



# Annual Report 2013 – 2014



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## Volunteering Geelong Overview

Volunteering Geelong is the leading body for volunteer information, recruitment, advocacy and support in the Greater Geelong region. The organisation's vision is to support a region where individuals feel motivated to volunteer, have the opportunity to contribute their time, skills and knowledge and are supported and encouraged to enjoy a rewarding volunteering experience.

The centre has been operating since 1998 and currently has 280 not-for-profit organisations registered and advertises over 450 volunteer positions on their behalf. Volunteer Information Officers interview potential volunteers and provide information regarding suitable voluntary work. All vacant volunteer positions are advertised on the Volunteering Geelong website [www.volunteeringgeelong.org.au](http://www.volunteeringgeelong.org.au).

Volunteering Geelong also prides itself on the strategic work it conducts to build capacity in the not for profit sector with regard the management of volunteers, development of programs that support the changing nature of volunteering and development of training programs to support the growth of Volunteers and Volunteer Leaders in our region.

## Funding and Acknowledgements

**Federal Government Department of Social Services** - Core funding currently approved to June 2015 (\$106,000pa) for the Volunteer Management Program (VMP). Funding applications have been submitted for the new Volunteer Support Service Program and Innovation and Collaboration initiatives.

**Give Where You Live (GWYL)** - \$30,000 was allocated through Volunteering Victoria to facilitate opportunities for volunteering, build the capacity of organisations to develop and manage volunteer programs and develop strategies and innovations to further enhance and promote the role and importance of volunteering in the region.

**Ford Heritage Trust** - \$14,000 was donated through Volunteering Victoria supporting the long term relationship between Volunteering Geelong and the Ford Discovery Centre.

## In Kind Support

**City of Greater Geelong** has provided support during the year through provision of venues and subject matter expert trainers for Volunteering Geelong's Training and Development initiatives, ongoing support for the Step by Step Volunteer Mentor Program and support of the pilot Emergency Volunteer Manager project.

**Alzheimers Australia** has delivered a number of training sessions for Volunteers in the area of Dementia Awareness. **Barwon Health** has provided access to their MOVAIT training for volunteers and also staff delivered workshops for the 'Vulnerable People Project'. **Diversitat** has delivered Valuing Diversity training for volunteers. **Bellarine First Aid** has provided discounted Level 2 First Aid Training for volunteers. **The Australian Centre for Grief and Bereavement** has delivered Grief and Loss Workshops for Volunteers.

# **Volunteering Geelong Strategic Direction and Goals 2012 - 2014**

## **Strategic Direction 1:**

**Create opportunities for a diversity of volunteers through increasing accessibility and creating volunteer experiences to meet developing trends.**

- Goal 1.1 Provide volunteering assistance and information to individuals and the community including those at risk of social exclusion.
- Goal 1.2 Identify the diversity of potential volunteers (tertiary students, baby boomers, people with disabilities, culturally & linguistically diverse (CALD), unemployed, employed professionals etc.) and define and support their expectations of volunteering.
- Goal 1.3 Develop training that enhances the personal experience for volunteers and provides skill and knowledge development.

## **Strategic Direction 2:**

**Assist community service organisations to increase capacity by meeting emerging needs of a diversity of volunteers.**

- Goal 2.1 Support Volunteer Managers in Community Service Organisations (CSOs) with training and program development including, where possible, implementation of the National Standards for Volunteering.
- Goal 2.2 Develop training programs to assist CSOs to build capacity through clearly defining roles appropriate to the emerging needs and diversity of volunteers.
- Goal 2.3 Develop processes to assist CSO to understand the diversity of volunteers and their needs.
- Goal 2.4 Develop partnerships, including those with local and state governments, to ensure effective communication and collaboration with other service providers to deliver accessible volunteer support and services.

## **Strategic Direction 3:**

**Increase the capacity of Volunteering Geelong to support volunteering in our region.**

- Goal 3.1 Strengthen the public profile of volunteering through engagement with the media, development of events the support of networks and volunteer recognition opportunities.
- Goal 3.2 Respond to the findings in the G21 Regional Volunteering Strategy that will effectively position volunteering as a critical element of social policy and community strength.
- Goal 3.3 Investigate the development of business models and collaborative opportunities that will serve to expand our revenue base and expand client services in a responsive and sustainable way.

## **Board of Management 2013/14**

<b>President</b>	Doug Dalton
<b>Vice-President</b>	Lesley Evans
<b>Secretary</b>	Sonia McCabe
<b>Treasurer</b>	Matthew McDonough
<b>Board Members</b>	Anthony Aitken Jason McGregor David Essex Grant Hawkins
<b>Patron</b>	Keith Fagg

## **Staff and Volunteers**

<b>Manager</b>	Gail Rodgers
<b>Assistant Manager</b>	Lucinda Tucker
<b>Training and Development Manager</b>	Alison Duff
<b>Volunteer Information Officers</b>	Yvonne Coxall Frank Thompson Jayne Martin
<b>Receptionists</b>	Pat Welsh Margaret Thorp
<b>Administration Officers</b>	Phyllis Castle Jan Oman Kay Goldsworthy Judy Foster

*“It’s the action, not the fruit of the action, that’s important. You have to do the right thing. It may not be in your power; may not be in your time, that there’ll be any fruit. But that doesn’t mean you stop doing the right thing. You never know what results come from your action. But if you do nothing, there will be no result.”*

**Mahatma Gandhi**

## President's Report

The 2013 – 2014 year has seen Volunteering Geelong (VG) continue to provide outstanding service and support to a wide range of volunteers and the organisations in which those volunteers serve and contribute. On behalf of the Board I wish to congratulate Gail and her team of paid and volunteer staff on another year of significant achievement.

I am pleased to note that after the financial difficulties experienced last year, VG's income from non government sources has stabilised somewhat. I take this opportunity to acknowledge the ongoing contribution from Give Where You Live, through Volunteering Victoria, and the considerable effort made by VG Board members, staff and volunteers to identify opportunities to raise income and in turning many of those opportunities into additional funds for VG.

Against this positive background, the election of a new Commonwealth government in September last year introduced considerable uncertainty about both the policy directions relating to volunteering the new government would pursue and its commitment to funding those policy directions. Despite the efforts of our state and national peak bodies there was little clarification until June this year when the Department of Social Services announced a new funding regime for the Volunteer services currently provided by VG and its sister organisations. The central features of the new regime are:

- 1) The introduction of 2 funding streams - Volunteer Support Services (VSS) which replaces VMP our current core funding. VSS is capped at \$100,000 which will, if our application is successful represent an effective cut for 2015/16 of approximately 8%. The second and new funding stream is for Innovation and Collaboration Activities. Funding available in this stream is \$50,000 for Jan 2015-June 2015 and \$100,000 from July 2015 to June 2016. VG will be submitting for two Innovation and Collaboration grants. One in collaboration with NDIA and Diversitat for the Step-by-Step Volunteer Mentor Program and another to support the development of policies and procedures with organisations that engage volunteers who work with vulnerable people.
- 2) The introduction of a competitive tendering process for both funding streams with a wide range of organisations eligible to apply for funding under either or both streams.

In view of VG's track record of meeting or exceeding all Commonwealth funding requirements, the Board is hopeful that the tremendous effort put in by Gail and her team to prepare the submissions will result in ongoing, if somewhat reduced funding for our core services and additional funding for the 2 innovation projects.

A further area of uncertainty arose during the year relating to VG's eligibility for "Deductible Gift Recipient" (DGR) status with the Tax office. The Board monitored the progress of the so called Hunger Project case in the Federal Court with the decision in favour of the Hunger project being handed down in June. This decision makes it possible for VG to apply for and potentially be granted DGR status by the Tax Office. The granting of DGR status would open many additional funding opportunities for VG. The Board and Gail are currently working on this matter which will be further considered at the AGM.

The VG Board recognises the need to continuously improve its own performance in governing VG. During the year Board members prepared and shared their professional profiles which helped develop a wider understanding of the broad range of knowledge, skills and experience members bring to their role. In addition the Board undertook an assessment of its own performance.

The review process was found to be an interesting and constructive exercise and members rated the performance of the Board as positive in 8 of the 10 elements. The review highlighted the need for improved communication and policy development in a few areas.

Following the review the Board has developed and adopted an improved Orientation process for new members involving mentoring by another Board Member and additional education specifically in financial management. Policies relating to risk management and crisis management have also been adopted.

VG's stakeholders will have noted the recent move of office to Malop Street. Although somewhat disruptive this move represents the next step in the development of the Community Hub on the St Mary's site. I wish to thank Common Equity Housing for their ongoing support to VG. We look forward to the completion of the redevelopment, relocating the office back to the St Mary's site and the opening of the Community Hub within the next couple of years.

During the year the Board welcomed new member Grant Hawkins in November. At the AGM the Board will farewell Lesley Evans, a long serving board member who has made substantial contributions to the development of VG during her time on the Board. I thank Lesley for her commitment and contribution to VG.



**Doug Dalton**  
President

## Treasurer's Report

### Overview

The financial year ending 30<sup>th</sup> June 2014 resulted in a net surplus of **\$14,190**. There were a number of significant impacts on the financial results which led to variances against original budget projections and an overall increase on last year. Revenue increased 25% largely due to funding received from Give Where You Live and a donation from the Ford Heritage Trust. Whilst the additional funding was largely spent on delivering operational outcomes a small surplus was retained at year end.

Importantly the cash at bank (17%) and reserves (38%) have increased from last year.

#### Key Results:

	2013	2014	% VAR
Revenue	\$142,291	\$177,821	25%
Expense	\$145,597	\$163,631	12%
<b>Surplus / Deficit</b>	<b>-\$3,306</b>	<b>\$14,190</b>	
% Salaries	77%	75%	-2%
Cash at Bank	\$78,783	\$92,304	17%
<b>Net Assets</b>	<b>\$37,348</b>	<b>\$51,338</b>	<b>38%</b>

#### Key Financial Impacts:

Income Surplus:

- \$30K - Give Where You Live
- \$14K - Ford Heritage Trust

Expense Deficit

- +\$11K - Wages and Salaries to meet operational demand
- +\$8K - Costs associated with additional training

#### Summary:

The financial statements prepared are a true and fair representation of financial performance and position of Volunteering Geelong. Net assets have increased 38% from last year with \$51,338 now held in reserve, this will enable Volunteering Geelong continue to operate as a going concern and meet its strategic objectives.

Thank you to fellow board members and in particular Gail Rodgers and Lucinda Tucker for their support and hard work in diligently maintaining, preparing and updating financial records throughout the year.



**Matthew McDonough**  
Treasurer

## Manager's Report

The last 12 months have sped by so quickly that it's hard to believe we are at the reporting stage of the year yet again. It is however the best time to reflect on our achievements and excitedly look forward to how well we are positioned for the future.

In looking back, the first aspect of the work we undertake that needs recognition is the people power. Our Volunteers are well versed in their roles with significant experience and knowledge that ensures the service we provide to our customers is excellent. Our customer satisfaction surveys confirm this statement with 97% of those who have contact with us confirming an outstanding experience. I am so proud of the team and thank them for their commitment to Volunteering Geelong.

I am also grateful for the small staff team of Lucinda and Alison. They are an amazing support to me and the rest of the team. Because of the nature of our small organisation they are continually required to step up and take on responsibility outside their everyday tasks and responsibilities. Without question I know I can rely on them and I thank them for their flexibility, skills, knowledge and professionalism.

We are pleased to be supporting Lucinda in the Barwon Community Leaders Program this year, a great networking, personal and professional growth experience. Lucinda has firmly grasped the opportunity and challenges and we are delighted to be supporting her team project. Lucinda's work to encourage organisations to consider short term or Bite-Size projects to attract skilled volunteers has seen some great outcomes this year and we look forward to growing these volunteer opportunities.

When I look back at the training aspects of our organisation some five years ago and compare that to what we are delivering today for volunteers and volunteer leaders, I feel very proud. Alison, as our Training and Development Manager has carved out a role in our organisation that we could now not do without but continuing to fund her part time position is a constant challenge. She is a subject matter expert with regard volunteer management and it is our fee for service training programs that allow us to fund her work and continue to offer such a diverse array of workshop options.

Alison also has a keen interest in the area of emergency management and is herself a volunteer in this space. Her personal interest has been expanded to taking on a Project Coordinator role with Volunteering Victoria to implement a pilot project in the G21 Region to recruit and train a pool of Emergency Volunteer Managers. These skilled volunteers will be trained and available to support the relief and recovery effort following a disaster in our region through the management of spontaneous volunteers. This is an exciting opportunity for our region and we are grateful to Sue Noble, the CEO of Volunteering Victoria for her drive and commitment in this space. We are pleased to be a partner in this project with them and the City of Greater Geelong and the Australian Red Cross.

I would also like to acknowledge and thank our Board of Management under the leadership of Doug Dalton. The Board has had a keen focus this year on the organisation's governance and a review of its own performance. Their support, advice and guidance have been greatly appreciated.

I would specifically like to thank Doug as he steps down as President and leaves the Board. Doug's sector background, skills and knowledge, especially in the field of governance have served Volunteering Geelong extremely well over the past three years. On behalf of the organisation's staff and volunteers, I thank Doug for his contribution.

I also wish to acknowledge, thank and farewell Lesley Evans after a commitment to the Board for the past five years. Lesley's background in secondary education and community involvement in numerous organisations as a volunteer has brought significant insight, perspective and support to our organisation. I also thank her for supporting our schools volunteering program and for her participation in numerous workshops and information sessions.

## **Highlights 2013/14**

### **Leading with Standards and Best Practice Basics Programs**

- Just like Human Resource Management, Volunteer Management is just as, if not, more critical to any volunteer involving organisation (VIO). Unfortunately, the resource available in our sector to provide the same level of people management support is significantly lagging. The two fee for service programs we have developed to support VIOs continue to appeal to the sector across Victoria. The programs are structured in a way to suit the needs of each individual VIO. This ensures that the output, which might be as simple as the development of a Volunteer Handbook to support recruitment, is developed in a way that suits the audience.

During 2013/14 we completed programs with five volunteer centres around Victoria and supported new initiatives at Wathaurong Aboriginal Cooperative and Cottage by the Sea. We also delivered numerous workshops around the state regarding the National Standards for Involving Volunteers in Community Organisations.

### **Step by Step Volunteer Mentor Program**

- The pilot program implemented in 2012/13 to support people with disabilities into volunteering was extremely successful. Following its review however it was clear that without a dedicated part time resource managing this program to support all stakeholders, it was not sustainable. The activity this year has been to review the feedback from the pilot program to identify components within the model that needed tweaking. We are now seeking funding opportunities to allow us to expand this program to include people from culturally and linguistically diverse (CALD) backgrounds and embed it as part of our core business.

We have been pleased to engage with the National Disability Insurance Agency and appreciate their keen interest in our model and are currently pursuing options with them. In partnership with Diversitat and the City of Greater Geelong we have also applied to the Department of Social Services for an Innovation and Collaboration Grant which, if successful, will see this expanded program rolled out commencing January 2015. We are proud of the program we have developed and know that its elements can make a significant difference for volunteers with barriers to volunteering and for VIOs who will benefit from additional volunteers.

### **Community Hub**

- We are eternally grateful for the foresight of Common Equity Housing as they have embraced our organisation and our concept of the development of a Community Hub in central Geelong. With their \$460,000 funding from the Department of State Development and Innovation and our temporary relocation to 217 Malop Street, the

St Mary's rebuilding project is underway. Our new home will include meeting and training spaces for community organisation use but also opportunities to provide irregular office accommodation or 'hot desks' for organisation's wishing to provide services for our community but not requiring full time office space. We look forward to other strategic or social enterprise opportunities that may grow from this project.

### **Bite-Size Volunteering**

- There is still significant work to be done to expand on this project. It is exciting when an organisation identifies a project designed for a skilled volunteer – short term, flexible, project based. On many an occasion we have realised their dreams by recruiting a volunteer to deliver the project that adds significant value to the organisation. Traditional volunteering may not have engaged these volunteers but the nature of Bite-Size Volunteering is appealing.

The skills of potential volunteers that have been offered to us during the year have included IT, marketing, sponsorship, office management, public relations, photography, brochure design, curriculum development, finance, engineering and marketing. Our challenge is to match this supply of an amazing array of skills and knowledge with demand from volunteer involving organisations. We have had an amount of success with a 'reverse marketing' approach to this supply and demand dilemma. By marketing a skilled volunteer's CV to our network of community organisations we have managed to connect numerous volunteers with community projects.

### **Geelong Volunteer Leaders Network**

- The network members meet every 6 weeks as a peer support group which is facilitated by Volunteering Geelong. As well as providing guest speakers and leading specific topics of discussion, the network is a valuable resource for us to identify key issues and challenges that are impacting VIOs. These matters inform our advocacy efforts and keep us in touch with volunteer management challenges. Our training calendar is also informed through feedback from the Network.

Topics we have addressed during the year have included Asylum Seekers and volunteering, volunteer recruitment and the online phenomenon, volunteer reward and recognition and guest speaker Sue Noble from Volunteering Victoria updating us on their advocacy work and Zoe Waters from Barwon Health discussing the change process they have implement to refine their volunteer program.

We extend an invitation to new members to join the Network, an informal but valuable group that provides great support, collaboration opportunities, advice and friendship.

### **Community Engagement**

- During the year we have enjoyed many presentation opportunities as well as event participation which has supported the growth of our organisation profile and of the work we do in the community. Of particular note are the presentations to service clubs, schools, the Banyule and Nillumbik Manager of Volunteers Conference, Australian Human Resource Institute Geelong Chapter, the Seniors Festival, Geelong Law Association, clients from Pathways, The Clinic and Salvation Army and numerous corporate organisations.

We were also pleased to participate in an event to celebrate International Day for People with a Disability and the Jobs 4 Geelong Expo held in June this year. The expo was a fabulous opportunity to talk with people who had not considered volunteering as a pathway to career change and/or employment. National Volunteer Week in May also presented an opportunity to raise the profile of volunteering. Collaboration with the Neighbourhood House sector, City of Greater Geelong and Department of Human Service saw the collation of 33 stories from volunteers around the region which we were able to promote and share with the community.

### **G21 Regional Volunteering Strategy**

- I am grateful to Dr Fiona Reidy from G21 and her team for their long term commitment to this project. Although it has transitioned along the way the working party has clearly identified the need to develop an economic value of volunteering in the Barwon region report to inform the advocacy that is needed and associated action plan. Following a broad review of the current status of volunteer projects in the region a survey has been developed to extract more knowledge about the current state of volunteering across a diverse range of organisations. Results from the survey will be available in October which will inform the next steps.

### **Volunteering Victoria and the Victorian Volunteer Support Network**

- Working with the team from Volunteering Victoria has been a highlight this year. Their CEO Sue Noble has transformed their organisation and works hard through the Victorian Volunteer Support Network to identify the needs of our sector across the state. It has been my pleasure to step up as a member of the Executive of the Network and contribute to the discussion and implementation of actions required to raise the profile of volunteering.

Volunteering Geelong is a member of the Volunteering Victoria State Awards Reference Group as well as a state representative in the National Steering Committee to review the definition of volunteering. We are also state representatives in the National Steering Committee to review the National Standards for Involving Volunteers in Community Organisations.

With DGR status, Volunteering Victoria has also been pleased to act as a conduit for funding to support our organisation. We are also pleased to be working in partnership on projects already referred to in this report – Emergency Volunteer Manager Pilot Project and state-wide roll-out of the Bite- Size Volunteering Project. We look forward to building on our partnership with Volunteering Victoria and working together to strengthen the support for volunteers and volunteering.



**Gail R Rodgers**  
Manager

## **Training Report**

To maintain interest and currency in the Volunteering Geelong Training Calendar, new workshops are always introduced to supplement the 'perennial offerings'. This year was no different and some innovative workshops were launched to receptive audiences.

One such workshop delivered by Volunteering Geelong, Marketing Your Volunteer Opportunities, was well received given organisations are continually looking for new ideas on how to attract volunteers to their organisations. Another new workshop, Volunteering – A Positive Way to Mental Health, was delivered by Beyond Blue's Geelong Ambassador – Tony McManus. The event proved a popular workshop and promoted volunteering as an excellent pathway to improving health and wellbeing.

The Australian Centre for Grief and Bereavement delivered introductory sessions on Managing Grief and Loss. These one and a half hour sessions have now become biannual offerings due to their popular appeal. Barwon Health has also agreed to continue providing Management of Violence and Aggression International Training (MOVAIT) course both at an introductory and intermediate level free of charge to volunteers. City of Greater Geelong (CoGG) has again provided expert trainers to deliver free workshops on Event Management along with Marketing and Communications. The skills and knowhow that CoGG trainers have been able to share with volunteers has provided invaluable support to many organisations in Geelong that hope to run and promote their events and programs in a more effective manner.

The positive relationship between Volunteering Geelong and Bellarine First Aid continues to deliver subsidised Level 2 First Aid to volunteers at a very affordable rate. The courses have proved to be extremely popular and waiting lists are growing.

Volunteering Geelong staff continued to deliver programs on a fee for service arrangement in the Melbourne Metropolitan area such as Best Practice Basics at Boroondara City Council and Bite-Size Volunteering at Wyndham City Council. Similarly, outside expertise was brought to the Geelong region by groups such as Matrix on Board, who provide an excellent suite of governance programs for Board Volunteers. Their Understanding Financial Reports workshop in May received excellent feedback. One participant commented "Jenny's presentation was excellent – clear, involving, challenging, enlightening, thank you."

Thanks again to Give Where You Live funding, for without this financial support Volunteering Geelong could not continue to offer very affordable or free training to the sector.

## **Special Projects**

### **Volunteering with Vulnerable Peoples training program**

This project was designed to develop and deliver an innovative range of resources, training and support to build capacity of volunteer involving organisations (VIOs) and volunteers who provide services to vulnerable people from disadvantaged backgrounds. These services include emergency meals, food and material aid, mental health services, emergency accommodation, drug and alcohol services. Local research identified that these organisations are experiencing surges in demand for their services. Volunteering Geelong had become increasingly aware of extra pressures placed on VIOs and volunteers working in these organisations.

During 2013 -14 Volunteering Geelong set up a working group to explore a means to develop innovative ways to provide support to these groups. Findings from this working group and consultation with stakeholders identified initially a need for better training for volunteers working in this setting. A pilot series of workshops was delivered in 2014 including Mental Health Information and Education, Drug and Alcohol Information, Volunteering Rights, Responsibilities and Boundaries and MOVAIT. Feedback from these workshops and consultations has been used to scope a further submission for funding to the Department of Social Services to continue work in this area.

### **Emergency Volunteer Manager Pilot Project**

The beginning of 2014 saw Volunteering Geelong's Alison Duff also taking on a position at Volunteering Victoria to work on the G21 Emergency Volunteer Manager Pilot Project, funded by the Department of State Development, Business and Innovation's Resilient Community Program. Based in Geelong, Alison as Project Coordinator is able to engage with key stakeholders, including local government agencies (LGAs), in the G21 Region.

The primary focus of the project supports local recovery agencies and LGAs managing spontaneous volunteers, by providing access to a workforce of skilled emergency volunteer managers as an additional resource during disaster recovery and relief.

A comprehensive training program is being developed alongside recruitment and engagement activities for both volunteer managers and local agencies.

This project, a partnership between Volunteering Victoria, Volunteering Geelong, City of Greater Geelong and Australian Red Cross, will also collaborate with the CFA, VICSES and a number of key community based agencies and LGAs within the G21 region. Project outcomes, findings and learnings from the project (which finishes in December 2014) will feed into the State Project to be rolled out in regions across Victoria in 2015.



### **Alison Duff**

Training and Development Manager

## Organisations Registered with Volunteering Geelong

1st Eastern Park Scout Group  
 1st Queenscliff Sea Scouts  
 94.7 The Pulse  
 ADRA Share Kitchen  
 All Saints Anglican Church Op Shop  
 Alzheimer's Australia Vic  
 Anakie & District Community House  
 Anam Cara House  
 Angair  
 Anglesea & District Community House  
 Anglesea Visitor Centre  
 Araluen Lutheran Camp  
 Ardoch Youth Foundation  
 Australian Breastfeeding Association  
 Australian Multicultural Community Services  
 Australian Red Cross  
 Australian Tax Office - Tax Help  
 Australian Volunteer Coast Guard Association  
 Australian Youth Climate Coalition - Geelong  
 Aviation Development Australia  
 Back to Back Theatre  
 Barwon Community Legal Service  
 Barwon Community Road Safety Council  
 Barwon Grange - National Trust  
 Barwon Health  
 Barwon Health Community Kitchens  
 Barwon Network of Neighbourhood Centres  
 Barwon Park - National Trust  
 Barwon Region Girl Guides  
 Barwon Valley School  
 Barwon Youth  
 Bell Park North Primary School  
 Bell Park Sports Club  
 Bellarine Community Health  
 Bellarine Landcare Group  
 Bellarine Living & Learning Centre  
 Bellarine Police Community Support Register  
 Bellarine Railway  
 Bellarine Riding for the Disabled Group  
 Belmont Bowls Club  
 Belmont High School  
 Bethany Community Support  
 Better Hearing Australia Geelong  
 Bicycle Network  
 Borough of Queenscliffe

Bravehearts (Geelong)  
 Cancer Aftercare Geelong  
 CatholicCare - Geelong  
 CenterStage Geelong  
 CFA  
 Christ Church Community Meals Program  
 Citizens Radio Emergency Service Teams  
 Cloverdale Community Centre  
 City of Greater Geelong  
 Colac Neighbourhood House  
 Colac Otway Shire  
 Conservation Volunteers Australia  
 Corisande  
 Cottage By The Sea - Queenscliff  
 Courthouse Arts  
 Covenant College  
 deaf access Mpower  
 Deans Marsh Community Cottage  
 Deans Marsh Primary School  
 Delta Society Australia  
 Destination Dreaming  
 Diversitat  
 DoCare Geelong  
 Down Syndrome Victoria  
 Drol Kar Buddhist Centre  
 Drumcondra Bowling Club  
 Drysdale Community Church  
 DutchCare  
 Eastern Park Croquet Club  
 Encompass Community Services  
 Espod Geelong  
 Fight Cancer Foundation  
 Figment Project Australia  
 Fishcare Geelong & District  
 Food Skil  
 Forrest Neighbourhood House  
 Foundation 61  
 Foundation for Aust's Most Endangered Species  
 Freshwater Creek Steiner School  
 Friends of Bellarine Rail Trail  
 Friends of Geelong Botanic Gardens  
 Friends of the Bluff  
 G21Geelong Region Alliance  
 Gateways Support Services  
 Geelong & Region Branch National Trust of Aust

Geelong Animal Welfare Society  
Geelong Art Gallery  
Geelong Chaplaincy Committee  
Geelong Community Correctional Services  
Geelong Cricket Association  
Geelong East Men's Shed  
Geelong Environment Council  
Geelong Food Relief Centre  
Geelong Football Umpires League  
Geelong Highland Gathering Ass  
Geelong Kindergarten Association  
Geelong Maritime Museum  
Geelong Mental Health Consumers Union  
Geelong Mood Support Group  
Geelong No Interest Loan Scheme  
Geelong Performing Arts Centre  
Geelong Regional Library Corporation  
Geelong Repertory Theatre Co  
Geelong RSL Sub Branch  
Geelong Sustainability Group  
Geelong Water Dragons  
Geelong West Neighbourhood House  
Geelong West Toy Library  
Gellibrand Community House  
Give Where You Live  
Glastonbury Community Services  
Golden Memories Karaoke  
Golden Plains Shire  
Greening Australia - VIC  
Grovedale Cricket Club  
Grovedale Neighbourhood House  
Geelong Reg Vocational Education Council  
Geelong Society of Operatic & Dramatic Art  
Heart Foundation  
Hesse Rural Health Services  
Hope Bereavement Care - Sids & Kids  
Jane Goodall Institute Australia  
Jirrahlinga Koala & Wildlife Sanctuary  
Kalkee Community  
Karingal  
Kidney Health Australia  
Kids Plus Foundation  
Kids Under Cover  
Lara Community Centre  
Lara Lake Primary School  
Leopold Uniting Church Op Shop

Life Saving Victoria  
Lifeline Geelong Barwon Region  
Lions Club of Corio Norlane  
Lions Club of Geelong  
Lions Club of Geelong Breakfast  
Lions Club of Geelong Corio Bay  
Lorne Community Hospital  
Lorne Fig Tree Community House Inc  
Lorne Visitor Centre  
Macarthur Community Health Centre  
MacKillop Family Services  
Make-A-Wish Foundation  
Marine & Freshwater Discovery Centre  
Marra Woon Community Centre  
Maryville Nursing Home  
Mental Illness Fellowship  
Minerva Community Services  
Montpellier Primary School  
MS Australia  
Multicultural Aged Care Services Geelong  
Narana Creations  
National Breast Cancer Foundation  
National Celtic Festival  
National Stroke Foundation  
Nelson Park School  
Newcomb & District Sports Club  
Newcomb Park Primary School  
Newcomb Power Football & Netball Club  
Newtown & Chilwell Football/Netball Club  
Noah's Ark Geelong  
Norlane Bowling Club  
Norlane Community Centre  
Norlane Healing Hands  
Norlane West Kindergarten  
North Shore Recreation Club  
Northern Bay College  
Northern Geelong Rental Housing Co-operative  
Ocean Grove Bowling Club  
Ocean Grove Memorial Rec Reserve  
Ocean Grove Neighbourhood Centre  
OCR FM Community Radio Station  
Office of Correctional Services Review  
Office of the Public Advocate  
Operation Christmas Child  
Oppe Shoppe  
Otway Health & Community Services

Paddington Toy Library  
 PAN - People Animal Nature Inc  
 Pastoral Healthcare Network Australia  
 PCs for KIDS  
 Portarlington Community Association  
 Portarlington Mill - National Trust  
 Portarlington Mussel Festival  
 Portarlington Neighbourhood House  
 Portarlington Primary School  
 Queenscliff Music Festival  
 Queenscliffe & District Neighbourhood House  
 Queenscliffe Historical Museum  
 Queenscliffe Maritime Museum  
 Reclink  
 Regional Information & Advocacy Council  
 Rice Village  
 Riding for the Disabled Inc - Barwon Centre  
 Road Trauma Support Services Vic  
 Rosewall Neighbourhood Centre  
 Rotaract Club of Belmont  
 Rotary Club of Geelong  
 Rotary Club of Geelong West  
 Royal Children's Hospital - Geelong Auxiliary  
 Royal Children's Hospital  
 Royal Geelong Yacht Club  
 RSPCA Geelong  
 Russian Ethnic Representative Council - Vic  
 Sailability  
 Sudanese Aust Integrated Learning Program  
 Salvation Army  
 Salvoconnect  
 Samaritan House Geelong  
 Scope  
 Scouts Australia - Geelong Region  
 SecondBite  
 SHINE for Kids  
 Solve - Disability Solutions Geelong  
 South Barwon Community Centre  
 South West Do Care  
 Southside Netball Association  
 Special Olympics Barwon Region  
 Sporting Motor Cycle Club  
 Spring Creek Community House  
 Springdale Neighbourhood Centre  
 St John Ambulance Australia  
 St John of God Health Care

St Laurence Community Services  
 St Leonards Golf Club  
 St Matthews Opportunity Shop  
 St Thomas Aquinas Primary School  
 St Thomas Primary School  
 Star Struck Stable Equestrian Vaulting Team  
 State Emergency Service Vic  
 Surf Coast Energy Group  
 Surf Coast Shire  
 Teesdale Sporting Complex  
 The Anglican Parish of Lara  
 The Big Issue - Street Soccer Program  
 The Cancer Council of Vic Geelong Can Do Club  
 The Centre for Excellence Child&Family Welfare  
 The Dress-Up Place  
 The Heights - National Trust  
 The OutPost  
 The Smith Family  
 Time For Youth  
 Timehelp  
 Torquay Kindergarten  
 Torquay Surf Life Saving Club  
 Torquay Visitor Information Centre  
 Tourism Greater Geelong and the Bellarine  
 TreeProject  
 U3A Geelong  
 UnitingCare Geelong - Drysdale  
 Vic Advocacy League for Individuals with Disability  
 Very Special Kids  
 VICDEAF - Victorian Deaf Society  
 Villamanta Disability Rights Legal Service  
 Vincentian Village  
 Vines Road Community Centre  
 St Vincent de Paul Society  
 Vision Australia Geelong  
 Wallington Primary School  
 Wesley Centre for Life Enrichment Geelong  
 Whitelion  
 Whittington Primary School  
 Winchelsea Community House  
 Wintringham  
 Wombat's Wish  
 Wyndham City Council  
 YMCA - Geelong & District Youth Services  
 You Yangs Mtb  
 Youth Referral & Independent Person Program  
 YWCA of Geelong

# Board Report

## For the year ended 30<sup>th</sup> June 2014

Your board members submit the financial report of Volunteering Geelong Inc. for the financial year ended 30th June 2014.

### Board Members

The names of board members throughout the year and at the date of this report are:

Doug DALTON	President
Lesley EVANS	Vice President
Sonia MCCABE	Secretary
Matthew McDONOUGH	Treasurer
Anthony AITKEN	
Jason MCGREGOR	
David ESSEX	
Grant HAWKINS	

### Principal Activities

The principal activities of the association during the financial year were to provide, coordinate, promote and support volunteering in the Geelong community and to enhance the quality of life in the region.

### Significant Changes

No significant change in the nature of these activities occurred during the year.

### Operating Result

The profit for the period was \$14,189.73

Signed in accordance with a resolution of the Members of the Board.

Signed by President ..........(Doug DALTON)

Signed by Treasurer ..........(Matthew McDONOUGH)

Dated this sixth day of October 2014

# Volunteering Geelong Inc

## Profit & Loss

July 2013 through to June 2014

	This Year	Last Year
<b>Income</b>		
Interest - Bank	\$2,847.12	\$3,999.20
Training	\$3,140.11	\$4,594.60
Bellarine First Aid	\$8,896.36	\$3,081.63
Leading with Standards	\$2,700.00	\$17,397.77
Bite-Size Volunteering	\$1,240.00	\$0.00
Disability Mentoring	\$0.00	\$136.36
<b>Fund Income</b>		
Volunteer Management Program	\$106,739.18	\$104,736.38
Give Where You Live	\$30,000.00	\$0.00
Other Funding/Grants	\$14,000.00	\$0.00
Miscellaneous Income	\$0.00	\$36.36
Geelong Community Telco	\$788.20	\$2,631.26
Emergency Volunteer Manager	\$1,415.81	\$0.00
Donations	\$1,481.38	\$500.00
<b>Sales</b>		
Conferences/Workshops/Prof Dev	\$0.00	\$45.45
Memberships	\$4,572.88	\$5,131.88
<b>Total Income</b>	<b>\$177,821.04</b>	<b>\$142,290.89</b>
<b>Gross Surplus</b>		
	<b>\$177,821.04</b>	<b>\$142,290.89</b>
<b>Expenses</b>		
Operating Costs		
Audit & AGM	\$811.42	\$1,355.50
Advertising	\$1,100.00	\$201.60
Bank Charges	\$280.19	\$233.03
Conferences	\$1,174.73	\$0.00
Rounding A/c	\$0.00	\$0.23
Depreciation	\$1,051.27	\$2,171.54
Memberships	\$1,184.27	\$1,113.80
Office Supplies	\$792.74	\$762.91
Bellarine First Aid	\$6,320.35	\$2,112.23
Emergency Volunteer Manager	\$202.48	\$0.00
Bite-Size Volunteering	\$286.50	\$72.46
LWS Resources	\$2,141.86	\$2,832.27
Office Equipment < \$300	\$180.00	\$0.00
Postage	\$295.46	\$166.93
Filing Fees	\$46.73	\$39.91
Insurance	\$430.35	\$554.55
Library Acquisitions	\$125.45	\$1.09
Photocopier/Printing Expenses	\$2,262.55	\$2,019.92
Staff & Volunteer Training	\$4,795.45	\$514.55
Subscriptions	\$903.34	\$318.93
Telephone	\$4,418.39	\$3,749.95
Info Technology		
PC Software	\$0.00	\$30.00
Internet Access	\$654.00	\$654.00
Computer Maintenance & Repairs	\$1,600.91	\$1,535.26
Website Maintenance & Hosting	\$740.40	\$725.85
<b>Total Info Technology</b>	<b>\$2,995.31</b>	<b>\$2,945.11</b>

# Volunteering Geelong Inc

## Profit & Loss

July 2013 through to June 2014

	This Year	Last Year
Travel & Entertainment	\$583.30	\$942.80
Staff & Volunteer Parking	\$3.36	\$641.97
Volunteer Recognition	\$195.45	\$45.45
Board of Management	\$215.68	\$281.82
Accommodation Costs		
Rent	\$0.00	\$3,600.59
Outgoings	\$3,438.21	\$876.86
Cleaning/Maintenance	\$1,776.41	\$1,575.54
Electricity	\$923.02	\$1,447.43
Water	\$0.00	\$153.00
Gas Supply	\$259.57	\$71.08
<b>Total Accommodation Costs</b>	<b>\$6,397.21</b>	<b>\$7,724.50</b>
<b>Total Operating Costs</b>	<b>\$39,193.84</b>	<b>\$30,803.05</b>
Training		
Community Organisation Training	\$1,134.84	\$1,766.04
Promotional & Fundraising		
Promotional Events - NVW & IVD	\$328.47	\$798.64
<b>Total Promotional &amp; Fundraising</b>	<b>\$328.47</b>	<b>\$798.64</b>
Employment Expenses		
Wages & Salaries	\$105,420.83	\$100,809.07
Staff Amenities	\$366.56	\$515.76
Superannuation	\$9,589.96	\$9,548.79
Employee Leave Expense	\$6,811.36	\$0.00
Workers' Compensation	\$785.45	\$1,355.22
<b>Total Employment Expenses</b>	<b>\$122,974.16</b>	<b>\$112,228.84</b>
EOY Balancing Adjustments		
<b>Total Expenses</b>	<b>\$163,631.31</b>	<b>\$145,596.57</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$14,189.73</b>	<b>(\$3,305.68)</b>
<b>Net Surplus / (Deficit)</b>	<b>\$14,189.73</b>	<b>(\$3,305.68)</b>

# Volunteering Geelong Inc

## Balance Sheet

June 2014

	This Year	Last Year
<b>Assets</b>		
Current Assets		
Cash on Hand		
BB Ltd 1113-16394	\$24,429.97	\$52,531.84
Undeposited Funds	\$0.00	\$95.00
Petty Cash	\$300.00	\$300.00
BB TERM DEPOSIT - 8281131/2504	\$67,441.18	\$0.00
SHORT TERM DEPOSIT - 142357284	\$0.00	\$25,255.21
<b>Total Cash on Hand</b>	<b>\$92,171.15</b>	<b>\$78,182.05</b>
GST Control Acct		
GST Paid on Purchases	\$153.70	\$755.00
GST Collected on Income	(\$20.81)	(\$154.06)
Total GST Control Acct	\$132.89	\$600.94
<b>Total Current Assets</b>	<b>\$92,304.04</b>	<b>\$78,782.99</b>
Other Assets		
Trade Debtors	\$3,295.00	\$400.00
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$24,329.82	\$24,329.82
Furniture & Fixtures Accum Dep	(\$19,229.14)	(\$18,177.87)
Total Furniture & Fixtures	\$5,100.68	\$6,151.95
<b>Total Other Assets</b>	<b>\$8,395.68</b>	<b>\$6,551.95</b>
<b>Total Assets</b>	<b>\$100,699.72</b>	<b>\$85,334.94</b>
<b>Liabilities</b>		
Current Liabilities		
Business Credit Card	\$280.85	\$164.41
Trade Creditors	\$2,923.61	\$1,083.14
Payroll Liabilities		
PAYG Tax Payable	\$0.00	\$3,136.00
Superannuation Payable	(\$1,106.79)	\$0.00
Provision for Leave expenses	\$7,096.79	\$5,408.89
Total Payroll Liabilities	\$5,990.00	\$8,544.89
<b>Total Current Liabilities</b>	<b>\$9,194.46</b>	<b>\$9,792.44</b>
Long Term Liabilities		
Provision for Long Service Leave	\$12,816.71	\$11,043.68
Provision for Refurbishment	\$27,150.76	\$27,150.76
Total Long Term Liabilities	\$39,967.47	\$38,194.44
<b>Total Liabilities</b>	<b>\$49,161.93</b>	<b>\$47,986.88</b>
<b>Net Assets</b>	<b>\$51,537.79</b>	<b>\$37,348.06</b>
Equity		
Retained Earnings	\$37,348.06	\$40,653.74
Current Year Surplus/Deficit	\$14,189.73	(\$3,305.68)
<b>Total Equity</b>	<b>\$51,537.79</b>	<b>\$37,348.06</b>

## Statement by Members of the Board For the year ended 30<sup>th</sup> June 2014

The Board has determined that the association is not a reporting entity and that this special purposed financial report should be prepared in accordance with the accounting policies outlined.

In the opinion of the Board the financial report:

1. Presents a true and fair view of the financial position of Volunteering Geelong Incorporated as at the 30<sup>th</sup> June 2014 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Volunteering Geelong Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:

  
President ..... (Doug DALTON)

  
Treasurer ..... (Matthew McDONOUGH)

Dated this    sixth            day of            October            2014

# Independent Reviewer's Report

To Volunteering Geelong Incorporated

Report on the Volunteering Geelong Incorporated Financial Report

We have reviewed the accompanying 2014 financial report of Volunteering Geelong Incorporated, which comprises the balance sheet and the income statement, as at 30 June 2014, a statement or description of accounting policies, other selected explanatory notes and the declaration of those charged with governance.

## **Managements Responsibility**

The management of Volunteering Geelong Incorporated are responsible for the preparation and fair presentation of the 30 June 2014 financial report in accordance with the applicable financial reporting framework Associations Incorporations Act of Victoria and Australian Accounting Standards.

This responsibility includes: establishing and maintaining internal control relevant to the preparation and fair presentation of the 30 June 2014 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.

## **Assurance Practitioner's Responsibility**

Our responsibility is to express a conclusion on the 30 June 2014 financial report based on our review. We conducted our review in accordance with Standard on Review Engagements ASRE 2400 Reviews of Financial Reports. Performed by an Assurance Practitioner Who is not the Auditor of the Entity, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects, in accordance with the applicable financial reporting framework Associations Incorporations Act of Victoria. ASRE 2400 requires us to comply with the requirements of the applicable code of professional conduct of a professional accounting body.

A review of the 30 June 2014 financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

## **Conclusion**

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the 30 June 2014 financial report of Volunteering Geelong Incorporated does not present fairly, in all material respects, or "give a true and fair view of" the financial position of Volunteering Geelong Incorporated as at 30 June 2014, and of its financial performance for the 30 June 2014 ended on that date, in accordance with applicable financial reporting framework Associations Incorporations Act of Victoria.

Lauren Middleton  
B.Comm, CPA, IPA  
Accountant

**MIDDLETON PARTNERS**