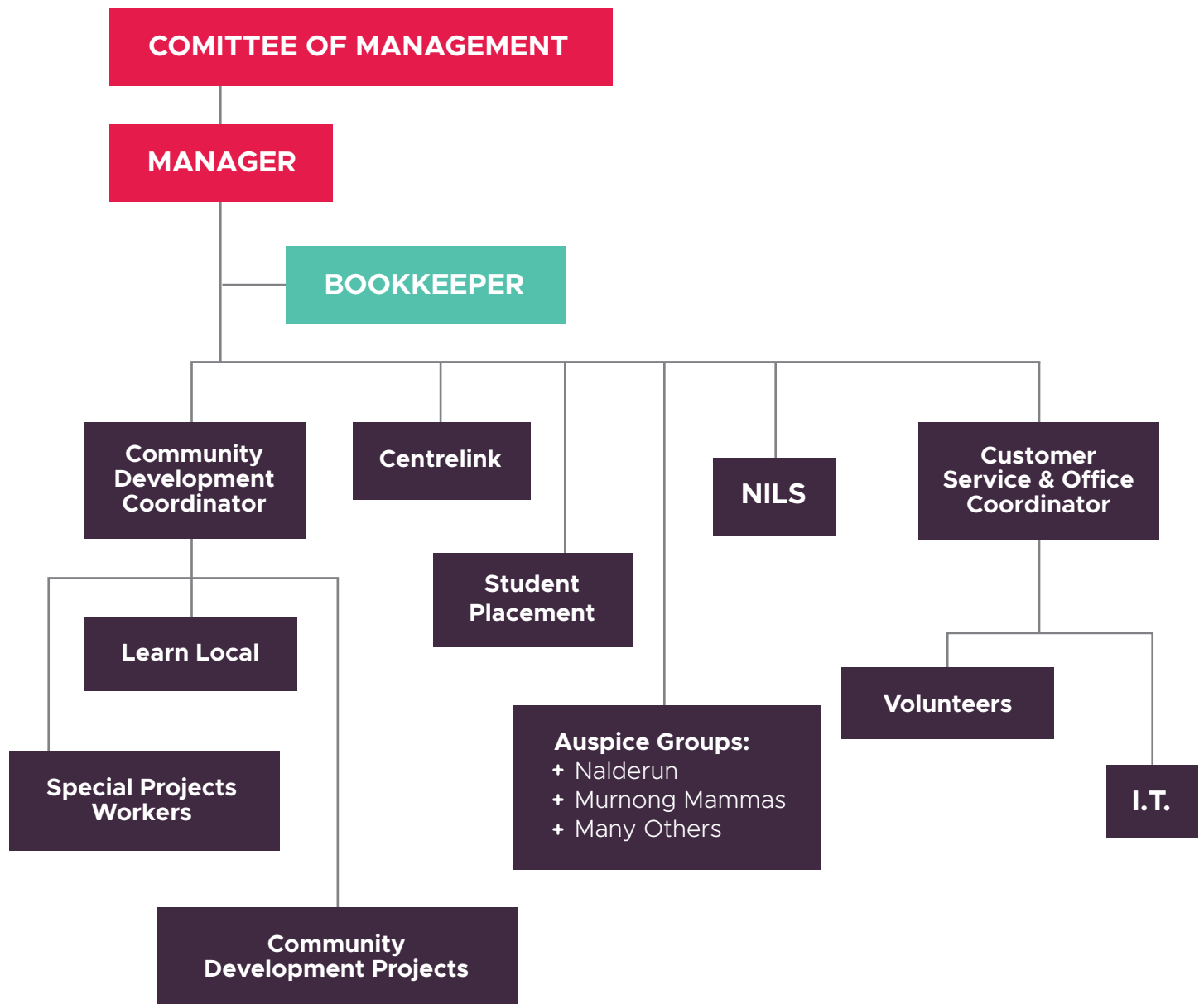
## STAFF VOLUNTEERS & TUTORS

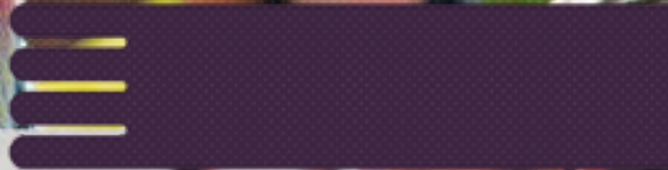
Castlemaine Community House could not operate without our dedicated and skilled team of staff, volunteers and tutors. Our volunteers cover tasks as diverse as front-of-house customer service, office coordination, food preparation at our community lunch, supporting our information technology, creating signage, leaflets and other publicity, and managing our website and Facebook pages. We gratefully acknowledge and celebrate the wonderful and invaluable contribution of our staff and volunteers. They all play a vital role in making the Castlemaine Community House a welcoming place, bringing people together to connect and strengthen our community.





# ORGANISATION STRUCTURE







# MANAGER'S REPORT

***2019–20 has been a very challenging year for many. If the bushfires over summer were not enough, we were then faced with COVID-19.***

While it was a very difficult decision, Castlemaine Community House was proactive in closing our doors to the public on 25 March 2020 to safeguard the community from the spread of COVID-19. In doing so, we strongly appreciated the impact of this closure to the community, who rely on our many services including Centrelink, No Interest Loans Scheme, Public Access Internet and much more. But, during the period our doors were closed, we continued to take calls and help people over the phone as much as possible.

On Monday 1 June, we commenced the road to recovery by re-opening the Centrelink Agency operations 'by appointment only', while maintaining the social distancing, sanitisation and tracing requirements from the Department of Health and Human Services.

As always, Castlemaine Community House used our flexibility to immediately respond to the needs faced by the COVID-19 social distancing and community lock down. With the most vulnerable people unable to leave their homes and go shopping, 13 agencies quickly partnered to create the Mt Alexander Community Pantry.

At the same time, it was recognised that food was only one element of community need, with the wider wellbeing of people also being impacted by the lockdown. The closure of schools meant that parents needed to become teachers at home. And, with business shutting down, many people were also losing their jobs and income.

So, along with the Community Pantry, a Community Wellbeing project was established, as well as a Community Communications project. Once again, these programs were delivered with many of the same agencies.





# MANAGER'S REPORT CONT...

Needless to say, a dedicated COVID-19 section is warranted in this annual report. However, in this space, I would like to send a special thanks to some organisations (*and people*) fundamental to making the above projects work:

- Central Victorian Primary Care Partnership (*Emma*) for bringing the 13 agencies together to make the Community Pantry possible
- Church of Christ (*Chris and Dave*) for providing the kitchen, packing space, freezer and operational coordination essential for the Community Pantry
- Salvation Army (*Liz and Annita*) for coordinating volunteers for the Community Pantry
- Mount Alexander Shire Council (*too many people to list here*) for assisting with health advice and food handling directions, promotion, communications and much more
- And, absolutely not last or least, the fantastic Kelsey at Castlemaine Community House for managing bookings, the data base and a range of other activities to ensure meals and food packs went out to those who needed them.

And special thanks also goes out to the incredible team at CCH who demonstrated flexibility, dedication and initiative in community development delivery this year: Jacinta, Julie, Kelsey, Kerrily and Rhonda (*in alphabetical order*)—what a great team we are!!

While COVID-19 absorbed much of our activity in early 2020, we have also been busy with much more. The many pages in this annual report are testament to that.

**Martyn Shaddick**  
*Manager*





# PRESIDENT'S REPORT

*Albert Camus wrote, in The Plague,*

*“You must picture the consternation of our little town, hitherto so tranquil, and now, out of the blue, shaken to its core.”*

Covid-19 has shaken Castlemaine and all the world to its core. Whether a community body rises to the challenge of the crisis depends on the strength of its organisation, its leadership, relationships within the community and its sense of purpose. In my mind, the Castlemaine Community house has come through with flying colours.

Our new Strategic Plan, which is introduced in this Report, identifies our Mission as being “to serve as a Community Hub that undertakes community development, service delivery, life-long learning and advocacy”. Throughout lockdown, all these diverse elements of our work have been maintained, albeit under difficult circumstances.

The long list of programs and projects that CCH has initiated or been partner to, is detailed in other parts of this Report. I will simply highlight a few key areas. Initially CCH prioritised community safety and closed its doors. But this did not mean that an incredible amount of hard work was not being carried out by staff and volunteers behind the scenes to ensure that the welfare of the community was not jeopardized by the impacts of lockdown, unemployment, homelessness and social isolation. Thank you to all those individuals and organisations who came together to create the Community Pantry and Community Wellbeing Projects.

Under Martyn's leadership, the staff have done an extraordinary job of ensuring that essential services such as Centrelink were able to operate for most of this year. Classes, where possible have been turned into on-line learning. Thank you to the staff for continuing to give your dedicated best to keep as much of CCH operating as possible throughout this time. Thank you to the Tutors who have found ways to keep teaching despite all impediments. Thank you to the volunteers who have kept the Community Garden alive, and have kept the NILS program going.

I would also like to thank my fellow Board members, Rani, Bronwen, Des, Ken, Emma and Peter who have put a great deal of time and hard work into supporting CCH over the past year.

Sadly, we cannot look forward to a Spring Ball this year. However, I believe that we have gained a greater sense of what it means to be a community, and we will not take for granted the joys of coming together in celebration. The Spring Ball of 2021 will be a night to remember!

**Karen Milgrom**  
*President*





## CASTLEMAINE COMMUNITY HOUSE

### Strategic Plan 2020–23

#### Vision

An inclusive community  
that embraces its  
diversity, where all  
members lead happy,  
fulfilled lives

#### Purpose

As a community hub we:

- engage with social, economic, political, environmental and climate challenges affecting local people by initiating and participating in local community sustainability initiatives and collective action
- encourage deep and widespread community connectedness to place by grounding ourselves in the history, people, environment, culture and country of Dja Dja Wurrung and Mount Alexander
- respect and enhance people's ability to control their own lives
- encourage people to identify and meet their needs and aspirations through building on their skills, experiences and potential
- collaborate with others seeking unity and cohesion, embrace people's diversity and build solidarity
- advocate with and on behalf of the community for social justice
- embrace our community's creativity, working with local people to build community resilience and innovations, flexible opportunities for personal growth, skills development and capacity

#### Our challenge

Maintain a strong and sustainable community hub that identifies and serves a diverse community's changing needs in a welcoming, inclusive and safe environment

|                       | If we (short-term goal):   | By (action):  | This will result in (long term goal):  | Which will eventually lead to (outcome/result):                                   |
|-----------------------|--|---|--|---|
| Community development | Support marginalised people to have agency so that they are pursuing their interests and can address their issues      | Constantly scanning and building relationships with local, regional and state stakeholders                                    | Build stronger networks and connections within groups, between groups and with the wider community | Increased social capability and community development                             |
| Service delivery      | Deliver accessible services through sharing of knowledge, information and skills that enable people to access services | Providing access to Centrelink, myGov, No interest Loans Scheme, tax help, financial counselling and computers                | Meeting the gap in the delivery of services to marginalised people in the shire                    | CCH being the preferred point of contact for service delivery                     |
| Life-long learning    | Provide meaningful life-long learning opportunities that are innovative, flexible and supported                        | Offering a diverse range of courses and being aware of other education providers and employers needs and trends in the sector | Increased responsiveness to community needs and opportunities                                      | More targeted and effective opportunities for life-long learning in the community |
| Advocacy              | Advocate on behalf of marginalised and disempowered people   | Building skills, knowledge and capacity to advocate   | Enhanced capacity and sustainability of individuals and groups                                     | Local people having a voice and challenging the status quo to create change       |

#### Mission

Overall this will contribute to enhanced opportunities for CCH to serve as a community hub that undertakes community development, service delivery, life-long learning and advocacy.



# TREASURER'S REPORT

***Castlemaine Community House is in a strong financial position. Our audited reports show a small surplus (\$27,679) and we far exceed all the requirements of the Adult, Community and Further Education (ACFE) Board, allowing us to continue to be funded by them.***

All this has happened in a difficult year and in an organisation that has become increasingly complex since we provided auspice to the Nalderun Aboriginal Services. They deliver their amazing services using many part-time staff and are funded through a number of grants and income streams, and Community House has been glad to support them through our accounting, acquittal, accommodation, reception and HR services.

Our sound financial position has been made possible by the vigilance of our manager, Martyn Shaddick, and our bookkeeper, Jacinta Stone. They have worked as a team to take the best advantage of Job Keeper funding, while Martyn has worked creatively with course providers and our service partners such as Centrelink to keep our funding continuing and our services and courses available as much as possible. In this he has been ably supported, and sometimes led, as all the best managers are, by staff. I echo his thanks to Jacinta, Julie, Kelsey, Kerrily and Rhonda.

**Bronwen Machin**  
*Treasurer*



# COVID-19 PROJECTS

As covered in the Manager's Report, Castlemaine Community House was proactive in closing our doors to the public on 25 March 2020 to safeguard the community from the spread of COVID-19. Regular events such as Castlemaine Community Lunch and Castlemaine Pride 2020 were also cancelled.

But Castlemaine Community House was involved in three key projects that addressed the needs of the community from the commencement of COVID-19 restrictions. Each project was delivered as a true community partnership, with organisations and community members involved to deliver positive outcomes.

This was probably the largest and most rapidly created partnership of agencies seen in this shire and it is a delight to list the partners here:

- Central Victorian Primary Care Partnership
- Lions International
- MASDAG (*Mount Alexander Shire Disability Advocacy Group*)
- Nalderun Aboriginal Services
- The Salvation Army
- Catholic Parish of Castlemaine
- St Vincent de Paul Society
- Bendigo & District Aboriginal Cooperative
- CHIRP Community Health
- Castlemaine Church of Christ
- Maldon Neighbourhood Centre
- Mount Alexander Shire Council.





# COVID-19 PROJECTS CONT...

## MT ALEXANDER COMMUNITY PANTRY

Over the 3 month peak of operation, the Community Pantry had delivered over 3,000 frozen meals to over 300 households, providing essential support to those in greatest need. This was a massive effort from the agencies involved and could not have been achieved without the incredible dedication and flexibility of volunteers and the generosity of the community donating unprecedented funds.

A special appreciation also goes to Bendigo Food-bank and Marlborough Coles for providing copious amounts of food and supplies that made this project possible.

## COMMUNITY WELLBEING PROJECT

The key health and wellbeing agencies across the shire (*and beyond*) worked with Mount Alexander Shire Council to identify:

- the emerging and potential community health and wellbeing concerns arising from COVID-19
- the programs, services and information to best address these needs.

The factors considered were far reaching and included financial hardships, access to food, social isolation, increased prevalence of family violence and the specific needs of people living with a disability. The outcome of this review was the provision of the COVID-19 Community Resource Kit and improved referral and support information via the dedicated COVID-19 Hotline delivered by Mount Alexander Shire Council.

## COVID-19 COMMUNITY RESOURCES KIT

The COVID-19 Community Resources Kit included flyers for services and information to cover all the needs identified by the Community Wellbeing Project.

Over 400 hard copies of the COVID-19 Community Resources Kit were packed and distributed across all towns in the shire by Castlemaine Community House.



# LEARN LOCAL EDUCATION

*The past 12 months have brought about big changes within the Learn Local aspect of CCH.*

In October 2019 we bid a sad and fond farewell to Melanie Scoble, who had been our Education Coordinator for 5 years. Before moving to take on a position at TAFE, Mel passed the baton on to myself to continue building upon the amazing foundations she had developed at CCH with expanding our courses, capacity and community engagement in Life Long Learning.

December 2019 saw a new group of enthusiastic and creative Art Pathways students graduate, with the culmination being a group exhibition (together with the Tuesday Studio students) held at Lot 19, Castlemaine. This was an exciting event for the students, tutors and CCH with this being the first time to hold the graduation exhibition in a dedicated gallery space.

In 2020 the Art Pathways course experienced a major change by moving from a 36-week course held once a year, to being an 18-week course held twice yearly. This decision was made in response to community feedback and keeping in line with industry trends, as well as ACFE requirements. Reducing the year-long commitment to one semester opened the course up to new students who could better manage this shorter time commitment, and places booked out quickly! We thank our Art Pathways tutors (Ana, Toby, Helen and Gabrielle) who did a fantastic job at refashioning the course in a way that upholds the core learning outcomes in a supportive environment that encourages and nurtures even the shyest artist within.

Although always a popular course, somehow, but not surprisingly, our Permaculture Design Course (PDC) continues to increase in popularity! No doubt a combination of the reputation of our course and tutors (thank you Beck, Ian and Joel), as well as people's growing concerns around climate change, food security and resilience. The enrolments fill fast, and with a waiting list added to ready for when the next PDC is announced. We are proud of what this course has achieved, and continues to, with providing solid theory and hands on practical learning for creating sustainable human settlements and lifestyles that work with the earth and her systems.

Appreciating our community's concerns and interests relating to sustainability, we've also been gradually introducing new courses to compliment the PDC, such as Carpentry, Natural Building, Gardening Basics and soon to be offered, the new Zero Waste Course. We're looking forward to building upon our delivery of sustainability-focused courses in the future, and welcome community input to help guide our delivery plans.

Drawing upon local expertise and experience, we were delighted to continue to offer our computing courses – Online Marketing & Create and Maintain a Website – and plan to build upon these with follow up courses. We also added a new IT course, Basic Computers: Get that Job! with a focus upon upskilling IT skills for job seeking.

As a Learn Local, funded by Adult Community and Further Education (ACFE), we offer pre-accredited courses (PDC, Art Pathways, etc) to enhance learner's pathways to employment, further study and community connections. As well as ACFE courses, we also provide Life Long Learning (fee for service) courses and workshops, an area we've been very proud to have shown strong expansion in recently. In January 2020 our range of courses and workshops included Belly



# LEARN LOCAL EDUCATION CONT...

Dancing, Needle Point Felting, Mosaic Making, Eco-Dyeing, Sourdough, Cheese-making and so much more that our flyer display area could fit no more! The creation of these courses came about from listening to our community as they voiced their learning needs/wants and also their teaching passions. We love how these courses add colour and vibrancy to our House, and hope to see the diversity grow even further in the future.

## CCH EDUCATION COVID-19 RESPONSE

In March 2020, CCH took our seat on the Covid-19 rollercoaster. Rail down, hold on tight and get ready for a crazy, unpredictable ride! It has been, and continues to be, a hectic time, but one that we can be proud of with our responsiveness, resilience and adaptability.

With our doors closing in mid-March, most courses and workshops were halted immediately. But we managed a quick pivot (had to get that word in there!) to move both the Permaculture Design Course and Art Pathways to online classes. This was not an easy transition for many, as these courses are quite practical and hands-on, and many looked forward to the opportunity to learn and grow relationships with peers. Our PDC tutors rallied quickly and didn't miss a beat, with their first online class being held the very next week after closures were announced. Again, thank you Beck, Ian and Joel for your quick action, flexibility and commitment to the learning you provide your students. This meant that of the original 18 students enrolled, 11 remained to complete the semester 1 PDC via online classes – big thank you to these students who were able to move with this sudden change. Thankfully, a break in the Covid storm meant that these students were also able to participate in the very important excursions to consolidate their learning.

Not an easy task to manage, our Art Pathways tutors did some incredible brain gym to convert a very hands-on subject into an online format. This meant downloading Zoom for the first time, putting together kits for each student and trialling ways for best engagement and learning of arts via an online platform. As with the PDC tutors, we are very proud of the flexibility and resilience of the Art Pathways tutors (Ana, Toby, Helen and Gabrielle) as they navigated this new course to create an environment that continued to support and provide their students with valuable learning. Appreciation again goes out to all the Art Pathways students who continued to learn online, providing support for each other at a time when it was greatly needed.

At the point of writing this we are currently in Lockdown 2.0 (August). It was with a heavy heart that once again courses were cancelled or postponed, but at the same time it was reassuring to know we could rely on our teachers and students for flexibility, understanding and patience during a difficult time. Each course was assessed individually, taking into account multiple factors and perspectives. Semester 2 Art Pathways and PDC were moved to being online based, while other small classes that had already begun were continued at CCH under very strict social distancing and hygiene protocols.

In regards to the Carpentry for Beginners course we received this feedback from students when asked about their intention to continue face-to-face classes:

# LEARN LOCAL EDUCATION CONT...

*“ I felt everyone was being mindful to stick to all the safety measures.”*

*“ All students attending yesterday were respectful of the rules and vigilant with hygiene. Perry was quick to remind anyone who accidentally forgot to maintain distance. So I feel comfortable continuing to attend. ”*

*“ I will continue attending class, I was assured by the hygiene protocol I saw in place at the centre yesterday.”*

I also wish to send a special thank you out to all the students who didn't get to complete their course because it was cancelled or they were unable to participate online. The patience and understanding that everyone showed in response to our “sorry, but...” emails was very much appreciated, and I really look forward seeing your names pop up in our enrolments again once this ride comes to a halt!

On a final note, there may well be some silver linings to the Covid-19 challenge. With a quick jump to the side, suddenly CCH was offering online education! We are building upon this with the assistance of a Blended Delivery Consultant, to create strong, diverse and more broadly inclusive systems for education provision at CCH. We look forward to being able to better cater for a wider range of learner needs, by offering options of learning face to face, all online, or a blend of both. In this, CCH is displaying our strengths of being responsive, flexible and guided by the needs our community.

**Kerrily Jennings**

*Learn Local Education Coordinator*





## COMMUNITY DEVELOPMENT - PROGRAMS & PARTNERSHIPS

| COMMUNITY FOCUS | PROGRAMS   | PARTNERS  | FUNDING   |
|-----------------|--|---|---|
| ABORIGINAL      | Murnong Mamas  | Auspice by CCH  | Self-funded social enterprise   |
|                 | Nalderun Aboriginal Services   | Auspice by CCH  | Numerous non-recurrent funding<br>» federal, state and local government grants<br>» philanthropic grants<br>» donations |
| LGBTIQ+         | Castlemaine Pride  | » Mount Alexander Shire Council<br>» CHIRP Community Health<br>» Central Victorian Primary Care Partnership<br>» Castlemaine Secondary College<br>» ISH (Insert Self Here)<br>» Victorian Aids Council<br>» Mount Alexander Community | » Community donations<br>» CCH reserves   |
|                 | Castlemaine Takes Pride<br><i>(a CHIRP Community Health project)</i> | » CHIRP Community Health<br>» Central Victorian Primary Care Partnership  | Department of Treasuries and Cabinet  |
|                 | LGBTIQ+ Round Table  | Mount Alexander Community   | Mount Alexander Shire Council   |
| SENIOR CITIZENS | Senior's Festival  | Mount Alexander Community   | » Mount Alexander Shire Council<br>» Victorian State Government   |
|                 | Positive Ageing Advocacy Group                                       | Auspice by CCH  | CCH in-kind support   |
|                 | Nordic Pole Walking  | CHIRP   | Musculoskeletal Australia   |
|                 | Be Connected   | Regional Association of Neighbourhood and Community Houses  | Federal government initiative   |
| DISABILITY      | MASDAG<br><i>(Mount Alexander Disability Advocacy Group)</i>         | Auspice by CCH  | Mount Alexander Shire Council<br><i>(Community Grants)</i>  |
|                 | Disability Access for Regional Swimming Pools                        | Auspice by CCH  | Pick my Project<br><i>(Department of Premiere and Cabinet)</i>  |
| MENTAL HEALTH   | The ELM <i>(Every Life Matters)</i> Network                          | Auspice by CCH  | Mount Alexander Shire Council<br><i>(Community Grants)</i>  |
|                 | Castlemaine Billy Cart Challenge                                     | Auspice by CCH  | Mount Alexander Shire Council<br><i>(Community Grants)</i>  |
|                 | Mental Health Week   | Mount Alexander Shire Council   | Mount Alexander Shire Council<br><i>(Community Grants)</i>  |

## COMMUNITY DEVELOPMENT - PROGRAMS & PARTNERSHIPS

| COMMUNITY FOCUS                | PROGRAMS                                   | PARTNERS  | FUNDING   |
|--------------------------------|--|---|---|
| HOMELESSNESS                   | My Home                                    | <ul style="list-style-type: none"> <li>» Central Victorian Primary Care Partnership</li> <li>» CHIRP Community Health</li> <li>» Haven Home, Safe</li> <li>» MASDAG (Mount Alexander Disability Advocacy Group)</li> </ul>  | No funding  |
| COMMUNITY CONNECTIONS & HEALTH | Castlemaine Community Lunch                | Mount Alexander Shire Council   | <ul style="list-style-type: none"> <li>» Mount Alexander Shire Council (Community Grants)</li> <li>» Community donations</li> </ul> |
|                                | Qigong                                     |   | Fee for service   |
|                                | Nordic Pole Walking                        | CHIRP Community Health  | Musculoskeletal Australia   |
|                                | Yoga                                       |   | Fee for service   |
|                                | Community Kitchen Garden                   | Community volunteers  | <ul style="list-style-type: none"> <li>» In-kind support from CCH</li> <li>» CCH reserves</li> </ul>                                |
| ENVIRONMENT                    | Terracycle recycling program               | Plastic Bag Free Castlemaine  | In-kind support from CCH  |
| LIFE LONG LEARNING             | Learn Local                                | <ul style="list-style-type: none"> <li>» Maldon Neighbourhood Centre</li> <li>» Bendigo Kangan TAFE</li> </ul>  | ACFE (Adult Community Further Education)  |
|                                | Workshops and programs                     | Community based tutors  | Fee for service   |
| ADDICTION                      | SMART Recovery                             | Community volunteers  | <ul style="list-style-type: none"> <li>» SMART Recovery</li> <li>» In-kind support from CCH</li> </ul>                              |
| FINANCIAL CHALLENGES           | Centrelink and Medicare Agency             | Department of Human Services (Centrelink)   | Department of Human Services (Centrelink)   |
|                                | NILS (No Interest Loans Scheme)            | Good Shepherd Microfinance  | Good Shepherd Microfinance  |
|                                | Financial Counselling                      | Community volunteer   | In-kind support from CCH  |
| FAMILY VIOLENCE                | Mount Alexander Family Violence Prevention | <ul style="list-style-type: none"> <li>» Central Victorian Primary Care Partnership</li> <li>» Centre for Non-Violence</li> <li>» Mount Alexander Shire Council</li> <li>» Castlemaine Health</li> <li>» CHIRP Community Health</li> <li>» Castlemaine Secondary College</li> </ul> | Non-recurrent grants  |
| CHILDREN                       | Castlemaine Children's Choir               | Auspice by CCH  | Fee for service   |
| GENDER EQUALITY                | Work Ready Women Program                   | Community   | ACFE (Adult Community Further Education)  |



# COMMUNITY DEVELOPMENT

## COMMUNITY LUNCH

Spanning over three decades now our Community Lunch (CL) continued to grow, evolve and expand, while retaining the core values of community, inclusion and a jolly good, hearty meal! Although gradually growing in numbers of diners, with an average of about 100 meals served each week during late 2019, it was in December that we peaked. On 3 December we celebrated the International Day of People with a Disability with a special event held at Community Lunch. Over 140 meals were served that day, with a backdrop of local disability services on display, Able Radio live special program and an AMAZING dance performance by Ned Lillington.

Unfortunately, COVID-19 meant the pause button was pressed for Community Lunch in March. But, we have used this as an opportunity to kick off with some special Community Lunch projects, to enhance the CL experience. Currently Maddie, our incredibly resilient and amazing Community Lunch chef, is working on developing a Community Lunch Recipe book! We're also working on a project to improve upon the sustainability aspects of CL, especially around increasing food resiliency, connections to local providers, gardens and community. Finally, we are also working on exploring options for bringing Community Lunch back as soon as we possibly can. We understand how important CL is to our community, as a meeting place, an outing, an amazing meal and a hub for connections. We shall return!





# COMMUNITY DEVELOPMENT CONT...

## SENIORS' FESTIVAL

Inspired by the success and learning opportunities provided by the 2019 Mount Alexander Senior's Festival, our Senior's Festival Week (SFW) organising committee reformed early in 2020, eager to build momentum in preparation for the next SFW. Unfortunately, with the arrival of COVID-19 and the high risk it poses for older people, meetings were called to a sharp halt. After taking some time to process and adjust to the current situation, our SFW committee forged ahead into the previously unexplored land of online based meetings to plan for 2020.

In August, the Senior's Festival Committee reconvened with their first Zoom meeting, and with barely a single hitch suddenly the conversation took flight with enthusiastic ideas for activities and actions to take. Senior's Festival Week 2020 may not happen with the usual crowds, social events and gatherings to celebrate being a senior in Mount Alexander. But it will happen, and in a way that displays the resiliency, endurance and strong characters of our seniors, perhaps as leaders who have lived through challenges before and know that, at the end of the day, we roll up our sleeves, work with what we have and get on with living our best lives.





# COMMUNITY DEVELOPMENT CONT...

## COMMUNITY KITCHEN GARDEN

In a climate of uncertainty and social distancing, the Community Kitchen Garden (CKG) found a silver lining, with a resurgence of people interested to volunteer in the garden! This pandemic highlighted the importance of resilient food systems, local producers and community supports around food systems. In response to a call out for new volunteers, we received a flood of responses from people wanting to connect with their local community garden and with like-minded folks, some bringing their children to compliment home-schooling activities.

It's challenging to be writing about the CKG, from a home office over 5 km away. I want to pop out there and take in the beautiful environment our CKG volunteers have continued to establish as they quietly, humbly and consistently turned up to nurture it. An enormous thanks goes out to these fabulous and committed volunteers for the time, energy and heart they put into not just the gardens, but also the volunteers they work with and the wider community: they are inspirational examples of what is not only possible, but also much needed in our world.

Looking to the future, we are excited about plans currently forming around the Community Kitchen Garden. Building on the recent increase of mainstream recognition of important connections between people and food sources, we are working towards further development of the CKG to enhance:

- stronger connections between our community, our garden and other community gardens
- increased community learning opportunities around gardening, food resiliency and DIY/GIY produce
- stronger connections between the garden and Community Lunch
- establishing strong foundations for coordination of, and supports for, the Community Kitchen Garden volunteers.





# COMMUNITY DEVELOPMENT CONT...

## NORDIC POLE WALKING

In response to an enthusiastic community member (*thanks Judy!*) highlighting the incredible benefits of Nordic Pole Walking (NPW) for older people, we applied for funding from Musculoskeletal Australia, under the Active Neighbourhoods for Older Australians program. With this successful application, and invaluable guiding support from CHIRP Community Health, we were thrilled to begin the Nordic Pole Walking program in November with the training of NPW Volunteer Leaders.

Armed with NPW knowledge, experience and 19 sets of Nordic Poles, our NPW Volunteer Leaders began leading the first group of 13 keen NPW learners in January 2020. From their first step with Nordic Poles, most were hooked. They felt the benefits of this activity not only physically, but also socially, as they walked around outside, enjoying parks, gardens and a friendly chat. Although the program was officially halted during COVID-19 restrictions, the interest and enthusiasm remains strong. We look forward to soon resuming the NPW program, and seeing Nordic Poles in the hands of those on our ever-growing waiting list of keen NPW participants.





# AUDITOR'S REPORT



## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF CASTLEMAINE COMMUNITY HOUSE INC

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

##### Opinion

We have audited the accompanying financial report of Castlemaine Community House Inc., which comprises the balance sheet as at 30 June 2020, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, a summary of significant accounting policies, and other explanatory notes.

In our opinion, the financial report of Castlemaine Community House Inc. has been prepared in accordance with *Associations Incorporation Reform Act 2012*, including:

- A. giving a true and fair view of the association's financial position as at 30 June 2020 and of its performance for the year then ended; and
- B. That the financial records kept by the association are such as to enable financial statements to be prepared in accordance with Australian Accounting Standards

##### 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 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 audit opinion.

##### Information Other than the Financial Report and Auditor's Report Thereon

The committee of the association is responsible for the other information. The other information comprises the information included in the association's annual report for the year ended 30 June 2020, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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### **Responsibilities of the Committee for the Financial Report**

The committee of the Castlemaine Community House Inc. are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Associations Incorporation Reform Act 2012 and for such internal control as the committee 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, committees are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

### **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's 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.



**Warren Pollock**  
**MGR ACCOUNTANTS**  
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24 September 2020



# PROFIT & LOSS

|  | 2019 - 2020      | 2018 - 2019    |
|--|------------------|----------------|
| <b>Income</b>                                |                  |                |
| Adult Community Further Education (Vic)      | 242,799          | 210,940        |
| Department of Health & Human Resources (Vic) | 82,634           | 81,290         |
| Department of Human Services (Federal)       | 79,889           | 78,574         |
| Jobkeeper                                    | 48,000           | -              |
| Course and Program fees                      | 73,680           | 91,168         |
| Good Sheperd Microfinance                    | 7,400            | 17,367         |
| Community Lunch                              | 27,608           | 20,288         |
| Murnong Mammias Catering                     | 64,627           | 59,161         |
| Nalderun Aboriginal Services                 | 95,794           | 31,647         |
| Cobaw Community Health                       | 15,217           | -              |
| Mount Alexander Shire Council                | 10,797           | 14,100         |
| Central Vic Primary Care Partnership         | 41,911           | 50,000         |
| Equipment and room hire                      | 5,874            | 9,925          |
| Donations and Fundraising                    | 4,176            | 41,037         |
| Volunteer services                           | 146,000          | -              |
| Other income and auspices                    | 106,248          | 57,512         |
| Miscellaneous income                         | 56,990           | 30,013         |
| <b>Total Income</b>                          | <b>1,109,644</b> | <b>793,022</b> |
| <b>Expenses</b>                              |                  |                |
| Staff wages - CCH                            | 307,128          | 299,372        |
| Staff wages - Nalderun                       | 103,696          | 74,445         |
| Volunteer expenses                           | 146,000          | -              |
| Education programs                           | 273,491          | 189,457        |
| No Interest Loans Scheme                     | 2,797            | -              |
| Community Lunch                              | 20,724           | 20,411         |
| Murnong Mammias Catering                     | 56,821           | 56,789         |
| Operational expenses                         | 52,410           | 39,384         |
| Other programs and auspice                   | 75,210           | 66,454         |
| Miscellaneous expenses                       | 43,688           | - 5,346        |
| <b>Total Expenses</b>                        | <b>1,081,965</b> | <b>740,966</b> |
| <b>Net Income</b>                            | <b>27,679</b>    | <b>52,056</b>  |

# BALANCE SHEET

|                                    |   | <b>30 June 2020</b> | <b>30 June 2019</b> |
|------------------------------------|---|---------------------|---------------------|
| <b>ASSETS</b>                      |   |                     |                     |
| <b>Current Assets</b>              |   |                     |                     |
| Cash & Cash equivalents            | 3 | 404,678             | 412,736             |
| Accounts Receivable                |   | 8,962               | 4,232               |
|                                    |   | <u>413,640</u>      | <u>416,968</u>      |
| <b>Non-Current Assets</b>          |   |                     |                     |
| Property, plant, equipment         | 4 | 14,485              | 12,945              |
|                                    |   | <u>14,485</u>       | <u>12,945</u>       |
| <b>Total Assets</b>                |   | <u>428,125</u>      | <u>429,913</u>      |
| <b>LIABILITIES</b>                 |   |                     |                     |
| <b>Current Liabilities</b>         |   |                     |                     |
| Trade creditors and other payables |   | 8,235               | 18,033              |
| Unexpended Grants                  |   | 18,000              | 161,393             |
| Superannuation                     |   | 8,665               | 6,572               |
| GST & PAYG                         |   | 24,673              | 29,127              |
| Unearned Income - Nalderun         |   | 117,025             | 0                   |
|                                    |   | <u>176,598</u>      | <u>215,125</u>      |
| <b>Non-Current Liabilities</b>     |   |                     |                     |
| Leave Provisions                   |   | 58,302              | 49,242              |
|                                    |   | <u>58,302</u>       | <u>49,242</u>       |
| <b>Total Liabilities</b>           |   | <u>234,900</u>      | <u>264,367</u>      |
| <b>NET ASSETS</b>                  |   | <u>193,225</u>      | <u>165,546</u>      |
| <b>EQUITY</b>                      |   |                     |                     |
| Retained Earnings                  |   | 165,546             | 113,490             |
| Net Income                         |   | 27,679              | 52,056              |
| <b>NET WORTH</b>                   |   | <u>193,225</u>      | <u>165,546</u>      |



# CASH FLOW

|   | 2019                  |          | 2020                  |
|---|-----------------------|----------|-----------------------|
| <b>CASH FROM OPERATING ACTIVITIES</b>     |                       |          |                       |
| Receipts from Customers                   | 853,649               |          | 1,075,721             |
| Payments to suppliers & employees         | -681,476              |          | -1,080,645            |
| Interest received                         | 3,249                 |          | 2,825                 |
| <b>NET CASH FROM OPERATING ACTIVITIES</b> | <u>175,422</u>        | <b>5</b> | <u>-2,099</u>         |
| <b>INVESTING ACTIVITIES</b>               |                       |          |                       |
| Purchase of Property Plant & Equipment    | -1,752                |          | -5,959                |
| <b>NET CASH FROM INVESTING ACTIVITIES</b> | <u>-1,752</u>         |          | <u>-5,959</u>         |
| <b>NET CASH INCREASE FOR PERIOD</b>       | 173,670               |          | -8,058                |
| <b>CASH AT BEGINNING OF PERIOD</b>        | <u>239,066</u>        |          | <u>412,736</u>        |
| <b>CASH AT END OF PERIOD</b>              | <u><b>412,736</b></u> | <b>5</b> | <u><b>404,678</b></u> |

# CHANGES IN EQUITY

|                                     |         |
|-------------------------------------|---------|
| <b>Balance at 1 July 2018</b>       | 113,490 |
| <b>Surplus/Deficit for the year</b> | 52,056  |
| <b>Balance at 30 June 2019</b>      | 165,546 |
| <b>Balance at 1 July 2019</b>       | 165,546 |
| <b>Surplus/Deficit for the year</b> | 27,679  |
| <b>Balance at 30 June 2020</b>      | 193,225 |

# NOTES TO THE FINANCIAL STATEMENT

## NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2020

### 1. Statement of Significant Accounting Policies

#### a) Statement of compliance

The Committee has determined that the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. The financial report is a special purpose financial report which has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012.

These financial statements have been prepared in accordance with following Australian Accounting Standards:

|           |  |
|-----------|--|
| AASB 101  | <i>Presentation of Financial Statements</i>                            |
| AASB 107  | <i>Statement of Cash Flows</i>   |
| AASB 108  | <i>Accounting Policies, Changes in Accounting Estimates and Errors</i> |
| AASB 1031 | <i>Materiality</i>   |
| AASB 1048 | <i>Interpretation of Standards</i>                                     |
| AASB 1054 | <i>Australian Additional Disclosures</i>                               |
| AASB 1058 | <i>Income of Not-For-Profit Entities</i>                               |

#### b) Basis of measurement

The financial statement have been prepared on an accrual basis and are based on historical cost and does not take into account changing money values except where specifically stated.

### 2. Statement of Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

#### a) 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 losses.

##### Property

Freehold land and buildings are shown at their fair value, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

##### Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairments losses.

The carrying amount of plant and equipment is reviewed annually by the committee members to ensure that it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

##### Depreciation

The depreciable amount of all fixed assets, excluding freehold land is depreciated on a straight-line basis over the asset's useful life to the association commencing from the time the asset is held ready to use.

The depreciation rates used for each class of depreciable asset are:

|                     |     |
|---------------------|-----|
| Buildings           | 2%  |
| Plant and equipment | 20% |
| Motor vehicles      | 25% |

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are recognised immediately in profit and loss.

When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings



# NOTES TO THE FINANCIAL STATEMENT CONT...

## NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2020

### **b) Impairment**

At each reporting date the Committee assesses whether there is objective evidence that a financial instrument has been impaired.

If any such indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

### **c) Income tax**

The association is a not-for-profit organisation and is exempt from income tax under section 50-45 of the *Income Tax Assessment Act 1997*.

### **d) Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits, held at call with banks, other short-term highly liquid investments with original maturities cash within three months.

### **e) Revenue**

Revenue is measured at the fair value of the consideration received or receivable. Donation income is recognised when the entity obtains control over the funds, which are generally at the time of receipt.

Volunteer services, while not paid in cash, have been included as revenue and measured at the level of consideration they would have otherwise been paid if they weren't volunteers, per the requirements of AASB 1058.

### **f) Inventory**

Inventory held for sale are measured at the lower of cost and net realisable value.

### **g) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of an asset or as part of an item of expense. Receivables and payables are stated inclusive of GST.

### **h) Borrowing costs**

Borrowing costs directly attributable to the acquisition, construction or production of assets that necessarily take a substantial period of time to prepare for their intended use or sale are added to the cost of those assets, until such time as the assets are substantially ready for their intended use or sale.

All other borrowing costs are recognised in income in the period in which they are incurred.

### **i) Trade Creditors and Other Payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days or recognition of the liability.

### **j) Loans and receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in active market and are stated at amortised cost using the effective interest rate method.

### **k) Comparative information**

To make the financial information to users of the financial statements more useful, some income and expenses in the profit and loss have been reclassified. Therefore the comparative figures for 2019 have been reclassified accordingly to provide comparable and more relevant information. This has not affected any other financial statements in this report.

# NOTES TO THE FINANCIAL STATEMENT CONT...

## NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2020

|  | 2020           | 2019           |
|--|----------------|----------------|
| <b>3. Cash and cash equivalents</b>  |                |                |
| Cash on hand   | 8,359          | 39,961         |
| Cash at bank   | 396,319        | 372,775        |
|  | <u>404,678</u> | <u>412,736</u> |
| <b>4 Property, Plant, Equipment</b>  |                |                |
| Office Furniture at fair value   | 53,221         | 47,263         |
| less accumulated depreciation  | -38,736        | -36,048        |
| Total Office Furniture   | <u>14,485</u>  | <u>11,215</u>  |
| Plant & Equipment at fair value  | 43,094         | 43,094         |
| less accumulated depreciation  | -43,094        | -41,363        |
| Total Plant & Equipment  | <u>0</u>       | <u>1,731</u>   |
|  | <u>14,485</u>  | <u>12,946</u>  |
| <b>5 Cash Flow Information</b>   |                |                |
| Reconciliation of Cash   |                |                |
| Cash at the end of financial year as shown in cash flow statement is reconciled to items in Statement of Financial position: |                |                |
| Cash and cash equivalents  | <u>404,678</u> | <u>412,736</u> |
| <b>Reconciliation of Net Cash Provided by Operating Activities to surplus</b>  |                |                |
| Surplus from ordinary activities   | 27,679         | 52,056         |
| <b>Non-cash flows in profit</b>  |                |                |
| Depreciation   | 4,419          | 4,402          |
| <b>Changes in assets and liabilities:</b>  |                |                |
| (Increase)/decrease in receivables   | -4,730         | -4,232         |
| Increase/(decrease) in payables  | -12,159        | 39,356         |
| Increase/(decrease) in income in advance   | -26,368        | 68,108         |
| (Increase)/decrease in provisions  | 9,060          | 15,732         |
| <b>Net Cash provided by Operating Activities</b>   | <u>-2,099</u>  | <u>175,422</u> |



# CCH

*We work with many agencies to support our community*



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COMMUNITY  
HOUSE**

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