



# ANNUAL REPORT 2019-2020



COMMUNITY  
ACTIVITIES  
LAKE MACQUARIE INC

# 2019-2020 Board

President: Garry Collins  
Vice President: Julie Turnbull  
Treasurer: Vacant  
Secretary/Public Officer Terry Hardman  
Carolyn Lawler  
Gwenda Brownell  
Irene White  
Luke Hughes

# 2019-2020 Team

Management  
Finance & Administration  
Family Support  
Youth Support  
School Wellbeing  
(Care Activities Inc)

# 2020 Agenda- COVID edition

Due to COVID-19 restrictions our AGM will be held virtually  
When: 5.30pm on Wednesday 23 October 2020

1. Acknowledgement of Country
2. Welcome and Apologies
3. Nomination of members to the Association
4. Minutes of 2018- 2019 AGM
5. Presentation of Reports
  - President
  - Chief Executive Officer
  - Financial Report from the Auditor
6. Introduction of the Returning Officer- Ben McEwan
7. Nomination of Committee Members and Treasurer- Luke Hughes
8. Returning Officer handover to Chair
9. Appointment of Auditor 2019-2020- McEwan & Partners
10. Appointment Public Officer's- Terance Hardman

## OUR VISION

(CREATE  
- EMPOWERED,  
- CONNECTED AND  
- RESPECTFUL  
- COMMUNITIES.)

## STRATEGIC PLAN

## OUR MISSION

PROVIDE PROGRAMS,  
SERVICES AND AN  
EFFECTIVE VOICE TO  
EMPOWER CHILDREN, FAMILIES  
AND YOUNG PEOPLE TO  
FLOURISH WITHIN THEIR  
COMMUNITY.

COLLABORATION

RESPECT

DIGNITY

OUR  
VALUES

ETHICAL  
BEHAVIOUR

SOCIAL  
JUSTICE

PROFESSIONALISM

## STRATEGIC PRIORITIES

01

CORE  
FOCUS

FOCUS ON THE  
DELIVERY OF  
PROGRAMS AND  
SERVICES THAT HAVE  
(CHILDREN, FAMILIES  
AND YOUNG PEOPLE  
AT OUR CORE

02

FINANCIAL  
STABILITY

INCREASE  
FINANCIAL  
SUSTAINABILITY

03

PARTNERSHIPS

IDENTIFY NEW  
AND BUILD ON  
EXISTING EXTERNAL  
PARTNERSHIPS

04

OUR  
PEOPLE

INVEST IN  
OUR PEOPLE AND  
ORGANISATIONAL  
CULTURE

05

PROFILE

BUILD OUR  
PROFILE WITHIN  
OUR COMMUNITY

# Board of CALM Annual General Meeting

Wednesday 23 October, 2019

## MINUTES

Acknowledgement of Country: Garry Collins

1. **Welcome:** Meeting commenced 5.05 pm by Garry Collins  
**Present:** Garry Collins, Meleaha Kinnavong, Kath Webb, Sarah Berry, Emma Cook, Ben McEwan, Amy Harvison, Rochelle Mellows, Amy Lamotte, Luke Hughes, Irene White, Brad Dunn, Sue Cook, Sheena Harvey, Emilie Wiggers, Dee Jordan, Terry Hardman  
**Apologies:** Gwenda Brownell, Julie Turnbull, Denise Stocker, Joy Welsh, Lynette Leggett, Kristy Bissaker, Richard De Martin, Ben Launt, Greg Piper, Tony Elliott, Jordana Reid, Carolyn Lawler
  
2. **Business arising from previous minutes:**  
Nothing raised.  
MINUTES AGM 24.10.18 ACCEPTED  
*Moved:* Sheena Harvey                      *Seconded:* Ben McEwan                      CARRIED
  
3. **Presentation of CALM's 2019 - 2024 Strategic Plan**  
Sheena outlines background to formulation of the Strategic Plan - a planning day on 14 August with Jordan Reed as facilitator; use of survey monkeys, tasks and processing of 119 different bits of consultation. Sheena thanks everyone for having such positive mindset and for provision of meaningful data / words. Presents Strategic Plan.  
Sheena re-iterates / elaborates on CALM's Vision, Mission and Values ("what we do every single day") and underlines priorities.  
Sheena announces, as part of re-structure, the appointment of Prue Hughes to new position of Manager: People & Purpose. Prue will transition into the position from School Wellbeing.
  
4. **Board Membership:**  
Nomination from Carolyn Lawler received / accepted as Board member for next 5 years.  
Resignation of Trish Cardew as Board Member and Treasurer noted. Letter from Trish (dated 16/10/19) tabled.
  
5. **Presentation of reports:**  
PRESIDENT : read by Garry  
REPORT ACCEPTED  
*Moved:* Garry Collins                      *Seconded:* Sheena Harvey                      CARRIED  
  
C.E.O. : read by Sheena  
REPORT ACCEPTED

*Moved:* Sheena Harvey

*Seconded:* Emma Cook

CARRIED

Discussion on reports invited. Nothing forthcoming.

**6. Auditors' Report:**

Ben McEwan speaks to the Auditors' report of McEwan and Partners. CALM records a loss of \$5k (\$39k in previous year) with \$159k increase in revenue growth and \$126k increase in expenditure growth. Offers congratulations on Strategic Plan. Notwithstanding loss recorded the organisation has done a good job, having built a good foundation in the past the future looks rosy indeed. The balance sheet is an acceptable ratio at \$3.39 (\$2.52) in current assets to meet every \$1 liability. Can pay debts when due with no liquidity problems. Financial results are sound and an unqualified auditors' certificate has issued.

REPORT ACCEPTED

*Moved:* Ben McEwan

*Seconded:* Sheena Harvey

CARRIED

**7. Election of Office Bearers and Board:**

Ben McEwan, as Returning Officer, took over conduct of the meeting and declared all positions vacant. Nominations received:

Garry Collins            President

Terry Hardman        Secretary

Nominations duly authorised and accepted unopposed.

Positions appointed as per nominations.

Positions of Vice President and Treasurer left unfilled.

President Garry Collins resumed the Chair.

Gwenda Brownell, Irene White and Luke Hughes retain positions as Board Members.

**8. Appointment of Public Officer:**

Agreed that Terry Hardman continue in the role of Public Officer.

**9. Selection of Auditor for 2019/2020:**

Agreed that McEwan and Partners remain auditors for 2019/2020

**Meeting closed: 5.30 pm**

Minute Secretary: Terry Hardman

ACCEPTANCE OF MINUTES

These minutes are a true and accurate record of this meeting.

Chairman

Witness

## Presidents Report 2020

This year has been a most memorable one for us all. Not only have we all been personally affected, but all businesses have faced challenges never experienced before. Due to our staff, we have been able to weather this pandemic and continue to provide assistance to our community.

The Board was particularly impressed with the work undertaken by our CEO to ensure we met the government's requirements while ensuring our staff and Board were kept updated with the changing needs. Sheena has been well supported by both Prue and Ashley and as a management team, the results of their efforts are very evident.

There were a number of changes in the make up of the Board this year. We welcomed new members Irene White and Like Hughes. Unfortunately, we have also had to accept the resignation of Caroline Lawler. Carolyn's experience in the education sector will be sorely missed. We wish Carolyn the best. We reluctantly accept that Rev Julie Turnbull will no longer serve on our Board. We wish Julie and her family all our best wishes for her future and thank her for all her participation in our organisation.

We are a diverse body but we have one common aim – to better the lives of those in our community. We do this in a range of ways and we are well placed to continue to do this.

Our committed staff and good management has enabled us to weather this year and I look forward to us expanding our abilities and influence next year.

Garry Collins

President

CALM Inc and Care Activities

# CEO REPORT

We started the year full of excitement and enthusiasm implementing our 2020-2024 Strategic Plan including our new Mission Vision and Values and a restructure which saw existing staff member, Prue appointed to the position of Manager; People and Purpose. We, along with the world were then turned upside down with COVID-19. As I write, it is a timely moment to pause and reflect on what has been a tumultuous eight months and to turn our minds to those clients, staff and communities who are still enduring hardship as a result of COVID today.

I am pleased to write, that as an organization not only did we survive the pandemic, we thrived! We have been challenged to redesign our methods of face to face delivery. I am thankful that over the last couple of years we have been working towards improving remote IT, cross project collaboration, flexible work policy and structures, and more recently removing paper processes from finance. These steps were a massive help in our response to COVID.

Leadership through COVID was certainly a challenge. Personally, I was extremely grateful for our restructure as the support of both Managers was and continues to be phenomenal. Risk Management Plans were developed specifically for COVID-19 which required continual review, consultation, amendment, and communication.

Keeping up to date with Health advice daily (and often hourly), participating in industry live streams, then implementing the advice was a significant part of my year, although we also had some fantastic COVID wins.

- We are grateful to all our funders who committed to ongoing contract funding throughout the pandemic. This was achieved with excellent relationships and open communication.
- Our Board committed to provide special COVID leave above and beyond the Award to support all staff. This allowed us to ensure that no staff lost employment- a massive achievement.
- We welcomed the services of McEwan Accounting right at the start of COVID resulting in an urgency to fast tack our paperless accounting goals. A goal that the Finance and Administration team nailed!
- School wellbeing staff moved to home-schooling support and whilst each school took a different approach the expertise, versatility and value of this team to the school community was invaluable.

- CALM remained operational with staff showing commitment and initiative to use online platforms and redesign the way we do things to continue to support families, children and young people. Whether this was the success of the Youth Week Song writing competition, a partnership with LivingWorks to obtain START licenses or family support being delivered outdoor is the comfort of a camp chair, it worked!

I am pleased, and extremely surprised that we also continued to reach non COVID significant milestones, renewed and extended funding contracts, streamlined outdated paper systems and supported our workforce all in addition to the pandemic.

- After extensive 'negotiations' we completed re-contracting with Department of Communities and Justice (DCJ) to secure 5 years funding for Family Support and a 3+2 year contract for Youth, all be it with significant changes to the YDO contract and commenced reporting on Data exchange (DEX).
- We completed the YDO Bi-Annual Youth Survey with 2,000 young people. In its 10th year the outcomes provide valuable longitudinal information directly from young people across Lake Macquarie and data is used by many professionals across the sector to advocate for our young people. Sadly DCJ did not see value and chose not to provide ongoing funding during re-contracting.
- Facing my social media fear, we launched CALMInc. on FaceBook and Instagram.
- An upgrade of Bonnells Bay (BBYCC) allows us to manage the facility remotely and we welcome 24/7 Care as a permanent tenant.
- Youth Support deliverables and funding contracts saw the wrap up of Top Blokes and Cardiff Collaborative, the extension and addition of Bright Minds; Sporting Chance and the introduction of Stories of Strength Lake Mac.
- School Wellbeing agreements expired at Swansea High, Lake Macquarie High, Marks Point Public and Cardiff North Public in December and we welcomed Wiripaang and Biraban to the team in January.
- Partnered with Headspace Newcastle to deliver complex youth mental health services from our Toronto premises. It's cozy at Toronto, but worthwhile.

The way in which CALM staff and Board conducted themselves this year has been exemplary in upholding our values of respect, professionalism, social justice and ethical behaviour. Although a small team, CALM staff are extremely dedicated and I want to thank you all for your commitment throughout 2019-2020. Together, we have been able to navigate our way through a difficult period because of a spirit of collaboration borne from a deep love of our purpose. I am very proud to say I work with you.

Kind Regards,

*Sheena Harvey*

(Chief Executive Officer)



# MANAGERS REPORT

Prue Hughes, Manager - People & Purpose

## PEOPLE & PURPOSE HIGHLIGHTS

Commencing in the newly established position of Manager- People & Purpose in November 2019, I have been excited to not only develop the role but also my understanding of the needs of our workforce.

The 2019/2020 year saw the CALM project staff grow to a total of 15 staff across the following three program areas;

- Family Support Team: 4 x perm. part time.
- Youth Team: 3 x perm. part time.
- Wellbeing Team: 8 x perm part time.

COVID-19 took centre stage for much of the reporting period however across the organisation the staff adapted extremely well.

The Investigation of options for improving and streamlining our organisational HR systems has been a key focus area. A number of online platforms have been investigated and at the time of writing we are in the process of implementing Employment Hero.

### KEY ACHIEVEMENTS:

- Implementation of monthly individual supervision & support meetings with all staff across all program areas.
  - Implementation of monthly team meetings for Youth & Family support Teams.
  - Implementation of the DEX system.
  - Retention of all staff throughout height of COVID-19 pandemic.
  - Continuation of service delivery across all program areas.
  - Swift adoption of MSTeams and other online platforms to allow working from home and virtual meetings.
  - Exceptional flexibility of the School Wellbeing staff to support schools as they implemented remote learning.
-

# THE FIGURES



## WELLBEING TEAM

## YOUTH TEAM



## FAMILY SUPPORT TEAM

# FAMILY SUPPORT TEAM

Emma, Kath, Rochelle & Sue



**The Family Support Team is funded by NSW Department of Communities & Justice (DCJ) under the Targeted Earlier Intervention (TEI) funding stream, we provide case management, parenting programs, and advice and referral to families residing in the Lake Macquarie area (predominately in West Lake Macquarie).**

## Supporting Our Community

- We supported 300 families with case management & parenting groups
- With generous funding from ClubsNSW and Lake Macquarie City Council, we provided much needed food & petrol vouchers to 23 families
- In response to community need, we added a parenting program specifically supporting children with anxiety
- We continued to partner and liaise with local services, schools and preschools to meet the needs of the local community

## Supporting the Sector

- We provided staff training in behaviour management to Blackalls Park Preschool
- We partnered with Hunter Women's Centre and Unifam to bring two of their programs to West Lake Macquarie

## Performance Improvement

- We successfully transitioned to using the Data Exchange (DEX) tool that will enable greater tracking of service use and usefulness across the human services
- We rapidly adapted to remote servicing to ensure continued support for our clients during periods of COVID-19 shut-down and isolation
- We were thrilled to have the opportunity to be part of the Weaving the Net program with local Aboriginal Services to engage in shared professional development and develop stronger relationships across the sector



### **The Cardiff Collaborative Community Project**

This financial year has seen the conclusion of the Cardiff Collaborative Community Project and the finalisation of some outstanding results for this community. This project was designed to reduce youth crime and antisocial behaviour in the North Lake Macquarie areas of West Wallsend, Edgeworth, Glendale, Cardiff and Warners Bay and has certainly gone above and beyond to achieve this. This project was funded by the NSW Department of Justice in response to a rise in localised crime and antisocial behaviour and a desire from local community to act on this issue. Over twenty services came together to provide programming both in and out of school to support those at risk of disengaging, or those who have already disengaged and are at risk of connecting with the justice system.

Over the course of the project we delivered 22 different programs, including the Cardiff Youth Week Event and the Cardiff Community Festival which attracted over 1200 people. Outcomes data included the following results:-

- 548 people indicated positive change in their personal circumstances
- 228 community members indicated an increased sense of public safety
- Police involvements dropped by 26.8%
- Street offences dropped by 81%
- Stealing offences dropped by 63%
- Operation 'Shop Safe' engaged 90 local businesses

### **Lake Macquarie Youth Development Survey**

The 5<sup>th</sup> iteration of the Lake Macquarie Youth Development Survey took place in 2019. The Lake Macquarie Youth Development Survey was created in 2011 in response to the need for more specific and localised data on the youth population of this region. At its beginnings, the survey asked a small number of questions relating to young people's participation in school and community life. It has since grown and developed to encompass a much wider range of topic areas that reflect the changing dynamic of the world that young people live in. The survey continues to be used as a resource for support agencies, schools and funding bodies to assist in the planning and delivery of targeted services for young people however due to DCJ funding changes will no longer be funded.

A full report of this survey as well as a longitudinal analysis was carried out in early 2020, with results disseminated to schools and services across the region. This year, the survey saw record numbers of students participating, with 1997 young people completing the survey. The results of this survey show that mental health concerns are of significant importance to young people. Academic performance versus the desire to simply find a job are issues of prominence whilst family conflict and social connection is also seen as a concern impacting on the mental health of young people. It is however pleasing to see that there have been significant inroads across this region in regards to bullying, with rates of concern dropping significantly from previous years. Additionally, both concerns relating to and actual usage of drugs and alcohol have seen a decline in the past two years.

### **Bright Minds: Sporting Chance**

In March, 2020, we were successful in receiving 2 significant pieces of funding from the NSW Ministry of Health to develop the Bright Minds: Sporting Chance program. In partnership with Newcastle Football, this project was designed to support local Football Clubs and their communities to become more aware of the triggers and effects of mental health. The program was titled Mental Health Aware and includes gatekeeper training, mental health literacy workshops, awareness strategies, health promotion and a Mental Health Aware Round. Due to the COVID-19 pandemic the program was significantly delayed until June.

### **Bright Minds: Connected Communities**

Due to conclude this financial year, the project was extended to 31 December 2020 due to COVID. Despite COVID BMCC has met most of our targets for in school delivery targets, gatekeeper training and completed the design and delivery of youth support packs. In November we were invited to attend a presentation of projects to the Ministry of Health in Sydney, alongside other projects from the Suicide Prevention Fund. We received high praise and ongoing Ministry interest for our work in schools and the community. Young people have been the driving force of this project and we look forward to working with them as the BMCC project wraps up.

### **Youth Development Project**

The activities and outcomes are diverse in the YDO project with the role being very well supported by the industry. Unfortunately due to DCJ funding changes the work of the LM YDO, particularly in sector development will change.

Sarah and Brad attended the Youth Action Conference in Sydney, which encompassed a session regarding professionalisation of the sector. Brad has continued to work with Youth Action on a steering committee to design and develop the new professionalisation body, Youth Work NSW.

Facilitation of Youth Interagency and Network of Practice continue to be a key resource for the sector as is fortnightly TDO e-newsletter and the delivery of presentations to Youth Work, Community Services and Mental Health students at Hunter TAFE.

We have been involved in the Morisset Youth Mental Health Roundtable providing advice, information and connections to support the mental health of young people in the Southlakes area. We were successful in receiving \$15,000 funding for a grant through the Honda Foundation on behalf of the group in partnership with GoKartsGo. The project, Torque it Up will involve a 1hr small motors course coupled with a 15min mental health check in. for those disengaged from school and provide a pathway towards further study in automotive studies.

We worked with the Rotary Club of Newcastle and Broadmeadow Children's Court to develop The Voices Project, a collection of video stories from young people about their experiences in the court system and juvenile detention. It is hoped that these stories will be an inspiration to other young people in adapting their actions and behaviours to avoid these experiences during their display at the Children's Court and utilized by local support services.

We supported research and entered an agreement with headspace Newcastle and Hunter Primary Care in the establishment of the Youth Complex Mental Health Support for West Lake Macquarie. This project is currently based at CALM as we continue to work together on this project. This is a significant gain for Lake Macquarie, in particular the young people of West Lake Macquarie, and is a result of the ongoing advocacy with our Bright Minds Youth Reference Group who have worked hard for this outcome since its establishment in 2014.

COVID has forced several changes to the way we conduct our support of young people. During COVID lockdown Interagency went online, school workshops ceased and programs such as Mental Health Aware were forced to be delayed. We did however increase our sector resources, e-newsletter and sector support to ensure interventions to support young people and the sector continued.

### **Stories of Strength**

Short term funding was received from Department of Industries to work with Bankstown Youth Service (now named Outloud) to deliver their Stories of Strength program in Lake Macquarie. Due to COVID restrictions the training was delayed slightly and was delivered online. Face to Face delivery was also delayed but the team is ready to deliver as soon as restriction ease. This project will continue until the end of March 2021.

In conclusion, as a small team of 3 part time staff and the uncertainty and restrictions COVID presented we have achieved fantastic results for young people and the sector over the last year. With DCJ funding changes for the YDO role and the wrap up of Ministry of Health and Department of Industry funded projects in the coming year our work is sure to continue to be just as diverse including the introduction of youth case management into our services.

**Bradley Dunn, Sarah Berry and Dayle Fogarty**

**Youth Team**

**Community Activities Lake Macquarie Inc.**  
ABN 65 323 033 457

# **Financial Report**

**30 June 2020**

**Community Activities Lake Macquarie Inc.  
Financial Report – 30 June 2020**

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Community Activities Lake Macquarie Inc.

**Committee's report**

W. Collins  
T. Franks  
C. Lester  
C. Bywater  
J. Hughes  
J. White  
P. Corder  
J. Turnbull

Approved on: 1 December 2019  
Resigned on: 1 December 2019  
Resigned on: 23 October 2019  
Resigned on: 8 October 2020

**Provided services**

- (a) To be engaged in all necessary activities in the event of severe illness and depression in the Lake Macquarie area (particularly with regard to):
- (i) Assisting persons who are suffering from isolation;
  - (ii) Provision of support services to underprivileged people; and
- (b) To attempt to carry out its activities in accordance with the Mission Statement.

**Significant Changes**

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

**Review of operations**

	2020	2019
	\$	\$
Net Profit/(Loss)	123,589	5,174

Signed in accordance with a resolution of the members of the committee.



Secretary (Name in Block)

Company  
No. 1616991 0001

**Income and Expenditure Statement**

For the year ended 30 June 2020

	2020 \$	2019 \$
<b>Income</b>		
Cardiff Collab Comm Project	63,667	123,333
CashFlow Boost	62,500	-
Donations	12,958	6,104
Grant – Commonwealth	46,815	-
Grant – Community Builders	102,866	99,606
Grant – Community Building Partnership	-	20,000
Grant – Department of Community Services	-	1,000
Grant – Department of Education & Training	187,835	143,765
Grant – Dora Creek & District Workers	-	2,300
Grant – Early Intervention & Placement	321,672	312,480
Grant – FRRR Grant	-	8,700
Grant – Lake Macquarie City Council	1,112	4,909
Grant – One-off	23,096	-
Grant – Suicide Prevention	75,154	73,407
Grant – Toronto Workers Club	4,300	5,000
Interest	4,456	7,182
JobKeeper	135,000	-
Management and administration fees	281,005	279,959
Motor vehicle use	3,050	4,539
Policy Refunds	710	-
Rental income	10,044	210
Sale of goods and services	-	238
Solar Generation	81	-
Sundry	89	10,088
Training Delivered	11,427	24,168
<b>Total Income</b>	<b>1,347,837</b>	<b>1,126,988</b>
<b>Expenses</b>		
Accounting fees	9,385	9,588
Advertising and promotion	3,421	6,700
Allowances	355	389
Assets purchases	3,812	2,701
Audit fees	5,990	5,120
Auspicing fees	-	360
Bank charges	465	509
Badges	28	95
Board governance expense	69	480
Business Planning Costs	2,930	2,899
Cleaning and pest control	9,336	4,842
Client support services	2,915	1,965
Computer expenses	13,311	12,201
Consultancy fees	56,452	48,307
Credit card fees	4	-
Depreciation	16,352	27,489
Donation	550	285
Employment Support & Super	795	1,590
Equipment hire/lease	-	2,300
Fees and permits	42	8,632
Flowers and gifts	659	443
Health and safety	1,057	382
Insurance	23,591	23,824
Internet	1,418	1,354
Management and administration fees	189,193	143,651
Meeting expenses	838	4,496
Membership and subscriptions	2,722	3,005
Motor vehicle expenses	11,627	14,460

Community Activities Lake Macquarie Inc.

## Income and Expenditure Statement

For the year ended 30 June 2020 (continued)

Postage, freight and couriers	440	966
Printing and stationery	4,158	3,380
Project support services	18,680	17,289
Publications and information	-	5,765
Rates and utilities	6,844	6,659
Refund – fees	7,856	-
Rent	34,273	26,499
Repairs and maintenance	5,504	24,067
Salaries and wages	770,917	699,070
Security expenses	2,458	427
Staff amenities	373	914
Telephone and fax charges	8,986	9,444
Training and development	4,041	6,501
Translating and Interpreting	-	300
Travel and accommodation	2,401	2,564
Volunteer costs	-	250
<b>Total Expenses</b>	<b>1,224,248</b>	<b>1,132,162</b>
<b>Net Profit/(loss) before income tax</b>	<b>123,589</b>	<b>(5,174)</b>
Income tax expense	-	-
<b>Net Profit/(loss)</b>	<b>123,589</b>	<b>(5,174)</b>

*The above income and expenditure statement should be read in conjunction with the accompanying notes.*

## Balance Sheet

As at 30 June 2020

	Notes	2020 \$	2019 \$
<b>Current assets</b>			
Cash and cash equivalents	2	790,601	547,791
Trade and other receivables	3	172,924	18,065
Other	4	17,867	38,275
<b>Total current assets</b>		<b>981,392</b>	604,131
<b>Non-current assets</b>			
Property, plant and equipment	5	24,071	40,423
<b>Total non-current assets</b>		<b>24,071</b>	40,423
<b>Total assets</b>		<b>1,005,463</b>	644,554
<b>Current liabilities</b>			
Trade and other payables	6	91,144	50,456
Provisions	7	67,565	51,478
Other	8	255,117	76,877
<b>Total current liabilities</b>		<b>413,826</b>	178,811
<b>Non-current liabilities</b>			
Provisions	9	27,935	25,630
<b>Total non-current liabilities</b>		<b>27,935</b>	25,630
<b>Total liabilities</b>		<b>441,761</b>	204,441
<b>Net assets</b>		<b>563,702</b>	440,113
<b>Members' Funds</b>			
Retained profits	10	563,702	440,113
<b>Total Members' funds</b>		<b>563,702</b>	440,113

*The above balance sheet should be read in conjunction with the accompanying notes.*

Community Activities Lake Macquarie Inc.

## Statement of Changes in Equity

For the year ended 30 June 2020

	Notes	2020 \$	2019 \$
<b>Total members' funds at the beginning of the financial year</b>		<b>440,113</b>	445,287
<b>Total recognised income and expense for the year</b>	10	<b>123,589</b>	(5,174)
<b>Total members' funds at the end of the financial year</b>	10	<b><u>563,702</u></b>	<u>440,113</u>

*The above statement of changes in equity should be read in conjunction with the accompanying notes*

## Notes to the Financial Statements

30 June 2020

### Note 1. Summary of significant accounting policies

This financial report is for Community Activities Lake Macquarie Inc. (the Association) and is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *NSW Associations Incorporation Act 2009* and the *Associations Incorporation Regulation 2016*. The committee has determined that the association is not a reporting entity.

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

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**(a) Income tax**

The association is exempt from income tax under Australian taxation laws in accordance with section 50-65 of the *Income Tax Assessment Act 1997*. The association is not liable for income tax therefore no provision is made.

**(b) Property, Plant and Equipment**

Motor vehicles and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

**(c) Impairment of Assets**

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible 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 recognised in the income and expenditure statement.

**(d) Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

**(e) 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 at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of 3 months or less.

**(g) Trade and other receivables**

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

**(h) Revenue and other income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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.

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

**Notes to the Financial Statements**

30 June 2020 (continued)

**Note 1. Summary of significant accounting policies (continued)****(i) Leases**

Leases of property, plant and equipment where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**(j) 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 balance sheet.

**(k) Trade 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.

**Note 2. Current assets – Cash and cash equivalents**

	2020	2019
	\$	\$
Cash at bank and on hand	140,017	38,505
Cash Management account	536,546	397,819
Term deposits	114,038	111,467
Total cash and cash equivalents	<u>790,601</u>	<u>547,791</u>

**Note 3. Current assets – Trade and other receivables**

	2020	2019
	\$	\$
Trade debtors	115,039	17,691
CashFlow Boost	12,500	-
JobKeeper subsidy	45,000	-
Other receivables	385	374
	<u>172,924</u>	<u>18,065</u>

**Note 4. Current assets – Other**

	2020	2019
	\$	\$
Prepayments	<u>17,867</u>	<u>38,275</u>

**Note 5. Non-current assets – Property, plant and equipment**

	2020	2019
	\$	\$
<b>Plant and equipment</b>		
At cost	318,169	318,169
Less: Accumulated depreciation	<u>(294,098)</u>	<u>(277,746)</u>
Total plant and equipment	<u>24,071</u>	<u>40,423</u>

**Notes to the Financial Statements**

30 June 2020 (continued)

**Note 6. Current liabilities – Trade and other payables**

	2020	2019
	\$	\$
Trade creditors	35,281	25,014
Accruals	28,677	18,257
Credit card	99	-
Net BAS payable	27,087	7,185
	<u>91,144</u>	<u>50,456</u>

**Note 7. Current liabilities - Provisions**

	2020	2019
	\$	\$
Employee entitlements	<u>67,565</u>	<u>51,478</u>

**Note 8. Current liabilities - Other**

	2020	2019
	\$	\$
Income in advance – Grants in advance	<u>255,117</u>	<u>76,877</u>

**Note 9. Non-current liabilities - Provisions**

	2020	2019
	\$	\$
Employee entitlements	<u>27,935</u>	<u>25,630</u>

**Note 10. Members' Funds**

	2020	2019
	\$	\$
<b>Retained profits</b>		
Retained profits at the beginning of the financial year	440,113	445,287
Net Profit/(loss)	123,589	(5,174)
Retained profits at the end of the financial year	<u>563,702</u>	<u>440,113</u>



## Notes to the Financial Statements

30 June 2020 (continued)

### Note 11. Impact of COVID-19

The association's operations are heavily dependent on the government funding. The outbreak has had a continued material adverse impact on economic and market conditions, triggering shutdowns. The situation is rapidly changing, it is not practicable to estimate the potential impact this may have on the Association in the future.

The factors considered to assist in mitigating the identified risk, include but are not limited to:

- Cash flow forecasts which indicate that debts can be met when they fall due.
- The Association is eligible for and has enacted Government relief, including but not limited to:
  - JobKeeper
  - Cashflow Boost Scheme (PAYG relief)
  - Greater access to funds from banks to assist cashflow
- The Association has demonstrated its ability to continue to operate through heavy COVID-19 restrictions.
- The Association has low levels of debt.
- The region has relatively low levels of infection and measures such as personal hygiene and social distancing have been extremely effective thus far.

Based on the factors identified above, whilst uncertain, we do not believe, that the impact of the COVID-19 virus will give rise to a material uncertainty of the Association's ability to continue as a going concern.

Commonwealth Activities Lake Macquarie Inc.

**Statement by Members of the Committee**

The committee has determined that the associated with a reporting entity will that the 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 committee the financial reports as set out on pages 1 to 9:

1. Present a true and fair view of the financial position of Commonwealth Activities Lake Macquarie Inc. as at 30 June 2020 and its performance for the year ended on that date.
2. At the date of this statement there are reasonable grounds to believe that Commonwealth Activities Lake Macquarie 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 committee and is signed for and on behalf of the committee by:



Terry Handra  
Secretary



Terry Handra  
Secretary (M.A. Officer)

Terrace  
16 October 2020

## Independent Audit Report to the Members of Community Activities Lake Macquarie Inc.

### Report on the Audit of the Financial Report

#### Opinion

We have audited the accompanying financial report as set out on pages 1 to 10, being a special purpose financial report, of Community Activities Lake Macquarie Inc. (the Association), which comprises the committee's report, the income and expenditure statement for the year 30 June 2020, the balance sheet as at 30 June 2020, the statement of changes in equity as at 30 June 2020, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

In our opinion, the financial report gives a true and fair view, in all material respects, the financial position of Community Activities Lake Macquarie Inc. as at 30 June 2020 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *NSW Associations Incorporation Act 2009* and the *Associations Incorporation Regulation 2016*.

#### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the *NSW Associations Incorporation Act 2009* and the *Associations Incorporation Regulation 2016*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### Emphasis of Matter – COVID-19

Without modifying my opinion, I draw attention to note 11 of the financial report, which describes the impact of the COVID-19 virus.

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

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *NSW Associations Incorporation Act 2009* and the *Associations Incorporation Regulation 2016* and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

#### Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

## Independent Auditor's report to the Members of Community Activities Lake Macquarie Inc. (continued)

### Auditor's Responsibilities for the Audit of the Financial Report (continued)

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 report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Ben McEwan  
Registered Company Auditor

Newcastle  
16 October 2020

McEwan and Partners Pty Ltd  
Chartered Accountants

Community Activities Lake Macquarie Inc.

### **Certificate by the Members of the Committee**

I, Garry Collins of 12 Biddabah Avenue, Warners Bay, NSW 2282 and I, Terrence Hardman of 8 Syltone Close, Highfields, NSW 2289 and certify that:

- (a) I attended the annual general meeting of the association held on 28 October 2020.
- (b) The financial statements for the year ended 30 June 2020 were submitted to the members of the association at its annual general meeting.

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Garry Collins  
Chairman

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Terrence Hardman  
Secretary/Public Officer

Toronto  
16 October 2020



**830 YOUTH PARTICIPANTS**

**88% POSITIVE CHANGE IN PERSONAL CIRCUMSTANCES**

**52.8% COMMUNITY SENSE OF SAFETY**

**1089 COMMUNITY MEMBERS ENGAGED**

**10% MALICIOUS DAMAGE**

**63% STEALING OFFENCES**

**81% STREET OFFENCES**

**OPERATION SHOP SAFE TO OVER 90 BUSINESSES**

**54.7% INCREASE IN BUSINESS SALES**

**368 POLICE INVOLVEMENTS FROM 503**



**Proudly Supported By:**

- Speaking
- CRUM
- North Lakes Youth Services
- PCYC
- Allambi Care
- Lake City
- TAFEI
- Cooldo Media
- youth works
- UP&UP
- NSW Government
- Justice
- COMMUNITY ACTIVITIES LAKE MACQUARIE DISTRICT



**Youth Development SURVEY-2019**

2,000 responses from young people in years 7, 9, and 11

33 participating schools across Lake Macquarie

**Help seeking**  
The most common source of support for a young person is from their FRIENDS (81%)

**Alcohol & drugs**  
Alcohol use has decreased over past 4 years but its use remains dangerously HIGH IN YEAR 11.

**Education**

**Mental Health concerns**  
MENTAL HEALTH is an important issue to young people.

**Sexual Health**  
Only 2.7 OUT OF 5 people seek help with sexual health concerns.

**Home & Family Life**  
Increase in people receiving elicited texts.

**YOUTH HOMELESSNESS & RISK**  
Remains stable at 14%. However is significantly higher for Gender diverse young people.

**45% Male 14% Female**

**Unit Cases of Violence at Home**





COMMUNITY  
ACTIVITIES  
LAKE MACQUARIE INC

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