

# 2023 annual report

49 Ashburn Grove, Ashburton VIC 3147  
(03) 9885 9401 | [www.alameinlc.com.au](http://www.alameinlc.com.au)

**alamein**  
neighbourhood & learning



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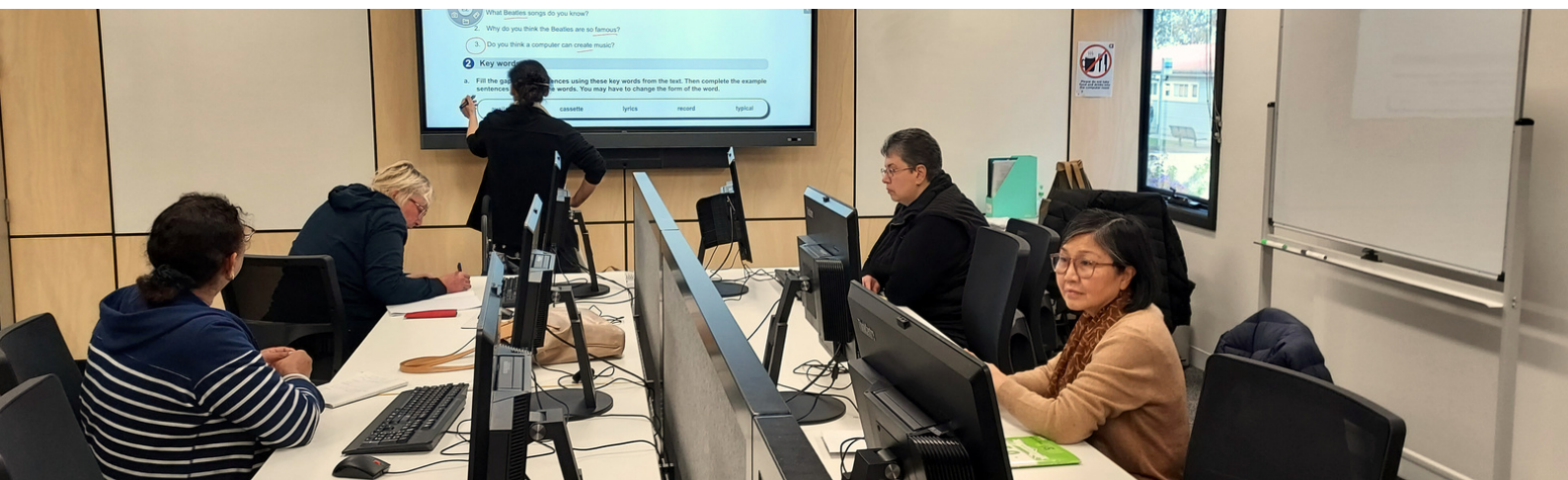
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# who we are

**Our Vision** A Centre that supports and empowers individuals to participate in a vibrant, caring community.

**Our Mission** To enrich our community by providing learning and support programs that foster independence, social connections and participation, and build life skills and interests.

**Our Purpose** The purpose of the Alamein Neighbourhood & Learning Centre is to provide quality lifelong learning and support programs that encourage local participants to achieve their personal goals and to contribute to their community.



# president's foreword



As president of the management committee I feel proud and pleased to be involved with Alamein Neighbourhood and Learning (Alamein).

I am proud because I see the great work the centre does to deliver services to the community. Alamein makes a particularly important contribution in working with parts of the community that have particular needs for education or social activities.

I am pleased because I have learnt and continue to learn a great deal about the not-for-profit sector. I am pleased that I am able to make a contribution to that sector.

In 2024, the centre must ensure that our learning and community support programs meet the needs of a changing community. We see 2024 as an opportunity for Alamein to reassess the re-focus of our programs. We will be questioning whether we are offering the learning opportunities that the community needs. However we answer those questions, I know that the centre's staff will respond with energy, professionalism and dedication to our adult learning classes and community programs.

The Committee of Management are pleased to acknowledge the funding support that we have received from the City of Boroondara, the Commonwealth and Victorian governments. We are also grateful for the ongoing support from our many partners: the teams at City of Boroondara with whom we work closely; ACFE and Learn Local; Neighbourhood Houses Victoria; NIECH (Network of Inner Eastern Community Houses); and our colleagues in the City of Boroondara's network of community centres.

On behalf of the Committee I want to thank our dedicated staff for their professionalism and hard work over 2023.

Jeremy Horey  
President



# agenda

2023 Annual General Meeting - Alamein Neighbourhood & Learning  
Tuesday 16 April 2024 at 4pm

1. Welcome/Apologies (Jeremy Horey)
  2. Confirmation of minutes of the previous AGM (Jeremy Horey)
  3. Business arising from the minutes (Jeremy Horey)
  4. President's and Manager's Reports (Jeremy Horey and Jill Hitchcock)
  5. Treasurer's report and presentation of audited financial statement (Jill Hitchcock & Jeremy Horey)
  6. Appointment of the Auditor (Jeremy Horey)
  7. Election of Committee of Management Members
  8. Guest speaker
- Meeting close



# annual general meeting for 2023

Minutes of Annual General Meeting held on Tuesday 2 May 2023

## 1. Welcome and Apologies

Sally Holdsworth, Alamein Neighbourhood & Learning President, opened the 46th Annual General Meeting on Tuesday 2 May 2023 at 4.10pm and acknowledged the traditional owners of the land.

Sally Holdsworth welcomed all present.

Present: Katelyn Stanyer, City of Boroondara; Sally Holdsworth, Noel Jacobs, Jeremy Horey, Janet Hills, Pat Griffith, Susan Rodrigues, Dimi Papadakis, Jill Hitchcock and Barbara Richter-Kirk (AN&L); Anita Francis, Mark Tyrrell and Cat Ross (DFFH); Nikki Maddern (NIECH); Deb Austin (Balwyn Community Centre); Jean Gillespie (Access Health & Community); David Cooke (Camcare); Geraldine Lee; Marina Catherine; Joe Zhou; Rowan Lardner and Natalie Rabey (AACPTG).

Apologies: Cr Felicity Sinfield, Mayor of Boroondara, Cr Lisa Hollingsworth, Cr Garry Thompson; Fiona Brown, Caddy Purdy, Danielle Short and Alana Smith (City of Boroondara); Daniella Mayer (ACFE); Ben Neil and Carla Donnoli (DFFH); Geraldine Farrell (Trentwood at the Hub); Louise Ippolito (Craig Family Centre); Tracey Martin (Canterbury Family Centre); Jenny Fuge; Cheryl Draper ;Leanne Lawrence; Peter Ferguson; Tony Crawford; Maria Mathew; Sandii Ingham; Ruth Cruttenden; Isabel Ho; Sue Leavesley; Fiona Read (Access Health & Community); Capella Henderson (ECLC); Yuriko Franks, Rachel Morley (Ashburton Community Centre); Tuncay Bekler, Mim Markovic

## 2. Minutes of the 2022 AGM

*That the minutes of the 2022 AGM as circulated be accepted as a true record of the meeting.*

*Moved: Sally Holdsworth      Seconded: Pat Griffith Carried*

## 3. Business arising from the minutes:

Nil

## 4. President's and Manager's Report

The President Sally Holdsworth and Manager Jill Hitchcock both spoke briefly to their reports. Sally spoke about the transition back to the newly refurbished centre after a year in temporary accommodation, the excitement at being back in the centre and the range of events held during the year to encourage participants back to the centre. Challenges during the year included the after effects of COVID and reluctance of some people to participate, resulting in cancelled classes and courses with lower numbers. She thanked the City of Boroondara staff for their support over this time and acknowledged the invaluable partnership with Council.

Sally also mentioned our many other partners as well as participants, volunteers and students and thanked them for their support in 2022.

Jill thanked the staff for their great work in 2022, and participants, volunteers and students for re-connecting with Alamein. She shared some comments made by participants about what they were grateful for and looking forward to at the new centre.

That the 2022 President's and Manager's Report be accepted.

*Moved: Sally Holdsworth Seconded: Noel Jacobs Carried*

#### 5. Treasurer's Report including the Financial Statement for 2022

Noel Jacobs spoke briefly to his report and highlighted the large deficit posted or 2022. He spoke about some of the challenges for the year - events, extra staff time for cancelled classes and so on and after effects of COVID. Noel outlined the plan to tightly control the budget and expenditure for 2023.

Geraldine Lee noted that although there had been a deficit, Alamein's commitment to providing classes to low income people in the community to encourage participation should be acknowledged.

That the 2022 Treasurer's Report be accepted.

*Moved: Noel Jacobs Seconded: Jeremy Horey Carried*

#### 6. Appointment of the Auditor

*That JL Collyer and Partners be appointed Auditor for 2024.*

*Moved: Noel Jacobs Seconded: Jeremy Horey Carried*

#### 7. Election of Committee Members

Katelyn Stanyer presided over the election of the Committee of Management members. There were 4 vacancies on the Committee of Management.

Nominations were received from Pat Griffith and Susan Rodrigues.

As there are fewer nominations than positions available, it was declared that Pat Griffith and Susan Rodrigues were duly elected to the Committee of Management, joining Sally Holdsworth, Noel Jacobs, Jeremy Horey and Janet Hills.

#### 8. Guest Speaker - Anita Francis, Department of Families, Fairness and Housing (DFFH)

Anita provided an overview of the new Markham Housing Estate which comprises 111 Public housing units and 67 affordable housing units. Residents are expected to move in over coming weeks. Anita noted the benefit of Alamein being located to close to the estate and the ability to use the sport pavilion for engagement activities, and also the range of service providers ready to support the new residents.

There being no further business, the meeting closed at 4.45pm.

# alamein neighbourhood & learning teams 2023

## Committee of Management

President	Sally Holdsworth (Jan - Sep), Jeremy Horey (Oct - Dec)
Vice President	Jeremy Horey (Jan - Sep), Sally Holdsworth (Oct - Dec)
Minute Secretary	Janet Hills
Treasurer	Noel Jacobs

Committee	Pat Griffith, Susan Rodrigues, Alma Klepo, Adhira Razdan
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## Staff

Executive Officer	Jill Hitchcock
Operations Manager and Further Education Coordinator	Dimi Papadakis
Partnerships & Projects Coordinator	Sandii Ingham
Administration	Barbara Richter-Kirk, Yuriko Franks,
CHSP Coordinators and Staff	Marg Rawlings, Jill Hitchcock, Peter Miller, Joe Ippolito
Bookkeeper	Tony Crawford

## Further Education Tutors

Barbara McMull, Ed Parker, Geraldine Lee, Haneeta Leonard, Vrinda Fernando, Judy West, Kerrie Stephenson, Leslie Dundon, Lisa-Jane Bell, Patty Trajkovska, Paul McNeill, Scott Moran, Sybella Sullivan

## Leisure Tutors

Ana Soares (Kokedama), Barbara Richer-Kirk (Yoga & Meditation), Dinesh Kanth Alahananthan (Body Fit, Self Defence), Glenn Trainor (Terrariums), Julie Cliff (Focus Boards), Vrinda Fernando (Pilates)

## Volunteers

Mikiko Baker, David Briggs, Sandra Briggs, Prue Burke, Mark Charles, Bernadette Clancy, Bobby Connor, Ruth Cruttenden, Warren Featherstone, Peter Ferguson, Jo Flack, Yuriko Franks, Colin Fredericks, Pat Griffith, Barbara Haynes, Janet Hills, Jill Hitchcock, Anita Hogan, Sally Holdsworth, Jeremy Horey, Noel Jacobs, Lydia Jin, Alma Klepo, Barb Lay, Marcus Leonard, Mark Nicholson, Max Nicholson, Dimi Papadakis, Vivian Qian, Marg Rawlings, Adhira Razdan, Susan Rodrigues, Anne Sidari, Kerrie Stephenson, Vanessa Ward, Rohan Wimalasuriya, David Zannotto, Cathy Zhu





# executive officer's report

It's my great pleasure to report on the activities of Alamein Neighbourhood & Learning for 2023.

From the outset I would like to acknowledge and thank our wonderful staff team who work tirelessly to deliver such a broad range of services and activities to our community. In March, we underwent a small restructuring to redefine my role as an Executive Officer position and create an Operational Manager position to take care of more of the daily activities. Our Further Education Coordinator, Dimi Papadakis, was able to take up extra days and to step into this role in March and has been doing a wonderful job across both portfolios. Sandii Ingham continued in the role of Partnerships and Projects Coordinator and her experience and expertise in this area was evident in the range of community programs and projects, including a project on the new Markham Avenue housing estate. After the retirement of our CHSP coordinator, Valerie Barling, we welcomed Marg Rawlings into this and the CHSP Activities worker role and Marg has been doing a sterling job organising and delivering this program. As in previous years, centre administration was expertly managed by Barbara Richter-Kirk and Yuriko Franks.

I would also like to thank our dedicated and incredibly skilled Committee of Management team for their work throughout the year. Sally Holdsworth stepped down from her role as President in September after nearly 4 years at the helm, and Jeremy Horey has very ably taken up the reins. Our Committee of Management members are all incredibly supportive and very knowledgeable about our centre. We welcomed three new members, Susan, Alma and Adhira, and already all of them have made significant contributions.

And to our magnificent volunteers - thank you! At a time when other organisations are struggling to recruit volunteers, we have enjoyed the support of 38 volunteers in a range of roles with most assisting in more than one role, as well as numerous others who assisted with tasks such as course guide deliveries. During 2023, volunteers performed more than 4,600 hours of volunteer work throughout the year.

A major event for 2023 was the opening of the new public and affordable housing units at the Markham Avenue estate. We were pleased to work closely with Department of Families, Fairness and Housing (DFFH) staff and other local organisations to support new residents. We were successful in receiving an ANCHA grant which gave us the capacity to coordinate activities and deliver some information sessions and other programs. We were able to offer

DFFH housing staff space at Alamein to undertake signups for residents, which enabled us to meet new residents and show them around our centre. Happily, this has resulted in enrolments in classes, new volunteers and participants in a range of our community programs including our Men's Shed.

During 2023 we were delighted to participate in the City of Boroondara Neighbourhood House framework and action plan workshop and warmly welcomed the new partnership agreement. We placed particular emphasis in 2023 on collaborating with our local centres - Craig Family Centre and Ashburton Community Centre - and this collaboration resulted in a successful grant application to produce a local newsletter to showcase our respective offerings and to provide a vehicle for closer partnerships.

City of Boroondara Local Economies staff also facilitated a series of meetings with Workforce Australia to explore opportunities for employment and training pathway grants. Through this we were able to meet with Workforce Australia providers and explore options for potential courses and grants. We were also invited to participate in the Disability Inclusive Employment pilot with Villa Maria Catholic Homes.

[The Neighbourhood Houses in Boroondara](#) joined together to take part in the Annual Boroondara Volunteer Resource Centre (BVRC) expo. Our close collaboration with BVRC also continued with one of our volunteers participating in an informative video about volunteering in Boroondara.

Other partnerships which have become critical to our success include:

[Holmesglen TAFE](#) - we provided placements for 3 community services students in 2023 and have been pleased to host Careers Counsellor Carol McCaskie on a fortnightly basis to support residents, with career advice and employment options.

[Villa Maria Catholic Homes](#) - the carer support group for Ashburton residents met regularly during 2023 and many of the carers went on to enrol in pre-accredited training with the support of Amanda Nichols.

[Access Health and Community](#) - we hosted Jean Gillespie on a fortnightly basis and Masters of Dietetics students from [Swinburne University](#) to assist with our Eat Well on a Budget program, a project developed with the assistance of a community strengthening grant from the City of Boroondara. Jean also provided invaluable support to our work at Markham Avenue Estate. Access Health and Community convened the valuable Ashburton Service Providers' Network, of which Alamein is a member, and auspiced the Wiser Driver program, an off-road driver education program for older drivers which we ran in May. Due to the popularity of the program, we ran a follow up session, open to the public, focusing on changes to the road rules. This session, and the morning tea provided, was covered by a grant provided by the [Law Institute](#), for which we were very grateful.

We are always pleased to host local groups which provide support to local community members. In 2023 this included the [Body Dysmorphic Disorder group](#) and the [Family Drug](#)

**Health group**, both of which met regularly throughout the year.

It transpired that our new Centre is an excellent venue to hold markets and we partnered with **Ashburton Community Residents' Association (ACRA)** to host two artisan markets in 2023, both of which brought new people into the centre. We combined these markets with other activities, such as art activities for children as part of our Family Learning Partnership project, and our Men's Shed program which made wooden toys and handy gadgets for sale at the Twilight market.

We are grateful to the **CoG theatre program** for our partnership. This project engages residents, including many from local public housing, in their evening dinner program and we have been able to engage many of these students in pre-accredited training.

#### **DFFH Neighbourhood House Coordination program**

DFFH provides funding to enable us to provide an information and referral service as part of the Neighbourhood House Coordination program. We provide a range of free and low-cost activities to support our local community members, from the bread program to the free Friday afternoon craft and games activities, to our chatty cafe. **Baker's Delight Ashburton** generously allowed us to collect bread from them on a fortnightly basis to provide our free bread engagement program, and we also thank **Amaroo Neighbourhood Centre** for assisting us on alternate weeks with this activity. We commenced our weekly Chatty Cafe program, and our Tiny Library continues to be a popular and valued initiative.

#### **Further Education and Pre-accredited program**

We would like to thank the dedicated team at ACFE for their support, guidance and wisdom as we delivered our ACFE funded pre-accredited program in 2023. In addition to our classes, we delivered activities under our Family Learning Partnership grant and our innovation grant.

#### **Commonwealth Home Support Programme**

The CHSP activity group underwent something of a transformation in 2003. The program was re-designed to better suit the changing needs of our participants and most activities are now conducted in the centre. After much consideration we sold our community bus as shopping and long outings are no longer part of our repertoire for this cohort. Instead, participants enjoy activities at Alamein via a program designed to reduce social isolation and promote independence and social connections.

Overall, 2023 proved to be a year in which, through a broad range of activities and initiatives and the support of our staff, volunteers and wonderful participants and students we were able to achieve an enormous amount for our local community, and we look forward to continuing this into 2024.

**Jill Hitchcock**

Executive Officer



# our participants

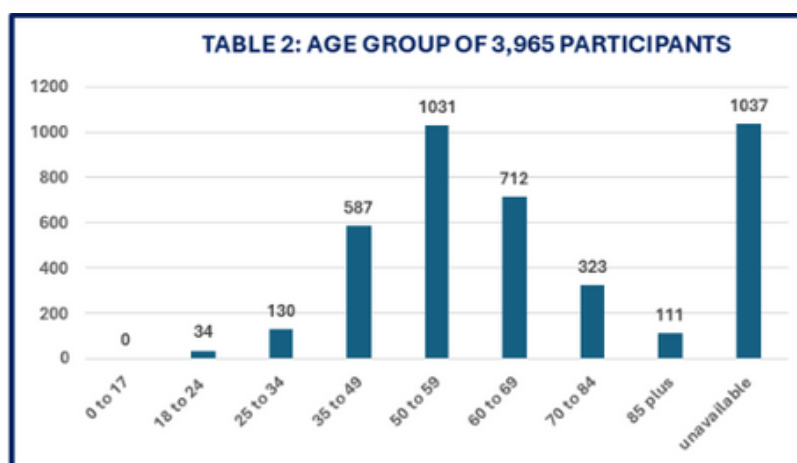
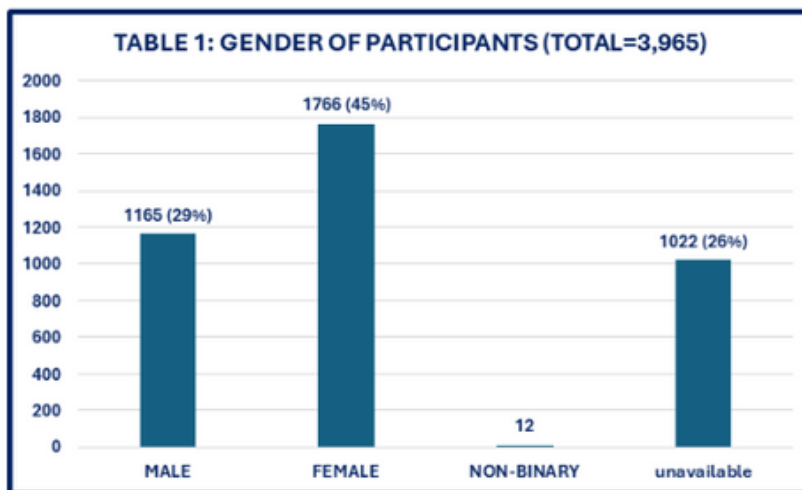
In 2023, the total number of people who participated in our centre’s programs and activities was 3965. Whilst detailed data is gathered for students and participants in structured activities and courses, only basic information is collected about other participants.

The total number of people estimated who USED the centre in an average week during the calendar year, including volunteers, students, people from other organisations who meet at the centre, and drop-ins was 410.

The majority of our participants in 2023 were female (refer table 1) – 45% female vs 26% male and over 50 years of age (refer table 2).

Most of our participants came from Ashburton (43%), followed by Glen Iris (3%) and then Camberwell (2%), notably 34% were not stated. However, participants hail from a wide range of suburbs (outside Boroondara, 15%), often to attend English as an Additional Language (EAL) class not available in their own area, or to attend a workshop or market.

Our participants hailed from 40 different countries. The top 3 countries recorded were from Australia (33%), China (8%) and Vietnam (3%). The top three languages spoken at home were English (41%), Mandarin (5%) and Vietnamese (3%).



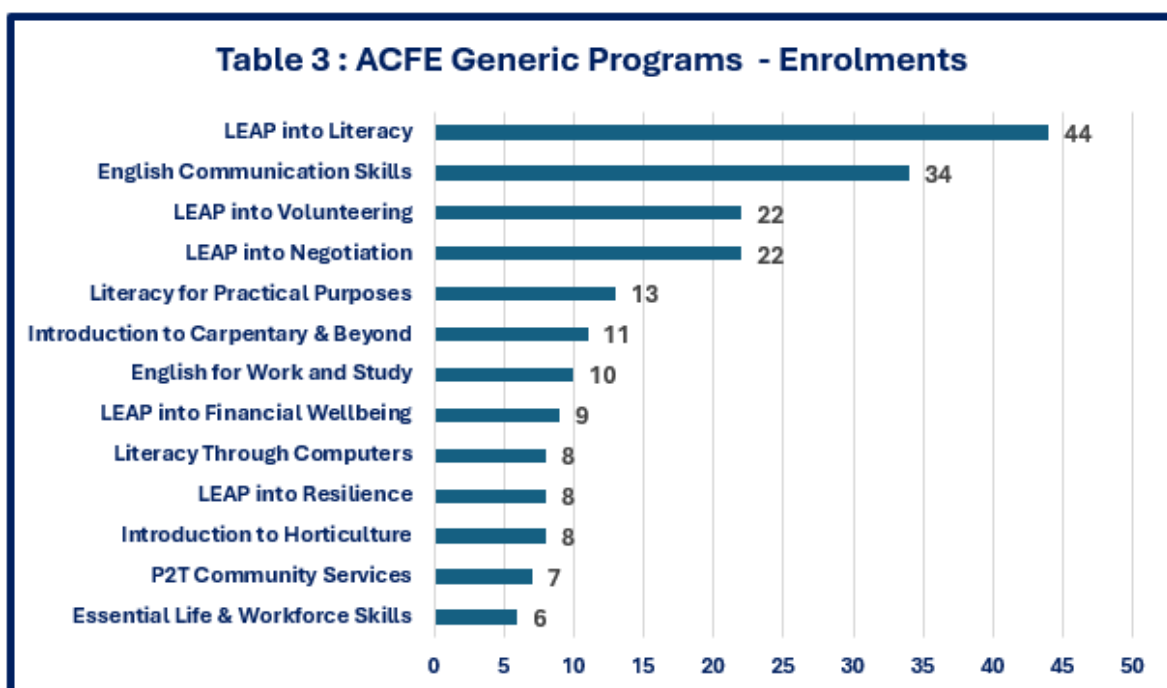
# further education report

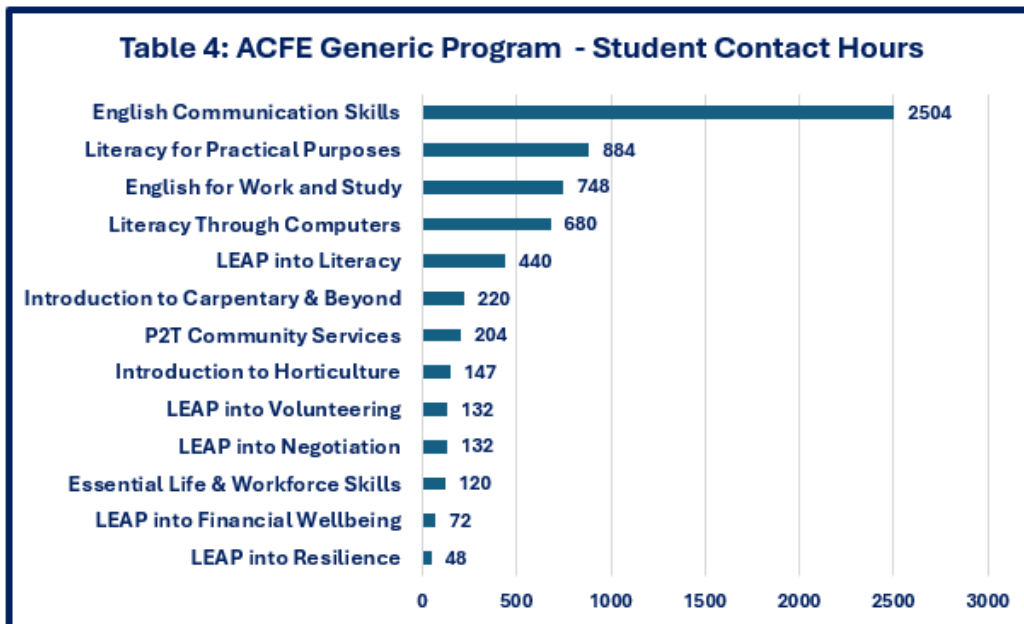
The Further Education program comprises courses delivered under the Adult Community and Further Education (ACFE) program, with the aim of supporting students to re-enter the workforce or go on to further study, and /or improve their personal or work skills.

The Centre ran 71 courses, programs and activities (total of 1,946 sessions) in 2023 of which 296 participants attended the ACFE funded courses.

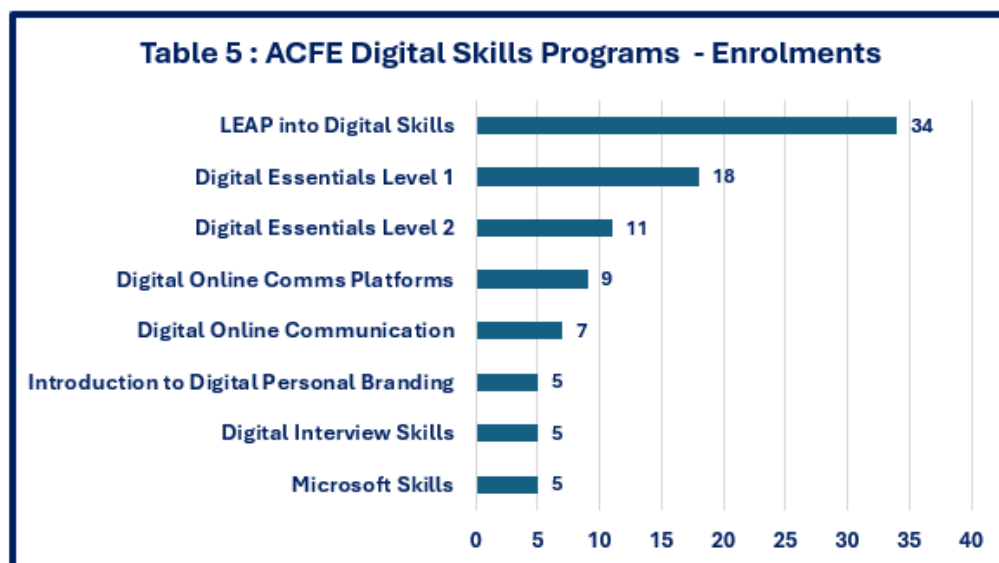
During 2023 we were challenged with enrolments for a number of courses, in particular our EAL classes, resulting in additional workload reorganising timetable.

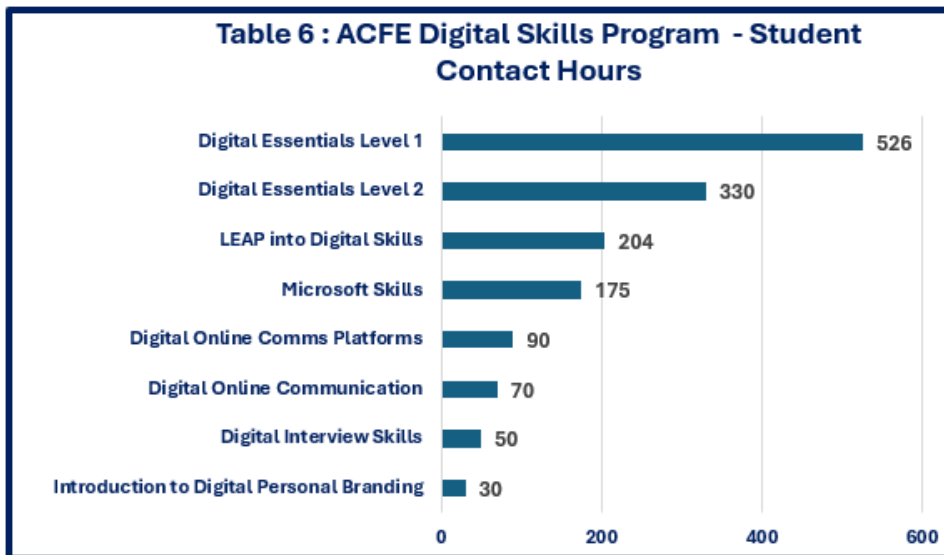
Out of a total of 13 Generic ACFE programs delivered, there were 202 enrolments, with 6,331 student contact hours delivered overall. Most popular programs attended (refer Table 3) were LEAP into Literacy, English Communication Skills and LEAP into Volunteering. The programs with the most student contact hours delivered (refer Table 4) were English Communication Skills, Literacy for Practical Purposes and English for Work and Study.





Out of a total of 8 Digital Skills ACFE programs delivered, there were 94 enrolments, with 1,475 student contact hours delivered overall. Most popular programs attended (refer Table 5) and most student contact hours delivered (refer Table 6) were LEAP into Digital Skills and Digital Essential Level 1 & 2.





New or revised ACFE courses delivered in 2023 included Introduction to Carpentry & Beyond, Digital Essentials Level 1, Digital Essentials Level 2, Digital Online Communications Platforms, Introduction to Digital Personal Branding.

We would like to thank our partner organisations and look forward to a continuing, mutually beneficial and successful relationship in the future. These partners included:

a) [Campbell Page](#) (a disability employment service), whose participants enrolled in two full-year English Communication Skills classes

b) [Amaroo Neighbourhood Centre](#), where we delivered two LEAP into volunteering courses

c) [Villa Maria Catholic Homes \(VMCH\)](#), whose carers participated online via ZOOM in our Essential Life and Workforce Skills course

d) [COG](#), a not-for-profit Community Theatre Group, who provided a safe supportive space for enrolments in our LEAP into Literacy, LEAP into Negotiation Skills and LEAP into Resilience Skills classes throughout the year. CoG also targeted local public housing residents and those experiencing financial disadvantage to provide healthy Friday night meals, to educate healthy eating options and encourage participants to attend activities at Alamein.

e) [Swinburne University](#) (who provided Masters dietetic students) & Access Health and Community with whom we partnered to develop and deliver “Eat Well on a Budget”, a 10-week project targeting public housing residents (with thanks to the City of Boroondara for a community strengthening grant to deliver the project).

We continue to engage our teachers with regular meetings with all willing to share information, support and often mentor each other. We also welcomed new teachers Haneeta Leonard, Paul McNeill, Barbara McMull and Kitty O’Sullivan to our wonderful family of educators. I would like to sincerely thank all of them for their dedication and commitment and making Alamein a friendly, inclusive and supportive learning environment.

**Dimi Papadakis**

Further Education Coordinator



# projects & partnerships report

In 2023, Alamein ran several engagement projects, including Family Learning Partnership, the Markham Estate engagement project and the bread sustainability and engagement project.

The aim of the Family Learning Partnership was to engage local families to join in a range of learning activities & programs at Alamein which would have a positive impact on the entire family. We ran FLP activities at the Ashburton festival and the Twilight market, engaging all ages in art and games, as well as at the Ride to Work day and the Reuse and Recycle event with Boroondara council.

The Markham Estate Project involved Alamein coordinating a broad range of activities for new Markham Estate residents with local service providers. Activities included a local walk, morning tea, BBQs, information sessions, tours of Alamein, and the design and delivery of courses residents expressed interest in. Over 100 Markham residents and more than 50 other public housing residents were engaged in activities over the 6 months. There were 23 service providers involved in the different events and activities.

There were multiple benefits from this project, including:

- New residents making strong connection with their neighbours, getting to know the staff and activities at Alamein, meeting service providers and information about their services, and giving feedback about their interests, needs and challenges, to feed into the design of activities and services offered to them later.
- Service providers increased knowledge of other services available in the area.
- Local support organisations increased awareness of what Alamein does including the flexibility to modify and create different activities to fit the needs of residents.
- Potential for future partnership projects from the strengthened connections made.
- Alamein gaining a new volunteer from Markham Estate.
- Local providers in the Ashburton Support Providers Network (ASPN) and Council departments valuing the chance to connect with residents close to their homes.
- DFFH outreach officer Patrick Naidoo working from Alamein twice a week.

We continued the bread program in 2023. Leftover bread from Bakers Delight was collected every Tuesday night and distributed from our craft room on Wednesdays. This was mainly run by volunteers, with staff coordinating the collection. About 17 people attended each week.



## Volunteers

Our long-standing partner in the Boroondara Volunteer Resource Centre (BVRC) continued to provide a valuable framework and resources for the delivery of our volunteer program and served as the major source of recruitment for new volunteers. Our partnership with Holmesglen, long standing now over several years, resulted in several successful student placements and the co-location of a careers counsellor at Alamein on a fortnightly basis.

At Alamein we are so lucky to have such friendly, skilful volunteers dedicating their time to make our centre a welcoming, professional place. In fact, in 2023 our volunteers gave us over 4600 hours of their time.

In 2023, we had 38 registered volunteers, including 12 new recruits. Roles ranged from classroom support to housekeeping, gardening to committee of management, bread collectors to English conversation facilitators, and much more! We also had extra help from centre participants and the local community with our walker program, who delivered our course guide 4 times to over 2000 homes in the local area.

As part of volunteer meetings, we ran training that covered strategies to support English learners, the importance of mental health, dealing with challenges in volunteering and using the digital whiteboard. We also organised an external First Aid course for our volunteers, which was a fun and informative day and supported some of the volunteers to complete the course's online component.

We also nominated two of our magnificent volunteers for social housing volunteer award and supported them in attending the award ceremony.

## Men's shed

Our men's shed started the year with a combined BBQ lunch for both the morning and afternoon men's sessions. Projects the men worked on in 2023 included ukulele racks for a primary school, play blocks & boxes for The Craig Family Centre, plant markers and phone stands and fixing our community garden.

## Community Garden

In 2023, we had 6 plot holders in our community garden, plus our Monday literacy course who utilised a plot to learn how to grow herbs and veggies. The garden shed and some plots needed maintenance and renovating, and our men's shed came to the rescue. They fixed the shed to ensure it was secure and renovated one of the garden plots in the community garden. This plot was then leased out.

## Power Saving Bonus

Alamein helped several local residents to people apply for the Power Saving Bonus (money to help pay their electricity bill), and ensure they were on the best rate and had an energy concession if eligible. This program brought in 3 new people to the centre.

## Sandii Ingham

Partnerships & Projects Coordinator



# commonwealth home support program (CHSP) report

The year for the Commonwealth Home Support Programme (CHSP) began with Valerie Barling on long service leave and Marg Rawlings as the Caretaker Activities Worker. In August Valerie retired from her role and Marg stepped into the position of Activities Worker and Coordinator of the CHSP Program.

During 2023 our program of activities continued to adapt in response to the changing needs of our participants, and activities were conducted close to home for shorter time frames. We also took the decision to retire our aging bus as many participants were struggling to manage boarding and exiting the vehicle. Our thanks go to bus drivers Peter Miller and Joe Ippolito who assisted us in 2023.

Our long-standing shopping trips to Waverley Gardens, Forest Hill and Burwood One continued with decreasing regularity during the first part of the 2023, and as the year progressed, we focused on lunches and coffee out, and centre-based activities.

Outings included lunches at the Acorn Nursery to celebrate one participant's 104th birthday, as well as at the Mathew Flinders Hotel, Bells & Whistles Cafe, Mr Tucci Cafe, the Monash Gallery of Art, The Glasshouse and the Wheelers Hill Hotel (which seemed to be the favourite destination for the ladies!)

Our centre-based activities were varied and interesting. The ladies enjoyed a "Who Am I of Movie Stars" of the 20s, 30s and 40s. "Lost Jobs of Melbourne" was very interesting, and the World Landmarks challenged the ladies' knowledge and memory. Armchair travel has got us all out and about without leaving the centre, including a lovely coffee and cake to get us started on our journeys. We travelled to Castlemaine, Lauriston (Farm), and South Australia. We watched "Back in Time" and everyone enjoyed seeing the changes we have all lived through. We played games, the Dietetics students from Swinburne cooked our ladies a lovely soup for lunch, and we also enjoyed other cooking activities with an Asian dish and roast lamb for lunch. The ladies enjoyed sitting outside in the sun watching the "superhero peddler" making them smoothies on the "Bike& Blend", Ride to Work day. We celebrated Christmas in July, and the AFL Grand Final with the Inaugural AFL CHSP cup. We ran a sweep and had "Wear a Hat" day for Melbourne Cup. We had a lovely morning at Alamein decorating and planting a pot plant with 2 varieties of basil for Christmas.

Our program also included information sessions and guest speakers. One of the Alamein volunteers came and spoke about her time working in Cambodia with people who needed eye care, and her chat was very interesting. We held a session with the ladies about scams, and provided handouts for additional information. Another important session was about taking care of yourself during the summer period including a handout for future reference. As a result of this session the ladies showed an interest in having more information regarding the "Nurse on Call" service. Consequently, all the ladies were provided with a fridge magnet, made in-house at Alamein, with the "Nurse on Call" phone number for their personal use.

It was with a heavy heart that we farewelled one of our own in March with one of our longstanding participants and founding members of Alamein, Fay Sawyer, passing away after a brief illness. Fay was much loved by all the ladies and a big part of the CHSP activities. It was a privilege for us to support Fay throughout her time in the CHSP.

The participants in our program continue to have regular input into the range of activities delivered and we look forward to continuing our activities and welcoming new participants to the program.

**Marg Rawlings**

CHSP Coordinator



# 2023 events

Alamein Neighbourhood & Learning delivered a full calendar of events in 2023. These were well attended and included:

- [Ashburton Festival](#) in February, partnering with the Craig Family Centre
- [Harmony Day](#) in March featured two guest speakers - one spoke about their connection to the ill-fated Titanic, and the other about their flying experience. We also held our first Human Library event for Harmony Day, featuring some of our volunteers and Alamein English students. Participants chatted with the human "books" to find out more about their culture and their life.
- [BVRC Volunteer Expo](#) in March was attended by all the neighbourhood houses in Boroondara to promote volunteer opportunities.
- [Law Week](#) in May was marked by an information session addressing the changes to road rules.
- [Eastern Employment Expo](#) was held in May. Alamein shared a stand with Kew NLC, promoting courses & activities across the centres.
- [Biggest Morning Tea](#) was held in May with our wonderful English students and other participants. Thanks to their delicious contributions to our morning tea and their generosity on the day raised \$160 for the Cancer Council!
- [Neighbourhood House Week](#) in May featured a session on no interest loans and the power saving bonus initiative.
- [Men's Health](#) Week in June was marked by a "Healthy Habits" session, which saw one of our leisure trainers running an exercise session which was then followed by morning tea.
- [NAIDOC Week](#) Event was held in July with Rev. Canon Associate Prof Glen Loughrey, a Wiradjuri man, who led our discussion on the Voice. All questions were welcomed and generated engaging debate. The event was very informative and brought a number of new participants to our centre.
- [Adult Learners' Week](#) in September featured the popular human library which included a talk from Manuj Argawal, a local audiologist, and then our 'books' chatted with all the people who dropped in for the event. There was lots of learning and laughter. This event was funded by [Adult Learning Australia](#).
- [Ride to Work Day](#) in October was celebrated with two smoothie making bicycles and lots of fun was had by all!
- [Mental Health Week](#) in October featured a singer / guitarist, Chinese dancers, and an opera singer who took us not only to Italy with her music, but also raised our spirits up.
- [Boroondara Reuse & Repair Day](#) was held in November, Alamein participated with an activity demonstrating how to make a shopping bag from an old t-shirt.
- [Twilight and Saturday Markets](#) were held in partnership with ACRA in June and November.
- [Markham Avenue Estate activities](#) were held throughout the year from the Markham Avenue pavilion and included morning teas, barbecues, mini expos with service providers, an information session with the Eastern Community Legal Centre and a session on MyAgedCare delivered by Access Health and Community.

# treasurer's report & 2023 financials

## Financial Statements

The 2023 Financial Statements accompanying this report show a profit for the year ended 31 December, 2023 of \$57,612 compared to a deficit of \$100,554 in 2022.

## Audited Accounts

The 2023 accounts have been prepared on an accrual basis and were audited by J L Collyer & Partners. The Auditor's report is attached to the accounts.

## Financial Position

ANLC retains a strong financial position with net assets of \$101,100. The Committee took the decision to sell the organisation's aging bus and consequently the accumulated funds set aside to replace the community bus (\$70,000) were returned as income. The balance sheet can be summarised as:

	OPENING BALANCE	MOVEMENT IN 2023	CLOSING BALANCE
ASSETS	\$167,424	\$58,550	\$225,974
LIABILITIES	(\$53,936)	(\$70,938)	(\$124,874)
<b>EQUITY</b>	<b>\$113,488</b>	<b>(\$12,388)</b>	<b>\$101,100</b>

## Financial Performance update

2023 remained a challenging year for Alamein. Students continued to return to classes (although not quite up to the pre-covid levels) and the number of visitors and participants across a range of activities increased. The Committee continued to pay particular attention to the budget and expenditure throughout 2023 with expenses being tightly controlled to return the Centre to a surplus of \$57,612.

Alamein generates a significant portion of its income from operating activities such as course fees, charges for services provided to the local community and interest earned on funds invested. During 2023 take-up of our programs and activities increased and whilst we still experienced delays and changes to programming we were successful in delivering more of our scheduled offerings.

Outgoings were 13% lower in 2023 compared to 2022 with staff costs accounting for 92 % of overall expenses and decreasing by 9% from those incurred in 2022.

### Source of Funds update

Alamein receives the majority of its recurrent income from a range of government (Commonwealth, State and Local Government) bodies with the primary sources in 2023 being in the Adult Community and Further Education (ACFE 22%), Commonwealth Home Support Programme (CHSP 11%), Department of Families Fairness and Housing (DFFH 30%) and City of Boroondara (16%). In 2023 additional project-based grants were also received from the City of Boroondara, ACFE, DFFH and other sources.

### Investments

Funds considered to be surplus to working capital were invested in interest bearing deposits throughout the year to achieve the best possible return on investment while maintaining a high level of security. All term deposits continue to be secured by the Federal Government Bank Deposit Guarantee.

### Summary

Alamein was able to return to surplus in 2023 due to the receipt of additional grants and careful financial management. Many of the Victorian Neighborhood Houses continue to post deficits due to the challenging environment in which we deliver services. Alamein still has a strong balance sheet and retained earnings and has operated within the expectations of the committee and in accordance with the Associations Incorporation Reform Act 2012.

### Jill Hitchcock

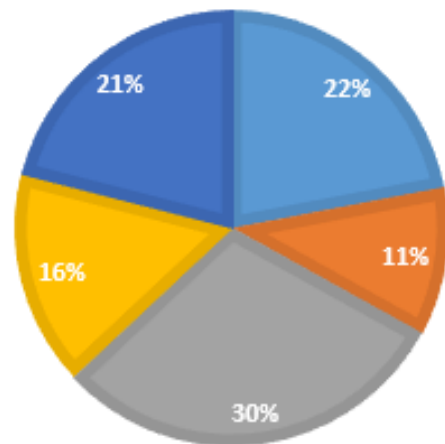
Executive Officer

### Jeremy Horey

President

### SOURCE OF FUNDS

■ ACFE ■ CHSP ■ NH ■ BOROONDARA ■ OTHER



**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2023**

		<b><u>2023</u></b>		<b><u>2022</u></b>
	\$	\$	\$	\$
<b><u>ACCUMULATED FUNDS</u></b>				
Retained Surplus		101,100		43,488
New Bus Reserve		-		70,000
		<u>101,100</u>		<u>113,488</u>
<b><u>ASSETS</u></b>				
<b><u>Current Assets</u></b>				
Petty Cash	300		300	
Cash at Bank - Operating A/C	73,414		23,550	
Accrued Revenue	-		-	
Accounts Receivable	-		-	
		<u>73,714</u>		<u>23,850</u>
<b><u>Investments</u></b>				
ME-Term Deposit	120,988		120,000	
Westpac - Term Deposit	-		-	
Westpac -Cash Reserve	13,220	134,208	13,037	133,037
<b><u>Fixed Assets (Note 2)</u></b>				
Community Bus at cost	-		37,551	
Less Accumulated Depreciation	-	-	37,551	-
Computers at cost	32,038		11,528	
Less Accumulated Depreciation	17,778	14,260	10,754	774
Fixtures & Fittings at cost	18,207		18,207	
Less Accumulated Depreciation	14,697	3,510	11,291	6,916
Property & Equipment at cost	1,668		1,668	
Less Accumulated Depreciation	1,386	282	1,111	557
<b><u>Intangible Assets</u></b>				
Website	8,637		8,637	
Branding	4,915		4,915	
Less Accumulated Amortisation	13,552	-	11,262	2,290
<b><u>TOTAL ASSETS</u></b>		<u>225,974</u>		<u>167,424</u>
<b><u>LESS LIABILITIES</u></b>				
<b><u>Current Liabilities</u></b>				
Creditors and Provisions (Note 3)	45,936		43,222	
Grants in Advance	64,347		3,719	
GST	14,591	124,874	6,995	53,936
<b><u>TOTAL LIABILITIES</u></b>		<u>124,874</u>		<u>53,936</u>
<b><u>NET ASSETS</u></b>		<u>101,100</u>		<u>113,488</u>

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**

**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	<u>2023</u>	<u>2022</u>
	\$	\$
Retained Surplus at the Beginning of Financial Year	43,488	144,042
Operating Surplus/(Deficit) attributed to members	57,612	(100,554)
Transfer to New Bus Reserve	-	-
<u>Retained Surplus at the End of Financial Year</u>	<u>101,100</u>	<u>43,488</u>



**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	\$	<u>2023</u>	\$	<u>2022</u>	\$
<b><u>INCOME</u></b>					
Grants					
- Pre-Accredited Grant	97,307		73,923		
- CHSP Grant	49,587		40,610		
- NH Grant	133,151		127,027		
- City of Boroodara	70,351		79,190		
- Other Grants	<u>94,039</u>	444,435	<u>106,320</u>		427,070
Fundraising - Gifts		422			845
Fundraising - Contributions		72			140
Trading/operating Activities		21,790			30,099
Other Income					
- Interest	2,123		49		
- Sundry Income	577		30		
- Sale of Assets	2,225		-		
- Room Hire	560	5,485	340		419
		<u>472,204</u>			<u>458,573</u>
Add- Redemption of Bus Reserve		70,000			-
		<u>542,204</u>			<u>458,573</u>
<b><u>LESS EXPENDITURE</u></b>					
Advertising & Promotion		1,815			11,197
Amortisation Website		2,290			4,102
Annual Leave Provision		9,618			2,647
Audit Fees		2,252			2,104
Bank Charges		524			511
Bookkeeper Fees		22,500			-
Cleaning		12,348			9,535
Client Support Services/Consumables		8,172			8,607
Depreciation		10,705			4,062
Events & Catering		2,369			6,522
Fund Raising Expenses		123			-
Grant Refund		8,752			-
Health & Safety		1,585			239
Insurance		2,055			2,215
Long Service Leave PLSA		7,514			7,514
Long Service Leave Provision	-	7,626			
Meeting Expenses		742			807
Membership & Subscription Fees		9,766			9,707
Minor Assets <\$5000		3,279			4,526
Motor Vehicle Expenses		2,763			4,391
Postage		139			131
Printing & Stationery		8,148			7,031
Publication & Info Resources		14			815
Repairs & Maintenance		173			32
Salaries		327,369			422,858
Staff amenities		526			427
Staff Training		2,050			750
Superannuation		33,705			39,928
Telephone, fax & Internet		1,739			2,986
Utilities		1,495			718
Volunteer		1,475			674
Workcover		6,213			4,091
		<u>484,592</u>			<u>559,127</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>\$57,612</u>			<u>(\$100,554)</u>

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**  
**STATEMENT OF CASH FLOWS**  
**For the period ending 31 December 2023**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from grants etc.	530,709	401,392
Payments to suppliers and employees	(461,287)	(538,106)
Interest received	2,123	49
Net cash provided by (used in) operating activities (Note 2)	<u>71,545</u>	<u>(136,665)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Proceeds from (payment for) plant & equipment	(20,510)	-
Proceeds from (payment for) intangibles	-	-
Net cash provided by (used in) investing activities	<u>(20,510)</u>	<u>-</u>
Net increase (decrease) in cash held	51,035	(136,665)
Cash at beginning of year	156,887	293,552
Cash at end of reporting period (Note 1)	<u>207,922</u>	<u>156,887</u>

**NOTES TO THE STATEMENT OF CASH FLOWS**

**NOTE 1. RECONCILIATION OF CASH**

For the purposes of the statement of the cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

(a) Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash at bank	156,587	156,587
Petty Cash	300	300
	<u>156,887</u>	<u>156,887</u>

**NOTE 2. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING PROFIT**

Surplus/Deficit) for year	57,612	(100,554)
Depreciation	10,705	4,062
Amortisation	2,290	4,102
(Increase)/decrease in debtors/prepayments	-	1,050
Increase/(decrease) in grants in advance	60,628	(58,181)
Increase/(decrease) in creditors/provisions	(59,690)	12,856
	<u>71,545</u>	<u>(136,665)</u>

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**NOTE 1.1. Summary of Significant Accounting Policies**

**(a) Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1031 Materiality, AASB 1048 'Interpretation of Standards', and AASB 1048 Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit entities

The Association is exempt from Income Tax under section 50-70 of the Income Tax Assessment Act 1997

AASB 1058 has not been adopted to disclose the real value of the provision of a below market value lease/rent of 49 Ashburn Grove as City of Boroondara have not advised a value.

**(b) Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**(c) Provisions**

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

**(d) Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value for those benefits. In determining the liability, consideration is given to employee wages increases and the probability that the employee may satisfy requirements. Changes in the measurement of the liability are recognised in the profit or loss.

**(e) Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied. Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates. All revenue is stated net of the amount of goods and services tax (GST).

**Interest Revenue**

Interest is recognised using the effective interest method.

**Other Revenue**

Other revenue is recognised when the entity is entitled to the funds.

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

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# ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.

## COMMITTEE REPORT

The committee members submit the financial report of the Alamein Neighbourhood and Learning Centre Inc. for the financial year ended 31st December 2023.

### **Committee Members**

The names of the committee members throughout the year and at the date of this report are:

Sally Holdsworth	Jeremy Horey
Noel Jacobs	Janet Hills
Jill Hitchcock	Pat Griffith
Susan Rodrigues	Alma Klepo
Adhira Razdan	

### **Principal Activities**

The principal activity of the association during the financial year was:

Provision of a range of programs and activities that are relevant to the needs of the local

- Registered provider of Adult Community Further Education
- Social and recreational courses and activities at low cost
- Venue for use by community groups and networks
- Support and training for volunteers
- Community Mens Shed
- Provide support and space to support groups

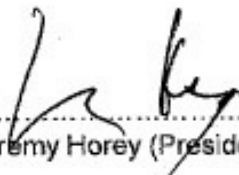
### **Significant Changes**

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

### **Operating Result**

The Surplus/(Deficit) for the year amounted to \$57,612 (2022 \$100,554).

Signed in accordance with a resolution of the Committee to the Members

  
.....  
Jeremy Horey (President)

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**

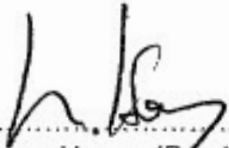
**FINANCIAL REPORT FOR RESPONSIBLE PERSON**

**Section 60.15 of the Australian Charities and Not-for profits Commission Regulation 2013**

The Responsible Persons declare that in the Responsible Persons' opinion:

- (a) there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- (b) the financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.

  
.....  
Jeremy Horey (President)

  
.....  
Jill Hitchcock (Secretary)

Dated this 10 day of APRIL, 2024

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**  
**INDEPENDENT AUDITORS'S REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Report on the Audit of the Financial Report**

**Opinion**

We have audited the accompanying financial report, being a special purpose financial report of Alamein Neighbourhood and Learning Centre Inc. (the Association), which comprises the Balance Sheet as at 31 December 2023, the income and expenditure statement, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the committee. In our opinion, the accompanying financial report of the Association for the year ended 31 December 2023 is prepared, in all material respects, in accordance with the Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012.

**Basis for Opinion**

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

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

**Emphasis of Matter - Basis of Accounting**

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist the Association. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Association and should not be distributed to or used by parties other than the Association. Our opinion is not modified in respect of this matter.

**Responsibilities of Management and Those Charged with Governance**

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Reform Act 2012, and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

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

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that

**ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.**  
**INDEPENDENT AUDITORS'S REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

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




**Lionel R. Arnold**

Dated in Wantirna on 28th March 2024



# the year in photos





# we gratefully acknowledge



49 Ashburn Grove, Ashburton VIC 3147  
(03) 9885 9401 | [www.alameinlc.com.au](http://www.alameinlc.com.au)

**alamein**  
neighbourhood & learning