

# Annual Report 2021–22



Neighbourhood Houses  
Tasmania





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## Acknowledgement

Neighbourhood Houses Tasmania cherishes lutruwita (Tasmania) Aboriginal land, sea and waterways and acknowledges, with deep respect the traditional owners of these places. Neighbourhood Houses Tasmania acknowledges that it is a privilege to live on Country and walk in the footsteps of those before us. Beneath the mountain, among the gums and waterways that continue to run through the veins of the Tasmanian Aboriginal community.

Neighbourhood Houses Tasmania pays respect to elders past and present and to the many Aboriginal people that did not make elder status and to the Tasmanian Aboriginal community that continue to care for Country.

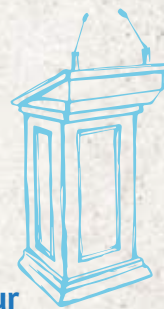
As an organisation we recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the forcible removal from their lands.

Our Island is unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. For this environment we give thanks.

Neighbourhood Houses Tasmania strives for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language and history, and pledges continued efforts to fight for Aboriginal justice and rights paving the way for a strong future for us all.



# President's Report



**This year has been a full one and our organisation continues to link communities and provide local leadership. As a Peak Body we have been effective in so many ways and have really grown as a network. On behalf of the NHT Board we would like to thank our loyal and dedicated NHT staff for their continued leadership and advocacy.**

NHT has had many successes throughout the year and as a network we should jointly celebrate them.

NHT enjoyed an enormously successful annual Conference held in Deloraine in September 2022. We thank Deb Smith, Coordinator of Deloraine Neighbourhood House and her team who went above and beyond playing host and ensured everyone who attended were welcomed and supported. It's difficult to adequately acknowledge in words the amount of effort and details that was clearly put into hosting the conference by the team at Deloraine Neighbourhood House from the tremendous variety of activities including the outrageous "Boris the Bull" ride.

The NHT Board were supported in reviewing and updating its strategic vision in a Planning and Governance Workshop held in November 2021.

We thank and commend our fellow board members for their hard work and diligence throughout the year. The time commitment to serving as volunteers on the Board and serve on the committees is considerable.

The Board affirms the CLEAR NHT Values

- **COLLABORATION** We work together for a common purpose
- **LEADERSHIP** We step up, take risks and learn from our experiences. We inspire.
- **ETHICAL** We will be fair, just and honest.
- **ACCOUNTABLE** We listen, are open and responsive.
- **RESPECT** We treat people as equals with kindness and compassion.

**Trish O'Duffy and Simon Douglas**



# CEO Report



**This year like every other year Neighbourhood Houses have made a significant difference to the lives and wellbeing of Tasmanians. House staff and volunteers have compassionately cared for and supported their communities in a myriad of different ways. I thank them!**

I would also especially like to acknowledge the work undertaken by the NHT Board and appreciate their patience and wisdom. As volunteers they have gone above and beyond to support the organisation. The NHT Team members both past and present have worked hard to achieve the vision of the Board and to realise the ambitions of the Network and I thank them as well.

The last year has been difficult for many individuals and communities as the COVID pandemic has continued to disrupt and challenge every aspect of our society. Increased costs of living added to individual and family distress. In response to these pressures Neighbourhood Houses have successfully created new service models and supported volunteers to connect and support local initiatives.

The Community Care Advisor (CCA) Pilot has been a major focus over the last year and as a system-wide innovation, it has already achieved significant increased capacity in participating Houses. It has been inspiring to see how the clusters of Neighbourhood Houses have responded to sharing resources and working together to achieve the pilot's objectives. The independent and external evaluation of the CCA Pilot being undertaken by Deloitte Access Economics has been designed using a program logic framework and there is great expectation that the results will demonstrate the impact of the pilot and breadth of Neighbourhood House activities.

There have been wins with regards to gaining support from the Tasmanian government in the supply of PPE, hand sanitiser, Rapid Antigen Tests, fuel subsidies and of course the crucial announcement that Neighbourhood House Managers were deemed suitable to provide Commissioner of Declaration services. NHT facilitated a state-wide SCAMS awareness week and in the North partnered with ABC Drive to broadcast directly from Neighbourhood Houses. The Governance projects have enabled NHT to be highly visible at Neighbourhood Houses and the

Chairs Forums which were established after last year's conference are proving successful.

Neighbourhood House Week this year saw the launch of the "So whose job is it anyway?" game developed to assist community boards better understand their governance roles. NHT was able to provide support to Houses which ran a wide range of activities ranging from community lunches to open days.

The downside of the year has been the anxiety and anger around COVID-19. Personally, I have grappled with the ethics around mandatory vaccination and as a network we have followed the scientific advice. Who is right, who is wrong? NHT has attempted to give each of its members enough information to make the decision as it impacts on your House and community. I read the South Australia Community Centres newsletter last year which described the importance of bringing kindness into this divisive social issue (vaccine mandates). The newsletter recommends that "we consciously manage the fear within ourselves and manage the violence out of our minds, hand and tongues. Can we sit in a place in which we have the openness and humility to not know "the answer" but to find ways forward together?"

As Rumi says

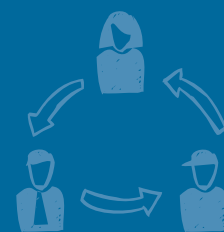


**out beyond ideas of  
wrongdoing and right  
doing, there is a field.  
I'll meet you there.**

**Michael Bishop**



# Our Board



## Trish O'Duffy

Trish currently works as General Manager of Northern Suburbs Community Centre (NSCC) and prior to this appointment was Manager of St Helens Neighbourhood House for 7 years. In the past Trish has worked in the not-for-profit sector providing rural primary health services and also local government both in Tasmania and Ireland in various community development roles. In addition to her work at NSCC Trish served as President of the NHT Board until January 2022 and also serves on numerous local community group boards.



## Gary Barnes

Gary is currently the Manager of the Fingal Valley Neighbourhood House, and is passionate about community, sitting on various boards including Medea Park Residential Care and St Marys District School Association and also involved with many other groups within the community. Gary previously ran his own IT business for 20 years, working around the East Coast of Tasmania and in education. Gary Holds the position of Treasurer on the NHT Board.



## Debbie Smith

Debbie is originally from Northern Territory and came to Tasmania for her husband's work and took her first Tasmanian job as state CEO of a national Not for Profit organisation.

Debbie has had a career in Community Services spanning over 30 years, and held positions in all areas of Community Services both in Government and Not for Profit sectors. She has also worked in Indigenous Community in the Northern Territory, Drug and Alcohol Rehab, Community Youth Justice, Child Safety Services, Family Law and a Child and Family based Not for Profit service. During her tenure as CEO Debbie worked alongside all levels of Government, directly with Ministers and their departments.

Debbie currently holds the position of Vice Chair on a local not for profit board and has historically held a position on state and national committees including United Nations Rights of the Child Australian committee.

Debbie came to Deloraine House because of her strong belief in "grass roots" Community Development and has now been in the position of Manager of the House for 15 months.

Debbie was nominated for a Volunteer of the year award in 2022 for her work in leading the volunteers supporting the Meander Valley communities. Debbie is Chair of the Governance and HR Committee of the NHT board and convenor of the 2021 Conference.





### **Mary-anne Evans**

Mary-anne Evans (Executive Officer of Bucaan Community House) has been working in communities for 24 years. She is passionate about social justice, inclusion, working from a solution-orientated community development framework, and brings a variety of skills to the NHT board including a history on Neighbourhood House boards, reference and advocacy groups.

She has multiple qualifications relevant to her field. Most recent is the Diploma in Business Governance from the Institute of Community Directors Australia.

Her first love is family, in particular her Dog Lucky, her friends, binge watching Netflix, reading a good book, walking on the beach, and exploring the world.

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### **Cate Clark**

Cate Clark has been the General Manager of the Rokeby Neighbourhood Centre for the past 8 years and has previously served on the NHT Board for a short while. Cate has had over 20 years' experience working in the community, private and public sector and was a founding member of Eastern Shore Community Association (ESCA) and the Clarence Plains Women's Group.

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### **Andrew Broomhall**

Andrew Broomhall is the Community Development Officer at the Devonport Community House. Having worked in manufacturing for 12 years Andrew followed his passion and entered the Community Services Sector. Since entering the sector Andrew has worked in the areas of Mental Health, Drugs and Alcohol Rehabilitation, Disability Support including working with participants who have an Acquired Brain Injury, Dementia and Parkinson Disease.

Andrew has been involved with numerous committees including Secretary on the Devonport Community House and Treasurer on the Devonport Men's Shed.

Andrew has a strong passion for community engagement and growth, having just completed a comprehensive local survey of 260 homes and recently implemented projects generated from the local community's feedback.

In Andrew's spare time he enjoys spending time with his family including his two French Bulldogs, Charlie and Edward, gardening, completing home improvements, and collecting LP Vinyl Records and retro video games.

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### **Leanne Doherty**

Leanne has been involved in Neighbourhood Houses for 27 years; 11 years at Risdon Vale as a volunteer and 16 years at Warrane Mornington as Manager. Leanne has had various positions leading up to manager within the local school. She was the 4th Officer at the Risdon Vale Volunteer Brigade and left after 11 years of services. It was during this time that she met the coordinator of Risdon Vale who wanted to host a Fire Safety in the home session with a group from the Centre. When attending the centre for this meeting they Leanne observed an art class. After a closer inspection she decided to attend the following week and never stopped visiting the centre. Leanne was inspired to increase her volunteering involvement in the centre and the community. Leanne has served on the board and she holds the position of Secretary.



# Our Board



## Belinda Lewis

Belinda moved from Hobart to St Helens (the sunny East Coast) 18 months ago, and has been managing the St Neighbourhood House since then. Belinda joined the NHT board in April.

Belinda has been in health and wellbeing management roles for the past 20 years, primarily in the not-for-profit sector. Belinda continues to be amazed by the generosity of the St Helens community and the huge number of passionate and dedicated volunteers.



## Carol Bryant

Carol is the Chair of the East Devonport Neighbourhood House and serves on the Governance and Human Resources committee of the NHT Board. She has Masters Degrees in Environmental Education and Regional Development. Although Carol is originally from northern NSW has been a resident of Tasmania for 21 years, 20 of these in the North West. For this entire period she has worked and volunteered in the fields of natural resource management and community development in various leadership and strategic roles across the non-profit and local government sectors. Her key areas of expertise include:

- Strategic policy and planning (social and environment)
- Community engagement and facilitation
- Project management
- Governance

Carol like to principally work 'behind the scenes', supporting individuals and organisations in their efforts to identify and take collective action on issues important to the community.



## Melinda Reed

Melinda has been a board member of Okines Community House since 2014, and has served on the NHT Board since September 2018. Melinda was a member of the NHT Finance, Risk & Audit Committee and represents NHT on our national peak body ANHCA. After a career focused on community connection in public administration, strategic communication and community news, Melinda now serves as a Sorell Councillor and company director of Bendigo Bank Community Bank at Sorell. Melinda loves all the unique ways Neighbourhood Houses create joy by bringing place-based opportunities together through community led governance and encourages more House members and volunteers to nominate for the NHT Board in future.



## Simon Douglas

Simon was Vice President of NHT Board to January 2022 and then served as President and represents the North West region. He is a member of the NHT Finance Committee, member of Capital Improvement Steering Group and member of the Neighbourhood Community Care Advisor program development.

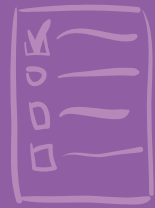
Simon started as Project Officer at Devonport Community House in 2010 and has managed Ulverstone Neighbourhood House (UNH) since 2014. Simon serves and represents the community he was raised in, with his childhood home only three blocks from UNH.

Simon's passion is for the social justice and equity of the community he serves, with a big picture focus the NH network.



# Projects

## Community Care Advisor Pilot



### A day in the life of a CCA

Debrief Self Care



Case Notes Admin

Appointments

Building Relationships

Researching Follow up

Follow up – Pack Up

Data Collection

Networking

Advocacy

Information Sharing  
Breakfast Club  
Preparation  
Scheduling  
Appointments  
Phone Calls  
Emails  
Set up

E-Relief



Volunteers



Phone



Email



Meet & Greet



Coffee

### Daily Reporting Journals



Volunteers



Community Support



Surprises through the door



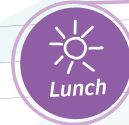
Asset Mapping



Meetings / Planning



Networking



Lunch



Community Meals



Volunteers



Community Support

Surprises through the door



Admin



Planning



Staff support



# 'SO, whose job is it anyway?'

**A game of good governance...**

### Challenges given to Michael Gordon and NHT

"To improve community organisation Board member's understanding of governance and management."

"How can a dry professional development topic like this be made a bit interesting?"

"Not with another manual or death by PowerPoint!"

Over six months an activity was developed and tested with different Neighbourhood House Boards and groups and the idea evolved into a Game the whole Board can play!

The activity has been developed as a way for Board members and senior staff to explore and learn about governance and management roles and responsibilities in an engaging and interactive manner.

The Game consists of 80 Cards; a Game Board; Facilitator's Guide; an Answer Sheet (with explanations); and Participant Answer Sheets. Each of the 80 cards have a specific task that is the responsibility of the Board, the Manager, or the Public Officer. In pairs, participants progressively turn over and discuss each card to determine who is responsible for that task. The card is then placed on the relevant space on the Game Board.

Other uses for the Game have been identified in addition to the original Board professional development activity.



A few of the cards can be used as governance discussion starters in Board meetings; the cards can be used as a tool to aid induction of new Board members and as a refresher for existing Board members, and no doubt other applications will emerge as the Game gets used.

The Game is designed for the whole community sector – not limited to Neighbourhood Houses.

The price for a box with four sets of Cards and four Game Boards is \$175 or they can be purchased as single sets at \$50 each.

**Please call Neighbourhood Houses Tasmania on phone 03 6228 6515 or visit [www.nht.org.au/so-whose-job-it-anyway](http://www.nht.org.au/so-whose-job-it-anyway), for more information or if you would like to purchase a copy.**



Ministers Archer and Street with NHT CEO Michael Bishop at the launch of the game during Neighbourhood House week.



# NHT Conference 2021

The 2021 NHT conference “Learning from Stories” was held in Deloraine. It was the largest conference hosted by NHT and as it was face-to-face it had to be “COVID safe”.



Over 200 delegates were treated to some really wonderful country hospitality with many delegates commenting on the extensive community engagement and support for the event. Catering for each meal was done by a difference community organisation and the quality and quantity of the food received many favourable comments.

The conference was opened by the then Minister for Communities (now Premier), the Hon Jeremy Rockliff. Besides the keynote speakers and the country themed dinner, the most favorable comments were received about the expo.

The conference collected recommendation from delegates from across the community service sector in Tasmania and these recommendations were presented at the end of the conference for consideration by Neighbourhood Houses Tasmania and its Board.

The 2021 Neighbourhood Houses Tasmania Conference affirmed the difficulty in maintaining services with short term funding agreements.

## Recommendation 1

NHT facilitates the development of a **Chairs forum** and develops draft terms of reference for distribution to the members of NHT. It was decided to meet 3 times a year with 2 representatives from each house Board, 1 of whom should be the Chairperson or President of the House Board. The objectives of the Charis forum are to:

- Share information
- Consider emerging state trends
- Improve governance

## Recommendation 2

That NHT establish a regular **finance officers** meeting to develop best practice systems for financial control.

## Recommendation 3

That NHT promote the value of long-term, ongoing **youth focused** activities across the network.

## Recommendation 4

That NHT develop a policy document to review **community gardens** across the state, acknowledging their contribution to social stability and food security.

## Recommendation 5

That NHT pursue deductible gift recipient status for Houses and NHT support the establishment of a **Foundation or Trust** that has deductible gift recipient status for the benefit of the Network.

## Recommendation 6

NHT will organise quarterly **Managers meeting**.

## Recommendation 7

NHT will develop a range of tools to improve **Manager and Board induction** across the Network.






# Member Survey



**69.56%** report a very positive or somewhat positive experience working with NHT

**\*\*8.7% Increased on last year's members rating their experience of NHT as 'Very Positive' despite adding a negative rating option this year**

**“ NHT is an incredible resource and support, especially for new managers. It supports managers with resources they would not have capacity to find or develop within their roles... ”**

**54.54%** of reported Neighbourhood Houses Tasmania has been effective and very effective in representing and advocating for the Network 

 **53.62%** of people 'Agree' Neighbourhood Houses Tasmania has developed capacity in the network

**When asked what NHT did well 35% of participants said Neighbourhood Houses Tasmania offered general support to Managers and Houses** 

**“ NHT supported new staff, built skills and capacity, developed evaluation, brought managers together and helped them work collaboratively, provided resources and advocated for additional resources ”**

# Network Support

**NHT aimed to increase its support of Houses throughout the year.**

The increased activity was supported by the additional funding provided to NHT to improve governance in House Boards. Therefore, two full-time-equivalent staff have been devoted to supporting the Network. Although the duties were shared between all NHT team members the primary work was undertaken by Michael Gordon and Tim Hankey.

A total of 95,000 kilometres was travelled by NHT staff in the last 12 months.

Over two thirds of members (26 Houses) accessed professional development from NHT during the year - 15 from the Southern Region; 8 from the Northern Region; and 3 from the Coast. Professional development was provided upon request.

Support was also provided to members as follows: Annual General meetings (3) and Special General Meetings (1); member Board meetings (45); facilitating the development of plans – strategic (5), annual operations (3), risk management (4); and feasibility studies and proposals to establish social enterprises.

Eighteen professional development sessions were provided to the Boards and managers of 22 different member Houses – [Board roles and responsibilities (10); Financial management (2); Office bearers (1) Managing Risk and Compliance (3)].

The governance activities led by Michael Gordon also led to the creation of an interactive professional development activity to build Board's capacity in governance roles and responsibilities. This activity has been professionally produced as a proprietary product of Neighbourhood houses Tasmania and provided to all member Houses as part of their membership for 2022-2023. The product has been developed as a governance resource for the broader community sector – and not limited to Neighbourhood Houses.

Several Houses (11) have sought assistance and been supported to review and modernise their





Far left: Ben accepting Commissioner for Declaration stamp.

Left: CCA Orientation January 17, 2022.

Below: Darren Harris CCA from Deloraine House with volunteers.



Constitutions. Many of these have been updating their governing rules as part of their intention to seek Public Benevolent Institution and/or Deductible Gift recipient status. Neighbourhood Houses Tasmania will be further assisting these Houses (and others) with their applications in the 2022-2023 year.

34 instances of other support were provided to member Houses in the form of succession planning; policy and procedure development; Deductible Gift Recipient/Public Benevolent Institution application preparation; grievance mediation; governance and memorandum of understanding development for partnerships with external stakeholders; partner and stakeholder dispute mediation; real estate acquisition; manager recruitment; and assistance with external representations to local politicians.

Member hospitality and celebrations were also enjoyed at functions such as House anniversaries; retirements/farewells; welcoming new managers; recognition of volunteer's and manager's service.

Governance Projects and initiatives of note at a multiple member and/or Network level include:

- Development of a new Policies and Procedures Framework and templates – this is an ambitious project aimed at complete overhaul of policies and procedures across the Network with a new logic framework, review and rewriting of all shared policies and procedures, with ongoing consultation and implementation (Tim Hankey and Michael Gordon).



- Development of preferred provider panels for human resource management, employee assistance programme providers, auditors and finances/accounting, as well as ongoing research into insurance providers (Michael Gordon and Tim Hankey).
- Facilitation of the Eating with Friends Network and Steering Group (Karen Austen and Michael Gordon).
- Organise and facilitate Federal Election Forums at Burnie, George Town, Deloraine, Okines and Rokeby (Michael Gordon, Ben Cooper and Michael Bishop).
- Representation of the Network on the Australian Red Cross Disaster Recovery and Resilience Project Steering Committee (resulting in project participation by Dunally-Tasman and Geeveston member Houses led by Michael Gordon).
- Contribution to Region meetings x 28.

Below left: House Managers at NHT Commissioners for Declarations event.

Below: Emma Roberts CCA at Work at Midway Point Neighbourhood House.





# National Simultaneous Storytime 2022

**National Simultaneous Storytime (NSS) is an annual event organised by the Australian Library and Information Association (ALIA).**



Each year a picture book written and illustrated by an Australian artist is chosen to be read at the same time across Australia. This is in libraries, schools, pre-schools, childcare centres, family homes, bookshops and Neighbourhood Houses. In 2022, the book chosen was *Family Tree*, by Josh Pyke and Ronjoy Ghosh. NSS is a fun event that promotes the value of reading/literacy, while involving family members and community.

Neighbourhood Houses have been involved for many years. As part of the Everyday Literacy for *Local Communities* funding, from 2013-2019, this grew to include a reading event and giving away a variety of age-appropriate books, totalling 5,267 new free books distributed to community members before the end of the project.



In 2022, the NHT Board decided to once again to support National Simultaneous Storytime by purchasing copies of the *Family Tree* for participating Houses. Unfortunately an accompanying offer for a further 1,500 free books by *Good360* fell through (due to the impact on volunteers of COVID and flooding in New South Wales, where the books were being sourced). Still in May, 22 Neighbourhood Houses across the State were involved giving away 257 free copies of the *Family Tree* to children who attended.





## Governance and Human Resources Committee Report



The two committees of the NHT Board met regularly over the last year. The primary impact on the success of these two committees has been the increasing workload of the volunteer members (especially those House Managers) and COVID 19 pressures.

The HR and Governance Committee has focused its work and attention on reviewing and supporting the work of the Governance projects funded by the Tasmanian Government and dealing with reviewing the staffing decisions and recruitment at the NHT Office. Staff who left NHT were provided with a formal exit interview process and these documents were reviewed by the committee. NHT staff performance planning and review training was organised through Peopleworks. The work of this committee also revised the Board Induction processes which were further refined at a workshop attended by the NHT board in November 2021.

### HR and Governance Committee Members

Deb Smith (Chair), Trish O'Duffy, Carol Bryant, Leanne Doherty, Cate Clark.

## Finance Audit and Risk Committee Report



The Finance, Audit and Risk Committee has focused on revising the reporting against budget processes over the last year. The primary focus of the committee in the first half of the year was responding to the financial questions asked at the 2021-22 Annual General Meeting and to comments made in the 2021-22 Financial Audit to improve financial reporting to the NHT Board. Each committee meeting reviewed the financial statements of the previous month and made a recommendation to the NHT Board at their next meeting. The other significant project supported by the Finance, Audit and Risk Committee was the creation of a preferred provider panel of suppliers for Human Resource, Financial and Audit services. This was a thorough process that will be reviewed annually. Two NHT staff members have now been trained in ISO 9001:2015 Quality Management Systems and NHT has been reporting each month on a quality improvement project. Preparation was also made to work with the newly appointed Auditors.

### Finance Audit and Risk Committee Members

Gary Barnes (Chair), Simon Douglas, Andrew Broomhall, Melinda Reed, Mary-anne Evans

How much did we do?

659

contacts were made with Houses, the network and other organisations over the two week census period (up from last year).

↑ 7%

increase in incoming phone calls from Houses

6% ↑ increase in advocacy time from last year

74%

of NHT staff time was directly related to Houses



61%

of NHT Resources were spent in outgoing communication





# Committee's Report

The board members submit the financial report of Neighbourhood Houses Tasmania Inc for the financial year ended 30 June 2022.

## Officers & Committee Members

The names of the committee members for the financial year are:

Debbie Smith - President (North)  
Melinda Reed - Vice President & Public Office (South)  
Gary Barnes - Treasurer (North)  
Cate Clark - Secretary (South)  
Michael Hangan (South)  
Ben Cooper (South)  
Belinda Lewis (North)  
Carol Bryant (North-West)

## Principal Activities

Neighbourhood Houses Tasmania Inc (NHT) is the peak body for 35 Neighbourhood Houses across Tasmania.

NHT and each individual House are independent entities. NHT is not the decision-making body for Houses, but exists to represent, support and enable Houses in Tasmania. Our goal is to help Houses do what they do best - use a community development approach to support local communities in ways that make a real difference in people's lives.

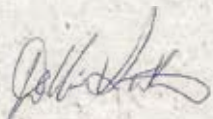
## Significant Changes

No significant change in the nature of these activities occurred during the financial year.

## Operating Result

The profit for the year amounted to \$5,905.

Signed in accordance with a resolution of the member of the committee:



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Debbie Smith



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Gary Barnes

Dated: 5/09/2022



# Statement of Income and Expenditure for the year ended 30 June 2022

	Note	2022 \$	2021 \$
<b>INCOME</b>			
Dividends received		372	-
Interest received		318	271
Other revenue		23,684	1,607
Government subsidies		-	50,405
Grants		856,573	505,312
Administration and Management Fees		42,580	49,504
Conference		35,968	25,072
Literacy Investment Income		-	60,305
Profit on sale of assets		11,000	-
		<u>970,495</u>	<u>692,476</u>
<b>LESS EXPENDITURE</b>			
Advertising		3,982	423
Bank charges		15	156
Building Expenses		7,910	46,220
Board Payments		17,154	-
Catering		5,702	4,554
Cleaning		11,398	-
Contract work		184,774	124,341
Conference		63,998	19,974
Contributions		-	500
Depreciation		22,685	20,465
Donations		2,035	-
Electricity		5,796	-
Evaluation		-	3,626
Employees entitlement	5	(17,017)	(9,179)
Employee Costs	6	52,803	-
Financial Advisor		1,364	2,102
Fringe benefits tax		5,025	-
Gifts		464	1,989
Grants		4,600	65,038
Insurance		11,048	3,823
Interest paid		-	33
IT		8,320	9,787
Membership		-	150
Meeting Expenses		22	521
Motor vehicle expenses		10,625	4,511
Office Expenses		13,676	-
Postage		1,434	-
Printing and stationery		1,536	-
Professional fees		10,211	3,522
Project Materials		-	34,305
Rates and taxes		3,632	-
Rent and Room Hire		26,500	-
Salaries and wages		428,975	309,449
Security costs		416	-
Subscriptions		5,071	-
Superannuation contributions - employees		40,768	27,447
Telephone and Internet		3,469	4,575
Travelling expenses		14,755	1,722
Training Workshops		11,444	57,149
		<u>964,590</u>	<u>737,203</u>
<b>NET OPERATING PROFIT (LOSS)</b>		5,905	(44,727)
Retained Profits at the beginning of the financial year		<u>521,493</u>	<u>566,220</u>
<b>TOTAL AVAILABLE FOR APPROPRIATION</b>		<u>527,398</u>	<u>521,493</u>
<b>RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR</b>		<u><b>527,398</b></u>	<u><b>521,493</b></u>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the Audit Report on page 23.



# Statement of Assets and Liabilities

## as at 30 June 2022

	Note	2022 \$	2021 \$
<b>CURRENT ASSETS</b>			
Cash at Bank		-	49
Good and services tax		5,153	25
Cash on hand	7	452,430	571,256
Trade receivables		1,979	140
Australian Ethical Investment		91,676	101,650
Colonial First State Investment		72,224	90,695
Betashares FAIR Investment		34,371	-
Prepayments		13,005	10,260
		<u>670,838</u>	<u>774,075</u>
<b>FIXED ASSETS</b>			
Property, plant and equipment	8	<u>685,536</u>	<u>634,110</u>
		685,536	634,110
<b>TOTAL ASSETS</b>		<u>1,356,374</u>	<u>1,408,185</u>
<b>CURRENT LIABILITIES</b>			
Employee Benefits		14,250	26,327
Lease liability - Photocopier		2,119	1,544
Capital loan		3,393	848
Trade creditors		9,975	17,788
Superannuation Payable		9,393	7,523
Accrued Wages		13,087	9,644
Room rental bond		905	-
Other payable		3,000	-
Withholding taxes payable		6,976	4,980
		<u>63,098</u>	<u>68,654</u>
<b>NON-CURRENT LIABILITIES</b>			
Non-current Employee Benefits		1,470	6,410
Borrowings		-	7,636
Lease liability - Photocopier		2,893	5,832
		<u>4,363</u>	<u>19,878</u>
<b>TOTAL LIABILITIES</b>		<u>67,461</u>	<u>88,532</u>
<b>NET ASSETS</b>		<u>1,288,913</u>	<u>1,319,653</u>
<b>EQUITY</b>			
Future Fund Reserves		761,515	798,160
Retained Profits		527,398	521,493
<b>TOTAL EQUITY</b>		<u>1,288,913</u>	<u>1,319,653</u>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the Audit Report on page 23.



# Statement of Changes in Equity for the year ended 30 June 2022

	Retained Earnings \$	Future Fund Reserves \$	Total \$
<b>Balance at 1 July 2020</b>	566,220	798,160	1,364,380
<b>Comprehensive income</b>			
Profit (loss) for the year	(44,727)	-	(44,727)
<b>Total comprehensive income for the year attributable to the member of the company</b>	(44,727)	-	(44,727)
<b>Balance at 30 June 2021</b>	521,493	798,160	1,319,653
<b>Balance at 1 July 2021</b>	521,493	761,516	1,283,009
<b>Comprehensive income</b>			
Profit for the year	5,905	-	5,905
<b>Total comprehensive income for the year attributable to the member of the company</b>	5,905	-	5,905
<b>Balance at 30 June 2022</b>	527,398	761,516	1,288,913

# Statement of Cash Flows for the year ended 30 June 2022

	2022 \$	2021 \$
<b>Cash flows from operating activities</b>		
Grants received	856,573	505,312
Other operating receipts	100,433	173,743
Net GST refund / (Payment)	55,666	-
Interest received	72	271
Payments to suppliers and employees	(1,142,991)	(767,203)
<b>Net cash provided by operating activities</b>	(130,247)	(87,877)
<b>Cash flows from investing activities</b>		
Dividends received	372	-
Sale of assets	11,000	-
<b>Net cash provided by investing activities</b>	11,372	-
<b>Net increase in cash held</b>	(118,875)	(87,877)
Cash and cash equivalents at beginning of financial year	571,305	659,182
<b>Cash and cash equivalents at end of financial year</b>	452,430	571,305



# Notes to the Financial Statements for the year ended 30 June 2022

	2022 \$	2021 \$
--	------------	------------

## 1 Statement of Significant Accounting Policies

The financial statements are a special purpose report prepared for use by the board and the members. The board has determined that the association is not a reporting entity.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

## 2 Basis of Preparation

The financial statements are prepared on an accruals basis. Neighbourhood Houses Tasmania Inc is a not-for-profit entity for financial reporting purposes. The assumption is that the association will continue to operate as a going concern in future years. Amounts are reported in Australian Dollars and rounded to the nearest whole dollar. The continued existence of the association in its present form, undertaking its current activities, is dependent on Government policy and on continuing funding by the Tasmanian Governments for the association's administration and activities.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives. The overall financial statements format has been adjusted to produce a more meaningful report and minor differences may result from this.

In the application of Australian Accounting Standards, the Group is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other 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.

### *Judgements and Assumptions*

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.

Judgements made by the Gassociation that have significant effects on the financial report are disclosed in the relevant notes. The ssociation has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

## 3 New or Amended Accounting Standards

There have been minimal changes to the accounting standards in the 2022 financial year and it has been determined that none of the amendments apply.

## 4 Significant Accounting Policies

### **Revenue Recognition**

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Revenue from the rendering of services is recognised upon the delivery of the services to customers.

Revenue from commissions is recognised upon delivery of services to customers.

Revenue from interest is recognised using the effective interest rate method.

Revenue from dividends is recognised when the entity has a right to receive the dividend.

Revenue from donations is recognised at the time the pledge is made.



# Notes to the Financial Statements

## for the year ended 30 June 2022

	2022 \$	2021 \$
<b>4 Significant Accounting Policies (cont.)</b>		
Revenue from grants is recognised in the profit and loss when the incorporates association satisfies the performance obligations state within the funding agreements.		
If conditions are attached to the grant which must be satisfied before the incorporated association is eligible to retain the contribution, the grant will be recognised in the statement of financial position as a liability until those conditions are satisfied.		
<b>Expense Recognition</b>		
Expenses are recognised in the Statement of Profit or Loss when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.		
<b>Property, Plant &amp; Equipment</b>		
Property, plant & equipment is initially recorded at the cost of acquisition of fair value, less, if applicable any accumulated depreciation and impairment losses. Plant & equipment that has been contributed at no cost, or for nominal cost, is valued and recognised at the fair value of the asset at the date it is acquired. The plant & equipment is reviewed annually by the committee to ensure that the carrying amount is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected cash flows that will be received from the utilisation of the assets and the subsequent disposal. The expected net cash flows have been discounted to their present values in estimating recoverable amounts.		
Freehold land and buldings are measured at their fair value, based on periodic, but at least triennial, valuations by independent external valuers, less subsequent depreciation for buildings.		
Increased in the carrying amount of land and buildings arising on revaluation are credited in equity to a revaluation surplus. Decreased against previous increases of the same asset are charged against fair value reserves in equity. All other decreases are charged to profit and loss.		
Any accumulated depreciation at the date of revaluation is offset against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.		
<b>Trade and Other Receivables</b>		
Trade receivables and other receivables, including distributions receivable, are recognised at the nominal transaction value without taking into account the time value of money. If required a provision for doubtful debts has been created.		
<b>Trade and Other Payables</b>		
Trade and other payabvles represent the liabilities for goods and services received by the entity that remain unpaid at 30 June 2022. Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.		
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents include cash on hand, deposits held on call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.		



# Notes to the Financial Statements

## for the year ended 30 June 2022

	2022	2021
	\$	\$

### Goods and Services Tax

Transactions are recognised net 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 balance sheet.

### Current and non-current classification

Assets & liabilities are presented in the financial statements 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 incorporated associations 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 incorporate association's 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 deter the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

### Employee benefits

#### *Short-term employee benefits*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

#### *Other long-term employee benefits*

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.



# Notes to the Financial Statements for the year ended 30 June 2022

	2022 \$	2021 \$
<b>5 Employees entitlement:</b>		
Long service leave	(6,627)	2,086
Annual Leave	(10,390)	(11,265)
	<u>(17,017)</u>	<u>(9,179)</u>
<b>6 Employee Costs:</b>		
Recruitment expenses	<u>52,803</u>	<u>-</u>
<b>7 Cash on hand:</b>		
Main Account	88,482	150,568
NHT Debit Card	871	1,007
Employee Entitlements Account	41,927	41,917
NHT Cash Reserve	301,508	315,944
Distributions Account	19,617	61,820
Petty Cash	25	-
	<u>452,430</u>	<u>571,256</u>
<b>8 Property, plant and equipment:</b>		
Land and Buildings	654,360	654,360
Less accumulated depreciation	<u>81,975</u>	<u>65,436</u>
	<u>572,385</u>	<u>588,924</u>
Car Park	34,360	34,360
Less Accumulated Depreciation	<u>2,474</u>	<u>1,615</u>
	<u>31,886</u>	<u>32,745</u>
Motor vehicles	68,497	19,968
Less accumulated depreciation	<u>1,004</u>	<u>19,968</u>
	<u>67,493</u>	<u>-</u>
Office furniture and equipment	45,759	40,145
Less accumulated depreciation	<u>36,752</u>	<u>35,179</u>
	<u>9,007</u>	<u>4,966</u>
	(10,839)	(10,839)
Less accumulated depreciation	<u>(6,074)</u>	<u>(3,364)</u>
<b>Total property, plant and equipment</b>	<u>685,536</u>	<u>634,110</u>
<b>9 Contingent Liabilities</b>		
Neighbourhood Houses Tasmania Inc had no contingent liabilities as at 30 June 2022.		
<b>10 Commitments</b>		
Neighbourhood Houses Tasmanian Inc had no commitments for expenditure as at 30 June 2022.		
<b>11 Economic dependency</b>		
Neighbourhood Houses Tasmania Inc is reliant on the ongoing support of grant providers to continue as a going concern.		



# Statement by Members of the Board

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 accordance with a resolution of the board of Neighbourhood Houses Tasmania Inc, the members of the board declare that the financial statements as set out on pages 2 to 7:

1. present a true and fair view of the financial position of Neighbourhood Houses Inc as at 30 June 2022 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Reform Act 2012 and the Associations Incorporation Act 1964 (TAS); and
2. at the date of this statement there are reasonable grounds to believe that Neighbourhood Houses Tasmania Inc will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the committee by:



**President**  
**Debbie Smith**

**Dated: 5/9/2022**

## Annual statements give true and fair view of financial position and performance of Incorporated Association for the year ended 30 June 2022

We, Debbie Smith & Gary Barnes, being members of the board of Neighbourhood Houses Tasmania Inc, certify that:

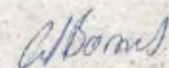
The statements attached to this certificate give a true and fair view of the financial position and performance of Neighbourhood Houses Tasmania Inc during and at the end of the financial year of the association ending on 30 June 2022.

**President:**



**Dated: 5/09/2022**

**Treasurer:**



**Dated: 5/09/2022**



# Audit Report for the year ended 30 June 2022

## **Independent Auditors Report to the members of the Association**

We have audited the accompanying financial report, being a special purpose financial report, of Neighbourhood Houses Tasmania Inc (the association), which comprises the committee's report, the statement of assets and liabilities as at 30 June 2022, the income and expenditure statement for the year ended 30 June 2022, statement of changes in equity, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the

## **Committee's Responsibility for the Financial Report**

The board of Neighbourhood Houses Tasmania Inc is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of Tasmania and is appropriate to meet the needs of the members. The board's responsibility also includes such internal controls as the committee determines in necessary to enable the

## **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagement and plan and perform the audit to obtain reasonable

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the association's

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our

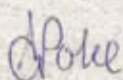
## **Opinion**

In our opinion, the financial report presents fairly, in all material respects, the financial position of Neighbourhood Houses Tasmania Inc as at 30 June 2022 and (of) its financial performance for the year then ended in accordance with the accounting policies describes in Note 1 to the financial statements, and the

## **Basis of Accounting**

Without modifying our opinion, we draw attention to Note 1-4 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Neighbourhood Houses Tasmania Inc to meet the requirements of the Tasmanian Act. As a result, the financial report may not be suitable for another

**ALA Partners**  
**41 York Street**  
**Launceston, TAS, 7250**



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**Dated: 2nd September 2022**





**Neighbourhood Houses  
Tasmania**

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