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PCC Annual General Meeting 27<sup>th</sup> November 2007

# PENINSULA COMMUNITY CENTRE ANNUAL GENERAL MEETING



## ANNUAL REPORT 2007



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

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**ANNUAL GENERAL MEETING AGENDA**  
**27<sup>th</sup> November 2007**

1. Meeting opened: Members & dignitaries / invited guests, welcomed by PCC Inc Board President Katie Smith. (Will inform members that this section of the AGM will be taped)
  - President officially appoints a 'minute taker' to transcribe minutes of this AGM.
  - Individual Board Members & CEO introduced by President to the membership.
  - President acknowledges key PCC Inc stakeholders: Indigenous people & ancestors of the area; Local / State / Federal government representatives & the local community.
2. Apologies noted.
3. Minutes of November 14th 2006 AGM for 2005 – 2006 presented by President.
4. Matters arising from 2006 AGM minutes.
5. Minutes formally moved & accepted.
6. Minutes of July 24<sup>th</sup> Special General Board Meeting presented by President.
7. Matters arising from July Special General Board Meeting.
8. Minutes of Special General Board Meeting moved & accepted.
9. 2006-2007 AGM Annual Reports tabled & presented by President.
10. Matters arising from Annual Reports.
11. Annual Reports formally moved & accepted.
12. 2006-2007 AGM Financial Reports jointly tabled & presented by Board Treasurer & Independent Auditor, Mr Paul Simeoni.
13. Matters arising from 2006-2007 Financial Reports.
14. 2006-2007 Financial Reports formally moved & accepted



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15. President declares all positions vacant and requests nominations for the following 7 Board positions, including election of Office Bearers / Appointment of 3 electoral returning officers by Board Secretary (CEO ; Auditor ; CEO Personal Assistant):

**OFFICE BEARERS:**

President  
Vice President  
Treasurer  
Secretary  
Board Member  
Board Member  
Board Member

16. Declaration & appointment of elected Office Bearers & Board Members confirmed and announced by returning officers CEO / Auditor / CEO Personal Assistant.

17. President calls for any other General Business.

- Board recognition of life membership
- Board recognition & appreciation of outstanding service

18. President thanks membership; dignitaries; invited guests & closes AGM.



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## **PRESIDENTS' ANNUAL REPORT**

The last twelve months has seen a continuation of the systematic review which commenced in January 2006. The Board remains dedicated to the task of achieving the highest possible performance across all our programs. Community engaged and Community driven is not just token words but a real commitment to ensuring the best possible service delivery to all.

The signing of the lease with Gosford Council whilst ensuring our tenure has imposed for the first time in our centre's history the need to pay rent on a semi commercial rate. This has created some angst among centre users and members as the need to meet that obligation has imposed upon them increases in occupation fees. The Board does not resile from meeting its obligations and ensuring that our centre remains commercially viable and open to all. Despite popular opinion we do not receive any funding from Gosford Council.

There were the usual departures and arrivals. Two Program managers, Vicki Shields and Dion Richardson left after many years; each made valuable contributions to the centre and the programs they managed. We wish them well for their future endeavours.

Warwick Coady, Beth Jackson and Margie Delaney all moved on with our sincere thanks for the contribution they made.

We welcomed new senior staff, Cath Harrison, Corinne Marshall, and Aidan Devine.

I will leave the list of achievements to the CEO and other reports but the highlights were

- The release of the Peninsula Community Centre Policy manual.
- The securing of funding for the School for seniors
- Accreditation been granted to our childcare services.
- The PCC website launched at the last AGM
- Recognition by the members of contributions in the granting of life memberships to myself and two other Board members.

Changes in the centre's operations led to the need to conduct this year an extraordinary meeting to effect change in our constitution. We will now move from the legislative framework of the Associations Incorporation Act 1984 to The Corporations Act 2001. This changes nothing in terms of policy and reporting but recognizes the size of the centre and the funding and services it is responsible for. As advised at the special meeting this had been anticipated and our meetings and accounts conform to ASIC requirements.



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In the next twelve months I hope to look further at our service delivery and with the CEO and staff concerned try to set benchmarks for direct client services.

Whilst I retain a special interest in our children's programs and will do whatever has to be done to keep them viable, functional and open, I remain committed to all our programs and will in the next 12 months remain focused on securing their future.

I note with sadness, the passing of former Board member Les Mitchell.

I thank all the staff for their efforts and the willingness to embrace the hard changes forced up on them in these times of economic accountability and competition.

I thank the volunteers for their ongoing efforts without which the Centre could not achieve what it does,

I thank our Chief Executive Officer, Michael Nesbitt for his professionalism, focus and dedication to task.

Last but not least, to my fellow Board members, I thank you for your support, commitment, integrity and diligence.

To all our members, staff, volunteers and their families have a safe and prosperous festive season.

**Katie Smith**  
**PCC Inc Committee / Board President**  
**November 2007.**



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## **CEO'S ANNUAL REPORT**

**(includes Board Secretary: Rhonda Mitchell's report on Board Member attendance at 2006 – 2007 General Board Meetings refer Pages 13-14)**

### **PENINSULA COMMUNITY CENTRE INC** **2007 AGM ( 27<sup>th</sup> November)**

#### **CHIEF EXECUTIVE'S REPORT ( DOCS PROJECT 00100 / GSGP COMMUNITY DEVELOPMENT) TO THE BOARD & MEMBERSHIP OF THE PENINSULA COMMUNITY CENTRE INCORPORATED – Includes Board Secretary: Rhonda Mitchell's report on Board Member attendance at 2006 – 2007 General Board Meetings refer Pages 13-14.**

On behalf of the 105 (average 2006-2007) paid staff, 40 active volunteers, 15 programs, 6 funding bodies, 6,000 monthly clients of all PCC programs, I am proud to submit this 2006 – 2007 CEO Report for the operations of our \$6.8 million PCC organisation. The previous financial year 2005 – 2006 was characterised as a year of risk assessment, review, and consolidation. This report for 2006 – 2007 is characterised as a year of transitional and evolutionary change, action, refinement and further development designed to secure the long term future for all PCC auspiced programs. The 4 step process which examined the Strengths / Weaknesses / Opportunities & Threats (SWOT analysis) of the PCC Inc organisation in 2005 – 2006 has laid a solid platform to build a strategic business plan for the PCC for the next 3 years. Principally this Plan can be summarised by the following 6 commitments:

1. The PCC Board and CEO will remain committed to providing full, open, accurate and transparent disclosure of all relevant financial and service performance indicators to all key stakeholders: Membership; Funding Bodies; Clients. The ethos of: 'You can't manage what you can't measure' remains firmly in place at all levels within the PCC operational structure as a key management KPI.
2. The PCC Board and CEO will adopt best practise standards for direct client service provision of all funded programs by setting minimum 51% expenditure targets for the allocation of direct client services across all programs. This strategy should ensure that management, administrative; misc and operational overhead costs are capped at acceptable levels not exceeding 49%, thus shifting the primary focus of all funded programs to the provision of actual client services.
3. **The CEO is delighted to confirm that currently ( 2006 – 2007) the PCC operates all its programs at a combined average of 75%: Direct Client Service Delivery = \$4.8 million approx / 25% overheads = \$1.6 million approx.**



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This outstanding result however can be improved incrementally by challenging certain programs to improve their ratio splits that are lower than this combined organisation average. In the interests of open accountability the CEO is prepared to concede that this remarkable 75% / 25% expenditure split has been achieved because some programs in fact operate at much higher direct client service ratios such as 85% / 15%. Equally some programs currently operate at lower than this outstanding service delivery ratio such as 50% / 50%. Henceforth no program will be permitted to fall below a minimum of 51% direct client service provision target. Individual program models of direct client service provision & delivery vary greatly.

These differences can be exemplified from childcare service programs that are by definition predominately based on direct provision of services, to more complex models of professional aged care case management that have a primary assessment; coordination & management function aligned with the ancillary provision of direct client brokerage services. Therefore direct program comparisons are largely futile, though the CEO / Board will not resile from maintaining a sharp focus on servicing client needs as the primary objective and justification for all PCC programs' existence. Client needs must warrant priority over staff needs if our programs' are to have any ongoing credibility as government funded programs designed to assist the general community.

4. The PCC Board and CEO are committed to retain a 'duality of focus' approach in servicing both client / community needs along with the financial sustainability imperatives imposed by funding bodies on behalf of all tax payers. The creation of a community / corporate hybrid model will remain in a constant state of evolution to ensure that the PCC is able to be proactive in responding to a fast changing community / welfare sector.
5. The PCC Board and CEO will remain committed to attracting, developing and supporting the highest calibre professional staff (within program budget restrictions) within all programs to ensure the standard and quality of management, service and care provided by these programs meets and if possible exceeds community expectations.
6. The PCC Board and CEO will continue to assess and evaluate the performance of the PCC in line with the organisation's 'Clarity of Purpose', summarised in both the Mission and Vision Statements to remain: 'Community Engaged ~ Community Driven'. This 'Clarity of purpose' will remain aligned with a 'Transparency of method' to ensure the Organisation ~ **not only remains on the right track, but all stakeholders are aware of what's on board the train, the ticket price, the power source ,route & destination!**

As always the actual list of specific benchmark achievements is far too long to include in this relatively brief 2006 – 2007 CEO report, however the following list of specific achievements along with the noted challenges ahead do warrant a mention:



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- The inaugural compilation of the Peninsula Community Centre's comprehensive 200 page Staff Policy and Procedure Manual. The purpose of this Manual which was released in March 2007 was to provide a practical living generic operational template to guide, instruct, and support all 112 staff (average 2006 - 2007) in the understanding of their specific duties, obligations and responsibilities. The CEO acknowledges and thanks his P.A. Wayne Barsing for his support and expertise in assisting with the formulation of this Manual, which already has become an indispensable management tool.
- High Quality NCAC Accreditation results for all our Vacation Care, and Before & After School Care programs. This is an absolutely outstanding achievement and the CEO commends and acknowledges Childcare Services Manager Jenny Phillips (Gosford ; Erina, Pt Clare, along with all Vacation Care programs) and Megan Miller (Peninsula / Woy Woy) for helping secure the future for all these programs. In simple terms, failure to achieve accreditation would result in the withdrawal of Commonwealth Child Care Benefit / rebate support, thus programs would be forced to close. Certainly there is no time for complacency as ongoing compliance and validation will continue to remain a professional challenge for both Managers', along with a major overhaul of the 'funding process' (CCMS)) commencing in June / July 2008.
- The PCC website: [www.pccinc.com.au](http://www.pccinc.com.au) officially launched at 2006 AGM has fast become an indispensable tool for marketing, reference & information. Approximately 100,000 'hits', have been made to this site over the last 12 months. Once again the CEO acknowledges and thanks his P.A. / I.T. Coordinator Wayne Barsing for his expertise in creating and maintaining this site.
- The Problem Gambling website featuring PCC program Central Coast Problem Gambling Service was completely overhauled by CEO P.A. Wayne Barsing in March /April 2007. Since this time it has attracted an astounding 60,000 'hits' in a period of 6 months, which represents a 100% increase over previous site design. Once again the CEO thanks and acknowledges Wayne Barsing for his expertise in this vital I.T. growth area.



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- The CEO was successful in obtaining \$6,000.00 non recurrent funding for the School for Seniors / Learning, under the CDSE scheme. The CEO publicly thanks the Ettalong Beach War Memorial Club General Manager Peter Hale, his Board of Directors, Staff and patrons for this generous support of the School for Seniors. The CEO and the PCC Board will continue to support the wonderful SFS and their individual and collective aspirations. The SFS represents a community group that in a very real sense has provided the heart, soul & backbone to the PCC for many years, and no doubt they will continue to strive to support the PCC and lonely isolated members of the community in 2007 and beyond.
- All programs now share a common Financial Year (July – June) reporting cycle, which replaced the previous confusing practise which combined both calendar year reports for some programs, & financial year reports for others. In addition all programs adhere to strict accrual accounting standards for the preparation of monthly financial accounts / statements, which are reviewed by CEO & PCC Board.
- The actual Centre has struggled to maintain Commercial viability / sustainability to the point of break even in 2006 - 2007, despite record high occupancy rates approaching 70% across a full 7 day cycle of operations. Contrary to some public misconceptions the Centre still continues to operate without any direct funding assistance from any funding body, including Gosford City Council. The PCC entity has been able to provide some modest restricted level of operational cross subsidisation to ensure the Centre can meet its financial commitments including a semi commercial lease with Gosford City Council in excess of \$12k p.a. The Centre Coordinator Michelle Remy and her team deserve special mention for her / their continued commitment and dedication in service of all Centre patrons. By any reasonable comparative benchmark the Centre delivers an outstanding service to the entire Peninsula community, and we should all be collectively very grateful for the efforts of the Front Office team to maintain this high standard despite the severe financial restrictions imposed on their operational capacity.

**Achieving financial sustainability / viability for the Centre remains one of the major ongoing challenges for the CEO / Board.**  
**Unfortunately there may be no other practical alternatives but to increase rental fees in 2007 - 2008 for many of our valued long term community based groups & organisations.**



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- Full scale operational restructure in the Childcare Services portfolio of programs in an attempt to secure the long term financial sustainability / viability for all these much needed programs. The CEO thanks & commends Managers' Jenny Phillips and Megan Miller for participating in this operational restructure process with selfless professionalism, and an overriding community commitment to the welfare of all children in their care.
- Successful accreditation for Family Day Care program with the National Council Accreditation Council (NCAC). This is an outstanding result for this highly motivated & cohesive team working under the professional direction of relatively new Manager Corinne Marshall.
- The PCC Board and CEO publicly acknowledge the efforts of all Managers to maintain both high level of client service and preserve the financial integrity of all programs operating under their leadership. The PCC Board initiative to have a regular roster of individual Program Manager presentations / discussions at monthly General Board Meetings, has kept the Board informed first hand of the challenges confronting all programs / managers. In turn these presentations have assisted the Board in making informed decisions regarding governance issues, risk management strategies, and future directions for the PCC.
- Further refinement and extensive compilation and valuation of all PCC Inc fixed assets register, resulting in a more accurate net value of the organisation, creating a solid base for future growth and expansion – driven by servicing community need.
- Computerisation of all Before & After School Care programs has progressed to full financial accountability stage using Kindy Manager software.
- Formation of staff OHS Committee operating with delegated authority to inform & make recommendations to Management / Board under the jurisdiction of WorkCover.
- Successful negotiation of a 'community service / not for profit based lease' with the Department of Education for the continued presence & operation of our Gosford Before & After School program, that operates from a converted railway carriage on the grounds of Gosford Public School.
- Total retained Net Assets / Equity of the PCC Inc @ June 30<sup>th</sup> 2007 including cash on hand = \$2,810,906 which provides a solid foundation that should help secure the future for the majority of programs for 2008 & beyond.



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Let me conclude by saying that it has been an absolute privilege to work alongside such a professional team of Program Managers dedicated to the service of their clients.

I would urge all members to read the individual program reports prepared by the Managers' to gain a clearer insight into each program's operational activities, challenges and outcomes achieved.

I thank each and every Program Manager / Supervisor / Co-ordinator for their efforts in helping me secure the future for the entire PCC family of programs / services.

I have attached a PCC Inc organisation chart to this report for the edification of all members. The current management team of the PCC across 6 operational areas / directorates in program alphabetical order is as follows:

- **ACCOUNTS / ADMINISTRATION**  
Gail Heggie - Manager / Accountant.

### **AGED & DISABILITY DIRECTORATE**

- **Central Coast Case Management Services**  
Manager: Helen Tuxworth
- **Complete Care Aged Services**  
Manager: Cath Harrison (new Manager appointed June 2007 replacing long serving Vicki Shields)
- **Gosford Home Modification & Maintenance**  
Manager: Greg Louie.
- **CENTRAL COAST PROBLEM GAMBLING SERVICE**  
Manager: Chris Davidson (new / returned Manager Feb 2007 replacing Margie Delaney)
- **CENTRE ACTIVITIES**  
Coordinator / Supervisor: Michelle Remy.

### **CHILDCARE SERVICES DIRECTORATE**

- **Gosford ;Erina; Pt Clare - Before & After School Care /**
- **Peninsula, Gosford ; Erina - Vacation Care**  
Manager: Jenny Phillips.
- **Peninsula Before & After School Care**
- **Occasional Care; Playgroups / Kindy Gym**  
Manager: Megan Miller



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- **Peninsula & District Family Day Care**  
Manager: Corinne Marshall (appointed Manager April 2007, assuming responsibilities previously held by Beth Jackson / Megan Miller)
- **THE WEB YOUTH SERVICES**  
Manager: Aidan Devine (appointed Sept 19<sup>th</sup> 2007)

Finally I would like to register my sincere thanks and appreciation for all the support and encouragement I have received from all the volunteer members of the PCC Inc Board / Management Committee, under the outstanding leadership of Board President Katie Smith. It was this Board that gave me the opportunity to become the new CEO with the departure of my predecessor in January 2006, and I thank them sincerely for the trust and confidence they have continued to show in me – I will never take this for granted. The cross pollination of ideas, knowledge and experience between the PCC Board and the CEO throughout 2006 – 2007 has enabled the CEO to more clearly understand the history and core focus of the PCC, and in the process help secure the future for the PCC.

All Members should be aware that my 'forensic management style' creates many demands both collectively and individually for all Board members (& staff).

I am happy to report that the PCC Board fully accepts and understands the separation and clear distinction between the responsibilities and function of the CEO – Management / and the Board – Governance.

### **GENERAL BOARD MEETINGS JULY 2006 – JUNE 2007 (information supplied & collated by Board Secretary Rhonda Mitchell):**

#### **July 2006**

#### **BOARD : 7 MEMBERS**

<b><u>PRESIDENT:</u></b>	Katie Smith
<b><u>VICE PRESIDENT:</u></b>	Debra Wales
<b><u>TREASURER:</u></b>	Daryl Lynch
<b><u>SECRETARY:</u></b>	Rhonda Mitchell
<b><u>BOARD MEMBER / DIRECTOR:</u></b>	Max Brigden
<b><u>BOARD MEMBER / DIRECTOR</u></b>	Wendy Ellis
<b><u>BOARD MEMBER / DIRECTOR:</u></b>	Gordon Ward

<b>June 19<sup>th</sup> :</b>	ABSENT : Debra Wales
<b>July 24<sup>th</sup> :</b>	ABSENT : Katie Smith (meeting chaired by VP Debra Wales)
<b>August 28<sup>th</sup> :</b>	ABSENT : NIL
<b>Sept 25<sup>th</sup> :</b>	ABSENT : NIL



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**Oct 30<sup>th</sup>** : ABSENT : NIL  
**\* Nov 14<sup>th</sup> ( AGM):** ABSENT : Gordon Ward. **NOTE:** Vice President Debra Wales was challenged and re-elected in Ballot. All other members re-elected unopposed.  
**Dec 6<sup>th</sup>:** ABSENT: NIL

### 2007

**Feb 8<sup>th</sup> & 26<sup>th</sup> (split meeting agenda)** :ABSENT: NIL  
**March 26<sup>th</sup>:** ABSENT : Wendy Ellis  
**April 30<sup>th</sup>:** ABSENT : Wendy Ellis ; Debra Wales.  
**May 28<sup>th</sup>:** ABSENT: Debra Wales  
**June 25<sup>th</sup>:** ABSENT : NIL.

### SUMMARY

Excluding 2006 AGM, there have been 11 General Board Meetings for this 2007 AGM reporting period July 2006 – June 2007.

- President Katie Smith has missed 1 meeting with formal apologies.
- Vice President Debra Wales has missed 3 meetings with formal apologies.
- Board member Wendy Ellis has missed 2 meetings with formal apologies.
- All other members have attended all 11 General Board Meetings.

Members can be assured that this Board does not interfere with the daily management operations of the PCC as that is a designated function of the CEO, but this Board certainly does hold me accountable as part of their primary function as a forum of strategic review, policy development, risk management, and governance.

I thank the Board President Katie Smith in particular for her consultative support, insight, and leadership. In addition I thank Board Vice President Debra Wales; Secretary Rhonda Mitchell; Treasurer Daryl Lynch; long standing Board member Max Brigden; Wendy Ellis and Gordon Ward who have all exercised their Board responsibilities with both due diligence and generosity of community spirit.

### PCC Board Treasurer's ( Daryl Lynch) Note:

I note and remind all members that in line with formal directives received from the NSW Office of Fair Trading, and given prominent mention at Special General Board Meeting conducted on July 24<sup>th</sup> 2007, the PCC will be seeking registration with ASIC (Australian Security & Investments Commission) under the Corporations Act 2001 prior to June 30<sup>th</sup> 2008. In short this 2007 AGM will be last conducted under our current NSW Office of Fair Trading / Incorporations Act 1984 registration.

The Board along with me acknowledges the continued support and hard work of our wonderful team of volunteers without whom many PCC programs simply would not function at the current level of service delivery. I stress that this volunteer support is greatly appreciated and should never be taken for granted.



**Peninsula  
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In closing thank you to everyone that has continued to make this 'Sydney based outsider CEO' feel welcome as part of the Peninsula family.

The last 12 months certainly have not been all clear sailing, but the spirit and real sense of community has kept the wind in my sails through some rough weather, which I now sense is clearing on the horizon ~ Smooth sailing ahead...

Warm regards & a happy holiday season to all!

**Michael Nesbitt.**  
**Chief Executive Officer.**  
**November 27th 2007.**



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## **TREASURER'S ANNUAL REPORT**

Another 12 months has passed by and I am delighted to inform the Board and membership that the PCC continues to provide community services across a broad spectrum of community need built on a solid financial base. This strong financial / asset base provides much needed security in an extremely volatile community welfare environment. The Board and I will continue to dedicate ourselves to the long term survival of all PCC programs, and will not be tempted to liquidate 'fixed security assets' for short term gain. Already as part of our strategic plan we are conscious of the upcoming tsunami for community services for people of our generation, and we will continue build safeguards to ensure the PCC is here for many years to come, to service ever increasing community demands for services and support.

I urge the Board and all members to analyse the detailed consolidated audited financial reports prepared by independent auditor Paul Simeoni attached to this AGM document. Having thoroughly examined these audited accounts I commend them to you for formal consideration and approval.

These financial accounts cover the following 17 government funded & unfunded programs / services which are administered by the personnel, payroll, accounts and administration section/s of the Peninsula Community Centre Inc.

In alphabetical order:

1. Central Coast Case Management Services (largest funded program approx \$2 million)
2. Central Coast Problem Gambling Service.
3. Centre Activities (the programs / services funded & unfunded run within the actual Centre)
4. Complete Care Aged Services
5. Co-Ordinator project. ( DOCS funding for CEO position)
6. Erina Before & After School Care.
7. Erina Vacation Care
8. Gosford Before & After School Care
9. Gosford Home Modifications & Maintenance.
10. Gosford Vacation Care
11. Peninsula & District Before & After School Care
12. Peninsula & District Vacation Care
13. Peninsula & District Family Day Care
14. Peninsula & District Occasional Care.
15. Peninsula Community Centre Inc (main 'clearing account', account that retains major property assets)
16. Point Clare Before & After School Care.



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### 17. The WEB Youth Service.

I offer my congratulations to all Managers' and Co-ordinators who have managed to run their respective program /s efficiently and effectively, while at the same time remaining within their respective budgets. I would like to note that I as Treasurer and the PCC Board have been instrumental in framing a policy that will ensure that the majority of future expenditure for all programs is focussed on the actual provision and allocation of direct client services & support. Specifically we have set a minimum expenditure target of 51% for the provision of these direct client services (as opposed to management, administrative & operational overhead costs, which will now be capped at a maximum of 49%), and have instructed the CEO to ensure that this service delivery target is met in the upcoming year/s for all programs.

**The CEO & I are delighted to confirm that currently the PCC operates all its programs at a combined average of 75% - Direct Client Service Delivery = \$4.8 million approx / 25% overheads = \$1.6 million approx.**

This outstanding result however can be improved incrementally by challenging certain programs to improve their ratio splits that are lower than this combined organisation average. In the interests of open accountability I am prepared to concede that this remarkable 75% / 25% expenditure split has been achieved because some programs in fact operate at much higher client service ratios such as 85% / 15%. Equally some programs currently operate at lower than this outstanding service delivery ratio, such as 50% / 50%. Henceforth no program will be permitted to fall below a minimum of 51% direct client service provision target.

In accordance with our obligations under the PCC Inc Constitution (recently revised 23/08/07 & ratified) & the Incorporations Act 1984, all projects' / programs' accounts have been independently audited by Simeoni & Co CPAs' and are presented at this 2007 AGM for your scrutiny and approval. I note and remind all members that in line with formal directives received from the NSW Office of Fair Trading, and given prominent mention at Special General Board Meeting conducted on July 24th 2007, the PCC will be seeking registration with ASIC (Australian Security & Investments Commission) under the Corporations Act 2001 prior to June 30th 2008. In short this 2007 AGM will be last conducted under our current NSW Office of Fair Trading / Incorporations Act 1984 registration.

- While many programs / services do not attract government funding, the organisation still strives to provide the community with the facilities and infrastructure to undertake a combination of recreational, sporting, training, social, and educational activities for the people of the Peninsula and surrounds, at reasonable community based rates. I concur with the CEO's following statement: The actual Centre has struggled to maintain financial viability / sustainability to the point of break even in 2006 - 2007, despite record high occupancy rates approaching 70% across a full 7 day cycle of operations.



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Contrary to some public misconceptions the Centre still continues to operate without any direct funding assistance from any funding body, including Gosford City Council. The PCC entity has been able to provide some modest restricted level of operational cross subsidisation to ensure the Centre can meet its financial commitments including a semi commercial lease with Gosford City Council in excess of \$12k p.a.

- The Centre Coordinator Michelle Remy and her team deserve special mention for her / their continued commitment and dedication in service of all Centre patrons. By any reasonable comparative benchmark the Centre delivers an outstanding service to the entire Peninsula community, and we should all be collectively very grateful for the efforts of the Front Office team to maintain this high standard despite the severe financial restrictions imposed on their operational capacity. **Achieving financial sustainability / viability for the Centre remains one of the major ongoing challenges for the CEO / Board. Unfortunately there may be no other practical alternatives but to increase rental fees in 2007 - 2008 for many of our valued long term community based groups & organisations.**

I would like to extend my thanks and appreciation to all my PCC Inc Board colleagues, our CEO Michael Nesbitt, our independent auditor Paul Simeoni, and in particular the PCC Accountant Gail Heggie and her assistant Vicki Swain. As Board Treasurer, my job is made much easier by receiving accurate and fully transparent monthly accounts which enable me to keep the Board well informed on the financial performance of the entire organisation.

I look forward with confidence to 2007 – 2008 as a year full of potential opportunities to serve the needs of the community as a result of the solid financial base we have built throughout 2006 – 2007, that now shows the PCC with a strong audited asset base of \$2,810,906. Seasons greetings to all our program clients', members & staff.

**Daryl Lynch.**  
**PCC Inc – Treasurer.**  
**November 27<sup>th</sup> 2007.**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

## **VICE-PRESIDENTS' ANNUAL REPORT**

### **PENINSULA COMMUNITY CENTRE INC VICE PRESIDENT'S 2006 - 2007 AGM REPORT TO THE BOARD AND MEMBERSHIP**

2006 – 2007 has again been a year of dramatic transitional changes in many areas of the organisation, but overall it has also seen a strengthening and consolidation of our core commitment and focus to remain servants of the community. We have strengthened our commitment to our motto to remain: '*Community Engaged ~ Community Driven*' by making some hard and confronting decisions in areas of operational restructure, but as a unified Board we are determined to ensure our administration and outlook remains true to this credo.

From the outset let me acknowledge and thank on behalf of our PCC Board the pro- active and committed leadership of our Board President Katie Smith, which has been instrumental in guiding us through this past year of Action & Consolidation after the previous year of Review and Assessment. The Board and I are determined to assist the CEO to manage this ongoing evolutionary change in a sensitive and consultative manner, but we will not shy away from making tough decisions if needed to secure the future for our key stakeholders ~ our program clients.

I continue to take an interest in all programs' operational activities particularly our WEB Youth Service program which was managed for the past 13 years by Dion Richardson. Dion has now moved on to another phase in his professional career as a youth worker, and both the Board and I wish him well. On behalf of the Board, I welcome our new WEB Youth Services Manager Mr Aiden Devine to the PCC family. I along with the entire PCC Board will continue to take a keen interest in the School for Seniors Learning project managed by my fellow Board member Rhonda Mitchell. As Vice President I was delighted to support a PCC Board motion to provide this unfunded project with modest transitional financial support of \$2,500.00 from PCC consolidated revenue, prior to the project receiving a 2007 - 2008 CDSE \$6,000.00 grant.

Specific 2006 – 2007 achievements are best left to our CEO Michael Nesbitt to mention in his report, but I would like to note the Board has been instrumental in framing a policy that will ensure that the majority of expenditure for all programs is focussed on the actual provision and allocation of client services & support. Specifically we have set a minimum expenditure target of 51% for the provision of these client services.

Finally I would like to acknowledge the wonderful level of support and assistance that the organisation continues to receive from our committed team of volunteers.



**Peninsula  
Community  
Centre Inc.**  
Reg'd charity no: CC19624

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Phone (02) 4341 9333  
Fax: (02) 4342 4947  
[pcc@pccinc.com.au](mailto:pcc@pccinc.com.au)  
[www.pccinc.com.au](http://www.pccinc.com.au)  
ABN 52 114 400 301

## PCC Annual General Meeting 27<sup>th</sup> November 2007

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So many achievements under our belt, but still more work to do to ensure the organisation remains viable and can continue to provide a full scope of services to the community. The Board along with the CEO Michael Nesbitt and his entire management team will remain focussed throughout 2007 - 2008 on securing the future for the PCC, and in turn the community services it provides.

In closing I would like to take the opportunity to wish everyone a happy, healthy, and safe Christmas, and a year of hopes and dreams fulfilled in 2008.

**Debra Wales**  
**PCC Inc Vice President**  
**November 27<sup>th</sup> 2007.**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

In keeping with the ethos of the PCC Constitution, the Board acknowledges and supports the engagement of the LOCAL COMMUNITY as the key stakeholders and primary focus of all programs and activities.

**COMMUNITY CHARTER**

**THE PENINSULA COMMUNITY CENTRE INC  
BOARD OF DIRECTORS**

**CHIEF EXECUTIVE OFFICER**  
MICHAEL NESBITT

Includes – DOCS co-ordination neighbourhood project.  
FUNDING : 100% ( 60% #1 +40% various)  
TOTAL AV PCC INCOME = 1 %

**PCC ACCOUNTING & ADMIN**  
MANAGER: GAIL HEGGIE  
Staff: 2  
VOLUNTEERS: 1  
FUNDING: NIL  
FEES / OTHER : 100 %  
\* TOTAL AVG PCC INC: 2.5%

**GEO P.A.**  
**IT CO-ORDINATOR**  
WAYNE BARSING  
Part time (3 days p.w.)

- Funding Body Key:**
1. Dept of Community Services.
  2. Dept of Health & Ageing.
  3. Responsible Gambling Fund: NSW Office of Liquor, Gaming & Racing.
  4. Dept of Family & Community Services Indigenous Affairs.
  5. Dept of Ageing Disability & Home Care.
  6. Centrelink – CCBS.
  7. **Unfunded Services:** Bridge Club; Judo; School for Seniors Learning; Dance Studio; BJJ Physical Culture; Perm and casual room hires + other.

**Average Monthly Service Delivery Summary**  
Total Clients: 5948  
Funded Clients : 2948  
Staff ( F/T: P/T: Casual ): 116  
Volunteers: 33 + 7 Board Members.  
Contractors: 67  
Total staff inc volunteers exc contractors = 156  
Funded Client Service ratio: 1:18 approx  
Total Service delivery ratio: 1:37 approx  
**AVG Monthly Income Analysis**  
Funding = 60%  
Fees/ Other = 40 %  
**Major Monthly Expenditures**  
Staff Wages : 49% Total Income.  
Contractors : 25 % Total Income.  
\* Regular repeat clients counted as one only.  
\* Income (Total PCC) = funding + fees + other  
(source 06/06 Audited accounts)

**AGED AND DISABILITY SERVICES  
DIRECTORATE**

**CENTRE ACTIVITIES**  
CO-ORDINATOR: MICHELLE REMY  
STAFF: 3  
VOLUNTEERS: 10  
# AVG CLIENTS P/M: 3,000  
FEES / OTHER : 100%  
\* TOTAL AVG PCC INC = 1.5 %  
UNFUNDED SOURCE: 7

**YOUTH SERVICES (THE WEB)**  
MANAGER: ADAN DEVINE  
STAFF: 4  
CONTRACTORS: NIL  
VOLUNTEERS: 2  
# AVG CLIENTS P/M: 300  
FUNDING = 99 %  
FEES / OTHER = 1 %  
\* TOTAL AVG PCC INCOME = 3 %  
FUNDING SOURCE: 1, 2.

**COMPLETE CARE AGED SERVICES (CACP)**  
MANAGER: CATH HARRISON  
STAFF: 34  
CONTRACTORS: 8  
VOLUNTEERS: 1  
# AVG CLIENTS P/M: 83  
FUNDING = 88 %  
FEES / OTHER = 12 %  
\* TOTAL AVG PCC INCOME = 17%  
FUNDING SOURCE: 2

**GOSFORD HOME MOD. & MAINTENANCE (HACCI)**  
MANAGER: GREG LOUIE  
STAFF: 9  
CONTRACTORS: 5  
VOLUNTEERS: NIL  
# AVG CLIENTS P/M: 280  
FUNDING= 82 %  
FEES / OTHER = 18 %  
\* TOTAL AVG PCC INC = 12%  
FUNDING SOURCE: 5

**CENTRAL COAST CASE MANAGEMENT SERVICES**  
MANAGER: HELEN TUXWORTH.  
STAFF: 14  
CONTRACTORS: 20  
VOLUNTEERS: NIL  
# AVG CLIENTS P/M: 240  
FUNDING = 95 %  
FEES / OTHER = 5 %  
\* TOTAL AVG PCC INCOME = 30%  
FUNDING SOURCE: 2.5

**CHILD CARE SERVICES DIRECTORATE**

**PENINSULA FAMILY DAY CARE**  
MANAGER: CORINNE MARSHALL  
STAFF: 4  
CONTRACTORS: 34: self employed carers  
VOLUNTEERS: NIL  
AV CLIENTS P/M: 500  
FUNDING 80% OTHER 40%  
\* TOTAL AVG PCC INCOME = 11%  
FUNDING SOURCES: 1,4,6.

**GOSFORD: ERINA, PT CLARE BIAS VACATION CARE ALL SITES**  
MANAGER: JENNY PHILLIPS  
STAFF: 24  
CONTRACTORS: NIL  
VOLUNTEERS: 14  
# AVG CLIENTS P/M: 1,000 adjusted  
FUNDING = 35% FEES / OTHER = 65%  
\* TOTAL AVG PCC INCOME = 11.5 %  
FUNDING SOURCE: 1,4,6

**PENINSULA / DISTRICT OCC & BIAS CARE PLAYGROUPS/ KINDY GYM**  
MANAGER: MEGAN MILLER  
STAFF: 19  
VOLUNTEERS: 8  
# AVG CLIENTS P/M: 500 adjusted  
FUNDING= 40% FEES / OTHER = 60%  
\* TOTAL AVG PCC INCOME = 8%  
FUNDING SOURCE: 1,4,6

**GAMBLING COUNSELLING**  
ACTING MANAGER: CHRIS DAVIDSON  
STAFF: 3  
CONTRACTORS: NIL  
VOLUNTEERS: NIL  
# AVG CLIENTS P/M: 45  
FUNDING = 99%  
FEES / OTHER = 1 %  
\* TOTAL AVG PCC INCOME = 2.5 %  
FUNDING SOURCE: 3



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

**ACCOUNTANT / ADMINISTRATION  
MANAGER**

**27<sup>th</sup> NOVEMBER AGM REPORT FOR 2006 – 2007**

2006 – 2007 has been yet another year for improvement & progress in the accounts department. A brief summary of improvements include:

- Monthly financial accounts / reports are continually being refined in the accounting standard 'accrual' format to reflect an accurate position of each program.
- Where possible the same category has been used across all programs for easy reference.
- Coloured graphs showing income / expenditure for all programs have been introduced to accompany monthly financial reports to assist Managers, CEO & Board Members.
- Individual Balance Sheets are continually being improved to show Assets purchased throughout the year separately – which was not the case previously.
- An additional staff member has been trained to assist in payroll when required. I would like to thank Paige Slattery for her assistance in this area throughout the year.
- I continue to build a professional relationship with our external auditor Paul Simeoni & Co.

As the PCC accountant my primary focus is to accurately & transparently inform the CEO / Board of the financial performance / position of all 15 programs that fall under the auspice of the PCC to enable them to make informed decisions.

I would like to congratulate Vicki Swain on a job well done in the accounts department during my absence of leave recently. I look forward to expanding Vicki's role as my assistant with on going training in all aspects of the accounting / payroll procedures in the coming year.

I would also like to acknowledge the enormous support and assistance I receive from Vicki in my role as accountant, as without her dedication my job would be made extremely difficult.

Finally I offer my sincere thanks to the PCC Inc Board particularly President Katie Smith & Treasurer Daryl Lynch, along with CEO – Michael Nesbitt, for the continued support, encouragement & confidence they show in me.

**Gail Heggie  
PCC Inc Accountant / Administration Manager.  
November 27th 2007.**



## PCC Annual General Meeting 27<sup>th</sup> November 2007

### Centre Activities/ Front Office

The Centre has enjoyed a consistently busy 12 months, with nearly all activities continuing from 2006 into 2007. Happily we have also welcomed many new activities as well!

We have endeavoured to support the PCC motto: "Community Engaged ~ Community Driven" – and every effort is made by Centre Staff to incorporate this into our daily interaction with the Community. This is continuing to be quite challenging as the Centre must generate sufficient income to pay the lease we have with Gosford Council – which was confirmed on April 1<sup>st</sup> 2006 for a period of three years. This is not a peppercorn lease and represents an additional cost of over \$10,000 per year. As we do not receive any funding for the Centre – our only source of income to cover all of our overheads is the fees we receive from the hiring of the rooms in the Centre. As such, the Centre's Operational Deficit at present is \$15,660.00.

#### **SUMMARY FOR THE CENTRE**

Occupancy of the Centre has improved over the last 12 months, and we have averaged room use of around 68% for July 2006 - June 2007. The Centre has also used the BASC Cottage on a few occasions to provide space for hirers when the Centre was unavailable.

At peak times, i.e. weekday mornings and afternoons and early evenings, permanent hirers keep all of our rooms busy on most days. Weekend occupancy has also improved, with a wide variety of private and community hirers using the main auditorium for functions.

The Front Office staff and volunteers have worked very hard this year. The increase in hirers and participants impacts directly on the demands made on their time. The Front Office staff are the Community Centre's public face. We are the first point of contact, for all regular and perspective Centre users. We respond to all general enquiries and direct them where relevant; we promote all areas within the Centre to potential hirers as well as any in house projects to clients; we design and produce all promotional literature for the PCC; we manage general administrative requests of all Projects/ Activities; we produce the programs, promote and take the bookings for Peninsula Vacation Care; we oversee the fundamental operational duties of the Centre including car and bus fleet management, security and cleaning / maintenance; we do all facility bookings and scheduling, all purchasing and first aid. We also coordinate Volunteers and Community Workers within the Centre.

#### **Highlights this year have included:**

\*Centre Volunteers Group continuing to grow.

\*Successful 18<sup>th</sup> and 21<sup>st</sup> birthday parties held without any incidents.



## PCC Annual General Meeting 27<sup>th</sup> November 2007

\*Wesley Work for the Dole group helping the PCC with special maintenance and gardening projects.

\*Increase in Free services and activities for members of our community including Free Tax Help and cultural workshops

\*Council involvement and support to improve lighting in the John Hoare Close Zone.

\*First Newsletter published for Centre users.

\*Regular maintenance continuing including gardens, lawns and the centre roof and gutters.

\*Continuity of service as majority of our activities and services continue and supply quality activities to the Community.

**\*New activities and groups in the Centre- Permanent Hirers:** U3A -University of the Third Age, Kids Yoga, Combat Kempo Karate, The Conservatorium of Music, Kids Belly Dancing, Tai Chi, Smart Recovery (self help group for those recovering from drug or alcohol addiction), Stoke Recovery Group, The Anglican Church.

**\*NEW Casual Hirers:** Central Coast Surf Life Saving (for training), Umina Surf Life Saving Club, Woy Woy Peninsula Under 14 rep netball team, Juvenile Justice, Calvary Silver Circle, Gambling Anonymous, Department of Sport and Rec – Disabled drumming class, original Pen Link Meetings, St John's School Year 6 Graduation, Trivia Night and "Fabba" Fundraiser Concert, Lioness Club Fundraising Luncheon and a Centrelink Information Session. Functions and events included a wedding, engagement parties, a christening, birthday parties, Netball presentations, Bridge and Physie Championships, an Art and Craft Exhibition, the Red Shield Appeal, St John's St Patrick's Day Lunch, Church Ministry training and volunteers morning tea and Mary Mac's Place Christmas Lunch.

**\*Activities/Groups not continuing at present:** Salsa Dancing, Scrap booking, Work wise Mature Unemployed Support Group, Do Re Mi Music for Children, Dragon Kung Fu.

### **SUMMARY FOR EACH OF THE ACTIVITIES**

Our group of permanent activities that have continued to provide a great service to members of the Community include:

PCC Centre Activities: *BJP Physical Culture, Playgroup, Preschoolers Playgroup and Kindygyim, Occasional Childcare, Second Chance Craft, The Web Youth Service and Problem Gambling Counselling.*

Also - School for Learning, Woy Woy Judo Club, Peninsula Dance and Theatre School, Brisbane Water Bridge Club, Gentle Fitness classes for over 55's, Coast Care Counselling,

Central Coast Volunteer Referral Agency, Gosford Supported Playgroup, Samaritans Group, Weight Watchers, Softstone Sculptures, Kempo Karate, Central Coast and Tuggerah Lakes/Kincumber Community Colleges, Peninsula Residents Association, Brophy Circus



## PCC Annual General Meeting 27<sup>th</sup> November 2007

Academy, Belly Dancing, Grandparents Support Group, Pelicans Playgroup, Breast Feeding Mothers Support group.

### **KEY EVENTS FOR THE YEAR**

- **Mary Macs Christmas Lunch.**  
The PCC supported this wonderful community event through offering the Centre at a nominal rate of hire.
- **Salvation Army functions and their Red Shield Appeal**  
The PCC supported the Salvos' major fundraising event through offering the Centre at a nominal rate of hire.
- **Australia Day Lantern Parade workshops.**  
Gosford Council hired the auditorium for the construction of all the Lanterns featured in the 2007 parade, as well as running free workshops for members of our community to make their own lanterns.
- **Ettalong Beach Arts and Crafts Exhibition.**  
Held over 3 days in November 2006, the show is this groups major fundraiser and attracted healthy crowds and new visitors to the centre.
- **Private Parties.**  
Our First Wedding! A Christening, various birthday parties including our first 18<sup>th</sup> and 21<sup>st</sup> parties, and 3 Engagement parties.
- **3 day Bridge Club Congress**  
Over 400 players attended over 3 days from all over NSW.
- **Physical Culture Interclub Championships**  
Clubs from Queensland and all over NSW attended these Championships held in the auditorium and hosted by our Woy Woy Peninsula Physical Culture Club.
- **Free Aboriginal Cultural and History Workshops**  
Wyoming Community Centre received funding for these sessions. PCC sponsored by providing free room hire and assisting with administration and promotion to our community.
- **Free Life Experience Counts Course**  
Funding obtained by from Central Coast Community College in partnership with the PCC for this course aimed at those who had not completed secondary schooling and/or those in specific (special needs) groups.
- **Free Tax Help**  
This is the first year we have offered this service. Sponsored by the Tax Office and the PCC, and manned by volunteers trained by the Tax Office.

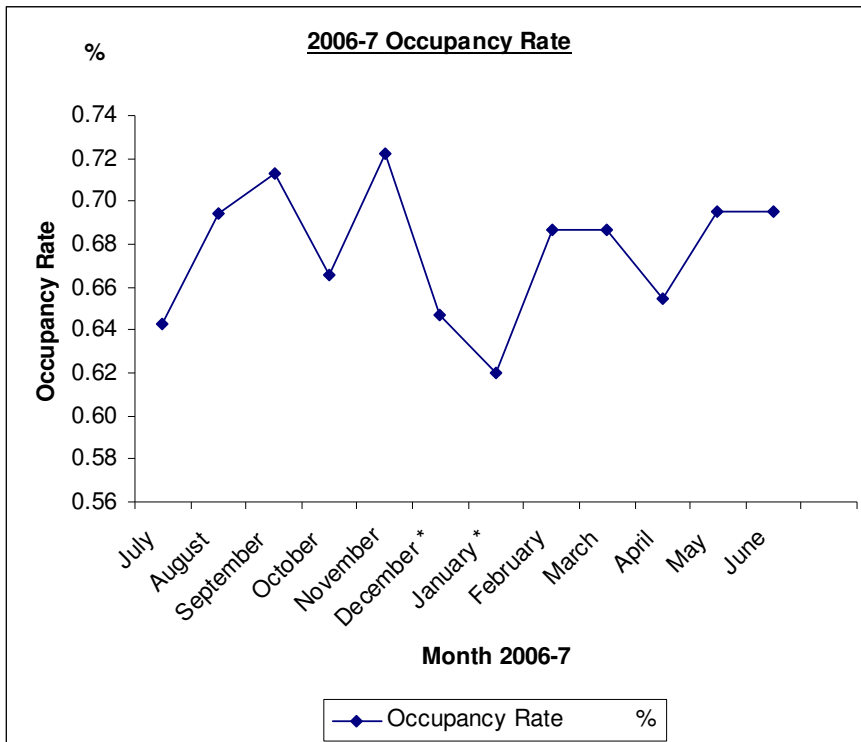


**PCC Annual General Meeting 27<sup>th</sup> November 2007**

**STATISTICS**

**Occupancy Rates**

Month	Income Received	Occupancy Rate %	Unrealised Income	Unrealised Occupancy Rate %	Total Potential Income
July	\$7,599.15	0.64	\$4,216.46	0.3569	\$11,815.61
August	\$8,760.20	0.69	\$3,860.59	0.3059	\$12,620.79
September	\$10,287.45	0.71	\$4,133.78	0.2866	\$14,421.23
October	\$9,043.59	0.67	\$4,545.09	0.3345	\$13,588.68
November	\$10,950.54	0.72	\$4,216.23	0.2780	\$15,166.77
December *	\$7,324.40	0.65	\$3,993.96	0.3529	\$11,318.36
January *	\$5,805.00	0.62	\$3,556.51	0.3799	\$9,361.51
February	\$11,321.40	0.69	\$5,173.56	0.3136	\$16,494.96
March	\$10,797.30	0.69	\$4,934.06	0.3136	\$15,731.36
April	\$7,805.20	0.65	\$4,115.61	0.3452	\$11,920.81
May	\$13,423.70	0.70	\$5,879.60	0.3046	\$19,303.30
June	\$9,749.85	0.69	\$4,281.30	0.3051	\$14,031.15
	<b>\$112,867.78</b>	<b>0.68</b>	<b>\$52,907</b>		<b>\$165,775</b>
		Average			



**2006-2007  
Centre  
Operational  
Deficit =  
(\$15,660.00)**

\* Restricted rental hours due to Centre shutdown



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

**CENTRE ACTIVITIES AND HIRERS JULY 2006 – JUNE 2007**

<b>ACTIVITY</b>	<b>DATE/DAY</b>	<b>FREQUENCY &amp; DETAILS</b>	<b>ROOM HIRED</b>
<b>0 – 5 year olds</b>			
<b>Playgroup</b>	Tuesday and Wednesday	Weekly 2 hour sessions for 0 – 5 year olds and their carers	Hall
<b>Kindy gym</b>	Friday	2 X Age appropriate sessions for 1 – 3 year olds and 3 – 5 year olds	Hall
<b>Gosford Supported Playgroup</b>	Monday	2 Weekly 1.5 hour sessions for families with different needs to our community playgroup i.e. first time parents, teen parents, geographically isolated families, multiple birth families, and those with special needs .	Seniors Room and 2 <sup>nd</sup> session in the hall for Aboriginal and Torres Strait Islander Families at 12.30.
<b>The Conservatorium of Music Preschool Music Programme.</b>	Thursday	Weekly Age appropriate sessions for 2 – 5 year olds in the basics of music and movement	Dance Studio
<b>Occasional Childcare</b>	Monday to Friday	Weekly 9am to 3pm Childcare for 0 – 6 year olds	Occasional Care Room exclusive use
<b>Primary Age Only</b>			
<b>Active After School Sports</b>	2 afternoons per week	Weekly 1 hour sessions – funded activity for OOSH centres	Hall
<b>YOUTH</b>			
<b>Web Drop In Centre</b>	Monday to Saturday	Weekly Mon/Tues 2 – 5pm, Weds/Thurs 2 – 6pm, Fri 2-7pm and 4.30- 9.30 pm Sat. AOD Counsellor, Doctor and Nurse avail at varied times during the week	WEB Youth Centre exclusive use
<b>ALL AGES</b>			
<b>Yoga</b>	Monday and Thursday	Weekly 10 – 11.30 am	Martial Arts Room
<b>BJP Physical Culture</b>	Monday and Wednesday	Weekly 3.45 – 9pm for girls and ladies from 3 years old. Boys welcome	Hall
<b>Woy Woy Judo Club</b>	Monday, Wednesday and Friday afternoons.	Weekly age and skill appropriate classes for a children (7 up) and adults	Martial Arts
<b>Dragon Kung Fu</b>	Tuesday Evenings	Weekly 1.5 hour weekly sessions children and adults and some vacation care programs for 5 – 12 year olds. Finished February 07.	Hall
<b>Calvary Silver Circle</b>	Week days	Irregular meetings to interview potential staff for their aged care and disability service.	Meeting Rooms
<b>Chakra Dance Therapy</b>	Saturday and Sunday	Monthly afternoon sessions in dance as therapy	Dance
<b>Combat Kempo Karate</b>	Monday and Wednesday Evenings	Weekly Classes in December and January whilst normal premise under repair, adults and children	Hall
<b>Latin Salsa Dancing</b>	Tuesday evenings	Weekly 1 – 1.5 hour sessions for singles and couples. Finished 02/07	Hall



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<b>Brisbane Water Bridge Club</b>	Monday to Saturday	Weekly learn to play classes, playing sessions for experienced players and teams	Bridge/ Craft room exclusive use.
<b>Weight Watchers</b>	Wednesday pm, Friday am and Saturday am	Weekly classes assist locals with weight loss	Seniors Room
<b>Brophy Circus Academy</b>	Thursday and Friday	Weekly afternoon and evening classes for children (7 up) and adults in basic gymnastics, aerial apparatus, fire twirling	Hall
<b>Kempo Karate</b>	Friday afternoon/evening	Weekly classes for children (5 up) and adults 1.5 hours	Martial Arts Room
<b>Problem Gambling</b>	Monday to Friday	Weekly Service offering Counselling and advice	Meeting Rooms 2 and 4 exclusive use
<b>Central Coast Community College and Tuggerah Lakes /Kincumber Community College</b>	Mondays to Saturdays dependent on courses	Varied courses from 1 day to 8 week courses (1 class per week) in areas as diverse as drawing, painting, French, Japanese, Cooking, Mandarin, Weight loss for life, Stone Sculpture, Making Unique cards, Afro Cuban Dance, Bonsai, Time Management.	Meeting Rooms 3 and 5, Cottage
<b>Central Coast Volunteer Referral Agency</b>	Monday am	Weekly interview sessions for potential volunteers and 10 monthly Bridge to Volunteering group information sessions	Meeting Rooms 3 and 5
<b>Coast Care Counsellors</b>	Monday, Wednesday and Thursday	Weekly sessions. This not for profit group's aim is to make very affordable counselling available to those on the Coast in need. All types of counselling are supplied for individuals and couples, and PCC support Coast Care by charging a very nominal rate of hire.	Meeting Room 3
<b>C Change Career Counselling</b>	Various	Irregular counselling sessions with existing clients	Meeting Rooms 3 and 5
<b>Gosford Council</b>	Varied	Various public meetings including one on playgrounds. Staff meetings. A special 2 week long event in January saw giant lanterns constructed and painted by local children and artists for the Australia Day Parade.	Hall and Meeting Room 5
<b>St John's Catholic Church</b>	Saturday and Sundays	Fundraising events including St Patrick's Day in March 2007. Training sessions and thank you luncheons for volunteers.	Hall
<b>St Johns Catholic School</b>	Weeknights and weekends	Fundraising events including Trivia Nights, Dance/Concerts and the 2006 Year Six Graduation	Hall
<b>Scrapbooking</b>	Friday Evening and Saturday Afternoon	Monthly classes and social group sharing Scrapbooking techniques and products.	Seniors Room
<b>Over 55</b>			
<b>Tai Chi</b>	Thursday	Weekly classes aimed at over 55's – "Stay on your feet with Tai Chi" – also linked with the Arthritis Association	Hall



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<b>School for Learning</b>	Tuesday, Wednesday and Thursday	Weekly social and educational group that meet for discussions, speakers, art and craft, games, walks and outings	Seniors Room
<b>U3A</b>	Week days	University of the Third age, multiple classes per term and discussion groups in a diverse range of interesting topics.	Meeting Rooms 3 and 5
<b>Gentle Fitness</b>	Monday	Weekly 1.5 hour exercise classes tailored to the individuals fitness capabilities, includes morning tea session	Hall
<b>Work wise</b>	Wednesday	Weekly (26 or 13 week blocks) help and information sessions for mature age unemployed. 2006 only – no funding so far in 2007.	Cottage and Meeting Room 5
<b>Disabled Groups</b>			
<b>Second Chance craft</b>	Monday	Weekly craft and cooking sessions to promote independence and social interaction	Meeting Room 5
<b>Samaritans</b>	Friday	Weekly sessions cooking, social interaction for varied group of attendees	Meeting Room 5
<b>Culturally Based Groups</b>			
<b>Fijian Multicultural Group Kris Kros</b>	Sundays	Weekly Sessions newer to the Centre for promotion of multicultural activities. Focussing on male youth and their families with sport, dance and cultural activities, and interaction with adult members of the group. Future family focussed activities also planned. 2006 only - to return late 2007.	Seniors and Hall
<b>Aboriginal Cultural Work Shops</b>	Thursday	3 Cultural - history and art workshops FREE to members of the local community. The workshops were also used as one of our Vacation Care activities and included dance, arts and crafts, and an artefacts presentation. The Centre supported with free room hire, providing admin support and Morning tea.	Hall
<b>Special Interest Groups</b>			
<b>Alcoholics Anon</b>	Friday, Saturday	This support group used our Centre on a temporary basis after the storms in June 07	Meeting Rooms 3 & 5
<b>Breast Feeding Mothers</b>	Thursday	Fortnightly groups for support and social outlet	Cottage
<b>Grandparents as parents</b>	Mondays	Monthly support, information and social group	Web and Cottage



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

<b>Gambling Anonymous</b>	Saturdays	Weekly support Group – unsuccessful attempt over 2 months in early 2007 to establish a group here in the Centre.	
<b>Juvenile Justice</b>	Weekdays	Family and Juvenile Justice meetings - irregular	Meeting Rooms
<b>Mary Macs Place</b>	Weekday	The Mary Macs annual Christmas lunch was held at the Centre for local disadvantaged families. A nominal rate of hire was the Centre's support for this wonderful community sponsored event.	Hall
<b>Peninsula Residents assoc</b>	Saturday	Monthly Saturday afternoon discussion groups	Seniors Room
<b>Smart Recovery</b>	Friday	Weekly support sessions for those recovering from drug and alcohol addiction	Meeting Room 3 and 5, Dance Studio
<b>Umina SLSC</b>	Wednesday	Weekly training sessions for Volunteers	Meeting room 5
<b>Stroke Recovery</b>	Tuesdays	Weekly research and occupational health sessions for those affected by stroke	Hall and Meeting Room 3
<b>Salvation Army Red Shield Appeal</b>	Weekend	The Salvos used the Centre this year for some Sunday Services after the June Storms affected their usual premises. Their Annual Fundraiser was held here also , as the co ordination point for Volunteers and collection of all funds. The Centre Supported them with a nominal rate of hire. A luncheon was also held on another occasion.	

**Staff Statistics**

**Front Office and Centre Staff:**

Michelle Remy - Centre Coordinator, Lisa Hansen and Sally Fryar - Administration Assistants, Helen Faulkner- Centre Cleaning.

**Office and Centre Volunteers:** Margaret Baillee, (Centre Vending Machines, Administration and all PCC phone accounts); Bruce Bennett, Jim Kennedy and Gary Rohr (Maintenance and Gardens), Jill Marggraff (Gardens, Office Volunteer): Judy Barron , Ron Thomsen, Daryl Woods, Jacqui Whigham and also Peter Reddy – a graphic designer who has been redesigning many PCC brochures.

**Duke Of Edinburgh Volunteer :** Hannah Clune -Purcell

**Back to Work placement:** Cheryl Moxon.

**Community Workers:** Sharon (finished in June 07) and Emma who assist Helen with extra cleaning duties.

A huge thank you to all staff and volunteers for their hard work and dedication.



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

**KEY ISSUES & CHALLENGES AHEAD**

- Financial management – meeting the cost of our semi commercial lease with Gosford Council and covering all other overheads so we can get closer to “breaking even” at the end of each financial year. **The Centre Operational Deficit at present is \$15,660.00.**
- Maintaining current Occupancy Rates.
- Balancing the needs of the Centre with the administrative tasks we undertake for other PCC Services.
- Retaining Volunteers.
- Juggling the needs of all Centre hirers and activities – especially those who share the same space.
- Increase in anti social behaviour and vandalism around the Centre and grounds- especially in the evenings.
- Identifying the sections of our Peninsula Community not currently well represented in the Centre, and activities to attract them.
- Supporting and providing more low cost services to members of our community.

**Centre Coordinator: Michelle Remy**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

## **SCHOOL FOR SENIORS** **ANNUAL REPORT**

Once again it was a great occasion celebrating our 18<sup>th</sup> Birthday with a morning tea and cruise on beautiful Lake Macquarie and lunch at Toronto RSL. It is a wonderful experience knowing that we have had very pleasant and happy times with lots and lots of memories.

### **SUMMARY**

Our classes on Tuesday, Wednesday and Thursdays are all still very well attended, plus the many bush walks, Theatre parties, day trips and coach outings. We had 2 over night trips this year. Our first one was to Mudgee - thirty five of our members stayed over 2 nights and 3 days and had a wonderful time. Twenty of us also enjoyed a lovely 3 night / 4 day stay in Tea Gardens. Before we got home everyone on board the Coach wanted to know when we would organise more trips away.

Our charity this year has been "Riding for the Disabled" at Somersby. We have collected all year and once again have a full money box of donations from our members. Unfortunately, we have not been able to hand over our money box as the property at Somersby has been quarantined – so we will have to make our donation next year. This will continue to be our Charity for 2008 .

My thanks goes to all members of the School for Seniors for their continued and loyal support shown to me. It is very much appreciated. THANKYOU.

A very special thanks goes to all the ladies in the Front Office for their kindness and support for myself and all of our members. You are all a great team.

A very big thank you to our Chief Executive Officer – Michael Nesbitt, for the interest shown in the School for Seniors. His loyalty and support have helped me in many ways including a successful funding application (for Tutors) plus many other problems that we have dealt with together over the year. Also a big thank you to Wayne Barsing – Michael's Personal Assistant – for all of his help, loyalty and support. It has been wonderful working with both of you.

Finally, I would like to thank all volunteer members of the PCC Board of Management for their dedication and expertise over the last 12 months.



**Peninsula  
Community  
Centre Inc.**  
Reg'd charity no: CC19624

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ABN 52 114 400 301

## PCC Annual General Meeting 27<sup>th</sup> November 2007

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I would also like to thank:

- The PCC for their \$2,500.00 funding on 27<sup>th</sup> March 2007; &
- The Ettalong Beach War Memorial Club for their donation of \$6,000, as part of the Community Development & Support Expenditure funding application on 10<sup>th</sup> August 2007 (Peter Hale – General Manager)

**Rhonda Mitchell  
Co Ordinator**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

**Brisbane Water Bridge Club**

**ANNUAL REPORT**

**SUMMARY**

The Club is a non-profit organisation, which caters for over 240 members, most of whom are over the age of 65. Bridge sessions are conducted every day of the week except Sunday. In any one week we average about 250 players coming to the Club.

This has been another successful year for the club with both an increase in membership and an increase in financial reserves. 60 new members were enrolled and 20 left including members who either died or were too sick to play or who have moved away.

There has also been further improvement in the environment in which we play bridge. The office has been furnished and carpeted. This has provided workers with a suitable environment for tasks such as card dealing, scoring and preparation of material such as scorers and hand records. New equipment has been purchased or leased including a water cooler, overhead projector and a new computer. The noise problem still remains with us and the room size is just a little small for our needs. The School for Seniors has been generous in allowing us to use their room when the occasion demands. The staff of the Centre has organised this for us and we are much appreciative of their efforts on our behalf.

The Club charges \$3.00 per session for members to play bridge. This covers about 3 to 3.5 hours of stimulation. Our reserves continue to climb despite an increase in rent charged by the Peninsula Community Centre. The level of service we receive from the staff is first class and we have nothing but praise for them.

Our teaching program has continued with another batch of learners starting this year. We have about 30 learners throughout the year. Intermediate lessons and advanced lessons were also continued.

We have endeavored to keep up to date with the latest in bridge technology. We have introduced a new automated scoring system called Bridgemate. This has relieved directors from the onerous task of scoring up after each session. There have been some teething problems with this but they are gradually being overcome as our directors become better trained in their use.

The Club continues to provide social events for its members. This year we had a weekend at Dormie House at Moss Vale. This was a great success with over 40 people attending. The Charity day was also well attended.



## PCC Annual General Meeting 27<sup>th</sup> November 2007

We also expect Melbourne Cup Day to provide a social outlet for our members. The Christmas Party was a huge success. Over 120 people attended and a great lunch was provided. A dance group entertained the members and a great time was had by all.

Our Annual Super Congress was again highly successful and a good profit was made. It was held over 3 days, 2 days in the hall at the Centre and 1 day at the auditorium of the Club. It was hugely successful with over 400 people attending the event. This event enables our members to lock horns with some of the best players in the country. Our members volunteered their services to set up rooms, to provide foodstuffs for morning and afternoon teas, to help the director to keep the play going by attending to the urns, by stocking and restocking the tea, coffee and water cooler. Our members also get an opportunity to play against some of the very best players in Australia in events such as the Grand National Open teams, Australia Wide Pairs and Statewide Pairs. This helps them to improve their skills to cope with an ever more demanding game.

The Club has continued with its Charitable functions. This year the Charity Day raised \$2,500.00 for the Web Youth Service. A cheque for this will be presented at the Christmas Party. The Christmas Party also provides the Salvation Army with presents for needy families.

The Club operates on a voluntary basis with no member being paid for any service provided. Although we have decided to pay non playing directors for important events such as the Grand National Open Teams and Club Teams championships.

Members volunteer for such tasks as card dealing, scoring, directing events, supervising play for newer members, stocking the club with printing material, providing morning and afternoon teas and organizing the room for each session of play. The amount of time some members spend on this voluntary work is enormous. We need to offer our thanks to all of our wonderful volunteers.

In summary, The Bridge Club provides an important social link for a large number of people. Many members have made a wide range of friends through the Club. Bridge also presents players with a wide range of intellectual challenges continually throughout each session. We consider both the social and intellectual challenges to be highly beneficial to our members. In support of this we have the evidence of quite a few members over 80 years of age and one member over 90! We intend to continue to provide both the social and intellectual services to our members in the future.

**Noel Crockett  
President**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

## **2<sup>ND</sup> CHANCE CRAFT** **ANNUAL REPORT**

2<sup>nd</sup> Chance Craft is held every Monday from 11.00 am – 100 pm. We have had up to 4 regular members and, occasionally, have other members join us. Our mornings are exciting and fun as well as being educational, and are enjoyed by all – especially me. Craft / cooking is programmed at the beginning of the term by the clients. Sometimes, activities are conducted on an individual basis whilst at other times they are performed as a group.

In addition to craft and cooking, our members also enjoy our informal discussion sessions, and we also listen to music. Overall, our Monday sessions have a very friendly atmosphere and everyone has an input. All value the social interaction.

We recently welcomed a new client and we also hope to gain 3 new clients (in Term 4) through Life Without Barriers, a government funded organisation for adults / teenagers with a disability.

### **SUMMARY**

Unfortunately, Lisa Hansen, due to commitments with Before and After School Care is no longer co-ordinating the class. Mandy Scott has taken over with new ideas and exciting activities planned for the future.

**Lisa, Mandy**  
**Manager: Megan Miller**



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## **WOY WOY RECREATIONAL PHYSICAL CULTURE CLUB ANNUAL REPORT**

Year 2006/2007 was a very successful year for BJP Physical Culture. Our club attended two Interclub Competitions in August 2006, where almost all our members gained places.

### **SUMMARY**

The 2006 Zone Competitions were held in September, the results were as follows:-

5 years	1 <sup>st</sup> Place	Georgia Riley
	2 <sup>nd</sup> Place	Jessica Nolan
	5 <sup>th</sup> Place	Tara Wright
6 years	2 <sup>nd</sup> Place	Tannika Hynds
7 years	1 <sup>st</sup> Place	Simone Bradley
	2 <sup>nd</sup> Place	Amber Antonio
8 years	1 <sup>st</sup> Place	Edwina Clune-Purcell
	5 <sup>th</sup> Place	Kirstyn Karele
9 years	1 <sup>st</sup> Place	Lauren Riley
	3 <sup>rd</sup> Place	Rebecca Hutchins
11 years	2 <sup>nd</sup> Place	Keiryn Paine
	3 <sup>rd</sup> Place	Charlotte Clune-Purcell
12 years	3 <sup>rd</sup> Place	Kiara Hoste
14 years	2 <sup>nd</sup> Place	Hannah Clune-Purcell

These girls went on to compete at the Junior National Finals at State Sports Centre, Homebush in November.

### **KEY EVENTS FOR THE YEAR**

Lesa McNeill competed at the Senior National Finals at the Sydney Opera House.

Twelve girls reached the final and competed at the State Repechage Competition where Keyyah Robertson gained 5<sup>th</sup> place.

Our 5-6 years team came **fourth**, 7-8 years team **first**, 9-10 years team **second**, 11-12 years team **second** and 13-14 years team came **sixth**. These results place our Woy Woy BJP Physical Culture Club up to Championship Grade for 2007.

**Teacher: Robyn Stephens.**



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# **PENINSULA COMMUNITY CENTRE** **KINDYGYM ANNUAL REPORT**

## **SUMMARY**

Kindy gym is a complete learning session for toddlers, covering gross motor skills, fine motor, cognitive and social skills with parent and child participation. It is held each Friday in the auditorium and consists of 2 sessions:

9.15am - 10.15am	Under 3's	CUBS
10.20 am - 11.20am	3's to 5's	BEARS

The staff consists of an accredited Coach: Pam Edmonds and 2 childcare assistants, Adam Kopp and Lisa Anderson. They enjoy working with the children and provide a high quality program. Different themes are used each week to work through our yearly program.

## **FUNDRAISING**

Fundraising is current all year with the sale of chocolates and cheese sticks. Each month we have a lotto draw and in August and September we have a Christmas Catalogue Sale. This year we raised over \$700.00 which we receive in credit vouchers to update or replace equipment or craft materials. Fundraising is done in conjunction with Playgroup.

## **KEY EVENTS FOR THE YEAR**

- Different theme each week
- August/September Catalogues
- Christmas Party in December

## **STATISTICS**

The cost Kindy gym is \$6.50 and \$5.50 for PCC Members. The Cubs session has approximately 50 –60 families with approximately 25 – 35 attending each week. The Bears have 35 families with a weekly attendance of approximately 20 families each week. Through winter this year these have varied due to illness.



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### KEY ISSUES

Our main issue for the coming year is to look at replacing our Double mini tramp which is a key component of Kindy gym. Our double tramp is the original one purchased for this program approximately 25 years ago and currently can only be used by the under 5's for safety reasons. The cost of replacement would be around \$3500.00. We will investigate ways of raising these funds through grants or local organisations.

### CHALLENGES AHEAD

- Increased cost of living
- Parents returning to work and busier lifestyles
- Increasing number of children attending Preschool
- Increasing market of under 5's Activities and Programs

**Manager: Megan Miller**



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# **PENINSULA COMMUNITY CENTRE PLAYGROUP ANNUAL REPORT**

## **SUMMARY**

Playgroup is held two days a week in the auditorium hall. Tuesday 9:00 – 11:00 am and Wednesday 10:00 -12:00 pm. Kylie Turner is the co-ordinator of playgroup and is assisted by Mandy each Tuesday morning to set out the equipment and volunteers by Bruce and Jim on Wednesday afternoons with pack-up. All children who are not of school age and their families/ carers are welcome. Playgroup offers the opportunity for children and families to form social networks and participate in fun play activities and learning experiences. Playgroup emphasizes parent participation.

The goal for playgroup in the up-coming year is to increase attendance numbers and continue to provide a creative program and stimulating play experiences that are based on the interests and needs of the children under the age of five years. Another aim is to source additional equipment and resources which enables the co-ordinator to provide the children with more diverse play experiences. Key to this occurring is our fundraising. Fundraising is an all-year-round event and includes: cheese sticks, chocolates, monthly Lotto, Tupperware, small raffles, books and the main fundraiser of the year, Christmas Toy catalogues.

The school readiness program for 4-5 year olds attending school the following year runs each Tuesday afternoon 12:00 -2:00 pm. Kylie turner is the co-coordinator of this program which emphasizes learning through games. It encourages parent participation and aims to provide fun, educational experiences for the children. The program covers all the basic requirements the children need to move successfully into Kindergarten, including early literacy and numeracy concepts and social skills. Each week the preschoolers bring a healthy packed lunch which we eat together at the beginning of the session. This provides the opportunity for the children to practice opening food packaging independently in preparation for school.

## **KEY EVENTS FOR THE YEAR**

- Fundraising
- Weekly themes and activities
- Playgroup calendar:  
February- Start of year, Valentine's Day  
April- Easter themes  
May- Mother's Day  
June- Winter themes



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August- Teddy Bears picnic  
September- Father's day  
November- Christmas craft  
December- Christmas party.

- We close in school holidays which leaves the hall vacant for other holiday activities and groups.

### **STATISTICS**

#### Playgroup:

Playgroup on Tuesday averages 20 to 22 families, and the Wednesday group averages 20 – 25. There are also 6 Family Day carers who attend both playgroups.

#### Preschool Group:

There are currently 9 children enrolled in this program. Cost is \$6.00 per week (paid per term). A casual fee of \$9.00 is charged.

### **KEY ISSUES & CHALLENGES AHEAD**

- Maintaining and increasing attendances
- Maintaining weekly figures with cost of living
- Increasingly busy lifestyles of families
- Parents returning to work
- Increasing market of under five's activities

**Manager: Megan Miller**



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# **Peninsula Dance & Theatre School**

It has been another great year at Peninsula Dance & Theatre School.

We began the year with a weeklong workshop in January studying dance & acting for camera.

Students have competed locally in both Dance & Drama Eisteddfods achieving excellent results. They have also sat exams in various dance styles with high grades being met by all.

We have continued to perform at many different venues on the Central Coast including the recent Flora Festival.

Our studio has just been invited to perform in Disneyland in October 2008. This is an amazing & very exciting opportunity for a select group of our students to be a part of & everyone is frantically fundraising to help make this happen.

The past few weeks has seen us prepare for our yearly Pantomime. This years is titled "The Dark Shadow", and is held at the Laycock Street Theatre. The show runs for three performances & all the students are doing an amazing job. It is great to see such wonderful talent developing and being part of shaping this talent is a truly rewarding job.

Thankyou to all the staff at the Community Centre for their help & support during the year, it is greatly appreciated.

I am very excited about the many new ventures being explored by the students. The positive responses I have had from both parents & students have been extremely encouraging & I look forward to the year ahead.

**Wendy Ellis  
Director**



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**WOY WOY JUDO CLUB**  
**ANNUAL REPORT**

**IN GENERAL**

In order to cater for the majority of our members who work Thursday nights and Saturday mornings, 2007 saw us change our training times to Monday, Wednesday and Friday. Our Chief Instructor has also been very ill, twice hospitalised, therefore the new nights enabled our other volunteer coaches to take over when necessary.

Membership decreased in June when soccer and football training commenced, but slowly, new recruits are dropping in.

**COMPETITION**

Again this year we have dominated the competition area in NSW and Australia. Our under 10's have exceeded their expectations and not only winning medals but receiving awards, such as Best Spirit of the Day and Best Technique of the Tournament. Three of our under 10's have moved up into the u/13 age category.

One player in particular Brandon Stokes, entered in the three State Selection tournaments at Olympic Park and attained Gold in all of them. Brandon was selected for the NSW State Team to represent at the Australian National Titles in Adelaide on the June long weekend. Along with fellow club members Kieren Handley u/13, Jordan Smith u/16 and Kayla Wells u/16 we ventured off to Adelaide.

The results were Brandon Stokes, National Champion- Gold medal u/13,  
Kieren Handley,- Bronze medal u/13, Jordan Smith – Ranked 4th u/16 nationally,  
Kayla Wells – ranked 4th u/16 nationally.

Also in the Masters division in May, our teacher Shane Hobbs competed in the World Police & Fireman Games in Adelaide and won the silver medal against a Russian.

Then last week Shane and our other coach Cliff Dawson competed in the Kodokan Australia Masters Tournament, again in Adelaide. Shane obtained silver in the u/90kg division and Cliff won the Gold in the o/100kg division.

All players have been terrific in their efforts with the medal tally so far this year at:  
15 GOLD.....18 SILVER.....18 BRONZE



## PCC Annual General Meeting 27<sup>th</sup> November 2007

Two tournaments this month, the Action Cup at Homebush on October 21st and the Country Championships on October 27/28 in Coffs Harbour. Then the selection criteria starts again for the 2008 Australian Nationals.

### **OKAYAMA JAPAN**

We have been unable to make our sojourn to Japan for four years, due to lack of funds. But this year we were able to send a small team of ten players. For many of them it was the first time overseas. The training was hard and there are many photos of blistered feet and bruised legs.

Next year sees the return visit of our long standing friends of the Okayama Club. In august we hosted a student from Japan for three weeks. Takuma attended both Brisbane Water Campuses and home stayed with four families.

### **MISSING - "STOP – NO SHOES ALLOWED ON THE MATS" sign.**

Anyone knowing the whereabouts or demise of our brightly coloured, so you would notice it, sign. It was supported by two steel brackets and sat on the mat area just near the door as you enter. This sign went mysteriously missing about a month ago and I would appreciate your honesty.

**Lindy Simmons .....Secretary**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **THE WEB YOUTH SERVICE**

93 McMasters Road WoyWoy NSW 2256 P.O Box 512 WoyWoy 2256  
Phone 02 4342-3684  
Fax 02 4342-3914  
Email [webyouthservice@bigpond.com](mailto:webyouthservice@bigpond.com)

## **ANNUAL REPORT**

### **SUMMARY**

Once again young people between the ages of 12 to 18 year olds have enjoyed the benefits of the WEB Youth Service. We have provided activities and support to the youth in the Peninsula area. In general we try to provide a place for young people to improve social bonds, congregate, socialise, meet new friends, that is safe and cost effective and safe, which assists the engagement of youth into the community. The youth service also networks with other youth services community and local business to provide better opportunities for us to support young people. While attending the WEB youth can access mainstream services such as Doctors and Nurses, Alcohol and other Drug Counsellors. Referrals to other agencies are also provided such as refuges, alternate education programs, employment opportunities, Centrelink, youth health and court support. We also assist parents with advice and referrals to appropriate services and professionals as required. It is not uncommon for parents to seek assistance when in a crisis with their teen children.

Inside the WEB there is a range of activities which include 4 Daytona racing machines, 1 air hockey table, 2 Sony play stations, 1 table tennis table, 3 pool tables, 1 large T.V. movies etc, great sound system music, electric guitars and other instruments and 8 computers which are linked together (games only. No access to internet)

This year has been a difficult year regarding staffing changes. Firstly Ben Hunt the AOD councillor left at the start of the year and was replaced by Veronica Mc Kibben in early March. Dion Richardson then took seven weeks long service leave in May. Sasha Grey youth worker gave two weeks notice in June. Julie Bird was employed as a youth worker in early July. Then in August Dion Richardson gave two weeks notice. Aidan Devine Youth Worker applied for the position as Project Manager in October. Aidan has been appointed the role of manager for a 3 month probation period.

External activities and internal activities have suffered slightly because of these factors. We have still managed to have our regular pool comps, soccer and touch footy games. The WEB



## PCC Annual General Meeting 27<sup>th</sup> November 2007

kids have understood our current situation and it's a credit to them all for the patience. 2008 they will be rewarded.

The Web's core funding comes from the Department of Community Services, (DoCS), and is concurrent at \$95,513 per annum. We have also received funds from the State Government which is called enhancement funds. A recurrent grant of \$50,000 p.a. These funds allow the Web to operate with appropriate staffing levels and the short falls of the concurrent funding to operate the service effectively.

The Web also receives funding from the Department of Health and Ageing for the AOD project - \$41,264.00 p.a.

The WEB is also proudly sponsored by Ettalong Beach War Memorial Club, Rotary Club Woy Woy, and Central Coast Community Chest.

### **KEY EVENTS FOR THE YEAR**

- NRL football tipping comp. (65 entrants) Kelly Hopkins came first.
- Two theme nights held inside WEB.
- Dion Richardson leaves after 12.5 years of service.
- Ben Hunt leaves after 4 years of service.
- Sasha Grey leaves after 18 months of service.
- The WEB opens on a Monday

### **STATISTICS**

#### Client Statistics:

The total number of members since opening in new building for the Web is 1602. New client inductions from July 06 to June 07 are 254 members joined. This is a slight increase over the year before in numbers.

Attendance through the week Tuesday to Thursday is always unpredictable but again attendance is up from last year. The average number attending on these days is 20 youth.

Friday attendance average is 48 youth in the last financial year July 06 to June 07.

The Adolescent Primary Health Clinic which operates from the Web on Friday evenings excluding school holidays held 385 consultations with the GP in this report period. Of the 385 consultations 53 were Indigenous.



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AOD counselor had approximately 150 referrals in this period. This total does not include visits to the school and surrounding youth services. Saturday attendance average is 39 youths.

While youth attend the centre the staff is aware there are many issues that affect teenagers. Our role as youth workers is to assist them when required and keep records for accountabilities. In the July 06 to June 07 we gave assistance to over 330 youth. The team as a whole gave assistance with the many problems teenagers can be faced with such as behavioral and social issues, family breakdown, school problems, relationships, mental health, drug, alcohol, homeless and many more.

### Staff Statistics

At present the Web consists of 3 Staff including the Manager.

Manager. Aidan Devine Youth Worker.

Youth Worker Julie Bird.

AOD councillor. Veronica McKibben. Volunteers. Jim Beard, Sally Cameron.

Position advertised with closing date 12/10/2007 for a permanent casual youth worker.

### **KEY ISSUES & CHALLENGES AHEAD**

- To secure the enhancement funds to be become concurrent.
- To beautify the outside of Web to be more youth friendly and youth centre identity.
- Two Youth Worker's to link into the school system. ( Interact with youth in playground )
- Anger Management program at the WEB ( Program being designed at present )
- Life skill course at WEB (Budget, cooking, relationships, responsibility, job networking resume building.)
- Building up positive networks between other services.

**Project Manager: Aidan Devine**



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### **The Web Youth Service Alcohol and Other Drugs Project**

Funded by Commonwealth Dept of Health and Ageing  
93 McMasters Road, Woy Woy NSW 2256 P.O. Box 512 Woy Woy NSW 2256

Email [webyouthaod@bigpond.com](mailto:webyouthaod@bigpond.com)  
Phone 02 4342-7640  
Fax 02 4342-3914

## ANNUAL REPORT

### **SUMMARY**

The Web AOD (alcohol and other drugs) Project is funded by the Commonwealth Department of Health and Ageing. Its function is to provide education, counselling and assessment in a youth facility and two (2) local high schools, in the Peninsula of Gosford LGA through the employment of a Youth specific AOD Counsellor targeting 12 – 18 year olds.

This Project has been operating since 2002 when we first received funding for the project. In this time it has proved itself to be a very worthy project for the community. The project aims to educate young people about issues relating to Alcohol and Other Drugs, and enable them to develop strategies to better cope, lessen the harmful effects and reduce intake of alcohol and other drugs.

Veronica M<sup>c</sup>Kibbin was appointed as the AOD counsellor in March, 2007 after Ben Hunt resigned in December, 2006. Veronica is employed to do this work in a permanent part time capacity totally 22 hours per week.

### **KEY EVENTS FOR THE YEAR**

- The AOD counsellor has already developed strong working relationships with the other youth services in the area. She has began a regular schedule of outreach to the local refuges, alternative schooling services (Workwise) and the Police and Citizens Youth Centre (PCYC) through the facilitation of AOD programs at these services. These actions have been of benefit to the young people through increased ease of access to this AOD service.
- The AOD counsellor regularly attends youth interagency meetings for the Central Coast to learn about other services and educate other youth agencies about the role of the AOD counsellor. These meetings aim to encourage better access for clients to other services and sharing of resources and materials.



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- The Web hosted an inaugural Peninsula Youth Interagency to strengthen the relationship between the staff of these agencies and provide care and management of shared clients.
- The AOD counsellor has been working in partnership with Youth Health counsellors to write and co-facilitated education groups for young people focusing on alcohol, other drug issues and young women's issues. Thus ensuring a smoother transition for clients who do not fit the A.O.D criteria and thereby ensuring a holistic service is provided.
- A brief alcohol intervention programs targeting both alcohol and cannabis was run during the reporting period, both with successful outcomes.
- The AOD counsellor has also developed relationships with the GPs and nursing staff through direct liaising and involvement in triaging on Fridays when the adolescent primary health clinic (APHC) is in operation. This has ensured a smooth referral process for clients both to the AOD counsellor and to the APHC, resulting in greater care for the young person.

### **STATISTICS**

#### Client Statistics:

Table 1. Feedback data regarding specifics of episodes conducted by The Web Youth Service AOD counsellor (01/07/2006 – (31/06/2007).

<b>Gender</b>	<b>Principle Drug of Concern</b>	<b>Source of Referral</b>	<b>Main Type of Intervention</b>	<b>Reason for Cessation</b>
Male = 20 Female = 18	Alcohol = 23 Cannabis = 8 Amphetamines = 2 Other (stimulants, pharmacy medication) = 5	Self = 18 Family member / friend = 1 Residential community care = 4 School staff = 11 Non-residential community health centre = 3 Other agency = 1	Counselling = 22 Information and education = 15 Assessment = 1	Treatment completed = 37 Left without notice = 1

Several clients accumulated a high number of service contacts over the reporting period and these service contacts were often time-consuming processes such as case management meetings and consultations with schools, Youth Health and the Primary Health Clinic.

One very pleasing statistic is that of the reason for cessation which shows all but one intervention reached completion. It is noted however that this statistic does not accurately reflect completion of the three session brief intervention groups, rather a completion of each session.



## PCC Annual General Meeting 27<sup>th</sup> November 2007

### Staff Statistics

AOD counsellor x 22 per week

Manager x 6 hours per week

### KEY ISSUES & CHALLENGES AHEAD

- Maintaining the projects successful operation.
- The A.O.D counsellor will continue to run brief intervention groups on alcohol, cannabis and other drugs.
- The A.O.D counsellor will commence co-facilitating groups in conjunction with the school counsellor at both campuses.
- Develop further support for the clients with an Alateen or similar support group for students at the Senior Campus

**AOD Counsellor:** Veronica M<sup>c</sup>Kibbin  
**Web Youth Services Manager:** Aidan Devine



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **CENTRAL COAST PROBLEM GAMBLING SERVICE ANNUAL REPORT**

## **SUMMARY**

Central Coast Problem Gambling Service is funded by the NSW Office of Liquor, Gaming & Racing through its Responsible Gambling Fund Branch to provide free counselling to problem gamblers, their families, and to anyone affected by another persons gambling. We also provide community education and public awareness.

With staff of 3, working 76 hours per week at 4 different locations (Woy Woy, Gosford, Berkeley Vale and San Remo), our client base is the general public of the Central Coast with a focus on isolated communities.

Our website provides information, assistance and referrals to Central Coast organisations in 4 different languages.

## **KEY EVENTS FOR THE YEAR**

- **Staff Changes:**

Counsellor Robert Quinlan left and was replaced by Robert Russ.  
Manager Margie Delaney left and was replaced by Chris Davidson.

Staff allocated hours are as follows:

Coordinator/counsellor:	30 hours per week	Chris Davidson
Counsellor:	30 hours per week	Bronwyn Schwetz
Counsellor:	16 hours per week	Robert Quinlan

- **A fourth location for counselling:**

To enable us to cover the entire coast the service began counselling at San Remo Neighbourhood Centre at the end of June. This has given clients to the north of the coast greater accessibility, It has been a little slower than expected in building a clientele their and after 3 months we are presently half booked.

- **Accreditation:**

The accreditation process is under way and we are well into having our quality journal complete for QMS to review before they carry out an external review of the service. This has been (and still remains) an arduous task for such a small service. It has been a source of frustration for staff as much of our focus has turned towards providing evidence of our work rather than actually doing our work we are funded for.



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That said, with changes we have already put in place, I am confident we will come through the accreditation successfully and with some more efficient systems of service provision.

- **Website Reconstruction:**

New content and layout has given the site a whole new look. Thanks to Wayne Barsing's work that completed in April, the site has had approximately 60,000 hits, which is an increase of almost 100%. The site now has very useful resources, local referrals and links to online counselling using Cognitive Behaviour Therapy.

- **Public Awareness:**

Problem Gambling Awareness Week 7<sup>th</sup>-13<sup>th</sup> May: A triumph for the service but a flop for our collaborative effort with the Responsible Gambling Committee- Central Coast. The committee put on an information BBQ/luncheon that was rained out, with no one turning up. However in the same week the service commenced a successful 7 week SeaFM radio advertising campaign for the website, had a 45 minute segment on community radio, and a ½ page article in the Central Coast Express

Subsequently we have been interviewed for 3 local paper articles up to now and had a feature story on Central Coast NBN News and a second community radio interview in September.

The service also had 3 segments on Central Coast ABC radio with Scott Levi. These were mainly used to raise questions around the funding bodies' failure to provide advertising for problem gambling help.

- **Youth Focus: Research** released in June by the funding body revealed that males aged between 18-24 were the highest representation of problem gamblers. This group is also our lowest representation in treatment, & the service is currently working with several local youth organisations (including The Web) to help us gather information to help identify the best ways to address the issue.

### **STATISTICS**

- **Client numbers:**

The number of clients has remained low compared to previous years', with the second consecutive drop of approximately 25%. This figure is greatly influenced by the drop in referral from the states 24 hour G.Line service that give us the majority of our referrals. When the State government began its advertising in 2004, G-Line calls rose by 26%. In the past 2 years the NSW Government has not done any advertising and our figures reflect what seems to be a state wide drop.



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### Client Statistics:

Type	# of Sessions	Duration	# of clients
Individual face-to-face	368	462h 45m	77
Telephone	19	13h 0m	13
Couple/family	38	56h 0m	30
Group	7	11h 45m	6
<b>TOTAL</b>	<b>432</b>	<b>543h 30m</b>	<b>97</b>

### KEY ISSUES & CHALLENGES AHEAD

- **Completing the Quality Accreditation Review:**  
After the final draft of our Quality Journal is accepted by QMS, (hopefully this month), an external review will commence. Included in this process will be interviews with PCC Centre and Administration staff as well as the CEO and Board Members.
- **Funding:**  
Submissions for the next funding round are due in the next year. I am hopeful that we can increase our funding as we have a) expanded our counselling service in location, b) made our hours of availability more flexible for clients by working after hours and Saturdays, and c) most of our community awareness and education projects have been quite successful.
- **Growing Youth Focus:**  
From conversations with key funding body staff it seems that a focus towards the identified 18 – 24 age group will be a growing trend for Problem Gambling Treatment Services with a sight on early intervention strategies. Hopefully our efforts in working in with local youth services will give us insight into some effective ways to work in this area. We believe if we can make a good start with youth intervention before the next funding round it will help us with our submission.
- **Club Funding:**  
The service has begun to establish relationships with some Central Coast Clubs and we are hoping to build an affiliation with them to work collaboratively in responsible gambling strategies, and in doing so, gain extra funding. This is not an easy task as the clubs that seem to make the most from problem gamblers earn the greatest revenue and are the same clubs that are in denial of the problem. I have begun talks with several clubs and Clubs NSW – Central Coast that I hope will lead to something positive.

**Manager: Chris Davidson**



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*Complete Care Aged Services  
1 Ross Street  
Woy Woy NSW 2256*

**ANNUAL REPORT**

**SUMMARY**

Complete Care Aged Services (CCAS) is funded by the Department of Health and Ageing to provide Community Aged Care Packages (CACPs). These are individually tailored packages of care services to meet the daily care needs of eligible clients. CACP's are legislated by the *Aged Care Act 1997* and the *Aged Care Principles 1997*, and guided by the Draft Program Guidelines 2004.

Eligible clients are aged over 65 years with approval by the Aged Care Assessment Team (ACAT) for low level residential care/CACP. The clients require coordination of their care services due to their complex care needs, to enable them to remain living in the community.

Support provided includes 24hr on call emergency service, case management, advocacy and liaison with family/carers and other key contacts, and referrals to appropriate community agencies and services to enhance the clients independence, such as physiotherapy, occupational therapy, other allied health services and Home Modifications and Maintenance.

Care provided includes supervision and direct support for Activities of Daily Living, such as bathing, dressing, mobilising, meal preparation, medication monitoring, sensory aids; assistance with house cleaning, light gardening, transport, shopping, banking, bill payments, appointments; and support to participate in the client's usual community activities such attendance at Day Care or Community restaurants, visits to the library, and other social outings.

CCAS is funded to provide 80 packages, 35 of which are housing linked, ie Department of Housing accommodation or private rental housing. In addition, up to 3 unfunded packages are provided by the service at any one time. Funds to provide this support include client contributions, the Community Care Subsidy, fundraising activities and interest earned totaling \$1 122 235 for the financial year 2006/07 - see attached Audited Financial report.



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CCAS is staffed by a full-time Manager, a full-time Admin Officer, three part time Coordination staff, a part time Coordinator/Admin Officer, as well as 27 permanent part time, and 2 casual, care workers. Back up service is provided by staff from Coast Home Help and Wesley Noakes Nursing Service.

### **KEY EVENTS FOR THE YEAR**

The service underwent a change of management when long term Manager Vicki Shields departed in April 2007. Vicki left an enduring legacy in the wonderful service provided by Complete Care Aged Services, and is remembered fondly by many of the long standing clients. Debbie Reeves, supported by the Coordination Unit, capably guided the day to day operations of the Service till the appointment of the new Manager, Cath Harrison, in late June 2007.

All Coordination staff increased their work hours temporarily to ensure the smooth running of the service. All the staff demonstrated their loyal support of the clients, the Program and the PCC in this busy period. Jenn Burrell was Senior Administrative Assistant and part time Coordinator. Jenn has retained some of the Administrative function, ie payroll support and client invoicing, and is now working 7 days a fortnight in the Coordination function. Paige Slattery was working part time in Administrative Support and is now fulltime Senior Administration Officer.

The June storms were a difficult time for our clients, however they were contacted by the Acting Manager, Debbie Reeves, and extra care time was allocated to those whose power failure necessitated extra shopping and time to clean their fridges. The winter months also caused a high number of clients to be admitted to hospital and a high number of clients exited to other care. Twelve new clients have commenced service with CCAS since July 2007.

Cath Harrison and Debbie Reeves met with Jim Lloyd who expressed his support of the service. Cath and Debbie also attended one each of the regional CACP provider meetings held quarterly. Cath has had meetings with ACAT Management, and other local CACP providers individually. Cath met with the two Brokerage Services regional management staff.

New computer hardware has been installed to reduce computer 'down time' and reduce the need for manual systems which impacted negatively on the time spent face to face with clients. Planned upgrade to the client management software, *'The Care Manager'*, is on track for completion early in the New Year to further release coordination staff to perform their core function. The office space has been rearranged, and repainted by PCC volunteer, Gary, and Paige Slattery.

Staff are encouraged to obtain/upgrade their qualifications in Aged Care, and all newly recruited staff have current qualifications. Most of CCAS staff have undertaken to complete



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these courses in their own time. Under the Aged Care Workforce Development Training Program, several places for either Certificate 111 in Home and Community Care or Certificate 1V will be made available to CCAS over the next three years to support this focus on continuing professional development.

### **STATISTICS**

#### Client Statistics:

Client Numbers	81
Compared to last year	83
% difference	2%
No of male clients	14
No of female clients	67
Average Age of clients	85 years
Average hours of care per week	6 hours

#### Staff Statistics

Staff to client ratio	1:2.7
Total staff numbers	35
New casual staff	2
Casual staff given permanent part time	2
Staff resignations/cessation	1

### **KEY ISSUES & CHALLENGES AHEAD**

- The average age of our clients has increased in the last 10 years from 75 to 85. This equates to a need for increasing levels of support within the community. The challenge arises as we operate in an environment of fairly static funding and competition with much larger corporations for ongoing and diverse funding.
- The Community Care Sector is undergoing a transition to more professional standards. CCAS needs to increase the skill base of the staff, and maintain its standing as a preferred provider within the community, by making use of the training opportunities in the sector and becoming innovative in our practice.
- The Department of Health and Ageing will be scrutinizing the service in early 2008 through an Audit process called Quality Reporting. CCAS needs to demonstrate ongoing quality improvements, in consultation with our stakeholders, to successfully navigate this process. I have confidence that the outcome will be very positive for our care recipients.

I wish to thank Debbie Reeves and publicly acknowledge her professionalism and capability fulfilling the function of Acting manager. My thanks also go to the whole team for their warm welcome and support. Thank you to Gail Heggie, Vicki Swain, Wayne Barsing and all the



**Peninsula  
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ABN 52 114 400 301

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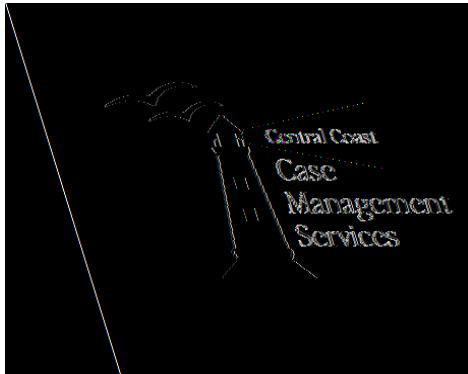
PCC Program Managers for their support of the team and myself in particular, as we move ahead.

Thanks also to Michael Nesbitt, CEO, for his enthusiasm for the Service and our clients and staff, and his diligent management of the PCC. Finally, many thanks to the Board, for their continued support of the Community in this program.

**Manager: Cath Harrison**



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**CENTRAL COAST CASE  
MANAGEMENT SERVICES**

**ANNUAL REPORT**

**SUMMARY – CENTRAL COAST CASE MANAGEMENT SERVICES**

**Mission Statement**

The purpose of Central Coast Case Management Services is to assist aged and people with disabilities by linking to support needs to optimise their quality of life and independence to enable them to remain living in their own homes.

**Primary Objective**

To implement the Central Coast Case Management Services in order to provide services to program clients and their carers to assist in enabling clients to remain in their own homes and live a lifestyle of their own choice in the community.

**Philosophy**

Central Coast Case Management Services believes in:

- The rights of people to make choices in their own lives
- The rights of people to dignity, respect, privacy and confidentiality
- The right of people to be valued as individuals
- The right of people to access services on a non-discriminatory basis and culturally appropriate
- The right of the community to accountable and responsive services

**Outcomes**

The outcomes pursued by the Central Coast Case Management Services Project are:

- that clients and their carers receive high quality case management support
- that persons who are older including frail aged and people with disabilities can remain in their own home
- that family or other primary care givers are supported in their role



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- that person's post public hospital discharge are supported for a set period of time with the aim of facilitating access to mainstream community services.
- that the service operates in an effective, efficient and accountable manner

### Project Goals

- to operate within the Project Guidelines to provide the best possible service to the Central Coast Case Management Services client/carers
- to provide information to service providers, the community, medical practitioners and other service customers relating to the Central Coast Case Management Services
- to outreach in the Gosford City Local Government Area to the community and to minority groups requiring service which are unable to access existing services
- to maintain effective and efficient service through constant revision of information, training methods and communication

### What is Case Management?

- Case Management provides a model of individual client focused service delivery that includes comprehensive assessment, planning, implementation and monitoring a mix of culturally appropriate services to support identified individuals to maintain or regain independence in the community with cost effective client focused outcomes.

### Funding Sources

- Home and Community Care
- Department of Ageing Disability and Home Care
- Department of Health
- Department of Veteran Affairs

### Target Groups

- Older people including Frail Aged and people with disabilities
- Veterans
- Health Identified All Ages

### Service types

- Community Options
- Dementia Specific Community Options
- Compack
- Attendant Care
- Service Assistant Subsidy
- Veterans Brokerage Project



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**KEY EVENTS FOR THE YEAR**

- The inaugural client focus meeting was held on the 6<sup>th</sup> June 2007 at the PCC. This was an opportunity for clients and carers to provide feedback and suggestions for improved service provision. Further meetings are scheduled including client and carer involvement in the annual CCCMS planning day in 2008.
- Client carer survey- results were sent to DADHC and presented at client focus meeting in June
- Quality improvements with financial processes. A system to provide interface between CCCMS client data system and accounting system has been developed to improve efficiency of financial data input.
- Collaborative projects with service providers to improve outcomes for clients e.g. Community Response Project, Fall's Prevention program and COMPACK home assessment trial.
- Audit result for 2006/07 year which will allow innovative use of available funds to improve service provision and outcomes for clients in line with funding guidelines.
- Strategies for promotion of service included electronic systems such as PCC and HACC Web site and multi media sites at Clocktower and Erina medical centres.

**STATISTICS**

**Client Statistics:**

		<b>Sub-Total</b>
<b>Clients at Period Start:</b>	215	
<b>New Referrals:</b>	469	684
<b><i>New Clients Accepted for Assistance:</i></b>	450	
<b>Services Withdrawn:</b>	427	
<b>Referrals Rejected:</b>	21	448
	<b>Total Clients at Period End:</b>	<b>236</b>

<b>Number of Completed Clients:</b>	427
	<b><i>From Referral</i></b>
<b>Total Duration of Episodes (days)</b>	87405
<b>Average Duration of Episodes (days)</b>	204.7
<b>Shortest Episode (days)</b>	1
<b>Longest Episode (days)</b>	4806



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**Staff Statistics**

<b><i>Position &amp; No. of Employees in Position</i></b>	<b><i>Employment Type</i></b>
<b>Project Manager (1)</b>	<ul style="list-style-type: none"><li>• Full time - 38 hours</li></ul>
<b>Case Managers (7)</b>	<ul style="list-style-type: none"><li>• 3 Full time – 38 hours</li><li>• 4 Part time – 30 hours</li></ul>
<b>Intake Coordinator (1)</b>	<ul style="list-style-type: none"><li>• 1 Part time – 35 hours</li></ul>
<b>Administration Officers (4)</b>	<ul style="list-style-type: none"><li>○ 1 Part time – 24 hours</li><li>○ 1 Part time – 19 hours</li><li>○ 1 Casual - 14 hours</li><li>○ 1 Casual - 22 hours</li></ul>
<b>Administration Coordinator (2)</b>	<ul style="list-style-type: none"><li>○ 1 Casual – 21hours</li><li>○ 1 Part time -15 hours</li></ul>

**KEY ISSUES & CHALLENGES AHEAD**

- Development of a 3 year business plan has commenced and is due for completion in June 2008 to assist CCCMS to be competitive in the tendering process in future Community sector funding opportunities.
- Further promotion throughout the Gosford LGA and education about the case management model of CCCMS to assist ensure appropriate targeting and service provision to clients and carers.
- Participation with other services in Information Technology systems development such as HSNet. This will assist to ensure CCCMS efficiency in this area and reduce associated costs with IT.

**Manager: Helen Tuxworth**



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**GOSFORD HOME MODIFICATION AND  
MAINTENANCE ANNUAL REPORT**

<b><i>Gosford Home Modifications and Maintenance Lic No 41005</i></b>	<b>Phone (02) 4341 9355 Fax (02) 4342 2190</b>
<b>HACC – Home and Community Care</b>	<b>Mail to PO Box 72, Woy Woy 2256</b>
<b>Peninsula Community Centre Inc. ABN – 52 114 400 301</b>	<b>Office 89 McMasters Road, Woy Woy Hours Mon-Fri 8am-4pm</b>

This community project is jointly funded by the State and Federal Governments and administered by the Department of Ageing, Disability & Home Care under the Home and Community Care Program (HACC).

Our aim is to assist frail, aged, younger people with moderate to severe disabilities and their carers who are at risk of premature and inappropriate residential care.

Our service delivery provides the necessary modifications and maintenance to the client's home to enable them to stay in their own environment, and covers the local Government area of Gosford approximately 1000 square kilometres.

All service provided is at a subsidised rate depending on the client's ability to make a contribution. These works vary from simple grabrail and handrail installations to major renovations for wheelchair access. Lawn cutting, weeding and pruning for the Lawn and Garden Service.

**Workload over the past financial year of 06-07**

Referrals received come from many different community groups and Government bodies throughout the Central Coast and NSW. They vary from Occupational Therapists, Community Nurses, Aged Care and Assessment Team, General Practitioners, Community Aged Care Projects, self-referrals etc.

Referrals for HM&M service	1296
Referrals for L&G service	3907

Referrals in the past year has had an approximate increase of 20%.



**Peninsula  
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Centre Inc.**  
Reg'd charity no: CC19624

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ABN 52 114 400 301

## **PCC Annual General Meeting 27<sup>th</sup> November 2007**

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Service provision is divided into administration and field staff installing the modification or maintenance. With all referrals certain statistical information is collected and returned to the funding body at quarterly intervals throughout the financial year to assist in an overview of service provided and demographics. This assists the Government to allocate increase funding in growth areas and justify the current funding allocated to services. Providing this information is time consuming for administration staff, considering in total 5203 referrals were received in the past financial year.

Our staff numbers are as follows: 7 x permanent, 4 x part time, and numerous contractors in various trades.

It gives me great pleasure in saying that our project provides the highest standard of service provision and that only comes from the skilled dedicated staff and contractors carrying out the workload year round. The individuals and families we assist are very appreciative of the changes our project provides. This is evident with the kind remarks and continued thanks.

I would like to thank the HMM team for their professionalism, also thanks go to board of the PCC and the CEO Michael Nesbitt for their support. This combination provides a happy work environment for all concerned.

**Greg Louie  
Project Manager**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **ERINA HEIGHTS AND DISTRICT ALL YEAR ROUND CARE ANNUAL REPORT**

## **SUMMARY**

Erina Heights and District All Year Round Care is a service that operates in Erina Heights area providing quality child care for school aged children. Our service is located in the "Scout Hall" in a bush land setting in Serpentine Road at Erina Heights. The service caters for children from Central Coast Adventist School, Holgate Primary School, Erina Heights Primary School, Wamberal Primary School and Star of the Sea Catholic Primary School. Majority of the children at our service attend Erina Heights Primary School, children in attendance from the other schools are picked up by our mini-bus.

The service receives no ongoing government operational subsidies. All clients are entitled to a Child Care percentage which is income tested and determined by Centrelink. This % is used to calculate their daily rate against our fee of \$9.00 for Before School Care, \$15.00 for After School Care and \$48.00 for Vacation Care. We then, at the end of every period, submit child care usage statements to Centrelink. They then process our claims and 6 months later we receive the rebate amount, being the difference between our full fee and what the client actually pays. For Vacation Care periods the rebate amount is made available for the next Vacation Care period.

Our clients are children from families where parents/ guardians require child care Before, After and School holiday periods due to work and study commitments. We also cater for children with additional needs such as autism and a % of clients are from DOC'S referrals.

In school time, the children are brought back to the Scout Hall where they are given assorted fruit and a healthy snack for afternoon tea. This consists of assorted pasta dishes, casseroles, platters and food from various cultures.

After roll call, to ensure that all children are present, they then engage in a variety of activities during the afternoon. The children have the choice between varied sport, craft and other activities that are programmed daily.

In Vacation periods, we provide a unique program that specializes in providing amazing excursions and activities for children to participate in. Some examples of such activities include horse riding, tobogganing, water slides, movies, bowling at Fox Studios and Quad Bike Riding and 4W driving just to name a few..



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In the July and October School Holidays 2007 users of the Service has increased which is fantastic for this centre.

I would like to take this opportunity to thank all the hard working staff and volunteers for their loyalty and diligence throughout 2007, as without them this program would not be what it is today. Also I would like to thank the CEO for his ongoing support of this program.

### **KEY EVENTS FOR THE YEAR**

- Achieving High Quality in All areas of the Accreditation process
- The Appointment of a New Team Leader
- The Acceptance of our Licensing Application with DOCS
- Introduction of Computerised Accounts
- The trial of an advertisement at the Erina Medical Centre that is televised 12 hours a day 7 days a week
- Maintaining a solid clientele due to the strong competition that is in the vicinity of the Erina Centre

### **STATISTICS**

#### **Client Statistics:**

	<b>Current Average</b>	<b>Average over 12 months</b>
Before School Care	15	16
After School Care	39	34
Vacation Care	25	24
Single Parent Families	12	14
DOCS referrals	0	0
Children with additional needs	4	4

#### **Staff Statistics**

	<b>Numbers</b>	<b>Turnover</b>
Permanent Staff	0	0
Traineeship	0	0
Casual Staff	5	2
Volunteers- Bus Drivers	6	1
Volunteers- Working with the children	1	0
Tafe and University Placements	3	3



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**KEY ISSUES & CHALLENGES AHEAD**

- The ability to maintain the “High Standard” of quality our service provides as spot checks are now occurring with NCAC of Australia.
- Retaining clientele due to new competitors in the market. .
- Retaining our fine reputation within the community.
- To be able to continue operating from the Scout Hall due to encumbered space regulations that will be bought in along with the Licensing requirements from DOCS

**Manager: Jenny Phillips**



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# **GOSFORD ALL YEAR ROUND CARE** **ANNUAL REPORT**

## **SUMMARY**

Gosford All Year Round Care is a service that operates in the Gosford Area providing quality child care for school aged children. Our service is located in the "train carriage" in the grounds of Gosford Public School. The service caters for children from Gosford Public School, East Gosford Public School, Cherstey Public School, St. Patricks Catholic Primary School and Central Coast Grammar School. Majority of the children at our service attend Gosford Primary School, children in attendance from the other schools are picked up by our mini-bus.

The service receives no ongoing government operational subsidies. All clients are entitled to a Child Care percentage which is income tested and determined by Centrelink. This % is used to calculate their daily rate against our fee of \$9.00 for Before School Care, \$16.00 for After School Care and \$48.00 for Vacation Care. We then, at the end of every period, submit child care usage statements to Centrelink. They then process our claims and 6 months later we receive the rebate amount, being the difference between our full fee and what the client actually pays. For Vacation Care periods the rebate amount is made available for the next Vacation Care period.

The majority of our clients are children from families where parents/ guardians require child care Before, After and School holiday periods due to work and study commitments. We also cater for children with additional needs such as autism or other requirements, and have a high percentage of DOCS referrals due to the location of the service.

In school term times, the children are brought back to the train carriage where they are given assorted fruit and a healthy snack for afternoon tea. This consists of assorted pasta dishes, casseroles, platters and food from various cultures.

The children then engage in a variety of activities during the afternoon. The children have the choice between varied sport, craft and other activities that are programmed daily with multi-culturalism and anti-bias regime being a ongoing priority.

In Vacation periods, we provide a unique program that specializes in providing amazing excursions and activities for children to participate in. Some examples of such activities include ice skating, sandboarding, tobogganing, water slides, movies, bowling at Fox Studios and Quad Bike Riding.



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I would like to take this opportunity to thank all the hard working staff and volunteers for their loyalty versatility and diligence throughout 2007 as without them this program would not be what it is today. Also I would like to thank the CEO for his invaluable support of this program.

### **KEY EVENTS FOR THE YEAR**

- The employment of a Trainee
- Gaining high quality in all areas of the accreditation process
- Introduction of computerised accounts
- The replacement of 1 of our mini buses due to flooding
- The acceptance of our licensing application with DOCS

### **STATISTICS**

#### **Client Statistics:**

	<b>Current Average</b>	<b>Average over 12 months</b>
Before School Care	33	30
After School Care	72	70
Vacation Care	67	65
Single Parent Families	44	49
DOCS referrals	7	12
Children with additional needs	2	6

#### **Staff Statistics**

	<b>Numbers</b>	<b>Turnover</b>
Permanent Staff	3	0
Traineeship	1	0
Casual Staff	6	0
Volunteers- Bus Drivers	6	1
Volunteers- Working with the children	2	0
Tafe and University Placements	6	6



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**KEY ISSUES & CHALLENGES AHEAD**

- The ability to maintain the “High Standard” of Quality our service provides as spot checks are now occurring with NCAC of Australia.
- Retaining clientele due to new competitors in the market.
- Retaining our fine reputation within the community.
- Being able to maintain a viable community based child care centre within the community and forming a close and professional relationship with the Department of Education due to new leasing arrangements 2007/2008

**Manager: Jenny Phillips**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **POINT CLARE COMBINED OOSH CARE SERVICE ANNUAL REPORT**

## **SUMMARY**

Point Clare Combined OOSH Care Service is a service is situated in the grounds of Point Clare Primary School. This is a very quaint little service that caters solely for children who attend Point Clare Primary School.

The service receives no ongoing government operational subsidies. All clients are entitled to a Child Care percentage which is income tested and determined by Centrelink. This % is used to calculate their daily rate against our fee of \$9.00 for Before School Care, \$15.00 for After School Care. We then, at the end of every period, submit child care usage statements to Centrelink. They then process our claims and 6 months later we receive the rebate amount, being the difference between our full fee and what the client actually pays.

The majority of our clients are children from families where parents/ guardians require child care Before and After School Hours due to work and study commitments. We also cater for children with additional needs such as autism or other requirements.

In School Term times, the children are brought back to the service where they are given assorted fruit and a yummy snack for afternoon tea. This consists of many healthy and varied food choices from many cultures.

After roll call, to ensure that all children are present, they then engage in a variety of activities during the afternoon. The children have the choice between varied sport, craft and other activities that are programmed daily.

I would like to take this opportunity to thank all the hard working staff and volunteers for their loyalty and diligence throughout 2007, as without them this program would not be what it is today.

## **KEY EVENTS OF THE YEAR**

- Gaining high quality in all areas of the accreditation process
- Retaining a great working partnership with the Headmaster and staff of Point Clare Primary School.
- The introduction of computerised Accounts
- The acceptance of our Licensing Application with DOCS



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

**STATISTICS**

**Client Statistics:**

	<b>Current Average</b>	<b>Average over 12 months</b>
Before School Care	14	13
After School Care	31	27
Vacation Care	N/ A	N/ A
Single Parent Families	26	31
DOCS referrals	0	0
Children with additional needs	0	0

**Staff Statistics**

	<b>Numbers</b>	<b>Turnover</b>
Permanent Staff	1	0
Traineeship	0	0
Casual Staff	2	0
Volunteers- Bus Drivers	N/A	N/A
Volunteers- Working with the children	1	0
Tafe and University Placements	4	4

**KEY ISSUES & CHALLENGES AHEAD**

- The ability to maintain the "High Standard" of quality our service provides as spot checks are now occurring with NCAC of Australia.
- Retaining clientele due to new competitors in the market.
- Retaining our fine reputation within the community.

**Manager: Jenny Phillips**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **PENINSULA VACATION CARE** **ANNUAL REPORT**

## **SUMMARY**

Peninsula Vacation Care is a service that operates in the Woy Woy Area providing quality child care for school aged children in school holiday times. Our service is located in the "Cottage" next door to the Peninsula Community Centre. This service caters mainly for children residing on the southern end of the Central Coast, from families of working and commuting parents/ carers. A percentage of our holiday clientele are also children with additional needs or families from out of the area. We also cater for DOCS referrals and children that require respite care at holiday time.

In order to maintain sustainability, we continually require a high ratio of children to care for throughout Vacation periods.

This service receives a small amount of DOCS funding throughout the year. All clients are entitled to a Child Care percentage which is income tested and determined by Centrelink. This % is used to calculate their daily rate against our \$48.00 for Vacation Care. We then, at the end of every period, submit child care usage statements to Centrelink. For Vacation Care periods the rebate amount is made available for the next Vacation Care period.

Due to the use of the services mini-buses (*and the use of buses borrowed from Brisbane Waters Secondary College and Ettalong Beach Tourist Resort*) we are able to ensure that our service provides a 'niche' in the Vacation Care market- allowing our children to attend varied excursion every day of the School Holiday period. It is this uniqueness that enables the service to keep such strong numbers and clientele throughout the School Holiday periods along with a team of dedicated staff and volunteers that often work long and tedious hours.

We provide a unique program that specializes in providing amazing excursions and activities for children to participate in. Some examples of such activities include ice skating, sandboarding, tobogganing, 4WD Touring movies, bowling at Fox Studios and Quad Bike Riding.

The hours of operation are from 7.00am to 6.30pm and with these long hours, in order to care and nurture the children in our care we rely on a team of dedicated staff and volunteers, which often work throughout of three vacation care services. I would like to take this opportunity to thank all the hard working staff and volunteers for their loyalty and



## PCC Annual General Meeting 27<sup>th</sup> November 2007

diligence throughout 2007, as without them this program would not be what it is today. Also thanks to our CEO for his ongoing interest and support of this program

### **KEY EVENTS FOR THE YEAR**

- Achieving high quality in all areas of the accreditation Process
- Retaining high clientele throughout the year in an extremely competitive market
- Purchase of a new mini-bus
- Minimal staff turnover – very important to the children in our care

### **STATISTICS**

#### **Client Statistics:**

	<b>Current Average</b>	<b>Average over 12 months</b>
Vacation Care	82	90
Single Parent Families	59	69
DOCS referrals	4	6
Children with additional needs	2	3

#### **Staff Statistics**

	<b>Numbers</b>	<b>Turnover</b>
Permanent Staff	5	0
Traineeship	0	0
Casual Staff	9	0
Volunteers- Bus Drivers	6	1
Volunteers- Working with the children	1	0
Tafe and University Placements	3	3

### **KEY ISSUES & CHALLENGES AHEAD**

- Retaining clientele due to new competitors in the market.
- Retaining our fine reputation within the community.
- Continuation of specialist excursions being provided throughout the holiday periods.
- Keeping buses maintained and repairs to minimal to ensure lowest possible running costs whilst maintaining the highest standard of care and safety.

**Manager: Jenny Phillips**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **Peninsula Before and After School Care** **ANNUAL REPORT**

## **SUMMARY**

Peninsula Before and After school care caters for children 5-12 years attending the 5 local schools on the Peninsula. The centre is in a Cottage located next to the Peninsula Community Centre. The schools that the Centre services are Woy Woy, Ettalong, Woy Woy South, Umina and St John's. The B&ASC operates a bus service that takes the children from the Centre each morning to school and picks them up each afternoon. The Centre offers a warm welcoming environment in which the children can relax, play and learn.

The Centre is open Monday to Friday 6.30am to 9.00am or until the children are taken to school, and from 2.30pm till 6.30pm each day.

The children are given a nutritional breakfast and afternoon tea with fruit each day.

The Centre receives Childcare Benefits from the Department of Family, Community Services and Indigenous Affairs.

The Centres location enables the children to participate in activities within the Peninsula Community Centre e.g. Dancing, Physical Culture, Judo, Karate, Circus and Drama.

The Centre networks with other Before and After school care services on the Central Coast each term.

## **KEY EVENTS FOR THE YEAR**

The Centre registered with the Department of Community Services in May, this is the first step for B.A.S.C. and Vacation Care in the process of Regulations being established within these Services.

We have completed the Quality Assurance Validation and received good & high quality in all areas. Our next self study is due in April 2009, so we will be going through each area again at the beginning of next year, with staff meeting each term to prepare for validation. Quality Assurance is an on-going process, in which we are constantly working on.



## PCC Annual General Meeting 27<sup>th</sup> November 2007

Active After schools funding has been operating in our Centre for another year and has been highly successful. The funding enables the children to participate in gross motor activities 2 afternoons per week with a qualified instructor that is supported by a staff member. The funding also allows the Centre to purchase gross motor equipment. This is an excellent program. The funding is received from the Australian Sports Commission, Australian Government. Our Centre has been informed that funding for this program will continue until 2010.

We have altered our AASC program to have one afternoon at the cottage backyard, so we can purchase fixed backyard equipment that can be used in a program for multi-skilling. Hopefully, with AASC grant providing fixed equipment ASC, we will then only need to provide synthetic grass or rubber.

The Centre receives funding from the Federal Government in the form of inclusion support funding for 2 children using our Centre for a staff member to support the children, integrated within the service.

Kindergarten Orientation is a very important part of our year and we have prepared many information packages to go to each school, as well as a support night for new families that would like to see the cottage before enrolling.

### **STATISTICS**

#### **Staff**

- The Centre is staffed by 7 permanent staff and 5 casuals working on a fairly regular basis.
- 2 staff members work with 2 children with special needs to offer support while at our Centre.
- All staff bring their own unique qualities to the Centre and are a testament to the quality of care that Peninsula and District Before and After school provide to the families attending.

#### **Client**

- The Centre has 240 children currently enrolled with approximately 120 permanent and 120 casuals with approximately 80 attending on a regular weekly basis.
- Morning enrolments range from 25 to 45 children per day and afternoon bookings range from 45 up to 80 children per day. These numbers include casuals.

### **KEY ISSUES & CHALLENGES AHEAD**

- Continuing to offer a welcoming and high quality care service to families of the Peninsula whilst keeping fees affordable to the clientele.



## PCC Annual General Meeting 27<sup>th</sup> November 2007

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- The on-going possibility of competition opening within the local community, thus the loss of clientele within our Service.
- Changes within quality assurance and the quality areas in the future for all Services.
- The Licensing of OOSH Services with the Department of Community Services.

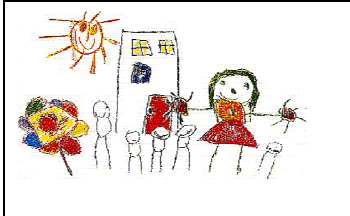
Thankyou to all the staff and volunteers at Peninsula and District Before and After school care, their on-going dedication, care and professionalism continues to reflect in the quality Service the Centre provides. To Vicki Swain, Gail Heggie and the Front Office staff our thanks for your support.

Thankyou to the CEO and Board of Management for your assistance and support through out the last year.

**Manager: Megan Miller**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**



**PENINSULA & DISTRICT  
FAMILY DAY CARE SCHEME  
ANNUAL REPORT**

**SUMMARY**

Peninsula & District Family Day Care services the families of the Peninsula and surrounding areas by providing a quality child care option. Family Day Care offers an affordable and flexible option for working and non working families. Children from 0 -12 years are provided with a safe and stimulating home environment.

The scheme is licenced under Department of Community Services and adheres to State Regulations set out by them. The scheme is also monitored through the National Child Care Accreditation Council (NCAC) who visits the service through a validation process every 21/2 to 3 years. Carers and staff must also abide by the scheme own policies and procedures.

Peninsula & District FDC currently hosts 30 carers who are supported through the Coordination Unit which is made up of 5 suitably qualified staff members. The scheme currently consists of 110 EFT's per week. Each carer is able to care for up to 5 children at a time and up to 7 including before and after school care children.

The types of carer offered include:

- Full Time
- Part Time
- Casual
- Before/After School
- Vacation Care
- Weekend/Overnight Care

The role of the Coordination Unit is to give families information about FDC, help families choose a suitable carer, recruit new carers, provide carers with resources and training, monitor carers to ensure they are operating within scheme policies & procedures, Children's Services Regulations and Quality Assurance Principles and administering Child Care Benefit (CCB).



## PCC Annual General Meeting 27<sup>th</sup> November 2007

Our funding bodies include Family Assistance Office (FAO) and Department of Family & Community Services & Indigenous Affairs (FACSI). We also receive money through our parent levy which is \$0.65 per hour per child and our carer levy which is \$5 per week

### KEY EVENTS FOR THE YEAR

- Coordination Unit staff restructure, Beth Jackson departure and Megan Miller focusing on other child care programs. Corinne Marshall became the new program manager. This restructure was a challenge for staff as we focused on building up our relationship with carers and gaining their respect as a new team
- New staff member Kelly Leddin began and Michaela Manning return from maternity leave for one day a week. The team are now working very well together.
- Regional staff training 2 days at Hallidays Point. 3 Staff members attending and it proved to be a great networking opportunity as well as training. Staff were able to learn more about the new CCMS system that is to come into place next year in January.
- Quality Assurance 2007 - This was the main focus all year as we did not meet satisfactory standards last year and this time it was crucial to pass. Staff spent many hours supporting carers and training them one on one, including mock validations and questions. All carers put in a huge effort and standards although already good continued to improve as did attitudes towards the changes that we implemented. On Tuesday the 18<sup>th</sup> – Thursday the 20<sup>th</sup> out validation visit took place, 5 carers were visited as well as the Coordination Unit and all did a great job. Our official results are due before Christmas; however the scheme has definitely passed as we met all satisfactory standards

### STATISTICS

EFT's: 115 (September 06 – September 07)  
Compared to last year: 128

Staff: 1 @ 38hr week, 2 @ 30hr week, 1 @ 24hr week & 1 @ 6hr week (5 staff in total)  
Compared to last year: 4 @ 30 hrs week, 1 @ 15hrs week (5 staff in total)

Carers: 30  
Compared to last year: 35

### KEY ISSUES & CHALLENGES AHEAD

- Building up EFT's to ensure funding stays at same level or increases.
- Recruitment of new carers to assist in building the scheme and EFT's. The emphasis will remain on quality throughout this process.



**Peninsula  
Community  
Centre Inc.**  
Reg'd charity no: CC19624

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ABN 52 114 400 301

## PCC Annual General Meeting 27<sup>th</sup> November 2007

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- Staff skilling and teamwork. Staff still requiring some communication skilling to assist in relationship building with each other and carers.
- Child Care Management System to be introduced through FAO. This involves a whole new system to process CCB and will require staff training with new software processes.
- A new FDC private company called New Train has entered the market on the Peninsula to our knowledge they have only recruited one carer, however they do offer good incentives and much less fees. The service they operate offers less support so they can afford to do this. We will be keeping an eye on the company to see what eventuates.

**Manager: Corinne Marshall**



**PCC Annual General Meeting 27<sup>th</sup> November 2007**

# **PENINSULA & DISTRICT OCCASIONAL CHILDCARE ANNUAL REPORT**

## **SUMMARY**

Peninsula and District Occasional Childcare (PDOCC) offers an educational and developmentally appropriate program for children 6 weeks to 6 years. The Centre operates within the Peninsula Community Centre building. The Centre operates Monday to Friday 9am to 3pm.

The Centre's Philosophy is to offer a warm, enjoyable, caring environment, while offering a developmentally appropriate program which takes into consideration each child's individual needs and stage of development.

PDOCC is licensed under the Children's Services Regulations 2004 and receives funding from the Department of Community Services.

PDOCC in Partnership with the Benevolent Society has a Child and Family Worker who offers support with both the Families and Staff.

PDOCC offers care for children within the Peninsula and surrounding local area.

## **KEY EVENTS FOR THE YEAR**

- Annual Christmas Party for families and staff. This is a lovely way to finish a busy year and to farewell children going to school for the following year.
- The Benevolent Society Child and Family Worker enables the Centre to further support to families in many areas from family counseling to support with referrals for children and information for both families and staff.
- The involvement in the development of the Benevolent Society Child and Family Worker and Partnerships in Early childhood Programs by attending on-going meetings and training.
- Success with applications for additional support for children with additional needs through Samaritans (Supporting Children with Additional Needs - SCAN).
- Fundraising to purchase educational and age appropriate equipment for the children using the Centre.
- The Centre's involvement with Burnside, through The Benevolent Society, has enabled the Centre to gain additional support for families e.g. linking families into Services.



## PCC Annual General Meeting 27<sup>th</sup> November 2007

- Funding from Department of Education to assist with staffing for additional needs children.
- The culmination of paperwork to submit licensing renewal through Department of Community Services (license due March 2008).
- Attendance at the Umina School, as part of Community Centres Advisory Meetings. At these meetings we are able to network and promote the Peninsula Community Centre and its programs
- The continual involvement of our dedicated team of volunteers, the importance of these people in our Centre is invaluable. The experience, knowledge and caring that they bring to the Centre is greatly appreciated.

### **STATISTICS**

#### **Client Statistics:**

The Centre has 85 children enrolled with 75 children approximately using the Centre each week.

The Centre is licensed for 23 children per day.

5 children under 2 year old

8 children 2 to 3 years

10 children 3 to 6 years

The highest need for care is in the under 2 year old group.

#### **Staff Statistics**

The Centre has 3 full time staff daily as per Children's Services Regulations 2004

1 staff member to 5 children under 2

1 staff member to 8 children 2 to 3 years

1 staff member to 10 children 3 to 5 years

The Centre is very fortunate to have 8 dedicated and experienced staff, all staff work part time which is beneficial to all as this enable staff to work for each other, which means no great disruptions or changes for the children and staff and all staff enjoy the flexibility of working part time. We also have very experienced and reliable casual staff.

### **KEY ISSUES & CHALLENGES AHEAD**

- The uniqueness of the Centre being an Occasional childcare allows parents a more flexible type of childcare and this at times is beneficial to PDOCC but has an impact on the income through fees coming into the Centre.
- The Centre being successful in re-licensing in March 2008.
- Maintaining a high quality Service while keeping fees at an affordable level for all families using the Service.



**Peninsula  
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Reg'd charity no: CC19624

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## PCC Annual General Meeting 27<sup>th</sup> November 2007

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Thank-you to the dedicated staff of Peninsula Occasional childcare for another year of dedication and care that they have given to the children and their families of the Centre.

Thank-you to the whole team of volunteers who bring their individual qualities and care to the Centre, their hours of voluntary care and kindness is greatly valued.

On behalf of the staff and myself our thanks and gratitude to Paula Tritton - Child and Family Worker for the support and care with both Staff and Families this year. We look forward to the future of this partnership.

The support that Peninsula and District Occasional care receives from the Front Office staff, Gail Heggie and Vicki Swain is always greatly appreciated.

Also on behalf of the Centre I would like to thank the CEO & Board of Management for their on-going assistance and support throughout the last year.

**Megan Miller  
Manager**

# **Peninsula Community Centre Inc.**

(A Company Limited by Guarantee)

**ABN: 52 114 400 301**

**FINANCIAL REPORT FOR THE YEAR ENDED  
30TH JUNE 2007**

**Simeoni &Co  
Auditor – Certified Practising Accountants  
102/118 Great North Rd  
FIVE DOCK NSW 2046  
Ph: 9712 7200**

**The Complete Financial Report including Notes is available from  
Peninsula Community Centre Inc.**

# **CONTENTS**

Directors' Report

Independent Audit Report

Directors' Declaration

Statement of Financial Performance

Statement of Financial Position

Notes to and forming part of the Accounts

Detailed Statement of Income and Expenditure

# Peninsula Community Centre Inc.

( A Company Limited by Guarantee )

## **DIRECTORS' REPORT**

Your directors present their report together with the accounts of Peninsula Community Centre Inc. for the year ended 30 June 2007.

### **Directors**

The following persons hold office of Peninsula Community Centre Inc. as at the date of this report:

K. Smith	D. Wales	R. Mitchell	W. Ellis
G.Ward	D. Lynch	M. Brigden	

### **Principal Activities**

There were no significant changes in the nature of the activities of the company during the year.

### **Results**

	<b>2007</b>	<b>2006</b>
	\$	\$
Operating surplus / (deficit)	324,535	588,137
Surplus on extraordinary items	-	-
Abnormal item	-	-
	<hr/>	<hr/>
Operating surplus/ (deficit) and extraordinary items	324,535	588,137
	<hr/> <hr/>	<hr/> <hr/>

The company is exempt from income tax.

### **Dividends**

The company's constitution prohibits the declaration or payment of dividends.

### **Review of operations**

Peninsula Community Centre Inc. has over the past year consolidated its operations at their business premises of 93 McMasters Rd Woy Woy NSW 2256. All services and facilities have been maintained by the organisation.

# Peninsula Community Centre Inc.

( A Company Limited by Guarantee )

## Significant changes

In the opinion of the directors there were no significant changes in the state of affairs of the company that occurred during the financial year under review not otherwise disclosed in this report or the financial statements.

## Likely developments

The directors have been notified by the Office of Fair Trading that the organisation is too large to fall within their jurisdiction. The organisation will apply for registration with the ASIC. The 2008 AGM will be conducted under the ASIC registration.

The directors do not foresee any other major changes in the direction of the company, which will significantly impact on the future operations of the company not otherwise dealt with in this report.

## Events subsequent to balance date

There has not arisen in the interval between the end of the financial year and the date of this report, any item, transaction, or event of a material and unusual nature likely, in the opinion of the directors, to affect significantly the operations of the company, the results of those operations, or the state of affairs of the company in subsequent financial years.

## Information of current directors

Directors	Experience	Special Responsibilities	Membership
<b>Katie Smith</b>	Solicitor	President	By Limited Guarantee
<b>Debra Wales</b>	Urban Designer	Vice President	By Limited Guarantee
<b>Daryl Lynch</b>	Financial Advisor	Treasurer	By Limited Guarantee
<b>Rhonda Mitchell</b>	Retired – Former small business manager	Company Secretary	By Limited Guarantee
<b>Max Brigden</b>	Retired- Former small business manager	Director	By Limited Guarantee
<b>Wendy Ellis</b>	Dance Studio owner / instructor	Director	By Limited Guarantee
<b>Gordon Ward</b>	Retired – Former Police Officer / business manager	Director	By Limited Guarantee

# **Peninsula Community Centre Inc.**

( A Company Limited by Guarantee )

## **DIRECTORS' REPORT** continued

### **Directors' interest and benefits**

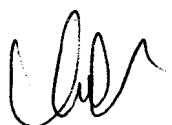
Since the end of the previous financial year, no director of the company has received or become entitled to receive any benefit. This is because of a contract made by the company with the director or with a firm of which the director is a member, or with an entity in which the director has a substantial interest except as disclosed in Note 21 of the notes to and forming part of the accounts.

### **Meetings of the directors**

The following table sets out the number of meetings of the company's directors held during the year ended 30 June 2007 and the number of meetings attended by each director.

	<b>Directors meetings Held whilst a director</b>	<b>Directors meetings attended</b>
Katie Smith	11	10
Debra Wales	11	8
Daryl Lynch	11	11
Rhonda Mitchell	11	11
Max Brigden	11	11
Wendy Ellis	11	9
Gordon Ward	11	11

Signed in accordance with a resolution of the directors.



**KATIE SMITH**  
Director - President  
Woy Woy  
October 2007



**DARYL LYNCH**  
Director - Treasurer  
Woy Woy  
October 2007

# **Peninsula Community Centre Inc.**

( A Company Limited by Guarantee )

## **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF PENINSULA COMMUNITY CENTRE INC.**

### **Scope**

I have audited the financial report of Peninsula Community Centre Inc, for the financial year ended 30 June 2007 as set out on pages 9 to 22. The company's directors are responsible for the financial report. I have conducted an independent audit of these financial reports in order to express an opinion on them to the members of the company.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial reports are free of material misstatement. My procedures included examination, on a test basis of evidence supporting the amounts and other disclosures in the financial report, the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial reports are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements, so as to present a view that is consistent with my understanding of the company's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

### **Audit Qualification**

The audit report for Peninsula Community Centre Inc. is qualified in the financial report for the year ended 30 June 2007 for the following reasons:

Due to the nature of the various activities in the entity it is extremely difficult to verify that all funds collected have been accurately recorded. Based on sample testing and analytical review, there seems to be no material errors. However due to the reliance at times on the honesty of volunteers to ensure all monies collected has been banked and accurately recorded it is difficult to ascertain.

### **Audit Opinion**

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of Peninsula Community Centre Inc as at 30 June 2007 and the results of its operations and its cash flows for the year then ended.



Simeoni & Co  
Certified Practising Accountant  
102/118 Great North Rd  
FIVE DOCK NSW 2046

Paul J Simeoni  
Registered Company Auditor  
October 2007

# Peninsula Community Centre Inc.

( A Company Limited by Guarantee )

## DIRECTORS' DECLARATION

The directors of the company declare that:

1. the financial statements and notes, as set out on pages 9 to 22:
  - (a) comply with Accounting Standards and the Corporations Act 2001; and
  - (b) give a true and fair view of the company's financial position as at 30 June 2007 and of its performance for the year ended of that date;
2. in the directors' opinion, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.



**KATIE SMITH**  
Director  
Woy Woy  
October 2007



**DARYL LYNCH**  
Director  
Woy Woy  
October 2007

# Peninsula Community Centre Inc.

( A Company Limited by Guarantee )

## STATEMENT OF FINANCIAL PERFORMANCE for the year ended 30 June 2007

<b>CLASSIFICATION OF EXPENSES BY NATURE</b>	Note	2007 \$	2006 \$
Revenue from ordinary activities	2	6,752,105	6,450,010
Employee expenses		(3,385,598)	(2,985,312)
Depreciation and amortisation expenses		(138,637)	(38,507)
Other expenses from ordinary activities		(2,903,335)	(2,838,054)
		<hr/>	<hr/>
Surplus / (Deficit) from ordinary activities before income tax expense		59,632	588,137
		<hr/>	<hr/>
Income tax expense relating to ordinary activities		-	-
		<hr/>	<hr/>
Surplus / (Deficit) from ordinary activities after related income tax expense		324,535	588,137
Surplus / (Deficit) from extraordinary item after related income tax (Expense) / Revenue	4	-	-
Surplus / (Deficit) from abnormal item after related income tax (expense)/revenue	5	-	-
		<hr/>	<hr/>
Surplus / (Deficit) attributable to members	17	324,535	588,137
		<hr/>	<hr/>
Total changes in equity of the company		<u>324,535</u>	<u>588,137</u>

These accounts should be read in conjunction  
With the notes to and forming part of the accounts.

# Peninsula Community Centre Inc.

( A Company Limited by Guarantee )

## STATEMENT OF FINANCIAL POSITION as at 30 June 2006

	Note	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash	7	1,467,294	1,476,501
Receivables	8	41,152	34,597
Other	9	22,109	15,243
<b>TOTAL CURRENT ASSETS</b>		<u>1,530,555</u>	<u>1,526,341</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant & equipment	10	2,063,045	1,918,231
Investments	11	500	500
<b>TOTAL NON-CURRENT ASSETS</b>		<u>2,063,545</u>	<u>1,918,731</u>
<b>TOTAL ASSETS</b>		<u>3,594,100</u>	<u>3,445,072</u>
<b>CURRENT LIABILITIES</b>			
Payables	12	268,633	288,698
Provisions	13	138,283	166,107
<b>TOTAL CURRENT LIABILITIES</b>		<u>406,916</u>	<u>454,805</u>
<b>NON-CURRENT LIABILITIES</b>			
Payables	14	188,773	206,182
Provisions	15	187,505	297,714
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>376,278</u>	<u>503,896</u>
<b>TOTAL LIABILITIES</b>		<u>783,194</u>	<u>958,701</u>
<b>NET ASSETS</b>		<u>2,810,906</u>	<u>2,486,371</u>
<b>MEMBERS FUNDS</b>			
Retained profits	17	1,884,143	1,559,608
Reserves	16	926,763	926,763
		<u>2,810,906</u>	<u>2,486,371</u>

These accounts should be read in conjunction  
with the notes to and forming part of the accounts

# **Peninsula Community Centre Inc.**

( A Company Limited by Guarantee )

## **NOTES TO AND FORMING PART OF THE ACCOUNTS For the year ended 30 June 2007**

### **1. Statement of significant accounting policies**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Corporations Act 2001.

The financial report covers Peninsula Community Centre Inc as an individual entity. Peninsula Community Centre Inc is a company limited by guarantee in New South Wales under the Corporations Act 2001.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Company in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### **(a) Property, plant & equipment**

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

##### *Plant and Equipment*

Plant and equipment are measured on the cost basis or directors valuation where stated.

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

##### *Depreciation*

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the Company commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

# **Peninsula Community Centre Inc.**

( A Company Limited by Guarantee )

## **NOTES TO AND FORMING PART OF THE ACCOUNTS**

**For the year ended 30 June 2007**

### **1. Summary of significant accounting policies continued**

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

Class of Fixed Asset	Depreciation Rate
Leasehold improvements	33%
Leased plant and equipment	20%
Office equipment	20%

#### **(b) Leasehold Improvements**

The cost of improvements to or on leasehold or freehold property is amortised over the unexpired period of the lease or the estimated useful life of the improvement to the company, whichever is the shorter.

#### **(c) Income tax**

As the company is a kind referred in section 23 (g) ii of the Income Tax Assessment Act 1936, its income is exempt from income tax.

#### **(d) Cash flows**

For the purpose of statements of cash flows, cash includes cash on hand, deposits held at call with banks and investments in money market instruments, net of bank overdrafts.

#### **(e) Receivables and revenue recognition**

##### Trade debtors

All trade debtors are recognised at the amounts receivable as they are due for settlement. Collectability of trade debtors is reviewed on an ongoing basis. Debts, which are known to be uncollectible, are written off. A provision for doubtful debts where some doubt as to collection exists.

The accrual method of accounting has been adopted, resulting in grants from the Federal Governments, and other bodies being brought to account as income for the year they relate to, rather than the year in which the grant was received.

##### Grants in advance

Grants received in advance are grant received prior to the financial period to which they relate and accordingly are not brought to account as income in the income and expenditure statement until that time.

# **Peninsula Community Centre Inc.**

( A Company Limited by Guarantee )

## **NOTES TO AND FORMING PART OF THE ACCOUNTS**

**For the year ended 30 June 2007**

### **1. Summary of significant accounting policies continued**

#### **Prepayments**

Prepayments in prior years included wages paid in June (year end) in relation to July (New Year) annual leave. The company has maintained its policy and have expensed the wages in period of payment in June 2007. This policy will continue to be consistent for future periods.

#### **In kind sponsorships**

A contribution of a non-current asset is recognised as an asset when the company gains control of the contribution. Accordingly, the fair value of the asset is recognised as revenue at the same date.

#### **(f) Employee entitlements**

Provision is made for the company's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Company to an employee superannuation fund and are charged as expenses when incurred.

#### **(g) Revaluations on non-current assets**

Land and buildings are re-valued at three yearly intervals. Revaluations reflect independent assessments of the fair market value of land & buildings based on existing use. Revaluation increments are credited directly to the asset revaluation reserve, unless they are reversing a previous decrement charged to the income and expenditure statement, in which case the increment is credited to the income and expenditure statement.

Revaluations do not result in the carrying value of land or buildings exceeding their recoverable amount.

#### **(h) Foreign currency translation**

##### **Transactions**

Foreign currency transactions are initially translated into Australian currency at the rate of exchange at the date of the transaction. At balance date amounts payable and receivable in foreign currencies are translated to Australian currency at rates of exchange current at that date. Resulting exchange differences are brought to account in determining the surplus or deficit for the year.

# **Peninsula Community Centre Inc.**

( A Company Limited by Guarantee )

## **NOTES TO AND FORMING PART OF THE ACCOUNTS**

**For the year ended 30 June 2007**

### **1. Summary of significant accounting policies continued**

#### **(i) Trade and other creditors**

These amounts represent liabilities for goods and services provided to the company prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition

#### **(j) Leases**

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Company will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under 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.

#### **(k) Investments**

Non-current investments are measured on the cost basis.

The carrying amount of investments are reviewed annually by directors to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for shares in listed companies. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

#### **(l) Cash**

For the purpose of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

#### **(m) Revenue**

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

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

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

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## NOTES TO AND FORMING PART OF THE ACCOUNTS

For the year ended 30 June 2007

	Note/Sch	2007 \$	2006 \$
<b>2. Operating revenue</b>			
<b>Net grant income</b>	Sch 1	5,519,048	5,266,048
<b>Other revenue</b>			
Client Fees		1,004,532	1,007,004
Donations received – general		6,923	5,520
DJP Dance Fees		12,728	11,090
Drinks, Food & Games Machine Income		15,741	14,378
School of Dance Fees		23,526	23,232
Interest received - other corporations		48,330	45,229
Senior Activities Fees		4,585	3,255
Membership income		5,969	5,005
Dividends received		225	340
Judo Fees		2,130	1,900
Sundry income		16,400	4,742
Kindy Gym Fees		8,853	8,778
Bridge Club Fees		15,115	14,025
Room Hire Fees		54,213	22,748
Yoga Fees		737	1,538
Playgroup Fees		13,050	15,178
		<u>6,752,105</u>	<u>6,450,010</u>

### 3. Operating Surplus/(deficit)

(a) The operating surplus/(deficit) is arrived at after crediting and charging the following specific items:

#### Credits

Interest received - other corporations	48,330	45,229
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# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## NOTES TO AND FORMING PART OF THE ACCOUNTS for the year ended 30 June 2007 continued

	2007 \$	2006 \$
<b>3. Operating Surplus/(deficit)</b> continued		
(a) The operating surplus/(deficit) is arrived at after crediting and charging the following specific items:		
Other provisions		
Employee entitlements	(32, 817)	9,083
Rental expense on operating leases	109,141	11,549
	<u>109,141</u>	<u>11,549</u>
<b>4. Extraordinary items</b>	-	-
	-	-
<b>5. Abnormal items</b>	-	-
	-	-
	<u>-</u>	<u>-</u>
<b>6. Auditor's remuneration</b>		
Amounts received or due and payable to the auditor for:		
Auditing	13,182	20,100
Other Services	3,550	4,040
	<u>16,732</u>	<u>24,140</u>

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## NOTES TO AND FORMING PART OF THE ACCOUNTS for the year ended 30 June 2007 continued

	2007 \$	2006 \$
<b>7. Current assets – cash</b>		
Cash at bank and on hand	1,460,211	1,436,501
Deposits - short term and at call	7,083	40,000
	<u>1,467,294</u>	<u>1,476,501</u>
<b>8. Current assets – receivables</b>		
Debtors & Accrued Income	41,152	34,597
	<u>41,152</u>	<u>34,597</u>
<b>9. Current assets – other</b>		
Stock/ Materials on hand	12,280	-
Prepayments	1(e) 9,829	15,243
	<u>22,109</u>	<u>15,243</u>
<b>10. Non-current assets - property, plant and equipment</b>		
<b>Land and buildings</b>		
<b><i>Buildings</i></b>		
At Directors Valuation 2006	1,145,000	1,145,000
	<u>1,145,000</u>	<u>1,145,000</u>
<b>Total land and buildings</b>	<u>1,145,000</u>	<u>1,145,000</u>

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## NOTES TO AND FORMING PART OF THE ACCOUNTS for the year ended 30 June 2007 continued

	2007	2006
	\$	\$
<b>10. Non-current assets - property, plant and equipment</b> continued		
Plant, equipment and motor vehicle - at directors' valuation 2006 & at Cost	1,483,529	1,362,370
Less: accumulated depreciation	<u>(565,484)</u>	<u>(589,139)</u>
	918,045	773,231
Total Plant & Equipment	<u>918,045</u>	<u>773,231</u>
 Total Property, Plant and Equipment	 <u>2,063,045</u>	 <u>1,918,231</u>

### Valuation of land and buildings

The basis of valuation of Fixed Assets & Buildings is on market value at Directors Valuation June 2006.

## 11. Non-current assets – Investments

Shares in Listed Company	<u>500</u>	<u>500</u>
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# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## NOTES TO AND FORMING PART OF THE ACCOUNTS

for the year ended 30 June 2007 continued

2007  
\$

2006  
\$

### 12. Current liabilities – accounts payable

Trade creditors and accruals	176,276	193,132
Income In Advance	50,989	95,566
Grants repayable	41,368	-
Total Current Liabilities	<u>268,633</u>	<u>288,698</u>

### 13. Current liabilities - provisions

Employee entitlements	<u>138,283</u>	<u>166,107</u>
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### 14. Non - Current liabilities – Payables

Bank Loans	<u>188,773</u>	<u>206,182</u>
	<u>188,773</u>	<u>206,182</u>

### 15. Non Current liabilities – provisions

Employee entitlements	<u>187,505</u>	<u>297,714</u>
Total Non Current liabilities – provisions	<u>187,505</u>	<u>297,714</u>

### 16. Reserves

#### (a) Composition

Asset revaluation reserve	<u>926,763</u>	<u>926,763</u>
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#### (b) Movements

Asset revaluation reserve		
Balance - 1 July	926,763	-
Revaluation of asset	-	926,763
Sale of revalued assets	-	-
Balance - 30 June	<u>926,763</u>	<u>926,763</u>

### 17. Retained Profits

Retained profits at the beginning of the financial year	1,559,608	971,471
Net Surplus/ (Deficit) attributable to the company	324,535	588,137
Retained profits at the end of the financial year	<u>1,884,143</u>	<u>1,559,608</u>

# **Peninsula Community Centre Inc.**

(A Company Limited by Guarantee)

## **NOTES TO AND FORMING PART OF THE ACCOUNTS for the year ended 30 June 2007 continued**

### **18. Members Guarantees**

The guarantee of the members in the event of the winding up of the company is limited to \$100 per member. At 30 June 2007 the company had 638 financial members, which represented a total guarantee of \$63,800.

Members eligible to vote (over 18) equal 256.

### **19. Financial reporting by segments**

The company operates predominantly in the education and welfare industry. The principal activities of the company are the provision of education and welfare services.

The company operates predominantly in one geographical area, being the Central Coast, New South Wales, Australia.

### **20. Related parties**

The names of each person holding the position of director of Peninsula Community Centre Inc. at any time during the financial year are: K. Smith, D. Wales, D. Lynch, R. Mitchell, M. Brigden, W. Ellis & G. Ward

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## NOTES TO AND FORMING PART OF THE ACCOUNTS for the year ended 30 June 2007 continued

	2007	2006
	\$	\$
<b>21. Related parties</b>		
<b>Directors remuneration</b>		
Income paid or payable, or otherwise made available to the directors of the company	-	-
The number of directors whose income from the company was within the specific bands are as follows:		
Nil	-	-
1 - 9999	-	-
10,000 – 19,999	-	-
19,999 – 20,999	-	-

No other director received any remuneration during the year.

### **Payments to superannuation funds**

Contributions to superannuation funds for the Directors in accordance with the occupational Superannuation legislation.	-	-
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### **22. Registered Office**

Peninsula Community Centre Inc. is domiciled in Australia with the registered office of Business place at 93 McMasters Rd WOY WOY. Peninsula Community Centre Inc. is a Company limited by guarantee in NSW with an average number of 105 employees. Superannuation legislation.

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## COMPILATION REPORT

### Scope

On the basis of the information provided by the Committee of Management of Peninsula Community Centre Inc. we have compiled, in accordance with APS 9: Statement of Compilation of Financial Reports the special purpose financial report of Peninsula Community Centre Inc. for the period ended 30 June 2007 comprising the attached income and Expenditure Statement, from pages 25 to 28.

The specific purpose for which the special purpose financial report has been prepared is to provide financial information to the members. Accounting Standards and other mandatory professional reporting requirements have not been adopted in the preparation of the special purpose financial report.

The Committee of Management is solely responsible for the information contained in the special purpose financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Company's Constitution and are appropriate to meet the needs of the Committee of Management for the purposes of complying with the Company's Constitution.

Our procedures use accounting expertise to collect, classify and summarise the financial information with the Committee of Management provided into a financial report. Our procedures do not include verification or validation of procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Company, may suffer arising from the negligence on our part. No person should rely on the special purpose financial report without having an audit or review conducted.

The special purpose financial report was prepared for the benefit of the Company and the purpose identified above. We do not accept responsibility to any other person for the contents of the special purpose financial report.

Simeoni & Co  
Certified Practising Accountant  
102/118 Great North Rd  
FIVE DOCK NSW 2046



Paul J Simeoni  
Principal

Sydney  
October 2007

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## DETAILED STATEMENT OF INCOME & EXPENDITURE for the year ended 30 June 2007

		2007	2006
		\$	\$
<b>Schedule 1 Income received during the year</b>			
<b>INCOME</b>			
<b>Net grant income</b>	Sch 2	5,519,048	5,266,048
<b>Other income</b>			
Client fees		1,004,532	1,007,004
Donations		6,923	5,520
BJP Dance Fees		12,728	11,090
Drinks, Foods & Games Machine Income		15,741	14,378
Interest received - other corporations		48,330	45,229
Membership fees		5,969	5,005
Dividends received		225	340
Judo fees		2,130	1,900
Sundry income		16,400	4,742
Kindy Gym Fees		8,853	8,778
Bridge Club Fees		15,115	14,025
Room Hire Fees		54,213	22,748
Senior Activities Fees		4,585	3,255
School of Dance Fees		23,526	23,232
Yoga Fees		737	1,538
Playgroup Fees		13,050	15,178
		<u>1,233,057</u>	<u>1,183,962</u>
<b>TOTAL INCOME</b>		6,752,105	6,450,010
<b>LESS EXPENDITURE</b>	Sch 3	6,427,570	5,861,873
<b>OPERATING SURPLUS/ (DEFICIT)</b>		<u>324,535</u>	<u>588,137</u>

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## DETAILED STATEMENT OF INCOME & EXPENDITURE for the year ended 30 June 2007

	2007	2006
	\$	\$
<b>Schedule 2 Grants received during the year</b>		
Family Day Care	948,583	994,027
Erina Before & After School & Vacation Care	36,681	57,686
Gosford Before & After School & Vacation Care	138,542	166,058
Point Clare Before & After School & Vacation Care	30,521	37,207
Woy Woy Before & After School & Vacation Care	128,450	138,217
Peninsula Vacation Care	92,825	82,981
Complete Care Aged Services	973,334	952,858
Central Coast Problem Gambling Service	150,842	142,791
Co-ordinator Program	58,329	56,466
Occasional Care	52,635	47,091
The WEB Programs	184,277	227,519
Central Coast Case Management Services	2,033,703	1,751,076
Gosford Home Modifications & Maintenance	690,326	612,071
	<hr/>	<hr/>
<b>TOTAL GRANTS RECEIVED</b>	<b>5,519,048</b>	<b>5,266,048</b>

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## DETAILED STATEMENT OF INCOME & EXPENDITURE for the year ended 30 June 2007

	Note	2007 \$	2006 \$
<b>Schedule 3 Expenditure</b>			
Advertising expenses		23,375	24,994
Auditor's remuneration	6	16,732	24,140
Bad Debt		1,823	574
Bank charges		5,465	7,686
Care Related expenses		10,814	11,371
Carer expenses		688,361	766,570
Cleaning & Sanitation		18,405	15,360
Computer expenses		21,602	18,282
Consultancy fees		4,358	7,558
Consumables		30,474	17,881
Contractor Payments		1,170,446	1,281,944
Depreciation		138,637	38,507
Electricity		29,148	18,946
Employee entitlements		(32,817)	9,083
Hire of Equipment		6,563	-
Interest expenses		13,757	17,087
Insurance		158,426	104,856
Legal Fees		1,711	-
Loss on Disposal		25,419	-
Materials		133,461	111,113
Motor vehicle expenses		129,572	120,038
Postage		3,226	2,703
Printing, stationery & photocopying		47,540	39,131
Rates & Taxes		6,789	6,174
Rent		109,141	11,549
Balance carried forward		<u>2,762,428</u>	<u>2,655,547</u>

# Peninsula Community Centre Inc.

(A Company Limited by Guarantee)

## DETAILED STATEMENT OF INCOME & EXPENDITURE for the year ended 30 June 2007

	2007	2006
	\$	\$
<b>Schedule 3 Expenditure – continued</b>		
Balance brought forward	2,762,428	2,655,547
Replacement Equipment	39,373	8,753
Repairs & Maintenance	41,079	25,152
Security expenses	10,099	13,964
Staff amenities	1,774	2,563
Staff training	30,076	25,491
Subscriptions	12,209	17,255
Superannuation	257,524	233,068
Telephone and facsimile	50,757	47,199
Travel & Excursion Expenses	66,171	61,308
Volunteer Expenses	23,841	27,558
Uniforms	3,198	854
Wages	3,129,041	2,743,161
<b>TOTAL EXPENDITURE</b>	<u>6,427,570</u>	<u>5,861,873</u>