



39th Annual Report
2012/2013
Gymea Community Aid & Information Service



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Mission Statement and Objectives

MISSION

Gymea Community Aid and Information Service aims to reduce social isolation and celebrate diversity.

OBJECTIVES

- To provide an information, referral and advisory service to residents, with the aim of relieving the effects of alienation by identifying personal contacts, community organisations and focal points of friendship within the Gymea and surrounding districts.
- To facilitate community development and the establishment of services to alleviate hardship or need.
- To provide a general community service accessible to all people within Gymea and surrounding districts.
- To assist and relieve poverty, distress, suffering, destitution, misfortune, loneliness, helplessness and personal need.
- To give emergency aid and assistance to the residents of the Gymea district.



Organisation Structure





Thank you to our valued volunteers

Management Committee:

Hatice Ozcan
Helen Schuler
Helen Rosner
Linda Winner
Meredith Gree
Phillip Squires
Russell Barnes

Home and Community Care Service:

Angela Kiorttzis
Anne Silver
Annette Ng
Ashley Wei Chen
Deanna Fleming
Dick Massaar
Elaine Grimley
Fikry Bassiuoni
Gillian Schuback
Gillian Muslic
Jacqueline Shore
James Zhang
Jennifer Henderson
Johanna Massaar
Joy Cook
Keith Hutton
Lynne Rutherford
Maureen Clark
Olivia Storrie
Olena Kronivets
Paula Douglas
Ray Lightfoot
Rosemary McKill
Ross Jones
Sandra Holczer
Susanne Masters
Terry Cliff
Warren Kennaugh
Wee Lin Han

Students:

Gerard Donno
Greyzi Zapata
Santiago Pereyra

Settlement Service :

Allyson Blake
Alyce Taylor
Anne Robinson
Brian Archer
Cora Montoya
Curtis Penning
Elena Nikiforova
Elena Kravchenko
Elizabeth Corben
Graham Scott
Heather Clark
Helen Rosner
Irina Annenkova
Jan Treharne
Janet Stirling
Jiaxin Fang
Joan Wyman
Joan Pinto
Joyce Caesar
Judith Dingwall
Judy Cameron
Judy Lumb
Julie Ann Darlington
Ka Lai
Katherine Robles
Kathryn Watkins
Kendall Barrett
Kerro Lam
Kumudini Powar
Lawrence McCarthy
Loga Rengasamudram
Luisa Morton
Lydia Clancy
Margaret Reid
Nicole Howard
Olena Kronivets
Pamela Pitkeathly
Peter Hogan
Rogelio Marcelo
Silvia Espanon
Sudha Natarajan
Sushma Sachdev
Vivien Krepp
Wendy Keswick
Yolanda Pena
Usha Patel

Community Development Service/ Administration:

Cheryl Harte
Christine May
Emma O'Hare
Faye Wherry
Fernanda Cunha
Jenny Church
Joy Cook
Joy Salvetti
Karen Wheatley
Luz Tan
Maria Thornton
MarYam Zarineh Tabrizi
Mark Tatnell
Mien Ng
Norma Pereira
Pearleen Goh (Ngai)
Susan Melbourne
Takae Yasutake
Teodora Rieck
Usha Patel
Vicki Hoare

President's Report

A very warm welcome to special guests representing our Funding Bodies and Sponsors, to our Clients , highly valued Managers, Staff and Volunteers and Members.

It has been a great privilege and honour over the past 12 months to have served as President of the Management Committee of this very special diversified community services group. Our day to day Organisation comprises 3 Program Managers who are supported by the Finance and Administration Manager, eleven casual, part time and full time Staff and some 80 Volunteers. We are blessed to have such a highly committed team who work tirelessly to fulfill our objective to reduce social isolation and to celebrate diversity in our community.

In reading this our 39th Annual Report one will truly understand the contributions made by our Managers, Staff and Volunteers, to the lives of so many members of our Community. Their outstanding efforts and results are to be applauded.

Highlights for myself over the past 12 months worthy of mention include

The special recognition afforded Gymea Community Aid and Information Service by Sutherland Shire Council, during the Community Awards Presentations, for the contribution made to the local community in 2012/13.

The 2013 Harmony Day celebration featuring the new short film ""I♥Sutherland Shire created in a partnership project between Gymea Community Aid and Information Service, Inner South West Community Development Organisation and Sutherland Shire Council which depicts the diversity and richness that many different cultures bring to Sutherland Shire. The film has generated excitement amongst those that celebrate local diversity in the community.

The Morning Tea celebration for our Volunteers and the opportunity to personally thank our Volunteers for their highly valued contributions and recognize those Volunteers who have provided up to 20 years of continuous

service. Our Volunteers are truly selfless allowing others in our Community to enjoy better lives.

During the year, the Management Committee learned of proposed changes in future to the funding of some of the key programs we provide.

With this in mind in April 2013, and with support of Sutherland Business Enterprise Centre, the Management Committee and Program Managers undertook a Strategic Review with aim of determining the best approach to capitalise on the skills and expertise of the Managers, Staff and Volunteers of Gymea Community Aid and Information Service.

As a result, the Management Committee is investigating several options for moving forward in the ever changing community sector. Any decision will have the utmost regard to the ensuring continuity of our programs, maintenance of our funding support and retention of Program Managers , Staff and Volunteers.

The process we have embarked upon will take some time and when we have made a decision it will be announced on the new website

Finally,
the new Website is alive and a highly informative tool . A very big thankyou is extended to our Managers and staff who spent many hours on this project and I implore our program participants to make use of your new website.

as we move into our 40th year, I extend sincere thanks to the Funding Bodies and Sponsors without which we would be unable to operate.

and I extend my appreciation to my fellow Management Committee members for the energy and time they provide, and commitment to assisting the Organisation in achieving the best possible outcomes for those in the Community needing of our support.

Russell Barnes
President, Management Committee



Treasurer's Report

Having completed two terms as your Treasurer, this will be final report and I start it by thanking the Centre Managers for their assistance in meeting the financial obligations of our organisation. This involves the strategic budgeting process undertaken prior to the commencement of each new financial year the careful and painstaking effort to keep expenditure within the bounds of revenue received.

This is not an easy task, as revenue received from grants does not generally keep pace with the increased cost of keeping the organisation going at full strength, particularly when we are trying to develop new programs for the community, as well as continuing our existing essential and popular activities. The general annual increase in running such an organisation as ours requires constant diligence to ensure we do not overspend our financial resources.

The 2012-2013 financial year has been continually tight, as increased costs, particularly wages, has resulted in a "break-even" situation for the year. To achieve the "break-even", we have needed to access reserves previous accumulated, including grant monies which were earmarked for specific projects. These projects have been completed as intended, but have been accelerated to achieve an earlier result, thus freeing up funding for other community development activity. We continually review our expenditure and have made all efforts to keep costs under control.

The financial future of this organisation is uncertain, with the major grant provider, the Department of Health and Ageing signalling its intention to revise the method of providing funding in the future, and 2015 will be a watershed in this regard. The Centre relies heavily on this funding, not only for providing care and assistance to our seniors within the community, but for a substantial portion of the accounting and administrative costs borne by the Centre. Without the certainty of this ongoing funding, there is a real prospect that we will not be able to continue the services currently provided to the community.

The President has indicated in his report that we are currently exploring options in regard to shoring up our future, and this indeed may include amalgamation with other service providers. Obviously, any decisions to be made in this regard will be in conjunction with our

major supports, including the Sutherland Shire Council, to who we are deeply indebted for their ongoing support through financial grants, provision and maintenance of premises and managerial guidance.

I do not intend to provide a summary of revenue and expenditure within this report, as all of this information is available to you in the accounts provided. However, it would be remiss if I did not thank our financial providers for their ongoing assistance, including Sutherland Shire Council as previously mentioned, the Department of Health and Ageing, the Department of Immigration and Border Protection, Tradies and all other contributors. I also again thank Vera Au for her assistance throughout the year in regard to maintaining the integrity of the financial position of the Centre. It is not an easy task and Vera performs her duties in a professional manner and is a key member of the Centre's management team. Also I thank Rosanna Commisso for driving the development of the new web-site which is officially launched at our meeting today. While all of the Managers and staff had significant input to getting the web-site up and running, and I thank them all for this input, as with any project it takes one person to ensure the objective remains on track, and in this case it was Rosanna.

As I stated in my report last year, while our accounts indicate that we carry forward a surplus in funding, for this year \$45,371.69, this does not indicate an actual cash surplus. All of these funds, where not statutory provisions, are earmarked for specific projects and could more accurately be described as funds received in advance. I have spoken to our Auditor in regard to the presentation of the accounts, in my view they could be interpreted to suggest that the organisation is running with a healthy surplus when this is not the case, however he assures me that the method of presentation is appropriate for our type of organisation.

I again thank all of our dedicated staff for their efforts and wish them well for the future.

Phillip Squires
Treasurer, Management Committee

Migrant & Settlement Service Report

Overview

The Settlement Grants Program (SGP) has been funded for two years by the Department of Immigration and Citizenship (DIAC) to provide support and settlement assistance, to newly arrived migrants and humanitarian entrants living in Sutherland Shire to enable them to become self-reliant community members who can participate equitably in Australian society. Following changes to the SGP program by DIAC youth settlement services were identified as an targeted component of the program, and GCAIS was funded to expand its role in this area.

During 2012-13 GCAIS further developed as an effective service hub in providing settlement casework, information, referral, support, community development and cultural transition to SGP eligible clients. Through targeted capacity building activities the SGP has supported emerging communities expand the services that are available to their community members and to develop autonomous community organisations. GCAIS has maintained its central role in a network of community, business and government partnerships in the Sutherland Shire and St George region in delivering a range of innovative and community oriented projects.

Highlights of 2012/13 has included the continued development of the Russian Union of the South now an independent association providing activities for the Russian speaking community, and who received funding from Sutherland Shire Council for a Culture and Arts Festival. This grass roots organisation reflects the changing demographics within Sutherland Shire with speakers of the Russian language being the second largest increase behind Mandarin in the 2011 census.

Working collaboratively across the region is a core principle within this service and this has resulted in the development of a number key initiatives during 2012/13 such as; I♥Sutherland Shire DVD, SGSnews, St George and Sutherland Refugee Support Group and the St George & Sutherland Settlement Forum. The work of the SGP over the past twelve months has been extensive and diverse. Outlined within are the key achievements.

Case work/ Coordination and Delivery of Services

Individual casework and referral under the SGP assists clients on their settlement journey providing them with knowledge and support, to access a range of services, programs and opportunities. A total of 116 clients were provided with individual support with over 318 casework services on such issues as accommodation, material assistance, education and training, and mental health. Clients came from countries Egypt, China, Russian Federation, Congo, Thailand Iraq, Sudan and India.

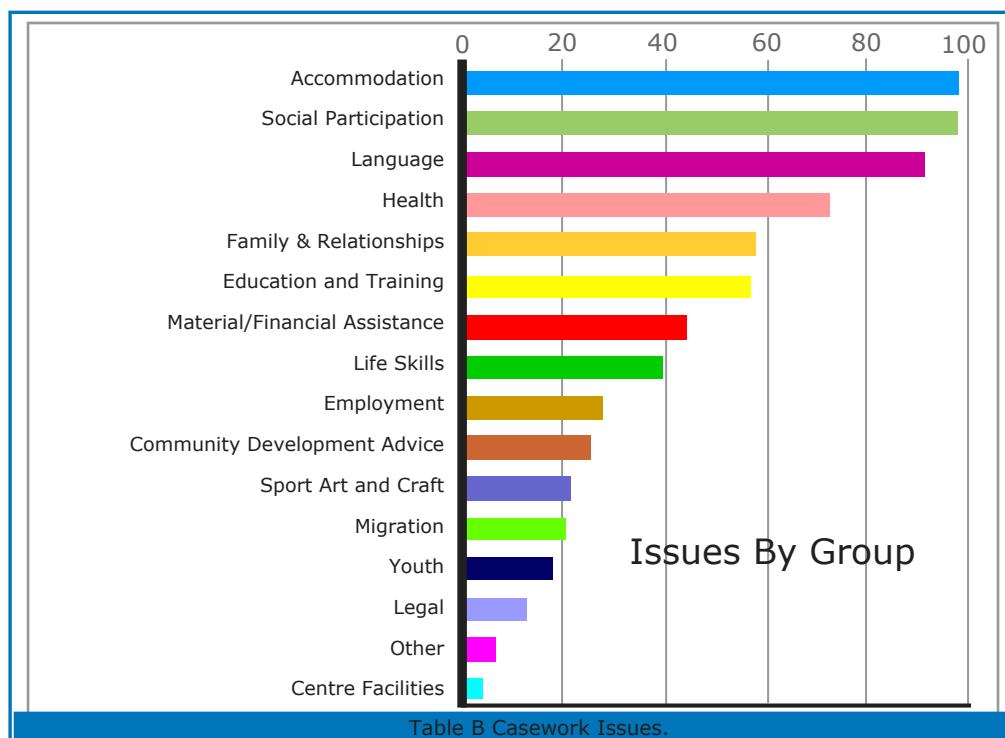
Clients are provided with information to navigate Australian systems and to access services independently and to develop self reliance. 50% of client contacts are single contacts who have their requirements for information and referrals met and are linked in to other community organisations such as emergency relief organisations, family support services, AMEP courses, Housing NSW and TAFE courses. 20% of clients are referred internally to settlement support groups which provide clients with information on legal and social norms through living in Australia workshops, information sessions and support.

Many new clients hear about services through existing community members and self referral remains the main method of referral. Client feedback provides evidence that their knowledge and ability to access services has been increased and they are linked into mainstream services through mostly formal referral processes.

Service	2012/ 13
No. Casework Services	318
No. Clients Served	116
New Clients	77
Non casework Services	417
Information Sessions	57
Group Participants	1142
Reception Inquiries	1068
Visitors	1460

Table A Client Services Provided

The four main issues for clients, as identified in Table B are accommodation, language, social participation, material assistance, with housing affordability being the major issue for new migrants, with access to social housing extremely limited. 18% of all casework is concerned with housing issues and is most often concerned with advocating for clients with Housing NSW.



Settlement Support Groups

The SGP continued to assist new migrants and emerging communities with addressing identified settlement needs through the delivery of services via settlement support groups. These groups provide the vital link for new migrants to make cultural connections, develop social support networks, reduce isolation, and they promote integration with broader groups and services. They provide opportunities to source future community leaders. These groups have an important role to play in increasing social participation and assisting with feelings of inclusion and community participation and maintaining cultural identity during the settlement process. Through this structure, information sessions and living in Australia workshops are delivered on education, health and wellbeing, government services, parenting, financial and consumer services, and include Australian legal social norms all which assist in accessing government, community and social services and activities and leads to successful settlement outcomes. The settlement group model is a soft entry point for newly arrived migrants and provides cultural connection points for both new and more established migrants, providing pathways for community members to develop leadership skills, attend training as volunteers and become advocates for their respective communities.

The SGP has assisted more established groups and communities towards independence, to identify funding sources, obtain grant funding and build fund raising capacity eg Russian Union of the South, Resourceful Australian Indian Network and to identify and assist newer, emerging communities to engage in settlement support groups.

Approx 100–120 participants regularly access settlement support groups. Many participants in the support groups become engaged with a variety of cultural activities of the GCAIS-Diwali, Chinese New Year, Harmony Day, partnership activities Employment Job Skills Day and Migrant Information day and broader community activities such as International Women's Day, Sutherland Council Fiesta and Seniors Week activities.

Client feedback highlights that these groups improve client's confidence in accessing services, increases knowledge of available services and of their rights and responsibilities of clients. Participants share knowledge and information about their experiences to other community members which builds up collective knowledge and support. Clients have gained the knowledge to enable themselves to access a broad spectrum of mainstream services and have been supported to do so.

Settlement English Classes

These classes are an entry point for many new clients into the service, who may require additional settlement services and often join one of the social support groups or training workshops. English language skills are essential for new arrivals to participate in the economic, social and community life of Australia, providing access into education, employment and community activities. There were five classes including a bilingual Russian class in Gympie and one in Menai. Volunteer tutors prepare weekly lessons and provide a stimulating and informative environment providing information that facilitates an understanding of Life in Australia eg legal information, money management, history and current affairs classes. Excursions this year included Parliament House & the State Library, Sutherland Library and Kamay Botany Bay National Park.

Chinese Mothers Group

This group has attracted over ten new members giving a new focus on new babies and toddlers. It continues to meet weekly with volunteer group leader Kerro designing a varied and informative program for the year including information sessions on Transition to school, Department of Fair Trading, the Electricity and Water Ombudsman, healthy eating as well as craft and cultural activities. The group provides a cultural connection point as well as providing support and friendship for parents, carers, and grandparents. It has been in existence for more than fifteen years.



Chinese Mothers' Group

Spanish Speaking & Latin American Groups

The Spanish groups & GCAIS worked collaboratively with Inner South West Community Development Organisation (CDO) to identify issues that are of concern to the community. This involved holding a large community consultation in September with subsequent follow up meetings - issues identified include safety on public transport, racism and the need to create self-employment opportunities. These issues have been progressed with the involvement of community members at regional meetings of Sydney Alliance & the Settlement Forum.

The Spanish Parents Group continued to meet twice monthly which enabled Spanish speaking parents with their young children to share language & cultural experiences as well as participate in workshops and information sessions. These included women's health talks, healthy eating, fitness program, A six week Circle of Security parenting program was delivered which was a partnership project with Learning Links.

The Grupo Hispano-Latino Americano is a mixture of newly arrived migrants and members who have been here many years. It also provides an opportunity for younger women to meet with older women and receive some maternal wisdom and support which they miss with families being so faraway.

Both groups function to increase social connectedness as well as to maintain a connection to cultural identity and language. Looking toward 2013-14, GCAIS anticipates developing a stronger partnership with SLASA (Spanish & Latin American Association for Social Assistance) to provide further capacity building opportunities for the Spanish speaking & Latin American communities in Sutherland Shire.

Russian Union of the South

Working with emerging communities to identify issues and strengths and develop capacity and self reliance is an underlying principle of the SGP. Through working with community leaders within the Russian speaking community, GCAIS during 2012/13 has worked closely with the Russian Union of the South (RUS) on the development of an autonomous independent cultural organisation for Russian speaking migrants. RUS received stand-alone funding from the Sutherland Shire Council to organise a Russian cultural festival which attracted over 200 people in June. GCAIS has worked with RUS to develop policies and procedures and a governance structure, assisted on submission writing and provided training and mentoring opportunities. The Russian Activity Group continued to meet twice monthly in Sutherland with a variety of information sessions, craft, music and cultural activities. RUS will take over management of this group for 2013/14. The ever popular Russian Christmas play has now expanded into two performances attended by over 300 children and parents. The Russian Union of the South www.rus.org.au has now been successfully incorporated for one year.

Indian Sub Continent Seniors Group

This group now its fifth year, continues to meet regularly twice monthly providing a range of information and health and well-being sessions. During this year the group participated in a series of health talks provided by Sutherland Hospital, on such topics as falls prevention, arthritis, osteoarthritis and healthy hearts. Gynea TAFE Outreach ran a four week nutrition and healthy eating course and the group has participated in Tai Chi and yoga sessions. Volunteer group leaders Loga Rengasamudam, Sushma Sachdev and Kumidini Powar actively facilitate this group.

The group received funding from Sutherland Shire Council to run a Café Connect program, whereby group members meet monthly in local community cafes to participate in community life. To celebrate Seniors Week, the group invited members from the Older Women's Network and the Russian Seniors Group to an Indian lunch and cultural performance. In partnership with St George Migrant Resource Centre, GCAIS and other community organisations, the Resourceful Australian Indian Network (RAIN) has been able to significantly address the needs of their community. A successful funding application to Sutherland Shire Council

initiated and completed by RAIN to run a gardening project where members will grow and then take potted herbs to isolated members of their community. They will also have a range of health and nutrition talks.



Indian Sub Continent Seniors Group

Other Projects

Youth projects

GCAIS was funded under the SGP program to run youth specific settlement services, these included two homework programs, school holiday & sporting activities and a sports brokerage program.

Two Homework Clubs to assist migrant and refugee young people to negotiate the school system, operated at Kirrawee Primary School and Menai High School with over 25 students accessing tutoring provided by 18 tutors. Funding has been provided by Tradies through Clubs grants. The program assists students with basic reading and writing skills and more complex homework tasks which enables them to complete their homework within the required timeframe, thereby assisting them to meet expected outcomes from the school. Students develop confidence, social skills and improved self esteem with which to participate in broader school activities and take up leadership roles within the school. Information sessions on cyber safety, bullying and research skills have also been provided. Sustainability of the Homework program and the delivery of a youth camp has proved challenging during 2012-13 with insufficient funding to continue the employment of project worker Jessica Stead.

Students and their parents attend activities each school holiday. The program has consisted of rock climbing, rowing, beach safety, ice skating and bbq. GCAIS received funding from the Department and Sport and Recreation to deliver a sports access project aimed at increasing sporting opportunities for young people from migrant and refugee backgrounds. Over fifteen students have been provided opportunities to attend sports and soccer camps, access fitness programs at local gyms and attend swimming lessons. During Refugee Week in June 2013, GCAIS sponsored a Soccer round robin at Menai High School. It is hoped that this will be an annual event.

Volunteering and Mentoring Activities

GCAIS provides support and development for a large team of volunteers from a variety of backgrounds. This greatly furthers the scope and cost effectiveness of the SGP. Volunteers work and provide support in many areas; English class and Homework club tutors, group leaders, administrative support, bus driving and child care. Volunteering provides many clients with the opportunity to develop and improve their leadership, organisational and administrative skills. Training is provided and volunteers are able to obtain valuable Australian workplace experience, thus increasing their employability. Many volunteers have been able to cite GCAIS as a referee when seeking employment and have had successful outcomes.

GCAIS has been involved in mentoring and supporting members of RUS (Russian Union of the South) in the establishment of their organisation. This will continue through 2013-14, with the development of a mentoring support program incorporating members from Russian, Indian & Spanish communities. Mentoring is also an important component of the support provided to settlement support group leaders who work closely with the Migrant Services Manager and they are encouraged to attend relevant training and meetings. Within the project the use of TAFE students on placement provides an opportunity to expand the capacity of the SGP for specific project work. This not only provides valuable experience and professional development for the student it also adds value to the project, giving much needed additional hours. Santiago Pereyra worked on the I♥Sutherland Shire DVD and the creation of the Spanish Theatre Group and Greyci Zapata has supported the Spanish Parents Group. It is anticipated that

the SGP will continue to take on workplace students who can work independently in a team environment.

Community Coordination and Development

There is a strong emphasis on networking and building strong positive relationships with mainstream agencies and to promote and represent client needs through participation at interagency, advisory and consultative forums. This also facilitates access to services for clients.

GCAIS has strong working relationships and has developed partnerships with many organisations and government agencies across Sutherland and St George region. These relationships are integral for a collaborative approach to advocate for needs of newly arrived migrants and humanitarian entrants and to deliver effective services across the region that meet emerging needs.

The Migrant Services Manager is a member of a number of working parties and committees including the Diversity Health Committee of the Sutherland St George Hospital, St George Youth Services, St George & Sutherland Employment Forum and St George & Sutherland Settlement Forum. A strong working relationship has been developed with St George Migrant Resource Centre, and TAFE often working together on joint initiatives and providing effective referral pathways.

I ♥ Sutherland Shire DVD

To foster the principles of Harmony Day 2013 of social inclusion, diversity and respect, GCAIS in partnership with Sutherland Shire Council and CDO, developed a DVD, I♥Sutherland Shire, which showcases and celebrates the cultural diversity within Sutherland Shire. Fifteen people, both newly arrived and more settled migrants shared their settlement stories to produce a mosaic depicting some of the migration history of this area. This awareness raising DVD has several screenings and was launched at the Colourfest Harmony Day screening at Cronulla Cinemas. It is hosted on the Sutherland Shire Council website and has received over 50 hits. The project will be expanded to include an educational resource for use in schools and video competition and exhibition for Harmony Day 2014.

St George & Sutherland Refugee Support Group

The St George & Sutherland Refugee Support Group is a partnership project with Inner South West Community Development Organisation(CDO) and St George Migrant Resource Centre which was established in July 2012. The group is made up of local residents who are committed to social justice and want to provide support and advocacy services to local refugees. A family day to Symbio Wildlife Zoo with over 40 adults and children has been the highlight of the year for this group. Training on working with refugees has been provided to the group and the challenge is to now establish a volunteer support program for members to connect with refugee families and to strengthen the capacity of the group for autonomy.



Job Skills Training Day

The Employment working Party shifted their approach this year from an information expo to more a interactive skills based day held at St George TAFE. The day gave job seekers the opportunity to access specialised helpdesks in areas of career pathways, overseas qualifications and, traineeships. Also available was individualized resume assistance and practice interviews as well as workshops and information tables. Over 200 people attended the day and feedback indicated that the more individual centred approach benefited those that attended and it was recommended that this model be expanded for 2014.

St George & Sutherland Settlement Forum

The Forum provided an opportunity for service providers (approx 50) to hear directly from community members (also approx 50) about their settlement issues and challenges. Service providers also were able to talk about some of the challenges & barriers that they face in the provision of services to new migrants & refugees. The outcome of this forum was the establishment of working groups to action some of the issues raised and will include the delivery of up to 6 cultural competency workshops across the region.

The forum was an example of a successful collaborative project between services providers & community members. It is an innovative approach that enable settlement service providers, government agencies, community organisations and ethnic community groups to work together and to come up with an action plan to enhance settlement outcomes for settling migrants, humanitarian entrants and refugees in the St. George and Sutherland areas. The Forum was attended by approx. 130 participants from community & service providers. A resource document on issues, recommendations and the action plan will be published.

The Sutherland Shire Multicultural Network(SSMN)

GCAIS through it work of the SSMN builds multi-agency capacity and strengthens networking capabilities providing organisations with current information, resources and training assisting organisations to improve cultural competency and to deliver services to target group clients. The creation of the SGS news which is an online newsletter for the St George & Sutherland region has been a highlight for 2012-13. A working party consisting of convenors of interagency and council representatives across the region collaborated to develop this newsletter that has streamlined the delivery of information through the email system. It has resulted in a weekly online newsletter with over 1300 subscribers. 150 people completed a survey in March/ April 2013 where feedback was overwhelmingly positive highlighting that SGS news saved time, reduced the number of duplicate emails, helped to encourage participation at local events or activities, and helped develop partnerships and collaborations. The working party is now focused on obtaining financial sustainability for the newsletter.

Community Advocacy

Collaboration and strong working relationships have been developed with education and training institutions such as TAFE, and Navitas thus supporting the cultivation of social inclusion in the learning environment for newly arrived migrants and refugees. Attendance at regional, metropolitan and State forums enables local issues to be advocated for on a broader level; this includes the Multicultural Health Refugee Coordination group. St George Multicultural Network, Community Relations Commission Settlement Services Consultation, Refugee Conference SLASA forum and the Settlement Council of Australia Conference.

Challenges and Future Direction

The second year of the multi-year SGP grant will enable GCAIS to consolidate on new initiatives developed in 2012/13 and to continue to respond holistically with the emerging needs of migrants. The St George & Sutherland Refugee Support group will be strengthened to develop a volunteer program that can provide practical support to refugees. Outcomes of the Settlement Forum will be progressed through action groups and cultural competency training workshops. Funding received from the South East Local Health District Cultural Enhancement program will enable GCAIS to consolidate its work with the Spanish and Latin community in St George & Sutherland through development of a Spanish Speaking network and support of the Grupo Teatro Espanol (Spanish Theatre Group). A partnership health and well-being project with St George MRC will assist refugees from Egypt to strengthen resilience and increase access to health services to enable positive health outcomes for this target group.

As in the past, GCAIS will look to working collaboratively with a range of organisations to achieve the best outcomes for its SGP target group. Funding opportunities will be sourced to expand the scope of the project and provide much needed funds to employ additional workers for the ever increasing workload. The settlement sector is a dynamic arena influenced by international and domestic events and as such is ever changing and it is incumbent on GCAIS that we seek new

opportunities to create sustainability of our programs. Working in a challenging environment with potential migration policy changes, and competitive funding requires GCAIS to maintain best practice principles and governance standard and to create innovative and relevant programs. Looking forward, GCAIS will strengthen relationships across the region, in advocating for the needs of new arrivals, especially at regional, state and national forums. Working with emerging communities to provide relevant services and to further expand mentoring and capacity building opportunities, to assist full participation in Australian society.

Acknowledgements

Volunteers are drawn from the community to assist and provide resources to the SGP project and with their support enable the extensive programs to continue. There are 30-40 volunteers who work tirelessly and enthusiastically providing tutoring for the English classes and the Homework Club, undertaking reception, administration and management duties, and facilitate the settlement support groups. The ongoing support from colleagues and organisations throughout the year is to be highlighted as a collaborative approach ensures that the project is solution focused and well-connected into the community. The SGP Advisory committee comprises representatives from DIAC, Sutherland Shire Council, Sutherland Hospital and GCAIS management and provide ongoing support and direction to the project.

Finally thank you to the GCAIS team, staff and management for their commitment, professionalism and everyday support and encouragement.

Jenny Grey
Migrant & Settlement Service Manager

THANK YOU TO OUR FUNDING BODY AND SUPPORTERS

Funding Body
Department of Immigration & Citizenship

Project Funding
Sutherland Shire Council
South East Sydney Parenting Coordination Project
South East Local Health District Cultural Enhancement Program
Clubs CDSE – Gynea Tradies

GyMEA Home and Community Care Service (HACC)

GyMEA Home and Community Care Service is funded by the Commonwealth Government, Department of Health and Ageing. The Commonwealth HACC Program provides funding for Services which support frail older people and their carers, who live in the community and whose capacity for independent living is at risk, or who are at risk of premature or inappropriate admission to long term residential care.

My report briefly outlines the activity highlights of our 3 HACC Services for 2012/2013, which exist to serve the purpose mentioned above. This year our Service adopted the Wellness or Client Re-enablement approach, in line with Dept. of Health and Ageing Guidelines. This approach, which aims to foster greater independence in people, has had measurable outcomes of improvement in people's physical, social and emotional well-being.

NEIGHBOUR AID / SOCIAL SUPPORT

The aim of Social support is to maximise an individual's ability to continue to live independently at home and assist in meeting the person's need for social contact. Social Support is either provided in the client's home, or in client focussed small Groups.

Our groups and the activities they provide are determined by the interests and abilities of our Clients. They include :

Assisted shopping:

This Service heavily relies on volunteers.

This year we commenced hiring a bus from Jannali Neighbour Aid twice a month to transport people to different shopping centres. The Group comprises only up to 6 people, as Clients are too frail to access Public or Community transport. Coordinated by Kylie with the assistance of 2 volunteers. Despite their frailties these people love to "shop till they drop".

Staff still assist Clients living with more complex needs on an individual basis.

Social Support Outing Groups – held monthly and facilitated by Staff

Vision impairment group:

This group has attendees that cover a range of ages. Activities are tailored to the needs and interests of people who have visual impairment.



Chinese Higher Needs Social Support Activity Group :

These participants enjoy a range of culturally appropriate activities and outings.

Social Gathering Groups

Knitting Group : HACC Clients knit and sew squares to create blankets for those in need in Australia and "Wrap with Love" Project.

Chronic Fatigue Support Group:

A self help Group that meets on a monthly basis.

Mahjong Group:

This complex game stimulates memory and cognition. Meeting each Saturday at Carinbah Tradies and staffed by our Mahjong teachers Lena Lieu and John Au.

Senior Mens' Discussion Group

Continually growing in number, a monthly discussion Group who's members also enjoy educational Guest speakers and outings to places such as ANSTO, and Whale watching at Kurnell.



Our Volunteer for the Chinese Group, Wee Lin Han, was one of two recipients to receive the State Government Community Service Award for Volunteering. Local member Graham Annesley presented Lin with a fabulous plaque and an extract from Hansard, where he mentioned her in parliament during the previous week.



Service Highlights

A highlight this year in what we provide to Clients was our 'Stepping On' Falls Prevention Program, which we partnered with South East Sydney Area health.

'Stepping On' is an 8 week Community Group Program for Seniors. It is designed to build knowledge, strength and confidence enabling people to remain independent at home. Health professionals, including a physiotherapist, an O.T., a podiatrist, a dietician and a pharmacist provide instruction on how to reduce an individual's risk of falling. There were also visits from a Community Safety Officer and the Guide Dog Association.



This year I was invited by Sutherland Shire Council to be part of their Strategy review and priority setting Workshop. This Forum was a component of Sutherland Shire's 10 year Ageing well, ageing strategy.

Members of our Multicultural Centre Based Activity Service, and staff, appeared in a delightful DVD entitled 'I Sutherland Shire'. There are multiple copies available for viewing. We are always working with Jenny Grey, GCAIS. dedicated Migrant Services Manager, to promote Cultural diversity within the Shire.

Neighbour Aid Service statistics for 2012/2013

Information and referral, counselling, monitoring and Care Coordination: APPROX. 2000hrs-plus Phonecalls.
HACC Staff = 13 -all part time

STAFF MEMBERS

- Angela Roberto
- Vera Au
- Kylie George
- Janet Brown
- Volunteer Driver : Fikry Bassiuoni



CENTRE - BASED ACTIVITY SERVICES REPORT

SUTHERLAND SHIRE AGED CENTRED BASED ACTIVITY GROUP



Based at Miranda Community Centre and providing Day Programs of a Monday and Wednesday to a number of frail, aged clients. Our experienced and innovative staff, assisted by their volunteers, offer varied and stimulating activities and regular outings.

The following are our dedicated team members of Aged Centre-Based Activities Project

SUTHERLAND SHIRE AGED CENTRED BASED GROUP LEADER: Sonia Markoff

ASSISTANT GROUP LEADER : Carol Cosham

TRANSPORT ATTENDANT: Cheryl Harte

VOLUNTEERS : Rosemary McKill, Jacky Shore, Gillian Muslic, Jennifer Henderson, Johanna Massaar.

Thankyou also to volunteer bus drivers Ross Jones ,Keith Hutton and Dick Massaar. Sadly ill health has necessitated that Dick no longer is able to perform his duties as a volunteer driver. We thank him for his Service of over 15 years with GyMEA Neighbour Aid.

MULTICULTURAL SOCIAL ACTIVITIES GROUPS

The following are the members of our hardworking team, who offer varied and stimulating Culturally specific activities, outings and meals to their Clients.

CHINESE GROUP LEADER : Kerro Lam

TRANSPORT ATTENDANT/ GROUP ASSISTANT: John Au

VOLUNTEERS:

Lin Han, Annette Ng, Grace Li

GREEK GROUP LEADER:

Mary Antoniou

VOLUNTEERS: Angela Kiourtsis

ITALIAN GROUP LEADER : Trinidad Montalvo

VOLUNTEER: Paula Douglas

MULTICULTURAL GROUP LEADER: Trinidad Montalvo

VOLUNTEERS: Teresa Paez, James Zhang

BUS DRIVER/ CARE ATTENDANT: Goce Bogdanoski

STUDENT PLACEMENT WORKER: 240 hours, Gerrard Donno

INHOUSE STAFF TRAINING

This year we held 3 Training days to cover a plethora of topics that continually emerge. Sector changes, Complaints handling, Person centred client care plans and dealing with clients who display 'behaviours of concern' were part of what was covered.

VOLUNTEER TRAINING

Presented by Angela and Vera for the first time. Topics included WHS, Grief and loss, dementia, accidental counsellor, manual handling and balancing boundaries, Duty of Care and client enablement.

TRANSITION FUNDING

Just prior to the end of the financial year we received a Grant designed to assist in the Transitioning from our previous Funding body of ADHC, over to DoHA. This funding was designed to compensate for the additional reporting requirements and changes in due recognition brought about by the change in administration.

VOLUNTEERS

Thank you to all of our volunteers who either work with Groups, or assist clients with individual Social support. Your dedication is appreciated.

Thanks must be extended to the members of our Volunteer Management Committee. They have had an extremely busy year assisting staff to face the challenges brought about by the HACC Transition and projects faced with diminishing Funding.

Our front desk Volunteers deserve praise for their skill in forwarding the multitude of diverse phone calls they receive every day to the appropriate staff member.

Angela Roberto, our HACC Volunteer Coordinator produces an informative and entertaining Newsletter each quarter that she also offers to our Front desk volunteers. With her role dedicated to the Training, recruitment and welfare of Volunteers, our Volunteer shortage has diminished this financial year.

Angela organises several Volunteer Appreciation days annually for all Volunteers in our Centre, to give official recognition and thanks from the staff and Management Committee.

Vera Au is another dedicated part time HACC staff member who deserves a special `thanks` for her client casework and professional financial assistance.

DEVELOPMENT AND NETWORKING

This financial year we continued to have meetings with Loftus TAFE in relation to our placement and Supervision of students within our HACC Program.

Meetings and Networking continued with the Sutherland Shire Neighbour Aid Network, the Community Care forum and the Sutherland Shire Council.

ACKNOWLEDGEMENTS

Thank you to our Funding Body and Supporters:

Commonwealth Dept. of Health and Ageing
Gymea Trade Union Club
Sutherland Shire Council

THE FUTURE 2013/ 2014.....and on to 2015

During this time period our HACC Projects will be preparing for the possibility of our Service finishing on July 1st 2015.

In 2012 the Australian Government announced `The Longer living Better` aged care reform package. The reforms include the introduction of a Commonwealth Home Support Program from July 1 2015. Social Support will then become part of the National Respite for Carers Program. Centre Based Activity Services (Daycare) will become part of the existing Day Therapy Centres Program.



Hopefully by the time of next year's Annual General Meeting we will have a clearer picture of how our client's will be transitioned, or if our Funding will be re-tendered by the Commonwealth Department of Health and Ageing.

For now we will continue to work towards building our service to have a `person centred` approach, developing appropriate organisational structures and processes to work with clients to individually meet their needs.

JANET BROWN

Home and Community Care Service Manager



STATISTICS FOR 2012/2013

2012/2013

Volunteers (Includes Management Committee Members)

36

Total number of clients: (as of June 30TH)

**Neighbour Aid (Social Support)*

Clients

76

Hours of Service (includes care coordination)

5800

Multicultural Aged Daycare

Clients (includes care coordination)

66

Hours of Service

9996

Transport/Trips

3280

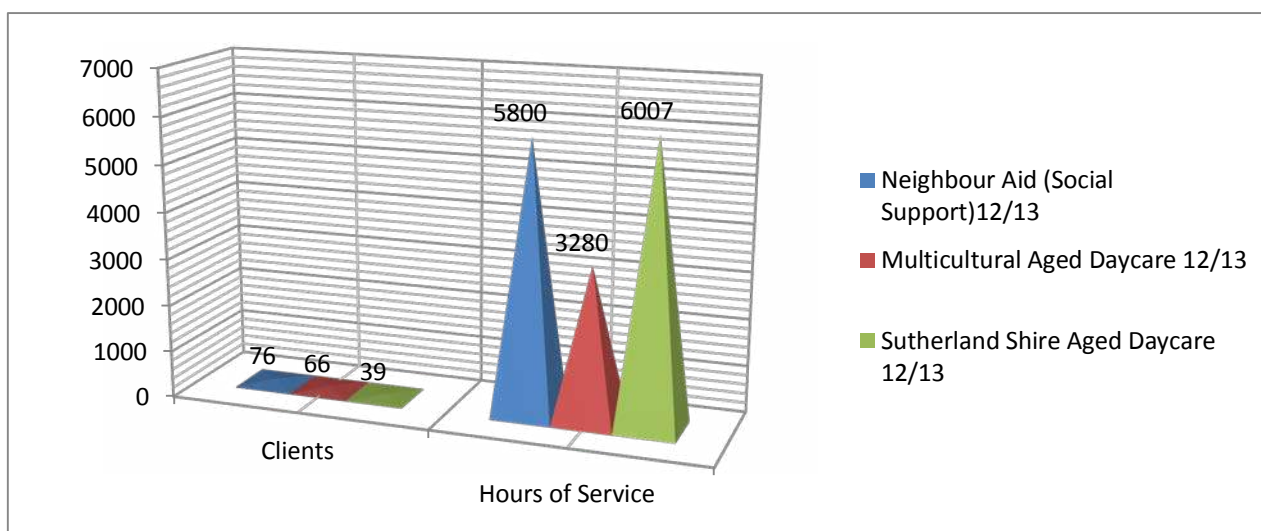
**Sutherland Shire Aged Daycare*

Clients

39

Hours of Service (includes transport and care coordination)

6007



SUMMARY

Country of Birth – 2012/2013

Australia	85	China (excl. SARS & Taiwan)	25
Colombia	1	Croatia	1
Cyprus	2	Czech Republic	1
Egypt	2	England	4
Greece	18	Hong Kong (SAR of China)	4
India	4	Italy	16
South Africa	1	Spain	1
Others	13	Germany	1

Source of Referrals

Public Hospitals	55%
Self	20%
Relative or Friend	10%
Other Community Care Agency	15%

Gender

Female	149
Male	32

Community Development Service

The Community Development Service is funded for 21-hours per week by Sutherland Shire Council to undertake research to identify community needs and then implement initiatives or develop resources in collaboration with other local services, to meet these identified needs. The objective of community development is to empower vulnerable and disadvantaged individuals and groups within the Shire.

The community work undertaken over the past twelve months has been extensive and diverse. Outlined below are the key achievements of 2012/2013:



Suicide Prevention Awareness Walk

Consultation

During 2012-13, our Community Development Manager's focus was on creating working partnerships with other local services to highlight and address mental health issues in the community. This was done through actively participating in the following local Interagencies, Forums and National Government initiatives:

- Sutherland Child & Family Interagency.
- St George & Sutherland Shire Interagency, including being a member of the Steering Committee.
- Sutherland Generalist Interagency.
- Regional Managers Interagency.
- Children's Mental Health Consultation Forum.
- Sutherland Schools & Services Forum.
- Australian Government National Compact.

In addition, our Community Development Manager was invited to participate in the:

- Medicare Local Services Mapping Project Panel: The purpose of the panel, which was held in April 2013, was to map local services and thereby identify referral pathways and potential service gaps in the Shire.
- Shire's Key Opinion Makers 'Imagine' Forum: The Forum, which was held in September 2012, was part of 'The Shire Futures Project', an initiative of former Cronulla MP Malcolm Kerr. It's objective was to discuss community ideas to stimulate business and economic activity by addressing; youth & education; sport & leisure; arts, culture & entertainment and welfare & community services in the Shire.



Collaborative Community Projects

The following community projects were carried out in collaboration with other local services based on identified needs.

- **Suicide Prevention Awareness Walk:**

The event, which was held in September 2012 for the first time, supported LifeLine's 'Out of the Shadows into the Light' initiative. The objective of the event was to raise awareness around suicide prevention and support. Over 30 community members participated in the walk. The positive feedback received has meant that this is now an annual event which is held in collaboration with Southern Community Welfare.

- **Sutherland Shire Mental HealthCare Services Card:**

To meet the need for easy-to-access information on local mental health services, a pocket-size card listing all local mental health services was developed and distributed throughout local schools and community services. The project was funded by South Eastern Sydney Medicare Local and supported by a number of local community services. Due to the high demand, the card was recently updated and additional funding sourced for printing of the cards.

- **Single Parents BBQ:**

To highlight the need of local single parents and to celebrate Social Inclusion Week, a Single Parents BBQ was held in November 2012 at Gunnamatta Bay, Cronulla in collaboration with Caringbah Hub. Due to the success of the event and the needs it highlighted, the Hub has since then launched www.shiresingleparents.org.au, a one-stop website for single parents in the Shire.

- **Love Bites High School Program:**

Love Bites is a school-based Domestic & Family Violence and Sexual Assault prevention program. The program was run in liaison with numerous other local services, for year 10 students at Cronulla High School in October 2012.

In addition to the projects listed above, the Community Development Manager liaised with Amelia House and The National Child Protection Alliance on certain projects.

Resource Development

The following resources were developed by our Community Development Manager based on identified needs.

- **Sutherland Shire Community Services Database 2012:**

The database lists 90 local services, and featured a drop-down feature to enable searching for specific target groups, programs and services. A copy of the database was distributed to local services.

- **Local Services Needs Assessment Research Study:**

The objective of the research, which was conducted in liaison with a TAFE student as part of their student placement, was to determine service gaps in the Shire. Research findings were later distributed to local services.

- **Mental Health Services Database 2012:**

The database lists all local, state and national mental health services, programs and online resources. A copy of the database was distributed to local services.

- **Front Office Volunteer Recruitment Handbook:**

The Handbook was developed to build the capacity of organisations to follow best practice in recruiting, training and supervising front office volunteers. It has been designed to help anyone who manages or coordinates volunteer recruitment, training or mentoring in their organisation. On its completion, the Handbook will be available for sale.

- **Kids Resilience Program Database:**

To ensure that all local services were aware of kids programs, a database listing all primary school evidence-based resilience programs was created and distributed.

Centre Activities & Initiatives

In addition to external community development activities, our Community Development Manager continues to grow and support the following Centre activities:

Anxiety & Depression Self-Help Support Group:

2012/2013 has seen this self-managed group move from strength to strength as all group members take the opportunity to lead the group. The group meets at our Centre 10am on the 1st and 3rd Friday of each month. Everyone is welcome to attend.

Gymea Grandparents Playgroup:

This year saw the group becoming a self-managed social support group. Now it's in 5th year, the group continues to be a valuable social outlet by providing an opportunity for grandparents who are babysitting their pre-school grandchildren to meet others to network and to have a cuppa together. Meetings are held in our Centre the 1st and 3rd Tuesday of each month, 10am - 12pm. All grandparents are welcome to attend.

Computer Classes:

Our computer classes which are run by highly skilled volunteers are always in great demand. Due to feedback from workshop participants, personalised one-on-one 6-week computer classes were introduced late last year. These have been an amazing success with spots filling within a few days. Four workshops are held throughout the year coinciding with school terms. A small fee is charged to cover administrative costs.

Tax Help:

Once again we were fortunate enough to be able to offer tax assistance through the Tax Help Program from July to October 2012. The program is supported by the Australian Taxation Office (ATO) who train and provide volunteers to assist low income earners who meet the eligibility criteria to complete and submit their tax return. I would like to thank our volunteer Sophia for her valuable contribution and time.

Diabetes Needle Collection Service:

Our Centre continued to be a collection point for used Diabetic Needles, with our collections increasing dramatically over the past 12 month period.

Centre Sustainability Project:

Our Centre was chosen by Sutherland Council to participate in a Sustainability Project. The aim of the project was to:

- Increase energy and water efficiency and thereby reduce Centre running costs.
- Educate staff, volunteers and Centre group participants regarding energy management practices.

Our Community Development Manager took on the responsibility of championing the project within the Centre.

GCAIS Website:

2013 saw the launch of our new website - a project that was managed by our Community Development Manager.

Front Office Volunteers:

Once again our Centre depended heavily on the wonderful work of our front office volunteers. 2012/2013 saw us say good-bye to a few long-term volunteers and welcome to some great new faces. To acknowledge the wonderful work of our volunteers, a special morning tea was held during Volunteer Week in May this year. This was a great opportunity for all our volunteers to meet and relax in a social setting while being appreciated for all their hard work. I personally would like to thank all the front office volunteers that I worked with closely and who supported me in my role in managing the front office and the volunteers.

Challenges and Future Directions

The challenges faced by the Community Development Program are the same as those faced across the board by all local services, and that is doing more with dwindling budgets, resources and staff hours.

Acknowledgements

I would like to give a heartfelt thank you to the wonderful volunteers that I have worked with throughout the past 12 months. This includes both the front office, computer and grandparents group volunteers. Everything that has been achieved would not have been possible without their contribution.

Finally thank you to the GCAIS team, staff and management for their commitment, professionalism and everyday support and encouragement.

Rosanna Commisso

Community Development Manager

**THANK YOU TO OUR FUNDING
BODY AND SUPPORTERS**

**Sutherland Shire Council
Clubs CDSE – Gymea Tradies**



GYMEA COMMUNITY AID & INFORMATION SERVICE INCORPORATED

ABN 88 163 479 302

FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

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WARREN J GRIFFIN- CERTIFIED PRACTISING ACCOUNTANT-

REGISTERED COMPANY AUDITOR # 4428



Liability limited by a scheme approved under Professional Standards Legislation

GYMEA COMMUNITY AID & INFORMATION SERVICE INCORPORATED

ABN 88 163 479 302

YEAR ENDED 30 JUNE 2013

STATEMENT BY COMMITTEE

The Committee hereby states that:

1. The Financial Statements and Notes:
 - a) Comply with Australian Accounting Standards and the Associations Incorporation (NSW) Act; and
 - b) Give a true and fair view of the financial position as at 30 June 2013 and the performance of the year ended on that date of the Association;
 - c) The provisions of the Charitable Fundraising Act and the conditions attached to the Authority to Fundraise have been complied with;
 - d) Internal Controls exercised are appropriate and effective in accounting for all income received and applied from any fundraising appeals.
2. In the Committee's opinion there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and Payable.

Signed on behalf of the Management Committee by:

Committee Member.....

Committee Member.....

Dated this 21st day of August, 2013

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
GYMEA COMMUNITY AID & INFORMATION SERVICE INCORPORATED
ABN 88 163 479 302
FOR THE YEAR ENDED 30 JUNE 2013

I have audited the special purpose Financial Report of GyMEA Community Aid & Information Service Incorporated for the financial year ended 30 June 2013 as set out on pages 3 -6. The Committee is primarily responsible for the information contained in the Financial Report. The independent audit of the Financial Report was conducted in order to express an opinion on it.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the Financial Report is free of material misstatement. The procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the Financial Report, and the evaluation of Accounting Policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the Financial Report is presented fairly in accordance with the Accounting Standards and other mandatory professional reporting requirements (and relevant statutory and other requirements) so as to present a view which is consistent with my understanding of the financial position and results of operations.

The Audit Opinion expressed in this Report has been formed on the above basis.

Audit Opinion

In my opinion

1. The Financial Report presents fairly in accordance with the applicable Accounting Standards and other mandatory Professional Reporting requirements of the financial position of GyMEA Community Aid & Information Service Incorporated as at 30 June 2013 and the financial performance of its operations for the year then ended.
2. In my opinion the Financial Report shows a true and fair view of fundraising appeals for the year.
3. The Financial Reports and associated records have been properly kept in accordance with the Charitable Fundraising Act and its Regulations.
4. Monies received as a result of fundraising appeals conducted during the year have been properly accounted for and applied in accordance with the NSW Charitable Fundraising Act.

Warren J. Griffin - Registered Company Auditor # 4428

Dated this 21st day of August 2013

WARREN J GRIFFIN

CERTIFIED PRACTISING ACCOUNTANT

REGISTERED AUDITOR
ABN 18 245 853 174



23 MARINER QUAYS
3 LEE ROAD, RUNAWAY BAY QLD 4216

TELEPHONE 0415 188464

Email: warrengriffin42@gmail.com

AUDITOR'S DECLARATION OF INDEPENDENCE UNDER SECTION 307C OF THE INCORPORATIONS ACT 2001

To the Committee of Gynea Community Aid & Information Service Inc.

I declare that to the best of my knowledge and belief, there have been no contraventions of:

- (1) The auditor independence requirements of the Corporations Act 2001 in relation to the audit,
- (2) Any applicable code of professional conduct in relation to the audit

Warren J Griffin
Company Auditor #4428

A handwritten signature in blue ink, appearing to read 'Warren J Griffin', written over a horizontal line.

Dated this 21st day of August, 2013

GYMEA COMMUNITY AID & INFORMATION SERVICE INC.

ABN 88 163 479 302

BALANCE SHEET AS AT 30 JUNE 2013

	2013 \$	2012 \$
CURRENT ASSETS - CASH		
Cash on Hand	1,025	1,025
Cash at Bank	70,527	92,426
Cash on Deposit	125,979	100,979
	<u>197,531</u>	<u>194,430</u>
RECEIVABLES		
Accounts Receivable	22,615	0
Deposits Paid	353	353
Total Current Assets	220,499	194,783
TOTAL ASSETS	<u>220,499</u>	<u>194,783</u>
CURRENT LIABILITIES CREDITORS AND BORROWINGS		
Other Accounts Payable	7,686	11,765
Income Received in Advance	29,308	32,025
GST Payable	15,979	11,705
Provision for Annual Leave	39,136	26,986
Provision for Sick Leave	5,303	7,422
Provision for Redundancy & Risk Management	10,015	4,181
Provision for Long Service Leave	41,875	31,292
Provision for Wages	10,785	10,100
Provision for Programme Cost	12,986	5,132
Total Current Liabilities	<u>173,073</u>	<u>140,608</u>
TOTAL LIABILITIES	<u>173,073</u>	<u>140,608</u>
NET ASSETS (EXCESS OF ASSETS OVER LIABILITIES)	<u>47,426</u>	<u>54,175</u>
EQUITY RESERVES		
Accumulated Funds	45,372	53,924
Asset Replacement Reserve	165	251
Reserve for Programme Cost	1,889	0
TOTAL EQUITY	<u>47,426</u>	<u>54,175</u>

The accompanying notes form part of these financial statements

These statements should be read in conjunction with the attached compilation report of Warren J. Griffin

GYMEA COMMUNITY AID & INFORMATION SERVICE INC.

ABN 88 163 479 302

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
INCOME		
Client Contributions	40,257	31,109
Operating Grants	544,401	464,326
Interest Received	6,314	7,964
Sundry Income	67,367	49,856
Total Income	<u>658,339</u>	<u>553,255</u>
LESS EXPENSES		
Other Expenses	192,721	171,414
Wages, Superannuation & On Costs	465,403	389,995
Total Expenses	<u>658,124</u>	<u>561,409</u>
OPERATING SURPLUS BEFORE INCOME TAX	215	(8,154)
Income Tax	<u>0</u>	<u>0</u>
OPERATING SURPLUS AFTER INCOME TAX	215	(8,154)
Accumulated Funds at start	<u>53,924</u>	<u>64,310</u>
TOTAL AVAILABLE FOR APPROPRIATION	<u>54,139</u>	<u>56,156</u>
APPROPRIATIONS OR TRANSFERS TO RESERVES		
Transfer to Future Programme Cost	(9,100)	(4,452)
Transfer from Reserve	14,713	13,820
Prior Period Adjustment - Mosiacs Project	1,500	(1,500)
Transfer to Other Job Projects	(1,889)	0
Transfer to Provision for Wage	(10,785)	(10,100)
Transfer to Reserve Programme Cost	(3,206)	0
	<u>(8,767)</u>	<u>(2,232)</u>
ACCUMULATED FUNDS , AT CLOSE	<u>45,372</u>	<u>53,924</u>

The accompanying notes form part of these Financial Statements

These Statements should be read in conjunction with the attached compilation report of Warren J Griffin

GYMEA COMMUNITY AID & INFORMATION SERVICE INCORPORATED

ABN 88 163 479 302

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2013

NOTE 1 STATEMENT OF ACCOUNTING POLICIES

Basis of Financial Statements

The Financial Statements are a Special Purpose Financial Report that has been prepared in accordance with the applicable Accounting Standards and other mandatory professional reporting requirements. The Accounts have been prepared on the basis of historical costs and do not take into account changing money values unless otherwise stated. Government Grants are brought to account on an accruals basis.

Plant & Equipment

Items of equipment are expensed in the year in which they are purchased.

Income Tax

The Organisation is a non-profit Incorporated Association which has been endorsed as a Tax Exempt Charity by the Australian Taxation Office. It also holds endorsement as a Deductible Gift Recipient for Tax Purposes enabling donors to obtain tax deductions for their donations to the Organisation.

Detailed Statement -

Association Consolidated

		Association	Volunteers	Total
	Admin\programme contribution	1250.00	-	1250.00
	Bank Interest	1136.97	-	1136.97
	Bookeeping Contribution	-	-	0.00
	Client Bus Trips	-	-	0.00
	Client Contributions	-	-	0.00
	Donation for Volunteers	-	4500.00	4500.00
	Donations	-	766.80	766.80
	Fundraising	-	49.50	49.50
	Membership Fees	34.58	-	34.58
	Non-recurrent Boost	-	-	0.00
	Operating grant indexation	-	-	0.00
	Operating Grants	-	-	0.00
	One off Service Improve	-	-	0.00
	Room Hire	-	-	0.00
	Special Grant/Contribution	-	-	0.00
	Term deposit interest	4500.31	676.85	5177.16
Income Total		<u>6921.86</u>	<u>5993.15</u>	<u>12915.01</u>
Expense	Staff/Volunteers Amenities	11.39	120.37	131.76
	Wages & Salaries	-	256.68	256.68
	Bus Driver	-	-	0.00
	Superannuation	-	5.13	5.13
	Staff Travel	-	-	0.00
	On Costs - AL\SL	-	-	0.00
	On Costs - LSL	-	-	0.00
	Admin & Program Management	-	-	0.00
	Marketing & Promotions	840.00	840.00	1680.00
	Audit & Accounting Fees	-	-	0.00
	Bank Charges	611.61	-	611.61
	Bookkeeping/Adm Contribution	2867.00	-	2867.00
	Bus Hire	-	-	0.00
	Catering	167.95	1167.86	1335.81
	Contribution to volunteer fund	-	-	0.00
	Educational Resources	-	-	0.00
	Entertainment	-	-	0.00
	Equipment	1961.82	108.22	2070.04
	Gifts	18.99	185.09	204.08
	Insurance	-	-	0.00
	Knitting - expense	-	89.41	89.41
	Memberships, Subscr. & Fees	-	-	0.00
	Photocopies	63.63	22.40	86.03
	Postage	9.09	17.64	26.73
	Printing & Stationery	-	110.23	110.23
	Programme Costs	2381.00	77.26	2458.26
	Refreshments	201.49	434.98	636.47
	Repairs & Maintenance	-	440.14	440.14
	Room Hire	-	-	0.00
	Risk Management Fund	-	-	0.00
	Security expenses	-	661.77	661.77
	Telephone\internet	-	112.76	112.76
	Training\Facilitator	-	68.18	68.18
	Translation, tyset & interpret	-	-	0.00
	Volunteer Expenses	-	26.83	26.83
	Volunteer Travel	-	297.00	297.00
Expense Total		<u>9133.97</u>	<u>5041.95</u>	<u>14175.92</u>
Brought Forward Jun 12		20137.43	8205.35	28342.78
Transfer from reserve		-	-	0.00
Transfer to reserve - programme cost		-	-	0.00
Transfer to reserve - wages		-	-	0.00
Acc. Funds Carried Forward		<u>17925.32</u>	<u>9156.55</u>	<u>27081.87</u>

Detailed Statement -

Home and Community Care Services

	Multi Service Outlet	SS Aged Daycare	Total
Admin\programme contribution	10179.36	-	10179.36
Bank Interest	-	-	0.00
Bookeeping Contribution	-	-	0.00
Client Bus Trips	-	-	0.00
Client Contributions	20757.70	13196.40	33954.10
Donation for Volunteers	-	-	0.00
Donations	-	52.00	52.00
Fundraising	-	130.00	130.00
Membership Fees	-	-	0.00
Non-recurrent Boost	-	1542.25	1542.25
Operating grant indexation	-	608.99	608.99
Operating Grants	224717.81	90345.98	315063.79
One off Service Improve	43453.05	-	43453.05
Room Hire	-	-	0.00
Special Grant/Contribution	-	-	0.00
Term deposit interest	-	-	0.00
Income Total	299107.92	105875.62	404983.54
Expense			
Staff/Volunteers Amenities	289.29	153.85	443.14
Wages & Salaries	155561.31	60120.94	215682.25
Bus Driver	20553.76	1536.36	22090.12
Superannuation	15521.46	5242.36	20763.82
Staff Travel	2199.23	-	2199.23
On Costs - AL\SL	2951.55	1849.80	4801.35
On Costs - LSL	3339.60	1504.72	4844.32
Admin & Program Management	1000.00	-	1000.00
Marketing & Promotions	1105.78	19.83	1125.61
Audit & Accounting Fees	1528.65	655.70	2184.35
Bank Charges	-	-	0.00
Bookkeeping/Adm Contribution	13331.00	4289.00	17620.00
Bus Hire	14530.63	10668.00	25198.63
Catering	8071.08	5925.08	13996.16
Contribution to volunteer fund	3000.00	1500.00	4500.00
Educational Resources	-	-	0.00
Entertainment	-	-	0.00
Equipment	4682.08	25.55	4707.63
Gifts	1594.61	276.40	1871.01
Insurance	9853.69	2651.20	12504.89
Knitting - expense	-	-	0.00
Memberships, Subscr. & Fees	592.32	214.94	807.26
Photocopies	1707.84	774.76	2482.60
Postage	629.95	129.00	758.95
Printing & Stationery	572.76	343.39	916.15
Programme Costs	3438.65	282.49	3721.14
Refreshments	2962.51	224.27	3186.78
Repairs & Maintenance	327.47	49.80	377.27
Room Hire	7435.34	3240.01	10675.35
Risk Management Fund	5614.62	1496.54	7111.16
Security expenses	428.07	204.64	632.71
Telephone\internet	1936.82	1348.38	3285.20
Training/Facilitator	2134.09	121.46	2255.55
Translation, tyset & interpret	-	-	0.00
Volunteer Expenses	2201.03	1250.00	3451.03
Volunteer Travel	917.80	202.50	1120.30
Expense Total	290012.99	106300.97	396313.96
Brought Forward Jun 12	0.00	0.00	0.00
Transfer from reserve	9504.64	5047.74	14552.38
Transfer to reserve - programme cost	-10814.07	-1492.39	-12306.46
Transfer to reserve - wages	-7785.50	-3000.00	-10785.50
Acc. Funds Carried Forward	0.00	130.00	130.00

Detailed Statement -

Settlement Grant Program

		DIAC Operating Grant	Mosiacs Project	African Refugees	Sports Project	Homework Assistance 4
	Admin\programme contribution	5973.52	-	-	-	327.75
	Bank Interest	-	-	-	-	-
	Bookeeping Contribution	-	-	-	-	-
	Client Bus Trips	-	-	-	-	-
	Client Contributions	1043.85	-	-	-	-
	Donation for Volunteers	-	-	-	-	-
	Donations	-	-	-	-	-
	Fundraising	-	-	-	-	-
	Membership Fees	-	-	-	-	-
	Non-recurrent Boost	-	-	-	-	-
	Operating grant indexation	-	-	-	-	-
	Operating Grants	91436.20	-	6000.00	10000.00	-
	One off Service Improve	-	-	-	-	-
	Room Hire	-	-	-	-	-
	Special Grant/Contribution	318.18	-	-	-	-
	Term deposit interest	-	-	-	-	-
Income Total		98771.75	0.00	6000.00	10000.00	327.75
Expense	Staff/Volunteers Amenities	182.01	-	-	-	-
	Wages & Salaries	69502.30	-	-	-	3759.00
	Bus Driver	-	-	-	-	225.00
	Superannuation	6191.70	-	-	-	438.56
	Staff Travel	1199.33	-	-	-	468.05
	On Costs - AL\SL	430.76	-	-	-	-
	On Costs - LSL	2036.77	-	-	-	126.30
	Admin & Program Management	-	778.49	600.00	-	-
	Marketing & Promotions	868.54	-	-	-	-
	Audit & Accounting Fees	944.05	-	-	-	-
	Bank Charges	-	-	-	-	-
	Bookkeeping/Adm Contribution	6126.00	-	-	-	-
	Bus Hire	100.80	-	-	181.99	1140.03
	Catering	-	-	-	150.00	-
	Contribution to volunteer fund	-	-	-	-	-
	Educational Resources	-	-	-	-	168.67
	Entertainment	-	-	-	-	-136.36
	Equipment	27.66	-	-	-	-
	Gifts	49.50	-	-	-	19.97
	Insurance	2828.07	-	-	-	-
	Knitting - expense	-	-	-	-	-
	Memberships, Subscr. & Fees	360.56	-	-	-	-
	Photocopies	1055.78	-	-	-	-
	Postage	131.73	-	-	-	-
	Printing & Stationery	435.44	-	-	-	19.30
	Programme Costs	199.46	-	-	4571.09	489.27
	Refreshments	533.67	-	-	820.03	399.70
	Repairs & Maintenance	502.56	-	-	-	-
	Room Hire	3407.18	-	-	-	-
	Risk Management Fund	-	-	-	-	-
	Security expenses	240.06	-	-	-	-
	Telephone\internet	1496.37	-	-	-	81.81
	Training/Facilitator	-	-	-	-	-
	Translation, tyset & interpret	-	-	-	-	-
	Volunteer Expenses	7.27	-	-	-	-
	Volunteer Travel	-	-	-	-	69.46
Expense Total		98857.57	778.49	600.00	5723.11	7268.76
Brought Forward Jun 12		0.00	1500.00	0.00	0.00	6941.01
Transfer from reserve		85.82	-	-	-	-
Transfer to reserve - programme cost		-	-	-	-	-
Transfer to reserve - wages		-	-	-	-	-
Acc. Funds Carried Forward		0.00	721.51	5400.00	4276.89	0.00

Detailed Statement -

	Homework/CDSE Grant	Russian Seniors	ISC Café Connect	Button Program	Total
Admin\programme contribution	2835.61	-	-	-	9136.88
Bank Interest	-	-	-	-	0.00
Bookeeping Contribution	-	-	-	-	0.00
Client Bus Trips	-	210.00	-	-	210.00
Client Contributions	-	108.00	65.00	-	1216.85
Donation for Volunteers	-	-	-	-	0.00
Donations	147.25	-	-	-	147.25
Fundraising	538.18	-	-	-	538.18
Membership Fees	-	-	-	-	0.00
Non-recurrent Boost	-	-	-	-	0.00
Operating grant indexation	-	-	-	-	0.00
Operating Grants	4545.45	-	-	-	111981.65
One off Service Improve	-	-	-	-	0.00
Room Hire	-	-	-	-	0.00
Special Grant/Contribution	-	-	-	-	318.18
Term deposit interest	-	-	-	-	0.00
Income Total	8066.49	318.00	65.00	0.00	123548.99
Expense					
Staff/Volunteers Amenities	-	-	-	-	182.01
Wages & Salaries	5451.71	-	-	736.50	79449.51
Bus Driver	425.00	-	-	-	650.00
Superannuation	350.77	-	-	-	6981.03
Staff Travel	62.85	-	-	-	1730.23
On Costs - AL\SL	-114.68	-	-	-	316.08
On Costs - LSL	-228.89	-	-	-	1934.18
Admin & Program Management	-	3000.00	700.00	175.00	5253.49
Marketing & Promotions	-	-	-	-	868.54
Audit & Accounting Fees	-	-	-	-	944.05
Bank Charges	-	-	-	-	0.00
Bookkeeping/Adm Contribution	-	-	-	-	6126.00
Bus Hire	1615.00	319.80	866.15	-	4223.77
Catering	-	-	454.54	-	604.54
Contribution to volunteer fund	-	-	-	-	0.00
Educational Resources	-	27.27	-	-	195.94
Entertainment	-	100.00	327.27	-	290.91
Equipment	-	-	-	-	27.66
Gifts	181.22	-	-	-	250.69
Insurance	-	-	-	-	2828.07
Knitting - expense	-	-	-	-	0.00
Memberships, Subscr. & Fees	-	-	-	-	360.56
Photocopies	-	-	-	-	1055.78
Postage	-	-	-	20.00	151.73
Printing & Stationery	8.55	-	154.93	-	618.22
Programme Costs	22.73	-	180.00	-	5462.55
Refreshments	219.95	81.82	263.00	180.00	2498.17
Repairs & Maintenance	-	-	-	-	502.56
Room Hire	-	1022.19	400.00	286.36	5115.73
Risk Management Fund	-	-	-	-	0.00
Security expenses	-	-	-	-	240.06
Telephone\internet	47.28	-	100.00	47.14	1772.60
Training/Facilitator	-	-	-	1145.45	1145.45
Translation, tyset & interpret	-	-	75.00	-	75.00
Volunteer Expenses	25.00	80.00	1020.00	125.00	1257.27
Volunteer Travel	-	85.00	-	-	154.46
Expense Total	8066.49	4716.08	4540.89	2715.45	133266.84
Brought Forward Jun 12	0.00	4398.08	4475.89	2715.45	20030.43
Transfer from reserve	-	-	-	-	85.82
Transfer to reserve - programme cost	-	-	-	-	0.00
Transfer to reserve - wages	-	-	-	-	0.00
Acc. Funds Carried Forward	0.00	0.00	0.00	0.00	10398.40

Detailed Statement -

Community Development Service

		Community Development	Depression Support Group	IMB Support Group	Mahjong Club
	Admin\programme contribution	3366.04	-	-	0.00
	Bank Interest	-	-	-	-
	Bookkeeping Contribution	27696.00	-	-	-
	Client Bus Trips	-	-	-	-
	Client Contributions	2447.45	134.00	-	340.00
	Donation for Volunteers	-	0.00	-	-
	Donations	96.85	-	-	-
	Fundraising	140.00	-	-	-
	Membership Fees	-	0.00	-	-
	Non-recurrent Boost	-	-	-	-
	Operating grant indexation	-	-	-	-
	Operating Grants	57660.00	-	-	-
	One off Service Improve	-	-	-	-
	Room Hire	10920.75	-	-	-
	Special Grant/Contribution	-	-	-	-
	Term deposit interest	0.00	-	-	-
Income Total		102327.09	134.00	0.00	340.00
Expense	Staff/Volunteers Amenities	147.29	-	-	-
	Wages & Salaries	79932.99	214.08	1920.72	1129.36
	Bus Driver	-	-	-	-
	Superannuation	7100.17	-	172.87	101.64
	Staff Travel	576.83	-	-	-
	On Costs - AL\SL	4781.76	68.72	-	-
	On Costs - LSL	2536.08	3.70	-	-
	Admin & Program Management	0.00	1044.39	198.18	-
	Marketing & Promotions	417.63	-	-	-
	Audit & Accounting Fees	821.60	-	-	-
	Bank Charges	-	-	-	-
	Bookkeeping/Adm Contribution	-	-	-	-
	Bus Hire	-	-	-	-
	Catering	-	-	-	-
	Contribution to volunteer fund	-	-	-	-
	Educational Resources	-	-	-	-
	Entertainment	-	-	-	-
	Equipment	29.22	-	-	-
	Gifts	28.64	-	-	-
	Insurance	2977.63	-	-	-
	Knitting - expense	-	-	-	-
	Memberships, Subscr. & Fees	269.45	-	-	-
	Photocopies	895.19	-	-	-
	Postage	31.91	-	-	-
	Printing & Stationery	306.06	1.82	-	-
	Programme Costs	105.96	-	-	-
	Refreshments	8.00	-	-	263.33
	Repairs & Maintenance	211.85	-	-	-
	Room Hire	-	-	-	-
	Risk Management Fund	-	-	-	-
	Security expenses	211.73	-	-	-
	Telephone\internet	951.79	-	-	-
	Training\Facilitator	60.00	-	-	-
	Translation, tyset & interpret	-	-	-	-
	Volunteer Expenses	0.00	-	-	70.00
	Volunteer Travel	-	-	-	-
Expense Total		102401.78	1332.71	2291.77	1564.33
Brought Forward Jun 12		0.00	1198.71	2291.77	3113.43
Transfer from reserve		74.69	-	-	-
Transfer to reserve - programme cost		-	-	-	-1889.10
Transfer to reserve - wages		-	-	-	-
Acc. Funds Carried Forward		0.00	0.00	0.00	0.00

Detailed Statement -

	Website Grant	Empowering Volunteers	Total	Total for GCAIS
Admin\programme contribution	-	-	3366.04	23932.28
Bank Interest	-	-	0.00	1136.97
Bookeeping Contribution	-	-	27696.00	27696.00
Client Bus Trips	-	-	0.00	210.00
Client Contributions	-	-	2921.45	38092.40
Donation for Volunteers	-	-	0.00	4500.00
Donations	-	-	96.85	1062.90
Fundraising	-	-	140.00	857.68
Membership Fees	-	-	0.00	34.58
Non-recurrent Boost	-	-	0.00	1542.25
Operating grant indexation	-	-	0.00	608.99
Operating Grants	-	9090.91	66750.91	493796.35
One off Service Improve	-	-	0.00	43453.05
Room Hire	-	-	10920.75	10920.75
Special Grant/Contribution	-	5000.00	5000.00	5318.18
Term deposit interest	-	-	0.00	5177.16
Income Total	0.00	14090.91	116892.00	658339.54
Expense				
Staff/Volunteers Amenities	-	-	147.29	904.20
Wages & Salaries	-	3791.92	86989.07	382377.51
Bus Driver	-	-	0.00	22740.12
Superannuation	-	337.65	7712.33	35462.31
Staff Travel	-	-	576.83	4506.29
On Costs - AL\SL	-	62.93	4913.41	10030.84
On Costs - LSL	-	63.52	2603.30	9381.80
Admin & Program Management	-	1476.47	2719.04	8972.53
Marketing & Promotions	447.22	-	864.85	4539.00
Audit & Accounting Fees	-	-	821.60	3950.00
Bank Charges	-	-	0.00	611.61
Bookkeeping/Adm Contribution	-	347.00	347.00	26960.00
Bus Hire	-	-	0.00	29422.40
Catering	-	-	0.00	15936.51
Contribution to volunteer fund	-	-	0.00	4500.00
Educational Resources	-	-	0.00	195.94
Entertainment	-	-	0.00	290.91
Equipment	-	-	29.22	6834.55
Gifts	-	-	28.64	2354.42
Insurance	-	95.00	3072.63	18405.59
Knitting - expense	-	-	0.00	89.41
Memberships, Subscr. & Fees	-	-	269.45	1437.27
Photocopies	-	-	895.19	4519.60
Postage	-	-	31.91	969.32
Printing & Stationery	-	-	307.88	1952.48
Programme Costs	-	-	105.96	11747.91
Refreshments	-	-	271.33	6592.75
Repairs & Maintenance	-	-	211.85	1531.82
Room Hire	-	-	0.00	15791.08
Risk Management Fund	-	-	0.00	7111.16
Security expenses	-	-	211.73	1746.27
Telephone\internet	-	155.00	1106.79	6277.35
Training/Facilitator	-	-	60.00	3529.18
Translation, tyset & interpret	-	-	0.00	75.00
Volunteer Expenses	-	-	70.00	4805.13
Volunteer Travel	-	-	0.00	1571.76
Expense Total	447.22	6329.49	114367.30	658124.02
Brought Forward Jun 12	447.22	0.00	7051.13	55424.34
Transfer from reserve	-	-	74.69	14712.89
Transfer to reserve - programme cost	-	-	-1889.10	-14195.56
Transfer to reserve - wages	-	-	0.00	-10785.50
Acc. Funds Carried Forward	0.00	7761.42	7761.42	45371.69

Acknowledgment

COMMUNITY SPONSORS



Purple Patisserie TEL: 85448766



Bunnings - Kirrawee TEL: 85360600

SESSIONAL ROOM HIRER

Sydney U3A INC (Australian History Group)

Keystone Community Solution

ANNUAL REPORT DESIGN

Vania Olguin Droguett