



**KYNETON COMMUNITY  
& LEARNING CENTRE INC**

**A0019409X**

# *Annual Report*

## **2017**

*Working towards a more inclusive, empowered and connected community*



# Table of Contents

---

- Board Report
- Manager's Report
- Board and Volunteers
- Staff and Contractors
- Activity Summary
- Income Sources
- Financial Reports





# Board Report

---

The vision of the Kyneton Community and Learning Centre is to work towards a more inclusive, empowered and connected community.

Due to the retirement of all but one member of the 2016 Board, a new group of Directors have been recruited. The task has been ongoing as individuals have been matched to roles and come to grips with an organizational re-structure and funding changes. This will continue as we seek to fill several vacancies for ordinary Board Members during 2018.

KC&LC operates with twelve part-time or casual staff at less than 4 EFT and a group of 25 volunteers, who assist through all levels of the organization, from administration to course delivery and event coordination. For the success of the organization it is essential that Board members are engaged by attending events and providing support in operational matters whenever they can. This has been happening with board attendees at the long lunch, end of year celebrations and meeting with the Social Foundry.

In 2016 the Board decided to relinquish its status as a Registered Training Organization because of the high registration fees and the time consuming administrative costs. Limited courses on our Scope of Registration and lower enrolments made continuing as an RTO unsustainable.

This has proved to be a positive decision which has liberated staff energies for the development of more community based events and courses.

These new initiatives and newly identified needs/aspirations include:

- Supporting the Social Foundry to train and prepare disadvantaged young people for the world of work and study
- Further increase programs and educational opportunities for young people who are disengaged from formal education, including a special program for young at home mums
- Strengthening and developing pathways and programs responding to local industry needs, such as Science Technology Electronics and Maths (STEM), Sustainable Agriculture and Equine
- Sourcing funding to increase the range of affordable physical activity for older residents
- Supporting the Kyneton Town Square Reference Group in its work to keep the old Kyneton Primary School and the surrounding open space in public ownership, primarily for community use.
- In partnership with local craftspeople/artisans, musicians and other community organizations, to set up a pre-Christmas quality craft market and festival to support local crafts people and businesses. This is also designed to bring the community together to celebrate the festive season.

A new partnership with Melbourne Polytechnic means the Centre can still provide the community with accredited certificate options. Training needs within the local region will be identified and can be matched with the extensive range of courses available from MPT.

Facilities and equipment are essential to the smooth running of any organization. The year has seen the connection of the NBN, the purchase of a new telephone system and electrical work to allow the installation of ceiling mounted digital projectors in the portable classroom and the training room.

After a two-year dialogue with Council and surrounding property owners, the KCLC Board decided to fund and proceed with repairs to the back lane. There is now smooth egress into Begg Street!

In closing, I thank the paid staff, volunteers and Board members for their commitment in making KC&LC a high performing organization which punches above its weight.

Alan Moor  
President KC&LC



# Manager's Report

---

The past twelve months have seen a number of changes at KCLC with the adjustment after relinquishing our Registered Training Organisation status. It has been a year of:

- *Consolidating* - our operational and program areas and recognising the need to more directly embrace our neighbourhood house principles;
- *Increasing our capacity* - through evaluating program operation, accessing wage subsidy programs to support community development work, as well as receiving project/program grants; and
- *Building Community* – focusing on engagement and connections, as well as identifying and responding to community needs, issues and aspirations.

Our new Board of Management is made up of Kyneton representatives who are well connected across the community. I thank Board members for taking on the challenges of a changing organisation and taking the time to become acquainted with the issues and priorities, along with providing sound governance and supporting the operation of the Centre.

After a substantial loss the previous year, 2017 produced a good profit, demonstrating our sound management practices, and increased community development work and program delivery. The Centre has explored new programs and workshops, and provided a venue for the community to meet and provide a variety of activities complementary to our aims. Some highlights and new activities included:

- increased school holiday activities
- a revised equine program
- exercise and well-being classes
- an increase to five-hour child care sessions over five days
- Kyneton Long Lunch (organized in support of Kyneton Community Lunch)
- development of a Sustainable Agriculture program
- extension of programs for Windarrang clients
- language programs

The community survey provided new information and improved promotional strategies implemented by Casey Grana, our Administration and Promotions Co-ordinator, along with a range of new activities planned by Community Development worker, Laura Gardner finished the year off well and set 2018 up for a positive start.

We continued to work in partnership with local organisations and groups and 2017 saw the culmination of our successful three-year, State-funded, youth partnerships program – Leadership, Events & Training Skills (LETS!). Our partnership with the Macedon Ranges Neighbourhood Houses also continued and we appreciate the support received through our regional RANCH Network.

Unfortunately, some of our subsidised pathways programs struggled with enrolments. A resultant lower funding level led to staffing changes and creation of a combined Community Development and Pathways position. Many thanks to the contributions of staff who left throughout the past year: Amanda Anderson, Kat Mansbridge, Glenda Fisher, Laura Gardner and our long term Child Care Co-ordinator, Joanne Woodman.

I sincerely appreciate the work of our dedicated staff, more often than not, above and beyond their paid roles, and the valuable contributions of our many volunteers. With a strong and talented co-ordination team, KCLC has a sound platform to support and respond to the needs of our vibrant and changing community.

Mary Hogarth



## Board and Volunteers -

---

<b>Board Members</b>	<b>Meetings attended</b>	<b>Meetings eligible to attend</b>
Julie McLaren	4	4
Alan Moor	8	8
Garry Galloway	4	8
Mark Ridgeway	7	8
Ron Rutledge	5	8
Amanda Harland	4	7
Rosie Torr	3	3
Mary Hogarth (non-voting)	7	7

## Volunteers

Karen	Bloomfield	Kate	Healey
Kim	Birkin	Christine	Hubbard
Emma	Birch	Michael	Hubbard
Troy	Christmass	Faye	Jeffery
Catherine	Christmass	Mary	Mathews
Bobbi	Cheetham	Alan	Martin
Jody	Cooke	Margaret	Markovic
Jo	Curtin	Sandra	McAlpine
Joanne	Dixon	Finley	McLaren
Hayden	Eccles	Nikita	Moorfoot
Sharyn	Ede	Lori	Schooling
Steven	Elston	Nicholas	Scott
Kayla	Ferguson		Stanton
David	Gaffney	Montana	Steele
Rosemary	Gollmick	Jenny	Rainer
Megan	Grey	Maddison	Web
Natalie	Gruber	Morgan	Iddle



## Staff and Contractors

---

Role or Position		
Centre Manager, Community Projects, Volunteers		Mary Hogarth
Support Services	Admin and Promotions Bookkeeping Housekeeping	Casey Grana Neil Claney, Express Bookkeeping Amanda Anderson, Allison Horley
Education Programs and Projects		Glenda Fisher
Kyneton Community Lunch Co-ordinator		Catherine Christmass
Child Care	Co-ordinator Assistant Relief staff	Joanne Woodman Alison Horley Rebecca Perkins Maddison Raynor Xanthe Buckland Robyn Neate Megan Jacobs
Community Development and Programs		Laura Gardner
Teachers and Neighbourhood House Facilitators		Catherine Christmass Jane Dawson Joy Robbins Claire Rawlinson Kat Mansbridge Adam Laurance Glenda Fisher Voula Agerinos Neil Claney Lisa Coffey, Victorian Racing Academy
Registered Training Delivery Partners		Intelligent Training Solutions Castlemaine Continuing Education

<b>Activity by Type</b>	<b>Number of Sessions January to December</b>
Accredited Vocational Education and Training	55
Child Care	205
Children's activities (5 – 12)	4
Community Events/Festivals/Markets	3
Community Lunches or Social Eating Groups	39
Community Safety	6
Computer Training or Digital Literacy	52
English as a second language/English conversation	10
Environmental/Sustainability Projects or Groups	54
Health & Wellbeing Courses (eg Walking, Yoga, exercise, social connection, recreational)	68
Languages Other Than English	5
Life Skills Programs and Courses	13
Pre-accredited or non-accredited Adult Education and Training	72
Self-help Groups	28
Volunteer Training (formal or informal)	176
Youth Groups/Activities (13 – 25)	59
<b>Total Sessions</b>	<b>849</b>
<b>Programmed Activity Hours (per average week)</b>	<b>55</b>
<b>Community Development Work and Services</b>	<b>Hours per week</b>
Involving the Community	
Identifying Community Needs	
Determining Appropriate Community Programs	
Partnership Development	
Evaluation	
Services provided through the Centre	
<b>Total CD and Services (per average week)</b>	<b>87</b>
<b>Combined Activities and Community Development work per average week</b>	<b>142 *</b>

*\*The total Combined Activity Hours required by Department of Health and Human Services, for the Neighbourhood House Co-ordination Funding is 50 hours per week ie double the number of funded co-ordination hours (25 x 2).*



# Income Sources

