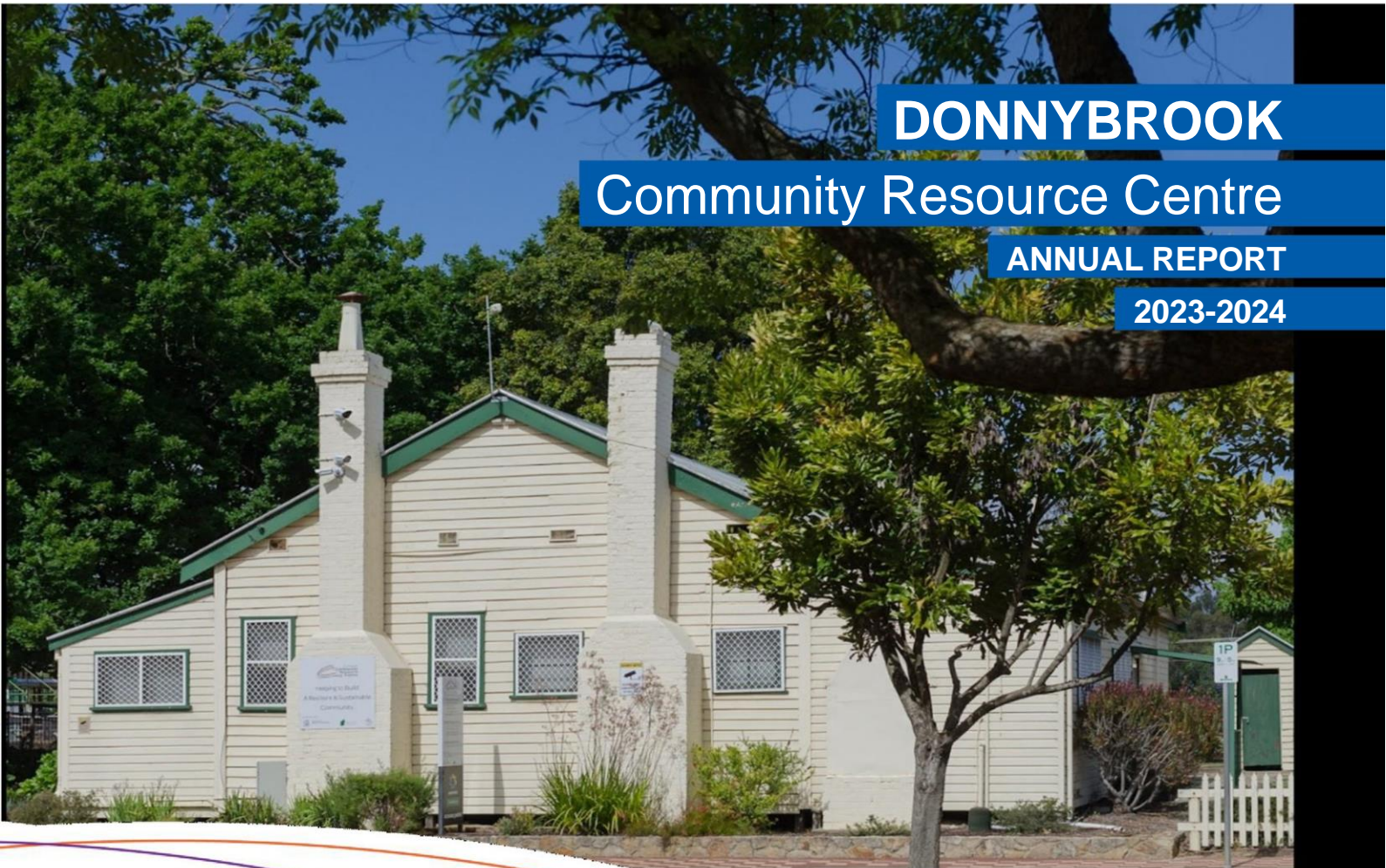


Western Australian

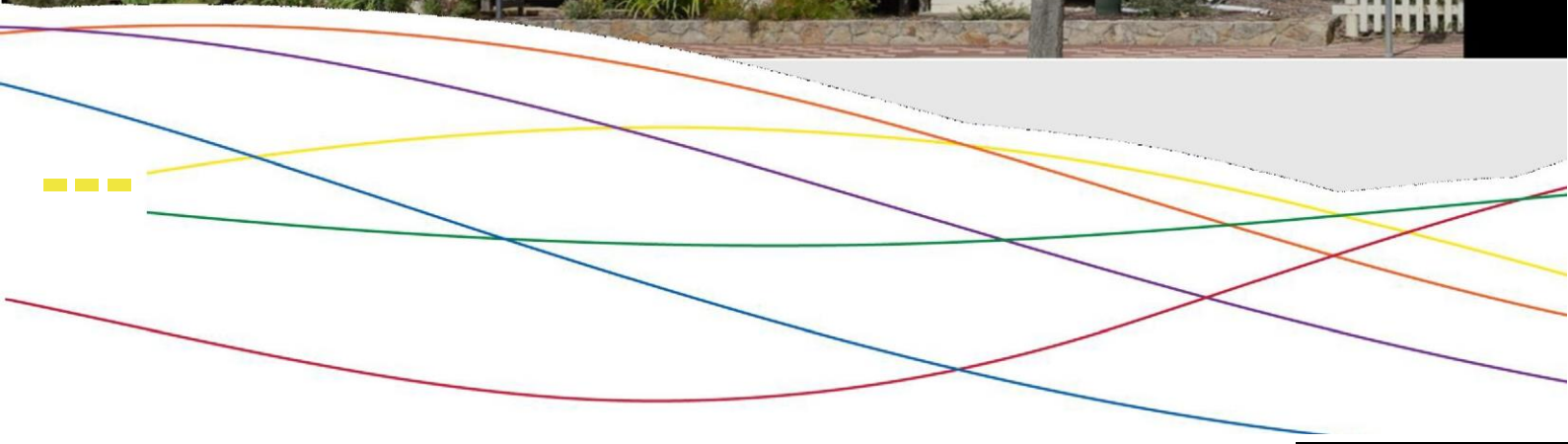


**DONNYBROOK**

**Community Resource Centre**

**ANNUAL REPORT**

**2023-2024**



Proudly supported by



Department of  
**Primary Industries and  
Regional Development**

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# Who we are.

Donnybrook Community Resource Centre Inc. (DCRC) is a community owned and managed not-for-profit association working towards providing improved contracted services of a Business, Economic and Social Development nature within our community.

Our main funding is provided by a state government awarded contract through the Department of Primary Industries and Regional Development (DPIRD). Additional funding is gained through The Preston Press, 'user pays services' and one-off grants for specific projects. For this financial year the CRC engaged 1 full-time Manager (working 37.5 hours per week) 1 Assistant Manager (working 22.5 hours per week) and a Trainee working 37.5 hours per week. We also employ an Editor for the Preston Press newsletter for 56 hours per month. Working alongside the paid staff are our Volunteers who give their time so generously and for which we are forever grateful. All of this empowers the Donnybrook CRC to offer quality services to our community.

This year we applied for and received various grants to augment our services.

- A Shire Micro Grant for auspice groups such as the DBK Garden group and Women Leader Together group
- Volunteer Southwest grant for holding a Thank a Volunteer Day event.
- DPIRD grant for Technology and Innovation which was used for computer upgrades.
- DPIRD grant for Video Conferencing Services to update our video conferencing facilities.
- DPIRD technology computer upgrade grant
- International Day of People with Disability awareness event
- Grants from Bendigo Bank, DCRC, Lions Club of Donnybrook, Donnybrook Balingup Shire, and RAC for the Donnybrook Town Team project – Laneway Post Office.



We belong to many professional agencies including the network's peak body, Linkwest and we are incorporated under the *Associations Incorporation Act 2015 (WA)*.

The members of the Donnybrook CRC association elect a Management Committee, all of whom are voluntary workers, who administer the management and governance of the organisation.

## Our Values

- Community First
- Service Orientated
- Participation and Involvement
- Ethical and Professional
- Continuous Improvement

## Our Vision



*Building resilience and sustainability with members of our community, community groups and businesses.*

## Our Mission



*To develop and enhance community by providing educational, business, and personal opportunities, to the people of the Shire of Donnybrook / Balingup, thus improving capacity, resilience, wellbeing, and lifestyles.*



# What we do



## Access to government services

- Access to local and state government information and services
- Video conference services
- Services Australia Centrelink Agent
- Information, displays and support for government agencies



## Economic and business development support

- Traineeships, work-for-the-dole, work experience and volunteer opportunities
- Referral services to business development and employment support services
- Facilitation of business development workshops, seminars, and initiatives
- Business support services and information



## Social development support

- Referral services to social support agencies
- Facilitate social development activities, workshops, and initiatives.
- Provide information and support



## Services and products

- Social conscience approach in providing access to services and products which have strong local demand but are not economically viable to deliver in a for-profit business model



## Building community connections

- Communication strategies including our community newsletter, website, and social media.
- Community social events
- Engagement with community via surveys, group meetings and offering not-for-profit groups free membership

# Chairperson's Report



## *Donnybrook the Gateway to the South West*

Welcome back readers to this Annual Report for 2023-24 year that expresses a snapshot of the year's activities and events.

This year has seen a lot of change amongst our staff; however, we have had a great team of Sue Martin, Manager, Graham Burns, Assistant Manager and Amanda Walton (Trainee who was subsequently employed part-time on completion of her traineeship) working well together serving our community.

Amanda completed her Traineeship in February 2024 and the committee decided to keep Amanda on part-time to further develop her skills. However, in July this year, Amanda was offered a full-time position with Anglicare in Bunbury which was more suited to her chosen career path. We wish Amanda every success in her future.

Elijah Carne, a past work experience student joined us as a Trainee in March 2024. Elijah is completing a Certificate IV in Business Administration, and he displays some very strong interpersonal skills, dealing with customers in a professional and welcoming manner.

After some 12 years working at the Donnybrook Community Resource Centre, Graham Burns retired in July this year. Graham completed two Traineeships with us and then was employed to deliver services and achieve goals, which he did admirably during his time with us. We wish Graham and his wife Kerry all the best in their retirement.

This left a huge gap in our staffing, so the committee called upon Ryan Burns, a past trainee who had continued to do relief work when needed, to come on board and take up this role. Ryan was only too happy to accept the challenge and has slotted into the team extremely well. We look forward to working with and developing Ryan professionally.

The Preston Press continues to deliver a wonderful publication to the community, thanks to our editor Shendelle Mullane. Shendelle's skills, knowledge and layout prowess gives our community a fantastic, newsworthy, monthly publication.

Sarah Hornsey continues to provide interesting articles whilst learning the editorial processes from Shendelle.

The Donnybrook Town Team movement continues to deliver projects on beautifying our town. Tidying up the area next to the Post Office has improved that space immensely. Other projects on the go are: Orchid and Art Trail and the next big one will be some Asphalt Art on the road way adjacent to the Apple Fun Park. Watch this space!

U3A coordinated by Maddie Kiernan-Smith has enjoyed some interesting outings and presentations on a wide range of topics.

Women Together coordinated by Christina Gammon and in collaboration with South West Women's Health have also had some great workshops and get togethers.

The Disability, Inclusion & Friendship Group coordinated by Sarah Kirkpatrick continues to meet monthly, which gives the members an enjoyable outing and social catch up.

Volunteers are also a valuable resource, and we couldn't be without them. Debbie Bourke and Robyn Walker continue to volunteer at the Centre, which is a fantastic help. The Preston Press has a suitable number of volunteers also, from proofreaders to delivery people. These volunteers form an integral part of our operations, and we value them enormously. THANK YOU.

To Committee, Staff and Volunteers all of whom assist the Donnybrook CRC in achieving its goals in making our community vibrant, inclusive, resilient and connected is very much appreciated.

Thank You,

*Lee Fitzgerald*

# Manager's Report

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## ***2022-2024 has seen changes for the Donnybrook Community Resource Centre.***

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I find my position as Manager of the Donnybrook Community Resource Centre extremely rewarding and keeps me in touch with our community.

I would also like to take this opportunity to thank all our staff, committee, and volunteers, who without, the CRC cannot function efficiently.

We have had a couple of staff changes in the last couple of months. Graham has retired and Amanda has moved to a new position in Bunbury. We wish both of them all the best in their new endeavors. Ryan Burns has been employed as a full time Assistant Manager, he completed his traineeship with us in 2019 and has worked on a casual basis since then. Elijah Carna will be completing his Certificate IV in Business over the next twelve months.

During the last six years I have been meeting more of our local business and association leaders to discuss opportunities for all in the Donnybrook-Balingup Shire.

Over the past 12 months we have seen a steady rise in innovative ideas, a range of new community partnerships and a host of innovative marketing strategies. We have been able to inform and generate interest in the community resulting in increased attendance at the CRC. We are looking forward to further increasing our reach into the whole of our shire. Our Services Australia facilities have become stronger with us becoming an Agent. We have been an Agent for 3 years now, which enables us to provide a better service for our community.

There have been a number of new referral and collaborative relationships strengthened over the last year. This is an important direction for the Centre as increasingly, funding and grant requirements demand collaborative approaches to service delivery.

We continue to value, maintain, and develop our relationship with the Shire, working with the Shire's Community Development team and collaborating on projects and initiatives of shared interest.

The relationship with the Chamber of Commerce has been strengthened, with attendance at committee meetings, joint Business Sundowners and involvement in sub-committee activities and discussions around potential joint initiatives. As I am a committee member, representing the CRC, I look forward to increased awareness amongst Chamber members of our business services, and the possibility of service delivery to the Chamber itself.

The Donnybrook CRC staff/volunteers and committee are mindful of the current and potential future economic climate. We are therefore working to ensure that the community has access to empowering services and resources that enable individuals to manage their finances and prevent or manage long-term financial hardship.

We continue to provide opportunities for local community members to gain new skills, by providing traineeships, work for the dole and work experience opportunities. We feel this is an important investment in building the capacity of our community, increasing the skills and experience of job seekers, and making them more competitive in the labour market.

In addition to ongoing tender funding from DPIRD and a contract with the Services Australia as an Agent, we have been able to secure funding and generate income from a range of additional sources. Our conference room is getting more bookings for businesses that don't have a physical address, service providers from Bunbury, and local community groups are utilising this facility.

We continue to offer a range of fee for service products and services, including computer and IT access, office and printing services, office and conference room facilities and equipment.

We have increased our range of one-on-one fee for services to include assistance and problem solving with electronic devices such as tablets and phones, and assistance with job applications and visa applications. We intend to extend these offerings in the future to include grant writing and other fee for service support for businesses and community organisations, drawing on the range of skills we have amongst our staff, and looking for opportunities to collaborate with local individuals, businesses, and organization.

Thank you

*Sue Martin*

Manager





# Sub-committees Activity Reports

## Donnybrook Friends with Disability

DFWD is a small group that meet weekly usually on a Monday morning, members of the group are people living with disability mostly from Donnybrook Balingup shire or with connections here.

We started with the aim of promoting friendships and connections not only for people with disability but also for family members and support workers, the group has been very successful at achieving this and is growing in numbers.

Members usually attend with a support worker and/or family member and the group members are thriving on the growing friendships and supports of all attendees.

We have had fabulous support from the CRC who host a Disability Day event every year as well as many of the local businesses who are always very accommodating when we visit.

## Donnybrook Town Team report for 2023-24

After the highly successful project, the Donnybrook Dunny Do Over, February 2022 to February 2023, DTT worked quietly for the rest of 2023 and into 2023-24 on a number of projects.

**'Post Office' Garden:** the transformation of an overgrown patch of weeds and lovely hydrangeas. Planning for this project commenced in early 2023 with pavers purchased late June 2023. After Post Office staff had cleaned up the overgrown vegetation, it was possible to start logistical planning, designing the layout of the pavers and planning the community engagement. In the last week of October, the Donnybrook Men's Shed, with much gusto, spread and levelled the sand, ready for the community to lay the bricks on Saturday 29 October.

Around 20 people helped to lay pavers over a period of about 5 hours. Young and old, backpackers and locals, under the wonderful tutoring of a volunteer ex-brickie, the pavers were rapidly and well-laid. This little corner of Donnybrook is now home to a tile artwork created by children during the 2023 Colour Exhibition. When the upgrade of the ancient bench seat which has been outside the Post Office for some years is done, this will be a beautiful sitting area for townsfolk and visitors alike.



**Artwork for Post Office:** two local artists volunteered to provide artworks for the mailbox alcove on the right-hand side of the Post Office. As the building is Heritage listed, Donnybrook Town Team undertook to organize the relevant approvals which were received late in the financial year do 2023-24. Installation is planned for November 2024.

**Orchid Art Trail:** The Donnybrook Town Team took up the idea of a local orchid enthusiast to create an art trail comprising artist representations of orchids endemic to the Shire of Donnybrook-Balingup, to be created by local artists. Working steadily throughout the year, 5 works in a range of media - textiles, 2 paintings, mosaic, and another tile artwork created by the local Scouts group, will be ready for installation in November 2024.

**Asphalt Art:** as part of its focus on road safety, RAC is funding a project to paint the roads around the Apple Fun Park and the Pump Track. Planning for this project began in earnest in April 2024. The design of the image(s) to be painted will be based on the results of workshops with local children and adults to be held in August & September 2024. Community painting of the final image(s) is planned for April 2025.

### **U3A Annual Report**

The year 2023/2024 has seen a consistent number of attendees to the monthly meetings. We have had a diverse range of topics that seem to have appealed to a cross section of the community. We had yoga session, an emotional journey to Timor-Leste, a morning at Barreca's Winery to hear all about viticulture, a 16<sup>th</sup> month journey on a 47ft ketch and a night star gazing. We also heard about the wonderful work of Medecins Sans Frontiere. We then went on a trip to Italy, learnt all about our native birds and visited the base camp of Mt Everest in Nepal. Our final session in June was how to research to find our family. The next 12 months we hope to have just as many interesting topics.

### **Women Together 2024**

Women Together has been an evolving initiative of the Donnybrook CRC, in collaboration with South West Women's Health and Information Centre, since late 2021. Women Together facilitates, through monthly events, the sharing of skills, strategies, and resources, which strengthen the mental and emotional well-being of women and support their connections within the community.

We began 2024 with a strategic planning session facilitated by Wendy Brown and supported by the Shire of Donnybrook Balingup. This session, together with our midyear planning meeting, saw us formally gather a planning team for the group, finalise our Terms of Reference, change our name to The Women Together Collective and clarify our purpose and reach aspirations for the future. We also setup digital registration and payment options for our Meetups and a WhatsApp group for communication between meetups alongside our email list of seventy-two local women.

We have maintained monthly meetups throughout 2024 exploring diverse topics from mindfulness to menopause, makeup tips to natural fibers for sustainable fashion, relationships to yoga to hand building with clay. We have built relationships within the group while welcoming new faces to all of our meetups this year and hope for this to continue into 2025.



# Year in Summary



**4889**

People provided government and community information



**20**

Workshops delivered



**26**

Overall services we provide our community



**9**

Successful grants received



**8**

Local people employed



**12**

Volunteers engaged



**15**

Community events held



**50**

Hot office bookings



**5**

Collaborations with other community groups



**165**

One-one-one IT training sessions provided

# Government Services

## Government Access Point

With Donnybrook located 35km from our nearest regional centre Bunbury, and 203km from the state capital Perth with extremely limited public transport, it can be challenging for local residents who need access to government information and services. As part of our contract with the Department of Primary Industries and Regional Development, and Services Australia, we support our local community to have improved access to government information and services by providing a number of these services at our centre.

Via our Government Access Point, we provide free access to online and print resources related to local and state government agencies, as well as a selection of relevant non-government organisations, which offer community support services. This service enables clients with a lack of internet access to navigate government websites to gain information without having to travel or wait in queues to speak to a call centre officer.



*Our exterior services sign*

## Videoconferencing Connections

Our video conferencing suite is modern and well appointed, allowing Donnybrook residents to connect with service providers in other locations to access support. The facilities are also used to run training sessions for CRC personnel.

## Services Australia

We are now a Services Australia Agent. This will allow our clients to connect with Services Australia and meet their obligations without travelling to Bunbury. This facility is well used, which is reflected in our contract with Services Australia. It includes a touch screen PC, fax/printer, paper shredder, telephones, and brochure display.

# Economic and Business Development Support

During the 2023 - 2024 year the Donnybrook CRC was able to offer a range of workshops to our local business community. The workshops were chosen to appeal to local business operators in-line with our contract with the Department of Primary Industries and Regional Development.

We facilitated five Business Workshops over the course of the year. Firstly, we had a well-received workshop on advertising and promotion which was run in house by our Preston Press Editor Shendelle Mullane. She drew on a wealth of practical experience with the Preston Press advertising to demonstrate the do's and don'ts of successful advertising strategies and their application. We had a Grant Writing workshop that was also well attended. This full day comprehensive workshop went into great depth into the level of detail required to secure a successful grant application.

IPS Business Advisory provided two workshops for us about the pros and cons of utilising social media platforms as tools for marketing and promotion and the best strategies for successfully using the different platforms. Lastly, we had a highly informative workshop 'Be Found Online' which covered having an online business profile and ensuring your business website is easy to navigate and contains all the information your customer needs to know about.

We held one Business Networking event at the end of 2023. This was a combined event with our end of year CRC Christmas Party. We gave an open invitation to Shire Council representatives, business operators and members of community groups in Donnybrook to join us in celebrating the occasion. This was a perfect opportunity for those attending to engage in the exchange of ideas with like-minded people and to discuss matters of importance within a social setting.

## Workshop events held throughout the year:

### Training/ Workshops

- More Bang for your Buck Advertising/ Promotion
- Grant Writing
- Business Social Media 101
- Business one on one Design
- Be Found Online

### Networking and Information Sessions

- Business Networking event combined with Donnybrook CRC end of year Christmas Party

# Social Development Support

The Donnybrook CRC has once again been able to successfully offer a range of interesting workshops, information sessions and ongoing inclusion initiatives throughout the 2023–2024 year.

The CRC engaged different facilitators to provide the expertise for many of the workshops and information sessions offered throughout the year, although some were created and presented in-house by CRC staff. The CRC had the responsibility for creating all promotional materials, organising advertising and responsible for taking bookings and payments. The events were held either at the CRC or at external venues depending on attendance numbers.

We have been fortunate to partner with South West Women’s Health for a range of workshops and information sessions run throughout the year under the banner of ‘Women Together.’ These fall under the category of Wellbeing and Connectivity and have proven to be extremely popular with the range of themes the sessions have covered.

Once again, the CRC hosted the annual ‘International Day of People with Disability’ celebration. This is an event which aims to raise awareness within the general community about disability and provides an opportunity for us to deliver specific information from various disability service providers in the South West. The event was held over a three-hour period under the platform at the Donnybrook Railway Station and attracted interest from 50+ people over the course of the day.

We hosted a number of information sessions held during WA Seniors Week in November. Two local Doctors and a Lawyer ran information sessions for us covering topics on Dementia, Care Plans and End of Life Decisions. The feedback was consistently positive, and people were appreciative of having these sometimes-challenging issues presented for discussion.

We provided a variety of ongoing social initiatives that ran throughout the year. These included a fortnightly Produce Swap which has been running for its seventh year now, the ever-popular Donnybrook Street Library and Kirup Street Library, and Donnybrook Town Teams – Laneway Projects.

The Donnybrook CRC continues to publish the Preston Press Newsletter, which keeps residents in the Shire of Donnybrook-Balingup up to date with what’s happening and achievements in the local community. Its continued popularity has once again allowed our Editor, Shendelle Mullane, and her team to maintain the average size of the paper at 48 pages over the past year.

## Events and ongoing initiatives held throughout the year:

### Seniors Support and Engagement

- Advanced Health Directives Information Session
- Dementia Information Session
- Care planning Information Session
- Information Session on Little Black Book of Scams
- WA Seniors Week activities

### Wellbeing

- International Day of People with Disability – awareness raising event
- RUOK Day – low key distribution of promotional material to display amongst local businesses.
- 16 Days in WA town walk
- Women Together 6-part Self Mastery Workshop series – Self-Love and Breath; Eating and Sensing; Movement and Emotions; Thinking, Working and Playing; Communicating and Relationships; Finding Meaning and Bringing it all Together.

### Connectivity

- Produce Swap event series.
- Introduction to computer basics 101A – each course 2 hour per week for 3 weeks
- Zoom – Free video conferencing opportunities offered to the community.
- Donnybrook Friends with Disability
- Donnybrook Town Team – Laneway project
- South West NRM series of Community Resilience Workshops – The Social Impacts of Drought; Dealing with Stress; Developing a Framework for Action; The Role of Financial Counselling.
- Women Together Information Sessions – Planning; Spotlight on Creativity; How to Fix Your Partner; Make-up Hints; Clay & Creativity; Yoga Spa Day
- Workshop for Women – Introduction to Workshop Tools - 3 x three-hour sessions over three weeks
- Donnybrook Street Library and Kirup Street Library

### Legal/ Consumer Rights/ Financial Management

- Advocacy WA – NDIS Access & Appeals
- Carers WA – Information Session
- Working With Children – Explore the check

# Services and Products

The Donnybrook CRC works to identify where services are required but may not be commercially viable for a business to provide.

As part of our commitment to make the Shire of Donnybrook-Balingup more liveable, we are always open to new business opportunities as these allow us to expand services available to residents as well as generate income to reinvest into other aspects of our business. The CRC is keen to hear from residents with ideas for business opportunities the CRC could pursue, or those who would like to discuss a business incubation approach with the CRC.

The CRC's monthly community newsletter 'The Preston Press' continues to grow in popularity, with FREE distribution of 2000 copies per month, for eleven months of the year.

The following services continue to be provided at the Donnybrook CRC:

## Office and Secretarial Services

- Word processing
- High volume colour printing & copying up to A3.
- Document scanning
- Laminating
- Document binding
- Document tri-folding.
- CD/DVD burning.
- Memory card readers

## Access to the internet and other communications technology

- High-speed, low-cost internet access
- Laptop access ports
- Video conferencing facility
- Webcams and headsets

## Information from various government agencies

- Government Information Access Point
- Services Australia Agent
- Notice boards and brochure displays for government agencies

## Job search assistance

- Employment opportunities notice board.
- 30 minutes free use of computer for job search

## Training and support

- Training courses / workshops
- Exam supervision
- Individual training

## Room and equipment hire.

- Meeting room for hire
- NLIS cattle scanning wand hire & data upload service.
- Projector and screen media equipment

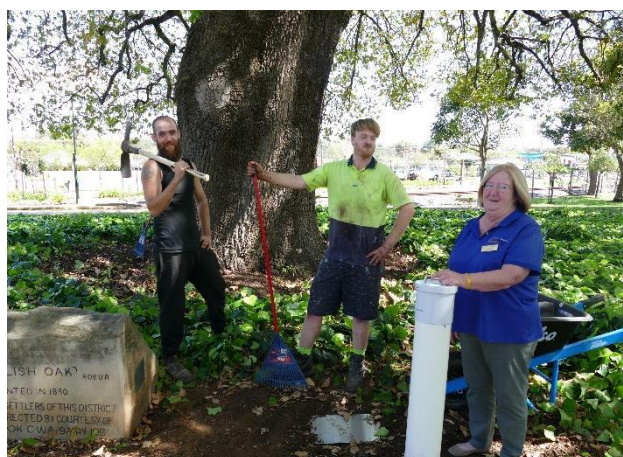


## Access to referral services for:

- Financial counselling
- Health services
- Employment services



*Medical Advanced Health Directives Information Session*



*Time Capsule ready for burial - testing the depth of the hole*

# Building Community Connections

Membership of the Donnybrook CRC is 55 members, including 30 community groups.

Key stakeholders and partners are:

## Donnybrook-Balingup Shire

- Shire of Donnybrook-Balingup  
Use of Shire owned building for a peppercorn rent; Shire Service Level Agreement of \$13,000 to the production of the 'Preston Press' community newsletter.

- Donnybrook-Balingup Chamber of Commerce  
Engaging and partnering in events/ workshops. Promotion of CRC events to Chamber members, support for Chamber activities and sub-committees.

- All Saints Anglican Church  
Referrals for support and assistance with food, housing, and pastoral care

- Donnybrook Senior's Group  
Information, support, and social gatherings for local seniors

- Donnybrook Arts and Crafts  
Partnering in workshops.

- Donnybrook Library  
Venue support for community and business workshops and information sessions

- Donnybrook Community Radio  
Cross promotion to members and listeners

- Donnybrook Regional Tourism Association  
Membership, office services and marketing

## Bunbury- Geographe Region

- Accordwest (previously Agencies for South West Accommodation) crisis counselling service  
Service referral, free room hire, support and marketing.

- Volunteers South West  
Membership and support services.

- South West Development Commission  
Collaborating in events, training, and workshops.

- Enable  
Support for individuals and families with disabilities

- Business South West – Small Business support  
Engaging and partnering in events/ workshops, Service referral

- South West Women's Health and Information Centre  
Engaging and partnering in events/ workshops, Service referral

- JSW- Jobs South West  
Contracting services and collaborating in events. Service referral

- ASWA- (Agencies for South West Accommodation) Crisis counselling service  
Free room hire, support and marketing.

- WACOSS- Western Australia Council of Social Service

## Membership and support

- LINKWEST- Community Learning and Development

## Membership and support

- Forrest Personnel

## Facilitation and support

- Anglicare

## Counselling and support services, service referral

- Richmond Wellbeing- mental health organisation

## Service referral

- Rural in Reach- Woman's Health and Family Services

## Service referral

- Regional Men's Health- raising awareness of men's health.

## Service referral

- Employment Law Centre of WA

## Service referral

- Bunbury Senior High School

## Work experience program

- Parenting Connection WA

## Service referral

## State Government

- Jodie Hanns MLA

Facilitation and support, Hot Office provided when required.

- Department of Training & Workforce Development

Dedicated job search facility, with free access to a computer, internet, and support, to enable job seekers to research and prepare for jobs.

- Department of Primary Industries and Regional Development  
Contractual funding and support

- Department of Child Protection  
Facilitation and support

## Federal Government

- Services Australia Agent for Centrelink, Medicare, Family Assistance and Child Support services

- Department of Agriculture  
National Livestock Identification System (NLIS) wand hire & data upload service.

- Australian Taxation Office  
Room Hire

- Nola Marino MP, Federal Member for Forrest.

Facilitation and support, Hot Office provided when required.

- Indigenous Business Australia  
Information, support, and services for Aboriginal people in business



*Jodie Hanns MLA viewing our new computers with CRC Manager Sue Martin*

# Our Team

## Management Committee

Our Management Committee comprises of seven positive and enthusiastic representatives. The committee's commitment to good governance ensures strong and positive outcomes for the community and their contributions are greatly valued.

<p><b>Lee Fitzgerald</b> CHAIRPERSON</p>	<ul style="list-style-type: none"> <li>Retired Business Manager (Donnybrook DHS) with 25+ years' experience in Financial Planning and Budgeting, Human Resource Management, Asset, Resources and Facilities management including major building projects.</li> <li>President of Donnybrook Golf Committee and Secretary to Board of Management, Donnybrook Country Club.</li> <li>Secretary to South West Districts Ladies Golf Association.</li> <li>Community volunteer with a passion for community</li> </ul>
<p><b>Brian O'Hare</b> DEPUTY CHAIRPERSON</p>	<ul style="list-style-type: none"> <li>Trained and worked as a business machine technician in various parts of Australia, including own business.</li> <li>20 years working as a school librarian with the Education Department - WA</li> <li>Thirty years' service as a Scout Leader including District Commissioner for the Blackwood Warren District</li> <li>Two full terms as a Shire Counselor with Boyup Brook Shire</li> <li>Founding and Life Member of the Warren Arts Council</li> <li>Ten years' experience on Boyup Brook CRC management committee</li> </ul>
<p><b>John Ridgway</b> TREASURER</p>	<ul style="list-style-type: none"> <li>25+ years' experience working for the State Government in senior management roles. Much of that time was working for the Department of State Development negotiating and managing State Agreement Acts</li> <li>Most recent role was with the Department of Mines and Petroleum as the Project Manager for the proposed Carbon Capture and Storage Project in the South West</li> <li>Sound skills in fiscal management, project management and leadership</li> </ul>
<p><b>Judith Morrisey</b> COMMITTEE MEMBER</p>	<ul style="list-style-type: none"> <li>Retired business owner of an information management consultancy based in Perth.</li> <li>Sound skills in project design and management, group facilitation and problem solving and solution generation.</li> <li>A member of professional and community organisations of diverse types for decades. Held positions of President, Treasurer and Secretary and manager of various projects in these organisations.</li> <li>Moved to Donnybrook in 2016</li> <li>Passionate about ensuring that people are directly engaged in.</li> <li>developing their community</li> </ul>

<p><b>Christina Gammon</b> SECRETARY</p>	<ul style="list-style-type: none"> <li>• Currently a Registered Nurse working in education at South West Women’s Health and Information Centre</li> <li>• Has an online business supporting women through parenting challenges</li> <li>• Her focus in both roles is women’s empowerment through education, health/self-literacy, and community connection</li> </ul>
<p><b>Sarah Kirkpatrick</b> COMMITTEE MEMBER</p>	<ul style="list-style-type: none"> <li>• Grew up in Balingup.</li> <li>• Lives on family farm with 2 daughters</li> <li>• Runs a small massage therapy business from home and works as a disability support worker.</li> <li>• Enjoys being part of the community and has recently started a disability support and friendship group</li> </ul>
<p><b>Madeline (Maddie) Kiernan-Smith</b> COMMITTEE MEMBER</p>	<ul style="list-style-type: none"> <li>• 50 years as a registered nurse, 35 spent in the north, Darwin, Kimberley’s, and the Gascoyne</li> <li>• Child Care proprietor in Busselton</li> <li>• Served on many different organisations as secretary and/or treasurer.</li> <li>• Currently school health nurse in Donnybrook</li> <li>• Local coordinator for Hands Up 4 Kids reading program</li> </ul>



*Preston Press through the years*



*Community Club Expo*

## Staff Team

Donnybrook CRC is fortunate to have a staff team made up of dedicated and talented individuals who aim to deliver high quality service with a professional yet caring approach. This year our staff team has continued to improve a number of internal procedures thus streamlining our processes.

### Manager

Sue Martin is the current Manager at the CRC responsible for managing the staff, coordinating the day-to-day operations, advising Management Committee about operational and governance issues, contributing to planning and policy development, and ensuring that contractual outcomes are achieved and reported to the Department of Primary Industries and Regional Development. Sue possesses extensive Office Administration experience gained whilst working at two Katanning based businesses as well as interstate businesses. Sue provides strong customer service for all clients with a willingness to ensure that the customer's needs are met.



### Assistant Manager Retired

Graham Burns was the Assistant Manager here at the CRC from 2015 to 2024. Graham worked closely with the Manager in organising the events set out in the DCRC's Action Plan. With a strong work ethic, always willing to add value to the team and strong customer support skills we will miss Graham's experience and skill but wish him a happy retirement.



### Assistant Manager

Ryan Burns is our new Assistant Manager who joined us in July this year working previously as relief for the Manager and previous Assistant Manager. Ryan will be Working 5 days a week full-time for the duration of his stay here at the CRC, coming to us with a large amount of IT and Graphic Design knowledge from previous training and even a Certificate in Business 3 from this very CRC.



## Preston Press Editor

Shendelle Mullane is the Editor. The Preston Press continues to do well, with consistent advertising and plenty of interesting contributions from the community. The paper continues to attract new advertisers both within and outside of the Shire, which is a testament to the paper's popularity, reach and effectiveness as an advertising medium. Of the 11 editions produced in 2023/24, nine were 48 pages long and two 56 pages. The Preston Press regularly receives positive feedback from readers.



## Volunteer

Debbie Bourke is one of our longest serving volunteers. She has been volunteering 2 to 3 days per week over the past 7 years. She has provided valuable customer service in reception while upskilling in office computer programs.



## Trainee Reception Officer

Elijah Carna is our new trainee who joined us in May this year as our Trainee and Reception Officer at the CRC. Working 5 days a week full-time for the duration of his traineeship. He is currently working towards completing a Certificate 4 in Business.



## Bookkeeper

Michaela Raccanello is engaged as our bookkeeper by the DCRC to assist in updating and checking our financial processes.

## Cleaner

Helen Samelko is the CRC's current cleaner. We especially notice the difference she makes during winter when many muddy boots visit the DCRC over the course of the week, but Monday morning when staff arrive, the floor is clean again!

# Our Supporters

## Government

Donnybrook CRC receives funding via contracts from Department of Primary Industries and Regional Development and Services Australia. These contracts provide our main source of government-funded income and allow us to provide a wide range of services to our community.

## Local Government

The Donnybrook CRC acknowledges and is grateful for the prominent level of support offered by the Shire of Donnybrook-Balingup. The Shire provides our premises under a peppercorn lease arrangement and is a generous supporter of community groups, the Community Resource Centre being one of those beneficiaries. We look forward to a continued positive working relationship.

## Community Partners

The Donnybrook CRC is very appreciative of the loyalty of our members and other supporters. Working collaboratively with stakeholders is particularly important to us and we are keen to continue to grow our relationships with individuals and organisations in our community.

## Special Thanks

Special thanks to all our volunteers who offer their time and energy to assist the Donnybrook CRC and the Preston Press Community Newsletter. Their contributions enable us to continue providing an affordable and quality service to our community. Their assistance is invaluable to us, and we would not be without it. We also thank the local community groups who continue to support us through their membership and collaborating in activities.



*University of the Third Age*



# Treasurer's Report

## Overview

For this financial year, the Community Resource Centre managed its finances very well. The manager and staff were diligent in ensuring that income opportunities were optimised, and that expenditure was constrained where possible. The CRC has continued to assist community organisations, which does impact on the financial management, but this has not created any significant issues.

The Preston Press had a good year financially. It was able to return a net profit of \$9,460.62 which is a significant improvement on the loss for the previous year. This outcome was as a result of a significant increase in advertising income and assistance from the Shire of Donnybrook/Balingup.

The combined financial outcome for the CRC and the Preston Press was a net profit of \$8,403.40. This is a good outcome compared to the previous years loss of \$17,343.00. The management has reviewed the financial result and is looking to continue this financial performance over the coming year.

## Donnybrook CRC

The financial outcome for the CRC was an overall net profit of \$8,403.40. This is a pleasing outcome given that the financial situation remains difficult for organisations like CRC's. The staff and management committee worked together throughout the year to bring about this outcome.

This outcome was brought about despite the \$39,464.38 increase in employment expenses. This increase was as a result of staff changes and the need to increase the number of paid staff to meet the demand for service provision.

As previously stated, the ongoing staffing of the CRC and its related financial impacts is an issue that will continue to be addressed in the coming financial year.  
(the asset reclassification)

The Preston Press transfer to the CRC account was \$38,684.72. This figure is for staff wages and a nominal rental fee for office space of \$1200.00. The CRC will be reviewing these expenses with the intention of making them more accurate in relation to the overall costs of accommodating and assisting the Preston Press.

## Income

The total income for the CRC's financial year was \$262,381.15. This is a significant increase of \$40,226.82 over the previous financial year.

The issues that impacted on this outcome are:

- The CRC obtained \$111,519.00 from the Department of Primary Industries and Regional Development (DPIRD). This includes an increase of \$4812.00 over the previous year's support. The CRC is incredibly grateful for this support without which it would not be able to continue with its essential community engagement. DPIRD will continue this support in the coming year.
- Service Australia also continued with its support, providing \$27,847.97 to the CRC. The level of community support provided by the CRC has continued to increase as the demand in the community for assistance rises. The committee will continue to monitor the provision of this service.

- The CRC received \$44,836.00 Trainee support from DPIRD. This trainee support has enabled the CRC to assist young people in our community to gain valuable work experience. It also enables the CRC to meet its rising employee requirements in order to enhance community service.
  - The income from sales and services was maintained at similar levels to the previous year. The management and the committee will be reviewing the opportunities to enhance its service provision in order to maintain and improve this income opportunity.
  - All other expenditure was considered to be reasonable and not of any concern.
- Upon review, the CRC committee considered the expenditure to be consistent with expectations and met the operational requirements.

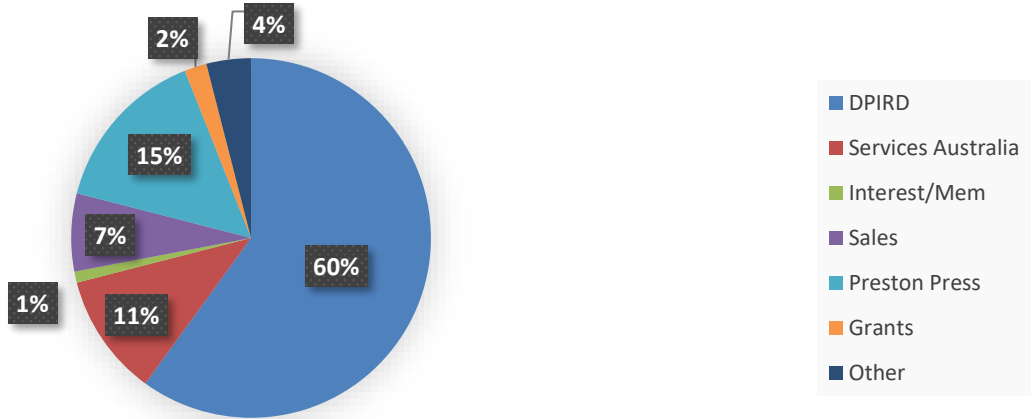
## **Expenditure**

The total expenditure by the CRC was \$253,977.75 which was an increase over the previous year of \$17,624.22.

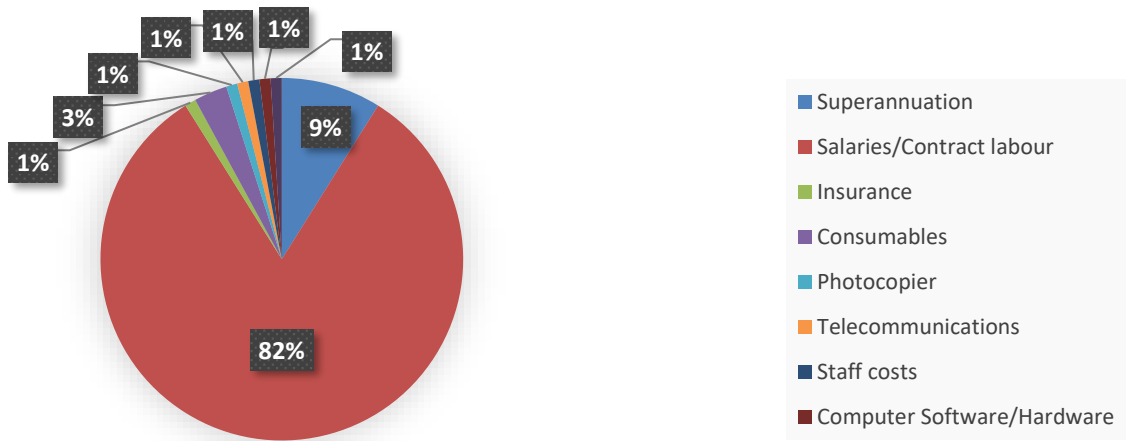
The primary contributors to this outcome are:

- The employment expenses rose by \$39,464.38. This is a significant increase over the previous year. This outcome, however, was expected and takes into account the increased traineeship support and the rise in salaries which was in line with inflationary increase.
- In past years, the purchase of computers, furniture and equipment has been shown as expenditure in total for the year of purchase. By using a separate asset register, these assets have now been reclassified to appear on the balance sheet. Consequently, the remaining value of the assets has been deducted from this year's expenditure. This amounted to \$9,417.75. In future years, this sum will be reduced in accordance with depreciation.

### Donnybrook CRC Income Total \$262,381



### Donnybrook CRC Expenses Total \$253,997



## Preston Press

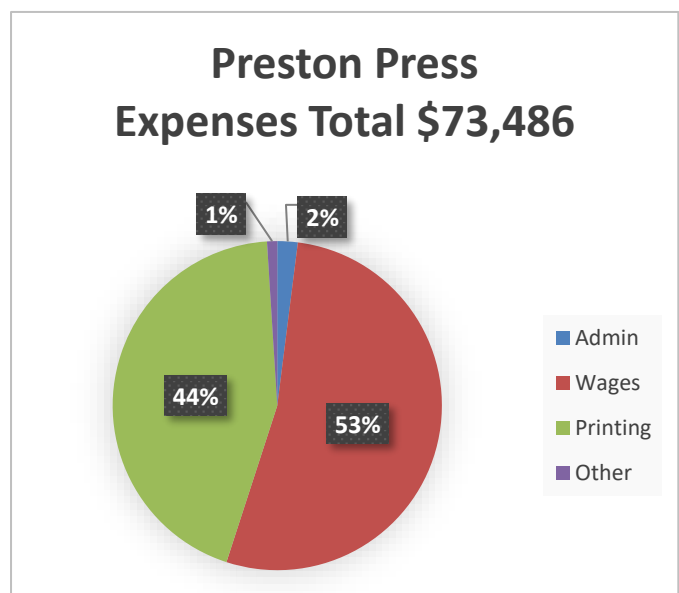
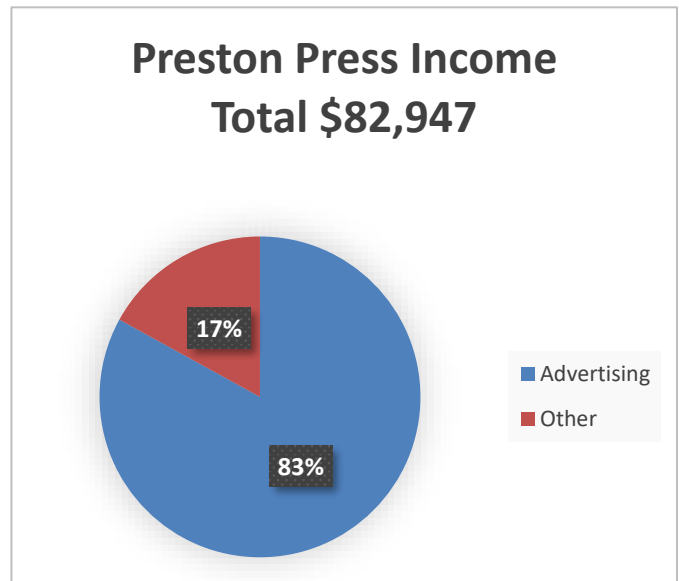
The Preston Press has continued its role of providing a very valuable service to our community. This financial year, the paper returned an operating profit of \$9,460.62. This is a very significant improvement on its performance over recent years. The intention is that the Preston Press will continue to grow its community service and remain of significantly better quality to papers provided to other communities in WA.

The major contributing factors to the Preston Press performance were:

- The total income for the financial year was \$82,947.03. This is an increase over the previous year of \$22,677.48. The expectation is that the Preston Press income will remain at this level for the coming financial year.
- The advertising income rose by \$13,695.86. This was brought about by a review of the advertising charges and a subsequent increase. The increase in advertising charges did not impact on the overall number of advertisements in the paper.
- The cost of printing rose by a substantial \$10,342.00. Whilst this is a significant increase, it is partially offset by the improved quality of the printing.
- The Shire of Donnybrook Balingup has very kindly agreed to continue its Service Level Agreement value, to enable the Preston Press to work on providing a prominent level of service to the community and to remain viable going forward. Without this support, it is difficult to see how the Preston Press could continue to operate in the foreseeable future.

As in previous years, the manager of the CRC has spent time reducing the amount of outstanding debt owed to the Preston Press. This has helped maintain the current low level of debt.

The Preston Press has continued to pay a minimal sum to the CRC for access to its facilities. This has again led to a subsidy being provided by the CRC. This issue, together with the other costs of production, will be reviewed by the Committee in the coming financial year.



## Audit results

The audit of the finances was carried out by AF Accounting and Business Services and did not identify any significant issues for the CRC or Preston Press financially. The report provided by the auditor has been reviewed by the committee, the manager and the bookkeeper. The work undertaken by the auditor is appreciated.

## Thanks

The bookkeeping work has been carried out by Michaela Raccanello. Her help with the managing the finances and keeping accurate records, the financial activity of the organisation is greatly appreciated. Her work has included providing regular monthly reports to the committee and identifying any significant financial issues that might have occurred. Thank you, Michaela.



*Bendigo Bank Pitch Night Winners*

# Financial Statements

## Donnybrook Community Resource Centre Incorporated

### Statement of Profit and Loss

For the Year Ended 30 June 2024

	2024	2023
<b>Income</b>		
Sales Services CRC	16,180.49	16,029.94
Sales Services - Courses	1,019.07	654.55
PP income	1,200.00	1,200.00
Donations	5.22	0.00
Sale of Plant & Equipment	0.00	181.82
Membership	734.08	648.18
Reimburse PP Wages	37,484.72	40,309.54
Bank Interest	1,082.11	204.77
DPIRD Operational Support	111,519.00	106,707.06
DPIRD Info & Comm Technology	500.00	8,592.00
DPIRD Prof Dev & Training	2,500.00	2,500.00
DPIRD Trainee Support	44,836.00	14,714.00
Dept Workplace & Training	1,750.00	0.00
Grants	2,909.09	2,574.55
Grant - Volunteer Day	0.00	800.00
Grant - Seniors Week	909.09	0.00
Grant - Disability Day	1,000.00	0.00
Women Together	281.82	0.00
Services Australia	27,847.97	27,037.92
Workers Comp Reimbursement	10,622.49	0.00
<b>Total Income</b>	<b>262,381.15</b>	<b>222,154.33</b>
<b>Gross Profit</b>	<b>262,381.15</b>	<b>222,154.33</b>
<b>Expenses</b>		
Accounting and Auditing	2,080.00	1,980.00
Advert Promotions & Marketing	1,706.17	852.02
Bank Charges	457.31	435.27
Catering & Amenities	2,784.97	2,010.43
Computer Software ICT Purchase	2,620.12	1,855.66
Community Initiatives	0.00	5,329.18
Contract Labour	7,825.00	9,207.50
Disability Day Expenses	1,372.51	0.00
Volunteer Day Expenses	0.00	733.25
Seniors Week Expenses	79.62	0.00
Women Together Workshops	535.00	0.00
Event costs	967.42	850.00

**Donnybrook Community Resource Centre Incorporated**

**Statement of Profit and Loss**

**For the Year Ended 30 June 2024**

	Notes	2024	2023
Honorariums/Gifts Volunteers		50.00	300.00
Insurance		1,392.01	4,050.02
Memberships Paid		621.82	562.73
Office Consumables		2,985.49	2,475.06
Postage & Freight		426.38	566.44
Photocopy usage		3,591.59	3,308.49
Repairs & Maintenance Building		2,894.71	2,270.99
Repairs & Maintenance Equip		119.64	156.36
Support Services Package		2,340.00	2,250.00
Telecommunications		1,603.88	1,277.26
Training & Prof Development		973.49	662.15
Travel Costs		91.70	138.57
Uniforms		784.64	342.18
<b>Employment Expenses</b>			
Wages & Salaries		203,029.07	161,359.02
Workers' Compensation		1,293.85	2,341.95
Superannuation		23,132.18	17,530.44
Employee Leave Entitlements		-2,363.00	4,396.31
<b>Total Employment Expenses</b>		<b>225,092.10</b>	<b>185,627.72</b>
<b>Capital Expenditure</b>			
Computer Hardware Purch		-916.36	7,345.45
Equipment & Furniture		0.00	1,766.80
Asset Reclassification		-8,501.46	0.00
<b>Total Capital Expenditure</b>	2	<b>-9,417.82</b>	<b>9,112.25</b>
<b>Total Expenses</b>		<b>253,977.75</b>	<b>236,353.53</b>
<b>Operating Profit</b>		<b>8,403.40</b>	<b>-14,199.20</b>
<b>Net Profit</b>		<b>8,403.40</b>	<b>-14,199.20</b>

**Donnybrook Community Resource Centre Incorporated**

**Balance Sheet**

**For the Year Ended 30 June 2024**

	Notes	2024	2023
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash On Hand</b>			
Bendigo Cheque a/c		111,494.72	74,098.92
Master Card Credit a/c		1,033.34	1,005.60
Cash Drawer Float		100.00	100.00
Petty Cash		148.90	77.75
CRC / PP Clearing Account		0.00	3,492.45
CRC Term Deposit 2849		0.00	44,698.67
Sandhurst Select 90		20,000.00	0.00
<b>Total Cash On Hand</b>		<b>132,776.96</b>	<b>123,473.39</b>
Trade Debtors		437.00	224.03
<b>Total Current Assets</b>		<b>133,213.96</b>	<b>123,697.42</b>
Prepaid Expenses		6,038.33	0.00
<b>Fixed Assets</b>			
<b>Office/Computer Equipment</b>			
Office/Comp Equip at Cost		34,109.00	0.00
Office/Comp Equip Accum Dep'n		-22,460.37	0.00
<b>Total Office/Computer Equipment</b>		<b>11,648.63</b>	<b>0.00</b>
<b>Furniture &amp; Fixtures</b>			
Furn & Fixtures - at Cost		4,860.28	0.00
Furn & Fixtures- Accum Dep'n		-2,238.14	0.00
<b>Total Furniture &amp; Fixtures</b>		<b>2,622.14</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>2</b>	<b>14,270.77</b>	<b>0.00</b>
<b>Total Assets</b>		<b>153,523.06</b>	<b>123,697.42</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade Creditors		1,854.68	1,947.36
Unexpired Grants		19,000.00	23,286.00
<b>GST Liabilities</b>			
GST Collected		4,914.93	2,653.00
GST Paid		-3,195.76	-1,501.55
PP recon GST		-1,630.00	0.00
PP GST Collected		2,066.00	0.00
PP GST paid		178.00	0.00
<b>Total GST Liabilities</b>		<b>2,333.17</b>	<b>1,151.45</b>
<b>Payroll Liabilities</b>			
PAYG Withholding Payable		10,674.56	6,868.00



**Donnybrook Community Resource Centre Incorporated**

**Balance Sheet**

**For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
Superannuation Liability	1,835.07	5,615.16
<b>Total Payroll Liabilities</b>	<b>12,509.63</b>	<b>12,483.16</b>
<b>Auspiced Grants</b>		
Donnybrook Garden Club	-384.55	0.00
U3A	128.64	0.00
Munda Biddi Realignment	2,000.00	2,000.00
<b>Total Auspiced Grants</b>	<b>1,744.09</b>	<b>2,000.00</b>
<b>Donnybrook Town Team Grants</b>		
DDDO - Shire	1,685.01	1,685.01
DDDO - Community Resource Ctre	1,218.18	1,218.18
DDDO - Lions Club	186.74	186.74
DDDO - Bendigo Bank	818.50	818.50
Egan Arcade Garden	1,500.00	0.00
PO Laneway	-1,808.50	-175.14
Donnybrook Townscape	2,660.00	0.00
Asphalt Art Project	24,685.00	0.00
<b>Total Donnybrook Town Team Grants</b>	<b>30,944.93</b>	<b>3,733.29</b>
Annual Leave provision	11,928.16	18,561.16
Long Service Leave Provision	11,787.61	7,517.61
<b>Total Current Liabilities</b>	<b>92,102.27</b>	<b>70,680.03</b>
<b>Total Liabilities</b>	<b>92,102.27</b>	<b>70,680.03</b>
 <b>Net Assets</b>	 <b>61,420.79</b>	 <b>53,017.39</b>
 <b>Equity</b>		
Retained Earnings	53,017.39	67,216.59
Current Year Earnings	8,403.40	-14,199.20
<b>Total Equity</b>	<b>61,420.79</b>	<b>53,017.39</b>

**Preston Press Community Newsletter**

**Statement of Profit and Loss**

**For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
<b>Income</b>		
Advertising Income	68,893.98	55,198.12
Other income	13,000.00	5,000.00
Bank Interest	1,053.05	71.43
<b>Total Income</b>	<b>82,947.03</b>	<b>60,269.55</b>
<b>Gross Profit</b>	<b>82,947.03</b>	<b>60,269.55</b>
<b>Expenses</b>		
Admin costs	1,200.00	1,100.00
Bank Fees	317.21	312.71
Contract Labour	800.00	1,150.00
Freight	990.00	846.00
Printing costs	31,784.00	21,442.00
Travel	200.00	200.00
Training & PD	0.00	895.00
Amenities Entertainment	160.00	863.06
Wages & Salaries	37,827.93	36,172.73
Bad Debt Write offs	207.27	430.91
<b>Total Expenses</b>	<b>73,486.41</b>	<b>63,412.41</b>
<b>Operating Profit</b>	<b>9,460.62</b>	<b>-3,142.86</b>
<b>Net Profit</b>	<b>9,460.62</b>	<b>-3,142.86</b>

**Preston Press Community Newsletter**

**Balance Sheet**

**For the Year Ended 30 June 2024**

	<b>2024</b>	<b>2023</b>
<b>Assets</b>		
PP / CRC Clearing Account	0.00	-3,492.45
Bendigo cheque a/c	50,605.32	48,036.67
Undeposited Funds	130.00	0.00
Term Deposit 3126	30,084.40	29,350.63
Term Deposit 7755	12,886.20	12,571.90
Trade Debtors	7,777.90	2,278.79
<b>Total Assets</b>	<b>101,483.82</b>	<b>88,745.54</b>
<b>Liabilities</b>		
Trade Creditors	3,157.00	0.00
<b>GST Liabilities</b>		
GST Collected	2,057.33	1,420.43
GST Paid	-1,280.59	-764.35
<b>Total GST Liabilities</b>	<b>776.74</b>	<b>656.08</b>
<b>Total Liabilities</b>	<b>3,933.74</b>	<b>656.08</b>
<b>Net Assets</b>	<b>97,550.08</b>	<b>88,089.46</b>
<b>Equity</b>		
Retained Earnings	88,089.46	91,232.32
Current Earnings	9,460.62	-3,142.86
<b>Total Equity</b>	<b>97,550.08</b>	<b>88,089.46</b>



## **Donnybrook CRC**

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**Department of  
Primary Industries and  
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