



Annual Report

2018

CHELTENHAM COMMUNITY CENTRE

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Cheltenham Community Centre
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2019 AGM Agenda

**To be held Wednesday 15th May 2019
commencing at 12:15pm**

1. Welcome
2. Apologies
3. Minutes of previous Annual General Meeting – 2nd May 2018
4. Presentation of reports
 - a) Board
 - b) Manager
 - c) Treasurer – audited financial reports
5. Appointment of auditor
6. Election of Board of Governance
7. Conclusion

2018 AGM Minutes

Cheltenham Community Centre Annual General Meeting 2nd May 2018 12.00pm

Present

Cr Geoff Gledhill, Cr Rosemary West OAM, Ali Street, Evan Chatelier, Wendy Hiam, Arna O'Connell, Noel Boyd, Steven Strange, Bill Moss, Sarah Andrews, Jack Noonan, Sam Forsyth, Judith Haskins, Megan Dwyer, Judy Oakes, Diane John, Bev Boyd, Ray Verity, Tina Dent, Joy Tang, Gao Ge Fenly, Cindy Wang, Donna Lomagno, Ruth Parker, Barbara Gunston, Ian Gunston, Alla Hopkinson, Keith Pace, Sara Ganderton-Spencer, Kellie Saunders, Martha Michelson, Edna Ortell, Sue Boud, Danang Sun, Blauca Lorera, Thao Nguyen, Hershler Agi, Elena Kachnitskaia, Mika Sata, Robyn Daff, Anne Spoelder, Carolyn Urquhart.

1. WELCOME

The President, Noel Boyd, acknowledged the Bunurong people of the Kulin Nation, traditional owners of the land on which the Centre stands and welcomed distinguished guests and all attendees to the 2018 AGM of the Cheltenham Community Centre to celebrate the results of its 2017 activities.

2. APOLOGIES

Murray Thompson MP, Clare O'Neil MP, Cr Ron Brownlees OAM, Nicole Battle, Mary Cunnington, Chris Darcy, Bronwyn Mann, Rita Ying, Lynne Pocknee, David Brooker, Robyn Downie, Mia Barnes, Emma Robinson, Pam Gates, Karyn Scott, Phillipa Caris, David John, Andrew Williams.

3. MINUTES OF PREVIOUS

ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting held on 3rd May 2017 at 12.00pm were confirmed on the motion of Noel Boyd, seconded Diane John, Carried.

4. PRESENTATION OF REPORTS

A. BOARD REPORT BY PRESIDENT – NOEL BOYD

Noel Boyd expressed appreciation of the work of Centre Manager, Arna O'Connell, especially her ability to successfully secure a number of grants which have supported the quality of everything we do at the centre. He noted that the many partnerships and supporters of CCC provide the oxygen that keeps us going. In particular Noel expressed appreciation of both AMEP and ACFE funding and the continuing support of the City of Kingston. He also praised the support of Kellie Saunders and the team at Terry White Chemmart, Cheltenham.

Noel indicated that this AGM would be his last as President but affirmed that he is leaving behind a competent Board able to lead the centre into the future. Noel used a pictorial representation of the Neighbourhood House logo showing the heart – the people – that beats to keep the centre going.

B. MANAGER'S REPORT – ARNA O'CONNELL

Arna welcomed:

Cr Geoff Gledhill and Cr Rosemary West from City of Kingston; Evan Chatelier, representing Murray Thompson MP; Kellie Saunders from Terry White Chemmart; Keith Pace, Chairperson of SCCC Board; all CCC students and activities participants; CCC staff and volunteers.

Arna identified the following highlights of 2017:

- We have delivered Adult Education, which is more than learning to speak and read, as we see the social engagement and involvement in community activities as important in settling into life in Australia. In 2017, there were 23 classes a week, involving 342 enrolments by 253 people. Annie Chambers, Adult Education Coordinator left us in 2017 and has been ably replaced by Sara Ganderton-Spencer.
- The child care service has continued to be very popular and is well coordinated by Tammy Rowed, who has been with CCC for 16 years. Each session has 26 children with over 100 families using the service during the week. Our inter-generational activities are highly regarded and enjoyed in the community. One of the highlights for the children was the new cubby house provided by the team at Terry White Chemmart.
- More than 20 recreation classes promoting health and wellbeing ran throughout the week in 2017.
- The very popular School Holiday Program had 1,025 enrolments over the four school holiday periods.

- The Netball program has 16 teams and over 136 players who are supported by volunteer coaches. Ruth Parker capably organises the program with a strong focus on participation, teamwork and confidence.
- Inspire Youth, a Victorian Health Department funded project brought young people into our centre for various programs, aimed at skills training, career development and community participation.

Highlights of the year included the Multicultural Festival, Biggest Morning Tea, and the Children's Festival. These events are open to the whole community and are very popular. We are especially thankful for the support of Councillors Gledhill and West from the City of Kingston and Tim Richardson, MLA (Member for Mordialloc). Appreciation was also extended to the Southern Community Church of Christ for the sharing of facilities, customer service team and support of centre activities. Arna then introduced Diane John who has been extensively involved with the centre as a staff member and a volunteer.

Diane spoke of her many years with CCC and the inspiration she had from Merle Peddy, a former, much loved and admired CCC Board and Church member. Diane started in 1992 as a volunteer and has performed many roles, including Customer Service. She described how people find kindness and friendship at CCC and she has learnt so much about the many different cultural backgrounds of people. She spoke about one of the people she worked with – a CCC student who learnt English quickly and came with many organisational skills. Her favoured words were "straight away" and "ship shape" and these expressed how she wanted things to run. This person is now CCC's Finance Officer, Rita Ying, one of our many success stories.

Diane remembered the child care parents who would see her in all sorts of places. When Diane goes to Southland, she tells her husband David, she is going shopping but it is really a networking opportunity as she meets and chats to so many people from the centre.

Diane has learnt many data management programs that support the centre, like Vettrak and Try Booking, as well as providing people with directions or support, and helping with events. Diane said she enjoys being part of the team at the Centre and the connections with Southern Community Church of Christ.

She concluded by saying it has been fascinating. She then produced a fascinator (a decorative headpiece) which she wore to demonstrate the delight she gets from working at the Centre.

Arna then presented a slide show of the life of CCC in 2017.

Noel presented Diane John with small gift, in appreciation of her really great contribution to CCC.

C. TREASURER'S REPORT – BILL MOSS

Bill thanked the Cheltenham Community Centre for the recognition of his volunteer work as Treasurer, through a nomination for the Commonwealth Bank 2017 Not-for-Profit Treasurers' Awards. He also expressed his appreciation to the Finance Committee, including Sam Forsyth and referred to the comprehensive financial reports submitted to the Board throughout the year.

The result for the 2017 year was an increased surplus, partly due to increased enrolments, and will be used in extending CCC activities for 2018. He said that we have adequate resources to meet our financial obligations.

Bill Moss moved that the Financial Report for 2017 be accepted; seconded by Judith Haskins. Carried.

5. APPOINTMENT OF AUDITOR

Bill Moss moved that Kidman Partners Audit Pty Ltd be appointed as Auditors seconded by Sam Forsyth. Carried.

6. ELECTION OF BOARD OF GOVERNANCE

Noel Boyd acknowledged the other members of the current Board – Sarah Andrews, Megan Dwyer, Sam Forsyth, Jack Noonan, Steven Strange, Judith Haskins, Bill Moss and Phillip Clarke.

Sarah Andrews, Megan Dwyer, Noel Boyd, and Judith Haskins are not standing for election in 2018.

Noel quipped that the youngest "member" of the Board in 2017 was Alice Andrews (Sarah's daughter) now almost one-year-old who contributed in her own way at meetings.

Judith Haskins has been very involved in many activities at the Community Centre for more than a decade and Noel particularly wanted to acknowledge her work.

The members of the 2017 Board were presented with gifts in appreciation of their service to CCC.

Cr Geoff Gledhill then conducted the election of the new Board. In accordance with CCC's Rules of Association the number of Ordinary Member positions needs to be set each year. Noel Boyd moved that the number for 2018 be set at four, seconded Bill Moss. Carried.

The following nominations for the 2018 Board were made:

- Nominations for Executive positions:
Phillip Clarke, Secretary & Bill Moss, Treasurer
- Nominations for Ordinary Member positions:
Steven Strange, Jack Noonan & Sam Forsyth

As the number of nominees did not exceed vacancies, all were declared elected. The remaining vacancies of President and Vice-President will be filled by the new Board in accordance with the Rules of Association.

The two representatives appointed in 2018 by the Southern Community Church of Christ under the Rules are Judy Oakes and Scott Harrison.

7. CONCLUSION

The meeting was treated to a beautiful presentation by the CCC Student Choir performing a piece expressing their gratefulness to the Community Centre.

In concluding, Noel Boyd congratulated the new Board and assured them of support from all at CCC.

The meeting closed at 1.00pm

Message from the Board

2019 AGM Foreword

For those who don't already know, I have been on the CCC Board for a number of years now (since 2014). I'm a local and have lived in the area for over 20 years. After Noel Boyd's retirement, I have taken over the mantle of President. Thus, this is my first attempt at a Foreword for the 2019 AGM.

Before anything else, I would like to acknowledge Noel's contribution over a number of years and as President in the last few. Noel always provided rock solid leadership and was a great voice for the CCC. On behalf of the Board, I would like to thank Noel for his valuable contribution over the years and further, wish him all the best in his new-found retirement. I know for sure, that Noel will be watching the progress of the CCC with keen interest over the coming years.

The job of President of the CCC is made all the easier when one has the level of talent that the CCC Board does. We have some real stars on the Board that make my job a lot easier than it might otherwise be. I'm highly appreciative of the contribution of the Board, as well as the Centre Manager of the CCC, Arna O'Connell.

Financially Speaking; The CCC operates its financials on a calendar year basis. The financial performance of the CCC has been extraordinary. Over the last four years, we have gone from a \$20k loss to a \$20k (approx.) surplus. This has been mostly thanks to the hard work from Arna and her team. That said, "...it takes a village..." and everyone plays their part in the successes of an organisation.

With the current surplus, the Board will consider new initiatives and different ways of extending our reach into the community for the greater good. Further, we will continue to manage the financial affairs of the CCC with probity, diligence, prudence and transparency. This is a key remit of the Board.

What is the role of the CCC Board? What does it do? What does "Governance" mean in the context of the CCC?

As an Incorporated entity we are subject to the (<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations>) state legislative frameworks; The legislation notwithstanding, we apply the following approach to the business of running the CCC: In essence, we agree and sign off on the strategy and KPI's of the business (strongly influenced by the Planning Day each year). We then periodically review the business for the following: Adherence to Strategy, Compliance and Risk Management, Quality of Delivery (Services) as well as Guidance and Mentorship for the Manager.

Southern Community Church; The CCC continues to enjoy a reliable and steady relationship with the Southern Community Church of Christ. We're highly appreciative of the access we have to the Church's resources. Life at the CCC would be much harder without their assistance. I take this opportunity to formally thank them for their helping hand over the years and look forward to a continued and healthy relationship.

Get to know your Board; The CCC Board is made up of a diverse group with complementary skill sets. Please take the time to get to know the Board Members. We're here to serve you.

Programs; The depth and breadth of the programs at CCC are the lifeblood of the centre. They include but are not limited to; Adult Education, Childcare, Holiday Activities, Health & Well Being...with more to come, watch this space.

One of my favourites is the Netball program. It encapsulates entire families, is a healthy pursuit and draws people together in a sporting context. The netball program seems to go from strength to strength each year. This is no accident. It's a result of sheer hard work by the many volunteers. Coaches, Helpers, Team Captains, et al.

The Volunteers; It's easy to forget the many volunteers that make up the CCC. Volunteers are at every level of the organisation, from the Board down. The level of professionalism of the whole organisation masks the reality of a voluntary workforce. We are blessed to have such great people who are willing and able to contribute their precious time towards the greater good for their community. To all the volunteers, be it Board Members or those helping in the Soul Café, or anywhere else within the CCC, I am truly grateful for and humbled by your continued contributions. I thank you very much. I also thank you all for putting your faith in our capacity to continue to grow the CCC. And by doing so, continue the good work in the community.

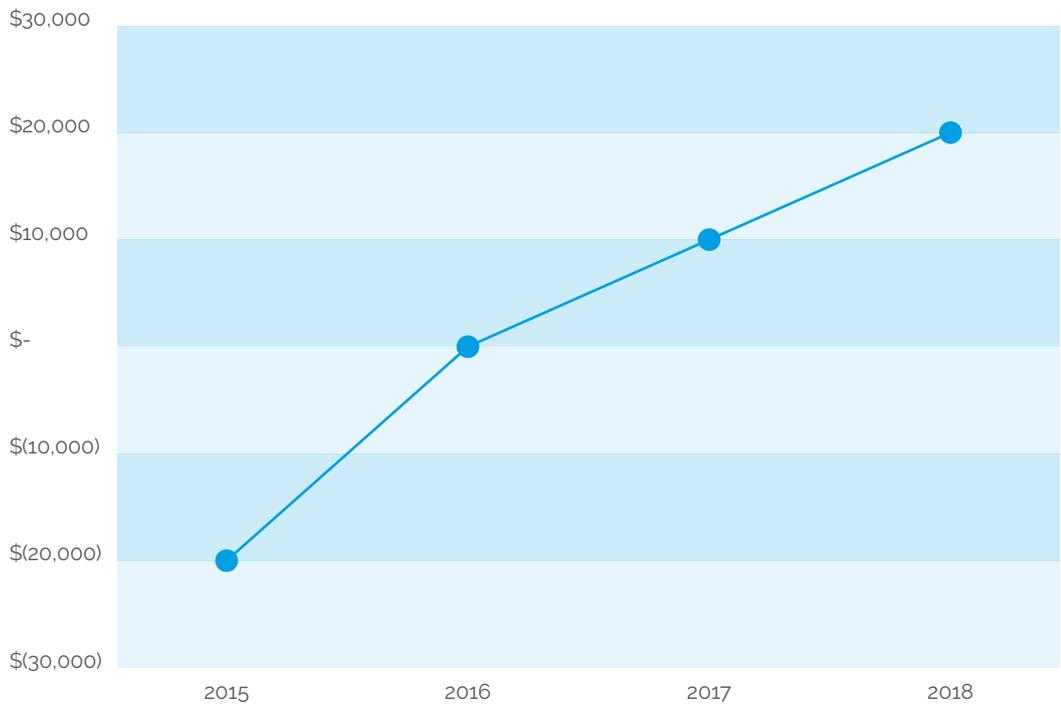
Whether you are a donor, a volunteer, a customer or a benefactor, please continue to support YOUR community centre at Cheltenham. Whatever your role, whatever your contribution, the CCC cannot exist without you.

Here's looking forward to another great year.



Steven Strange
President

CCC Financial Performance



Board of Governance

Steve Strange, President

As CEO and founder of Health Metrics, and with computing and law qualifications, I have a passion for technology and innovation. My years of experience have served to develop a business acumen which I have been keen to apply to my membership of the CCC Board.

I first joined the Board in 2014 in order to contribute the experience and skills I have gained in both organisational and project management and in strategic development to the work of Cheltenham Community Centre as it serves the local community. I am keen to continue contributing to its work.

Sam Forsyth, Vice-President

I am a Chartered Accountant with diverse financial management experience, including six years in my current role as finance manager for a local private golf club. Over my career I have developed strong governance, strategic planning and risk management skills. I have been able to draw on these skills to assist the CCC Board with planning and decision making.

My first two years on the Board have been very enjoyable and it is a privilege to work with talented, passionate people who share a common goal. Likewise, I am proud of the staff and volunteers who provide such a great service to the community. I look forward to building on our achievements and contributing to the ongoing success of the Centre.

Bill Moss, Treasurer

For many years I worked with computer data-bases in several large Australian and New Zealand organisations. Having enjoyed developing new ways to store and access information, I wanted others to have the chance to develop their passions, make new friends and gain new skills which led me to work as a volunteer with a CCC computer class and on the Board.

I have loved the opportunity to help this Centre as it helps people gain new ideas. Through my involvement I have developed new friendships and for the past three years I have carried out the role of Treasurer.

Phillip Clarke, Secretary

I have extensive experience working in the community, media and government sectors. With degrees in journalism and community development, I have developed a passion for education and community services.

I am a resident of Cheltenham and work for the Victorian Treasurer, Tim Pallas. I joined the Cheltenham Community Centre Board in 2017 as a way to contribute to an organisation with a focus on the local community and I look forward to continuing as a member of the Board.

Jack Noonan, General Member

I live in Moorabbin and work for the International WELL Building Institute, where I work on a range of sustainability and public health programs. I have degrees in science, psychology and business, and have been a winner of the National Australia Bank Science in Business Award.

In addition to sustainability and environmental issues, I am passionate about my local area and community, having been a local resident for over twenty years. Becoming a member of the CCC Board of Governance in May 2017 has allowed me to give back to my local community and further foster my passion for education and issues affecting an ageing population.

Judy Oakes, General Member

I am the Southern Community Church of Christ representative on the CCC Board. It has been a pleasure to be involved in this role since July 2018. One of my aims has been to foster a closer relationship between the church and the CCC.

My background has been in education. Initially I taught as a trained infant teacher. After having a family I took a position administering programs for the teaching of Asian Studies and Languages other than English in independent schools.

Through the years I have had a major involvement with children and young adults with a mental disability. In 1974 I was involved in establishing a school for students with this disability. This was followed by a further facility for young adults. I served on the Councils of both these facilities for many years. I am keen to use these experiences to contribute to the work of the Cheltenham Community Centre as it serves our local community.

Faye Weeks, General Member

As a Registered Nurse I have worked in the community for many years, the last 20 with local government assessing the aged, children with disabilities, and accessing services for clients and providing case management.

Once retired, I decided to give back to the community on a voluntary basis. I was nominated to join the Bentleigh Moorabbin Rotary Club and to assist with other members within the Youth and Vocation Committee. I also became a member of the CCC Board of Governance in 2018 and I hope my experience and knowledge gained through my work life can assist in these areas.

Note:

SCOTT HARRISON, GENERAL MEMBER

Scott joined the Board early in 2018 but business pressures led to his decision to withdraw during the year.



CCC Annual Planning Day – Board of Governance
with Staff team members (left to right)

Back row: Donna Lomagno, Steve Strange, Jack Noonan

Middle row: Judy Oakes, Faye Weeks, Anne Spoelder
(representing partner organisation SCCC), Martha Michelson,
Tammy Rowed, Arna O'Connell

Front row: Sara Ganderton-Spencer, Sam Forsyth, Diane John,
Miharu Hajinikitas, Ruth Parker

Absent: Board members - Bill Moss, Phillip Clarke

Our Staff

The CCC team brings together their knowledge, skills and passion for community to create a wonderful array of programs, festivals, and community functions to the Centre. They work with energy and often contribute above and beyond to ensure the Centre is operating at its best.



ARNA O'CONNELL

Manager



TAMMY ROWED

Children's Programs
Coordinator



SARA GANDERTON-SPENCER

Adult Education
Coordinator



DONNA LOMAGNO

Marketing & Events
Coordinator



RUTH PARKER

Netball & "Inspire U"



MIHARURU HAJINIKITAS

Customer Service &
World Wednesday
Lunch Coordinator



MARTHA MICHELSON

Community Development
Coordinator
(Until Dec 2018)



KENDRA PERNAT

Community Development
Coordinator
(From Dec 2018)



RITA YING

Finance



DIANE JOHN

Customer Service,
shared CCC & SCCC role



ROBYN DAFF

Customer Service Officer,
shared CCC & SCCC role

Our Teachers and Instructors

Adult Education Teachers

Jenny Martin	Kate Ali
Sally Potter	Petra Proctor
Claudia Keast	Wendy Bridges
Priya Paranthaman	Sharon Bourke
Rachel Cohen	Megan Thorley
Petal Goodman	

Adult Education Administrative Assistant

Joy Tang

Childcare Staff

Chitra Samarakone	Tammy Rowed
Taya McCarthy	Cynthia Richards
Kathy Brown	Kerrie Ellingsen
Shannon Foster	Leanne LeeAck

Holiday Activity Coordinators and Assistants

Mirrin Keefe	Cynthia Richards
Heidi Amos	Almari van der Merwe
Ruby Martin	Sinead Dalton
Sam Amos	

Recreation Program Instructors

Carolyn Urquhart	Arna O'Connell
Rita Madou Yi	Leanne LeeAck
Joan Griffiths	Cynthia Richards
Naki Khan	Liz McHenry
Chitra Samarakone	Natalie King
Abshiro Farah	Helen Harmen
Brigette Klusik	Martha Michelson
Jodi Helliwell	

Project Work

Inspire U (joint with Mordialloc Community Centre)	Ruth Parker
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Our Volunteers

Adult Education Volunteers

Sevda Cetmiyilmaz	Anan Wu
Bill Moss	Jane Shen
Kathy Jagan	Denese Baker
Kerry Hall	Elena Zinakova
Elaine Simkiss	Istiqomah Dwi
Con Alexiadis	Misuzu Watanobe
Marina Ustinov	Lynne Anastasi

Children's Program Instructors

Ewa Mazur	Jenine Martino
Jose Mendez	Petra Muller

Customer Service and/or Administrative Volunteers

Will Tang	Diane John
Anan Wu	Sowmya Hosamane
Mahesha Kularathna	Kathy Jagan
Tatiana Conroy	Philippa Bishop
Rose Mary George	Yuvanarani Kumaran
Abshiro Farah	Barbara Berznicki
Fabienne Beaman	

Holiday Activity Program Volunteer Leaders

Josh Smith	Samantha Pauliuk
Matthew LeeAck	Kendra Pernat
Ben Handlesman-Woolf	Natalie Sinclair
Linda Szakmary	

Netball

Netball Coaches	Sharon Torpey
Josie Mulcahy	Rachelle Anstey
Arna O'Connell	Colin Hicks
Ruth Parker	Rachael Dickinson
Liz Mackay	Rachel Isles
Sarah Golding	Sharon Forsyth
Mandy Holt	Maryann Calabrese
Julia Nadj	Andrew Pope
Amanda Baker	Anne Barwell

Junior Coaches

Georgie Tierney	Jasmine Lord
Sheyenne Potts	Molly Nadj
	Atlanta O'Connell

Netball Team Managers

Jo Kinna	Sharon Forsyth
Claire Mason	Sally Buckingham
Alison Forest	Sarah Jenkins
Kris Marcus	Rebecca Ross
Clare Holden	Polly Logan
Dianne Wain	Arna O'Connell
Lucy Lettini	Marnie Proudfoot-Napier
Helen Forster	Abby Farmer
Jane Chamberlain	

Fundraising

Adam Ross	Jeff Parker
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Students and Work Placement

Rosemary Elery	Linda Szakmary
Darren Yan	David Watkins
Kendra Pernat	Priya Paranthaman
George Renieris	Steve Duggan
Han Zhang	

Website and IT Systems Support

Cathy Galey	Roy Galey
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World Wednesday Lunches

Amal Fathelbab	Ali Fathelbab
Anan Wu	Margareta Videle
Joy Tang	Jiang Tao
Abshiro Farah	Gilda Cuasay
Serif Tuglaci	Rong Li
Lisa Lin	Suxia Wang
Sandy	Mary Yu
Yan	Mayumi Yamauchi
Pu Hong Huang	Nanako Yamauchi
Jelyn Yano Tablatin	Lisa Yang
Yan Jing Zhang	Wendy Yuan
Miranda Cai	GuiLing Song
Xiaohong Wang	Zhou Ling Chen
Jin Gui Yu	Pei Fen Liang
Teresa	

Other volunteer roles

Judith Haskins (report editing)
Eva Georgieva (graphic design)
Graeme Farr (photographer)

Manager's Report

This was the third year in our 2016-2019 strategic plan cycle. We were thrilled to start the year with a great staff team ready to go and the new role of a Community Development Coordinator in place. With the new Melbourne Polytechnic contract six months in, we invested more into our adult education department with our fantastic new adult education coordinator Sara, and her assistant Joy. Combined with Donna, this team made a great impact on the delivery of our adult education courses, processes, and administration which resulted in a successful year end financially and in student outcomes.

Significant in 2018 was our new staff member Martha in the Community Development Coordinator role, who managed our volunteers, students doing placements at CCC, recreation activities and workshops, and community outreach events such as Neighbourhood House Week activities and Seniors' Month activities. Martha was innovative in her approach, and had a passion for community health. She worked with Kelly from Terry White Chemmart in Cheltenham to conduct an inaugural 'Health and Wellness Day', and she trialed various activities in the form of workshops such as 'Fermentation' and 'Macrame'. We were sorry to see Martha leave at the end of the year to follow her dreams in England, but excited to take the opportunity to review the role and appoint Kendra in a re-structured role ready for 2019.

With the changes in our team which invited fresh faces, skills and abilities, and added to the experience and wisdom of long serving staff members and volunteers, we had a wonderful balance that brought passion, energy, and growth to CCC in 2018. Governed by a strong Board of Governance, whom I thank for their ongoing support, encouragement, ideas, and inspiration, this year was very successful on all accounts and gives us a great position to commence 2019 with the ability to invest and focus on projects our Centre can pursue wholeheartedly such as expansion of the World Wednesday Lunches (community lunches).

As we move forward, the mission of Cheltenham Community Centre is at the heart of our operations.

To:

- provide learning opportunities that enable people to fulfil their aspirations;
- be a place where each individual's abilities are valued and enjoyment is found in shared interests;
- be accessible and inclusive;
- uphold the rights and interests of people within its community;
- act as a pathway between people and services; and
- be responsive to identified community needs.

We work with the values of:



We work together with partner organisations in the community to ensure CCC is aligned and connected to a bigger picture. We work with the City of Kingston to help deliver Council's Vision, corporate objectives, priorities and strategies. We work with and are supported by Southern Community Church of Christ through the sharing of facilities, joint community projects, shared services, and plans for the future. We are also very grateful for the funding support and development of policies to support the wellbeing of community from:

- Adult, Community and Further Education Board (ACFE)
- Department of Health and Human Services (DHHS)
- Melbourne Polytechnic (MP)
- Department of Education and Training (DET)

Our goals for 2018 and the actions and achievement for each goal give a summary of the year at CCC.

Cheltenham Community Centre Goals

CCC and its Community

CCC aims to play a vital role in engaging with and improving the quality of life of its local community.

Programs and Activities

Programming aims to reflect current trends and market demand, so as to engage people in their community through participation in recreational, social, healthy, cultural and educational activities as they progress through different stages of life.

Funding

CCC aims for financial sustainability today and for the future.

CCC Team

CCC aims to ensure the calibre of staff and Board members is the best it can be to serve CCC and its community.

Facilities

CCC aims to ensure appropriate facilities are available to support ongoing and expanding activities and programs for the community.

CCC AND ITS COMMUNITY

Partnerships and Relationships

AIM

To work together with the broader community to strengthen delivery, increase quality, and broaden opportunities for community participation.

In 2018 we worked with:

SOUTHERN COMMUNITY CHURCH OF CHRIST

- World Wednesday Lunch program
- Multicultural Festival of Creative Arts
- Children's Festival
- Biggest Morning Tea
- Volunteer appreciation
- Customer service provision
- Facility maintenance and improvements

CITY OF KINGSTON

- funding support
- training opportunities
- grant projects
- delivery of the collaborative Neighbourhood House month celebrations
- networking
- organisational support

OUTLOOK CHELTENHAM

(DISABILITY AND EMPLOYMENT SERVICE)

- delivery of custom-made adult education short courses for youth with an intellectual disability (Steps to Employment program)

COMMUNITY HOUSE NETWORK (SOUTHERN REGION)

- membership on the Board of Governance

MORDIALLOC COMMUNITY CENTRE

- Engage youth leadership project, first year of joint project 2018-2020 Inspire U

TERRY WHITE CHEMMART CHELTENHAM

- health promotions for the community
- partnership in conducting our first Health and Wellness Expo event
- funding support through community grants (Childcare outdoor play equipment)

KINGSTON AND DISTRICTS NETBALL ASSOCIATION

- networking relationship with our CCC Bolts Netball Club and FunNet netball skills programs

SPONSORS

- Beaumaris Rotary – funding support for Children's Festival
- Cheltenham Rotary – funding support for Children's Festival
- HealthMetrics – funding support for CCC Bolts Netball Club
- Buxton Real Estate Mentone – funding support for CCC Bolts Netball Club
- Maro's Pizza Mordialloc – free pizza passes for CCC Bolts Netball Club

Profile in the Community

AIM

To increase local knowledge about community programs, activities, social engagement, how to be involved, and access opportunities for community connection.

In 2018 our free community Events, Functions, and Celebrations were:

- Multicultural Festival of Creative Arts – Sunday 18th March
- Annual General Meeting – Wednesday 2nd May
- Health and Wellness Expo – Wednesday 16th May
- Cancer Council Biggest Morning Tea – Wednesday 23rd May
- Children's Festival – Saturday 27th October
- Seniors' Month – October
- Soul Café - 16 World Wednesday lunches

Marketing and advertising developments in 2018 included:

- CCC Facebook page (1,480 'likes' increased to 1,670 'likes')
- CCC website development
- CCC monthly e-newsletter
- Demonstrations and free trials for CCC classes during Neighbourhood House week in May, and Seniors' Month in October.

PROGRAMS AND ACTIVITIES

AIM

To reflect current trends and market demand so as to engage people in their community through participation in recreational, social, healthy, cultural and educational activities as they progress through different stages of life.

Adult Education

CCC met its adult education aims in 2018 with:

- a team of 13 qualified teachers over the year
- fantastic volunteers assisting in many classes
- funding contracts with ACFE, Melbourne Polytechnic
- new partnership with Outlook Cheltenham to deliver ACFE short courses on hospitality, computers, money, and retail
- continuing partnership with The Bridge to deliver ACFE course on Money Matters
- overdelivery of our ACFE contracted hours (contracted delivery hours: 15,500, actual number delivered: 17,468)
- delivery of four accredited courses and ten pre-accredited courses
- at the end of 2018 we ceased delivery of the CSWE (Certificate of Spoken and Written English) curriculum and prepared to commence delivery of the EAL (English as an Additional Language) curriculum in 2019

(For more details see the Adult Education report)

"WORLD WEDNESDAY" LUNCHES

Our World Wednesday Lunches continued to flourish with Miharū coordinating a wonderful team of volunteers each Wednesday during the term to create a cultural lunch for everyone in the community to enjoy for a suggested donation of \$5 per lunch. The World Wednesday Lunch program connects our culturally and linguistically diverse members of the community to other members of the community and brings an appreciation from the general community for cultures of the world that have been brought right here to Cheltenham.

(For more details see the World Wednesday Lunches report)

'LET'S MEET UP' GROUP

We commenced a new "social engagement" project with seed funding from the City of Kingston's Annual grant, with which we started up the Let's Meet Up group. This group encourages our culturally and linguistically diverse community members to join in social activities aimed to increase social friendships, practice English speaking, build knowledge of the local area and confidence to utilise local services and places, and the chance to build skills and opportunities to volunteer in the community. We held 10 sessions in 2018 which included visiting Cheltenham library, local cafes, a city excursion on the train, and a yoga session at CCC. This was a very successful program that will continue in 2019.

(For more details see the Adult Education report)

Childcare

In 2018 the Centre provided:

- Activity groups for 3 year olds
- Pre-Kinder groups for 2 to 4-year olds
- three and five hour sessions for children of six weeks to 4 years old, and
- over 130 enrolments in any one week, representing more than 100 families

The program was achieved with:

- a team of eight qualified and experienced carers
- fourth (and final) year of funding support from the National Occasional Care Program through the Department of Education and Training (DET)
- application for the government's new Childcare Subsidy (CCS) funding, for which we were successful with implementation commencing January 2019
- maintenance of registration as a 'limited hours Type 2' service with Department of Education and Training

(For more details see the Childcare report)

Recreation

During 2018 we offered:

- up to 15 recreation classes run each week in which over 120 people participated in any one week
- a Holiday Activities program for primary school children during the school holidays, with up to 431 enrolments in a two-week holiday period (January, April, July, September)
- holiday activity sessions for 3 to 5 year olds in the school holidays
- the CCC Bolts Netball Club – with 15 teams in season 1, and 14 teams in season 2, and an average of 125 players for the year
- continuation of the beginner netball skills program FunNet with up to 26 children participating each week
- seven Cooking with Culture workshops
- six speciality workshops including Fermentation, Dumpings for Kids, Macrame Workshop
- Seniors' Month activities offered for free

Inspire U – Youth Programs

Our application to the Department of Health and Human Services for funding for the 2018-2020 Engage program was successful, so in 2018 we commenced our first year of this funding round, with our partner Mordialloc Community Centre. This was renewal and growth from our first round of funding (2015-2017) working with Mordialloc Community Centre to conduct youth programs which we call Inspire U. Ruth Parker did a fantastic job of engaging youth in the community to participate in leadership, coaching, multicultural interactions, workshops, and short training courses.

Programs in which young people participated included:

- Leadership workshops
- Sports coaching
- Cooking with Culture workshops
- Holiday Activity leaders
- Mind, Body, Soul workshops

(For more details see the Recreation, Holiday Activities, Netball and Inspire U reports)



CCC TEAM

AIM

To provide good governance, a strong team culture, and commitment to continuous improvement that will ensure a well-managed and effective organisation.

Team Development and Change

- Recruitment of a new Board of Governance member, Faye Weeks
- SCCC appointed Diane John to a permanent part-time customer service role in August, replacing Robyn Daff who moved to an administration role with SCCC (our customer service is a shared service provision between SCCC and CCC)
- Appointment of Kendra Pernet to the Community Development Coordinator role in December (replacing Martha Michelson who re-located to England)
- Staff and Board Planning Days for 2018 Business Plan, and review of CCC Strategic Plan

Professional Development

- ACFE Regional Forums
- Learn Local Conference
- DHHS Forums
- Community House Network (CHN) forums

Volunteers

As Volunteering Victoria states "volunteering plays a critical role in empowering individuals, in fostering active citizenship and in building inclusive and resilient communities in which we can all flourish. We know that volunteering has many benefits for individuals who volunteer, the organisations to which they contribute and society as a whole."

Volunteer roles at Cheltenham Community Centre in 2018 included:

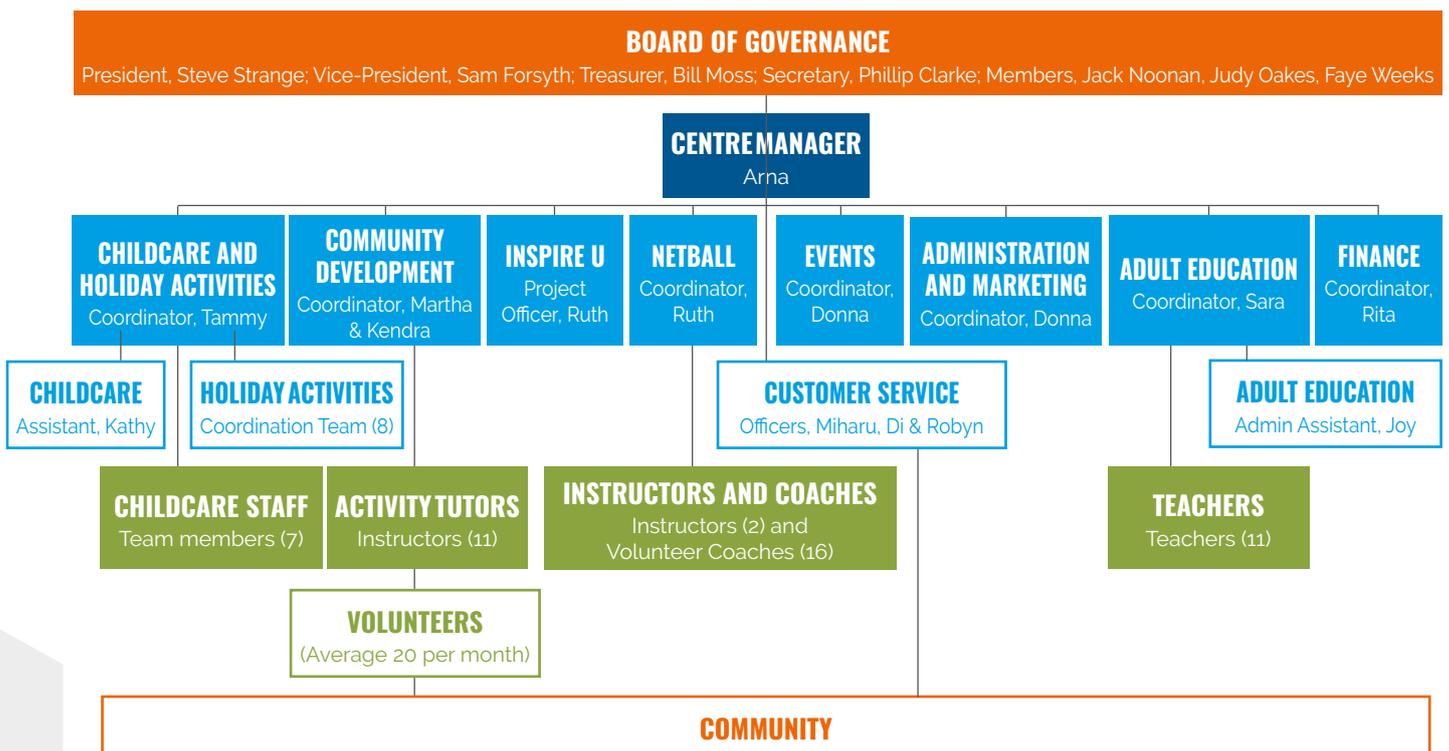
- Board of Governance members
- Customer Service assistants
- Administration assistants, and proof reader
- Holiday Activities leaders
- Adult education teaching assistants, and adult education administration assistants
- Music for Tots parent leaders
- Recreation instructors
- Website development and maintenance officer
- Graphic designer
- Festival helpers
- World Wednesday Lunch crew
- Netball coaches, team managers and administrators

Student placements:

- two students from Cheltenham Secondary College
- five student placements from various TAFEs and Universities

(For more details see the Volunteers report)

Cheltenham Community Centre Organisational Chart 2018

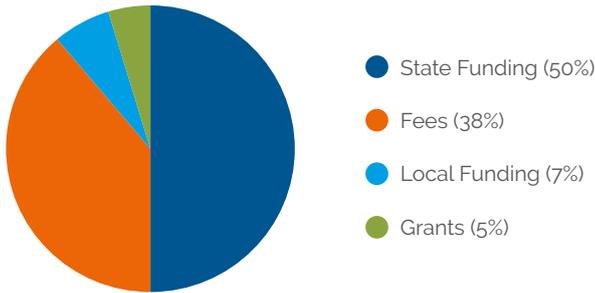


FUNDING

AIM

To ensure funds are available to sustain CCC this year, next year, and in the future; and increase access and equity for members of our local community who are looking to "reach their potential" with CCC.

Income Sources for CCC in 2018



Successful Grant Applications in 2018

Our grant applications and successful funding increases our capacity to deliver quality programs for the community.

Programs/Projects	Grant Funding Source
Inspire U youth program (with Mordialloc Community Centre)	Engage funding 2018-2020
Support for our Adult Education program	ACFE Delivery Support grant
Netball coach development	Sport and Recreation Victoria
CCC Bolts Netball Club	Nissan Foundation
Multicultural Festival of Creative Arts for 2019	Victorian Multicultural Commission
Multicultural Festival of Creative Arts 2018	Kingston Cultural Diversity Week grant
Social engagement program for 'Over 65' members of the community	Kingston Annual grant
Seniors' Month activities	Kingston Seniors Festival grant
Computer courses for older adults	Australian Government and Be Connected
Children's Festival	Kingston Children's Week grant
Children's Festival	Beaumaris Rotary
Children's Festival	Cheltenham Rotary
Children's Festival	Department of Education and Training
Childcare outdoor play equipment	Terry White Chemmart Cheltenham Community grant
Volunteer support and equipment	Department of Social Services

FACILITIES

AIM

To ensure facilities are safe, accessible and fit-for-purpose for today's community, and for future community needs.

CCC appreciates the partnership with Southern Community Church of Christ (SCCC) which allows us to utilise their facility to offer the community a vibrant Community Centre. CCC and SCCC work together to maintain and update the facility as much as possible with limited funds. CCC needs to resource additional facilities in the community for some programs that require facility specifications that can't be met on-site at SCCC.

Facility updates in 2018 provided by CCC

- Banksia room refurbishment (joint contribution with SCCC).
- Installation of split systems for heating and cooling in the Tea tree and Wattle rooms.
- Formation of a Garden Project Group with SCCC consisting of more than 20 volunteers dedicated to a project to clean-up and improve the outdoor gardens and greenery.
- Transformation of three underutilised small rooms in the Pine St hall building into a staff locker room, teachers' work room, and student break-out space.
- Use of Cheltenham Hall, facilities at Cheltenham Secondary College, Kilbreda College, Mentone Primary School, and various other schools in the Kingston area for netball training and skills programs, the Holiday Activity program, and Zumba Gold classes.



Adult Education

In 2018 the Cheltenham Community Centre had a total 246 enrolments in our Adult Education department.

Aim

- Provide high quality accredited and pre-accredited programs to members of our local community.
- Provide life-long learning that is an access point for adults to learning in their local community, is a focus on individual needs of learners, and provides socialisation into Australian culture.
- Increase awareness and grow the number of students and adult education programs being offered at the Cheltenham Community Centre. Become the "Go To" organisation for local, quality part-time study.
- Establish and build quality relationships/partnerships with local providers (such as The Bridge, Outlook, Scope, local council, and state government).
- Create an environment to ensure participants feel welcome, engaged and part of our community
- Ensure CCC's adult education is financially viable and profits are reinvested back into the Centre to continue to improve, develop and offer quality programs.

2018 in Review

- We had a total 246 enrolments in our Adult Education department.
- ACFE pre-accredited courses had 17,468 student hours which exceeded our allocated hours by two thousand.
- Since the appointment of Melbourne Polytechnic in place of AMES as our contractor for the Adult Migrant English Program, there have been many changes in procedures, reflected in new requirements and additional documentation for both staff and students.

Classes

A new program called the "Wise" program was developed with Outlook - a local NDIS provider. The program comprises four short courses: Food Wise, Money Wise, Retail Wise and Computer Wise. It is aimed at young adults with mild disabilities. The Wise program was well received and will be taken up by The Bridge (another local disability provider) in 2019.

Unfortunately, the Introduction to Food Service and Introduction to Retail courses did not attract enough students and did not run in 2018. However, due to the success of the Food Wise course, interest has been expressed in a longer Food/Hospitality program for students with intellectual disabilities.

The second Course in Preliminary Spoken and Written English (ESL Preliminary) class continued. Because this class is almost entirely made up of Chinese-speaking students we continue to ensure that we have a Chinese-speaking volunteer assisting the tutor.

The Course in Spoken and Written English curriculum used for English Language classes expired in September 2018. It would have cost approximately \$8,000 to use the new updated CSWE curriculum so it was decided to apply to use the free English as an Additional Language (EAL) curriculum instead. This meant it had to be put on our course scope twice as it expired and was updated too. The advantage is not only cost savings but it is also a better curriculum liked by AMEP and assessment tools can be bought readymade. All English courses will start in January 2019 and will use EAL.

Wider Learning

We continued to find great ways to help our class participants learn about Australian society and the way of life here. A variety of visiting speakers came from organisations such as the Metropolitan Fire Brigade and Hepatitis Victoria. Excursions took place and were much appreciated by staff and students alike.

A new social engagement program for all students called "Let's meet up" began with the aims of:

- **CONDUCTING SOCIALLY ENGAGING ACTIVITIES TO ENCOURAGE INVOLVEMENT IN COMMUNITY LIFE AND SOCIAL CONNECTIONS.**
- **FACILITATING LEADERSHIP/INITIATIVE IN STUDENTS TO ORGANISE FUTURE ACTIVITIES TOGETHER IN THE COMMUNITY.**

This has been a great success with group trips to Southland for coffee, games, art sessions, and end of term celebrations. There has been a diverse mix of student classes and cultures participating. It is intended to use the "Let's meet up" program as part of adult education marketing as a means to reach our goal to "Create an environment to ensure participants feel welcome, engaged and part of our community". A big thank you goes to Joy Tang who facilitates the group and comes up with some great ideas.

Soul Café continued to be a well-loved and supportive way for our language students to be more involved in the CCC community and to use their growing fluency in English as other patrons of the Café come from the surrounding area.

Many new friendships and support networks are developed by our students while learning at CCC. The reception area and Pine Street Hall seating area are busy friendly places where our language students mingle with the childcare families, the customer service staff, volunteers, other staff, people who are dropping in for information, and other Centre users.

The end of the year culminated in December with our annual certificate ceremony, now named 'Graduation Day', celebrating the achievements of English language students and students studying in pre-accredited courses. It was especially rewarding to see the Outlook students being presented with their certificates. Lisa Mifsud came and presented the first Bendigo Bank award for the "Most Sustained Effort" over the year. Well done, Blanca Lovera Lara, who was the first recipient. A shared multicultural lunch added to the occasion.

A Multicultural Community

The Multicultural Festival of Creative Arts was an opportunity for adult education students to showcase their cultures by wearing national costumes and helping to prepare food for tasting. It was also a chance to learn about other cultures.

As in past years, in 2018 CCC students came from many national backgrounds with the majority coming from China.

Adult Education Staff

The wonderful team of dedicated and enthusiastic ESL, literacy and pre-accredited course tutors have provided a great range of programs for our students in 2018.

Accredited Education Staff	
ESL preliminary	Claudia Keast Meg Thorley Wendy Bridges
ESL 1	Rachel Cohen
ESL 2	Sue Bond
ESL 3	Sue Bond

Pre-accredited Education Staff	
Literacy for Living	Sally Potter
Improve your Reading and Writing	Jenny Martin Petal Goodman
Grammar, Conversation and Writing Skills Level 1	Sue Bond
Grammar, Conversation and Writing Skills Level 2	Priya Paranthaman
Grammar, Conversation, and Writing Skills Level 3	Ruth Evans Priya Paranthaman
Conversation	Rachel Cohen Petra Proctor Sue Bond
Beginner computers/ Computers the Next Step/ iPads, Tablets and More	Priya Paranthaman
Wise programs	Sharon Bourke Kate Ali Sally Potter Priya Paranthaman

Sadly for the Centre, Meg Thorley and Ruth Evans finished teaching mid-year. CCC would like to acknowledge the time and energy these wonderful tutors gave to their classes and we wish them all the best for the future.

However, we were pleased to welcome new members Petra Proctor, Wendy Bridges and Kate Ali to the team.

Working with such a dedicated and committed group of teachers, staff, and volunteers and so many wonderfully diverse and interesting students has been a pleasure. Thanks everyone!

Sara Ganderton-Spencer

Adult Education Coordinator



World Wednesday Lunches

Aim

To offer people, particularly those who speak English as an additional language, the opportunity to:

- make friends
- practice their language skills
- become more confident
- learn new skills they could use in the work force
- have a safe place to share their culture and experience the culture of others
- belong to a community, particularly for those without a social network.

This has been another successful year for World Wednesday Lunches by Soul Café, especially as many new volunteers joined this year. Twenty-eight volunteers registered as active current members and at each of the scheduled lunch times seven to ten members helped in providing a lovely meal.

In semester 4 this year, we celebrated with a lady from the Aspendale Seniors Citizens Club who turned 100 years old. It was a lovely celebration with all the other customers at Soul Café.

During the year we had placement students from Holmesglen Institute of TAFE and Cheltenham Secondary College working with us preparing and serving meals.

In 2019, we plan to run World Wednesday Lunches every Wednesday with Soul Café crew led by our hospitality specialist, Sharon. We look forward to sharing our national dishes with many people.

Miharu Hajinikitas
Soul Café Coordinator

Date	Menu	Estimated Attendance
7 Feb	Chinese	50
21 Feb	Egyptian	45
7 Mar	Spiced Fish	37
21 Mar	Japanese	38
2 May	Egyptian	30 + 45 attending AGM
16 May	Peking Cuisine	55 (Health & Wellbeing Day)
30 May	Sri-Lankan	49 (Neighbourhood House Week)
13 Jun	Pakistani	55
27 Jun	European	45
25 Jul	Malaysian	45
8 Aug	Japanese	50
22 Aug	Shanghai Cuisine	10 + 59 (Youth Group)
5 Sep	Egyptian	70
19 Sep	Moroccan	52
10 Oct	Chinese	44
24 Oct	Soup with Bread & Dessert	100 (Seniors Festival)
7 Nov	Sri-Lankan	52
21 Nov	Okinawan	41
5 Dec	Festival	56



Childcare

Aim

To work to fulfil the right of the children and their families to child care services of high quality, by providing a safe learning environment for children where parents feel confident in their decision to entrust their children into our care.

CHILDCARE PROGRAMS

- **FAMILY GROUPING CARE PROGRAMS WHICH CATER FOR CHILDREN OF BETWEEN 6 MONTHS AND 5 YEARS OF AGE**
- **PRE-KINDER PROGRAMS FOR CHILDREN AGED BETWEEN 2 AND 4 YEARS**
- **AN ACTIVITY GROUP, WHICH CATERS SPECIFICALLY TO 3 YEAR OLD CHILDREN**
- **ONE-OFF OCCASIONAL CARE SESSIONS.**

CCC takes pride in having a quality team employed in its childcare department. Their enjoyment in their jobs and their enthusiasm flows through to the interactions with parents and children. In turn, this helps to create a warm and inviting setting and a great program that children enjoy and in which parents feel comfortable to leave their children.

One of the major issues regarding enrolments of children continues to be that parents often require extra hours of care and this is when we lose children to Long Day Care. However, CCC's care programs are perfect for parents who are working short hours, or who need some time out or to attend appointments, and for socialisation for their child. As there are not many facilities like CCC's still in existence, this puts us in a niche market.

Enrolment numbers were on the rise during 2018. At the end of 2018, new enrolments for 2019 were on the lower side, though it was difficult to determine a successful advertising strategy with the pending application and implementation of the CCS (Government Childcare Subsidy). We know the importance of being proactive rather than reactive and will continue to market right throughout each year, even when numbers are good.

The overall program has stayed the same for the past two years. It seemed to work well and meet the needs of parents whose children were attending our centre. The program will change slightly for 2019 to meet the individual needs of the families and to comply with the new CCS requirements.

During 2018 we monitored incoming email queries, and arrangements were made for parents looking for care in the following term, with some families being able to take a position immediately when we had vacancies.

Activities in 2018

Many special occasions are organised throughout each year.

Mother's Day activities for Mums were offered to all the pre-kinder and 3 year old kinder classes. Mums were invited to join in on some fun activities, where the children got to pamper them with hand scrubs.

For Father's Day we again held our pancake breakfast for the 3-year-old groups and pre-kinder children. The Saturday timeslot meant that many more Dads and their children were able to attend. This year we had 30 Dads turn up. We started with pancakes in the foyer and finished with playtime in the childcare area.

As in past years we arranged special occasions including Easter egg hunts, dress up days and lots of other fun activities for the children. The ones in the 3 year old group participated in some of these activities with KADAS (a day activities program for frail older people and people with disabilities living at home or in supportive residential care). They had an Easter egg hunt, then gave a live rehearsal of their Christmas Concert where they sang 'Baby Shark' and 'Little Bunny Foo Foo'.

At the end of the year all the pre-kinder and 3-year-old groups participate in a fun Christmas concert and Christmas activities where all the families are invited to come and watch. These events are tailored according to the group. Once again, a fun party was held at Traffic School during the day to celebrate the end of the year. This year we had 50 children and families attend, which was an increase from last year. Robyn Daff aka Santa made an appearance to hand out special gifts to the children.

The Childcare Team

Staff attended First Aid Training again in 2018 as it is a compulsory element for childcare. Meetings were arranged with professionals throughout the year in relation to children at the centre - speech therapists, occupational therapists, hearing specialists; the list goes on. These professionals not only provide useful information about the child they are seeing, but also information we can use more broadly within the centre.

All staff members engaged in continuous improvement of our programming process. This involved expanding the program team to three staff members in 2018. We also started using a program diary and an observation book which all staff contribute to throughout the program sessions. These changes have already effectively improved the program and the team will continue to reflect and make improvements as needed. Our storeroom and its organisation once again needed a big clean out at the end of the year. The purchase of additional shelving made a vast improvement and we are hoping it will assist in maintaining a tidy storeroom throughout the year.

A Huge Thank-You

A very special thank you goes to Kellie and the team at "Terry White Chemmart" in Cheltenham. This year they provided us with the funds to purchase some new equipment for outside which included a crash mat, a rock climbing wall and a bridge which works on our existing climbing equipment. We cannot thank Kellie enough for her amazing continued support.

Tammy Rowed

Childcare Coordinator



Holiday Activities

Aims

The program aims to:

- provide an opportunity for children to learn new skills and/or participate in an enjoyable activity in a relaxed environment;
- provide activities with an emphasis on fun so children have a positive community experience and are encouraged to participate in future activities of the Centre;
- provide an opportunity for children in the local area to socialise and connect with children of different schools and cultures in the community;
- provide a safe, nurturing environment for children so parents and children feel welcome and confident in their participation in the program and community;
- introduce children to new activities conducted at their local community centre; and
- provide a workplace leadership experience to youth, students and young people over the age of 15 years.

The CCC School Holiday Activity program flourished in 2018, our eleventh year of offering quality activities in the school holidays for primary aged children.

In 2018, Mirrin Keefe coordinated the program with the support and assistance of Heidi Amos and Leanne LeeAck, who also acted in the coordination role. Ruby Martin, Almari van der Merwe, Cynthia Richards and Sinead Dalton also assisted with the coordination and implementation of the program. As always, we had amazing volunteers and placement students whose assistance on the program is invaluable. Volunteers included Ben Handelsman-Woolf, Josh Smith, Matt LeeAck, and Samantha Pauliuk. Josh and Samantha had both been past participants in the holiday program themselves, so it was great to have them back as volunteer leaders. Linda Szakmary, Kendra Pernat and Natalie Sinclair were all placement students who were fabulous and added so much value to the program.

2018 saw the last of our 3 -5 year old holiday programs as our childcare centre will run 48 weeks a year from 2019. We offered a 5 hour program that was activity based and ran with themes such as science, dress up, Easter, treasure hunt, messy play and teddy bears picnic! This program was headed up by Cynthia Richards from our childcare centre and supported by the wonderful staff.

In 2018 we conducted the following Holiday Activity Programs:

Primary School Holiday Program		
Month	Duration	Enrolments
January	9 days	200
April	9 days	312
July	10 days	399
Sept	9 days	369
TOTAL	37 days	1280

3-5 year old holiday program		
Month	Duration	Enrolments
April	2 days	33
July	2 days	32
Sept	2 days	40
TOTAL	6 days	105

The program included in-house days such as Movie Fun Days, Science Days, Supreme Incursions, Easter Fun Days, Spot of Art incursion with Jodi Helliwell as well as excursions to Up Unlimited (an indoor climbing centre) and Chesterfield Farm. Each day is carefully planned so that it is action-packed with activities to engage the children and keep them busy throughout the day.

Tammy Rowed
Holiday Program Supervisor



Netball

Aims

Netball programs at CCC aim to encourage children aged 5 years and over to learn netball skills, teamwork, and participate in the game of netball at any level, especially grassroots, to the best of their ability.

We emphasise playing in a cooperative, sportsmanlike manner, enjoying friendships with teammates, and enjoying the competition of the game.

Our focus is skill development, team participation, commitment, and a positive sporting experience.

FunNet Program

NETBALL SKILLS PROGRAM FOR 5-9 YEAR OLDS

Our FunNet Program is a junior entry netball program that provides 5 to 9 year olds with the confidence of catching, throwing, running and having fun in a relaxed environment. It provides the best possible learning and playing experience before the child advances to playing a game of netball at a club.

Cheltenham Community Centre facilitated the FunNet program throughout the year at Cheltenham Secondary College to 81 participants. The program was conducted on Wednesdays 4:15-5pm on the Cheltenham Secondary College indoor netball courts for Terms 1, 2, 3, and 4.

Term	Registrations
1	11
2	20
3	26
4	24
TOTAL	81

CCC Bolts Netball Club

CLUB-BASED NETBALL TEAMS FOR 8 YEAR OLDS AND OVER

CCC Bolts Netball Club had 16 teams in the Autumn season (February to June) and 15 teams in the Spring season (August to November). We were lucky enough to play at the brand new courts at Dales Park, South Oakleigh.

Season	Teams	Players
Autumn	16	136
Spring	15	128

Highlights of 2018

- Five Grand Finals were won in 2018 - a major achievement for the club.
- 23 of our CCC Bolts Netball Club players were selected into Kingston Districts Representative Squads, which is the next level of competition for players with the ability to play and be developed at this association representative standard.
- All CCC Bolts volunteer netball coaches attended accredited Netball Victoria courses during the year, which is a credit to them for the commitment and passion they invest to increase their coaching expertise and knowledge for the Club and our players.
- Six teams entered into local club tournaments at Waverley Netball Association, Springvale Districts, and Casey Districts Netball Association.
- CCC Bolts families enjoyed a fun day out at Hisense Arena to watch the Melbourne Vixens play.
- Rita Ying ran a fantastic Yoga session for the younger members of our club.
- The Sport and Recreational Manager at Don Tatnell gym organised a personal fitness session for our u11a1 team before going into the Grand Final.
- Rachele Anstey (Head Coach of KDNA Representative Program) ran a "Get Ready for Rep" skills clinic to support our netball players understand the process of trialing at the next level of netball.
- Jeff Parker and Adam Ross project managed the most successful Bunnings BBQ ever raising \$3,300.

Training Venues

CCC Bolts Netball Club was supported by local schools in the Mentone, Cheltenham and Parkdale areas who provided valuable training venues for our players. The four schools involved were:

Mentone Primary School, St John Vianney's Primary School, Kibreda College, and Cheltenham Secondary College.

Successful Grant Applications and Sponsorship

- Buxton Real Estate Sponsorship
- Health Metrics Sponsorship
- Department of Health and Human Services Sporting Club Grants Program
- Maro's Pizza & Pasta, Mordialloc - 300 pizza vouchers donated
- Nissan Foundation grant

Coaching Team

The success of CCC Bolts Netball Club would not be possible without the tireless efforts and support of our 34 coaches and team managers who conduct weekly training sessions and ensure that the girls are ready for a game every Saturday at Dales Park, South Oakleigh. These special people give up their time and expertise to represent the members of our club.

VOLUNTEER COACHES

Arna O'Connell, Rachele Anstey, Ruth Parker, Sarah Golding, Maryann Calabrese, Rachel Isles, Julie Nadj, Liz Mckay, Colin Hicks, Mandy Holt, Sharon Forsyth, Amanda Baker, Andrew Pope, Sharon Torpey, Josie Mulcahy, Anne Barwell, Georgia Tierney, Sheyenne Potts, and Molly Nadj.

VOLUNTEER TEAM MANAGERS

Arna O'Connell, Clare Holden, Marnie Proudfoot-Napier, Lucy Lettini, Sarah Jenkins, Claire Mason, Kris Marcus, Alison Forest, Rebecca Ross, Sharon Forsyth, Abby Farmer, Monique Poplears, Jane Chamberlain, Peta Stubbs, Dianne Wain, Jo Kinna, and Sarah Jenkins.

JUNIOR VOLUNTEER COACHES

To help meet the need for skilled recreational volunteers in the community we have continued with our junior development program. Our junior coaches in 2018 were:

Molly Nadj, Sheyenne Potts, Georgie Tierney, Atlanta O'Connell, and Jasmine Lord.

Arna O'Connell, Sharon Forsyth, Rachele Anstey, Amanda Baker and Ruth Parker mentioned the five juniors.

NETBALL FUNDRAISING ADMINISTRATORS

Jeff Parker and Adam Ross organised a BBQ at Bunnings, Mentone and raised \$3,300 - a really great effort!

BIRTHDAY CARDS

Every player received a specially branded netball card designed by Jacqui Harrap. Volunteer Club parent Dianne Wain sent these birthday cards to players individually throughout the year.

Ruth Parker

Netball Coordinator



Inspire U – Youth Engagement Project

Aims

Objectives of the project were to:

- Increase young people's participation in their community
- Engage young people in the development and implementation of the program
- Improve young people's community networks and connections
- Develop young people's skills and pathways to education, training and careers.

Program Areas

The "Inspire U" project completed its fourth year of funding from the Victorian State Government in 2018 at Cheltenham Community Centre.

The key areas of "youth engagement" were:

- Leadership Workshops
- Sports Coaching Volunteers
- Cooking with Culture Workshops
- Holiday Leaders
- Mind, Body, Soul Workshops

Highlights of 2018

- Cheltenham Community Centre partnered with Holmesglen Institute of TAFE to offer a leadership forum to 24 students currently studying Certificate III in Community Services.
- We also partnered with Cheltenham Secondary College to place students every Wednesday in Terms 3 and 4 to provide hands-on experience in customer service, child care, sport and recreation.
- Placement students worked with our "World Wednesday Lunches" volunteer crew, learning the basics of food preparation, food safety and kitchen OHS, customer service, cultural cooking techniques, working with people from diverse backgrounds, and working in a kitchen crew.
- Volunteer youth supported the FunNet Program and CCC Bolts netball club, teaching sports skills to children aged 6 to 12 years of age.
- Jess McKenna from Mordialloc Community Centre coordinated basketball tournaments and skill development workshops at Parkdale Secondary College.

- Rita Ying (CCC) conducted Yoga sessions for youth to teach them the skills of stretching and relaxing.
- Our inspiring young people supported the many events across two community centres:

- **GYMNASTIC COMPETITION – MORDIALLOC COMMUNITY CENTRE**
- **NETBALL PRESENTATION NIGHT – CHELTENHAM COMMUNITY CENTRE**
- **MULTICULTURAL FESTIVAL – CHELTENHAM COMMUNITY CENTRE**
- **CHILDREN'S FESTIVAL – CHELTENHAM COMMUNITY CENTRE**

Partnerships

Key partners in delivering the project with CCC in 2018 were:

1. Mordialloc Community Centre (Manager - Rebecca Harvison)
2. Netball Victoria
3. National First Aid
4. Holmesglen Institute of TAFE
5. State MP for Mordialloc – Tim Richardson
6. Cheltenham Secondary College
7. Basketball Victoria – SABRES
8. Kingston Active – Waves and Don Tatnell Leisure Centre
9. Inspire Sports Group – coach development
10. Kingston Council Member – Geoff Gledhill – acknowledgement of youth at Mordialloc Community Centre's 2018 AGM

Training Courses Completed

Youth participated in several training courses during 2018 to gain formal knowledge to go with their hands-on experience:

Netball Victoria – Coaches in the Field Workshops

Inspire Sports Group – targeted training for sports coaches

Basketball Victoria (SABRES) – Beginners Course for coaches

First Aid Course – Level 1 and Level 2

As part of their involvement in the program the young people gained the following skills and more from training and participation in "Inspire U" activities:

- Punctuality
- Verbal communications
- Accountability
- Compassion and maturity when dealing with children
- Community-mindedness

Ruth Parker

"Inspire U" Project Officer



Recreation

2018 saw Recreational programs change with some Children's Recreation taking a step back and allowing Adult Recreation to develop more 'on trend' workshops and activities in keeping with the interests and needs of the local community.

Aim

To provide affordable recreational programs that encourage participation in healthy, educational and socially connected lifestyles.

Adult Recreation Classes

After the successful workshops in 2017, Cooking with Culture was continued in 2018. Participants were able to learn a variety of different cuisines, such as Chinese, Indian, Portuguese and Sri Lankan. Russian and Somalian classes were introduced in Semester 2. Feedback from participants showed they were happy with the quality of the classes and enjoyed the cooking environment. Sri Lankan was a sell-out, requiring an additional class to be added.

New Macrame, and Fermentation Workshops were received well by the community with new participants coming to the Centre. There was interest in running another Fermentation Workshop and introducing a Sourdough and Composting Workshop for 2019. A Mosaic Workshop was introduced by Helen Harman who runs her studio on a Thursday at Pine Street Hall. Helen ran four Workshops through the year, beginning during Neighbourhood House Month in May.

Zumba Gold is still growing so the class has remained at Cheltenham Hall. Naki has listened to the participants and mixes up the routines by introducing a new theme once a month.

Yoga with Rita continued to gain strength and enthusiastic support. It's not hard to understand why when you see the passion Rita has for yoga, and how dedicated she is to her students.

Recreation Classes for Adults in 2018	Number of classes per week
Painting and Drawing	1 (Sem 1)
Zumba Gold	1
Beginner Yoga	1
Gentle Yoga	1
Intermediate to Advanced Yoga	1
Chi Yoga	1
Gentle Exercise	1
Painting for Fun	1
Reflection and Meditation	1
Pilates	1
Crochet Workshop	2
Cooking with Culture workshops	7 workshops in 2018
Macrame Workshop	1
Fermentation Workshop	1
Sip n Sketch Workshop	1
Mosaic Workshop	4 workshops in 2018

Recreation Classes for Children in 2018	Number of classes per week
Music for Tots	2
Preschool Art Class	1 (Sem 1)
Cooking with Maths	1
Jolly Cooking	1
Mad Science	1 (Sem 1)
Homework Club	1
Kids Dumpling Workshop	1



Children's Recreation Classes

2018 Children's Recreation came in waves. Cooking with Maths and the Chinese Playgroup, Mandarin Monkeys came to an end due to a change in staff and a lower level of interest from parents. However, this provided the Centre with opportunities to introduce start up ideas and attract new faces.

Three classes started in 2018 - Mad Science, Homework Club and Preschool Art Class, while Jolly Cooking continued in Semester 1. All the classes showed potential and parents were interested but not enough to make the classes sustainable. By contrast, Kids Dumpling Workshop was a huge success with parents requesting an additional workshop in future. The children learnt how to make dumplings from scratch and get their hands dirty in the kitchen.

Music for Tots continued to be huge success in 2018 with families coming back every week and sometimes bringing along a friend. The classes were always full and parents even stepped up to run the classes at the last minute when needed, making a great team. Jenine, who conducted the class on a Monday, and Ewa, who conducted the Wednesday class, did a fantastic job and the kids love dancing and singing along to their favourite songs!

Changes in 2018

During the year CCC changed the direction of some of its activities and partnered with organisations such as Cheltenham Retirement Village to encourage wider participation in the Centre.

Some of the recreational classes were cancelled due to low numbers or the facilitator moving onto other work. However, this left room for new classes to be introduced in 2018 and a redesign of the marketing plan to try and target fresh groups. More 'on trend' workshops being introduced and continual posting on the Facebook - Bayside Community Group, created a 'hype' for the Cooking with Culture Workshops and Fermentation Workshop.

Planning Ahead

A new Coordinator, Kendra, commenced in the Community Development role at the end of 2018; the Centre will continue to identify the community needs and plan programs accordingly, with one focus area being on activities for over 65's as this demographic increases in our local area; and we will further develop our marketing plan to increase the CCC profile and advertising of our fantastic programs for the community.

Martha Michelson

Community Development Coordinator



Events

In 2018 the Cheltenham Community Centre held a number of events which included the Multicultural Festival of Creative Arts, Biggest Morning Tea, Seniors Month, and Children's Festival.

Aim

The Centre conducts events to:

- Build a sense of community and belonging with groups currently using the Centre, including multicultural students and their families, childcare families, holiday activity program families, and recreational students and families.
- Increase awareness of the programs and activities it has on offer to the local community.

Biggest Morning Tea

Our annual Biggest Morning Tea was held on Wednesday 23 May and we had more than 75 people attend to show their support for the fight against cancer. People attending the event included CCC Adult Education students, CCC volunteers, SCCC members and CRV residents.

A TOTAL OF \$353.40 WAS RAISED AT THIS EVENT FOR THE CANCER COUNCIL.

Incorporated into the morning tea was Volunteer Appreciation Week, whereby we acknowledged all the work, time and effort our volunteers give to the Centre. Each volunteer was given a Thyme plant and thanked for giving their "time" to the Centre.

This year, our highest-level English students (from Grammar, Conversation and Writing) prepared the food, served tea and coffee and had an opportunity to practice their English with the people attending the Biggest Morning Tea. They were incredibly hospitable and warm towards the guests, and many people commented on how lovely, friendly, and helpful the students were.

Entertainment this year was Tea Bingo. This activity was fantastic in getting people laughing and interacting with each other during the morning tea. In addition, CCC offered all attendees a free one-hour 'iPad, tablets and more' taster session so that they could try out this activity.

There were a number of businesses and volunteers that donated generously to our Biggest Morning Tea:

- Miharu, Sara and Ruth (CCC staff) and our Level 3 Grammar, Conversation and Writing students for preparing and serving food, tea and coffee
- Beautiful Delicious – Hampton Street, Hampton for providing delicious bespoke biscuits

- Bakers Delight, Cheltenham and Southland for morning tea
- Muffin Break, Southland for morning tea
- Terry White Chemmart, Cheltenham for gift basket
- Puffing Billy Railway for family voucher
- The Enchanted Adventure Garden for family voucher
- Phillip Island Nature Parks for adult voucher
- Miss Viet, Cheltenham for voucher
- The Tudor Inn, Cheltenham for voucher
- Rachel Cohen, Adult Education tutor at CCC for tea cup plants
- SCCC for providing the venue and helping to host the event
- CCC staff and volunteers Noel, Bill, Judith for their help on the day

Multicultural Festival of Creative Arts

The 2018 Multicultural Festival of Creative Arts was held on Sunday 18 March. The Festival brought together members of the Community Centre and the Southern Community Church of Christ (SCCC) to celebrate their members' artistic abilities and cultural diversity.

There was a range of performances and activities offered throughout the day. Highlight performances included Japanese Drumming, a Tai Chi performance, Indian dancing with Nin, Chi Yoga with Rita, Ruby Page (vocalist) with Scott Harrison (accompanist), and the Chinese student singing group.

ACTIVITIES OFFERED WERE:

- **ARTWORK DISPLAY INCLUDING PAINTINGS, MOSAICS, SCULPTURES, AND PHOTOGRAPHY**
- **DRESS LIKE AN EGYPTIAN**
- **SOUTHERN MODEL CLUB DISPLAY**
- **SOUTHERN SCRAPPERS**
- **CHINESE CALLIGRAPHY**
- **BEST DRESSED COSTUME**

Our talented Soul Café and English as an Additional Language students provided a feast of cultural tasters, which included Egyptian Pastry, Turkish Salad, Swedish Cake, Mongolian Pancakes, Japanese Seafood Pancakes and a Somalian dish.



Seniors' Festival Month

The annual Victorian Seniors Festival is supported by the City of Kingston, who provide a calendar of events and workshops in Kingston for seniors over the month of October. The Festival of events aims to celebrate the more than a million Victorians over 60 who make such a valuable contribution to our society. The Festival experience is all about getting out and about in the local community and beyond. We received a 'Seniors Festival' grant from the City of Kingston to provide free activities and a social lunch at Cheltenham Community Centre.

In 2018 our Seniors' Festival activities and attendance rates were:

Activity	Attendance
Chi Yoga Class	12
Gentle Exercise Class	25
Zumba Gold Class	18
Seniors' Community Lunch	85

These activities are a great opportunity for seniors in our community to have fun, get social, and try out some great activities at their local Community Centre.

Children's Festival

Our Children's Festival was held on Saturday 27 October. It continues to be very popular with local families, with over 500 people attending the 2018 Festival.

This event, which is part of National Children's Week and free to families attending, continues to grow and improve each year as a result of the funding we receive from a number of organisations, including:

- **CITY OF KINGSTON (\$1000)**
- **ROTARY OF BEAUMARIS (\$1500)**
- **ROTARY OF CHELTENHAM (\$1000)**
- **DEPARTMENT OF EDUCATION AND TRAINING (\$1000)**

This funding and the great team of volunteers who help on the day ensure we deliver a very popular, quality event.

The weather was perfect and children were kept busy running from one activity to another. Popular activities on the day included the Chair-o-plane ride, Jumping Castle, Tea Cup and Saucer ride, Fire Engine Ride, local act "Charlie Silly Pants", SandArt, "Music for Tots", face painting, scrapbooking, netball goaling, colouring in "Sustainability Bags" and piece of fruit, a Terry White Chemmart stall with give-away balloons, and activities for under 5's as part of our Childcare Open Day.

Donna Lomagno

Events, Administration and Marketing Coordinator



We thank you for
your *thyme*,
contribution and
work you do here.
We couldn't
function without
you.



Volunteers

Aim

To provide valuable volunteering opportunities for people in the community, enabling them to gain experience, knowledge and skills that will increase quality of life through community contribution, clarify career direction or increase employability, and/or provide a pathway to study.

According to Volunteering Victoria the benefits of volunteering include:

HAPPINESS Volunteers are happier, healthier and sleep better than those who don't volunteer.

HEALTH Sustained volunteering is associated with better mental health.

COMMUNITY The experience of helping others provides meaning, a sense of self-worth and inclusion.

SKILL BUILDING Volunteering helps people learn new skills and get ahead in the job market.

Our volunteers at CCC are gold! In 2018 we had more than 100 people volunteer with CCC on a regular basis over the year to provide amazing programs and services to the community like:

- World Wednesday Lunches every Wednesday during the term
- Coaching and team managing 16 netball teams with a total of more than 130 girls
- One-on-one learning assistance in our adult education classes for people with low levels of the English language
- A higher level of customer service to the community
- Monthly e-newsletters for CCC sent to all members to update them on our community programs
- Regularly updated CCC website to provide an immediate source of program information to the community
- Online booking system maintenance so people can access and pay for programs 24/7.

Student placements at CCC in 2018

CCC believes work experience and support of one's learning journey is invaluable and this is an area in which CCC can provide opportunities for our local students. In 2018 we had:

- Four Year 9 students from Cheltenham Secondary College
- A Diploma of Community Service course 200-hour student placement
- Two Certificate in Community Service course 120-hour student placements
- A Master of Social Work student

Volunteer Appreciation

It's important that we recognise the efforts and contribution volunteers make to our community as a whole, and to individuals' lives, and again CCC celebrated our volunteers in National Volunteers Week in May. Volunteers were recognised for their efforts and thanked with a little thyme plant and a specially created cookie from Beautiful Delicious.

Martha Michelson

Community Development Coordinator

Treasurer's Report

2018 was once again a good year thanks to the efforts of our manager and staff. Due to their dedication and continuing service, the Centre finished the year with a surplus of \$19,663. This included a provision for Long Service Leave of just under \$68,000.

Thanks to the support of so many organisations, Government and private, the Centre has been able to increase its services to the community and improve amenities for our students.

In a summary of the Financial Statements, the results at the end of the 2018 financial year were:

INCOME	\$865,920
EXPENDITURE	\$846,256
SURPLUS	\$19,663
CURRENT ASSETS ARE	\$201,851
CURRENT LIABILITIES ARE	\$245,413
TOTAL NET ASSETS ARE	\$201,851

CCC has sufficient assets to meet all its current financial commitments.

DEBT TO EQUITY RATIO	1.22
WORKING CAPITAL RATIO	2.46

These ratios indicate that CCC is in a good financial position.

The budget for 2019 has been endorsed by the CCC Board, and a surplus is again expected. This includes a rise in staff remuneration. CCC has also joined the CCS (Child Care Support) program run by the Department of Health and Human Services, so our hours of Child Care will increase this year.

Bill Moss
Treasurer

STATEMENT BY THE BOARD OF GOVERNANCE

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

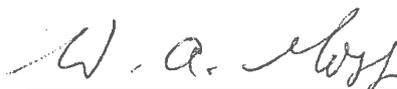
In the opinion of the Board, the financial report, comprising the Statement of Profit or loss and other Comprehensive Income, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements:

1. Present a true and fair view of the financial position of Cheltenham Community Centre Inc. as at 31 December 2018 and its performance for the year ended on that date in accordance with Australian Accounting Standards and the Associations Incorporation Reform Act 2012; and
2. At the date of the statement, there are reasonable grounds to believe that Cheltenham Community Centre Inc. will be able to pay its debts as and when they fall due.

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



Name: Steven Strange
Position: President



Name: Bill Moss
Position: Treasurer

Dated: 23 April 2019

Financial Report

Statement of Profit or loss and other comprehensive income For The Year Ended 31 December 2018

	2018 (\$)	2017 (\$)
INCOME		
Adult Education Income		
ACFE Funding	140,964	136,175
ACFE Delivery Support Grant	5,500	5,000
AMEP - AMES	131,365	103,011
Course Fee - public	23,454	20,198
	301,282	264,384
Childcare Income		
Childcare Fee - public	162,555	166,722
Childcare Fee - YWCA	-	6,597
Childcare Fee - Melbourne Polytechnic	10,696	3,420
Occasional CC Funding - Dept of Education and Training	16,083	15,291
Fundraising	2,669	2,983
	192,003	195,013
Programs Income		
Holiday Activities Program	62,883	57,349
Recreation Programs for Adults	39,027	37,287
Recreation Programs for Children	4,539	13,273
Netball Club	38,030	46,316
FunNet	6,529	8,796
	151,007	163,021
Festivals and Events Income		
Children's Festival	5,304	2,500
Multicultural Festival and Creative Arts	3,254	705
	8,558	3,205
General Funding		
Neighbourhood House Coordination Funding - DHHS	93,130	87,892
Community (Triennial) Funding - City of Kingston	63,368	60,940
	156,498	148,832
Specific Purpose Grants Income		
Program Development - City of Kingston	-	20,000
Community Grant - City of Kingston	2,729	-
InspireU Project - Mordialloc Community Centre	-	47,922
ACFE CAIF Partnership Grant - SandyBeach Centre	-	21,309
Australia Post - World Wednesday Lunches	-	9,000
CALD Learners - Bank of Melbourne	-	38,494
Seniors' Festival - City of Kingston	400	300
Work for the Dole - Workskills Australia	-	1,470
Annual Grant - City of Kingston	2,680	-
Stronger Communities Programme - Department of Infrastructure	10,000	-
Health Metrics	3,245	-
Engage Funding - DHHS	35,000	-
	54,054	138,495
Other Income		
Bank Interest received	2,517	2,551
General fund raising	-	334
Sundry Income	-	100
	2,517	2,985
Total INCOME	865,920	915,935

	2018 (\$)	2017 (\$)
EXPENSES		
Adult Education Expenses		
Salaries, Superannuation, Leave Expenses	191,331	166,265
Operating Expenses	17,461	8,045
ACFE Grant - Delivery Support Grant	3,198	-
	211,990	174,310
Childcare Expenses		
Wages, Superannuation, Leave Expenses	159,650	165,764
Operating Expenses	11,896	9,390
	171,546	175,154
Program Expenses		
Holiday Activities Program	43,139	34,728
Recreation Programs for Adults	48,660	33,291
Recreation Programs for Children	8,646	13,521
Netball Club	28,799	36,341
FunNet	3,310	3,568
Garden Project Group	34	
	132,588	121,449
Festivals and Events Expenses		
Children's Festival	4,621	3,843
Multicultural Festival and Creative Arts	943	699
	5,564	4,542
Specific Purpose Grants Expenses	41,267	116,146
Admin Salary, Superannuation, Leave Expenses	192,596	203,474
General & Administration Expenses		
SCCC Facilities Contribution	12,000	12,000
Facility Development	1,288	3,562
General Maintenance	3,773	1,470
Advertising & Marketing	15,082	11,200
Photocopier Hire	2,988	2,988
Photocopier Usage	5,696	3,997
Stationery	1,963	1,948
Postage & Stamps	500	545
Cleaning	8,622	8,558
Security	896	503
Bank Charges	2,844	3,610
Insurance	1,713	1,584
Subscriptions & Corporate	906	743
Computer Software & Supplies	9,618	5,493
Computer Maintenance	2,663	1,503
Internet	1,310	1,491
Audit Fee	1,250	1,100
Sundry Expenses	-	137
	73,113	62,432
Utility Expenses		
Telephone	3,679	4,452
Electricity	3,430	3,650
Water	694	1,088
Gas	785	806
	8,588	9,995
Depreciation of Fixed Assets	9,005	9,005
Total EXPENSES	846,257	876,507
Surplus for The Year	19,663	39,428

Statement of Financial Position as at 31 December 2018

	2018 (\$)	2017 (\$)
Non Current Assets		
Fixed Assets	123,210	123,210
Less : Accumulated Depreciation	(114,205)	(105,200)
Total Non-Current Assets	9,005	18,010
Current Assets		
Cash at Bank	419,758	357,767
Petty Cash	450	620
Receivables	17,057	8,439
Prepayments	995	4,434
Total Current Assets	438,260	371,260
TOTAL ASSETS	447,265	389,270
Current Liabilities		
Payables	6,593	28,507
Payroll Accrual	12,159	13,875
GST Accrual	5,738	3,316
Provision of Annual Leave	30,848	20,216
Fees and Income Received in Advance	49,957	21,605
Grant Received in Advance	72,280	44,398
Total Current Liabilities	177,575	131,917
Non current liabilities		
Provision for Long Service Leave	67,839	75,166
Total Non current Liabilities	67,839	75,166
TOTAL LIABILITIES	245,413	207,083
Total Net Assets	201,851	182,187
Members Funds		
Retained earnings	201,851	182,187
TOTAL MEMBERS FUNDS	201,851	182,187

Statement of Changes in Members Funds as at 31 December 2018

31 December 2018	Retained Earnings (\$)	Total (\$)
Balance at 1 January 2018	182,187	182,187
Surplus for the year	19,663	19,663
Balance at 31 December 2018	201,850	201,850
31 December 2017	Retained Earnings (\$)	Total (\$)
Balance at 1 January 2017	142,759	142,759
Surplus for the year	39,428	39,428
Balance at 31 December 2017	182,187	182,187

To be read in conjunction with accompanying Audit Report

Statement of Cash Flows For The Year Ended 31 December 2018

	Note	2018 (\$)	2017 (\$)
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		858,225	994,838
Payments to Suppliers and employees		(855,155)	(838,967)
Net interest received		2,517	2,551
Cash receipts from fees and revenue in advance		56,234	(45,194)
Net cash provided by operating activities	(a)	61,822	113,228
CASH FLOWS FROM INVESTING ACTIVITIES			
Net cash used in investing activities		-	-
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash used in financing activities		-	-
Net increase in cash held		61,822	113,228
Cash at the beginning of the financial year		358,387	245,159
Cash at the end of the financial year		420,209	358,387
CASH FLOW INFORMATION			
a) Reconciliation of cash			
Cash on hand		450	620
Cash at bank and call deposits		419,758	357,767
		420,208	358,387
b) Reconciliation of net cash provided by operations			
Operating profit after taxation		19,664	39,428
Non-cash flows in operating surplus:			
Depreciation		9,005	9,005
Changes in assets & liabilities:			
Decrease / (Increase) in receivables		(8,618)	78,670
Decrease in other assets		3,439	2,784
(Decrease) / increase in payables		35,026	(23,183)
Increase in provisions		3,305	6,524
Net Cash increase in cash from operations		61,822	113,228

Notes To And Forming Part Of The Accounts For The Year Ended 31 December 2018

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

General Information

Cheltenham Community Centre Inc. is an Association incorporated under the *Associations Incorporation Reform Act 2012*.

Cheltenham Community Centre Inc. Acts as the manager of a community educational, social and welfare recreational centre. The Centre did not carry out any trading activities during the financial year other than those incidental to the above activity.

The financial statements for the year ended 31 December 2018 were approved and authorised for issue by Board of Governance.

Financial Reporting Framework

This financial report is a special purpose financial report prepared to satisfy the financial reporting requirements of the Australian Accounting Standards and the *Associations Incorporation Reform Act 2012*.

The Board of Governance has determined that Association is not a reporting entity.

Statement of compliance

The financial statements have been prepared in accordance with the requirements of the *Associations Incorporation Reform Act 2012* and the recognition and measurement requirements specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of the following Accounting Standards:

- AASB 101 Presentation of Financial Statements
- AASB 107 Statement of Cash Flows
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1054 Australian Additional Disclosures

New and amended standards adopted by the association

A number of Australian Accounting Standards and Interpretations are in issue but are not effective for the current year end. The reported results and position of the Association will not change on adoption of these pronouncements as they do not result in any changes to the Association's existing accounting policies, although there may be changes to the disclosure of the information in the financial statements. The Association does not intend to adopt any of these pronouncements before their effective dates.

Basis of preparation

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

All amounts are presented in Australian dollars, unless otherwise stated.

In the application of the association's accounting policies, the Board of Governance are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

The following significant accounting policies have been adopted in the preparation and presentation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

a) Property, plant and equipment

The common property is owned by the Southern Community Church of Christ. As Cheltenham Community Centre Inc. is not the legal owner, no separate figure has been ascribed to the value of the cost of the common property in the Statement of Financial Position.

Plant and equipment are carried at book value, being cost less, where applicable, any accumulated depreciation. The depreciable amount of all property, plant and equipment is depreciated on a straight line basis commencing from the time the asset is held ready for use.

At the time when items are fully depreciated to a nil value, the asset and accumulated depreciation are removed from the accounting records. In some instances such assets may remain in use however, this treatment recognises the asset has no ongoing accounting value.

b) Income Tax

The Association does not bring to account any liability for income tax on the basis of the nature of the operations and as such is exempt from income tax.

c) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks and other short-term highly liquid investments.

d) Revenue and other income

Revenue is measured at the fair value of consideration received or receivable after taking into account any available concessions.

Grants

Non-reciprocal revenue is recognised in profit or loss when the Association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the Association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the Association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction

and the grant revenue is recognised in the Statement of Financial Position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Interest revenue is recognised using the effective interest rate method using an appropriate interest rate.

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

e) 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). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

f) Accounts payable and other payables

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

g) Provisions

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

Provisions are measured using the best estimate of amounts required to settle the obligation at the end of the reporting period.

h) Impairment of assets

At each reporting date, the association reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Statement of Profit or Loss and Other Comprehensive Income.

i) Current and non-current classification

Assets and liabilities are presented in the Statement of Financial Position based on current and non-current classification.

An asset is classified as current when:

- it is either expected to be realised or intended to be sold or consumed in the normal operating cycle;

- it is held primarily for the purpose of trading;
- it is expected to be realised within 12 months after the reporting period; or
- the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period.

All other assets are classified as non-current.

A liability is classified as current when:

- it is either expected to be settled in the normal operating cycle;
- it is held primarily for the purpose of trading;
- it is due to be settled within 12 months after the reporting period; or
- there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period.

All other liabilities are classified as non-current.

j) Comparative information

When required by Accounting Standards, comparatives have been adjusted to conform to changes in presentation for the current year.

k) Significant accounting judgements, estimates and assumptions

The preparation of the financial statements requires the Board of Governance to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and other various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The Board of Governance continually evaluates its judgements and estimates in relation to assets, liabilities, revenue and expenses. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

NOTE 2 - EVENTS AFTER THE REPORTING DATE

There have not been any other material events between the reporting date and the date of signing of the financial statements by the Board of Governance.

NOTE 3 - AUDITORS REMUNERATION

During the financial year the following fees were paid or payable for services provided by the auditor of the Association:

	2018 (\$)	2017 (\$)
Audit services - Kidmans Partners Audit Pty Ltd		
Audit of the financial statements	1,700	1,250

To be read in conjunction with accompanying Audit Report

**INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF GOVERNANCE OF THE
CHELTENHAM COMMUNITY CENTRE INC.**

Opinion

We have audited the financial statements of The Cheltenham Community Centre Inc. (the entity), which comprises the Statement of Financial Position as at 31 December 2018, the Statement of Profit or Loss, Statement of Members Funds, Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies and Statement by the Board of Governance.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at 31 December 2018, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (AASB's) to the extent described in Note 1, the *Associations Incorporation Reform Act 2012*.

Emphasis of Matter

Without qualification to the opinion expressed above, attention is drawn to the following matter:

1. As is common for Associations of this type, it is not practical for the Association to maintain an effective system of internal control over cash transactions, until their entry into the accounting records. Accordingly, our audit in relation to these activities was limited to the amount recorded.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Board of Governance's financial reporting responsibilities under the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.

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 Statements section of our report.

We are independent of the Entity in accordance with the independence requirements of Australian professional accounting bodies, of the *Associations Incorporation Reform Act 2012*. We have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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Other Information

Management is responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so consider whether the other information is materially inconsistent with the financial statements 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.

Going concern

Management's use of the going concern basis of accounting appears to be appropriate and based on the audit evidence obtained, there is no material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity'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 Entity or 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 Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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 and 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 these financial statements.

As part of an audit in accordance with 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 statements, 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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management'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 entity'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 statements 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 entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance 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 those charged with governance 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 those charged with governance, we determine those matters that were of most significance in the audit of the financial statements 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.

Kidmans Partners Audit Pty Ltd
ABN: 46 143 986 841



John Petridis
Director
Date: 26 April 2019

LIST OF ABBREVIATIONS

ACFE	Adult, Community and Further Education
AMEP	Adult Migrant English Program
ANHCA	Australian Neighbourhood Houses and Centres Association
CAIF	Capacity and Innovation Fund
CHN	Community House Network
DET	Department of Education and Training
DHHS	Department of Health and Human Services
EAL	English as an Additional Language (formerly known as English as a Second Language ESL)
KADAS	Kingston Adult Day Activity Support Service
KDNA	Kingston and Districts Netball Association
NHV	Neighbourhood Houses Victoria
RTO	Registered Training Organisation
SCCC	Southern Community Church of Christ

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