

NORTHCLIFFE

Community Resource Centre

ANNUAL REPORT

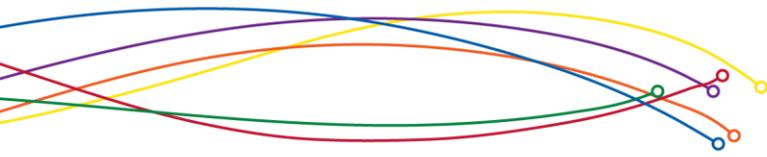
2024-25



Proudly supported by the Northcliffe Community
and the Government of Western Australia



Department of
Primary Industries and
Regional Development



Cover photograph:

Underwater by local artist Aimee Dixon. This 4m long print was featured in the 2024 exhibition 100♀, celebrating 100 years of women's creative acts in Northcliffe. NCRC reproduced this collage of Aimee's artworks on canvas using our Epson wide format gicleé printer. It was the biggest print we have ever made! After the exhibition concluded Aimee's family donated the work to hang in the NCRC Meeting Space.

This annual report will be made available online at:

[northcliffe.org.au/resources/ncrc/2024-25 annual report.pdf](https://northcliffe.org.au/resources/ncrc/2024-25%20annual%20report.pdf)

or via our page on the ACNC (charities) website:

<https://www.acnc.gov.au/charity/charities/b4df2bc1-7b3d-ee11-bdf5-00224893b304/documents/>



Contents

Who we are.....	4
What we do.....	5
Chairman’s Report.....	9
Manager’s Report	10
2024/25 – Twelve months in Summary	12
Events and Services in 2024/2025.....	13
Building Community Connections	24
Our Supporters	27
Our Team.....	28
Treasurer’s Report.....	31
Financial Result and Budget	33
Audit Report and Financial Statements.....	34

Who we are

Our Vision



We want Northcliffe to be a home for new business, community and social enterprises.

Our Mission



The mission of the Northcliffe Community Resource Centre is to support this vision by providing access to technology, information, educational and creative opportunities.

We are a community owned not-for-profit association located in the heart of Northcliffe and part of the WA Community Resource Network. Community Resource Centres (CRCs) are friendly, locally owned and operated service and information centres, tasked with promoting Economic and Social Development throughout Regional Western Australia.

Northcliffe Community Resource Centre are a registered charity and provide public spaces for the use of the community. We hope to alleviate social isolation in the community and the deficits faced by individuals with limited support networks. Our effective interventions assist people to complete projects, to access support and to stay connected in the community.

What we do

“...providing access to technology, information, educational and creative opportunities”

The Northcliffe Community Resource Centre (NCRC) is a community-run, incorporated organization situated in the heart of Northcliffe. We are registered with the Australian Charities and Not-for-profits Commission (ACNC).

We are part of the welcoming network of regional and remote centres that make up the Western Australian Community Resource Network. The Government of Western Australia, through the Department of Primary Industries and Regional Development, provides essential funding to our centre. We are overseen by a team of seven volunteers who manage a staff team of four (and sometimes five).

We're known throughout the region for our high-quality one-on-one support, printing services, and our commitment to helping other community groups and individuals, as well as the expert assistance we can provide to those struggling with computers and mobile devices.

At the NCRC, we're dedicated to helping people connect into the community and achieve their goals. Our equipment and personalized support assists those applying for a job, starting a podcast, launching a business, creating a birthday card, or updating a mobile phone. We provide access to office equipment, printing resources (including specialty photo printing), scanners, a fax service, binding, laminating and more.

The NCRC is also able to take strategic actions and provide one-on-one support in response to community wide needs such as those presented by natural disasters, the development of e-government and e-commerce, technology threats, town celebrations and events, and other challenges and opportunities which arise. We refer clients to other relevant services and welcome locals and visitors who just want to drop by for a chat or a coffee.

Our organized activities include regular free film screenings at our Beanbag Cinema, our Family History Group, annual photo competitions, Halloween parties, workshops, and information sessions. Such events reduce social isolation and provide opportunities for community members to form new connections.

Northcliffe CRC also serves as a Services Australia Access Point, providing free computer use for accessing online government services like Medicare and Centrelink. We also provide free access to computers and printers for access to State and local Government services.

Our centre features a comfortable shared computer room, a Common Room which is free for use by anyone in the community wanting to meet with a friend or hang out, a spectacular Meeting Space, a mini broadcasting and videoconferencing studio, and

several spaces which can be rented as temporary offices as well as a private area for users of the Services Australia Access Point.

Our partnerships with other local community organisations are numerous, including those with our collocated partners Southern Forest Arts (SFA) and the Northcliffe Visitor Centre (NVC). We provide a collaborative space in which community projects are pursued such as the monthly publication of The Karri Pigeon, a local community newspaper created by Northcliffe Community Development Group (NCD).

We manage the northcliffe.org.au website and the Northcliffe Community Calendar and write monthly articles with technology and other advice in the Karri Pigeon.

NCRC is open Monday to Friday from 10 AM to 5 PM, year-round.



Access to government services (SLO1)

- 170 government access point services provided
- 159 video conferences
- State, Federal and Local Government Information

Services Australia Access Point

- 90 Services Australia client visits (Centrelink, Medicare etc.)
- 2 Services Australia Bus visits



Associations support (SLO3)

- 24 Associations Support training sessions
- 28 hours of training
- Committee meeting room hire, event room hire
- 3 broadcasting support packages delivered to Associations ???



Economic and business development support (SLO2)

- 25 referral relationships for business development and employment pathways
- 125 commercial room bookings (conference, meeting room and office hire, not including video conferences)
- A partnership with the Northcliffe Workers Club and local volunteers to create the inaugural Milltown Market Day.
- 30 one-on-one business development training sessions
- 7 one-on-one workforce development training sessions



- 5 broadcasting support packages development to businesses
- 3 trainees employed and 1 trainee graduation
- Trainee participated in WA Youth Parliament 2025 and successfully ran for local government



Social development support (SLO3)

- Bean Bag Cinema Venue – 2 kids film events delivered and 5 adult film events, including 2 indigenous themed events.
- 258 visits to *Glitch* kids computing (computer gaming and supervised computer and internet access for kids).
- 260 one-on-one training sessions for individuals. Support packages were 'Computer and Mobile Device Clinic' and 'Get Email, Get MyGov, Get Started'
- 16 local Social Development initiatives delivered
- Annual photo competition featured the exhibition phase of *From a Different Angle* in 2024 and the planning and competition phase of *little/BIG* in 2025.
28 people entered photos into *From A Different Angle* competition and 108 entries were received. From that 30 images were printed for the exhibition at the Painted Tree gallery in July 2024.
The planning and competition phase of the 2025 photo competition *little/BIG* started in April 2025 with an exhibition opening event (featuring construction of a giant paper crane) in June 2025. The exhibition itself ran during July 2025.
- Activating local communications with northcliffe.org.au , monthly event calendars in the Karri Pigeon newspaper and online. Monthly 'A Little CRC' article with technology, security and other tips.
- Video conferencing, podcasting and video broadcasting studio. Our attempt to create a documentary out of the footage from Northcliffe's 100th celebrations is ongoing however we did upload the full-length interviews and other videos created on this weekend.
- The Northcliffe CRC YouTube channel youtube.com/@northcliffecrc55 had 16 new videos posted, and 1300 views corresponding to 70.8 hours of watch time.
- We maintained 39 referral relationships for drug, alcohol and mental health support, sports, art, fun and other Social Development purposes.



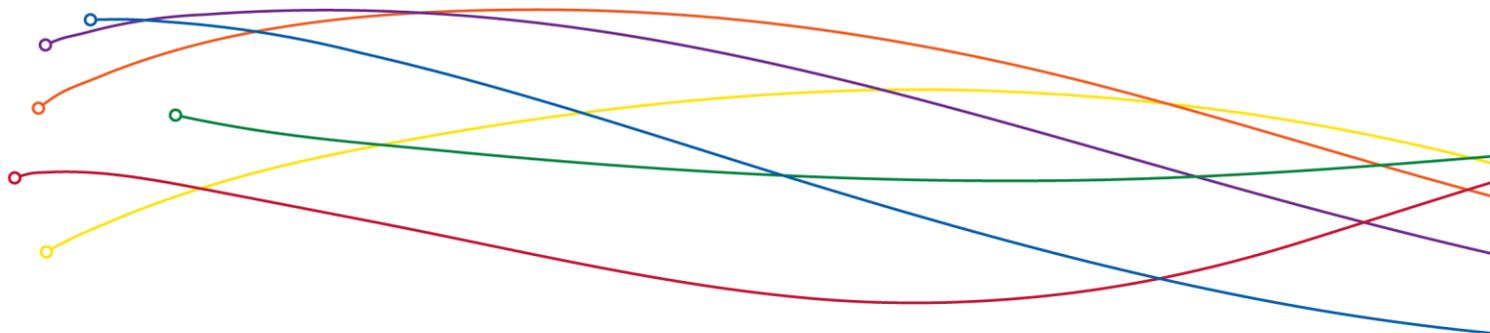
Services and products

- Coffee sales, flexible room hire, bulk colour laser printing, bulk sheet cutter, faxing, scanning, large format photo printing and mounting, Kodak kiosk, technology advice, graphic design, video production and much more.



Building community connections

- *The Common Room* – a space for casual coffee meetings in town which is free to use for individuals and community groups. Karri Pigeon volunteers are amongst many who make use of this facility.
- *The Meeting Space* – discounted rates (\$5) for committee meetings enables a number of community groups to have their committee meetings in a professionally set up meeting space.
- Printing the Karri Pigeon (published by Northcliffe Community Development).
- Partner projects with Southern Forest Arts/ Creative Connections/ Northcliffe Visitor Centre.



Chairman's Report

I have witnessed so many talented trainees who have been through our doors ...

As chairman of Northcliffe CRC since 2007 I have witnessed so many talented trainees who have been through our doors. When a new trainee starts at the NCRC their circle of friendships and affiliations, to individuals, groups and businesses, provides a big opportunity for the CRC to make new connections in the community. Each trainee brings different talents and interests which have shaped our centre over that time. Trainees have really helped keep NCRC fresh and thriving.

In 2024/25 we were proud to support our trainee, Brayden Daniele, to participate in the Y WA's Youth Parliament program. Brayden also received Y WA Youth Parliament support from the Shire of Manjimup and our new local member Bevan Eatts. His Youth Parliament experience involved working in teams with other participants, attending workshops in Perth, and sitting sessions in our real state parliament, where Brayden sat in State Representatives' Bevan Eatt's seat and participated in parliamentary debates and discussions.

After feeding this passion for politics over the several months in which Youth Parliament ran, Brayden subsequently decided to run for local council. He is now a duly elected councillor, which was a very happy ending to his successful traineeship. The skills he developed as a trainee were integral in helping him campaign for election, and should serve him well in fulfilling his new duties. We were sad to see him finish at NCRC but happy to see him continue to serve his community.

Our newest trainee, Mary, started in June 2025. Mary is a mum of two young ones, and returning to the work force after a break. Over half of our trainees, including Shay who graduated from her NCRC traineeship during 2024/25, have been mothers in a similar position. The CRC have benefited from their connections, talents, and work ethic. The trainees have benefited from the great skills-training we provide, getting some up to date work experience for their resume, and gaining a new qualification. To support these Mums the NCRC offers part-time positions with highly flexible work arrangements.

We encourage anyone in Northcliffe who is interested in a traineeship at the NCRC to make contact with us as we hope to continue offering new trainee positions at regular intervals.

My thanks to the CRC staff for making it another great year, and this year a particular shout out to all our trainees, past and present.

Paul Owens
Chairman

Manager's Report

While our carpet may be looking worn out, I know many many people in Northcliffe were grateful for the help we were able to provide them in 2024/25.

A project which was not on our radar until recently, is the installation of a comprehensive security camera monitoring system over our collocated building. This will hopefully help protect our facility, our staff and all of the people who use the services in the building. This will be completed by February 2026 and is being largely funded by a grant obtained by Southern Forest Arts. Procurement, installation and training are being performed by the NCRC who are also making a financial contribution alongside the Northcliffe Visitor Centre.

While our collocated building is owned by the Shire, the NCRC have been managing the leasing and other arrangements for the building for the past 5 years. While parts of the building are overdue for maintenance, the building as a whole is really humming along with pretty much all available spaces being used to the maximum benefit of the community.

Over the coming years we will be working with Southern Forest Arts and the Shire on a possible expansion project. This is currently being visualised as the addition of an adjacent storage shed with lock up bays for multiple community groups, and a hot office facility, but we expect the project scope to change over time.

In last year's annual report, we flagged that it was time to redevelop the NCRC main space. Sadly, progress on this project has been very limited. Finding and coordinating multiple suppliers who can provide quotes and conduct work within the timeframe of a grant application process is a challenging task. We want to make sure we have a high-quality redevelopment to support us for another 2 decades. Let's hope by this time next year we have better progress to report. The overall idea is to source grant funding to reformat the space to reflect how it is being used by the community almost 20 years after we first moved into our purpose-built space. This will also involve replacement of the now stained carpets, repainting of walls, and a bunch of other changes.

Life as a CRC manager is busy and it would be interesting to run an old fashion time and motion study of my duties. Mostly I find myself chasing multiple deadlines and being interrupted by the day to day business of managing five employees, our two major service contracts, grant applications and acquittals, budgeting, reporting and auditing financials, and assisting our customers with problems and projects from the smallest to the largest. Every part of my year has a different approaching deadline for me to worry about. I'm sure this is a familiar story for many Managers and it does make it very difficult to dedicate time to pursue ambitious projects like a redevelopment.

I am extremely grateful for the staff and trainee support which has enabled me keep ticking the essential boxes which keep our CRC viable and useful for the community. While our carpet may be looking worn out, I know many many people in Northcliffe were grateful for the help and space we were able to provide them in 2024/25.

One personally satisfying achievement for the year was the steady development of our film club activities in partnership with Southern Forest Arts and the Shire. We now have additional sources for the all-important screening licenses which allow us to host our film events, including seeking direct permission from film directors and producers, as well as

utilising several new licensing agencies and methods. In turn, our film attendances were well up on previous years. We hope to improve sound treatment in the Bean Bag cinema and reduce echo by installing velvet drapes. This will also be a nice upgrade in aesthetics and contribute to a real cinema 'vibe'. Our film events are free and an opportunity for community members to hang out and enjoy each others' company so look our for the next film calendar coming out in early 2026.

Special thanks this year to recently graduated trainee Brayden Daniele who has made the last year a pleasure for the community, and for our volunteers and staff. Brayden's talents will be missed.

Graham Evans
Manager

2024/25 – Twelve months in Summary



170
used the Government
Access Point, plus



90 used the
Services Australia
Access Point



159
Video
Conferences



4495 (up from 4204)
Overall service
occasions to
individuals



Youtube Video's
Uploaded

16
Youtube Video
Views



6 Local people
employed incl.

3 Trainees



258
visits to Glitch Kid's
Computing club



Bean bag cinema
>2 Kids Films
>1 Adult Film
>2 Australian Films



125
Commercial Meeting
room uses (not including video conferences)



12
Partnerships with other
community groups.

68 referral relationships



287
one-on-one IT,
workforce, business and
associations training
sessions delivered

Events and Services in 2024/2025

Service Categories SLO1, SLO2, SLO3

SLO	Service Area	Contracted	Delivered
SLO 1 Community members are provided with access to state government and community information and services	<i>Number of patrons receiving State Government and Community Information</i>	90	170
	<i>Number of Videoconference Services</i>	12	159
	<i>Number of Government Hot Office Bookings</i>	0	1
SLO 2 Local Businesses and the workforce have access to activities and initiatives that improve skills and capacity to foster economic growth in the local community	<i>Number of Commercial Hot Office Bookings</i>	50	125
	<i>Number of Referral Organisations</i>	18	29
	<i>Number of Training/ Workshops – business development focus – groups sessions delivered</i>	0	1
	<i>Number of One on One tutorials- business development focus</i>	30	34
	<i>Number of Local Initiatives/projects - economic development focus</i>	1	1
SLO 3 Community members have access to activities and initiatives that create or improve community connectedness and capacity	<i>Number of Referral Organisations</i>	20	39
	<i>Number of Training/Workshops - community development focus– identify one on one or group sessions</i>	1	1
	<i>Number of One on One tutorials - community development focus</i>	80	260
	<i>Number of Local Initiatives/projects - community development focus</i>	10	16
	<i>Number of Support to Volunteering (previously referred to as Associations Support)</i>	8	24

In all Service Areas the NCRC met or exceeded our contracted quantity of service instances in 2024/25. There were some minor reporting errors.

One-on-One Training and Online Security (SLO3)

Northcliffe CRC provide intensive one-on-one support to users who come in with computer and mobile device issues and requirements, including cyber security challenges they are facing. The Telstra 3G switch off created a huge amount of work with assessments of phones. Many 4G models were also affected and the NCRC assisted customers with a great deal of research, help with phone replacements, and setups and transfers onto new phones purchased.

*In 2024/25 we delivered 260
one-on-one support sessions*

We record just a few words about each support session, and the length of time. At an average of 40 minutes per session, here is a sample of support session descriptions from the year:

'advice on laptop purchase for kids'
'malware checking· Windows re-install'
'security setup'
'mobile phone roaming, activation and Telstra account'
'iPad battery/ advice / purchase replacement (swollen battery)'
'computer setup'
'NBN sky muster signup'
'keyboard/mouse install, laptop office repair & update'
'Facebook account create after losing access'
'iPhone update (emergency services not working)'
'Western Power outage claim'
'Set up MyGov, Centrelink and age care'
'3G switch off affecting 4G phones'

We consider our one-on-one support to be at the heart of what we do at the NCRC.

This personalized assistance is a key reason why our centre continues to be so relevant and valued in our community. Individuals who lack technological skills—whether due to age, circumstances, or limited access to technology—are often among the most vulnerable in our society. When they encounter technological challenges or struggle to find the right help, it can deepen their disadvantage, preventing them from effectively interacting with banks, government agencies, superannuation funds, employers, entertainment services, and even their own families.

Our approach typically involves examining devices for potential security issues, asking questions to understand concerns, and offering advice on password management and login security. We also assist with updating passwords when necessary. If we suspect a customer's security may be compromised, we guide them to contact their bank, help them perform factory resets on their phones, and remove any suspicious software. Along with boosting confidence that their device is secure, we also encourage and support them in keeping their operating systems and software up to date.

While we cannot guarantee the security of a customer's device, we emphasize the importance of being prepared for potential threats like ransomware. We assist customers in setting up backups and testing their backup and restore processes to ensure they are ready if something goes wrong.

Our support is primarily delivered through our one-on-one training programs, such as the '\$5 and \$10 Computer Clinic' and 'Get Email, Get MyGov, Get Started!' programs. These sessions involve a simple support agreement with the NCRC. In cases of financial hardship, our staff members are empowered to waive the fees. In the upcoming reporting period, we plan to gather statistics on how often these fee waivers are applied.

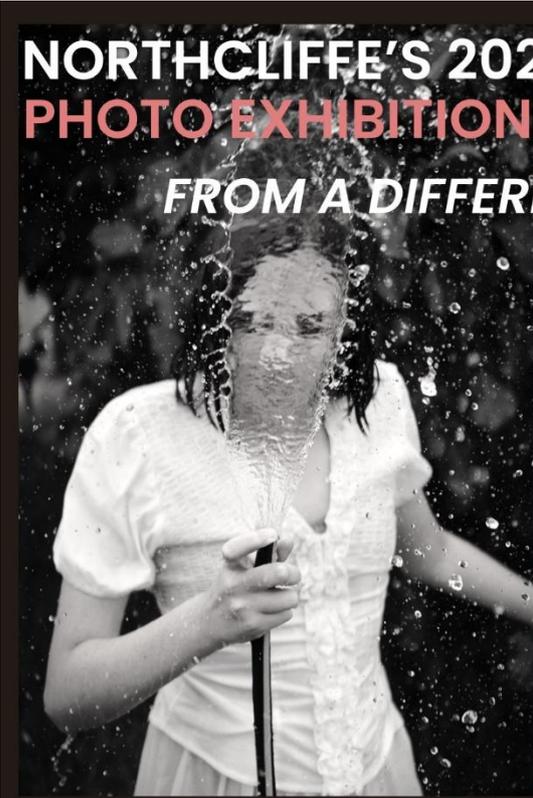
Photo Competitions, Exhibitions, Workshops 2024 and 2025 (SLO3)

From a Different Angle

In partnership with Southern Forest Arts the NCRC delivered a photography exhibition and competition 'From a Different Angle' in July 2024.

We received 108 entries from 28 entrants and chose 30 to display in the exhibition.

The huge variety of interpretations of the theme, and the quirky perspective were great to see. Some works showed great use of leading lines and shadows but it was the human perspective which really gave the edge added to most of the winning images.



NORTHCLIFFE'S 2024  **PHOTO EXHIBITION OPENING**

FROM A DIFFERENT ANGLE

4pm
Friday
5th July


 Department of Primary Industries and Regional Development

 Northcliffe Community Resource Centre



Left top: Winner

Melissa North

Below left: crowd at opening

*Below right: Light Labyrinth
by Scarlett Lovkis
winner in the youth category*



little] **BIG**

The planning and competition phase of the 2025 photo competition *little/BIG* started in March 2025 and the competition entries opened in April and closed end May 2025. In June we selected and printed the exhibition which opened on 27th June 2025 and closed mid July.

For the *little*] **BIG** photo exhibition 30 photographs were chosen from the 80 entries received, from 26 participants.

The opening on Friday 27th June 2025 attracted a good crowd. After the awards announcements came the giant paper crane folding, as illustrated in the next photo. The finished crane features exhibition images on all of its surfaces.



Above: Paper crane folding and exhibition poster

Below: Winning photo, *The Grain shed*, by Cathy Rabbit and Highly commended, *Fungi Life cycle*, by Kellie Doherty



Film Club/ Bean Bag Cinema 2024 and 2025 (SLO3)

The NCRC talked to our Film Club partner organization Southern Forest Arts, and with some input from community members, came up with *Heartland - A Year of Australian Film*.

Films screened in the second half of 2024 were *The Song Keepers*, *Mad Max*, *Happy Feet* and *Tracks*. After the financial year finished the Australian film program continued with *Samson and Delilah* and *Ten Canoes* in August 2025.



Classic Australian Cinema In Northcliffe!

Free screenings in 2024 at Northcliffe's Bean Bag Cinema

- Rabbit Proof Fence (2002)**
7pm Sat 1st June
- The Song Keepers (2017)**
7pm Fri 9th August
- Mad Max (1979)**
7pm Sat 14th September
- Happy Feet (2006)**
2pm Sun 6th October
- Tracks (2014)**
7pm Sat 30th November

Confirm screening dates/times prior to attending

Phone 0455 438 890 or visit: northcliffe.org.au#heartland

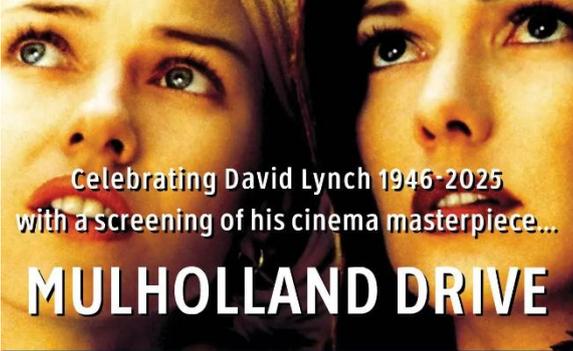
In the first half of 2025 we screened:

Mullholland Drive as a tribute to the late David Lynch who died on 15/01/2025.

The Stars Descend, a film about a contemporary dance work created across the Gondwana Link in southern Western Australia by Annette Carmichael Projects. The film featured five dance projects, one of which was performed in Northcliffe in 2023, with the NCRC as a partner in helping deliver the activity.

Robot Dreams alongside kids' activities and dress ups.

7pm Saturday 15th March
 at Northcliffe's Bean Bag Cinema
 no tickets needed - just come along!



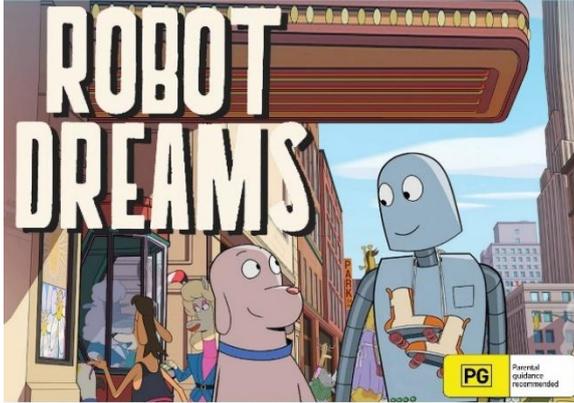
Celebrating David Lynch 1946-2025
 with a screening of his cinema masterpiece...

MULHOLLAND DRIVE

Northcliffe Community Resource Centre
 Department of Primary Industries and Regional Development
 southern forest arts
 NORTHCLIFFE naturally

2pm Wednesday 23 April

ROBOT DREAMS



PG Parental guidance recommended

A free movie screening at Northcliffe's Bean Bag Cinema, including games and craft activities. No bookings required. Popcorn supplied.

Presented by Northcliffe Library, Northcliffe CRC and SFA.
 southern forest arts
 Northcliffe Community Resource Centre



Above: Crowd at the screening of kids' movie Robot Dreams

Associations Support (SLO3)

28.8 hours of direct one-on-one support were recorded (and more was undoubtedly provided) to 5 different Northcliffe Associations seeking support with a huge range of issues including:

- domain registration, web management, recovery of lost account access
- staff supervision assistance
- setup of multimedia historical displays
- gallery / exhibition setup
- Point of Sale system advice
- Food Safety training webinars and online training access
- Software licenses

- Planning of security system
- Risk management
- Hardware and Software issues

Business and Workforce Development Support Packages (SLO2)

The NCRC provided 23 sessions of one-on-one Business Development Support (including broadcast development support), 4 Broadcasting Support Packages and 7 Workforce Development Support Packages in 2024/25. These SLO2 activities are provided free of charge:

- Business Development Support incorporates one-on-one training and assistance in furtherance of a business enterprise. Up to 4 hours provided per agreement.
- Broadcast Development Support: one-on-one training and assistance to use broadcast equipment and software (up to 4 hours), use of the NCRC Mini Broadcasting Studio and equipment.
- Workforce Development Support: Training and assistance to create a resume, look for jobs, apply for jobs, undertake online workforce training etc. Up to one hour of one-on-one support plus up to one week of free computer and internet access.

Support provided included:

- Business research incl. recovery of old website
- Training on audio recording process, use of the audacity software, our broadcasting studio and equipment, free use of the studio
- Inkscape vectorizing and use
- Advice/ training on videography and loan of a camera for the weekend to document a business renovation for marketing purposes
- Trademark and business name advice, food registration, branding and cobranding
- Advertising and design development
- Loan and training with video equipment to create marketing materials
- Brochure design

Broadcasting Support (SLO2)

A Broadcasting Support agreement was made with Rosie Glow. This enables the loan of equipment and use of on sight equipment, the use of our mini broadcasting studio, and the provision of technical advice and assistance. We reported on the support we provided Rosie Glow in a 'Moist Significant Change' document in 2024:

Our Latest Flame - Creative Enterprises in Regional Western Australia

Her Latest Flame is a stage musical RomCom full of catchy and comedic songs with a screenplay and lyrics by Rose Ferrell and a musical score by Jacqueline Verhaar. Rosie Glow Pictures is Rose's small production company.

Rose was able to interest a professional musical producer in *Her Latest Flame*, but due to a number of factors that interest evaporated. Rose has experience in creative production, and is an adjunct lecturer with a PhD in Screenwriting at WAAPA. She was not going to give up on her dream so easily.

Rosie Glow Pictures, working with almost zero financial resources, needed to find a new direction. Rose decided to produce a marketing package including good quality recordings of vocal performances from the musical, and video of the community effort going into the production. Rose then intends to start 'selling' *Her Latest Flame* to musical theatre producers and potential funders.

Rose advertised in Manjimup and Pemberton for performers. In June 2024 Rose turned to the Northcliffe Community Resource Centre (NCRC) for support. Rose had heard about the NCRC's mini broadcasting facility, and having worked with the NCRC Manager in the past, knew that the NCRC could solve technical issues she was having with her marketing and production emails.

She made an appointment to receive some business support and took the 1 hour trip to NCRC. We solved her email problems, gave her a tour of the broadcasting facility/ studio, and discussed the support we could offer her project.

In October 2024, after many rounds of weekly auditions with performers from the community, Rose booked the studio and the Manager's time. Rosie Glow Pictures signed a Broadcasting Support Agreement with the NCRC. Rose travelled down to Northcliffe the day before the first session and, over a three hour period, Rose and the NCRC set up the studio, worked through hardware and software challenges, and established a recording workflow. We would capture high quality audio, with each performer using a separate microphone, and three camera angles of the studio.

Recording sessions were held in October and November 2024. To date nine of the twelve songs from *Her Latest Flame* have been recorded. The recordings are a lot of fun for Rose, for the performers, and for the NCRC.

In December 2024 the NCRC provided one-on-one training to Rose in the use of the Audacity software, and advised her on computer/ storage upgrades which would enable her to work with video footage on her laptop.

Rose was never going to give up on her dream easily, but the broadcasting support provided by the NCRC has given new legs to her efforts to get a stage musical produced. Rosie Glow Productions will process the raw footage captured at the NCRC into a package which Rose will use to sell *Her Latest Flame* and begin to 'shop around' in the industry in 2025 for more partners. Rose is now one step closer to the goal of making *Her Latest Flame* into a successful stage musical.

To provide a template and baseline for Rose to assess her progress editing *Her Latest Flame* recording sessions, the NCRC went ahead and mixed the video / audio of one of the recording sessions and made it available to Rose. It can be accessed here:

<https://youtu.be/WTiVZCucRIs>

Fin



The NCRC Mini Broadcasting Studio was set up in 2021 for recording and producing video podcasts with up to three people at a time. For this project we were able to use the existing facilities and repurpose them for a live music recording.

Rose Ferrell producer and co-creator of *Her Latest Flame*, checks recording levels before the *Love is in the Heir* recording session. Singers pictured are April Birkenhead and Jess Winters.



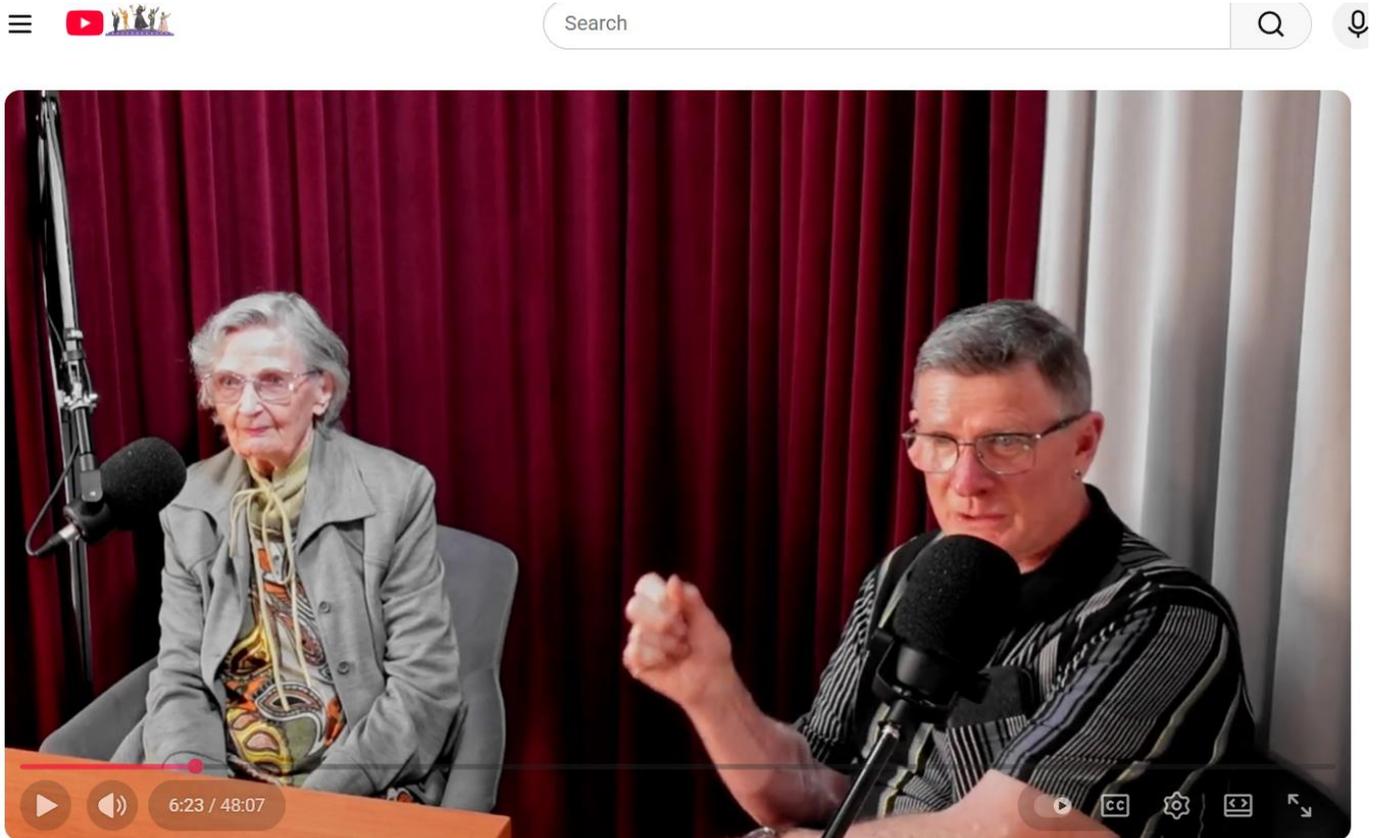
NCRC does not currently own a 'clapboard'. Rose, being from the film industry, did her best with the equipment at hand. Singers Jen Birkenhead, April Birkenhead and Jess Winters.



Andrew Mountford and Vive, at the October 2024 recording session for *Her Latest Flame*.

100th Anniversary Celebrations, SLO2 and SLO3

The 100th anniversary celebrations in April 2024 were many years in the making, and the CRC was one of the community hubs where volunteers would meet and work on the event. In 2024-25 the NCRC have been working with all the footage we captured of the 100th celebrations and have published 19 videos on our YouTube channel. These include multiple interviews with old Northcliffe residents and highlights of the event itself. The planned documentary about the weekend is still in the making and will be published in the near future.



Lenny and Ray Warren

Northcliffe CRC
42 subscribers

Analytics Edit video

0 Likes 0 Comments Share Save Clip

41 views 1 year ago

Above: Published on Northcliffe CRC's Youtube channel in August 2024, Lenny and Ray Warren's interview video provided an amazing window into the life of an early Northcliffe settler who wasn't part of the Group Settlement scheme.

Lenny died in July 2025 at 99 years old. In her interview she told us many interesting details about early life in Northcliffe, immigrant workers, the role of the town dance, how people travelled around, and painted a really nice picture about what it was like to arrive as a girl on a completely undeveloped farm on the remote outskirts of a remote community. Thanks to Ray for bringing his Mum in to talk to us. Lennie also cut the cake at the opening ceremony of Northcliffe's commemoration of 100 years as a town.

Building Community Connections

Our strongest partners in 2024/25 were:

- Northcliffe Pioneer Museum, Northcliffe Community Development Group (NCD), Northcliffe Recreation Centre
 - the opening and creation of interpretive materials installed at the newly moved Munro House at the Northcliffe Pioneer Museum
 - creation, printing and mounting of a very large interpretive panel at the entrance to the Pioneer Museum to celebrate the role of Lord Northcliffe in the foundation of our town



Above: Graham arranging and cutting the newly printed panel for the Pioneer Museum

- Southern Forest Arts

Our partnership with SFA goes from strength to strength with regular assistance provided in printing marketing and associated materials, hanging, and creating interpretive signage for Painted Tree Gallery exhibitions, which generally turn over monthly, as well as providing assistance to many exhibitors to print and mount their exhibitions using our wide format Giclee service.

NCRC Manager Graham Evans is Vice-Chairperson of SFA. Straddling both organisations assists him to coordinate our many collaborations.

As well as the Painted Tree Gallery, SFA operates the Understory Art and Nature Trail. NCRC prints and assists with quality control on the regularly updated trail guide which is distributed to all ticket buyers. We estimate we print, collate, staple and trim around 3000 trail guides annually as a 'print on demand' commercial service for SFA.



Above: Staff working on the Trail guides for Southern Forest Arts

SFA are also collaborators in our film events, documented elsewhere in this Annual Report. SFA share the costs of public screening licenses and Facebook marketing, assist us to market screenings, and provide logistical support and volunteers to assist us to run the film nights.

- Northcliffe Visitor Centre

All of the NCRCs community partners utilize the Associations Support provided by the NCRC. In 2024/25 the NVC received a lot of support, especially for new staff and manager. The support included help with software licenses, google account management, assessment of IT needs, Domain registration, advice on Internet, Telstra voicemail support, map editing, brochure layout and help with hardware problems. The NCRC recorded 8.5 hours of support. We believe this to significantly underestimate the contribution made by the NCRC to assisting the NVC to comply with their requirements and see a way forward.

- Shire of Manjimup/ Northcliffe Library

As the head lessor of the NIVC building the NCRC works closely with the Shire, who are the legal owners of the building, to resolve issues with lessors, maintenance, and requests for modifications, improvements, and new works. Our **colocation partners are** Northcliffe Visitor Centre and Library, Shire of Manjimup and Southern Forest Arts. We use an unincorporated body established via an MOU, the oddly named NIVCUG (Northcliffe Information and Visitor Centre User Group), to ensure stakeholder cooperation is maintained.

- Northcliffe Community Development Group

We assisted the NVD with the 100th anniversary event and the production of videos about it as mentioned above. We also assist the NCD each month to perfect the presentation and content of the local paper, the *Northcliffe Karri Pigeon*, as well as maintaining subscriber and advertising databases. We print around 200 copies of the paper for local distribution, which are collated by the NCD volunteers in our Common Room. We also produce at least 3 pages of monthly newspaper content; *Northcliffe Community Calendar* and *The Little CRC*.

In addition to our partnerships and special support and training packages, we provided services to almost all of Northcliffe’s many community groups throughout this period, including:

- Printing, scanning, technology advice and troubleshooting
- Assistance on organizing event ticketing and promotion
- Logo design support
- Grant application support
- Marketing support
- Business Card design and printing



Our network storage data tree provides a glimpse of community groups we work with



NCRC are Kid Sport Agents, working with the Department of Creative Industries, Tourism and Sport to assess applications for exceptional circumstances access to Kid Sport subsidies for clients in the Shire of Manjimup.

Our Supporters

Core Funding comes from Government in the form of Services contracts.

Shire of Manjimup provides peppercorn rental to our premises. NCRC manages subleases for our co-located partners on a similar basis. The former library areas are managed under special lease conditions with the Shire so they are accessible on a fair basis to everyone in the community.

During the year grants were sought from Department of Primary Industries and Regional Development and the Small Business Development Corporation and the Shire of Manjimup.

Government Services Contracts

Department of Primary Industries and Regional Development, Government of Western Australia

Department of Human Services
Commonwealth of Australia

Grant Funding

Department of Primary Industries and Regional Development

Small Business Development Corporation

Shire of Manjimup

Committees

Northcliffe Forest Park Management Committee

Northcliffe Town Activation Advisory Committee

Community Partners

Northcliffe Community Development Group

Northcliffe Visitor Centre

Southern Forest Arts

Northcliffe Pioneer Museum

Northcliffe Family and Community Centre

Northcliffe Library

Pemberton Community Resource Centre

Karri Country Good Food

Southern Forests Photography Club

Southern Forests Community Landcare

Northcliffe Recreation Centre

Tony Windberg art teacher

Great Suppliers

Northcliffe Men's Shed

SOS Bunbury

Northcliffe Postal Services

Northcliffe General Store

Naughty Noodle Bar

Our Team

Management Committee

A consistent Management Committee providing continuity, rationality and long-term commitment is one of the keys to our long-term success at the NCRC.

Our committee includes an ex-CRC Manager, Volunteer Coordinator, Disability specialist, Police Officer, local Councillor, Nurse and an excellent balance of male and female perspectives.

Executive Committee

Chairman: Paul Owens
Vice-Chairperson: Kevan McKinley
Treasurer: Ken Lloyd
Secretary: Abe Shields

Other Committee Members

Polly Valentine
Jeni Smith
Patti Ferber

Staff Team

Our staff team grew in 2024/25 thanks to employment of simultaneous trainees throughout part of the year. At our peak we grew to 5 simultaneously employed at the NCRC.

Employed during 2024/25:

Graham Evans (Manager)
Damon Ormsby
Catrin Iversen

Shay Parmenter (trainee, graduated in September 2024)
Brayden Daniele (trainee who commenced in 2024 and graduated in October 2025)

Mary Moreno (trainee who commenced in May 2025)

Our Manager now has over a decade of experience at the NCRC. Our Customer Service Officers are both graduates of the NCRC Trainee program.

Trainee Program

Our Trainee Shay Parameter successfully completed her Traineeship, a CERT III in Business, end September 2024. Shay worked at the NCRC for 18 month and was the eleventh successful Trainee conducted at the CRC.

Our latest graduate Brayden Daniels will finish end of October this year after 18 months at the CRC with a CERT III in Business as well. He was just elected into the council of the Shire of Manjimup as the youngest councillor ever. We are very proud to have helped him establish a future in the Shire.

Our newest trainee, Mary Moreno, started in May 2025 and is the first trainee that is co-working between the NCRC and the Northcliffe Visitor Centre. She is working one day a week at the NVC and two days at the CRC and is studying a CERT II in workplace skills.

We are very proud of our trainees and of the NCRC for being able to provide these employment opportunities in Northcliffe. As usual, we'd love to provide ongoing employment for our graduated trainees, who have proven proficient at helping our customers and making NCRC life smoother. Unfortunately, that isn't in the budget, as well as not being the intention of the traineeship program.



Trainee Shay Parmenter who graduated in September 2024 and trainee, Brayden, who will graduate in October 2025

This article introduced our new trainee Mary in the local paper:

Hello, my name is Mary Moreno. I was born in the Philippines and moved to Australia, grew up in Perth... I'm practically Aussie Mate!

When I first came to Northcliffe, I was only known as Simon's missus. Then I was referred to as Jamee's Mum. Now, I feel like I'm really coming out of my shell, and making a name for myself. Northcliffe knows my name! It makes me feel like I'm really part of this community.

I met Simon, through my sister-in-law. He introduced me to his lovely family and friends, and slowly showed me the beautiful South-West. And this cosy little town, where he grew up.

Northcliffe is truly, Amazing!

So, after 6 years, we decided to buy a 5-acre block, our own piece of paradise. We've been living in Northcliffe for

10 years now, where we're raising our two beautiful girls Jamee and Kobe.

Whilst being a mother is rewarding in its own way, they are finding it hard to listen to me at times. They're old enough to go to school and day-care. I thought it's the high time I find a job, and show them that Mum can go to work too. Perhaps they'll miss me and appreciate me a bit more.

I had the pleasure of chatting with Claire Nixon one day and she mentioned the trainee position at the Northcliffe Community Resource Centre. I wouldn't have thought to apply for this kind of job, but after talking with Simon, it became clear this was a fantastic opportunity.

I don't have any qualifications or experience in this area and my family and I would definitely benefit later on. Times are changing, and I'm in desperate need to upgrade my computer knowledge.

I've been really enjoying working at Northcliffe CRC, learning all the different aspects of the services they provide for our community. I feel very grateful that they can provide these services for such a remote town.

I work on Tuesdays, Thursdays and Fridays. On my Tuesdays, soon, I will be spending the day at the Northcliffe Visitor Centre. I am the first Northcliffe CRC trainee to have this additional challenge so come on in, have a chat and say hello or put me to the test.

Graham has always said, If I ever get stuck and I don't know what to do, "There's a procedure for that". There's a procedure for everything.

I wish there was a procedure about raising kids.



Left: Mary Moreno, Trainee

NCRC trainee positions are funded with a grant from the Government of Western Australia. We hope to offer our next traineeship in 2026.

Treasurer's Report

While we are in a position of financial strength we do need better funding.

Our financial result for 2024/25 was a modest deficit of \$1476.

Referring to note 13 of the auditor's report, we had two years worth of auditing costs recorded during 2024/25. This was due to a request by the auditor that auditing costs be journalled across to the year being audited. With 2024/25 being the first year this occurred, both the 2023/24 and the 2024/25 costs have fallen into a single year, creating an overinflated view of our expenses for the year/

Without this change of accounting practice the NCRC would have reported a modest surplus.

There were a number of other factors pushing our financial results in different directions, but overall the committee are satisfied with the management of our finances, and we think we understand the core financial challenges which face our CRC.

Each year the NCRC submits our audit report to the Department of Primary Industry and Regional Development who review the figures and provide feedback. They apply a few different yardsticks to judge our financial health, including measuring the proportion of Employment Costs compared to Operating Income. The idea is that for not-for-profits wages costs should generally be at 65% or below. We tend to exceed this measure most years with the 2024/25 proportion being 70.25%. Here is the response our committee has consistently made to this:

"While we understand this test is considered a reasonable standard for not-for-profits, our own auditors have advised a 70% threshold, however we don't believe either are currently a good standard for NCRC. Why?"

- 1. Use of in-house staff rather than contractors for all ICT work.*
- 2. A large component of our operating income is specific grant funding to pay for employment of trainees. 100% of this approx. \$40,000 per annum needs to go on wages.*

2022/23 71.7%. Approximation without trainee wages and corresponding income 66%

2023/24 79.8%. Approximation without trainee wages and corresponding income 68%

Wage levels are determined by the SCHCADS Award and affected by ERO orders and National Wage Decisions. Incidentally a staff restructure in November 2020 reviewed and reduced SCHCADS levels for Manager and CSO positions.

We also note that staffing hours and costs are budgeted carefully each year, are a regular agenda item considered at meetings, and staffing hours were reviewed (and reduced) halfway through the budget year in 2024/25.”

So, we do believe we manage our finances well enough that there are no concerns for our viability. However it is true that maintaining profitability is an ongoing challenge for us, and that staffing arrangements and costs are the budgeting area which most affects this.

In 2024-25 we tried a different approach – to close the CRC for an extended period (approximately 3 weeks) over the Christmas period. This makes sense since we have longer opening hours than most similar CRCs on the same funding as us, so Christmas closing helps equalise this. There is no other time of the year where our funding agencies and customers would so readily accept a prolonged closure.

The main way this helps our balance sheet is by reducing leave balances. It also gives our staff a well deserved break. We think the experiment was a success and in 2025/26 we have extended it slightly further, with a 24 day closure up until 19 January 2026.

We also note that, while we are still waiting to hear if our grant application is successful, the trainee grant we access each year will increase in 2025/26 and allow us to claim a 10% administrative overhead for the first time. This will add several thousand dollars of annual revenue to our coffers which will really help. It also helps us justify our new arrangements whereby we share our trainee with other community groups.

While we are in a position of financial strength we do need better funding. To maintain better continuity and deliver more ambitious projects the NCRC would like to make more use of our part-time CSO employees. Ourselves and Linkwest (our peak body) continue to make the case to the State Government for a 20% budget increase via the CRC Program Evaluation being conducted.

We will know soon enough whether this advocacy has been successful since we will be expected to retender for a new five year contract in 2026. The tender documents will spell out the available funding.

In the absence of such an increase we continue to put pressure on our employees, to achieve results with fewer allocated hours, and in some cases an inadequate number of hours to establish the CRC occupation as a viable part-time occupation to pursue.

This will ultimately prove unsustainable and it is for this reason we have been making the case to our State Government to improve our funding.

Ken Lloyd
Treasurer

Profit and Loss and Budgets, Northcliffe Community Resource Centre

2024-25 Full Year Financial Results and 2025-26 Budget

	2023-24 Actuals	Audited Full Year 2024-25	2024-25 Budget	Variance	2025-26 Budget	
period covered	1 year	1 year	1 year	1 year	1 year	
Income						
Total Grants	55,868	26,789	50,489	-23,701	77,447	results: -8000 tech grant, -10711.55 refund of trainee grant, -4489.06 unused trainee grant; budget see Trainee grant allocation sheet, 20000 Lotterywest (of \$30K project budget) and 8000 DPIRD Equipment grant, 3000 development
Non-tax Deductible Gifts	481	520	500	19.83	585	
Total Fundraising - Contributions	59	178	0	178	238	
Fees & Charges - Unrestricted 4-4030	31,120	29,454	29,000	453.64	30,000	
Tickets,S-Ships,Raffles,Sundry	560	64	350	(286.40)	85	
Sales of Goods	5,293	6,417	5,500	917.14	6,322	
Membership Fees	2,125	1,388	2,300	(911.84)	2,000	
Services Agreement -State	105,452	110,524	109,881	643.00	115,166	budget: 4.02% funding increase
Services Agreement -Cwlth	8,762	8,919	9,166	(246.54)	9,232	budget: estimate 3.5% funding increase
Other Income Subgroup	7,632	6,186	1,750	4,435.59	5,097	results: unbudgeted DEWR subsidies
NIVC Building Income	4,302	3,279	5,000	(1,720.90)	5,000	
Total Income	221,654	193,717	213,936	-20,219	240,490	
Cost of Sales						
Net Cost of Sales						
Purchases 5-0020		16921.06	13200	3,721.06	15000	
Opening Stock		8173.74	0	8,173.74		
Freight Inwards		446.03	800	(353.97)		
Less: Closing Stock		-10134.53	0	(10,134.53)		
Total Net Cost of Sales		15406.3	14000	1406.3	15000	
Total Cost of Sales	15,870	15,406	14,000	1,406	15,000	results: ink cartridges
Gross Profit	205,784	178,311	199,936	-21,625	225,490	
Expense						
Bank and Financial Fees	395	394	400	(06.13)	450	
Audit Fees	1,950	5,200	2,000	3,200.00	2,400	
Client Support Services 6-0110	1,014	0	0	00.00	0	
Advertising & Promotion	1,006	503	1,000	(496.78)	500	
Client Support Consumables	588	456	700	(244.43)	500	
Depreciation 6-0245	14,809	14,672	14,000	671.88	15,000	
Bad Debts	65	120	100	20.00	100	
Total Insurance	5,032	5,114	5,266	(151.54)	5,500	
Administration	6,049	3,595	6,000	(2,404.68)	4,000	includes support package
Volunteer and Amenities	182	575	800	(225.13)	700	
Assets Purchased below \$1000	844	981	3,000	(2,019.14)	12,000	Budget: includes 25% of Lotterywest \$30K project + \$2K of \$8K DPIRD Equipment grant
Computer Expenses	2,978	1,710	3,000	(1,290.43)	3,000	results: added video conf headphone purchase \$519 results: budgeted at half due to sharing of network costs
Telephone & Fax Charges	1,900	1,963	820	1,142.65	1,313	presumption
Total Administration Expenses		8,823	13,620	(4,796.73)	21,013	
Superannuation expense	14,529	14,499	15,755	(1,255.84)	18,112	
S & W Salaries & Wages	133,840	127,475	137,003	(9,527.64)	150,935	budget: estimate 5% award wage increase
S & W Employee Entitlements	3,512	-1,402	2,761	(4,162.81)	4,287	
Training & Development -Staff	2,210	1,160	1,250	(90.00)	2,000	budget: includes Brayden training bonus
Travel & Accommodation	1,625	432	800	(367.67)	1,200	results: effected by credit carried forward from 2023-24
Cleaning, Security, Repairs	235	517	800	(283.26)	600	
Utilities and Rent	1,913	1,824	2,000	(176.50)	2,200	results: electricity subsidies
Total Expense	194,676	179,788	197,455	-17,667	224,798	
Operating Profit	11,108	-1,476	2,481		692	
Plant and Equipment New Investment	13,416	4,520	10,000		36,000	results: added chair purchase 2494. note movement between Assets < \$1000, Computer Expenses and Plant and Equipment. Budget: 75% of Lotterywest \$30K project plus \$6K of \$8K DPIRD Equipment grant

Northcliffe Community Resource Centre Inc

ABN 84 832 424 070

Special Purpose Financial Report - 30 June 2025

Northcliffe Community Resource Centre Inc
Contents
30 June 2025

Committees' declaration	2
Committees' report	3
Auditor's independence declaration	4
Independent auditor's report to the members of Northcliffe Community Resource Centre Inc	5
Statement of profit or loss and other comprehensive income	8
Statement of financial position	9
Statement of changes in equity	10
Statement of cash flows	11
Notes to the financial statements	12

General information

The financial statements cover Northcliffe Community Resource Centre Inc as an individual entity. The financial statements are presented in Australian dollars, which is Northcliffe Community Resource Centre Inc's functional and presentation currency.

Northcliffe Community Resource Centre Inc is a not-for-profit incorporated association, incorporated and domiciled in Australia. Its registered office and principal place of business is:

Lot 178 Muirillup Road,
Northcliffe, WA 6262

A description of the nature of the incorporated association's operations and its principal activities are included in the Committee members' report, which is not part of the financial statements.

The financial statements were authorised for issue on 26 November 2025.

Northcliffe Community Resource Centre Inc
Committees' declaration
30 June 2025

In the Committee members' opinion:

- the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and Western Australian legislation the Associations Incorporation Act 2015 and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 30 June 2025 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the Committee members



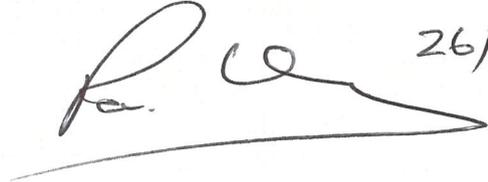
Ken Lloyd

TREASURER

Name
Position

26 November 2025

PAUL OWENS
CHAIRMAN



26/11/25

Northcliffe Community Resource Centre Inc
Committees' report
30 June 2025

The committee present their report, together with the financial statements, on the incorporated association for the year ended 30 June 2025.

Committee members

The following persons were members of the committee during the whole of the financial year and up to the date of this report, unless otherwise stated:

Paul Charles Owens	Chairman
Kevan David McKinley	Vice Chairman
Kenneth Leslie Lloyd	Treasurer
Abe Shields	Secretary
Jeni Smith	Committee Member
Polly Valentine	Committee Member
Patricia Margaret Ferber	Committee Member
John Bailey	Committee Member (Appointed on 6 December 2025)

Principal activities

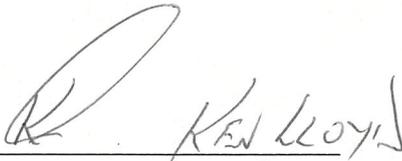
During the financial year the principal continuing activities of the incorporated association consisted of:

- Help to connect with community.

Performance measures

The incorporated association has reported a net deficit from operations for the year ended on 30 June 2025 of \$1,476 (30 June 2024: net surplus \$11,107).

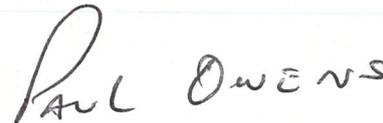
On behalf of the Committee members



Name
Position

TREASURER

26 November 2025


PAUL OWENS
CHAIRMAN
 26/11/25

DIRECTORS:

VIRAL PATEL RCA, CA
ALASTAIR ABBOTT RCA, CA
CHASSEY DAVIDS RCA, CA
FAZ BASHI RCA, CPA

**AUSTRALIAN
AUDIT** 

ASSOCIATE DIRECTORS:

ROBERT CAMPBELL RCA, CA
SANTO CASILLI FCPA PFIIA

AUDITOR'S INDEPENDENCE DECLARATION

To the Management Committee of Northcliffe Community Resource Centre Inc

In accordance with the requirements of section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012 and section 80 of the Associations Incorporation Act 2015 (WA), in relation to our audit of the financial report of Northcliffe Community Resource Centre Inc for the year ended 30 June 2025, to the best of my knowledge and belief, there have been:

- a. No contraventions of the auditor independence requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b. No contraventions of the auditor independence requirements of the *Associations Incorporation Act 2015 (WA)* in relation to the audit; and
- c. No contraventions of any applicable code of professional conduct in relation to the audit



Chassey Davids, CA, RCA, AMIIA, BCom
Registered Company Auditor number 490152

Director

Australian Audit

Perth, Western Australia

Date: 26 November 2025

Australian Audit is a CA Practice

PO Box 3336, EAST PERTH, WA 6892 | 17 WITTENOOM STREET, EAST PERTH, WA 6004
(08) 9218 9922 | INFO@AUSAUDIT.COM.AU | WWW.AUSTRALIANAUDIT.COM.AU | ABN: 63 166 712 698



DIRECTORS:

VIRAL PATEL RCA, CA
ALASTAIR ABBOTT RCA, CA
CHASSEY DAVIDS RCA, CA
FAZ BASHI RCA, CPA

ASSOCIATE DIRECTORS:

ROBERT CAMPBELL RCA, CA
SANTO CASILLI FCPA PFIIA

INDEPENDENT AUDITOR'S REPORT

To the members of Northcliffe Community Resource Centre Inc

Report on the Audit of the Financial Report

Qualified Opinion

We have audited the financial report of Northcliffe Community Resource Centre Inc (the entity), which comprises the statement of financial position as at 30 June 2025, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the Committee' declaration.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial report has been prepared in accordance with requirements of the Associations Incorporation Act 2015 (WA) and Division 60 of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act), including:

- a. giving a true and fair view of the entity's financial position as at 30 June 2025, and of its financial performance and its cash flows for the year then ended; and
- b. complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis for Qualified Opinion

We were unable to verify the existence of inventory as at 30 June 2025 as we did not attend the end of year stock take as at that date.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the entity in accordance with the Associations Incorporation Act 2015 (WA), the ACNC Act and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

Australian Audit is a CA Practice

PO Box 3336, EAST PERTH, WA 6892 | 17 WITTENOOM STREET, EAST PERTH, WA 6004
(08) 9218 9922 | INFO@AUSAUDIT.COM.AU | WWW.AUSTRALIANAUDIT.COM.AU | ABN: 63 166 712 698



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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the entity to meet the requirements of the ACNC Act and the Associations Incorporation Act 2015 (WA). As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and The Management Committee for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards to the extent described in Note 1, the ACNC Act 2012 and the Associations Incorporation Act 2015 (WA). The responsibility of Management also includes such internal control as management determines 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.

In preparing the financial report, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

The Management Committee are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

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

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit 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 entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Management Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Report on Other Legal and Regulatory Requirements

In our opinion, the entity has complied with 60-30(3)(b), (c) and (d) of the ACNC Act and 82(1)(b), (c) and (d) of the Associations Incorporation Act 2015 (WA):

- a. by providing us with all information, explanation and assistance necessary for the conduct of the audit;
- b. by keeping financial records sufficient to enable a financial report to be prepared and audited;
- c. by keeping other records required by Part 3-2 of the *ACNC Act*, including those records required by Section 50-5 that correctly record its operations, so as to enable any recognised assessment activity to be carried out in relation to the entity; and
- d. by keeping other records required by Part 5 of the *Associations Incorporation Act 2015 (WA)*, including those records required by Section 66 that correctly record its operations, so as to enable true and fair financial statements to be prepared.

Chassey Davids, CA, RCA, AMIIA, BCom
Registered Company Auditor number 490152

Director

Australian Audit

Perth, Western Australia

Date: 26 November 2025

Northcliffe Community Resource Centre Inc
Statement of profit or loss and other comprehensive income
For the year ended 30 June 2025

	Note	2025 \$	2024 \$
Revenue			
Grants		26,789	55,868
Fees and charges - unrestricted		29,454	31,417
Sales of goods		6,417	5,293
Membership fees		1,388	2,125
Service agreement income	3	119,443	114,214
NIVC building income		3,279	4,302
Other income	4	6,948	8,440
		<u>193,718</u>	<u>221,659</u>
Cost of sales	5	<u>(15,406)</u>	<u>(15,870)</u>
Gross profit		<u>178,312</u>	<u>205,789</u>
Total revenue		<u>193,718</u>	<u>221,659</u>
Expenses			
Administration expense		(7,716)	(10,134)
Audit fees		(5,200)	(1,950)
Consultancy fees		-	(1,442)
Client support services		-	(1,014)
Employee benefits expense	6	(141,732)	(154,091)
Insurance		(5,114)	(5,032)
Bad debts		(120)	(65)
Depreciation expense		(14,672)	(14,809)
Volunteer and amenities		(203)	(175)
Assets purchased below \$1000		(981)	(844)
Computer expense		(1,710)	(2,978)
Occupancy		(2,340)	(2,148)
Total expenses		<u>(179,788)</u>	<u>(194,682)</u>
Surplus/(deficit) for the year		(1,476)	11,107
Other comprehensive income for the year		<u>-</u>	<u>-</u>
Total comprehensive income for the year		<u><u>(1,476)</u></u>	<u><u>11,107</u></u>

The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes

Northcliffe Community Resource Centre Inc
Statement of financial position
As at 30 June 2025

	Note	2025 \$	2024 \$
Assets			
Current assets			
Cash and cash equivalents	7	190,503	173,904
Trade and other receivables		1,630	4,446
Inventories		10,135	8,174
Other current assets	8	10,403	6,385
Total current assets		212,671	192,909
Non-current assets			
Property, plant and equipment	9	25,399	35,551
Total non-current assets		25,399	35,551
Total assets		238,070	228,460
Liabilities			
Current liabilities			
Trade and other payables	10	7,662	4,667
Employee benefits	11	34,985	36,387
Other current liabilities	12	54,481	44,988
Total current liabilities		97,128	86,042
Total liabilities		97,128	86,042
Net assets		140,942	142,418
Equity			
Retained surpluses		140,942	142,418
Total equity		140,942	142,418

The above statement of financial position should be read in conjunction with the accompanying notes

Northcliffe Community Resource Centre Inc
Statement of changes in equity
For the year ended 30 June 2025

	Retained profits \$	Total equity \$
Balance at 1 July 2023	131,311	131,311
Surplus for the year	11,107	11,107
Other comprehensive income for the year	-	-
Total comprehensive income for the year	<u>11,107</u>	<u>11,107</u>
Balance at 30 June 2024	<u>142,418</u>	<u>142,418</u>
	Retained profits \$	Total equity \$
Balance at 1 July 2024	142,418	142,418
Deficit for the year	(1,476)	(1,476)
Other comprehensive income for the year	-	-
Total comprehensive income for the year	<u>(1,476)</u>	<u>(1,476)</u>
Balance at 30 June 2025	<u>140,942</u>	<u>140,942</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes

Northcliffe Community Resource Centre Inc
Statement of cash flows
For the year ended 30 June 2025

	Note	2025 \$	2024 \$
Cash flows from operating activities			
Receipts from customers (inclusive of GST)		196,530	224,009
Payments to suppliers and employees (inclusive of GST)		<u>(175,411)</u>	<u>(203,022)</u>
Net cash from operating activities		<u>21,119</u>	<u>20,987</u>
Cash flows from investing activities			
Payments for property, plant and equipment	9	<u>(4,520)</u>	<u>(12,776)</u>
Net cash used in investing activities		<u>(4,520)</u>	<u>(12,776)</u>
Cash flows from financing activities			
Net cash from financing activities		<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents		16,599	8,211
Cash and cash equivalents at the beginning of the financial year		<u>173,904</u>	<u>165,693</u>
Cash and cash equivalents at the end of the financial year	7	<u><u>190,503</u></u>	<u><u>173,904</u></u>

The above statement of cash flows should be read in conjunction with the accompanying notes

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 1. Material accounting policy information

The accounting policies that are material to the incorporated association are set out either in the respective notes or below. The accounting policies adopted are consistent with those of the previous financial year, unless otherwise stated.

New or amended Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

Basis of preparation

In the Committee members' opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with Australian Charities and Not-for-profits Commission Act 2012 and Western Australian legislation the Associations Incorporation Act 2015 and associated regulations. The officers have determined that the accounting policies adopted are appropriate to meet the needs of the members of Northcliffe Community Resource Centre Inc.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for profit oriented entities.

Historical cost convention

The financial statements have been prepared under the historical cost convention, except for, where applicable, the revaluation of financial assets and liabilities at fair value through profit or loss, financial assets at fair value through other comprehensive income, investment properties, certain classes of property, plant and equipment and derivative financial instruments.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

Revenue recognition

The incorporated association recognises revenue as follows:

Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the incorporated association is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the incorporated association: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account estimates of variable consideration and the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised.

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 1. Material accounting policy information (continued)

Variable consideration within the transaction price, if any, reflects concessions provided to the customer such as discounts, rebates and refunds, any potential bonuses receivable from the customer and any other contingent events. Such estimates are determined using either the 'expected value' or 'most likely amount' method. The measurement of variable consideration is subject to a constraining principle whereby revenue will only be recognised to the extent that it is highly probable that a significant reversal in the amount of cumulative revenue recognised will not occur. The measurement constraint continues until the uncertainty associated with the variable consideration is subsequently resolved. Amounts received that are subject to the constraining principle are recognised as a refund liability.

Sale of goods

Revenue from the sale of goods is recognised at the point in time when the customer obtains control of the goods, which is generally at the time of delivery.

Rendering of services

Revenue from a contract to provide services is recognised over time as the services are rendered based on either a fixed price or an hourly rate.

Interest

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Income tax

As the incorporated association is a tax exempt institution in terms of subsection 50-10 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no right at the end of the reporting period to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 1. Material accounting policy information (continued)

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

New Accounting Standards and Interpretations not yet mandatory or early adopted

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the incorporated association for the annual reporting period ended 30 June 2025. The incorporated association has not yet assessed the impact of these new or amended Accounting Standards and Interpretations.

Note 2. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Estimation of useful lives of assets

The incorporated association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Employee benefits provision

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Note 3. Service agreement income

	2025	2024
	\$	\$
State government	110,524	105,452
Commonwealth	8,919	8,762
	<u>119,443</u>	<u>114,214</u>

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 4. Other income

	2025	2024
	\$	\$
Interest - Unrestricted	914	1,476
Other income	6,034	6,964
	<u>6,948</u>	<u>8,440</u>

Note 5. Cost of sales

	2025	2024
	\$	\$
Purchases	14,960	15,019
Freight inwards	446	851
	<u>15,406</u>	<u>15,870</u>

Note 6. Employee benefits expense

	2025	2024
	\$	\$
Salaries and wages	127,475	133,840
Employee entitlements	(1,402)	3,512
Superannuation expense	14,499	14,529
Training and development	1,160	2,210
	<u>141,732</u>	<u>154,091</u>

Note 7. Cash and cash equivalents

	2025	2024
	\$	\$
<i>Current assets</i>		
Cash on hand	1,248	625
Cash at bank	189,255	173,279
	<u>190,503</u>	<u>173,904</u>

Accounting policy for cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 8. Other current assets

	2025	2024
	\$	\$
<i>Current assets</i>		
Accrued revenue	3,799	-
Prepayments	6,604	6,385
	<u>10,403</u>	<u>6,385</u>
	<u>10,403</u>	<u>6,385</u>

Note 9. Property, plant and equipment

	2025	2024
	\$	\$
<i>Non-current assets</i>		
Plant and equipment - at cost	111,188	106,668
Less: Accumulated depreciation	(85,789)	(71,117)
	<u>25,399</u>	<u>35,551</u>
	<u>25,399</u>	<u>35,551</u>

Reconciliations

Reconciliations of the written down values at the beginning and end of the current financial year are set out below:

	Plant and equipment	Total
	\$	\$
Balance at 1 July 2024	35,551	35,551
Additions	4,520	4,520
Depreciation expense	(14,672)	(14,672)
	<u>25,399</u>	<u>25,399</u>
Balance at 30 June 2025	<u>25,399</u>	<u>25,399</u>

Accounting policy for property, plant and equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Plant and equipment	3-7 years
---------------------	-----------

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 10. Trade and other payables

	2025	2024
	\$	\$
<i>Current liabilities</i>		
Trade payables	303	47
Superannuation payable	3,880	-
BAS payable	3,479	4,620
	7,662	4,667
	7,662	4,667

Accounting policy for trade and other payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

Note 11. Employee benefits

	2025	2024
	\$	\$
<i>Current liabilities</i>		
Annual leave	13,451	15,347
Long service leave	21,534	21,040
	34,985	36,387
	34,985	36,387

Accounting policy for employee benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

Note 12. Other current liabilities

	2025	2024
	\$	\$
<i>Current liabilities</i>		
Grants received in advance	49,556	44,057
Accrued expenses	4,925	931
	54,481	44,988
	54,481	44,988

Northcliffe Community Resource Centre Inc
Notes to the financial statements
30 June 2025

Note 13. Remuneration of auditors

During the financial year the following fees were paid or payable for services provided by Australian Audit, the auditor of the incorporated association:

	2025	2024
	\$	\$
<i>Audit services - Australian Audit</i>		
Audit of the financial statements	4,200	1,800
<i>Other services - Australian Audit</i>		
Preparation of financial statements	1,000	400
	5,200	2,200
Audit fee expense		2025
		\$
Audit fee paid in FY 2025 for FY 2024		2,200
Audit fee accrual for FY 2025		3,000
Total Audit fee expense		5,200

Note 14. Related party transactions

Transactions with related parties

There were no transactions with related parties during the current and previous financial year.

Receivable from and payable to related parties

There were no trade receivables from or trade payables to related parties at the current and previous reporting date.

Loans to/from related parties

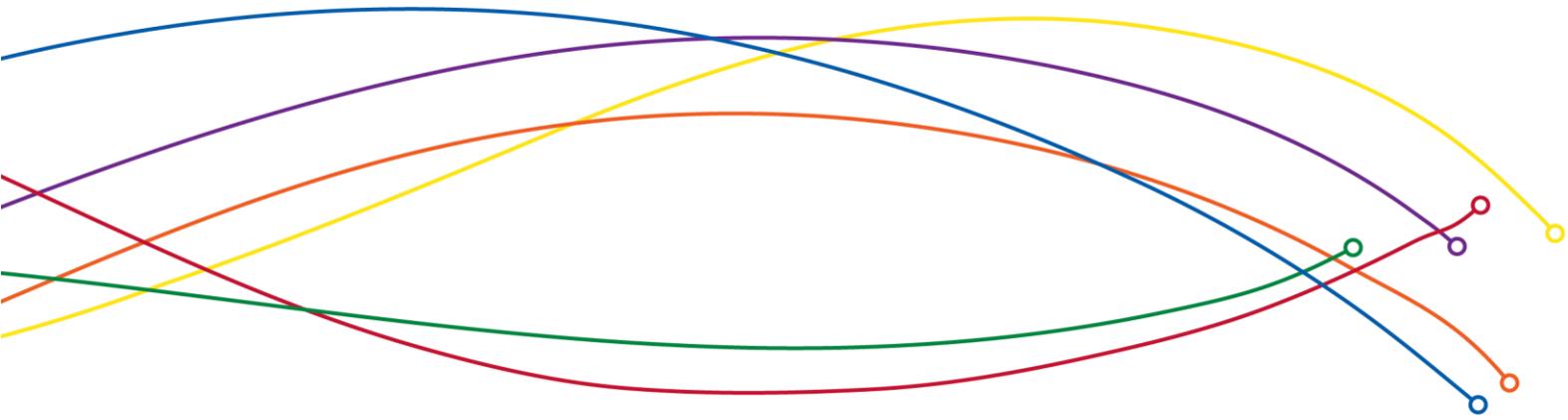
There were no loans to or from related parties at the current and previous reporting date.

Note 15. Economic dependency

The ongoing operations of Northcliffe Community Resource Centre Inc is reliant on the agreement with the Department of Primary Industries and Regional Development (DPIRD) for receipt of grant funding and other fund-raising activities. For Northcliffe Community Resource Centre Inc to continue to operate on a going concern basis, the grant funding support from the DPIRD to meet ongoing operations is vital.

Note 16. Events after the reporting period

No matter or circumstance has arisen since 30 June 2025 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.



Western Australian
Community Resource Network

Proudly supported by the Northcliffe Community
and the Government of Western Australia



Department of
Primary Industries and
Regional Development

