

2020 - 2021 ANNUAL REPORT



NHVV ASSIST

Designed by
Emma Wordsworth

DIRECTORS



Nicole Battle

Nicole became Chief Executive Officer of Neighbourhood Houses Victoria in May 2018. She is responsible for overseeing the overall strategic operations of Neighbourhood Houses Victoria and providing effective leadership for the sector. This includes ensuring a strong culture of governance and accountability, and advocating to government and other external stakeholders to ensure the sustainability of the neighbourhood house sector now and into the future.



Greg Ferrington

Greg has been involved in the sector for over 25 years in Victoria and Queensland. He is the Manager of Wyndham Park Community Centre, a board member of Duke Street Community House, and is also the Chairperson of the ACFE Regional Council - North West Melbourne. He has previously worked in the disability employment and education sector and has managed social enterprises.



Merial Clark

Merial was the Network Manager for Network Inner East Community Houses for seven years. She has had extensive experience in the neighbourhood house sector across Australia having been employed in the sector since 2000.

Staff



Sonya Davis

Sonya is responsible for expanding human resources knowledge, skills and services across the sector, and oversees the HR/IR subscription service NHV Assist.

ABOUT NHV ASSIST

NHV Assist
HR and IR for community organisations



The idea for NHV Assist came about as a result of conversations with Neighbourhood Houses across Victoria, highlighting the real need for HR and IR support. The kind of support specific to the unique and sometimes complex nature of the neighbourhood house sector.

So, in July 2021 NHV Assist Limited was launched to provide the much needed specialised HR and IR support for community-based organisations including neighbourhood houses and community centres, adult community education providers and early childhood providers.

NHV Assist Limited is a Public Company Limited by Guarantee owned entirely by Neighbourhood Houses Victoria Incorporated. It is also a registered charity with the specific purpose of supporting the effectiveness of charities and not for profit organisations that advance social or public welfare and other purposes beneficial to the Australian public.

The service operates on an annual subscription model and provides support with recruitment, HR case management and troubleshooting, legal advice and support for IR matters, mediation and Employee Assistance Programs (counselling).

SONYA DAVIS
National Manager

THE RESULTS

60

**NEIGHBOURHOOD
HOUSES HAVE SIGNED
UP**

31

**OF THESE HAVE
SIGNED UP TO THE EAP
SERVICES**

217

**STAFF MEMBERS HAVE
ACCESS TO 3
CONFIDENTIAL
SESSIONS EACH**

34

**STAFF MEMBERS HAVE
ACCESSED THE
SERVICE**

MANAGER'S MESSAGE



My first experience with Neighbourhood Houses was as a new migrant. I had packed my life in boxes and moved halfway across the world from South Africa. Needing to connect, I volunteered at my local Neighbourhood House, working with a team making a real difference in the lives of the people in their community. It was such a rich and rewarding experience and I'll never forget it.

Next I was as a student, attending classes, where I made friends and met some truly inspiring teachers, so I've experienced first-hand, the impact these organisations have on the communities they serve.

In April 2021 I came on board as the very first NHV Assist staff member. What a journey it's been. I'm delighted to be working with Neighbourhood Houses and have been so humbled and inspired by the stories shared with me. There are so many wonderful initiatives and incredible people driving change. I can't wait to learn more.

SONYA DAVIS
National Manager

“NHV Assist is a fantastic service for Neighbourhood Houses. As a new organisation, we have been so grateful for the support and advice of NHV Assist when creating employment contracts, position descriptions, independent trainer/contractor agreements, navigating the NHACE agreements and pay tables and making changes to staff roles and responsibilities. Investing in the services of NHV Assist has certainly been worthwhile for our small Neighbourhood House.”

SARAH GREENWOOD-SMITH,
BALLARAT EAST NEIGHBOURHOOD
HOUSE

FINANCE REPORT

NHV Assist
HR and IR for community organisations

**NHV Assist Limited as of June
30 2021**

PROFIT AND LOSS

BALANCE SHEET

**Prepared by
Cameron MacRae**

PROFIT AND LOSS

1 JULY 2020 TO 30 JUNE 2021

INCOME

BASE SUBSCRIPTION	21,558 ¹	-
EAP SUBSCRIPTION	9,002 ²	-
INDUSTRIAL RELATIONS SERVICES	1,215	-
INTEREST INCOME	29	-
MEDIATION SERVICES	32,976	-
RECRUITMENT	1,206	-
RESTRUCTURE SUPPORT	3,500	-
SALES	480	-
TOTAL INCOME	69,966	-
GROSS PROFIT	69,966	-

LESS OPERATING EXPENSES

ANNUAL LEAVE AND LSL CHANGE	378	-
CONTRACTED SERVICES	22,100 ⁴	-
DOCUMENT AND SEARCH COSTS	196	-
EAP USE BY CLIENT AT COST	4,580	-
EMPLOYMENT ADVERTISING	1,660	-
INSURANCE	825	779
LEGAL EXPENSES	28,493	4,371 ³
STAMP DUTY	80	-
STRIPE GATEWAY	35	-
SUBSCRIPTIONS	421	668
SUPERANNUATION	429	-
TRAVEL - NATIONAL	56	-
WAGES AND SALARIES	4,476 ⁵	-
TOTAL OPERATING EXPENSES	63,729	5,818
NET PROFIT	6,237	(5,818)

Notes

1 Actual Base subscription fees received \$34,740.00

2 Actual EAP subscription fees received \$12,625.00

3 Previous year expenses show the disbursement of the total prior loan value of \$5,818.00

4 Contracted services includes \$10,400 for NHVic Management, taken up in the loan account.

5 NHV Assist employed directly as of 10 May 2021.

BALANCE SHEET

1 JULY 2020 TO 30 JUNE 2021

ASSETS

BANK

NHV ASSIT LIMITED C/ACCESS	2,902	-
NHV ASSIST LIMITED SAVER	29,491	-
TOTAL BANK	32,393	-
CURRENT ASSETS		
ACCOUNTS RECEIVABLE	5,199	-
TOTAL CCURENT ASSESTS	5,199	-
TOTAL ASSETS	37,592	-

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE	429	-
GST	1,678	-
LOAN FROM MEMBER	16,219 ²	5,818¹
PAYG WITHHOLDINGS PAYABLE	942	-
ROUNDING	(1)	-
WAGES PAYABLE - PAYROLL	721	-
TOTAL CURRENT LIABILITIES	19,989	5,818

NON-CURRENT LIABILITIES

ANNUAL LEAVE	303	-
INCOME IN ADVANCE	16,805 ³	-
LONG SERVICE LEAVE	76	-
TOTAL NON-CURRENT LIABILITIES	17,184	-
TOTAL LIABILITIES	37,173	-
NET ASSETS	419	5,818

EQUITY

CURRENT YEAR EARNINGS	6,237	(5,818)
RETAINED EARNINGS	(5,818)	-
TOTAL EQUITY	419	(5,818)

Notes

¹ Initial setup costs paid for by NHVic.

² NHVic Management contribution, 2 hours per week 52 weeks charge rate \$100 ph total increase \$10,400

³ Subscriptions cross multiple periods. \$13,182.16 received in advance for base subscription and \$3,623.01 received in advance for EAP.