



ANNUAL REPORT 2017-2018



**Maldon
Neighbourhood
Centre Inc**

Friendship & Learning

COMMITTEE OF MANAGEMENT 2017 - 2018

Jenny Merkus
Ray Stevenson (resigned April 2018)
Prakash Keegel
Peter Strang
Ali Brookes
Noel Farrington
Lynn McShanag (resigned February 2018)
Mary Flood
Pam Millwood
Carolyn Palmer (joined September 2018)

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ACKNOWLEDGEMENTS

The Maldon Neighbourhood Centre acknowledge that we are on Jaara country. We recognise the continuing connection to land, waters and culture of the Dja Dja Wurrung people. We pay our respects to their Elders past, present and emerging.

The Maldon Neighbourhood Centre would like to acknowledge the support of our Volunteers and Members.

We would like to thank our partners: Maldon Hospital, Castlemaine Community House, Castlemaine District Community Health, Maldon & District Community Bank, Mount Alexander Shire Council, Maldon Men's Shed, Tarrengower Prison, Maldon Inc, Maldon Seniors Citizens, Baptist Church Maldon, Anglican Church Maldon—Newstead and the Catholic Church, Parish of Castlemaine and Mount Alexander Family Violence Prevention Network.



Annual General Meeting 2017 Minutes

Venue: Maldon Neighbourhood Centre

Date: 31 October 2017

Time: 6.30 pm

Chairperson: Jennifer Merkus

Minutes: Prakash Keegel

Attending: Jane Gehrig, Prakash Keegel, Peter Strang, Jenny Merkus, Amy Atkinson, Fred Lakerink, Mary Keeffe, Pam Millwood, Charissa Dubbeld, Evelyn Jackson, Ray Stevenson, Noel Farrington, Mary Flood, John Purcell, Ines Jewell, Mal Telford

Apologies: Karly Smith, Pam Lyons, Ross Hinckley, Maree Edwards

Acknowledgment of Country: The Dja Dja Wurrung people were acknowledged to be the traditional owners of this land.

Welcome: Jenny opened the meeting by welcoming everyone to the AGM and directing all to a copy of the 2016 AGM Minutes provided at the front of the 2017 Annual Report.

ORDINARY BUSINESS

1. Confirm Minutes of the 2016 Annual General Meeting:

Motion: That the Minutes of the 2016 Annual General Meeting, as tabled, be accepted.

Moved: Evelyn Jackson Seconded: Mary Keeffe; Carried

Presentation of the Annual Report (see Report in Dropbox):

President, Jenny Merkus, presented the Annual Report on behalf of the Committee of Management and highlighted key events and achievements including the strategic planning process undertaken during the year.

Motion: That the Committee of Management Annual Report be accepted.

Moved: Peter Strang Seconded: Prakash Keegel; Carried

Coordinator, Amy Atkinson, presented the Operational Report.

Motion: That the Coordinator's Report be accepted.

Moved: Mary Keeffe, Seconded: Pam Millwood; Carried.

Treasurer, Peter Strang, presented the Financial Statements with notification that the financial statements have been reviewed by Mr. Mal Telford, CPA, in line with the requirements of the Associations Incorporation Reform Act (2012).

Motion: That the Treasurer's Report and Financial Statements be accepted

Moved: Peter Strang, Seconded: Noel Farrington; Carried.

That Mal Telford review financial statements next year.

Proposed Peter Strang Seconded: Mary Keeffe Carried

Election of Committee: The President, Jenny Merkus, handed over to John Purcell to conduct the election.

John congratulated the Committee for their commitment and energy and looked forward to another good year. John then asked the current committee to stand down and declared all 9 positions as vacant. The following were nominated:-

President Jenny Merkus

Vice President Ray Stevenson

Treasurer Peter Strang

Secretary Prakash Keegel

Ordinary members Pam Millwood, Lynn McShanag, Noel Farrington

All nominees were elected unopposed.

Jennifer Merkus resumed the Chair and thanked all, particularly retiring members Evelyn Jackson and Mary Keeffe for their hard work.

Jenny declared the meeting closed and invited all to enjoy the supper provided.

The meeting closed at 7.12 pm.



Chairperson's Report 2018

I would like to start by saying that the Maldon Neighbourhood Centre has a significant role to play in contributing to a strong and vibrant Maldon. It brings people together to connect them and contribute to community through social, educational, recreational and support activities. Using a unique community development approach, the Centre enables community members to identify and address the community's needs, starting from the knowledge that the Maldon community has existing strengths and assets.

This year saw the involvement of a majority of new Committee members. Exceptions were myself, a long-term Committee Member and Chair, and Prakash Keegel, who has been on the Committee for three years.

Whilst there has been some consistency on the Committee, with the number of new members, it has been important for us to get to know each other and to familiarise ourselves with the governance responsibilities of the Centre.

It has been an exciting year of achievement and I can confidently say that we have a dedicated and skilled committee that is focussed on the community development values of MNC:

- Empowerment
- Respect
- Integrity
- Equity and participation
- Openness and accountability
- Valuing diversity

The committee has completed a risk assessment for the Centre's governance, finances and operations and has begun to implement its improvement plan for all three areas. The Committee has also commenced the process of evaluating its governance to ensure good practice. Key responsibilities of the committee include:

- Policy development and review
- Monitoring operational performance in accordance with the strategic plan 2016-2018
- Monitoring the finances of the Centre
- Accountability to funding bodies, partners, members and the community
- Supervision of the Centre Coordinator

The Centre completes its 2016-18 strategic plan this month and its evaluation will be one of the first tasks of the new Committee. This plan has been the Centre's guiding document, providing us a framework for the governance and operations of the Centre. With most of our programs being successful, highlights have been the weekly Community Lunch and the transfer of the Baringhup- Maldon Community Bus from the Baringhup Bus Committee to the Neighbourhood Centre. The Committee was instrumental in carefully considering the business case for this new program, consistent with the Centre's primary goals. I am pleased to announce that the MNC has recently received \$29,000 for the Tarrangower Transport Initiative. This funding will allow implementation of the community bus business plan.

In September the MNC conducted a workshop to develop a new Strategic Plan 2019-2021. This was a lively participatory workshop conducted by Kate Tucker on a pro-bono basis. The Committee is indebted to Kate for her generosity. Using the material from this workshop a Strategic Plan has been drafted for wider consultation and feedback. It is the Committee's intention to adopt the Strategic Plan on 27 November. This plan will guide the work of the Centre for the next three years.

I would like to thank my fellow Committee members, Pam Millwood, Peter Strang, Noel Farrington, Mary Flood, Ali Brooks, Prakash Keegel, and Carolyn Palmer for their thoughtful and skilled contributions to the Committee. I particularly thank Pam for stepping into the breach while I've been absent having my back fixed.

Amy our extraordinary Coordinator is much appreciated for her passion, commitment and skills. Appreciation also goes to our members and volunteers who contribute so much.

I will not be nominating for the Committee this time. After almost seven years of involvement, four terms as Chair and two as Treasurer it is time to pass on the baton. I have loved working with such passionate and collaborative people who have the community at heart. Being on the Committee has been a pleasure and has allowed me to indulge my passion for community wellbeing and for Neighbourhood Houses - an enduring passion – since 1977 in fact.

Thank you.

Jenny Merkus
Chairperson
Committee of Management
Maldon Neighbourhood Centre



Coordinator's Report 2018

Each year at the Maldon Neighbourhood Centre appears even busier than the last! We have made some huge achievements in our community and the wider community of Mount Alexander in 2017-2018. Most prominent has been the development of the community transport service, the successful Neighbourhood House funding campaign and the *Makarrata Garden Tarrangower* art project.

The 2017-2018 year has seen the conclusion of the Age Friendly Communities project which began in 2016. Maldon Neighbourhood Centre partnered with Castlemaine Community House and Mount Alexander Shire to deliver four projects to enhance quality of life for older people as they age and benefit the whole community. Age-friendly communities encourage active ageing and optimise opportunities for good health, social and economic participation and personal security. They recognise the great diversity of our older population, promote inclusion of older people and respect their decisions and lifestyle choices.

The Age Friendly Communities project focused on four areas; improving access to community information via the CONNECT website (an on-line directory), empowerment of older people via the establishment of the Positive Ageing Advocacy Group, understanding different models of delivery of healthy meals and opportunities for social connection and improving local transport utilizing the existing community bus resources.

Maldon Neighbourhood Centre took the lead on the *Better Community Buses* project which aimed to "improve community transport services within Mount Alexander Shire to increase the independence and social connectedness for older users through the development of a collaborative model of community transport buses and improved awareness of services."

At the conclusion of the project we had delivered 24 transport services, conducted two information sessions, recruited 10 volunteer drivers and held two Driver Safety sessions for them as well as holding seven working group meetings with stakeholders who helped guide the pilot service. We developed a comprehensive brochure on transport in Mount Alexander which has been distributed across the Shire.

The community transport service has been made possible by the transition of community bus ownership from the Baringhup Bus Committee Inc. to the Maldon Neighbourhood Centre Inc. Supported by the Maldon & District Community Bank, this transition has enabled new tours to be developed as well as the continuation of the community transport service and increased promotion of the bus charters.

The Maldon Neighbourhood Centre is a strong advocate for the Neighbourhood House sector and we mobilized the community to lobby our local State member, Maree Edwards and Jenny Mikakos, Minister for Families and Children during the united Neighbourhood Houses campaign which pushed for increased funding to Neighbourhood Houses across the state. We were successful and have now had our funding increased from 20 to 25 hours per week, making us much more viable and able to continue to achieve great things with our community.

The Maldon Neighbourhood Centre was very proud to receive funding for the *Makarrata Garden Tarrangower* arts project as part of the Regional Centre for Culture 2018.

Makarrata Garden Tarrangower was led by local artist Forest Keegel and was a collaborative sculpture project based on learning about local threatened biodiversity, specifically the Powerful Owl and Duan (Brush-tailed Phascogale) and building understanding of the Dja Dja Wurrung people of Central Victoria and their living culture. The project ran for six months and included a number of events and opportunities for the community to be involved including talks on the brushed tailed Phascogale and Powerful Owl, weaving workshops led by Auntie Marilyn Nichols, education about Habitat Creation and nestbox building. *Makarrata Garden Tarrangower* concluded with a Seasonal Feast featuring Indigenous ingredients and a smoking ceremony and stories led by Dja Dja Wurrung people who shared with us the names of the seasons locally which are now carved on stones around the Fire Circle created at the Maldon Neighbourhood

Centre. This project aimed to create connections between the Tarrangower community and local Indigenous cultural heritage of the Traditional Owners, the Dja Dja Wurrung people.

The Maldon Neighbourhood Centre has continued to deliver a full program of activities, educational opportunities and services for all our community. A flagship program is the Maldon Community Lunch which is a two course meal provided to the community every Wednesday. Other highlights during the year have been the star-gazing world record attempt, supporting the marriage equality campaign, delivery of Fire Ready workshops in partnership with the Maldon Brigade, Walking groups in partnership with CDCH and Maldon Hospital and the on-going success of the Simple Woodwork courses at the Maldon Men's Shed.

Our other key programs are Maldon Market: Hand Made, Home Grown which has reached a lovely equilibrium under the management of Chris Hain and the Occasional Childcare program led by Trudy Withnell.

The Maldon Neighbourhood Centre is an important member of the Tarrangower Community Forum Steering Committee which provides opportunities for community members and community group representatives in Tarrangower to come together collaborate and network. We are also a member of the Mount Alexander Family Violence Prevention Network and held a very successful event exhibiting Portraits for Respect and acknowledging the International Day for the Elimination of Violence Against Women 2017.

With our Strategic Plan concluding in 2018, I believe we are viewed as a 'hub for our community' and I look forward to implementing the next strategic plan in partnership with the Committee and wider community.

It is important to acknowledge that the success of the Maldon Neighbourhood Centre is not down to any one individual, but to the collective and participatory approach which is at the heart of all our activities. Our focus on quality community development practice, which is supported by our local network of Neighbourhood Houses (RANCH), and our core values

- Respect for all people
- Access and equity
- Equality, Participation and Inclusion
- Consultative and Collaborative decision making
- Embracing history and diversity

are at the heart of our success. Thank you very much to all our volunteers, members, participants and supporters.

Amy Atkinson
Coordinator
Maldon Neighbourhood Centre



Treasurer's Report – 2017/18 Financial Year

OVERVIEW

The Maldon Neighbourhood Centre is in a strong financial position. The Centre made a significant surplus for the year and had net assets of \$116,000 at 30 June 2018.

REVENUE AND EXPENSES

The table below compares revenue and expenses for 2017/18 with 2016/17:

	2017/18	2016/17	Increase (decrease)
Revenue	\$286,320	\$225,790	26.8%
Expenses	\$268,760	\$217,491	23.6%
Surplus (Deficit)	\$17,560	\$8,298	111.6%

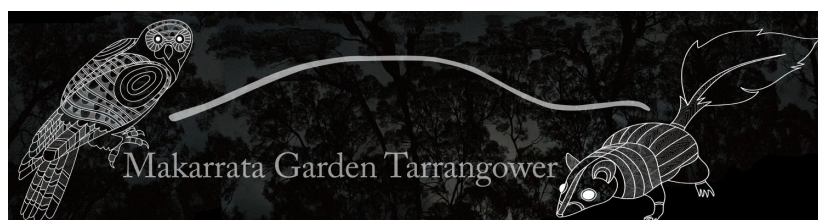
Revenue for the year was significantly greater than the previous year; however expenses were also higher. The donation of the Baringhup-Maldon Community Bus (valued at \$29,000) to MNC was a major reason for the increase in revenue. Additional costs were depreciation, provision for staff costs not previously recorded and painting of the hall.

Revenue and expenses by major program areas are shown in this table:

<u>Program Area</u>	Income	Expense	Net
	\$	\$	\$
ACFE	21,704	11,318	10,386
Auspiced - Maldon Movies	4,657	5,540	(883)
Auspiced - Manet	5,293	8,537	(3,244)
Auspiced - Tarrengower Forum	-	323	(323)
Business Services	103,585	133,540	(29,955)
Community Bus	36,091	8,299	27,792
Community Lunch	17,706	15,473	2,233
Community Market	22,320	20,722	1,598
Fee for Service Courses	7,679	6,895	784
Makarrata	3,204	3,204	-
Occasional Childcare	28,276	18,879	9,397
Other Income	35,805	36,030	(225)
TOTAL	\$286,320	\$268,760	\$17,560

The surplus from each programme area contributes to the operational and administrative costs of the Maldon Neighbourhood Centre (Business Services expenses).

The net loss made by the auspiced groups impacts adversely on the net income of the Centre.



The proportion of revenue by program area is also shown in this chart:



BALANCE SHEET

At 30 June 2018 the Centre's total assets were \$176,999. Total liabilities were \$61,005 resulting in net assets of \$115,994. The table below compares assets and liabilities for 2016/17 with 2015/16.

	2017/18	2016/17	Increase (decrease)
Assets	\$176,999	\$127,825	38.5%
Liabilities	\$61,005	\$29,391	107.6%
Net Assets (Equity)	\$115,994	\$98,434	17.8%

The major assets at 30 June 2018 was cash held in a term deposit (\$100,212) and operating accounts (\$42,739). Major liabilities were unexpended grants (\$18,970), provision for employee entitlements (\$16,519) and auspiced groups (\$11,959).

FUNDING

This section lists the Centre's main funding sources and which activities they funded:

The Victorian Government

The Department of Health & Human Services – about 75% of the Coordinator's salary, through the Neighbourhood House Coordination Program. This has recently been increased after a hard-fought campaign

The Age Friendly Communities Project

Adult, Community and Further Education Board (ACFE) contracted MNC to provide a pre-accredited education program

Makarrata Garden Tarrangower Project through Regional Centre for Culture 2018

Mount Alexander Shire Council

Subsidy for traffic management for the Community Market

Significant funding for the Maldon Community Lunch

After Kinder Care Project

Senior's Festival event

Makarrata Garden Tarrangower Project

Baringhup Bus Committee

Donation of the Baringhup-Maldon Community Bus

Maldon & District Community Bank

Sponsorship for the Occasional Child Care program

Sponsorship for the Community Bus

Good Things Foundation

Digital Literacy for Older Australians

RACV Community Donations Program

Makarrata Garden Tarrangower

Maldon Market trailer

Loddon Campaspe Integrated Family Violence Program

Portraits for Respect - Family Violence Prevention Initiative

Miscellaneous activities

Other small grants and sponsorships

Fees

Fundraising (mainly in conjunction with the Maldon Market)

AUDIT OF FINANCIAL STATEMENTS

As the Centre's revenue was over the threshold (\$250,000) stipulated in the Associations Incorporation Reform Act (2012), the Maldon Neighbourhood Centre was required to have a formal audit of its finances undertaken. The financial statements for 2017/2018 were audited by Mal Telford, CPA. His report is available for inspection.

Peter Strang

Treasurer

Committee of Management

Maldon Neighbourhood Centre



Maldon Neighbourhood Centre

Balance Sheet as at 30 June 2018

	2018	2017
	\$	\$
<u>Assets</u>		
<u>Cash</u>		
Bendigo Bank accounts	42,739	59,786
Term Deposit Account	100,212	62,044
Petty Cash & Cash on Hand	321	481
Total Cash	143,272	122,311
<u>Accounts Receivable</u>		
Market Stall Holders	268	5,514
Trade Debtors		
Total Accounts Receivable	268	5,514
<u>Fixed Assets</u>		
Bus & Equipment at Cost		
Less: Accum depreciation		
Total Fixed Assets	33,459	-
TOTAL ASSETS	176,999	127,825
<u>Current Liabilities</u>		
Trade Creditors	4,735	323
Unexpended Grants	18,970	17,889
Auspice Groups	11,959	2,233
GST Liabilities	1,617	4,532
Payroll Liabilities	6,581	4,175
Other Liabilities	624	239
Employee Entitlements (AL & LSL)		
Total Current Liabilities		
TOTAL LIABILITIES	61,005	29,391
Net Assets	115,994	98,434
<u>Equity</u>		
Retained Earnings	98,434	90,136
Current Year Earnings	17,560	8,298
Total Equity	115,994	98,434
<u>Indicative Ratios</u>		
*Debt to Equity Ratio	0.53	0.30
Liabilities divided by Total Equity. This ratio gives an indication of the organisation's longer-term financial health (Aim: Below one (1.0) The lower the better!)		
*Working Capital Ratio	2.35	4.35
Current Assets divided by Current Liabilities. The organisation's ability to meet it's short-term liabilities from liquid assets (Aim: Above one (1.0) The higher the better!)		
*Quick Cash	\$82,267	\$92,920
Cash Assets less current liabilities. Indicates cash remaining after all liabilities have been settled		
These ratios indicate that the Maldon Neighbourhood Centre has little difficulty paying it's debts "as and when they fall due".		

**Maldon Neighbourhood Centre
Profit & Loss report for
year ended 30 June 2018**

	2018	2017
	\$	\$
<u>Income</u>		
ACFE	21,704	14,990
Auspiced - Maldon Movies	4,657	3,392
Auspiced - Manet	5,293	12,749
Auspiced - Tarrengower Forum	-	722
Business Services	103,585	97,773
Community Bus	36,091	-
Community Lunch	17,706	15,358
Community Market	22,320	18,990
Fee for Service Courses	7,679	6,550
Makarrata	3,204	-
Occasional Childcare	28,276	23,984
Other Income	35,805	31,281
-		
Total Income	286,320	225,790
<u>Expenses</u>		
ACFE	11,318	8,276
Auspiced - Maldon Movies	5,540	5,005
Auspiced - Manet	8,537	12,414
Auspiced - Tarrengower Forum	323	1,235
Business Services	133,540	98,240
Community Bus	8,299	-
Community Lunch	15,473	14,058
Community Market	20,722	19,894
Fee for Service Courses	6,895	3,247
Makarrata	3,204	-
Occasional Childcare	18,879	25,552
Other Expenditure	36,030	29,570
Total Expenses	268,760	217,491
Net Profit / (Loss)	\$17,560	\$8,298

**Maldon Neighbourhood Centre
Program Summary for
Year ended 30 June 2018**

	Income	Expense	Result
	\$	\$	\$
<u>Program</u>			
ACFE	21,704	11,318	10,386
Auspiced - Maldon Movies	4,657	5,540	(883)
Auspiced - Manet	5,293	8,537	(3,244)
Auspiced - Tarrengower Forum	-	323	(323)
Business Services	103,585	133,540	(29,955)
Community Bus	36,091	8,299	27,792
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Fee for Service Courses	7,679	6,895	784
Makarrata	3,204	3,204	-
Occasional Childcare	28,276	18,879	9,397
Other Income	35,805	36,030	(225)
TOTAL	\$286,320	\$268,760	\$17,560

MALDON NEIGHBOURHOOD CENTRE INC
NOTES TO THE FINANCIAL STATEMENTS
30 JUNE 2018

1. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Preparation

This financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act 2012 (Vic)*. The committee has determined that the Association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, *where applicable*, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The financial report is presented in Australian dollars and all values are rounded to the nearest dollar.

b) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank, deposits at call and highly liquid investments with an original maturity of 3 months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

For the Statement of Cash Flows presentation purposes(if applicable), cash and cash equivalents includes bank overdrafts, which are included as current borrowings in the Statement of Financial Position (Balance Sheet).

c) Income Tax

No provision for income tax has been raised as the Association is exempt from income tax under Division 50 of the Income Assessment Act 1997.

d) Goods and Services Tax (GST)

The Association is registered for Goods and Services Tax and is therefore required to lodge Business Activity Statements (BAS) on a quarterly basis.

e) Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Association and revenue can be reliably measured.

Revenue from the sale of goods is recognised upon the delivery of goods to customers. Interest revenue is recognised on a cash basis. Revenue from the rendering of a service is recognised upon the delivery of the service to the customer. All revenue is stated net of the amount of goods and services tax

f) Comparative Information

Where necessary the previous year's figures have been reclassified to facilitate comparisons.

g) Going Concern

The Balance Sheet indicates total equity of \$115,994, including \$143,272 cash but \$61,004 in liabilities.

Providing the Neighbourhood Centre continues to vigilantly monitor all expenditure in view of its limited income streams, it should remain in a viable financial position.

Malcolm L Telford CPA

Independent Audit Report to the members of
MALDON NEIGHBOURHOOD CENTRE INC

Report on the financial report

I have reviewed the accompanying annual financial report of MALDON NEIGHBOURHOOD CENTRE INC, which comprises the Balance Sheet as at 30 June 2018, Profit and Loss Report, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Members of the Committee.

Responsibility for the financial report

The Committee of Management of the Association are responsible for the preparation of the annual financial report that gives a true and fair view in accordance with Australian Accounting Standards to the extent noted in Note (1 a) and the Associations Incorporation Reform Act 2012 (Vic).

This responsibility includes assessing the Associations ability to continue as a going concern, establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Basis of accounting

Without modifying my conclusion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Committee of Management's reporting responsibilities. As a result, the financial report may not be suitable for another purpose.

Auditor's responsibility

My 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 my 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 is common for organisations of this type, it was not practicable to establish accounting control over income prior to their receipt in the accounting records of the association. Accordingly, it was not practicable in relation to such income to extend my examination beyond the amounts recorded in the accounting records of the association, and as such my audit in relation to this revenue was limited to the amounts recorded.

Independence

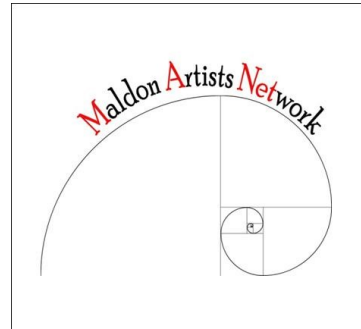
In conducting my audit, I have complied with the independence requirements of the Australian professional accounting bodies.

Conclusion

In my opinion, the annual financial report presents fairly, in all material respects, the financial position of MALDON NEIGHBOURHOOD CENTRE INC as at 30 June 2018 and its financial performance for the year then ended in accordance with the requirements of the Associations Incorporation Reform Act 2012.

Dated: November 5, 2018

Malcolm L Telford CPA
PO BOX 724, STRATHFIELDSAYE 3551



**Castlemaine District
Community Health**
Facilitating Better Health



**Maldon Neighbourhood Centre
Inc**
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A0008364F
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