

2016-2017 Annual Report



Olivia's Place



President's Report - Carmel Riley

Olivia's Place exists in order to support and encourage families during pregnancy and the early parenting period. The organisation is committed to increasing protective factors and reducing risk factors related to perinatal mental health and experience of intimate partner violence, whilst also providing safe and comfortable environments for babies through consulting services, material aid and education programs. We believe in community engagement, collaborative approaches with local agencies and are guided by a suite of core values, one of which states that new parents of any age, race, culture or belief should have knowledge of, and equitable access to all services that meet their social emotional, practical and material needs.

Like many start-up organisations, the mission has been brought to life by a small and highly dedicated team of women and men who have worked tirelessly to nurture the concept and watch the service grow and shape in accordance with local need and community voice.

2016-17 has been a major milestone year for Olivia's Place – transitioning from a pilot project of a national organisation, Pregnancy and Parenting Resource Centre to a new, locally-based and independently governed organisation. It has been a highlight to reflect on the significant amount of work in the background establishing a local Committee of Management; becoming employment ready; reviewing and further developing our guiding frameworks, policies and procedures; all whilst prioritizing the need for continuation of responsive and high quality services for the local community. The success of this transition is an absolute credit to the strong foundations achieved through the historical arrangements and the courage and strong capability of the local founding team to be future-focused and embrace a period of change.

2017-18 has well and truly started and it has been a privilege to immerse in the Olivia's Place Village – spending time with our invaluable employed team and expansive volunteer network, and getting to meet a number of our corporate sponsors and various community supporters who together are bringing to life the concept "It takes a Village to raise a family".

In July, via the highly valued in-kind facilitation from Maree McPherson Consulting and guest presentation from Helen Cooney, CEO of Caroline Chisholm Society, the Committee of Management commenced strategic discussions to inform our inaugural strategic plan. Whilst the plan continues to take shape, it is with pleasure that we present a strategic snapshot for the 2016-19 period later in this report.

Financial sustainability is a significant focus for the Committee of Management and whilst we are yet to secure recurrent funding, Olivia's Place proudly exists through three main funding streams - regular donors, fundraising events and government/philanthropic grants. Whilst demand for our services continues to grow, it is of utmost importance that we maintain responsible service growth in alignment with available funding and in consideration of our main charitable purpose as a Public Benevolent Institution. I would like to take this opportunity, on behalf of the Committee of Management, to express gratitude to our paid and volunteer workforce, regular donors, fundraiser participants, local referring agencies, and grantors without which Olivia's Place would not be in such a strong position for the new financial year.

Please enjoy reading through this inaugural Annual Report, consider how you can contribute to the Village and join the call to action – whether through financial contribution, volunteerism or advocacy – to enable Olivia's Place to continue supporting the local community for the long term.

Financial Report - Andrew Miklosvary

Please refer to the 5 page Financial Report document attached to this Annual Report.

An audit of the financial statements of the Association was conducted for the year ended 30 June 2017 and was completed in accordance with Australian Auditing Standards by Jim Johnson and Associates. It was concluded the financial report gives a true and fair view of the Association's financial position and performance – Andy Miklosvary, Treasurer.

Olivia's Place would like to say thank you to Jim Johnson & Associates for their contribution in supporting Olivia's Place by undertaking the financial audit pro bono.



COMMITTEE MEMBERS



Kirsten Finger - Co-Founder
June 2016 - present
General Committee Member



Carmel Riley
October 2016 - present
President



CJ Rovers
October 2016 - present
Vice-President



Kylie Sharp
October 2016 - present
Secretary



Robyn Bayley
October 2016 - present
General Committee Member



Julian Finger
October 2016 - present
General Committee Member



David Cann
January 2017 - present
General Committee Member



Andrew Miklosvary
January 2017 - present
Treasurer



Shannon Davies
Grants Officer
April 2017 - present
General Committee Member

Strategic Plan Snapshot

Mission

Our mission is to support and encourage families during pregnancy and early parenting through community engagement and the provision of resources, education and professional services.

Strategy

Goal	We will achieve this by
Local, sound governance and management	<ol style="list-style-type: none"> 1. Establishing a local charitable entity and separate from founding organisation 2. Develop our strategy, policies and associated plans in order to deliver accessible, fit-for-purpose services that are sustainable and responsive to the needs of the local community, prioritizing those in benevolent need 3. Meet the requirements for legislative, corporate and quality regulators 4. Investing in our team members to achieve best practice skill sets and promote a culture of learning and capability development
Strengthen financial sustainability	<ol style="list-style-type: none"> 1. Maintain existing funding diversification ratio 2. Continue relationship development/advocacy with local, state and federal funding bodies 3. Implementing fee-for-service model and achieving corporate sponsorship for secondary 'community cohesion' activities in order to support primary benevolent purpose 4. Becoming a local volunteer organisation of choice
Effective, accessible and sustainable services	<ol style="list-style-type: none"> 1. Seek fit-for-purpose rental premises 2. Establish systems to enable business continuity during periods of planned and unplanned disruption 3. Refine referral and intake processes in line with clearly defined access pathways 4. Responsible service growth via delivery of services outside the local community where it has been funded to do so
Community Cohesion - 'it takes a village'	<ol style="list-style-type: none"> 1. Recruit and retain a vibrant and diversified volunteer team 2. Continued marketing towards the donation of suitable pre-loved nursery items, car restraints and prams for material aid program 3. Provision of staffed parent tent facility at local community events where receipt of fees and/or corporate sponsorship support delivery of this service 4. Re-establish 'Baby Steps' parenting education program via targeted grant funding and/or corporate sponsorship

Engagement

We seek to be engaged as locals in the community in which we are based, and respond to the needs of families within the surrounding municipalities of Gippsland and the outer South-East growth corridor.

We are interested in contributing towards protective factors for our local community - embedding the concept 'it takes a village to raise a family' through mission-oriented community cohesion; and alleviating key risk factors for individuals and families experiencing a period of vulnerability, such as: social isolation, inability to meet social/emotional/practical/material needs during pregnancy and early parenting (including pregnancy loss), and reduction of preventable intimate partner and family violence.

We strive to strengthen our network of referral partners who share the values of our Organisation and collaborate with key maternal health, early childhood and social support agencies to improve community outcomes, with a specific focus on the perinatal period.

Operational Report - Kirsten Finger

2016-17 has been a year of both significant change and significant growth for Olivia's Place and, as such, has presented many challenges. On an organisational level, we have moved from under the governance of a national organisation to becoming a locally registered and independently run charity, with all the complexities that involves, such as establishing a local committee of governance and making all the required registrations and applications to ensure we meet required regulations and maintain our charitable purpose along with our tax deductible status. The road has been long and has been a big learning curve, but has been very fruitful and successful along the way, contributing to our strong position moving into the new financial year.

Operationally, we have also experienced change, with a move to new premises. The building at 34 Queen Street, Warragul was owned by West Gippsland Healthcare Group at the time of our occupation in January and previously housed Headspace Warragul several years ago. The building has since changed hands, now being owned by a local family who offered us a generous agreement for ongoing leasing. The new location is more than double the space we occupied at Barkly St, allowing us to more wisely and safely utilise the work space to meet the needs of local families.

One of our community connectedness projects, 'Family Friendly Shops', was picked up by the First 1000 Days Project and is in development to be rolled out more efficiently to the broader community, in conjunction with a mobile device-based app, improving access to family friendly services and facilities within the community in addition to information to support challenges being faced.

We have actively supported a similar number of families (93) during the year as compared with the 2015-16 financial year (92), however the complexity of needs of these families is much higher, resulting in a significant growth in demand for time spent assisting them as well as material aid provided. Consultations with and for families (case management) numbered 424 this year, compared with 275 in the previous year and material aid provided valued \$32,804 up from \$19,705 in the previous year. We averaged anything up to 10 new referrals or requests for assistance per month and have now supported families between Dandenong and Bairnsdale.

We continue to build our referral partners and network with other organisations, with referrals received from programs of Anglicare as well as Quantum Support Services, local general practice clinics and Warragul Hospital to name a few. Our baby bundles also continue to be well received by many of these same services.

The volunteer contribution to seeing these support figures achieved has been nothing short of amazing. Volunteer hours that were recorded across the services of Olivia's Place numbered 3,275 for the year, and we welcomed several new team members along the way. Some wonderful team milestones have been achieved over the past year (see next page) notwithstanding 5 years of contribution by our longest serving volunteer team member, Patsy Heffernan. We are continuing to work on improving processes and supports for our volunteers in this new financial year, with a focus on providing a more fulfilling and rewarding environment within which to work. We continue to have a great need for more volunteers and we remain hopeful that these improvements will have positive effects on recruitment and retention over time.

As always, we have had to split our available teamwork time between the active support of families and the raising of funds in order to continue meeting the growing demand for services, with this being one of the most significant challenges to balance. Our 2016 annual Gala Dinner and Charity Auction saw us raise over \$23,000, a 30% increase on the previous year, and was well attended with 129 guests.



Operational Report Cont....

Smaller fundraisers and appeals were run over the year, including a successful Christmas gift campaign for our families. These fundraisers and appeals contributed to approximately two thirds total financial incomings including donations from individuals, local businesses, local opportunity shops, community funding applications and multiple local services clubs.

The remaining one third of incoming funds were as a result of successful funding and philanthropic applications – with specific success in receiving \$20,000 from Trinity Families in November, supporting our client consultation and direct family support; and \$10,000 from The Andrews Foundation in December contributing to our material aid program. We appointed a Grants Officer, Shannon Davies, to our Committee of Management in the second half of the financial year, assisting us with strengthening our current and future financial position. We are kicking off the 2017-18 financial year in strong fashion, having recently appointed Renee Fallon to the volunteer position of fundraising coordinator with a vision to improve our fundraising capabilities as well as engage the community more actively in fundraising activities. Overall, Olivia's Place is in a strong position and looks forward to continuing to supporting the local community and its families into the future.

Committee Report 2016-17

Meeting of Committee Members

The number of committee meetings and number of meetings attended by each of the committee members of the Association during the financial year were:

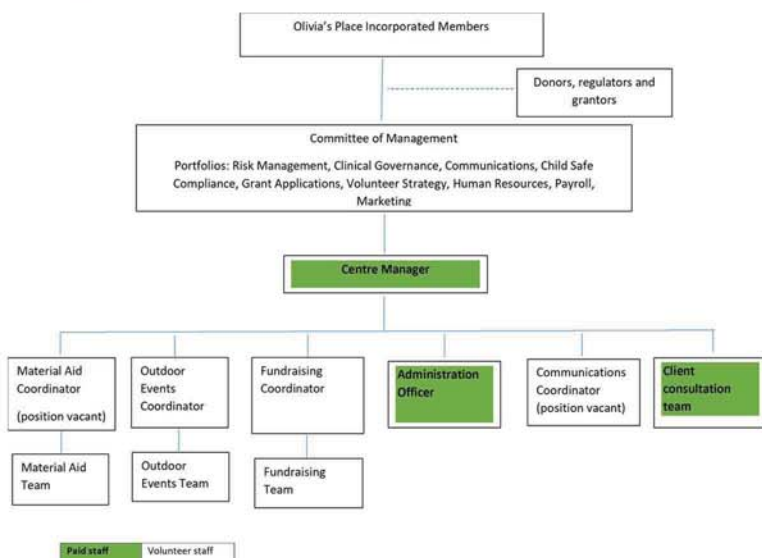
Name	Number eligible to attend	Number attended
Kirsten Finger	11	11
Carmel Riley	11	9
CJ Rovers	10	10
Kylie Sharp	11	11
Robyn Bayley	11	11
Julian Finger	11	7
David Cann	6	4
Andrew Miklosvary	6	4
Shannon Davies	2	2

Information on Committee Members*

Name	Appointed/Resigned	Committee Position	Portfolio Responsibility
Kirsten Finger	June 2016 - present	Oct 16 – May 17: President June 17 – present: General Committee Member (Centre Manager)	Communications
Carmel Riley	October 2016 - present	Oct 16 – May 17: Vice – President June 16 – present: President	Risk Management Clinical Governance
CJ Rovers	October 2016 - present	Oct 16 – May 17: General Committee Member (Client Consultant) June 16 – present: Vice-President	Child Safe Compliance
Kylie Sharp	October 2016 - present	Secretary	
Robyn Bayley	October 2016 - present	Oct 16 – Jan 17: Treasurer Feb 17 – present: General Committee Member	Volunteer Strategy
Julian Finger	October 2016 - present	General Committee Member	Human Resources
David Cann	January 2017 - present	General Committee Member	Marketing
Andrew Miklosvary	January 2017 - present	Treasurer	Payroll
Shannon Davies	April 2017 - present	General Committee Member	Grants Officer

* refer <http://olviasplace.org.au/committee/> for detailed committee member qualifications/experience/biographies

Organisational Structure



Team Member Recognition

- 1 year – Marcia Boulton (Outdoor Events Coordinator)
- 1 year – Amy Wishart (Outdoor Events & General Volunteer)
- 1 year – Kristy Bateman (Outdoor Events)
- 1 year – Julian Finger (Outdoor Events & Current Committee Member)
- 2 years – Robyn Bayley (Volunteer Support Person & Current Committee Member)
- 3 years – Angela Ashman (Community Education & Administration)
- 3 years – CJ Rovers (Client Consulting & Outdoor Events, Community Education)
- 4 years – Linnea Norton (General Volunteer & Administration)
- 5 years – Patsy Heffernan (Material Aid)
- 5 years – Kirsten Finger (Co-Founder, Client Consulting, Centre Manager)

Volunteer Profile - Marcia Boulton (Outdoor Events Coordinator)



"I grew up in Latrobe Valley and settled in Warragul in 2011 with my husband to start my family. I am a Social Worker working in the Child & Youth Mental Health area and decided to volunteer with Olivia's Place to connect with the community. I began by working in the parent tent at the Warragul Farmers Market and have now become the Outdoor Events Coordinator. I find that this volunteer work allows me to directly support families and also be part of the strong, inclusive community that is developing in Baw Baw Shire."

Our Values

We value and uphold motherhood, fatherhood and the roles of extended family and community in keeping with the concept of 'it takes a village to raise a child'.

Women and men have the right to be supported, nurtured, encouraged and fully informed to make their own best decisions during all stages of pregnancy and parenting.

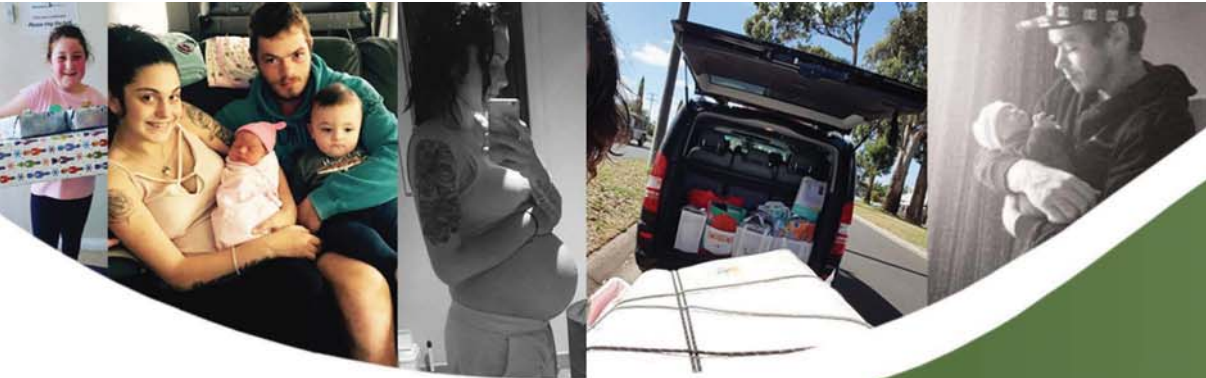
That new parents of any age, race, culture, or belief should have knowledge of and equitable access to all services that meet their social, emotional, practical and material needs.

Community support is essential to reduce social isolation that new parents can experience after the birth of a baby. Families with young children should feel welcome in all areas of our community.

Service users have the right to expect professional, quality standards of service from our entire team.

All team members are valued and supported to achieve their best potential.

All team members have access to professional support and training, and are accountable and responsible for their practise.



Jessica's Story

Jess was referred to us by Anglicare as her and her family were going through a very difficult time. Her young son, Jayce, was repeatedly hospitalised for various conditions and her partner Jake lost his job as a consequence of wanting to be there to support Jess and their son.

It was after Jayce's health began to improve that Jess was referred to Olivia's Place. Jessica came to us as a 22 year old mum with her second baby on the way. Her own mother accompanied Jess to her first appointment and did a lot of the talking for her due to her anxiety.

Jessica's family have been supported with material help in the form of nappies, nursery items, and other necessities including Christmas gifts from our village; social support - helping her overcome her anxiety to link in with other mums and establish new friendships; and practical support - linking her in with a financial counsellor, and other services to help her help herself.

Baby Ava arrived in February this year. Ava has had some similar health issues that Jayce experienced and Jess & Jake continue to struggle through navigating housing issues, financial stability and sometimes day to day expenses.

Jess has worked hard to achieve the best outcomes for her kids and is always trying to learn more about how to support herself and her family in spite of her own struggles with anxiety and depression.



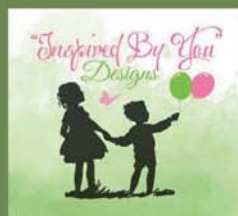
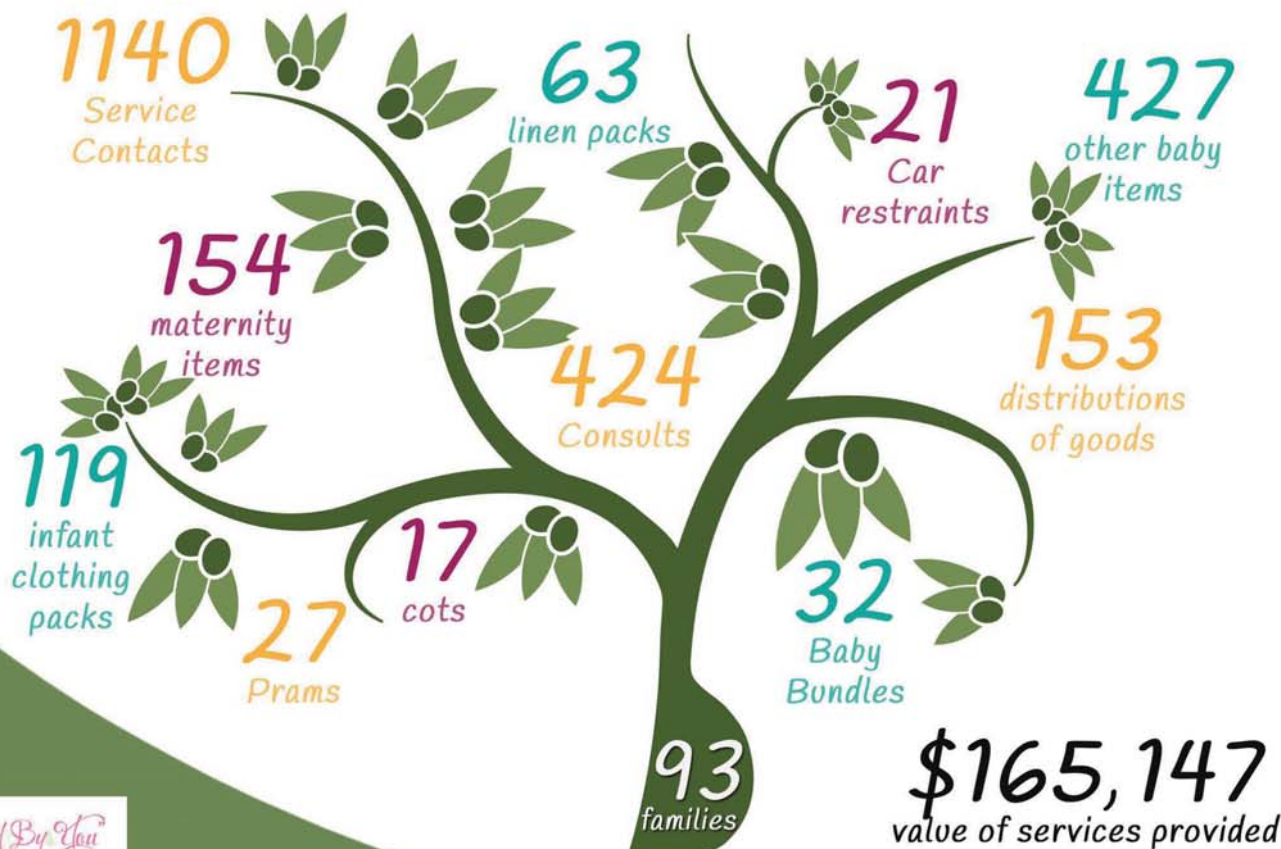
Jayce

Ava

It has been our privilege to walk alongside Jess on her journey and to see her continue to grow and flourish as a woman, and as a mother.

Photos are supplied by Jessica and her story is shared with the full consent of Jess and her family

2016/17 Financial Year



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Schedule 1
Regulation 15
Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

**Annual statements give a true and fair view of financial performance and position
of incorporated association**

We Carmel Riley and Kirsten finger being members of the
committee of ~~the~~ Olivia's Place Incorporated certify that –

“The statements attached to this certificate give a true and fair view of the financial
performance and position of the above named association during and at the end of
the financial year of the association ending 30 June 2017 .”

Signed: 

Date: 20/09/17

Signed: 

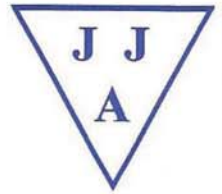
Date: 20.9.17



JIM JOHNSON & ASSOCIATES PTY LTD

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TO THE COMMITTEE MEMBERS OF
OLIVIA'S PLACE

Scope

We have audited the Financial Statements, consisting of income and expenditure statements and associated schedules of the OLIVIA'S PLACE for the year ended 30th June 2017 as set out in the attached pages of the Financial Report.

The members of the Association are responsible for the preparation and presentation of the financial statements and the information contained therein. We have conducted an independent audit of the financial statements in order to express an opinion on them to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, 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 respects, these financial statements are presented fairly in accordance with Australian Accounting Standards and other professional reporting requirements, so as to present a view of the entity which is consistent with our understanding of its financial position and the results of its operation.

The audit opinion expressed in this report has been formed on this basis.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian auditing standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance that the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material mis-statement of the financial report that presents fairly in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the members as well as evaluating the overall presentation of the financial report.



Liability limited by a scheme
approved under Professional
Standards Legislation.

Jim Johnson FCPA **John Mecklenburgh** BCom (Acc) CPA

Our Mission in co-operation with you is to provide the Accounting, Taxation, Management and Financial Services for you to be Financially Successful and Secure both now and in the future.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

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

Opinion

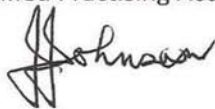
In our opinion, the financial report of OLIVIA'S PLACE gives a true and fair view of the OLIVIA'S PLACE financial position as at 30th June 2017, and of its financial performance and its cash flows for the year then ended on that date and complies with Australian accounting standards to the extent described in the financial reports.

Basis of accounting and restriction on distribution

Without modifying our opinion, we draw attention to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the members financial reporting responsibilities under the constitution and the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.

JIM JOHNSON & ASSOCIATES PTY LTD

Certified Practising Accountants

A handwritten signature in black ink, appearing to read 'Jim Johnson', with a stylized flourish at the end.

JIM JOHNSON FCPA

Profit & Loss

Olivias Place 5 December 2016 to 30 June 2017

30 Jun 17

Income

Donations	18,254
Farmers Markets	800
Fundraisers	6,268
Hire Revenue	23
Interest Income	129
Other Revenue	55,000
Sales	50
Total Income	80,524

Gross Profit

80,524

Less Operating Expenses

Advertising	1,024
Bank Fees	3
Equipment	1,920
Freight & Courier	18
Fundraiser Costs	773
General Expenses	18
Insurance	4,323
Light, Power, Heating	1,583
Material Aid	1,659
Office Expenses	43
Printing & Stationery	730
Rent	8,527
Repairs and Maintenance	91
Subscriptions	136
Superannuation	1,071
Telephone & Internet	136
Volunteer Expenses	182
Wages and Salaries	11,726
Total Operating Expenses	33,962

Net Profit

46,562

Balance Sheet

Olivias Place As at 30 June 2017

	30 Jun 2017	30 Jun 2016
Assets		
Bank		
Charity Account	9,576	-
Debit Card Account	224	-
Non Tax-Deductible	33,622	-
Solvency Account	1	10
Total Bank	43,423	10
Current Assets		
Accounts Receivable	5,529	-
Total Current Assets	5,529	-
Total Assets	48,952	10
Liabilities		
Current Liabilities		
GST	(1,385)	-
Historical Adjustment	10	10
PAYG Withholdings Payable	2,694	-
Superannuation Payable	1,071	-
Total Current Liabilities	2,390	10
Total Liabilities	2,390	10
Net Assets	46,562	-
Equity		
Current Year Earnings	46,562	-
Total Equity	46,562	-