



PRIMARY TOURS @ COURT HOUSE



LA TROBE UMI INDIGENOUS STRATEGY LAUNCH

# BOARD MEETING

THURSDAY 19 OCTOBER 2023

GREATER SHEPPARTON LIGHTHOUSE PROJECT



GREATER SHEPPARTON  
**Lighthouse Project**

# AGENDA

## GSLP Board Meeting

THURSDAY 19 OCTOBER 2023

10.00AM-12.00PM

Lighthouse Offices, Kialla /via MS Teams

**Board Members:** Adam Furphy (Chair), Ross McPherson, Mohammed Yassin, Elizabeth Capp, Anna Agati, Rob Francis, Bianca Cattanach-Firebrace (incoming board member)

**Lighthouse Reps:** Amy Robinson (EO), Fiona Johnson (Strategy Manager)

**Guests:** Eman Alabbassi (Board observer)

**Minutes:** Kathy Fuller (Board Secretary)

**Apologies:** TBA

ITEM	TIME	DESCRIPTION	LEAD
1.	10.00am	<b>Welcome and Acknowledgment to Country</b> - Apologies - Declaration of Interests - Confirmation of Agenda	AF
2.	10.05am	<b>Adoption of previous minutes</b> – meeting held 17 August 2023 <b>Review of Actions</b>	AF
3.	10.10am	<b>Chair's Update</b> (verbal)	AF
4.	10.15am	<b>Executive Officer's Report</b> (Include Safety & Risk Update)	AR
5.	10.20am	<b>Finance Report</b> 5.1. Approval of financial @ 30 September 2023 5.2. DE Contract Update (verbal) 5.3. Forecasts Funding vs Budget 5.4. Funding Balances & End Dates	AR/AG/LW AR AR AR
6.	10.45am	<b>Audit &amp; Risk Steering Committee</b>	RF
7.	10.50am	<b>For Decision/Approval</b> 7.1. Resolution of CBA signatories (noting)	AR
8.	10.55am	<b>For Discussion</b> 8.1. 1000 Conversations Update 8.2. Home-Start Program – Next Steps 8.3. Future Thinking/Planning the Vision (incl Strategic Funding discussion) (20 mins)	AR/FJ AR AR
9.	11.20am	<b>Correspondence</b>	AR
10.	11.20am	<b>General business</b>	ALL
11.	11.30am	<b>Meeting Close:</b> 12.00pm 11.1. Review of 2024 Board dates and timing	AF (Chair)

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**Next Meeting: Thursday 14 December 2023**

AGM/Approval of AFS 9:45am to Thursday 14<sup>th</sup> Dec

@ 10am – Lighthouse Office, Emerald Bank

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# Draft Minutes

## GSLP Board Meeting

Thursday 17 August 2023

Commencing 10.00am

Lighthouse Offices, Emerald Bank, Kialla

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**Members:** Board: Adam Furphy (Chair), Elizabeth Capp, Anna Agati, Ross McPherson, Rob Francis, Bianca Cattanch-Firebrace Amy Robinson (EO).

**Guests:** Eman Alabbassi (Board observer) Fiona Johnson (GSLP Strategy Manager).

**Apologies:** Rob Francis, Ross McPherson, Bianca Cattanch-Firebrace.

**Minutes:** Kathy Fuller (GSLP Board Secretary).

### 1. WELCOME

Adam Furphy (Chair) opened the meeting by acknowledging the Traditional Owners of the land on which we meet and paid respects to elder's past, present and emerging. Adam extended a welcome and introduction to new Board observer Eman Allabassi to her first meeting. Eman is part of the Goulburn Murray Community Leadership Board Ready Program. Eman is keen to better understand the functions and workings by being part of the board through this Observership program. Eman provided an overview of her work as a language teacher through Primary Care Connect. Eman is a leader in the Iraqi Community and an active community member and is keen to connect the multicultural community with the broader Shepparton community.

The Board welcomed Eman and looked forward to her contributing and providing deeper insight into the needs of our multi-cultural community and alignment with the work of Lighthouse.

### 2. Apologies

Rob Francis, Ross McPherson, Bianca Cattanch-Firebrace.

#### Declaration of Interest

There were no declarations declared.

### 3. MINUTES OF PREVIOUS MEETING

*The minutes from the GSLP Board meetings held on 20 June 2023 were approved without amendment.*

CARRIED.

### 4. REVIEW OF ACTIONS

Refer to actions list for review and progression of items.

## **5. CHAIRS UPDATE**

Adam Furphy provided a verbal update of meetings and engagements he had attended on behalf of Lighthouse since the last board meeting.

Adam acknowledged the success of the recent Community Potluck Dinner held as part of a fundraiser and networking opportunity for the Family Haven and Lighthouse more broadly. Adam further acknowledged the hosts of the Shepparton Brewery for this initiative where they generously provided 100% of the proceeds from the dinner to a local community group. The evening was also an opportunity to thank our volunteers and stakeholders who form a key role at the Family Haven.

Adam informed that he has also attended a number of meetings with various philanthropic organisations to discuss the work of Lighthouse and where the impact of their financial contributions is being directed. Amy Robinson has also supported Adam in these meetings as the Executive Officer.

## **6. EXECUTIVE OFFICER'S REPORT**

Amy Robinson provided an update on key activities since the last Board meeting.

A key focus has been around the review of financial needs and forecast budgets into Xero to ensure the continued sustainability of Lighthouse and its programs to meet our goals and objectives and stakeholder obligations.

The Board further noted the recent recruitment with new roles and staff commencing with Lighthouse. One of which is around the upcoming 1000 Conversations Project that will be a large piece of work for a majority of the Lighthouse team assisting with over the next couple of months. For this reason, it also sees new the engagement of Vicki Scott, Megan Hill, and Chloe Armstrong to assist. All have strong skills in community engagement and or social research. Fiona Johnson, GSLP Strategy Manager will be leading the project.

Amy advised of the progress on the refresh of the former Tables model which will now move under the term "Lighthouse Crew." This will broaden out to all volunteers with a launch being held on the 14 September. A key part of the rebrand is also the launch of the Better Impact App (volunteer app) that will improve efficiencies with onboarding and connecting to our volunteers. This will also open a variety of opportunities that they can self-select across the Lighthouse work. A radio campaign is also being undertaken with Southern Cross Austereo to promote the event with a focus on signing up 100 volunteers to the new APP. This event will also include the presentation of the SVA Evaluation by Simon Faivel.

The Board heard that the Lighthouse team were holding a second workshop with Department of Education (DE) Management tomorrow. DE are a key funder of Lighthouse, and the first workshop was well received and provided a platform to discuss the work and how it aligns with DE objectives.

Amy provided an overview of recent funding that has come through and new opportunities being looked at through grants and philanthropy. The \$30K received from Freemasons has now been expended and it is understood that they are keen to provide further funding to support the work of the Family Haven.

Amy advised that at this stage the bid under Regional Arts Victoria for the Resident Arts

project for \$30K did not meet criteria. However, Ardoch has still committed \$30K for initial progression.

The State of Greater Shepparton Report has commenced with 80% of the information collated. The report is co-funded with a collaboration between Lighthouse, Community for Children, Catholic Care, Council and Seer. Although the report will be available in digital copy, the Council has agreed to pay for the printing of hard copies of the report. The report together with the 1000 Conversations report and the Mission Australia Youth Survey will also assist shape the narrative for the philanthropic summit proposed in 2024.

Community Hubs Australia visited our 3 Hubs as part of a six-month check in. Community Hubs are extremely pleased with how the hubs are operating and connecting to their communities.

The building contractors have completed works at Pitstop. The site will reopen in Term 4 following the October 2022 floods. There continues to be a lot of interest in the Pitstop Program with former attending students/schools welcoming the reopen.

Board noted that the "Capeabilities" initiative offering children with disabilities the opportunity to participate in sports activities will now be taken over by Council who would like to run with it more broadly.

## **FOR DECISION**

### **- Board Web Portal**

Amy spoke on the opportunity to create a portal for board members, where agenda papers, past papers etc could be stored for their direct access. Two options were provided for the Board to approve. The GSLP website is currently managed by Caolan.

**Option 1:** Partition the website with a section for Board-only access to house Board reports, Board documents, etc. This area will only be accessible via unique login by Board Members (and any other GSLP team as required).

Fix Fee: ~\$600

Annual Costs: ~AU\$160-540/yr. (\*1) (\*3)

**Option 2:** Create the infrastructure for an unlimited number of member groups on your website, each with its own partitioned sections on your website.

Fix Fee: ~\$1200

Annual Costs: ~AU\$160-540/yr.

***Resolution: The Board endorsed Option 1 to create a Board portal via partitioning a section of the website at a fix fee of \$600 with an annual cost of \$160/year. CARRIED.***

## **FOR DECISION**

### **- Financial Support staff member**

Amy Robinson provided an update on the health of staff member Bella Ainsworth and discussions around looking to fill her role whilst she is on leave.

Adam asked about the proposal from Amy that was circulated to the Board on 21 June 2023 to continue to support Bella Ainsworth financially with three options proposed.

The recommendations were:

**Option 1 (EO preferred)**

Recommence standard full-time salary from the end date of paid parental leave payment (so as not to affect PPL eligibility), regardless of attendance.

Approx. \$2075 gross per week

Cost - \$24,901 GSLP contribution for 12 weeks.

**Benefits of Option 1:**

- Continued accumulation of leave entitlements (34.8 hours Personal; 69.6 hours Annual) plus Long Service over a 12-week period.
- Creates a sustainable and consistent income stream during treatment period – will maintain income to end of 2023 (can be reviewed at Board’s discretion).
- Does not draw on leave balances, therefore creating another level of support post treatment.
- Creates no official precedent for future staff/budgets.

**OPTION 2**

**Compassionate Leave**

Same income and leave accrual benefits as resuming standard Salary.

- No FWA restriction on length of time Compassionate Leave can be granted by Board.
- Terms must be confirmed in writing.
- Creates a precedent for future staff/budgets across the Organisation.

**OPTION 3**

**Employer Paid Parental Leave (EPPL)**

Can commence after Centrelink PPL.

- No additional financial gains to the salary option.
- No leave entitlements accrual.
- Creates a precedent for future staff across the Organisation – ongoing financial implications to budgets.

***Resolution: The Board approved Option 1 via circular resolution to recommence the standard full-time salary from the end date of paid parental leave payment (so as not to affect PPL eligibility), regardless of attendance for staff member Bella Ainsworth for a 12-week period at a cost of \$24,901.00 CARRIED***

***Resolution: The GSLP Board noted the EO report and activities as presented. CARRIED***

**7. FINANCIAL REPORT**

Amy Robinson provided an update to the Board on the status of the financials of Lighthouse for the six months up to 30 June 2023.

Louise Ward Skybridge Financial joined the meeting and spoke on the work she has been doing to assist Amy and the team. Louise acknowledged the amount of work Anna Agati has done to date in managing the financials for Lighthouse.

Louise advised that the financials (new format) are post September 2023 (so nothing pre-audit) noting these figures have already been presented and adopted and submitted as part of the AFS.

Louise spoke to the Cash Summary, Balance sheet and P&L providing a comparison of previous year July 2023 vs July 2022. It was noted that Xero will only work on a financial year average not any other parameters.

Adam acknowledged the work and advised that the financials as presented will be good to assist the team manage the budgets and forecasts.

Amy Robinson spoke to the P&L and having it representing each programs including funding bodies they sit under them e.g. Haven (HECHT, IPAP Forecast budgets have been developed in excel and are being uploaded into Xero with funding assigned to each project or program. This will allow program managers to better prepare and ensure a deliverable program across each area.

Adam Furphy asked how we can simplify the reports for the Board but still include an overview of how the programs are tracking.

Louise advised that once the budgets are allocated a representation of a singular program could be presented at each meeting for the Board to drill down further into as a bit of an audit.

Fiona Johnson suggested that the finances could also be presented based on a criteria e.g. if there was expenditure over (or under) by 5% or an agreed % it would then be presented and brought to the Board attention to discuss.

Anna Agati suggested that that DET report still needs to be looked at monthly and YTD.

***Action: Board Treasurer Anna Agati & Financial advisor Louise Ward to meet before the next board meeting to discuss the reports.***

Board member Mohammed Yassin thanked Louise for the reports. He asked that it would be good to understand what we have budgeted for across programs and how we are tracking against their life cycle vs budget noting some programs may finish earlier than EOFY.

Adam Furphy said this could also guide or inform the projects/programs to audit as part of their individual life cycle.

Amy Robinson advised that plan for strategic opportunities on any underspend from current DET funding has been approved by DET to manage this regionally.



**8. AUDIT & RISK SC**

Progression of the risk matrix is deferred until the return of Board member Rob Francis to align with the preferred model he has suggested.

**9. FOR DECISION**

**9.1. Management of GSLP Policies**

At the June 2023 meeting, the GSLP Board endorsed the revised process for the management of the GSLP policies and Procedures. As part of the adopted management going forward, any existing policies that required significant changes outside of its defined review period, they will be provided to the GSLP Board for approval. When an existing policy requires minor changes that do not change the substance or principles of the policy, the Executive Officer will approve the changes and provide an update to the Board for noting within their report. The following polices were presented for adoption -

- Code of Conduct
- Policy and Procedure Management
- .Health and Safety

**Resolution:** *The GSLP Board endorsed the revised policies for:*

- *Code of Conduct*
- *Policy and Procedure Management; and*
- *Health and Safety .*

**CARRIED**

**10. LATE DECISIONS**

**10.1. Approval of a Credit Card**

Amy Robinson advised that a credit card with a \$1000 limit was sought for approval for the EYP & Community Hub Coordinator Sarah Pain.

Mohammad Yassin suggested that management look into the use of “Weel” as an option for credit card use. Weel provides a virtual card system that is accessible via a phone app. These can also be topped up where and when required if a greater value purchase was required.

**Action:** *Management to investigate the platform Weel as an alternate credit card system.*

**Resolution:** *The Board approved a credit card to be provided to Sarah Pain as the EYP and Community Hub Coordinator with a max limit of \$1000.*

**CARRIED**

**11. Police Checks – extension**

Under child safe standards with accredited organisations, police checks are undertaken every three years. Currently Lighthouse undertakes these annually. To bring Lighthouse into line with CSS it is requested that the approve consider aligning with this. It is noted that this is separate from WWCC.

**Resolution:** *The Board approved that the current police checks be extended to every 3 years for employees and volunteers.*

**Action: Management to look at developing a policy based on position and relative skills and risk to the organisation in relation to their roles e.g. Financial Delegation where these may still be undertaken more regularly.**

## 12. FOR DISCUSSION

### 12.1. 1000 Conversations 3.0

Amy Robison advised that following the second reiteration of the 1000 conversations back in 2018 it has provided a clear vision of what we are wanting and a greater impact of the process which will steer the third-round of 1000 conversations.

Fiona Johnson spoke to the paper presented on the scope of the work and timelines. One of the key risks is managing the collection of data which has been set up in a secure site and coded so to mitigate being able to identify parties.

Staff have been involved in working with who will be the targeted groups. There has also been a review of the questions to ensure that they will provide the best outcomes which has seen a rephrasing of questions. A training session with staff will also be held around how to lead the conversations, tips for those scribing, and interviews and analysis of the data. Fiona has written the methodology and will be assisted due to the tight timelines with three new members on boarded. One of which is Vicki Scott a former Lighthouse employee and well-known community member collaborating with the Community Leadership Group and will lead the Mooroopna conversations.

There are four base questions with each adapted to the different audiences. Fiona advised the questions around a more strength-based approach vs a problem-based approach. The leads will be encouraging participants to speak about their lived experiences, goals, and aspirations which will provide better results for social research. These will then be reviewed and put into a series of themes as they become known.

Amy Robinson proposed that the results from the 1000 conversations be presented at an end-of-year community event. A copy will be provided to the Board in advance of the event.

Mohammed thanked the team and the incredible work that was being done and is interested in assisting in working and linking in the multi-cultural communities to the 1000 conversation interviews.

**Action: Fiona Johnson to follow up with Mohammed Yassin about connecting and assisting with the multi-cultural community in the 1000 conversations work.**

**Resolution: The Board noted the update on the 1000 conversations and progress as presented. CARRIED**

## 13. CORRESPONDENCE

Nil Presented

**The Board noted the correspondence as presented. CARRIED.**

**14. GENERAL BUSINESS**

No further business was raised.

**15. NEXT MEETING**

Thursday 19 October

10am-12pm

Lighthouse Offices, Emerald Bank/MS Teams

**Meeting Closed: 11.50am**

The minutes of the GSLP Board meeting held on 17 August 2023 were endorsed at the Board meeting held on 19 October 2023.

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**Adam Furphy**  
**GSLP Chair**

**Date:** \_\_\_\_\_

# Rolling Actions

## GSLP BOARD

Update @ Wednesday 19 October 2023

MEETING DATE	ACTION	LEAD	STATUS
8/12/22	<p><b>Amy Robinson</b> to provide an update to Board on the outcomes of the strategic planning day at the next Board meeting and provide an opportunity for both Board and staff to come together.</p> <p><b>August 2023 Update</b> – To defer to post the 1000's conversations that will assist inform future planning.</p> <p><b>October 2023</b> – Closed Refer to Item 8.2 under Future Thinking's/Planning the Vision</p>	Lighthouse	<b>CLOSED</b>
20/6/23	<p>Management to look at the current risks of Lighthouse and bring them to the next ARC SC for consideration of the top key risks and then present to the Board in August for agreement.</p> <p><b>August Update</b> – Management are progressing the review of the matrix. Rob Francis is currently on leave and will be further discussed with the ARC on his return for presentation to the Board.</p>	EO	<b>PROGRESSING</b>
17/8/23	<p>Board Treasurer Anna Agati and External Accountant Louise Ward to meet before the next board meeting to discuss the reports.</p> <p><b>October Update</b> – Closed – meeting held – Refer to Finance Update (Item 5.0) are progressing the review</p>	AA/LW/AR	<b>CLOSED</b>
17/8/23	<p>Management to look into the platform Weel as an alternate credit card system.</p> <p><b>October Update</b> – Closed – At this stage a secondary platform is not required, as but we already have the option to top up cards if need be for additional funds.</p>	AR	<b>CLOSED</b>
17/8/23	<p>Management to look at developing a policy based on position and relative skills and risk to the organisation in relation to their roles eg Financial Delegation where these may still be undertaken more regularly</p>	AR	<b>PROGRESSING</b>

MEETING DATE	ACTION	LEAD	STATUS
	<b>October Update</b> – To be further discussed within the Audit & Risk SC		
17/8/23	Fiona Johnson to follow up with Mohammed Yassin about connecting and assisting with the multi-cultural community in the 1000 conversations work. <b>October Update</b> – Closed -	FJ/MY	<b>CLOSED</b>

# Executive Officer's Report

## GSLP Board Meeting

### Thursday 18 October 2023

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#### 1. SUMMARY The key focus over the period has been on:

The key focus over the period has been on:

- Research projects 1000 Conversation's & State of Greater Shepparton's Children Report
- Collective Impact forum advancing CI within services and government across factions
- Assessing funding need and aligning emerging opportunities
- Reopening Pit Stop
- Recruitment

#### 2. FINANCE

*Refer to Item 5.0- Finance Report for further detail including the presentation of financials for the reporting period.*

#### 3. FUNDING

**New funding obtained since the last report :**

Funding Source and Project	Amount	Funding Received
Freemasons	\$20,000	30 August
ED Parsons	\$10,000	22 Sept
Commonwealth Bank	\$500	Due this month
Ardoch artist in residence	\$20,000	Due this month

#### Funding Analysis

Refer to agenda Item 5.0 and attachment 5.3A forecast funding v budget 23/24 and 5.3B Funding balances and end dates

Further Strategic discussion refer Item 8.3 Future Thinking discussion

#### Funding Outcomes pending:

Nil

## 4. Business Management & HR

### Business Management Updates

Licence to use property introduced on the Pit Stop site Wodonga Tafe annual fee \$10k commencing 29/9/23.

CBA account name update has not been successful – refer to Anna to advise.

Vic Payroll tax exemption further info required – refer to Anna to advise.

Policy review project 48 item currently in review and consult phase project end date 31/12/23.

### Recruitment/Departures

Since the reporting period, we have been successful in recruiting the following:

- Anthony Bordett appointed as the Pitstop Coordinator
- Meg Pethybridge appointed as the Community Hubs Coordinator
- Josh Maude casual pool across OLLY and Pit Stop or special projects
- Reily Timmins casual at Family Haven

### Training/Presentation Opportunities

All Staff are undertaking the Government Human Rights Child-Safe e-learning Modules. These will further develop the staff's understanding of the National Principles for Child Safe Organisations.

Seeking trauma-informed training for all staff to schedule beginning in 2024.

## 5. SAFETY (HSE)

The review of the risk matrix is progressing and will be presented via the Audit & Risk Committee. Board member, Rob Francis is providing support on the development of the matrix.

### Incident Register

There were no incidents in this reporting period.

Incident	Action Taken/Notes	Status	Rating
Nil	N/A	-	-

## 6. DATA, EVALUATION & REPORTING

### SVA Evaluation

- Discrete evaluation project completed.
- Currently exploring the scope of future work with Social Ventures Australia – seeking guidance to develop ongoing monitoring and evaluative tools to support future Social

Return on Investment evaluation. Initial quote not feasible taking up the work in house with proposal pending for validation of internal development of tools and quarterly check in.

### **State of GS Children Report**

- Project continues as planned – data insights are being developed by Seer team.
- Data requests to government have been made.
- Case studies are being developed to be included developed into video for inclusion on platform.

### **Mission Australia Youth Survey**

Results likely to be disseminated November 2023, including National, State and Greater Shepparton reports.

## **7. PARTNERSHIPS /VOLUNTEER**

- Discussion continues with Ardoch following the unsuccessful application to the Regional Arts Victoria Grant. Ardoch remain committed to working with Lighthouse and the Artist in Residence program and have agreed to contribute up to \$30k for the program to run in Term 4 at Gowrie Street and Term 1 Mooroopna Park PS In 2024. This will also lead into the Shepparton Arts Festival.
- A meeting with the GV Water team around volunteering has led to positive discussions and opportunities that are being fleshed out. GV Water also has a relationship directly with St Georges Road PS that they have continued (initially via Lighthouse) one of which involves artwork on their water tank. GVW are keen to look at other art opportunities with Lighthouse and have also been looking at hosting something at SAM to showcase young people and art. They have also opened up the opportunity to utilize their water café for events and also their Learning Centre at Mooroopna. Other opportunities are industry links tours for Students aged 15-17 on careers, and work experience. A meeting is being set up with Lighthouse, GV Water, GoTAFE and GSCC. They are also keen to continue with the Learning Through lunch Program and will look at having a roster of their staff participate.
- The MOU between Lighthouse and Big Brother Big Sister is still under draft. Further discussions are to be held with BBBS on potential funding contributions to the role of Mentoring Coordinator for the delivery of the trial program with GSCC. Following the trial program, it is hoped to expand through to OLLY increasing our positive mentorship opportunities.
- Discussions have been held with the Youth Justice Team of the Salvation Army in relation to their work in restorative practice. The YJ team is keen to explore opportunities with OLLY and Pit Stop. The YJ team will also participate in a session for 1000 Conversations.
- Lighthouse is working with Shepparton Rotary's Intergenerational project where they have secured funding to create a garden and linkages with local kindergartens and Gowrie ST PS to visit and interact. A meeting was initiated by Lighthouse between the parties. We are also looking at broadening this opportunity to youth once it is established. Gowrie St Grade 6 students participated back in 2020 in the initial design of the play area. The project is around \$40K. Part of the Project has also seen Rotary linked up with Pitstop for



the park bench project, where youth assist refurbishes the benches, which will be used in the revitalized area.

- The partnership with GOTAFE and OLLY continues to strengthen. A second session with the Beauty & Health team will be held again in mid-November. This is also in partnership with Foyer.
- The Better Impact (Lighthouse Crew) App is proving to be an invaluable tool with onboarding new volunteers, managing current volunteers and management of compliance. All current volunteers were provided a temp login and password on set up for ease. Sessions where required will be held at program sites (e.g. Family Haven) to further assist volunteers use the program. All staff have been stepped through the APP prior to launch and also have been set up with an account so that they can further familiarize themselves with it and assist with new volunteer queries.
- The Laptops with Love Project continues to grow and sees further relationships developed with services and community groups. CG4S also did a post to further promote the program. We will again be supporting the Liftoff scholarships with laptops to applicants. The info flyer has also been updated and we have included the environmental impact to further reflect the power of the project. This is shared with our key stakeholders and to be presented to their Exec Management and Boards. (refer draft attached)

## **8. PROJECT DELIVERY SPECIFICS:**

### **Community Hubs**

Interviews have now been completed for Community Hubs Support Coordinator with Meg Pethybridge being the successful candidate. Meg will commence on 8 November 2023 and will be supported with the transition across during Term 4 by the EYP Coordinator Sarah Pain. Meg comes to us with a strong background in NRM/Government and is very involved in the community and also a Rotarian.

The Quality Improvement Framework is now completed for Term 3 and included:

- 3 Hub Leader 1:1 meeting held monthly
- 3 Hub Leader and Principal Annual Review meetings (end of Term)
- 1 Principals Network Meeting hosted (end of Term)
- Attendance at monthly Support Coordinator meetings
- 1:1 monthly meeting with CHA completed

### **Pit Stop**

Repairs to Pit Stop post-flood are now complete with the program recommencing week one of Term 4.

The team comprises of our newly appointed Program Coordinator Anthony Bordett, and our existing Project Officers Matt Golding and Chris Windsor. Currently timetabling primary and secondary engagements to absorb backlog of booking requests during the closure in term 3.

We have 62 participants enrolled in Pitstop this term, with space for more individual participants to enrol now that the program is fully operational. Primary school groups have been attending one off sessions on Tuesday morning providing strong engagement and exposure of the project.

Bike restoration and supply is also getting back into full swing, with great success from the muster. This is going to continue increase in the following weeks, meeting the need of families and community members who are seeking bikes and transport.

We have had another car donated which meets the need of our participants who are showing a keen interest with automotive mechanics.

### **OLLY (Opportunities & Lifelinks for Youth)**

Attendance at Olly has steadily increased over the year with the following numbers recorded:

- Term 1= 83 participants
- Term 2 = 159 participants
- Term 3 = 344 participants

Many of our participants are students at GSSC, with many of the participants stating they are social isolated, the connection of OLLY is allowing for development of relationships between participants which is supporting their attendance at GSSC. This is being supported by the LifeLinks project officers.

We have employed another casual to help with staffing as we continue to grow (refer HR report/staff chart)

A new induction procedure is being implemented covering all existing users and will then be used with any new users that come to OLLY. This is based on the Lifelinks framework which develops independence and promotes aspirational goal setting. This framework provides further direction to the program allowing for engagement and connections to be purposeful and directly relating to the participants goals.

We have continued creating connections with young people and the community. Engagement has been in the form of; meditation sessions, financial literacy, industry visit to KFC, installation of Bird Boxes with Field and Game, weaving sessions, self-defence, living music, 10 pin bowling sessions, and flexibility sessions which focus on social engagement and connection.

Our relationship with GOTAFE continues to be strong and is developing to undertake shared enterprise. OLLY participants have attended cooking onsite in the commercial bakery and a Pamper day with the Hair and beauty department. A second session with the Hair & Beauty Department is scheduled mid-November. This will be held in partnership with the Education First Youth Foyer.

The OLLY participants have participated in the 1000 Conversations, this had strong participant engagement and participates where well supported to share their thoughts. Engagement with 1000 conversations has prompted conversations amongst staff and participants creating strong discussion on needs of our participants.

### **GSSC Life-Life links**

A new project worker has commenced in term 3, this coupled with the new Secondary and Transition Manager allows for coverage at GSSC five days per week. The new project worker also works and volunteers at OLLY, this is allowing for continuity of care of young people across the two program which is proving beneficial.

Feedback from the wellbeing team and assistance principles continues to highlight the benefit of this program and the opportunities it is affording students. Discussions have resulted in some slight changes to procedure and practice which allows for more collaboration between staff/students and life links project officers.

Lisa Lynch has begun working at the alternative campus ILSP on Tuesdays, coordinating the art project. This is being well received, with strong engagement by students. There is ongoing work to continue to support the ILSP campus, with conversations relating to supporting transitions of students from ILSP back to the main campus.

1000 conversations were undertaken by all year 10 students on campus. This allowed for approx. 150 young person's voices to be captured. EO continues to meet with the Executive Principal discussing several ongoing opportunities.

EO and staff have presented collective impact and place-based movement participation to Year 12 community services to inform their community action projects

### **Primary Schools Program**

The Primary School Program continues to grow increasing opportunities new schools of Orrvale and Shepparton East participating. There have been 10 industry link tours held this reporting period.

The Gowrie Street and Rotary mentoring program with Grade 6 students continues to be a successful program. The Program sees students taken on various visits within the community to places such as the Cosgrove Education Facility, MoVE, local farms.

Further tours have also been held with Wilmot Road and Mooroopna PS including a visit to the Magistrates Court

The Learning Through Lunch at GOTAFE program has concluded for this year with six sessions held, involving approx. 165 students across 5 primary schools and 16 volunteer interactions. This is part of our partnership with Ardoch who have also asked us to support the evaluation of this program by facilitating workshop sessions with 2 of the participating schools.

We have also connected Shepparton East Primary School and the Shepparton Men's Shed to assist with hands on learning.

Primary School Scholarship initiative will see 5 x Grade 6 scholarship from St Georges Road PS and Undera PS being presented with a \$100 grant to help them with the transition into Year 7. These will be presented at their school this month.

### **Family Haven Program**

Stats since the last reporting period saw the following activities undertaken:

- 17 x home visits
- 32 x GIVIT requests with a total value of \$12,530
- 32 new families visiting.

3 x 1000 Conversations sessions held with our families.

The recent school holiday program ran for 6 days with 146 family attendances and 226 child attendances for a total of 315 hours.

We continue to bring in services and opportunities for our families which has seen:

- GO TAFE information session for job and course support held.
- 4 x sessions with Speech specialist.
- Finger gym program initiated by one of our Volunteers who is also an OT to support fine motor skill development.

## **9. COMMUNICATIONS AND MEDIA**

- Refer to report (attached).

### **RECOMMENDATION:**

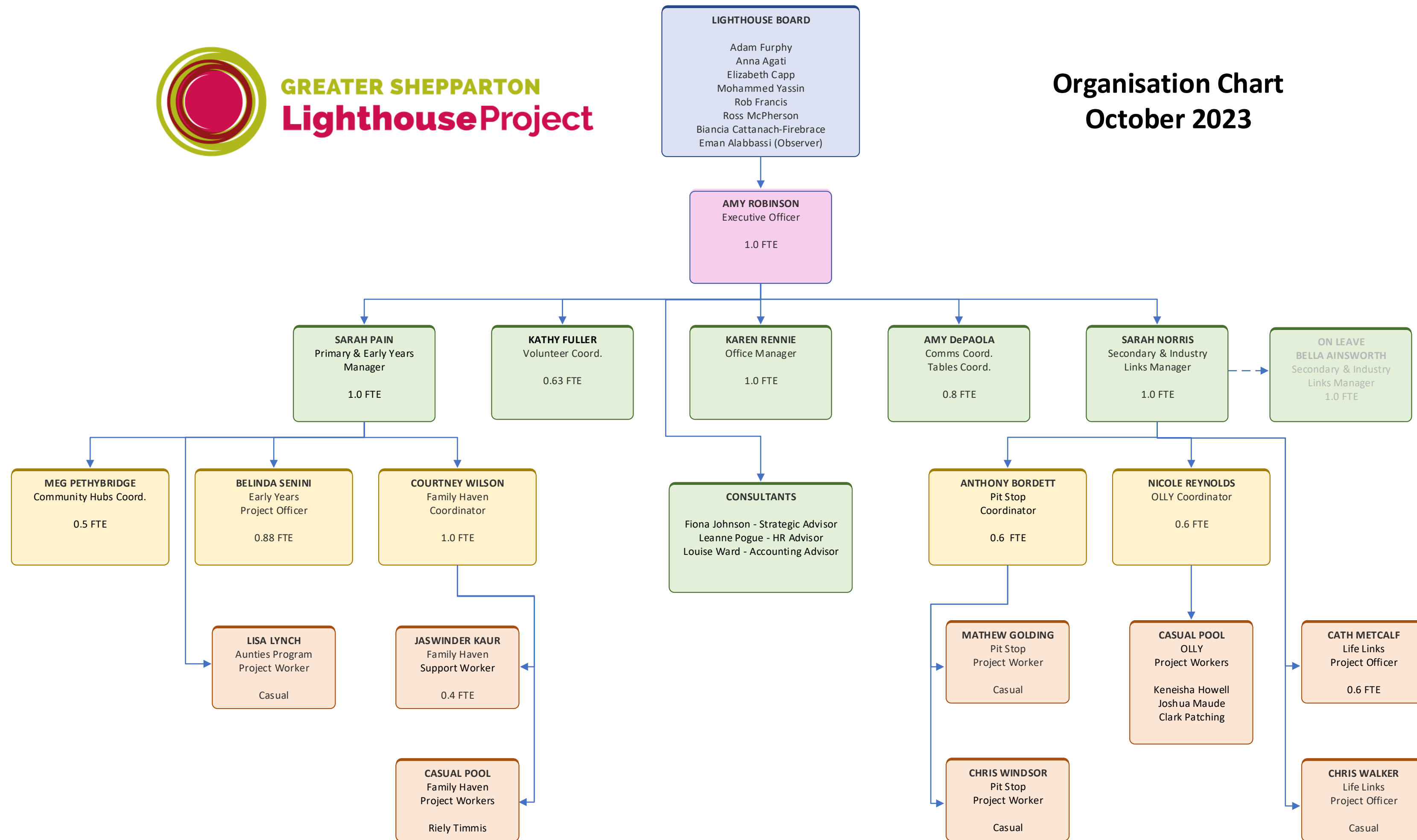
*That the GSLP Board notes the EO Report and activities as presented.*

**AMY ROBINSON  
GSLP  
EXECUTIVE OFFICER**



**GREATER SHEPPARTON  
Lighthouse Project**

**Organisation Chart  
October 2023**





GREATER SHEPPARTON  
**LighthouseProject**

# LAPTOPS WITH LOVE

A Lighthouse initiative, Laptops with Love sees laptops from several partnership organisations refurbished and gifted to members of our community. The program aims to overcome the financial barriers associated with purchasing a laptop and enable digital access that promotes ongoing learning. The program provides the added benefit of reducing e-waste.

## Program update - October 2023

Since launching the program in December 2021, the initiative has been well received, and as of March 2023, **Lighthouse has delivered 215 laptops to members of our community.**

Recipients are students from primary, secondary and tertiary education settings. Tertiary recipients include students and adults (over 25 yrs) attending Tafe and University settings undertaking studies in a range of areas such as medicine, education, community services and the arts. Laptops with Love also supports community projects such as the Community Health Educators program by Wellwise Woman and Umoja Empowerment Group - a program assisting immigrants with further education and career opportunities through developing English language and computer skills.

Another key result of Laptops with Love is the reduction of e-waste. By extending the laptops life for 4-5 years we reduce the amount of energy, materials and resources required to produce new equipment.

The Lighthouse approach is very much centred around working collaboratively with our community to overcome issues of disadvantage and the Laptops with Love program illustrates the power and benefits of this collective approach.

With a growing pool of partnership organisations, the initiative is well-placed to build on the number of computers delivered and is set to continue opening the door of opportunity for many people in our community.



Based on the value of purchasing 215 new laptops, it is estimated that the **Laptops with Love** program equates to approximately \$215K being contributed to our community.

**17**

laptops to the primary school sector (12-13 yrs)

**67**

laptops to the secondary school sector (15-18 yrs)

**65**

laptops to students going on to further study at TAFE or universities (over 18)

**20**

laptops gifted to adult learning programs.

**44**

laptops for local community projects.



**26,698kg** saved from CO2 emissions



**6827kg** of landfill waste saved equating to **27,306 kg** of coal from being burned

To find out more contact: **Kathy Fuller**

M 0404 091 758

E [kfuller@gslp.com.au](mailto:kfuller@gslp.com.au)



[www.gslp.com.au](http://www.gslp.com.au)

Thanks to our partnership organisations



# Communications activity

**Activity: September/October 2023**

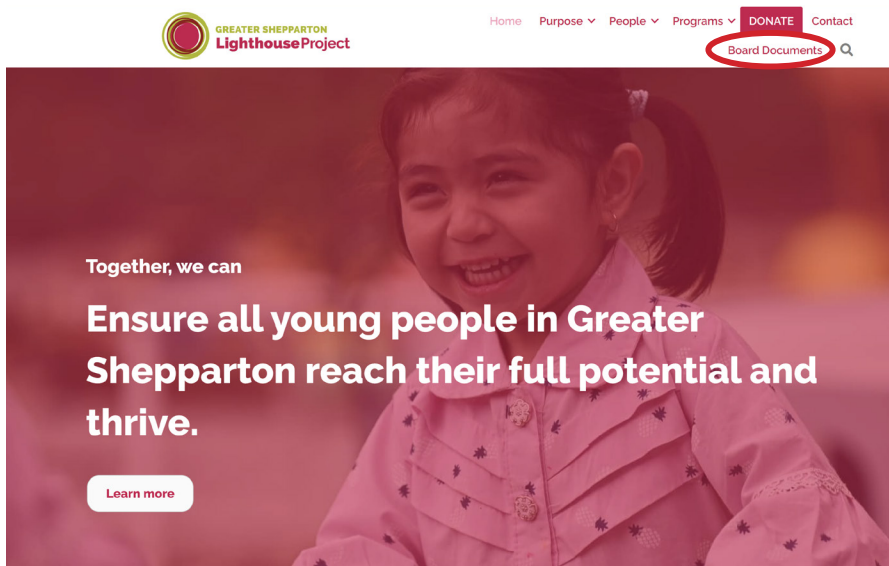
**Communications activity has largely focussed on the following:**

- Developing the Lighthouse Crew Logo
- Preparing for the SVA Lighthouse Crew launch event
- Setting up the invitations for the Collective Impact Workshop



## **Board Only online access platform**

The Board Online platform is now set up. In the lead up to the next Board meeting I will upload the relevant documents and ensure you receive your access information.



## **Upcoming Events - Bangarra**

I am excited to report that Bangarra's Rekindling team will be in Shepparton on October 19 and 20th to run information sessions regarding their return in 2024 to deliver a 2 week traditional dance program.

The sessions will be for student, stakeholders, teachers and Elders.

The actual program involves the Rekindling team working with Elders to learn traditions and gain permissions. This knowledge is then shared with students and used to create traditional dances that reflect our local First Nations community.

A lot of work and networking has been undertaken to ensure as many as possible First Nations community members are aware and invited to participate. I have been working with Larissa Falla from DE in order to ensure we have connected with as many First Nations community members as possible.

## **Upcoming Events - REACH**

The rescheduled REACH workshops to be delivered at GSSC will run on October 30-31

# Cash Summary - Monthly for the Quarter ended 30/09/2023

## Greater Shepparton Lighthouse Ltd For the month ended 30 September 2023

	JUL 2023	AUG 2023	SEP 2023	JUL-SEP 2023
<b>Income</b>				
Fee For Service	-	-	500.00	500.00
Donations Received	5,850.00	22,768.00	11,860.65	40,478.65
Other Income	70.00	1,386.25	-	1,456.25
<b>Total Income</b>	<b>5,920.00</b>	<b>24,154.25</b>	<b>12,360.65</b>	<b>42,434.90</b>
<b>Less Expenses</b>				
Payroll Liabilities	(650.00)	(1,838.00)	(1,216.00)	(3,704.00)
<b>Program Direct Costs (COS)</b>				
Supplies & Materials	9,266.87	4,541.78	5,314.27	19,122.92
Other Program/Support Costs	2,826.34	4,415.25	925.49	8,167.08
Staff Costs - Direct	73,891.61	74,281.99	109,686.29	257,859.89
<b>Total Program Direct Costs (COS)</b>	<b>85,984.82</b>	<b>83,239.02</b>	<b>115,926.05</b>	<b>285,149.89</b>
<b>Operating Expenses</b>				
Overhead Administration Fees	-	960.80	-	960.80
Bank Fees	30.93	308.18	27.78	366.89
Computer Consumables/Software	2,090.64	452.58	4,374.49	6,917.71
Freight & Courier	-	1,450.00	50.00	1,500.00
Functions	-	181.82	2,687.27	2,869.09
Leasehold Expenses	3,917.42	6,527.27	8,385.89	18,830.58
Meeting Costs	93.90	147.20	160.02	401.12
Motor Vehicle Expenses	3,986.53	864.32	1,421.23	6,272.08
Office Expenses	29.06	-	218.18	247.24
Postage, Printing and Stationery	806.72	651.92	672.00	2,130.64
Professional Fees	5,059.47	4,330.00	15,502.45	24,891.92
Safety Equipment	-	18.16	210.32	228.48
Staff Costs - Indirect	3,713.24	2,986.76	1,250.22	7,950.22
Subscriptions	249.49	282.22	220.41	752.12
Telecommunications and Internet	340.22	1,301.34	779.21	2,420.77
<b>Total Operating Expenses</b>	<b>20,317.62</b>	<b>20,462.57</b>	<b>35,959.47</b>	<b>76,739.66</b>
<b>Total Expenses</b>	<b>105,652.44</b>	<b>101,863.59</b>	<b>150,669.52</b>	<b>358,185.55</b>
<b>Surplus (Deficit)</b>	<b>(99,732.44)</b>	<b>(77,709.34)</b>	<b>(138,308.87)</b>	<b>(315,750.65)</b>
<b>Plus Other Cash Movements</b>				
Fixed Assets	(2,680.00)	(5,686.36)	(2,668.18)	(11,034.54)
Lease - Nissan Finance	(417.68)	(417.68)	-	(835.36)
<b>Total Other Cash Movements</b>	<b>(3,097.68)</b>	<b>(6,104.04)</b>	<b>(2,668.18)</b>	<b>(11,869.90)</b>
<b>Plus GST Movements</b>				
GST Collected	-	51.62	50.00	101.62



	JUL 2023	AUG 2023	SEP 2023	JUL-SEP 2023
GST Paid	(27,788.36)	(2,907.11)	(6,547.16)	(37,242.63)
Net GST Movements	(27,788.36)	(2,855.49)	(6,497.16)	(37,141.01)
<b>Net Cash Movement</b>	<b>(130,618.48)</b>	<b>(86,668.87)</b>	<b>(147,474.21)</b>	<b>(364,761.56)</b>
<b>Summary</b>				
Opening Balance	1,576,883.49	1,446,265.01	1,359,596.14	1,576,883.49
Plus Net Cash Movement	(130,618.48)	(86,668.87)	(147,474.21)	(364,761.56)
Cash Balance	1,446,265.01	1,359,596.14	1,212,121.93	1,212,121.93

# Balance Sheet

Greater Shepparton Lighthouse Ltd

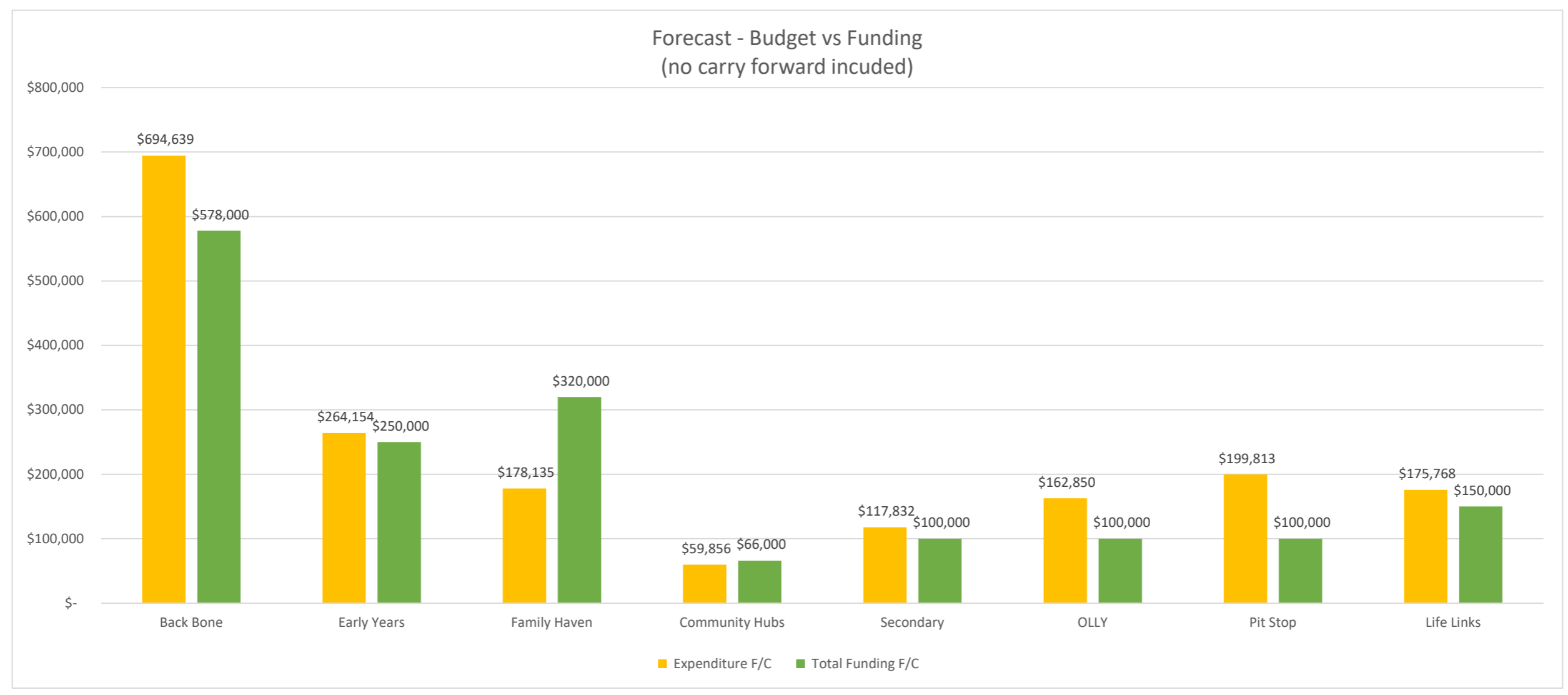
As at 30 September 2023

Accrual Basis

	30 SEP 2023	30 JUN 2023	NET MOVEMENT
<b>Assets</b>			
<b>Bank</b>			
Business Account	1,212,875.28	1,577,447.70	(364,572.42) ↓
<b>Total Bank</b>	<b>1,212,875.28</b>	<b>1,577,447.70</b>	<b>(364,572.42)</b>
<b>Current Assets</b>			
Accounts Receivable	28,000.00	-	28,000.00 ↑
Provision for Income in Advance	250,000.00	2,600.00	247,400.00 ↑
<b>Total Current Assets</b>	<b>278,000.00</b>	<b>2,600.00</b>	<b>275,400.00</b>
<b>Fixed Assets</b>			
Furniture and Equipment	21,045.43	11,230.70	9,814.73 ↑
Leasehold Improvements	9,998.52	10,527.79	(529.27) ↓
Motor Vehicles	23,686.46	25,274.76	(1,588.30) ↓
<b>Total Fixed Assets</b>	<b>54,730.41</b>	<b>47,033.25</b>	<b>7,697.16</b>
<b>Total Assets</b>	<b>1,545,605.69</b>	<b>1,627,080.95</b>	<b>(81,475.26)</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	11,425.18	11,157.28	267.90 ↑
<b>Integrated Client Account</b>			
<b>BAS Liabilities</b>			
GST	(13,087.77)	23,920.40	(37,008.17) ↓
PAYG Tax Payable	13,574.00	9,870.00	3,704.00 ↑
<b>Total BAS Liabilities</b>	<b>486.23</b>	<b>33,790.40</b>	<b>(33,304.17)</b>
<b>Total Integrated Client Account</b>	<b>486.23</b>	<b>33,790.40</b>	<b>(33,304.17)</b>
<b>Provision for Employee Entitlements</b>			
Provision for Annual Leave	42,607.96	43,209.54	(601.58) ↓
Provision for Long Service Leave	3,273.95	3,341.16	(67.21) ↓
<b>Total Provision for Employee Entitlements</b>	<b>45,881.91</b>	<b>46,550.70</b>	<b>(668.79)</b>
Credit Cards	753.35	564.21	189.14 ↑
<b>Total Current Liabilities</b>	<b>58,546.67</b>	<b>92,062.59</b>	<b>(33,515.92)</b>
<b>Non-current Liabilities</b>			
<b>Lease - Nissan Finance</b>			

	30 SEP 2023	30 JUN 2023	NET MOVEMENT
Lease - Nissan Finance	4,474.38	5,309.74	(835.36) ↓
Unexpired Interest - Nissan Finance	-	(60.85)	60.85 ↑
<b>Total Lease - Nissan Finance</b>	<b>4,474.38</b>	<b>5,248.89</b>	<b>(774.51)</b>
<b>Total Non-current Liabilities</b>	<b>4,474.38</b>	<b>5,248.89</b>	<b>(774.51)</b>
<b>Total Liabilities</b>	<b>63,021.05</b>	<b>97,311.48</b>	<b>(34,290.43)</b>
<b>Net Assets</b>	<b>1,482,584.64</b>	<b>1,529,769.47</b>	<b>(47,184.83)</b>
<b>Equity</b>			
Current Year Earnings	(47,184.83)	314,605.21	(361,790.04) ↓
Retained Earnings	1,529,769.47	1,215,164.26	314,605.21 ↑
<b>Total Equity</b>	<b>1,482,584.64</b>	<b>1,529,769.47</b>	<b>(47,184.83)</b>

Project			TBC ?		Carry Forwards from FY22.23	Surplus / Deficit
	Expenditure F/C	Total Funding F/C				
Back Bone	\$ 694,639	\$ 578,000			-\$	116,639
Early Years	\$ 264,154	\$ 250,000			-\$	14,154
Family Haven	\$ 178,135	\$ 320,000			\$	141,865
Community Hubs	\$ 59,856	\$ 66,000			\$	6,144
Secondary	\$ 117,832	\$ 100,000			-\$	17,832
OLLY	\$ 162,850	\$ 100,000			-\$	62,850
Pit Stop	\$ 199,813	\$ 100,000			-\$	99,813
Life Links	\$ 175,768	\$ 150,000			-\$	25,768
<b>OVERALL</b>	<b>\$ 1,853,048</b>	<b>\$ 2,096,715</b>			<b>\$</b>	<b>243,667</b>



FUNDING SOURCE	PROJECT	START DATE	END DATE	CONTRACT FUNDS	ANNUAL FUNDS	Current Balance - Life of Contract per Xero P&L (30/09)	Timeline											
							Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Department of Education	Back Bone; Primary; Secondary	1/10/2020	30/09/2023	\$ 3,000,000.00	\$ 1,000,000.00	\$ 590,001.49	[Grey bar from Jun-23 to Sep-23]											
Department of Education	Back Bone; Primary; Secondary	1/10/2023	30/09/2027	\$ 4,000,000.00	\$ 1,000,000.00	\$ 4,000,000.00	[Light blue bar from Jun-23 to Aug-24]											
Scanlon Foundation	Brilliant Bookworms	1/04/2023	31/03/2024	\$ 35,000.00	\$ 35,000.00	\$ 30,896.22	[Dark blue bar from Jun-23 to Mar-24]											
McEwen (Equity)	Back Bone	31/10/2021	31/10/2024	\$ 300,000.00	\$ 100,000.00	\$ 167,493.53	[Light blue bar from Jun-23 to Aug-24]											
Community Hubs Aust	Community Hubs	1/07/2020	30/06/2023	\$ 198,000.00	\$ 66,000.00	\$ 42,804.67	[Yellow bar from Jun-23 to Jun-23]											
Community Hubs Aust	Community Hubs	1/07/2023	30/06/2026	\$ 198,000.00	\$ 66,000.00	\$ 31,552.50	[Light blue bar from Jun-23 to Aug-24]											
COGS - Empowering Commu	Family Haven	1/07/2023	30/06/2024	\$ 100,000.00	\$ 100,000.00	\$ 1,000,000.00	[Dark blue bar from Jun-23 to Jun-24]											
Freemasons (1)	Family Haven	1/06/2023	30/06/2024	\$ 30,000.00	\$ 30,000.00	\$ 19,196.11	[Light blue bar from Jun-23 to Jun-24]											
GV Health Foundatiom	Family Haven	15/12/2022	15/12/2025	\$ 180,000.00	\$ 60,000.00	\$ 45,804.54	[Dark blue bar from Jun-23 to Aug-24]											
HECHT IPAP	Family Haven	1/07/2023	30/06/2024	\$ 120,000.00	\$ 120,000.00	\$ 104,634.09	[Light blue bar from Jun-23 to Aug-24]											
Hugh Williamson	Family Haven	21/11/2022	21/11/2023	\$ 70,000.00	\$ 70,000.00	\$ 47,581.82	[Dark blue bar from Jun-23 to Dec-23] \$40k to F/H wages											
FRRR	Hands on Learning	21/02/2023	31/10/2023	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	[Light blue bar from Jun-23 to Oct-23]											
FRRR	Humanity Helping Homelessness	21/02/2023	31/10/2023	\$ 10,000.00	\$ 10,000.00	\$ 5,525.93	[Dark blue bar from Jun-23 to Oct-23]											
FRRR	SPIN	21/02/2023	31/10/2023	\$ 9,920.00	\$ 9,920.00	\$ -	[Light blue bar from Jun-23 to Oct-23]											
Go Tafe	Strategic Projects	22/12/2022	22/12/2024	\$ 50,000.00	\$ 50,000.00	\$ 38,746.81	[Dark blue bar from Jun-23 to Aug-24]											
Freemasons (2)	Strategic Projects	1/08/2023	1/07/2024	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	[Light blue bar from Jun-23 to Aug-24]											

\*Dept Ed funding 2020-2023 balance = \$340k actual balance plus \$250k funds to come  
This will cover our operating costs through to Feb 2024

# FOR DECISION via circular resolution

THURSDAY 31 AUGUST 2023

## PURPOSE:

To see approval for amendments to the signatories on the bank account of the Greater Shepparton Lighthouse Project (GSLP).

## BACKGROUND:

At the GSLP Board meeting held on 20 June 2023, it was noted that the names on the bank account still included former Board member Craig Marshall. The Board approved that the Chair & Treasurer sign the Commonwealth Bank of Australia authorisation form to amend the name to the account to rectify this.

Following presentation of the authorisation to the CBA, it was advised that former Executive Officer Lisa McKenzie was also still noted as a signatory on the account.

The Chair has also recommended that Executive Officer Amy Robinson be added as a new signatory to the account.

This will see the final amended signatories for the GSLP Bank Account:

Adam Furphy (Chair)

Anna Agati (Treasurer)

Amy Robinson (Executive Officer)

## Next Steps

This is now presented to the Board to review and vote via circular resolution as a matter of urgency.

Board Members to provide a "yes" or "no" vote by return email by COB Friday 1 September 2023.

## RECOMMENDATION

*That the GSLP Board approve:*

- *That former Board member Craig Marshall and Executive Officer Lisa McKenzie be removed from the GSLP Bank Account as a signatories and name/s on the account.*
- *That Amy Robinson, Executive Officer of the GSLP Be added as a signatory to the account; and*
- *Approve the final signatories will be Adam Furphy (Chair), Anna Agati (Treasurer) and Amy Robinson (Executive officer).*

---

The above resolution was approved through a circular resolution (via email) with the majority/~~not majority~~ votes received in favour/~~not favour~~ of the resolution. (attached)

Signed \_\_\_\_\_



Adam Furphy  
Chair

Date : 31/08/23

EMAIL FOR REQUEST FOR CIRCULAR RESOLUTION

---

**From:** Kathy Fuller <[kfuller@gslp.com.au](mailto:kfuller@gslp.com.au)>

**Sent:** Thursday, August 31, 2023 10:21 AM

**To:** Adam Furphy <[adam.furphy@furphys.com.au](mailto:adam.furphy@furphys.com.au)>; Anna Agati <[Anna.Agati@sofrapartners.com.au](mailto:Anna.Agati@sofrapartners.com.au)>; Mohammed Yassin <[m.yassin1@hotmail.com](mailto:m.yassin1@hotmail.com)>; Robin Francis <[robin.francis@justice.vic.gov.au](mailto:robin.francis@justice.vic.gov.au)>; Elizabeth Capp <[E.Capp@latrobe.edu.au](mailto:E.Capp@latrobe.edu.au)>

**Cc:** Amy Robinson <[arobinson@gslp.com.au](mailto:arobinson@gslp.com.au)>

**Subject:** URGENT APPROVAL Circular Resolution - CBA Signatories GSLP - August 2023

Dear Board,

Please find attached a circulator resolution seeking your approval for further amendments to the signatories for the bank account of the Greater Shepparton Lighthouse Project (GSLP).

Can you please provide a “yes” or “no” vote by return email to me no later than COB Friday 1 September 2023.

Any questions please speak with Adam Furphy as Chair in the first instance.

Kind regards,

*Kind regards,*



**Kathy Fuller**  
Volunteer & Partnerships Broker | Board Secretary  
Laptops with Love Coordinator

**M** 0404 091 758 | **E** [kfuller@gslp.com.au](mailto:kfuller@gslp.com.au) | **W** [www.gslp.com.au](http://www.gslp.com.au)



## Resolution 02/2023



### Circular Resolutions – Approvals received via email

---

**From:** Mohammed Yassin <m.yassin1@hotmail.com>

**Sent:** Thursday, August 31, 2023 11:52 AM

**To:** Kathy Fuller <kfuller@gslp.com.au>

**Cc:** Adam Furphy <adam.furphy@furphys.com.au>; Anna Agati

<Anna.Agati@sofrapartners.com.au>; Robin Francis <robin.francis@justice.vic.gov.au>; Elizabeth Capp <E.Capp@latrobe.edu.au>; Amy Robinson <arobinson@gslp.com.au>

**Subject:** Re: URGENT APPROVAL Circular Resolution - CBA Signatories GSLP - August 2023

Hi Kathy.

Thanks for that.

**YES**, from me.

Cheers,

Mohammed

---

**From:** Anna Agati <Anna.Agati@sofrapartners.com.au>

**Sent:** Thursday, August 31, 2023 10:42 AM

**To:** Kathy Fuller <kfuller@gslp.com.au>; Adam Furphy <adam.furphy@furphys.com.au>;

Mohammed Yassin <m.yassin1@hotmail.com>; Robin Francis <robin.francis@justice.vic.gov.au>; Elizabeth Capp <E.Capp@latrobe.edu.au>

**Cc:** Amy Robinson <arobinson@gslp.com.au>

**Subject:** RE: URGENT APPROVAL Circular Resolution - CBA Signatories GSLP - August 2023

Hello Kathy

**YES**

Thanks

Kind Regards,

Anna Agati

Manager

[CPA, SSA]



Celebrating 25 Years of Business. [Leave us a review!](#)



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**SHEPPARTON**

96 Wyndham St, Shepparton VIC 3630

P 03 5831 3499 | F 03 5831 3895



[www.sofrapartners.com.au](http://www.sofrapartners.com.au)

**MELBOURNE:**

1/617 Spencer St, West Melbourne VIC 3003

P 03 9329 9999 | F 03 9329 3895

Chartered Accountants | Business Advisors | Financial Planners

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---

**From: Robin H Francis (DJCS) <[Robin.Francis@justice.vic.gov.au](mailto:Robin.Francis@justice.vic.gov.au)>**

**Sent:** Thursday, August 31, 2023 10:37 AM

**To:** Adam Furphy <[adam.furphy@furphys.com.au](mailto:adam.furphy@furphys.com.au)>; Kathy Fuller <[kfuller@gslp.com.au](mailto:kfuller@gslp.com.au)>; Anna Agati <[Anna.Agati@sofrapartners.com.au](mailto:Anna.Agati@sofrapartners.com.au)>; Mohammed Yassin <[m.yassin1@hotmail.com](mailto:m.yassin1@hotmail.com)>; Elizabeth Capp <[E.Capp@latrobe.edu.au](mailto:E.Capp@latrobe.edu.au)>

**Cc:** Amy Robinson <[arobinson@gslp.com.au](mailto:arobinson@gslp.com.au)>

**Subject:** RE: URGENT APPROVAL Circular Resolution - CBA Signatories GSLP - August 2023

Hello all,

That's a **YES** from me.

Regards,

Rob.

**Rob Francis**

*he/him/his*

A/Associate Deputy Secretary, Justice Services

Department of Justice and Community Safety

Phone: 0418 533834



We acknowledge the traditional Aboriginal owners of country throughout Victoria and pay our respects to them, their culture and their Elders, past, present and future.

DJCS is a diverse and inclusive workplace. | Please consider the environment before printing this email.

## Resolution 02/2023



---

**From:** Adam Furphy <[Adam.Furphy@furphys.com.au](mailto:Adam.Furphy@furphys.com.au)>

**Sent:** Thursday, 31 August 2023 10:32 AM

**To:** Kathy Fuller <[kfuller@gslp.com.au](mailto:kfuller@gslp.com.au)>; Anna Agati <[Anna.Agati@sofrapartners.com.au](mailto:Anna.Agati@sofrapartners.com.au)>; Mohammed Yassin <[m.yassin1@hotmail.com](mailto:m.yassin1@hotmail.com)>; Robin H Francis (DJCS)

<[robin.francis@justice.vic.gov.au](mailto:robin.francis@justice.vic.gov.au)>; Elizabeth Capp <[E.Capp@latrobe.edu.au](mailto:E.Capp@latrobe.edu.au)>

**Cc:** Amy Robinson <[arobinson@gslp.com.au](mailto:arobinson@gslp.com.au)>

**Subject:** RE: URGENT APPROVAL Circular Resolution - CBA Signatories GSLP - August 2023

**YES**

Thanks Kathy

Yours sincerely

Adam Furphy

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**From:** Elizabeth Capp <[E.Capp@latrobe.edu.au](mailto:E.Capp@latrobe.edu.au)>

**Sent:** Thursday, August 31, 2023 10:27 AM

**To:** Kathy Fuller <[kfuller@gslp.com.au](mailto:kfuller@gslp.com.au)>; Adam Furphy <[adam.furphy@furphys.com.au](mailto:adam.furphy@furphys.com.au)>; Anna Agati <[Anna.Agati@sofrapartners.com.au](mailto:Anna.Agati@sofrapartners.com.au)>; Mohammed Yassin <[m.yassin1@hotmail.com](mailto:m.yassin1@hotmail.com)>; Robin Francis <[robin.francis@justice.vic.gov.au](mailto:robin.francis@justice.vic.gov.au)>

**Cc:** Amy Robinson <[arobinson@gslp.com.au](mailto:arobinson@gslp.com.au)>

**Subject:** RE: URGENT APPROVAL Circular Resolution - CBA Signatories GSLP - August 2023

Hello Kathy,

Confirming my approval/**Yes** vote on this circular resolution which makes further amendments to the signatories for the bank account of the Greater Shepparton Lighthouse Project (GSLP).

Thank you,

Elizabeth

**Elizabeth Capp**

Head of Campus, Shepparton

La Trobe University | Shepparton Campus 3632

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# FOR INFORMATION

## GLSP BOARD MEETING

### THURSDAY 19 OCTOBER 2023

Author: Sarah Pain

#### HOME-START – FUTURE

**PURPOSE:** *To discuss the future of the Home-Start volunteer family mentoring program.*

#### BACKGROUND:

Home-Start is an early intervention and prevention home visiting service that offers volunteer mentor support to families. Trained volunteers visit families regularly (often weekly) to provide mentoring, emotional support, practical support, positive engagement with children and linkages into services via the Home-Start Coordinator at Lighthouse.

Home-Start aims to

- Provide support to isolated and marginalised parents with young children.
- Improve parenting capacity.
- Encourage better connections with community and services.
- Build stronger relationships with family and extended family.
- Support strong outcomes for children to be ready for school.

Reach of the Home-Start Program -

- 8 families supported and now exited program.
- 3 families currently being supported.
- 3 current volunteers
- 4 volunteers taking a break.
- 3 volunteers were trained and have now been employed elsewhere.
- 5 volunteers waiting to be trained.

#### RISK/COMMENT

The Home-Start Program is an internationally implemented model and has been operating through Lighthouse as a co-branded initiative with Home-Start Australia. Our MOU with Home-Start Australia has lapsed (due for renewal) rendering our policies and procedures null and void, creating an insurance gap. The Home-Start program is currently on hold, with families and mentors meeting at the Family Haven site where possible.

## RECOMMENDATION

That the GSLP Board consider the following options:

1. Approved the rebrand of the volunteer family mentoring program to be included under the Family Haven banner for inclusion within Lighthouse overarching insurance. This process would include the contextualisation of all Home-Start policies and procedures; or
2. Re-signing the MoU with Home-Start Australia; or
3. Consider the revision of the Home-Start/In Home Volunteering Mentoring Program concept.

# GSLP BOARD PLANNER 2024



Date	Activity	Time	Date	Activity	Time
<b>January</b>			<b>February</b>		
	No Meeting		THU 15	<b>GSLP BOARD</b>	10AM-12PM
<b>March</b>			<b>April</b>		
TBD	AUDIT & RISK SC		THU 18	<b>GSLP BOARD</b>	10AM-12PM
<b>May</b>			<b>June</b>		
	No Meeting		THUR 20	<b>GSLP BOARD</b>	10AM-12PM
<b>July</b>			<b>August</b>		
TBD	AUDIT & RISK SC		THU 21	<b>GSLP BOARD</b>	10AM-12PM
<b>September</b>			<b>October</b>		
	No Meeting		THU 17	<b>GSLP BOARD</b> EOFY Financials DET Acquittal	10AM-12 PM
<b>November</b>			<b>December</b>		
TBD	AUDIT & RISK SC		THU 12	<b>GSLP BOARD</b>	10AM-12PM
<b>Venue: Lighthouse Office   Emerald Bank   Kialla</b>					