

# ANNUAL REPORT 2015/16





## OUR Vision

Adelaide Hills residents live in and contribute to a healthy, connected, supportive and strong community

## OUR Mission

To improve the wellbeing, independence, self esteem and skills of Hills residents and to strengthen the capacity of the Hills community through:

- direct services and
- support for other community organisations



## OUR Values

### **People:**

The Hut respects and values each person. It accepts and supports a diverse range of individuals and encourages them to develop as significant contributors to the community as a whole. It treats all people with honesty, integrity and dignity.

### **Teamwork:**

Organisations are much stronger and more efficient and effective when working as a team. The Hut is committed to building teamwork, respect and trust among staff, volunteers and clients.

### **Excellence:**

The Hut is committed to providing excellence in service provision to the community and to each other. It promotes a supportive environment, where high performance, accountability, efficiency, effectiveness and commitment to the work of The Hut are consistent characteristics.

### **Collaborative Partnerships:**

The Hut recognizes that strong partnerships with our community are vital to quality service delivery and we foster cooperation and trust to sustain and promote community relationships.

### **Equality of Access:**

The Hut is committed to a high level of physical, social and economic access to its programs and facilities. The Hut provides service without prejudice and promotes understanding and respect among all races, religions and cultures.

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# 2015-2016 Highlights



## Australian Service Excellence Standard Review May-July 2016

Undertook re-assessment for the Australian Standards of Service Excellence. Extremely positive feedback and re-accreditation due in December 2016.



## Welcome New Board Members

Three new Board members were welcomed onto the Board. Geoff Welch after a one year absence and Malcolm Crout and Fran Turner who were seconded to the Board all bring different experiences and skills to add to the diversity of the Board.



## Community Shed Launch 24 March 2016

Built by a dedicated and skilled group of volunteers lead by Ian Holland and Bob Kelso. Mayor, Bill Spragg, officiating the launch.



## New Website Developed Sept 2015 – Feb 2016

Development and launch of our new and improved website with expanded capabilities enables us to book courses online and will include payments and sales.



## IT System Upgrade August 2015

Our IT operating system moved from Linux to a Windows Cloud based program enabling us to use MYOB for accounting purposes.



## Financial Accounting Standards Nov 2015 – March 2016

Our financial accounts are restructured to follow the Standard Chart of Accounts making financial reporting to regulatory bodies a more streamlined process.



## Inaugural Quiz Night 17 June 2016

A packed hall with 120 participants raising over \$2,000 for social and financial support programs.



## Welcome to New Staff

Deb Bates as Executive Officer (1.0 FTE), Jaime Cook as Client Services Coordinator (0.4FTE), Vicki Williams (0.6 FTE), appointed as Hills Volunteering Manager and Victoria Morton as Hills Volunteering Project Officer (0.6).



## Hills Connected Communities Partnership Development

Successful first year with strengthened relationships with other Hills Community Centres (Mt Barker Community Centre, The Summit, Torrens Valley) through innovative and collaborative planning and sharing of ideas and programs. Funded by the Department for Communities and Social Inclusion

# 2015-2016 Highlights



## **School Holiday Activity Fun** *July – June 2016*

Expanding our demographic reach through a range of school holiday programs including Claymation; kids and parents using technology and hands on creative play to create a short movie



## **The Book Shed Increase Sales** *July – June 2016*

Another record year with sales up by approximately 6.5% from 2014/15.



## **Stirling Christmas Pageant & Spring Fair** *Nov 15 2015*

58 parade entries, 16 stalls, 50 Hut volunteers working to deliver a local community favourite



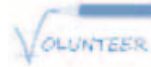
## **Hut BBQs** *July – June 2016*

Raised almost \$9,000 to enable social and financial support programs at Tour Down Under, Australia Day, Groovin' The Moo and Bunnings



## **Volunteer Recognition** *Feb 28 2016*

Sandra Rolfe a Book Shed volunteer, awarded a Citizen's Award by the Australia Day Council of SA for her outstanding voluntary contribution over many years.



## **Volunteer Engagement** *July – June 2016*

In excess of 22,000 hours equalling over \$600,000 worth of hands on support.



## **Adelaide Hills Council Continued Relationship** *June 2016*

A four year funding agreement secured to enable our work in community with volunteers and community members requesting support and services



## **Community Benefit SA Grant** *Feb 2016*

With a successful application for a CBSA grant for \$49,080 we have been able to recruit a Hills Volunteering Project Officer to investigate and implement initiatives to increase financial sustainability for HV. This grant provides funding for 12 months.

# From the Executive Officer

There have been a great many changes over the past eighteen months from Governance to leadership, management, systems and the resourcing of key structures (both physical and virtual). Some things however don't seem to change and that would draw my attention to both the extraordinary Staff and Volunteers who really are 'The Hut' and make this centre such a vibrant, accessible and amazing community resource.

The Hut's current vision where Adelaide Hills' residents live in and contribute to a healthy, connected, supportive and strong community is a vision we all strive towards and is what guides our program development and support services.

Throughout this year we have made significant changes to our financial systems and reporting with a complete overhaul of our financial accounts to be fully aligned to the National Standard Chart of Accounts. This has been a multi-phase transition but I am very pleased to add that we are now fully compliant with our financial systems and reporting which is a requirement of the ACNC (Australian Charities and Not-for-profit Commission). I would like to take this opportunity to thank Malcolm Crout for his expertise and guidance, the Finance and Audit Committee and Hut staff for their patience with yet another change in this area and especially to Sandra Veitch for her unwavering commitment to improving our financial systems; always with a gracious smile and determination to ensure transparency and accountability are met to a high standard.

Communicating our vision, programs and services is vital to any organisation to increase funding opportunities, acknowledge our supporters, garner support from community and celebrate our achievements. The team are full steam ahead with using social media, with our messages being communicated via face book, with a growing number of people connecting with us through this medium.

Our website too went through a serious upgrade this past year with a complete overhaul. The old website, able to be changed by only one person on staff

(massive thanks to Webmaster Richard) but was very much outdated and limited in its functionality. It has now been replaced by a vibrant, purpose built website enabling our clients to register for courses on-line and the ability for payments and room bookings in the near future. Again thanks to the staff for their input, especially to Bernadette Reading who worked tirelessly with a vision of a manageable and purposeful communications resource which we have achieved.

We made a small financial surplus through careful management of our financial resources and were able to increase our term deposits to maximise the interest, although interest rates have fallen across the year. We were also able to allocate \$25,000 to a 'future innovation fund' to ensure we have the resources needed to venture into a new social enterprise in the coming year. This will be needed to ensure our financial independence and sustainability into the future.

The Adelaide Hills Council continues to support The Hut through a new four year funding agreement that will enable us to continue our operations, provide a supported and committed volunteer team and to provide social support to older Hills residents to remain independent in their own homes through shopping services, mystery trips and other social support opportunities. We continue to provide a very valuable service to clients who access these services and I sincerely thank all our volunteers who make this service so great through their continued generosity, warmth and of course their delightful humour!

Of course I cannot go past mentioning the Book Shed. It is a major part of The Hut's resources and provides a significant amount of funding without which we couldn't provide our Low Income support programs including No Interest Loans, Emergency Assistance and Budgeting support. The Book Shed has continually amazed us all with book sales increasing each year and the financial return also increasing each year, this year alone by over 6%. The team of 52 volunteers supported by Book Shed Volunteer Coordinator Merrilie

Rowley do an amazing job of sorting books, shelving books and of course selling books to the general public and keeping the Book Shed as a professionally managed and run business.

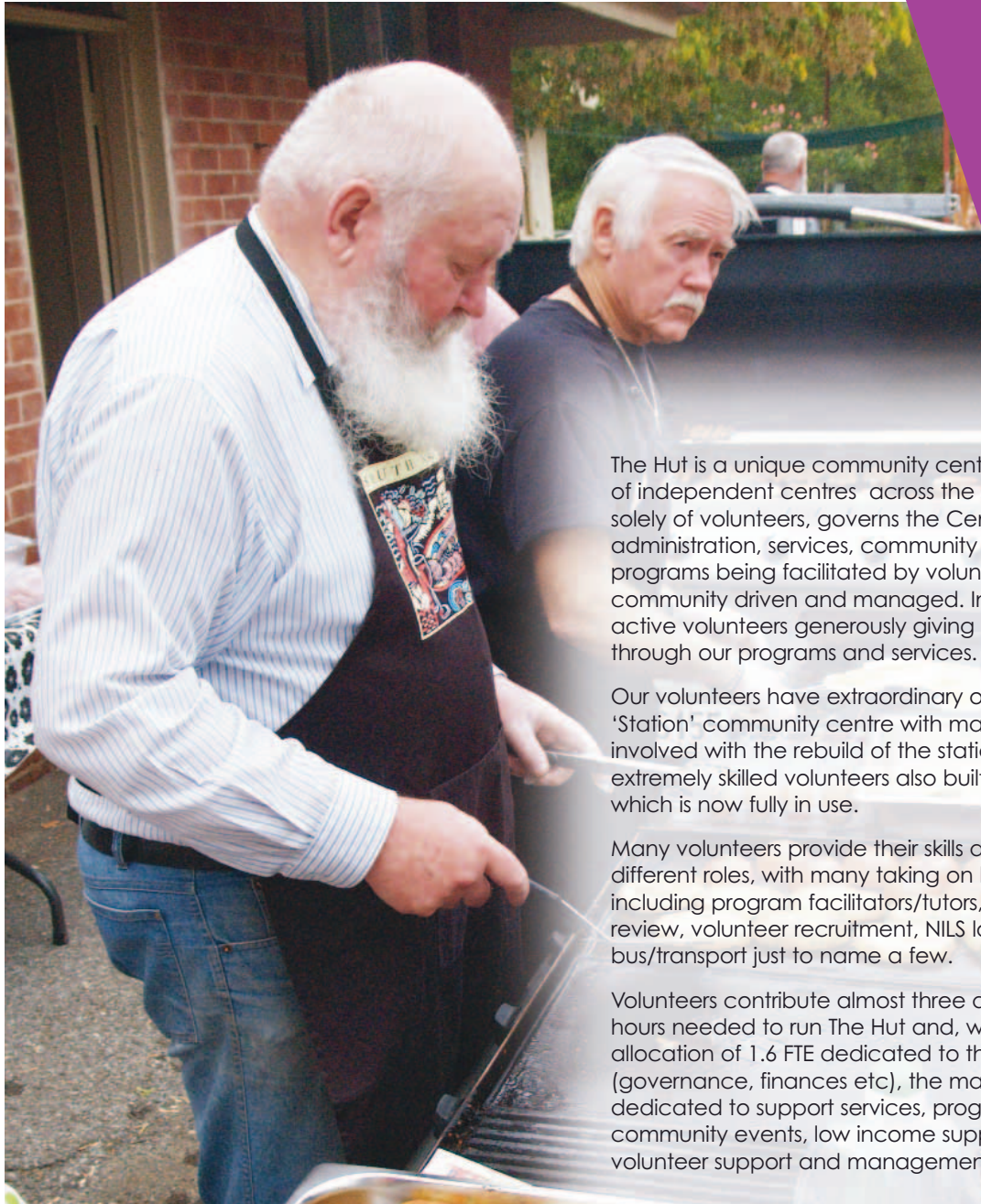
Our community networks and partnerships have continued to grow with the Hills Connected Communities Consortium collaborative project making significant progress this year across the four Hills community centres (The Hut, Mt Barker, Torrens Valley and The Summit) and the two councils involved (Adelaide Hills and Mt Barker District). With funding through the Department for Communities and Social Inclusion, our aim is to establish a collaborative partnership across the Hills region to engage and support people who are isolated or otherwise not currently linked in to local networks and activities. The Hut is the lead agency and auspicing body for this innovative program.

And lastly, I would like to say a big thank you to everyone who participated in the ASES (Australian Service Excellence Standards) assessment. We have been provided with some excellent feedback from the assessor and well on the way to achieving the ASES re-accreditation. A special mention needs to go to Loraine Scheide for the time and energy into working through our files and documents to demonstrate the high level of governance, systems and processes that ensure smooth operations and a high level of service provision for our clients and participants at The Hut.

**Deb Bates**  
Executive Officer



# Our People



The Hut is a unique community centre, as only one of a handful of independent centres across the state. The Board, consisting solely of volunteers, governs the Centre and with much of the administration, services, community events, fundraising and programs being facilitated by volunteers. The Hut is very much community driven and managed. In 2015/16, we had 230 active volunteers generously giving their time to the community through our programs and services.

Our volunteers have extraordinary ownership of The Hut 'Station' community centre with many volunteers being involved with the rebuild of the station. A 'gang' of some of the extremely skilled volunteers also built the Community Shed which is now fully in use.

Many volunteers provide their skills and time across a number of different roles, with many taking on key coordinator roles including program facilitators/tutors, maintenance, policy review, volunteer recruitment, NILS loan interviews, finance and bus/transport just to name a few.

Volunteers contribute almost three quarters of the average hours needed to run The Hut and, with only a paid staff allocation of 1.6 FTE dedicated to the business operations (governance, finances etc), the majority paid staff hours is dedicated to support services, programs, fundraising, community events, low income support programs and volunteer support and management.

## Paid Staff

**Executive Officer:**  
Deborah Bates

**Community Development Manager:**  
Bernadette Reading

**Fundraising & Events Coordinator:**  
Jill Mitchell

**Finance:**  
Sandra Veitch

**Adult Community Education:**  
Jenny Kemp

**Hills NILS® and Emergency Financial Assistance:**  
Tyrone Prins / Jaime Cook

**Hills Connected Communities Coordinator:**  
Esme Barratt

**Hills Volunteering Manager:**  
Vicki Williams

**Hills Volunteering Project Officer:**  
Victoria Morton

**Bounce:**  
Shannon Barton

**Childcare (Bounce):**  
Carol McAteer

**Fitness Instructor (Bounce):**  
Hannah Stubing

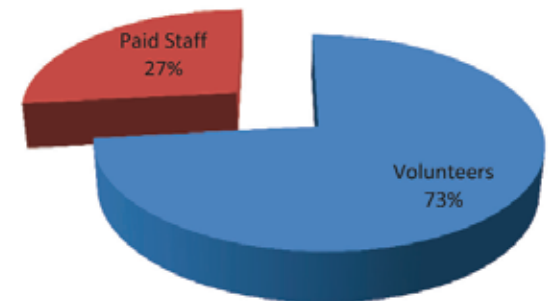
**Music Makers:**  
Janet Leitch

**Community Fun & Fitness:**  
Sally Hayes

### ACCREDITED COURSE TUTORS (ACE)

Jo Marshall  
Karen Smith  
John Kemp  
Mike Sykes

## Paid Staff vs Volunteer Hours



|            |       |
|------------|-------|
| Volunteers | 29980 |
| Paid Staff | 10946 |

# From the Community Development Manager

This year has been a year of change. We welcomed our new Executive Officer, Deb Bates to The Hut in August. She has brought with her significant experience working in a community setting and a great range of new ideas for future directions of The Hut to enable us to continually expand and improve our services to the community.

The development of the Hills Connected Communities program has enabled The Hut to introduce new programs to the centre and expand our school holiday program. This has increased our reach to a new target group and brought people in to the centre that have previously not had any contact. We have enjoyed building positive working relationships with the three (3) other Hills community centres - Torrens Valley, The Summit and Mt Barker. The sharing of ideas and resources with these centres enables us all to increase our reach to the community and help connect people. Evaluating this program through the 'Results Based Accountability' model has enabled us to collect data on the impact our programs have on participants rather than just counting numbers.

The official launch of the Community Shed took place on Thursday 24th March, opened by Mayor Bill Spragg. With approximately 50 people attending, it was a great opportunity to highlight the fantastic work of the volunteers. A framed photo gallery of 'works in progress' was presented to the volunteer team with a thank you plaque.

New workshops are being run in the shed and it is being well utilised. Mosaics, art, woodwork, home maintenance, school holiday programs and a training venue are just some of the activities to date. This is a program that will see extensive growth over the coming year with the shed becoming a hive of activity.

We have developed several new networks this year and enhanced collaborative relationships -

The Low Income Support program refers people in need to the Salvation Army and Financial Counsellors at AC

Care. We also liaise with local churches to provide additional support. We now have Volunteers trained in providing Budget Support so we are now able to offer this additional service to those in need.

Two Hut volunteers have been trained by SA Community Foodies, and have run a session at The Hut. It is hoped they can continue to promote healthy eating to groups in the area through presentations and cooking sessions.

The Hut commenced working with the Hills Community Toy Library to provide support with volunteer management and recruitment. We are pleased to be assisting the Library as this is a valuable resource for young families and enables increased communication with this group.

Christmas lunch at Tranquilo Restaurant highlights another successful collaboration. Lunch was provided to 50 people on Christmas day who were either on their own or do not have the capacity to celebrate Christmas at home. Local Churches, Council and local businesses worked together with The Hut and Tranquilo to provide this day.

The changes to the aged care system and introduction of 'My Aged Care' has brought new challenges to our Caring in our community program. As we are a contractor for the Adelaide Hills Council to provide Social Support for Seniors, all new clients are required to be registered with 'My Aged Care'. This has required additional training for our volunteers and staff to understand the new processes. The Community services team at Adelaide Hills Council have provided support and information to assist with this transition.

A new community bus was provided by the Adelaide Hills Council in December, which has proven to be popular with the volunteers and passengers. Training was provided to the volunteers on safe operation of the wheelchair lifter. Two buses are in daily use providing transport services for seniors in the Mt Lofty, Manoah and Marble Hill wards.

Time and time again we highlight how important our volunteers are to the centre and the implementation of services to the community. Our volunteers are highly valued for the professional service they provide and the dedication they show to their community.

This year we have seen a 5% increase in volunteer hour contribution from the previous year. We are consistently getting new enquiries from people interested in being involved. This provides flexibility for the development of new programs based on volunteer skills.

Sandra Rolfe was presented with the Australia Day Citizen's award. Sandra has volunteered with The Hut for nine (9) years at the Book Shed. Her role is coordinating the children's book section alongside another volunteer. She does this with great enthusiasm and takes the role very seriously. Sandra also plays an active role on the Book Shed committee where she contributes to the continuous improvement of the operations of the Book Shed. Congratulations Sandra.

Thank you to all the staff that work so diligently to make The Hut's programs a success; it is a pleasure to work alongside such highly skilled people with the community's best interests as their focus. We look forward to the year ahead.

**Bernadette Reading**  
Community  
Development Manager



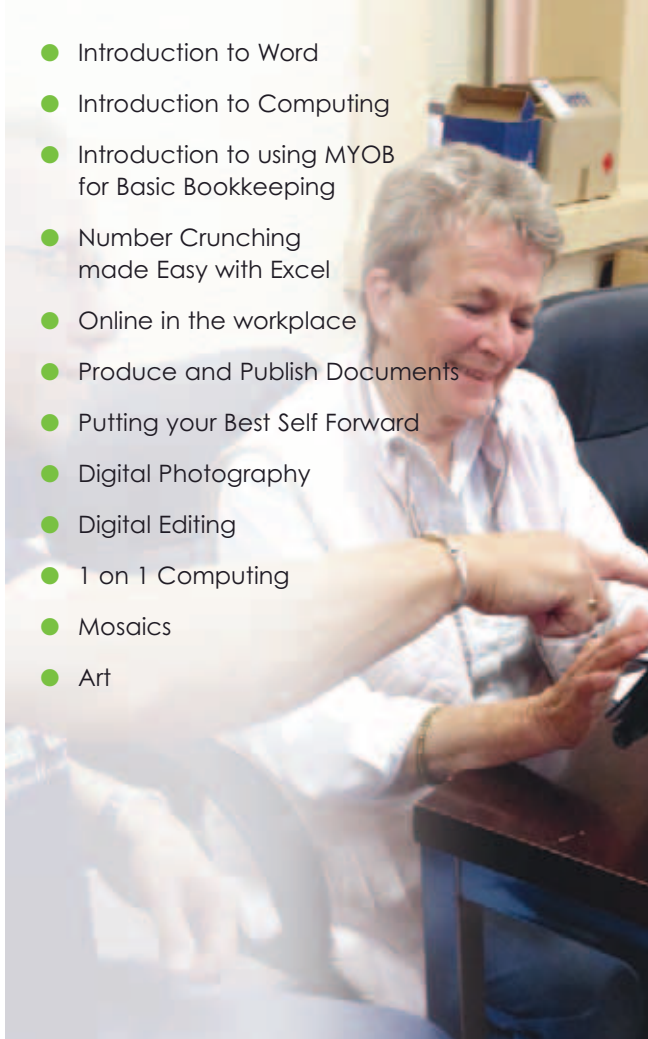


# Community Development

## OUR PROGRAMS IN 2015 / 16

### EDUCATION AND TRAINING

- Introduction to Word
- Introduction to Computing
- Introduction to using MYOB for Basic Bookkeeping
- Number Crunching made Easy with Excel
- Online in the workplace
- Produce and Publish Documents
- Putting your Best Self Forward
- Digital Photography
- Digital Editing
- 1 on 1 Computing
- Mosaics
- Art



### HEALTHY LIVING

- Health promotion
- Strength and Balance
- Community Fun and Fitness
- No Lights No Lycra
- Men's Moves
- Chair Yoga
- Walking Groups



### SUPPORT AND ASSISTANCE

- Blokes Club
- Community Shopping Bus
- Mystery Trips
- Tuesday Club
- Community Shed
- Carer's Social Group
- Emergency Financial Assistance
- No Interest Loans
- Personal Transport
- Tax Help
- Friendly Visiting
- Home maintenance
- Colour Me Calm
- Music Makers
- Out and About
- Plant Rescue





# Education and Training

## ADULT COMMUNITY EDUCATION

The Hut has provided a range of Education and Training opportunities through accredited courses funded by the Department of State Development.

### Purpose

- Develop language, literacy and numeracy skills in people facing barriers to learning and employment
- Build learner confidence
- Build pathways to further learning and employment

### Partnerships

Mt Barker Community Centre is an important partner in the provision of accredited courses. Staff at Mt Barker work with our ACE Coordinator to deliver courses that address the needs of the community and assist people to develop those vital skills necessary to improve learning and employment pathways.

## OTHER EDUCATION & TRAINING COURSES

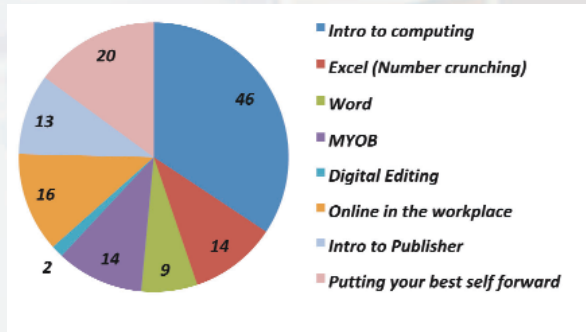
Digital Photography, Digital Editing, Mosaics, Art and 1:1 Computing were also offered throughout the year and contributed to people's learning, skill development and increasing their connection to their local community centre and social interaction with others.

The introduction of new programs are developed from identified need, this may be an approach from a community member or group or through survey evaluation.

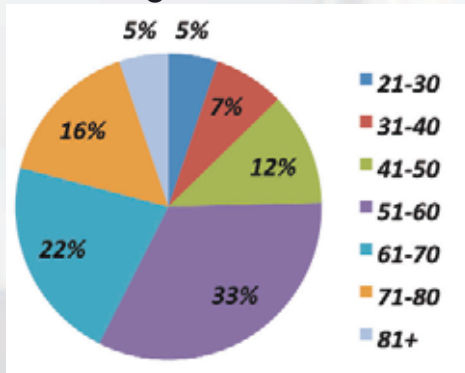
All of our Education and Training programs are facilitated by highly skilled staff with the aim of all our programs to be self funding to ensure sustainability.

# Increasing Knowledge

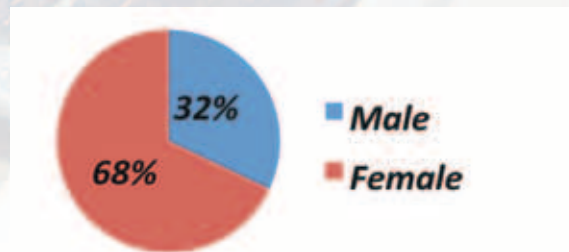
Student Numbers



Student Ages



Student Gender



## LORETTA'S STORY

During the past year we had a number of people attend more than one ACE course; one of these people was Loretta who attended both the Introduction to Word course as well as the Number Crunching Made Easy using Excel course. Loretta enrolled in the courses as she enjoys learning and keeping her mind active and stimulated, as well as wanting to gain new skills for employment.

Whilst learning skills specific to Word and Excel, Loretta was also pleased to discover that in both there is often more than one way to do something and just because she did it a different way to someone else it was still right.

Loretta's confidence in using Excel and Word has increased significantly and she is using these new skills in her role as a volunteer receptionist at The Hut. She enjoyed being in a learning environment with other people from different backgrounds and the interesting dynamic this brought to the courses.

Loretta found that both tutors are very good at adapting the course content to the needs of those in the class and happily answered student questions as they came up. Her response when asked if she would recommend these courses to people...Absolutely! Definitely!

A group of three people are walking along a dirt path in a wooded area. On the left, a woman with blonde hair and glasses is wearing a light-colored sweater and blue pants. In the center, a man wearing a blue jacket, a cap, and glasses is walking a white dog on a pink leash. On the right, a woman with short brown hair is wearing a grey sweater and dark pants, using a walking stick. The background is filled with trees and foliage.

## Healthy Living

### **Community Fun and Fitness**

A long standing program that has been operating since 1992 with consistent numbers is testament to the value and success of the program. Classes have a mixture of movement to music, aerobic exercise, weights and balance. Exercises focus initially on cardiovascular exercise, resistance work and later on balance and fitness.

### **No Lights No Lycra**

Bringing people together to experience freedom of self-expression and joy. A fortnightly session where people come together to dance, there is no technique just free movement. A session where you can lose the stresses of the week and have a great cardio workout at the same time.

### **Men's Moves**

A healthy lifestyle program for Men that has been running since 2010. Through grants a store of exercise equipment has been built up, including a treadmill, exercise bike, weights, floor mats, balance cushions and boards, step-ups, bands, a punching bag and gloves. The Men participated in a Community Foodies cooking session this year and the program has a 24.4% increase in participation from last year.

### **Chair Yoga**

The class runs during school term each Saturday from 10am-11.15am. Students of various ages and physical abilities and all are enthusiastic about taking on the different aspects of the class - movement (for strength and balance), breathing techniques and relaxation/meditation.

### **Walking Groups**

These are very popular groups and are suitable for all ages and abilities. Anyone wanting to improve their fitness levels and want a challenge are encouraged to join. It is a great way to meet new people and walks occur four times per week. The success of the program is indicated by the fact that some people live quite a distance from the area and travel to participate.

### **Strength and Balance**

Held twice a week in Stirling, this is a program of falls reduction exercises for older people which benefit not only in improving balance, but also in general fitness, muscle strength and increased mobility. A survey was conducted with a 52% response rate. Comments included positive feedback about the commitment and high skill level of the instructors, a great way to socialise, and of great value to health and well being. This is a very popular class with participation rates increasing by 16.4% from last year.

# Healthy Body, Healthy Mind

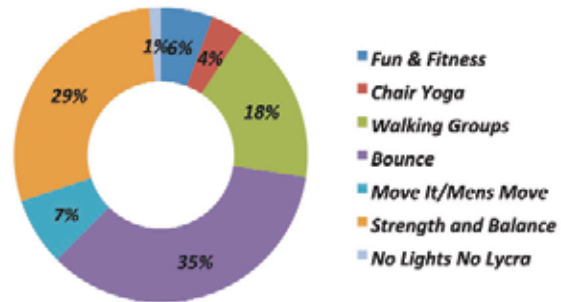
## Healthy Living

Programs that enhance physical well being have always been an important part of The Hut's programs. More and more people are recognising that exercising to improve their physical well being also has a positive effect on mental well being.

The Hut prides itself on being able to offer a range of exercise programs to suit various limitations, age groups and exercise needs held in a variety of venues.

This year we have seen a 2.75% increase in participation of exercise classes from the previous year.

Participants in each program



## MAKING A DIFFERENCE

Victoria has always enjoyed walking in her local community to improve fitness. In January 2014 she required a hand operation and during the recovery could not put on her socks and shoes so could no longer walk. Due to lack of exercise her mobility decreased, she became very stiff and could not bend down, she also had increased pain in her back. A friend told her about Strength and Balance so she went along to find out more. She commenced exercising with the group and needed assistance to put her ankle weights on as she could not bend down.



After 8 months of regular exercise, Victoria has found her joints to be more flexible, she can bend down, is now pain free and walking regularly again. She also enjoys the social side of Strength & Balance, where the group meet for coffee after the class.

**Strength and Balance is a weekly exercise program with structured physio recommended exercise. Approval must be given by the person's doctor to participate.**

# Support and Assistance

## Hills NILS

Funded by Good Shepherd MicroFinance, the Hills NILS (No Interest Loans Scheme) is a great community service offered by The Hut which enables Adelaide Hills residents on a low income to access finance of up to \$1200 for essential goods and services such as fridges, washing machines, optical glasses and even car repairs.

The Hills NILS team prides itself on treating every client with dignity and providing a fast loan turn around so we can compete with payday lenders and consumer lease schemes – but with much lower repayments and no costs. Hills Nils received 105 enquiries during the 2015/16 year. During this time 19 new loans were issued and 17 loans repaid.

## Emergency Assistance

During the 2015/16 financial year The Hut (and our outlets at The Mt Barker Community Centre and Carer Wellness Centre) provided Emergency Financial assistance on 142 occasions to clients.

The Hut provides urgent short term assistance to those struggling financially through funds provided by the State Government Department for Communities and Social Inclusion (DCSI). The funding from DCSI covered the Adelaide Hills State Region which comprises both the Adelaide Hills and Mt Barker Councils. We work collaboratively with the Mt Barker Community Centre and the Carer Wellness Centre to deliver assistance across the region. Assistance is generally provided in the form of food, petrol vouchers and bus tickets however we

aim to respond to individual needs as they arise.

We have developed a new Budget Support program to further support our Emergency Financial Assistance Program. This program aims to improve the financial literacy of Adelaide Hills residents on a low income. When providing Emergency Assistance to clients, we are able to offer free budget support sessions so that not only are they immediately better off as a result of receiving Emergency Assistance, they are better off in the future.

## TaxHelp

Tax Help is a free and confidential service provided by volunteers fully trained, accredited and supported by the Australian Taxation Office.

Tax Help at The Hut was provided by Malcolm Crout, a Hut volunteer trained by the ATO. A total of 94 tax returns were completed through The Hut this year. This is an increase of 46% from the previous year.



# Reducing Social Isolation

## Caring in Our Community

Volunteers have provided 433 services to vulnerable individuals in the community, this equates to 2465 hours of support. These services include friendly visiting, home maintenance and gardening, and personal transport to medical appointments.

## Community Bus

The Community Bus provides another valuable service to older members of the community. The Adelaide Hills Council has made available two buses to enable people to maintain their independence by carrying out necessary activities such as paying bills and shopping.

We also provide transport for the social side of life, such as Mystery Tours, Let's Do Dinner, and other activities such as The Christmas Pageant, Election voting and Lobethal Christmas lights.

## Social Groups

Having lunch with friends, playing pool, card games and bingo, and chatting with others who share similar interests or issues is an important part of socialising and creating networks. The Hut offers these programs to community members looking for additional social opportunities. Coordinated by volunteers, these programs are provided in various locations and offer a diverse range of activities that aim to suit the interests of all participants.

Blokes Club, Tuesday Club, Carer's Social Group and Out and About are all Social Support programs that are well attended and highly valued by the participants.

## Interest Groups

Several interest groups operate through The Hut which not only provide an opportunity to socialize and meet others but also skill development.

Music Makers has been operating for 18 years with currently 35 members who meet each week to share and create music together. They practice their individual instruments and prepare for performances throughout the year.

Colour me Calm is a new program this year. A small group who chat and explore creativity in a relaxed environment.

Plant Rescue has been operating for 5 years. Volunteers share skills and knowledge, assist seniors with minor gardening tasks and propagate new plants for sale.

## Community Shed

The official launch of the shed occurred this year with the event officiated by Mayor Bill Spragg.

The shed is a place for all in the community to come together and be involved in activities that interest them. To 'Create, Repair and Learn', people have the opportunity to participate in workshops, learn new skills, be a part of shed projects and build their own projects.

# Community Impact – Partnerships

## BOUNCE

In its ninth year of operation Bounce Fitness classes continue to meet their original aim, to bring people together to exercise in an affordable, non threatening, supportive and social environment.

A dedicated team of volunteers manages the day to day running of the group and highly skilled trainers ensure the high standard of the programs offered.

Classes are held each week day at the Bridgewater Sports and Social Club with a free crèche offered. Administrative and volunteer support and financial management is provided by The Hut to ensure this well attended fitness class continues to offer a great fitness opportunity for the community.



## ALDGATE VALLEY ORGANIC FOOD COOP

The Coop is a buying group where members can purchase organic products: including fresh produce, packaged goods and personal care products. The Coop is run by a team of volunteers who contribute to management and administrative processes.

This year has seen a change of suppliers and access to additional suppliers and new products. The team has undertaken work on improving procedures, election of three new coordinators onto the management team and finalising volunteer roles. Coop mornings are busy, friendly events with many great conversations about food, families and life in general.



## HILLS COMMUNITY TOY LIBRARY

The Hills Community Toy Library, located in Aldgate, is entirely run by volunteers. The library provides a cost effective way for families to access a wide variety of toys beneficial for all stages of growth and development.

The Committee approached The Hut this year to request support with volunteer management. The Hut assisted by placing a volunteer Recruitment Officer at the library and will provide ongoing recruitment and support as required.

The Hut is pleased to be working with the Hills Toy Library as it is a valuable local service and also enables The Hut to have additional communication opportunities with families in the area.





# Community Impact - Partnerships

## HILLS VOLUNTEERING

Hills Volunteering is a community driven service, auspiced by The Hut Community Centre and established to meet the needs of both the volunteering using agencies across the Hills region as well as providing a valuable resource 'centre' for volunteers and potential volunteers..

Our role as the auspicing agency is to manage finances, Governance, HR management, Insurance and audit, contract management and Steering Committee Membership.

Hills Volunteering is overseen by an Executive Steering Committee consisting of members of The Hut and both Adelaide Hills and Mt Barker Councils and is guided by community need. This need is identified through a variety of means including through volunteer networking groups, volunteers and volunteer using agencies it works with.

In 2015/16 we received grants of \$17,000 from the Adelaide Hills Council and \$24,000 Mt Barker District Council to employ the Hills Volunteering Manager (0.6FTE) and manage our operating costs. They were also successful with a Community Benefit SA Grant of \$49,080 to research and establish initiatives to increase Hills Volunteering financial sustainability. Through this grant we have been able to recruit a part-time Project Officer to investigate sustainability enterprises.



## HILLS CONNECTED COMMUNITIES CONSORTIUM

The Hut is the auspicing agency for Hills Connected Communities (HCC), a Department of Communities and Social Inclusion funded initiative that sees a consortium of four community centres across the Adelaide Hills; The Hut CC, Mount Barker CC, Torrens Valley CC, and The Summit CC work in collaboration to provide greater community benefit and to share and maximise resources. Both Adelaide Hills and Mt Barker Councils are also involved through Steering Committee involvement.

The aims of the program are two-fold:

- 1: to support families with children, youth and vulnerable individuals through the provision of activities that fill current service gaps.
- 2: to build on the strengths of each organisation to share knowledge, resources and develop a more strategic approach to planning, implementation and evaluation of services.

Funding was allocated for a Regional Coordinator (0.6FTE) based at The Hut Community Centre and part-time Project Officers at each of the four community centres as well for program costs.

Outcomes addressing each of the two aims have been outstanding with diverse programs to reach targeted groups facilitated and collaboration, sharing of ideas, resources and a hills wide approach to facilitate regional event a success.

Hills Connected Communities is auspiced by The Hut Community Centre. Our role as the auspicing agency is to manage Finances, Governance, HR management, contract management, Steering Committee and office space for HCC Coordinator.



# Community Impact

## HILLS CONNECTED COMMUNITIES

This year has been the first year of a three year funding and partnership Agreement and is being recognised as an innovative model for collaboration across multiple council areas and multiple community centres. Funding received from the Department for Communities & Social Inclusion this financial year was \$199,000 to be shared across partner agencies.

The first full year of operation of HCC resulted in 1,453 people attending a HCC program or activity, with an additional 300 people responding to a needs/gaps analysis survey at several major events across the Hills.

### Community Impact

In January 2016 The Hut ran the first Claymation workshop in the Hills, which was attended by 20 young people aged 9 to 15 years. This was a highly interactive and engaging session run over four hours and feedback was very positive.

One young man was particularly interested in the film making process and went on to enrol in the two-day film workshop which was run in partnership with HCC and InkPot Arts and was designed to align with the

Elevate Film Festival Competition.

He worked as part of a small group to develop a short film for entry into the Elevate event. Relationships Australia then coordinated a Film Viewing event that was attended by approx. 90 people. The majority of these people were participants of HCC programs and their families (including Claymation held at Torrens Valley Community Centre and The Hut and the Film Workshop).

The young man who had enrolled in the Film Workshop after having gained skills in Claymation, won the Best Film category with his team, and was thrilled to have been part of this. As a result of this, he is now considering a career in the performing arts.

Next year we will focus on responding to feedback which indicates a strong need for more youth, child-friendly and low cost activities, as well as activities being offered outside of normal business hours.

# Community Impact ...cont.

## HILLS CONNECTED COMMUNITIES

### Mount Barker Community Centre

- 1058 participants
- 38 Programs

### The Hut Community Centre

- 273 participants
- 12 Programs

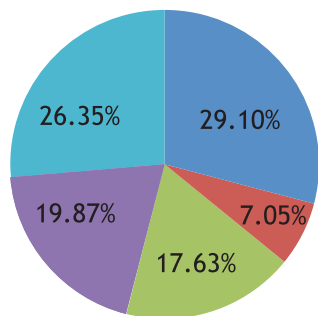
### Torrens Valley & The Summit Community Centres (Combined)

- 316 participants
- 18 Programs

### HCC Program Categories



### Program Funds



- Central Operational and Partnership
- Regional Activity
- The Hut
- AHC (TVCC and The Summit)
- MBCC

### Successful Collaboration & Outcomes Across the Hills Community through HCC Shared Planning



# Community Impact ...cont.

## HILLS VOLUNTEERING

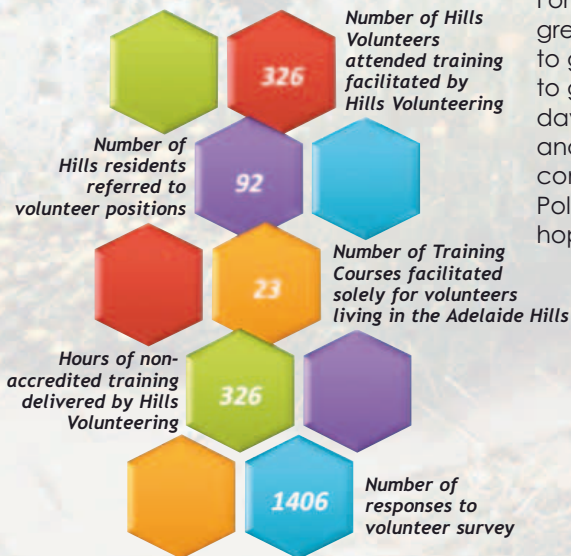
Hills Volunteering, also known as a volunteer resource centre provides a range of services to the volunteering community. It is also often the first place someone turns to when they are in the initial stages of seeking a volunteer position to suit their needs.

Polly (pseudonym) visited Hills Volunteering in March seeking help. Polly had moved to the hills and wanted to engage in community activity to assist her journey to better health. Suffering health issues for many years Polly had become disengaged and felt isolated. Polly found venturing out caused her to have anxiety attacks, the result leaving her mostly house

bound. Moving to the Adelaide Hills gave Polly the impetus to take the brave step to seek out volunteering opportunities. With the help from a mental health support organisation Polly walked in the Hills Volunteering office and from there her journey led her down a new path.

Polly was referred to a volunteer using agency to work in an office environment. Polly and the team worked together to find tasks that Polly was able to do and that built her confidence and skills. Now Polly is committed to volunteering in two locations three mornings a week. She still has good and bad days but the good now far outweigh the bad.

For Polly volunteering had been a great confidence builder, a reason to get out of bed and somewhere to go; even on the not so good days. Engaging with other people and contributing to a worthwhile community project has enabled Polly to feel more positive and hopeful about her future prospects.



# The Book Shed

## BOOK SHED

The Book Shed has had another successful year and continues to provide a highly valued and professional service to the community.

It is thanks to the local community support and the donation of high quality books that enables this success.

This is the second year that the Book Shed has opened on Stirling Market Days on the 4th Sunday of each month. We have seen an increase in sales of 160% from the commencement of market days in 2015, increased promotion and additional signage has promoted awareness to local residents but also to people who live outside the area who venture to the Hills for the market.

The Book Shed was also promoted through a stall at the Uraidla Fair. This was a valuable day for raising awareness as well as another opportunity to increase sales.

## Volunteers

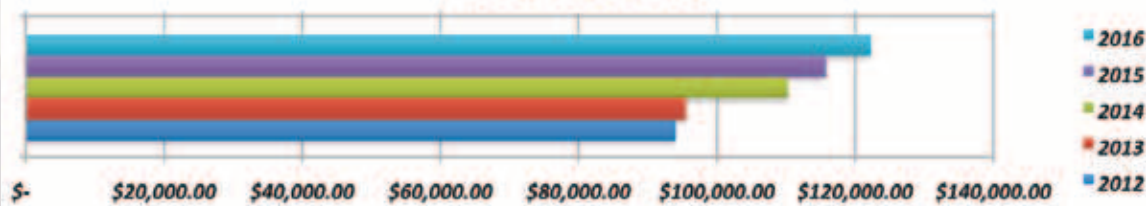
A team of skilled volunteers work in the Book Shed each week, providing outstanding customer service, unpacking, pricing and shelving books and creating a warm and welcoming atmosphere for a positive customer experience.

Volunteer numbers have remained consistent from previous years with each shift at full capacity.

Volunteers have participated in training sessions throughout the year with a focus on operational matters and a collaborative approach to resolving issues.

We thank all volunteers for the dedication they show in their role as a Book Shed/Hut volunteer, and a special mention to Merrilee Rowley who does an outstanding job as Coordinator .

**Total Revenue**



# Fundraising Events

## Stirling Pageant

The fourth year that The Hut has run this event for the Adelaide Hills community. The theme for this year was 'Christmas Under Sea' with a total of 58 floats participating, an increase of 7 from last year. The Fair on the oval was well attended with a diverse variety of entertainment offered and 23 community groups were able to fundraise with a stall at the event.

Funds raised for The Hut prove that this is a worthwhile event to run and increases promotion of The Hut in particular through the schools and kindergartens that participate.

Thank you to our sponsors for supporting this event.

## Christmas Raffle

Thanks to the support of so many local businesses we had a successful Christmas raffle with just over 2500 raffle tickets sold.

With the help of our valuable volunteers we setup stalls in Coles Bridgewater and at the Stirling Market as well as sold books at the Pageant.

## Quiz Night

Our inaugural quiz night was held in June at the Stirling RSL hall.

A packed hall with 120 participants raised over \$2,000 for social and financial support programs.

Thanks to our Quiz Master, Steve Moloney for organising a successful evening.



## BBQ's

BBQ's were held at Bunnings throughout the year to raise additional funds for programs. This relied heavily on our volunteers to commit to working a shift and managing the site.

We also participated in Groovin The Moo, a music festival held on Anzac Day at Oakbank Racecourse. Long shifts and a late night were had by all volunteers, but a well run BBQ enabled a successful day.

## Tour Down Under

A well attended event in Stirling with volunteers running a BBQ in the main street and assisting the Adelaide Hills Council with car park marshalling and manning the information tent.

It's great to be a part of this vibrant community atmosphere at Tour Down under.

## Hot Cross Buns

This fundraiser was a trial this year. Taking advantage of Kyttons Bakery fundraising packages we sold 105 products to volunteers and the local community, it is hoped we can increase this in the following year.

## Entertainment Books

A first year for this fundraiser also with 33 books sold. With increased marketing in future years this may be a promising fundraiser.



# Our Supporters

*We would like to thank  
all the local businesses who generously  
donated goods and services for our annual raffle*

## Operational Sponsors / Supporters



## Program Sponsors / Supporters



Supported by  
Government  
of South Australia



MOUNT BARKER  
DISTRICT COUNCIL



funded by the Australian Government



Connecting the community across the Adelaide Hills



Mount Barker  
The best of the Adelaide Hills



## Event Sponsors / Supporters



# Value of Volunteering

Two hundred and thirty (230) community members donated circa 29,980 hours of their skills and time to assist The Hut deliver services and programs to the Hills community during 2015/16. Forty one (41) community members do so as a Centrelink mutual obligation requirement, working with us for between half to two (2) full days a week however additional support provided throughout the year also give the majority of this group a volunteering status.

Volunteering opportunities have grown this year with the Community Shed development and the increase in our reach across the Hills and the growth of our programs. Volunteers take on a variety of roles, some to support The Hut generally such as our reception volunteers who do regular weekly shifts, others who take on project leadership roles including the Carers' Social group, Strength & Balance and Social Support/Bus coordination, policy review, statistics, data entry and collectable book specialists to name just a few. Our maintenance team and newly created Shed coordinators have particular skill sets which are always put to good use.

Without our volunteers The Hut would only be able to provide a small amount of community service each year. In 2015/16, the value placed on one volunteer hour is a standard \$23.80 per hour.

***This equates to a staggering \$713,524 worth of human resources resulting in the delivery of positive community service and a high level of community impact.***

Through funding received from the Adelaide Hills Council we are able to provide a robust volunteering program, one that provides engagement opportunities, that utilises community strengths and assists with increasing individual's capacity to strengthen community resilience through training activities, on-the-job support and providing opportunities for our volunteers to 'give back' to their community.

***“Volunteering is time willingly given for the common good and without financial gain”***

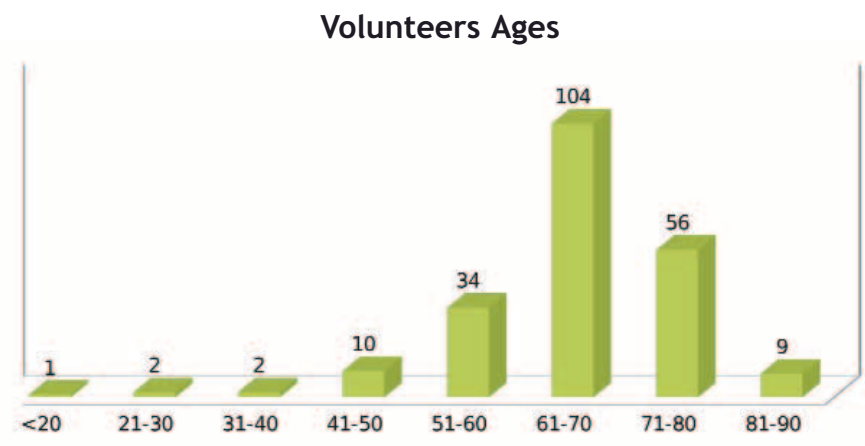
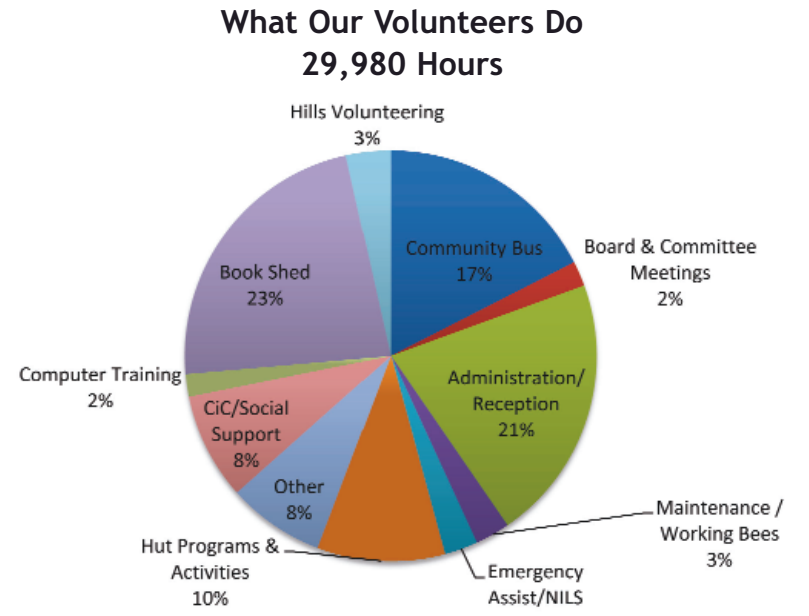
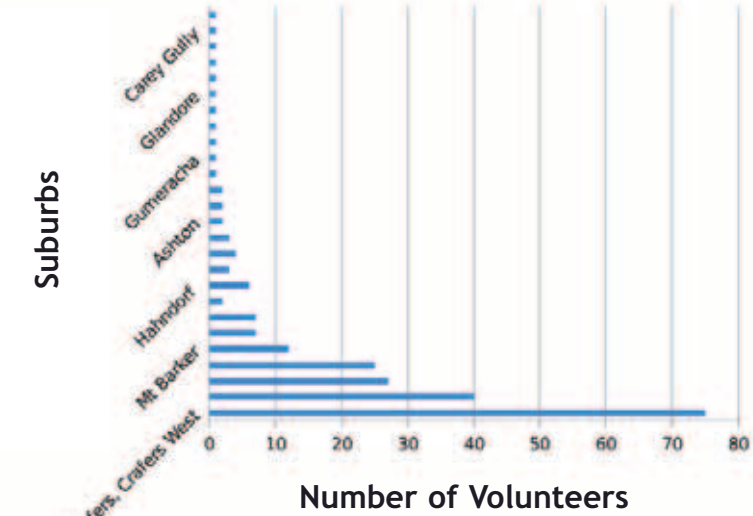
(Definition: Volunteering Australia 2015)



# Our Volunteers

## About our Volunteers

| Suburb   | P/Code |
|--|--------|
| West   | 5152   |
| Aldgate  | 5154   |
| Bridgewater                                      | 5155   |
| Ironbank, Macclesfield, Bradbury, Echunga, Mylor | 5153   |
| Mt Barker  | 5251   |
| Summerdown                                       | 5141   |
| Lillichampton                                    | 5250   |
| Nairne   | 5252   |
| Hahndorf   | 5245   |
| Balhannah  | 5242   |
| Upper Sturt                                      | 5156   |
| Unaidla  | 5142   |
| Ashton   | 5137   |
| Lobethal   | 5241   |
| Piccadilly                                       | 5151   |
| Woodside   | 5244   |
| Gumeracha  | 5233   |
| Goolwa Beach                                     | 5214   |
| Cherryville                                      | 5134   |
| Hazelwood Park                                   | 5066   |
| Glandore   | 5037   |
| Fullham  | 5024   |
| Hallett Cove                                     | 5158   |
| Oakhank  | 5243   |
| Carey Gully                                      | 5144   |
| Coromandel Valley                                | 5051   |
| Strathalbyn, Willyaroo                           | 5255   |
| Forreton   | 5139   |
| Lenswood   | 5240   |
| Strathalbyn, Willyaroo                           | 5255   |
| Taringie   | 5072   |
| Athelstone                                       | 5076   |
| Glenunga   | 5064   |
| Rostrevor  | 5073   |
| Fitzroy  | 5082   |
| Seacliff   | 5049   |
| Norton Summit                                    | 5136   |
| South Brighton                                   | 5048   |
| Cudlee Creek                                     | 5232   |
| Aberfoyle Park                                   | 5159   |
| Tusmore  | 5065   |



# Value of Volunteering



# **Volunteer List**

John Abbey  
 Grant Alexander  
 Barbara Anderson  
 Julie Arbery  
 Suzanne Arbon  
 Isabelle Ashford  
 Anita Aspinall AM  
 Chris Astley  
 Elizabeth Astley  
 Maureen Atkinson  
 Russell Aufderheide  
 Hazel Austin  
 Anne Austin  
 Lyn Austin  
 Rosemary Badenoch  
 Barbara Barenfanger  
 Viviana Barp-Voigt  
 Christine Bartsch  
 Kay Bass  
 Daniel Bates  
 Jenny Bennett  
 Shirley Bennett  
 Grant Bertram  
 Anne Birrell  
 Jenny Blanchard  
 Jane Bleby  
 Peter Bleby  
 Peg Bowden  
 Edna Bradley  
 Pam Broadbridge  
 Peggy Bronca  
 Joy Buckley  
 Robert Burgess  
 Jenny Burgess  
 Jeanette Burgess  
 John Burrows  
 Greg Bussell  
 Leonie Butcher  
 Richard Butcher

Mark Caldicott  
 Stephen Caston  
 Andrew Channing  
 Steve Chilton  
 Andrew Clark  
 Joy Colville  
 Charmaine Colwell  
 Helen Cooper  
 Hamish Cooper  
 Murray Corby  
 Doris Corrie  
 Loretta Cox  
 Owen Crees  
 Suzette Crees  
 Malcolm Crout  
 Anne Davies  
 Barbara Davies  
 Jamie Davis  
 Margaret Davis  
 Brian Dawson  
 Terri Dawson  
 Bill Deed  
 Karen Dobie  
 John Dowe  
 Claire Doyle  
 Kathy Doyle  
 Rosemary Drabsch  
 Kenneth Due  
 Susan Earl  
 Trish Egan  
 Chris Ellis  
 Martin Ellis  
 Pauline Ellis  
 Damien Emery  
 Eve Evans  
 David Evans  
 Todd Evans  
 Sue Farmer  
 David Flint

Pam Flint  
 Iain Fraser  
 Suzanne Fuller  
 Lyn Fullgrave  
 Tayla Giles  
 Jean Gingell  
 Sue Girardi  
 Michelle Golding  
 Jane Goodfellow  
 John Goslett  
 Yvonne Goudie  
 Susan Greenwood  
 Carolyn Hankins  
 Margie Hann-Syme  
 Sue Hardy  
 Kay Harlow  
 Jeremy Harman  
 Gaynor Harris  
 Bonnie Hart  
 Lisa-Marie Harvey  
 Nicola Hastings  
 Claire Hayes  
 Leo Hazebroek  
 Ken Hendrickson  
 Ross Herrmann  
 Christine Heusler  
 Gwen Hewett  
 Brian Hillary  
 Ian Holland  
 Gay Holland  
 Shirley Hoppo  
 Barbara Houghton  
 Paul Howe  
 Lyn Hoyle  
 Anne Humphries  
 Denny Hunter  
 Peter Jackson  
 David Jackson  
 Else Jansen

Jo Jarvis  
 Inez June Johnson  
 Dianne Johnson  
 Doris Johnston  
 Patricia Jones  
 Utama Jones  
 Simon Jones  
 Bob Kelso  
 John Kemp  
 Gail Kershaw  
 John Kershaw  
 Wendy Kinsey  
 Deane Kowald  
 Chris Lamb  
 Carolyn Lamerichs  
 Bob Lamkin  
 Janice Lamkin  
 Kathleen Langbein  
 Lyn Leader-Elliott  
 Val Litster  
 Kaye Loebel  
 Sheila Loveless  
 Chris Loveless  
 Belinda Loveless  
 Sue Lowrie  
 Gerry Macrow  
 Ann Malone  
 Laurie Manna  
 David Manson  
 Val Manson  
 John Marsden  
 Jo Marshall  
 Brian Martin  
 Claudine Maselli  
 Peter Mason  
 Jim Mattock  
 Isabel Maurer  
 Evelyn Mazzone

Carol McAteer  
 Sara McCallum  
 Hugh McGivern  
 Gordon McLean  
 Kate McLeod  
 Arthur McPhail  
 Moira McPhail  
 Geraldine Meek  
 Gwen Miller  
 Bernadette Minagall  
 Donna Mitchell  
 Jillian Mitchell  
 Marilyn Moloney  
 Steven Moloney  
 Tony Moore  
 Paul Morris  
 David Mulhallen  
 Robyn Mulhallen  
 Michael Neville  
 Margaret Nichols  
 Lori Nielsen  
 Anne O'Brien  
 Michael O'Reilly  
 Gillian Osborne  
 Chris Patten  
 Trevor Peak  
 Di Percy  
 Helen Petersen  
 Helen Pierce  
 Nick Pincombe  
 Christine Pobke  
 Ken Polkinghorne  
 Dorothy Popplewell  
 Tyrone Prins  
 Joanne Prins  
 Colleen Purcell  
 Terry Purcell  
 Ruth Pye  
 Patti Rasch

Phil Rasch  
 Andrew Ray  
 Jack Redley  
 Pearl Rees  
 Gladys Redley  
 Gillian Reimers  
 Judith Remes  
 Heather Richards  
 Janice Roberts  
 Sandra Rolfe  
 Len Rolfe  
 Merrilie Rowley  
 Phill Rungie  
 Julie Sapio  
 Jurgen Sawon  
 Cliff Sayer  
 Loraine Scheide  
 Gunter Scheide  
 Louise Schrama  
 Max Schultz  
 Ted Setnikar  
 Paul Shillabeer  
 Thomas Shillabeer  
 Lyndal Simmonds  
 Vanessa Sobotta  
 Roy Spark  
 Elizabeth Staniford  
 Coral Stanley  
 Wayne Stephens  
 Tina Stoeger  
 Derek Stott  
 Michael Sykes  
 Trevor Syme  
 Michelle Tamblyn  
 Tom Tamblyn  
 Rob Tanner  
 Diane Thomas  
 Dianne Thompson  
 Fiona Thomson

Glenn Thomson  
 Clare Tomkins  
 Heather Trenorden  
 Deborah Turnbull  
 Anna Turnbull  
 Fran Turner  
 Rosemary  
 Van Der Meer  
 Jane Van Mierle  
 Sandra Veitch  
 Michael Voigt  
 Inge Von Sanden  
 Robert Von Sanden  
 Elisabeth Wallace  
 Pauline Wallace  
 Nan Ward  
 John Warren  
 Marie Weatherald  
 Dennis Wegener  
 Lyn Wegener  
 Geoff Welch  
 Sean Wessex-Brown  
 Christine Whiting  
 Socorro Wickens  
 Neil Wickens  
 Fay Wigney  
 Marlene Wigzell  
 Stephen Williams  
 Deni Wilson  
 Roger Windle  
 Robert Winkler  
 Karen Winston  
 Bet Witton  
 Martin Woods

*The Hut apologises for any errors or omissions in this list. Every effort has been made to ensure its accuracy.*

# **Treasurer's Report**

I would like to congratulate the Board, staff volunteers on a successful year. The relatively new Board and Deb Bates, who started with us as the new Executive Officer (EO) at the end of August embarked on a financial restructure following on a consultancy review by NFPAS on restructuring the finances, this year continuing the transition to align them fully with the Australian Standard Chart of Accounts (SCOA). Separating the operational income and expenditure to the large and growing area of grant program income and expenditure means we are better able to fulfil our reporting requirements to the Australian Charities and Not for Profit Commission (ACNC) and achieve full transparency. I also thank Pip Ahern for her work in starting this process with NFPAS in the short time she was here with us.

Particular thanks must go to Malcolm Crout who was a Board member and Finance & Audit Committee member until January 2016. Malcolm volunteered an extensive amount of hours over several months to assist Sandra and Deb to do much of this tedious early conversion work. My thanks also go to Finance & Audit Committee members; Dean Kowald, and Geoff Welch who worked patiently through this changing environment as well as to Finance Committee members past, Jack Lord and Jim Mattock.

Our internal reporting has also been streamlined and now consists of quarterly performance and budget analysis meetings.

The annual report also shows the impact of our very valuable volunteers through putting a dollar value on their hours. This amount is an agreed national amount but we would certainly be increasing the hourly rate if this amount was up to us!

We were successful in receiving a grant from Community Benefit SA of \$27,800 (Department for Communities and Social Inclusion). As normal practice

we have shown the grant in the Income section of our Income & Expenditure (I&E) Statement however due to changes in legislation, we have been unable to show the expenses for this grant despite having expensed the funds. This grant has been expensed with the Shed being fully operational however the building (valued at \$23,800) will be added to our asset register and devalued over the next five years. Assets added to an Asset Register are not able to be included in an I&E Statement which has resulted in a much larger surplus being shown in our audited statements. This has been itemised in the annual report as non-operational income.

Ensuring we are financially sustainable is also a focus of the Board and, due to strong financial management we have been able to make provision of \$25,000 for an 'Innovation Fund' to ensure we are able to respond to opportunities that may arise into the future.

I can close by thanking again the staff who have reduced operating costs during the year, grown The Hut equity and asset values, and still produced a gain in our finances for the year, despite the forecasted deficit, enabling us to provide extra services to the Community.

I have pleasure in presenting the attached performance figures for 2016.

**Greg Bussell**  
*Treasurer /  
 Chairman; Finance Committee*



## ATTENDANCE IN HUT ACTIVITIES

### PROGRAMS/ACTIVITIES

| Activity              | Participants  |
|-----------------------|---------------|
| Courses/Workshops/ACE | 662           |
| Fun & Fitness         | 447           |
| Chair Yoga            | 278           |
| Music Makers          | 886           |
| Walking Groups        | 1405          |
| Organic Food Co-Op    | 506           |
| Bounce                | 2726          |
| The Club              | 259           |
| Move It/Mens Move     | 581           |
| Strength and Balance  | 2234          |
| No Lights No Lycra    | 450           |
| <b>TOTAL</b>          | <b>10,434</b> |

### INDIVIDUAL SERVICES

| Activity                | Participants |
|-------------------------|--------------|
| Caring in the Community | 307          |
| Computer training       | 132          |
| Tax Help                | 94           |
| Personal/Family Support | 124          |
| <b>TOTAL</b>            | <b>657</b>   |

# Section 35 Statements

Committee Statement in compliance with the section 35 of the South Australia Associations Incorporation Act, 1985

The Hut Community Centre Inc

## Statement by Committee

In the opinion of the members of the Committee of The Hut Community Centre Inc and in compliance with the Section 35(2c) of the Association Incorporation Act, 1985:

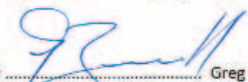
1. The attached accounts present fairly the results of the operation of The Hut Community Centre Inc for the financial year ending 30/06/2016 and state of affairs of The Hut Community Centre Inc as at the end of the financial year, and
2. The Committee has reasonable grounds to believe that The Hut Community Centre Inc will be able to pay its debts as and when they fall due, and
3. The Hut Community Centre Inc has no subsidiaries within the meaning of section 46 of the Corporations Act 2001, and
4. There are no trusts of which The Hut Community Centre Inc is a trustee.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee.

Dated this 29<sup>th</sup> day of September 2016

Signed by  Deborah Turnbull

Position on Committee: Chairperson

Signed by  Greg Bussell

Position on Committee: Board Deputy Chair / Finance & Audit Committee Chair

Committee Statement in compliance with the section 35 of the South Australia Associations Incorporation Act, 1985

The Hut Community Centre Inc

## Committee Report

In accordance with the section 35(5) of the Association Incorporation Act, 1985 the Committee of the The Hut Community Centre Inc hereby states that during the financial year ended 30/06/2016:

- (a) (1) no officer of the Association,  
(2) no firm of which an officer is a member, and  
(3) no body corporate in which an officer has substantial financial interest

has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association except for the following:

the Public Officer receives remuneration based on the market rate for that position.

- (b) no officer of the Association has received directly or indirectly from the Association any payment or benefit of a pecuniary value, except for the remuneration of the Public Officer noted above.

This report is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee.

Dated this 29<sup>th</sup> day of September 2016

Signed by  Deborah Turnbull

Position on Committee: Chairperson

Signed by  Greg Bussell

Position on Committee: Board Deputy Chair / Finance & Audit Committee Chair

# Auditor's Report

## Stirling Proactive Accountants

No.10 on Druid

making numbers simple

PO BOX 1066  
STIRLING SA 5152

Phone: 08 - 8339 5999  
Fax: 08 - 8339 5966  
accountant@stirlingproactive.com.au  
www.stirlingproactive.com.au

The Hut Community Centre Inc  
ABN 28 609 761 525

Independent Auditor's Report to the Members

We have audited the accompanying financial report, being a special purpose financial report, of The Hut Community Centre Inc (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet, notes comprising a summary of significant accounting policies and other explanatory notes for the financial year ended 30 June 2016.

### Committee's Responsibility for the Financial Report

The committee of The Hut Community Centre Inc is responsible for the preparation and fair presentation of the financial report, and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act of South Australia 1985 and is appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

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

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

### Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of The Hut Community Centre Inc as at 30 June 2016 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act of South Australia 1985.

- Accounting and Bookkeeping Solutions
- Tax Returns
- Business Advice



## Stirling Proactive Accountants

No.10 on Druid

making numbers simple

PO BOX 1066  
STIRLING SA 5152

Phone: 08 - 8339 5999  
Fax: 08 - 8339 5966  
accountant@stirlingproactive.com.au  
www.stirlingproactive.com.au

The Hut Community Centre Inc  
ABN 28 609 761 525

Independent Auditor's Report to the Members

### Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist The Hut Community Centre Inc to meet the requirements of the Associations Incorporation Act of South Australia 1985. As a result, the financial report may not be suitable for another purpose.

Signed on 11 October, 2016:

R.I. Homes FCPA, Registered Company Auditor 5285  
Stirling Proactive Accountants

- Accounting and Bookkeeping Solutions
- Tax Returns
- Business Advice



# Audited Financials - Verified Statements

## 1. SUMMARY OF INCOME & EXPENDITURE

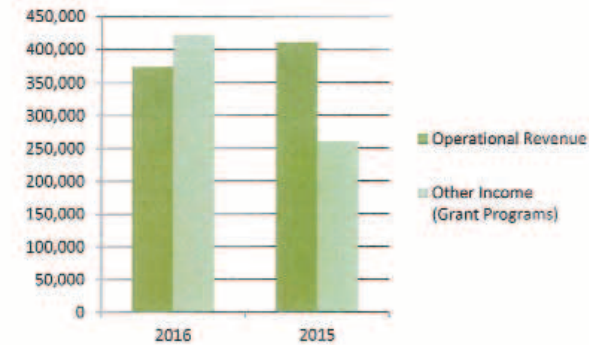
| Item   | Notes | 2016          | 2015          |
|--|-------|---------------|---------------|
| Operational Revenue                              | 1, 2  | 397,009       | 410,444       |
| less Non-Operating Revenue                       | 3     | 23,800        | 0             |
| Operational Expenses                             | 4     | 329,395       | 371,350       |
| <b>Net Operating Surplus before Depreciation</b> |       | <b>43,814</b> | <b>39,094</b> |
| Depreciation for the period                      |       | 20,694        | 19,217        |
| <b>Operational Surplus</b>                       |       | <b>23,120</b> | <b>19,877</b> |
| Other Income (Grant Programs)                    | 5     | 420,898       | 260,040       |
| Other Expenditure (Grant Programs)               | 5     | 420,898       | 260,040       |
| <b>Grant Programs Surplus</b>                    |       | <b>0</b>      | <b>0</b>      |
| <b>Net Surplus</b>                               |       | <b>23,120</b> | <b>19,877</b> |

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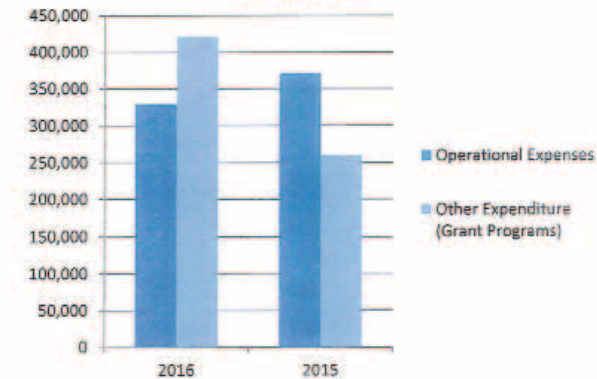
### Notes:

- 1 Changes in reporting systems to meet the National Standard Chart of Accounts have resulted in some Operational revenue now being listed as Grant revenue
- 2 Includes revenue from Adelaide Hills Council Volunteer Support & Services Grant, The Book Shed sales, Fundraising & other small grants received for operational purposes.
- 3 Grant for Community Shed was recognised as non-operating revenue to the extent of the capital cost of the new asset.
- 4 Includes all operational expenses including salaries for 2.8 FTE positions, utilities, audit, insurance, volunteer support and Hut activities not included in Grants Programs
- 5 Includes Grant funds for Hut programs; Adult Community Education (ACE)  
Includes Grant Income for Hills Volunteering and Hills Connected Communities (HCC) of which The Hut is the auspicing body and responsible for income and expenditure of Grant funds allocated to partner community centres
- 6 ACE, HV and HCC funds are managed by The Hut with an allocation provided to Mt Barker, Torrens Valley and The Summit Community Centres for agreed services to reach a wider region across the Adelaide Hills

### REVENUE



### EXPENDITURE



For a complete Financial Statement please contact the Executive Officer at The Hut on 08 8339 4400  
Audit Partner - Stirling ProActive Accountants

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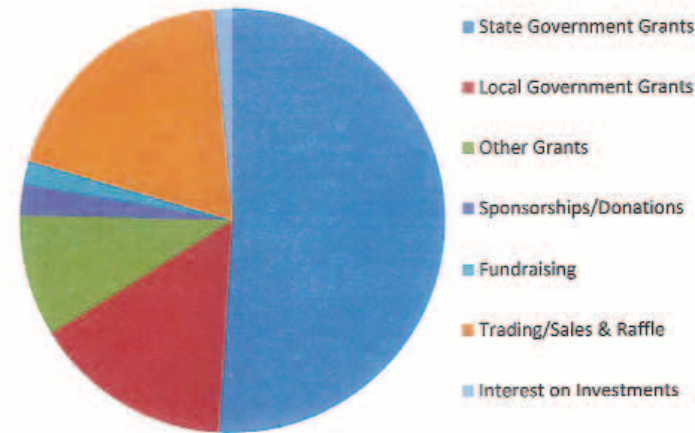
## 2. WHERE OUR INCOME COMES FROM

| Item                    | Notes | 2016           |
|-------------------------|-------|----------------|
| State Government Grants | 6     | 416,235        |
| Local Government Grants |       | 124,000        |
| Other Grants            |       | 76,000         |
| Sponsorships/Donations  |       | 19,227         |
| Fundraising             |       | 14,663         |
| Trading/Sales & Raffle  | 7     | 154,979        |
| Interest on Investments |       | 11,784         |
| <b>Total</b>            |       | <b>816,888</b> |

### Notes:

- 6 Includes all Grants including operational, specific grants for Hut programs and auspiced programs
- 7 Includes Book Shed sales, fundraising sales, Christmas Raffle tickets and Workshop/Activities attendance fees

**SOURCE OF INCOME**



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## 3. WHERE OUR FUNDS ARE SPENT

| Item                                    | Notes | 2016           |
|---|-------|----------------|
| Client & Community Support/Distribution | 8     | 253,634        |
| Grant & Auspiced Program Salaries       | 9     | 206,781        |
| Operational Costs                       | 10    | 242,035        |
| Fundraising & Promotions                |       | 28,632         |
| Depreciation                            |       | 19,509         |
| <b>Total</b>                            |       | <b>750,591</b> |

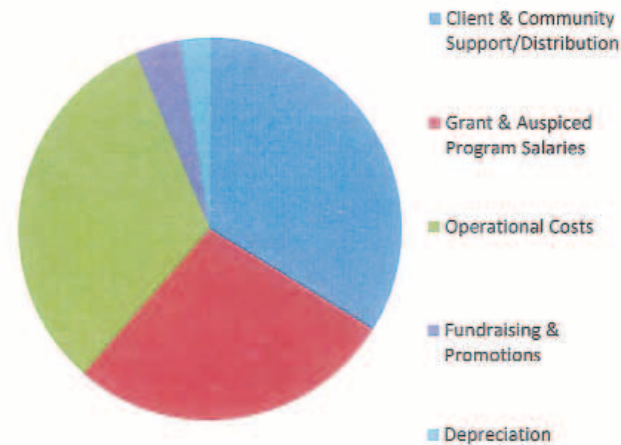
### Notes:

8 Includes Hut activities and programs and auspiced program costs coordinated at, and funded through various locations across the Hills. Includes volunteer training & support.

9 Grant Programs include ACE, auspiced programs include Hills Volunteering Manager & Hills Connected Communities Coordinator and Project Officers across four community centres.

10 Includes operational salaries (2.8 FTE salaries for EO, CDM, Finance Coordinator & Low Income Support Coordinator), utilities, insurance, audit, Board expenses. Amount includes 0.6 FTE volunteer management and support, supervision and training.

## EXPENDITURE



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## 4. STATEMENT OF FINANCIAL POSITION

| Item  | Notes  | 2016           | 2015           |
|---|--------|----------------|----------------|
| <b>Current Assets</b>                       |        |                |                |
| Cash and Cash Equivalents                   | 11, 14 | 314,210        | 367,840        |
| Receivables                                 |        | 44,636         | 49,245         |
| Other Financial Assets (Investments)        |        | 75,000         | 75,000         |
| <b>Non-Current Assets</b>                   |        |                |                |
| Property, Plant and Equipment               |        | 145,387        | 142,281        |
| <b>Total Assets</b>                         |        | <b>579,234</b> | <b>634,366</b> |
| <b>Current Liabilities</b>                  |        |                |                |
| Payables                                    |        | 12,001         | 16,036         |
| Current Tax Liabilities                     |        | 6,438          | 14,681         |
| <b>Provisions</b>                           |        |                |                |
| Provision for Annual and Long Service Leave | 12     | 87,134         | 92,832         |
| <b>Other Liabilities</b>                    |        |                |                |
| Funds Held for Programmes                   |        | 14,360         | 15,585         |
| Workcover Payable                           |        | 473            | 1,529          |
| Payroll Accruals                            |        | 11,445         | 12,960         |
| Grants in Advance                           |        | 68,759         | 149,040        |
| <b>Total Liabilities</b>                    |        | <b>200,610</b> | <b>302,663</b> |
| <b>Net Assets</b>                           |        | <b>378,624</b> | <b>331,703</b> |
| <b>Members' Funds</b>                       |        |                |                |
| Accumulated Surplus                         |        | 201,424        | 179,503        |
| Reserves                                    |        | 152,200        | 152,200        |
| Reserve Fund                                | 13     | 25,000         | 0              |
| <b>Total Members' Funds</b>                 |        | <b>378,624</b> | <b>331,703</b> |

### Notes:

- 11 Cash at Bank has decreased during this period due to the higher than normal staff leave provisions that were paid to previous employees over the course of the year. This amount included both Long Service and Annual Leave provisions
- 12 Includes provisions for staff employed under auspicing arrangements for Hills Volunteering and Hills Connected Communities
- 13 Extraordinary item \$25k provision for 'Reserve Fund' for future initiatives to diversify our operational income stream and increase The Hut's financial sustainability
- 14 Cash at Bank has decreased during this period due to the higher than normal staff leave provisions that were paid to previous employees over the course of the year. This amount included both Long Service and Annual Leave provisions.

For a complete Financial Statement please contact the Executive Officer at The Hut on 08 8339 4400  
Audit Partner - Stirling ProActive Accountants

# Chairperson's Report

This year has seen The Hut continue to grow and mature its activities, governance arrangements and infrastructure. I am delighted and grateful that we have signed another contract with the Adelaide Hills Council and are well on our way to achieving reaccreditation for the Australian Standards of Service Excellence, ensuring that the public can continue to have confidence in our services. Our new flagship program, Hills Connected Communities, funded by the Department for Communities and Social Inclusion assists us to extend our services to new client groups including youth and families with children.

The opening of the new Community Shed in March means that we have additional, conveniently located space to extend our offerings and I would like to thank our funders, Community Benefit SA, Stirling Community Shop and the Book Shed. Another highlight for me has been to see the development of the website so that it now acts not only as a great portal for information about services, but also as a convenient way for people to book activities.

At the governance level, we have also finalised the review of our accounting standards, thus ensuring that they conform to the standards of the Australian Charities and Not-for-profits Commission. This is an important accomplishment which signals our desire to continue to operate according to best practice and I am grateful to Sandra Veitch and Malcolm Crout from the Board in this regard. Together with Isobel Maurer, Malcolm has since vacated his Board position and I thank them both for their contributions to The Hut.

There have been a few changes within the team, which I will take this opportunity to highlight. Our Client Services Officer, Tyrone Prins relocated to Sydney after being with The Hut since 2013. I thank Tyrone for his service and I know he is missed. His departure provided the opportunity to restructure the team and the appointment of Jill Mitchell as

Fundraising and Events Coordinator allows us to diversify our funding base as well as to supplement the central activities of Bernadette Reading, Community Development Manager. Another important milestone is the 12-month service of Deborah Bates, Executive Officer. The development that I have characterised here has been overseen by her and the Board is very grateful for her leadership.

I would also be remiss not to mention an outgoing Board member who will finishing his term at the 2016 AGM. Peter Bleby has served two terms on the Board and has been a member of the Fundraising and Marketing Committee and various other committees and working parties. Peter has been a calming influence throughout the last period of change and I can speak on behalf of the Board when I say we are all going to miss his measured and considered contributions to Board discussions.

In closing, I extend my thanks to our sponsors and funders, all of the many volunteers, including Board Members and The Hut team. Together we all provide an important backdrop for the ongoing success of The Hut in responding to the needs of the local community. This is an important time in the organisation's development as we go into a new round of community consultations to develop the strategic direction for the next few years. I look forward to it.

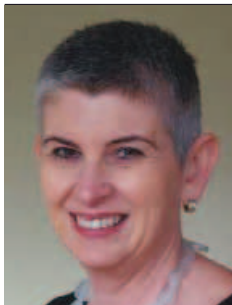
**Deb Turnbull**  
Chairperson



**Board Members – 2015/2016 Attendance Record**

| Name                     | Date Appointed | Date Ceased | Meetings Attended | Meetings during term in office in 2015/2016 |
|--------------------------|----------------|-------------|-------------------|---|
| Deborah Turnbull (Chair) | Sept 2013      |             | 6                 | 7   |
| Peter Bleby              | Aug 2010       |             | 6                 | 7   |
| Greg Bussell (Dep Chair) | Sept 2013      |             | 6                 | 7   |
| Isabel Maurer            | Aug 2014       | Apr 2015    | 4                 | 5   |
| Cliff Sayer              | Jan 2013       |             | 7                 | 7   |
| John Kemp                | Jan 2015       |             | 7                 | 7   |
| Geoff Welch              | Oct 2015       |             | 5                 | 5   |
| Fran Turner              | Aug 2015       |             | 5                 | 6   |
| Malcolm Crout            | Oct 2015       | Jan 2016    | 2                 | 2   |

# Our Board



**DEB TURNBULL, Chair**  
*Appointed March 2015*  
**Board Member since Sept 2013**

Holds a BA (Hons), MPsych(Clin) and PhD. Deb lives with her husband and daughter in Stirling and holds a professorial position at the School of Psychology, University of Adelaide. Deb serves on several national and local management committees and is a Ministerial appointment on the advisory board for the Australian Primary Health Care Research Institute. Deb's appointment to the Board brought significant experience in governance, organisational issues and strategic development. Deb is Chair of the Executive Committee of The Hut.



**GREG BUSSELL, Deputy Chair**  
*Appointed March 2015*  
**Board Member since September 2013**

Greg holds a BHA and MPH (University of NSW) qualification. He has held roles on the Northern Tasmania, Queen Elizabeth and North Adelaide Regional Health Boards and was previously Manager, School of Population Health at Uni of Adelaide. Greg is also a grape grower and vineyard manager based in Piccadilly. Significant volunteering commitment including being a Hut bus driver for a number of years. Greg is a Member of The Hut's Executive Committee and Chair of the Finance & Audit Committee.



**PETER BLEBY**  
**Board Member since September 2013**

Peter holds a Dip Social Studies (Adel Uni), BA (Adel Uni) M Social Work (Uni of Michigan). Peter is a former CEO of Summerhill Aged Care, Executive Manager at Anglicare SA and CEO of Salisbury Community Health Service as well as a long term involvement in NFP Boards incl COPE, Anglicare SA. He also holds an Honorary role as Marketing & Sponsorship Co-ordinator at Radio 5MBS. Peter is a member of The Hut's Executive Committee and the Marketing and Fundraising Committee. Peter lives locally in Craters.



**FRAN TURNER**  
**Board Member since October 2015**

Fran is a Member of the Institute of Public Administration Australia and previously held roles as the Executive Officer of DPTI ICT Governance Committee, Bridgewater Primary School Governing Council Chair. Fran attained a Bachelor degree in Applied Science in Computer Studies from University of SA and is a graduate of the AWISE Board Readiness Program (Queensland) and the Art of Executive Leadership Program from Adelaide University. Fran resides with her family in Stirling.



**JOHN KEMP**  
**Board Member since January 2015**

John is the Adelaide Hills Council representative on The Hut Board. He resides in the Hills at Upper Sturt. Tertiary qualifications – surveying /cartographic disciplines. Worked for SA Water, Departments of Land and Environment & Planning. Pursued Computed Aided Design ultimately becoming a software trainer in that field. First elected to Adelaide Hills Council in 2000 – 2003. John volunteers at The Hut and delivers software training under the Adult Community Education program as a tutor.



**CLIFF SAYER**  
**Board Member since January 2013**

Cliff is a qualified solicitor obtaining his Bachelor of Laws from Flinders Uni in 2003 and admitted to the Bar in December 2003. He also obtained his BA in Industrial Relations and is a Certificate 4 Trainer & Assessor. Cliff is active in his local community including as a member of Aldgate Primary School Governing Council in addition to his role on The Hut Board. He also holds memberships with the Law Society of SA and the Country Practitioners Committee (Law Society of SA). Cliff resides in the Adelaide Hills.



**GEOFFREY WELCH**  
**Board Member since October 2015**

In October 2015 The Hut welcomed back Geoff Welch as a Board Member after one year's absence. In addition to his role on the Board at The Hut, Geoff also volunteers his time collating and recording statistics for Hut programs. Geoff has a Diploma in Business Administration and has previously held roles as a Contracts Administrator/Corporate Services Manager /Business Manager and Factory Manager. Geoff is a local, residing at Aldgate. Geoff is a Member of the Finance & Audit Committee and Chair of the WHS Committee.



**ISABEL MAURER**  
**Board Member since October 2015**

Isabel joined The Hut Board in October 2015 having held former roles on the Boards of Hills Montessori School, Hills Community Child Care Centre and was a member of Friends of the Library at Stirling. Isabel holds a senior position at Department of State Development. Isabel holds a BA in Social Sciences obtained from Flinders University.



**MALCOLM CROUT**  
**Board Member October '15 - January '16**

Malcolm is a Certified Practising Accountant who previously to joining the Board volunteered his time to offer tax help based at The Hut. On his appointment to the Board he utilised his significant expertise as a member of the Audit & Finance Board Committee. Malcolm holds a Bachelor of Commerce and MBA from Adelaide, is a Fellow CPA and Fellow MPA. Malcolm has previously held roles as CEO, Director and General Manager within local governments.

# Strategic Plan 2012-2017

## Improve awareness of community needs by broad community consultation to ensure relevant services

- ▶ Utilise relevant data sources to research community needs
- ▶ Effectively engage with the community to gather information on needs
- ▶ Prioritise needs emerging from information gathering in the context of services already provided and service gaps

## Deliver high quality, well planned, innovative services within the broad categories of support and assistance, education and training, and healthy living

- ▶ Meet priority needs through services that are affordable, accessible and equitable
- ▶ Services are well planned, well resourced, and highly valued
- ▶ Ensure effective service delivery

## Provide a professional volunteer program that supports and values volunteers

- ▶ Implement a professional Volunteer Management System
- ▶ Attract, train, and retain volunteers to meet the needs of the organisation

## Develop, implement and resource fund-raising programs

- ▶ Increase sustainable long term revenue towards achieving unrestricted cash reserves of at least \$300K by the end of 2017

## Build the resources of The Hut to enable it to meet its objectives whilst ensuring the wellbeing of staff including volunteers

- ▶ Ensure all resources required for Hut programs are clearly and comprehensively identified and met
- ▶ Effectively utilise the skills of volunteers to enable them to take on greater authority, responsibility, and accountability
- ▶ Adopt an organisation structure that achieves Hut objectives in the most efficient manner
- ▶ Ensure that the Volunteer Program is adequately resourced

## Promote and market The Hut in a planned manner to increase community awareness

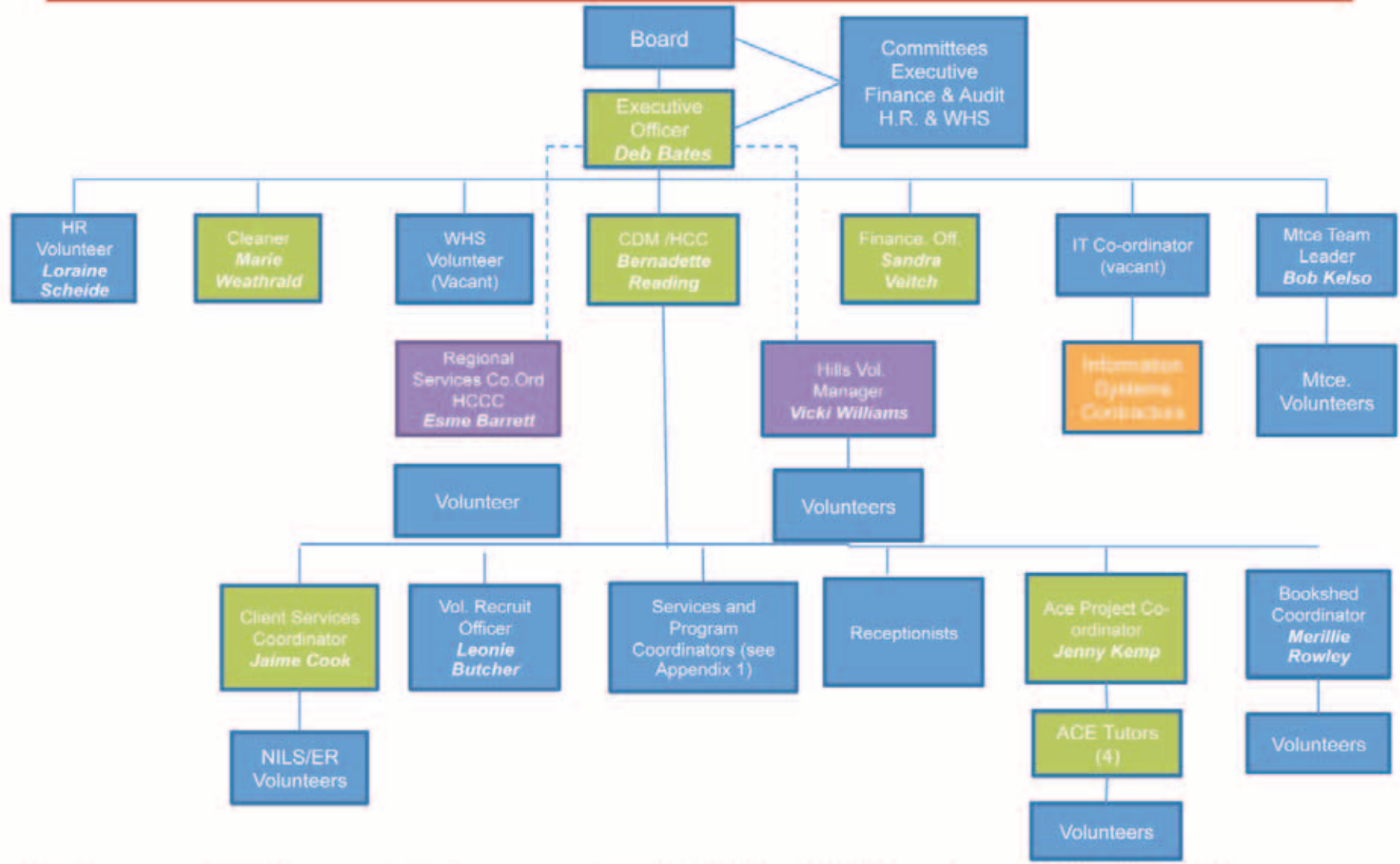
- ▶ Develop and implement a Marketing and Promotions Plan

## Meet Not-for-Profit sector standards of governance and management

- ▶ Meet the requirements for the Australian Service Excellence Standards (SES) for Community Organisations
- ▶ Meet and maintain the 'National Standards for Involving Volunteers in not-for-profit Organisations'
- ▶ Board and management work effectively towards achieving corporate objectives
- ▶ Ensure WHS practices are aligned with WHS legislation
- ▶ Implement a new standard chart of accounts for NotforProfit organisations

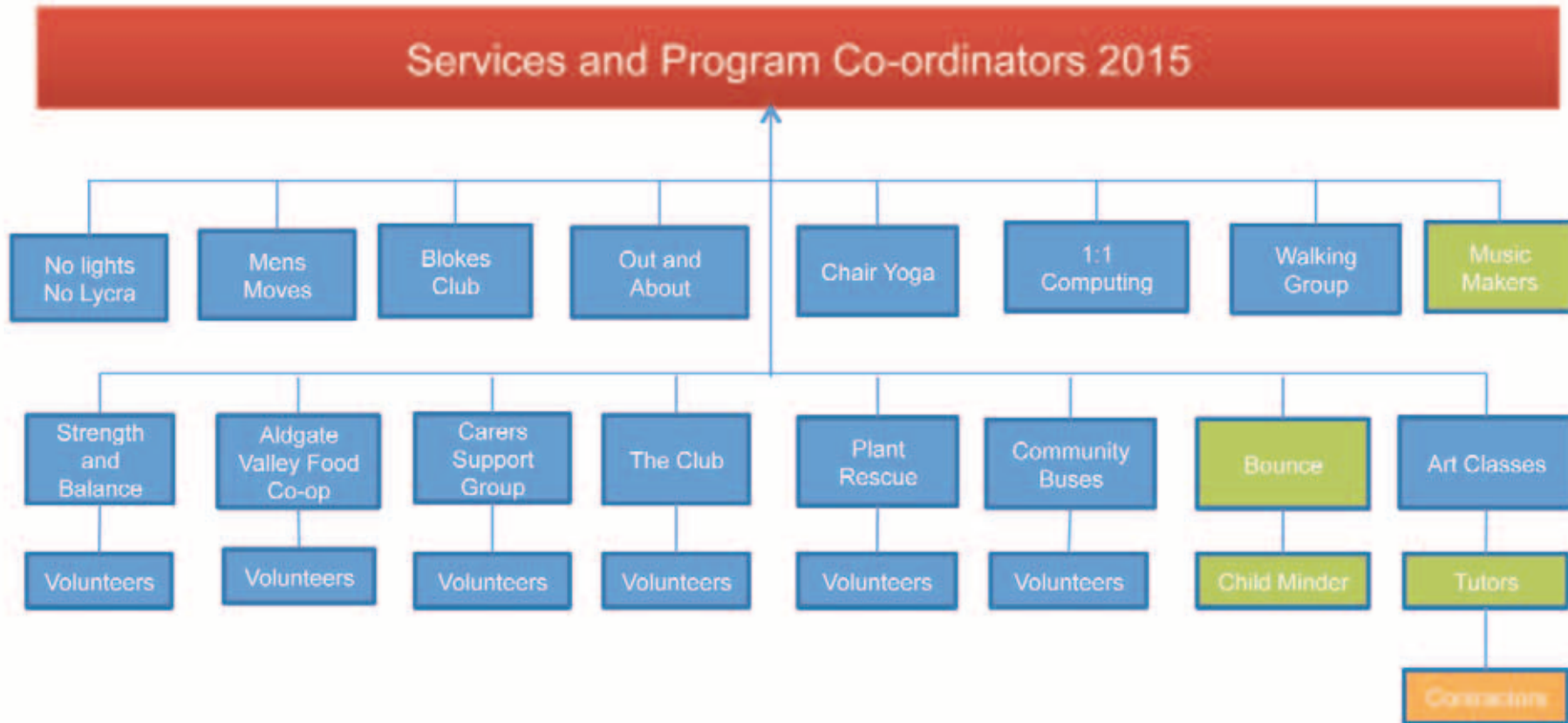
# Organisational Chart 1

Hut Organisation Chart 2016



Volunteers
  Employees
  Contractors
  Hills Volunteering / HCC – employees; functionally reports to Steering Committee of which The Hut is a member

# Organisational Chart 2



- Volunteers
- Employees
- Contractors
- Hills Volunteering – functionally reports to Steering Committee of which Hut is a member

# Strategic Objectives

By the end of 2016-2017 we will have achieved our Strategic Objectives (2012-17) through the following strategies:

**OBJECTIVE 1: Improve awareness of community needs by broad community consultation to ensure relevant services**

- Undertake comprehensive consultation to inform 2017-2020 strategy
- Increase diversity and breadth of program participants

**OBJECTIVE 2: Deliver high quality, well planned, innovative services within the broad categories of support and assistance, education and training, and healthy living**

- Seek collaborative opportunities for program development and facilitation to maximise resources and opportunity
- Evidence based programs using RBA data
- Establish collaborative Low Income Support Program across The Hills

**OBJECTIVE 3: Provide a professional volunteer program that supports and values volunteers**

- Establish Volunteer recognition program
- Provide greater opportunities for volunteer training and skills development
- Annually review practices against ASES and National Standards for Volunteers

**OBJECTIVE 4: Build the resources of The Hut to enable it to meet its objectives whilst ensuring the well-being of staff including volunteers**

- Recognised as a workplace of choice through a variety of strategies including healthy minds, healthy workplaces, adequate resourcing, performance management systems fully in place, HR system reviewed
- Develop sponsorship program to increase program sponsors

**OBJECTIVE 5: Develop, implement and resource fundraising programs**

- Develop & implement fundraising strategy
- Ensure resources are allocated to employ fundraising personnel

**OBJECTIVE 6: Promote and market The Hut in a planned manner to increase community awareness**

- Increase communications by 25% using social media, print, meetings, program 'touch points', email communications
- Develop communications strategy using a range of mediums, including social media

**OBJECTIVE 7: Meet not-for-profit sector standards of governance and management**

- Undertake Constitution Review
- Attain Australian Service Excellence Standards Accreditation



# Get Involved

## MAKE A DONATION

The Hut is a registered charity therefore any donations made over \$2 are tax deductible.

## FUNDRAISE FOR US

The extent of fundraising activities is limitless and only restricted by your imagination! Hold a sausage sizzle or cake stall at your school or workplace, hold a quiz night, a fancy dress evening, an annual review evening or morning tea. We will provide as much support as we can to assist you to make your activity/event a success.

## REGISTER AS A PARTICIPANT

Get involved in one of our many programs. Develop new skills and make social connections with people that have similar interests.

## LEAVE A BEQUEST

A bequest is a very real way to make a positive difference to the future of the work of The Hut Community Centre. Let your Will create a meaningful and positive legacy for future generations. If you would like to know more about including The Hut Community Centre in your Will, please speak with our Executive Officer.

## BECOME A SPONSOR

Stirling Pageant: Around 10,000 people enjoy the day, lining up for the pageant through Stirling's streets in the morning and then spilling out onto the Oval for an afternoon at the fair .

Become a Gold Silver or Bronze sponsor and benefit from the additional promotion of your business as a community supporter.

Other Sponsorships available:

The Hut welcomes ideas for sponsorship of other programs and services that help to fulfil our mission.

To find out more go to [www.thehut.org.au](http://www.thehut.org.au)

## VOLUNTEER

The Hut has volunteers involved in all facets of the organisation.

Volunteering at The Hut can be rewarding and satisfying to both the volunteer and the community we serve. Short or long-term roles are available to suit your time commitment and we aim to provide the best match for you.

Contact our Volunteer Recruitment Officer for more information or if you have a skill you'd like to share, contact our Community Development Manager.



The Hut Community Centre  
1 Euston Road, Aldgate  
South Australia 5154

Phone: 08 8339 4400 • Web: [www.thehut.org.au](http://www.thehut.org.au) • Email: [reception@thehut.org.au](mailto:reception@thehut.org.au)

