

# CITY WEST LOTTERIES HOUSE

## ANNUAL REPORT 2021



2 Delhi Street, West Perth 6005  
[www.cwlh.org.au](http://www.cwlh.org.au)





## MESSAGE FROM OUR CHAIR

PETER LE

Dear Members,

2021 continued to present challenges from the coronavirus pandemic (COVID-19). Although Western Australia has managed COVID-19 exceptionally well, nationally and internationally this has not been the case and people, communities, businesses and governments have continued to be affected by the pandemic this year.



Despite the challenges around us, the Board of CWLH has managed to achieve a great deal this year.

The Board managed to develop and finalise a new 4-year strategic plan.

The Board also finalised and implemented a new risk management plan.

The Board was decisive in making the strategic decision to invest \$1 million and proceed with the refurbishment of the building, which, as we come towards the end of the project, is looking fantastic. Given the current building market, had the Board prolonged the refurbishment decision, CWLH would have been looking at inflated building costs. The Board would like to thank all the tenants for their patience and understanding throughout the refurbishment period.

CWLH also hosted the Lotteries Houses Conference recently with 16 other Lotteries Houses coming together at CWLH to share knowledge and to collaborate.

On a sad note, Tricia and I attended the funeral of Angela Hartwig early in the year, a woman of great strength, courage and leadership who championed awareness in domestic and family violence and changed the landscape of people's attitudes and views towards domestic and family violence. The Women's Council of Domestic and Family Violence (now the Centre for Women's Safety and Wellbeing) was a foundation tenant of CWLH and Angela was a former chair of the board of CWLH. CWLH intends to honour Angela by providing a lasting tribute by way of a purple bench to be installed at CWLH with a plaque in memory of Angela mounted on it.

Tricia Slee, our Executive Officer, continues to work tirelessly for the good of CWLH. Tricia has had to juggle her normal duties with the demands of co-ordinating the refurbishment of the building and organising the Lotteries Houses Conference, which was recently held at CWLH.

I would like to thank my fellow Board members for their continued support and commitment to CWLH – Tom Griffiths, Maxine Drake, Stephen Long, Lisa Hook and Paul O'Connor.

I wish you all a safe break during the holiday period and look forward to seeing you all again in the new year, and hopefully, all our internal refurbishment of the building will be completed by the time you return.

**Yours sincerely**

A handwritten signature in black ink, appearing to be 'Peter Le', with a large, sweeping loop on the left and a smaller, more defined signature on the right.

**Peter Le  
Chair of the Board  
December 2021**

# TREASURER'S REPORT

PAUL O'CONNOR

## Financial Statements and Independent Audit Report - Financial Year ended 30 June 2021

It is with great pleasure I present the Treasurer's report for City West Lotteries House Inc. for the year ending 30 June 2021

The Board of Management of City West Lotteries House Inc. is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and for such internal control as the Board determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.



In preparing the financial report, the Board of Management is responsible for assessing the Association'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 the Board of Management' either intends to liquidate the Association or to cease operations, or has no realistic alternative to do so.

The 2021 Financial Statements prepared by City West Lotteries House Inc. were audited by AMW Audit (Anderson Munro and Wyllie - Chartered Accountants).

AMW Audit have confirmed in their opinion that:

- the special purpose financial report of City West Lotteries House Inc. has been prepared in accordance with the Australian Auditing Standards, including:
  - (i) giving a true and fair view of the Association's financial position as at 30 June 2021 and of its financial performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards to the extent described in Note 1, and Australian Auditing Standards.

These financial statements therefore accurately reflect City West Lotteries House Inc performance for 2020/21, and there are reasonable grounds to believe that City West Lotteries House Inc will be able to pay its debts as and when they become due and payable.

Overall City West Lotteries House Inc. delivered a surplus of \$203,352. This surplus is however a reduction from the previous year of \$424,828 as this financial year our operations and cashflow were impacted by COVID-19. The Association would have otherwise made a loss of 34,579 had the capital grant income and the Government's stimulus packages not been received.

The Board wish to:

- thank Amit Gadani from AMW Audit for his audit work and advice on financial matters relating to the financial statements;

- acknowledge and thank Maxine Drake for her role as Treasurer from November 2020 to early September this year when she stepped down, and
- to acknowledge the efforts of key staff in the financial reporting throughout the year in Trish Slee (Executive Officer) and Fiona Kibblewhite, as well as Pru Cameron of Benchmark Business Works.

### **Appointment of Auditor**

The Board support the reappointment of Anderson Munro and Wyllie (AMW Audit) as auditors for the 2022 financial year.

### **RECOMMENDATION:**

**That the Financial Statements and Independent Audited Report for the financial year ended 30 June 2021 of City West Lotteries House Inc. be accepted as a true and accurate record of its financial status.**

**Paul O'Connor**

**TREASURER**

# EXECUTIVE OFFICER'S REPORT

TRICIA SLEE

Without a doubt, the focus for 2021 has been the CWLH building refurbishment project. Much of my time was in 2020 and during the first half of the year was dedicated to planning, and the refurbishment itself has dominated my working focus for the second half of 2021.

What a thrill to see the many years of gathering and collating ideas generated from surveys of tenant and stakeholder needs, and significant review and planning by members of subsequent Boards of Management, finally come to fruition.

We are now just a day away from 'practical completion' of the project. This is when the contractor will hand over the building for us to start to properly enjoy the refurbished facilities. While there are still a few items of furniture and fittings to be installed and final touches of plants and artworks to be purchased, we are confident of having the facilities open for use in the New Year, 2022, as planned.

It has been a mammoth project for CWLH that has run surprisingly smoothly. This is largely due to the great team we engaged from Veritruss, led by Terry Phenk. Terry's experience, industry networks and gentle patience have ensured the schedule has been kept tight and pricing close to budget. We are so fortunate to have completed the project this year, as our costs would be at least 30-50% higher (due to COVID-19 impacts on supply and logistics, along with availability of labour) if we were starting in 2022.

Don Koontz of dkConsulting was engaged as our project manager for the contract. His industry knowledge and keen interest in ensuring that all aspects of the project were well governed and delivered as contracted has meant we've had no unexpected issues to deal with. He has been an integral member of the CWLH Building Refurbishment Working Group, along with former Board Chair and CEO of Developmental Disability WA, Mary Butterworth, and current Board member, Steve Long, building surveyor at KPMG. These three people have worked enthusiastically alongside of me in reviewing and coordinating the project for CWLH. My sincere thanks to Don, Mary and Steve for their valuable ideas and individual contributions to the overall success of the project.

## Building Refurbishment Investment

CWLH will spend around \$1.2 million on this stage of the building refurbishment - \$1 million invested by the Board from our capital fund and approximately \$200k from the original Lotterywest grant of \$600k, received in 2019 to support the replacement of end-of-life capital equipment. In conjunction with the current refurbishment, we have upgraded the main electrical boards, invested \$70k in AV technology, installed a new fire indicator panel at the front entry and upgraded the security camera system from 1 to 11 cameras located throughout the interior and exterior of the building.

While it is disappointing that we didn't have enough funds to complete all elements of the proposed building refurbishment plan, we are committed to look generate new streams of income and to look at opportunities to apply for grant assistance to complete the project. In addition, CWLH is developing marketing initiatives aimed at generating new streams of income from the hire of our new facilities. We are hopeful of securing the required funds to complete the proposed stage two works in the not-too-distant future.



## Lotteries Houses Conference

It has been my goal for several years to bring together staff and board members from Lotteries Houses across the State, to share ideas and information. In 2019 I was successful in securing a grant of \$35k from Lotterywest, on behalf of the Lotteries Houses, to support this vision. Unfortunately, COVID then got in the way of our plans.

We welcomed 16 Lotteries Houses to CWLH on 18 and 19 October this year for what proved to be a highly successful and well attended gathering of staff and board members, in the midst of the building refurbishment project. Call me crazy! This was a great way to 'test' our facilities and equipment. Topics ranged from Board governance, effective performance discussions and Volunteering opportunities for LH's, to focus sessions on marketing, property law, insurance and asset lifecycle planning. A very big thank you to:

- Lotterywest for the grant and for hosting a really informative presentation at Lotterywest.
- Sun Ngamwisetkun for all her work behind the scenes collating and publishing information about the Lotteries Houses
- our fabulous presenters who donated their time and expertise to support the development of knowledge for the LH's community
- Jenny Hoffman of BlueHelix who facilitated the two-day event
- Fiona and Anne for keeping people fed and the kitchen humming

## Tenants

In 2020 / 2021 we welcomed Friends for Good, Special Olympics Australia and Microboards Australia to our tenant community and this year have farewelled WA Fairhaven and Stopping Family Violence WA.

I extend a very sincere thanks to all tenants for your patience and support during the building refurbishment. We look forward to welcoming you to the new facilities and enjoying them fully in the New Year.

And of course, early in the New Year we hope to host some sort of launch celebration with our valued stakeholder groups, as this is the largest project to be so successfully undertaken in the history of CWLH.

## Staff

Our 2 EFT staff of Fiona Kibblewhite and myself grew to 2.6 in September when Sun Ngamwisetkun joined our team to work in a business development and marketing role for the remainder of the financial year. Anne Mercer has continued to cover Reception during periods of staff leave and illness, and has been very involved in getting the new facilities ready for use in 2022. Thanks to all three ladies for their great work ethic and commitment to developing our business to be smarter and sustainable for the future.

## Board of Management

None of the successes of the past year would have been possible without the wonderful volunteers who have dedicated their time and skills to steer the strategic future of City West Lotteries House.

To the Directors of the 2020 / 2021 Board of Management, a very sincere thank you to each of you – Maxine Drake, Tom Griffiths, Lisa Hook, Steve Long, Paul O'Connor and Chair, Peter Le.

*Tricia Slee*

# OUR 2020/2021 BOARD MEMBERS



**PAUL O'CONNOR**

Treasurer



**PETER LE**

Chairperson



**STEVE LONG**

Secretary



**MAXINE DRAKE**

Board Member



**TOM GRIFFITHS**

Deputy Chair



**LISA HOOK**

Board Member

# OUR STAFF



**TRICIA SLEE**  
Executive Officer



**FIONA KIBBLEWHITE**  
Admin & Accounts



**SUN NGAMWISETKUN**  
Project Coordinator –  
Business Dev & Marketing



**ANNE MERCER**  
Administrator

# OUR TENANT ORGANISATIONS



people with  
disabilities  
western  
australia



Conservation Council of Western Australia  
**ccwa**  
Look forward

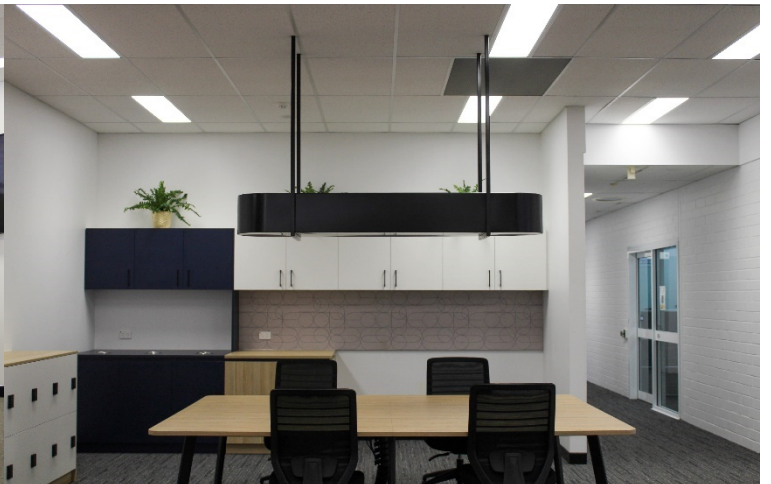


CENTRE FOR  
Women's Safety  
and Wellbeing

Preventing violence  
Promoting health  
Advancing gender equality



# OUR RENOVATED FACILITY





The work that we do here at City West Lotteries House is only possible because of the support of Lotterywest.

Lotterywest is unique in Australia as the only lottery to directly support the community through its grants. Simply playing Lotterywest games helps finance thousands of grants for Western Australian not-for-profit organisations and local government authorities, as well as the health, sports, and arts sectors.

Since establishing the first Lotteries House on Stirling Street back in 1988, Lotterywest has continued to provide crucial financial support for our organisation and for many of the not-for-profits that call our building home.

We are extremely grateful to Lotterywest for their ongoing support and commitment to building a better future for Western Australia.

Thank you Lotterywest from all of us here at City West Lotteries House!