



## Ballarat Regional Multicultural Council Inc.



**Annual Report 2011**



# Table of Contents

|   |    |
|---|----|
| Statement of Purpose .....                            | 5  |
| Executive Committee .....                             | 6  |
| 2010/11 Executive Committee Members .....             | 6  |
| Subcommittees of BRMC .....                           | 6  |
| BRMC members as at October 2011 .....                 | 7  |
| Chairperson's report .....                            | 8  |
| Treasurer's Report.....                               | 10 |
| Women's Officer/Fundraising Coordinator's Report..... | 11 |
| Strategic Plan Outline .....                          | 12 |
| Staff and Program Reports .....                       | 13 |
| Executive Officer .....                               | 13 |
| HACC Services.....                                    | 17 |
| Community Partners Program .....                      | 21 |
| Migrant English Program .....                         | 22 |
| Volunteers/Referrals and Advice .....                 | 23 |
| Past Executive Committee Positions at BRMC.....       | 24 |
| Financial Statements .....                            | 25 |
| Auditors report.....                                  | 25 |
| Program Income and Expenditure .....                  | 33 |
| BRMC Sponsors .....                                   | 38 |





# Statement of Purpose

BRMC's Constitution provides the following Aims and Objectives for the organisation:

## Aims and Objectives

- To provide opportunities for people of all cultural backgrounds to come together
- To provide advisory services, support and advocacy for the particular needs of people of various cultural backgrounds
- To advocate on relevant government policy and practice at the local, state and federal level to ensure appropriate service provision
- To provide government and other bodies or agencies in the Ballarat region with an open channel of communication with cultural groups and organisations
- To promote a greater awareness of multicultural values, the contributions and the specific needs of community groups within the region
- To advise relevant agencies in the region on the social, legal, cultural, educational, health and welfare needs of residents of culturally diverse backgrounds with an emphasis on equitable access to services
- To develop programs which will encourage ethnic people of all ages within the region to retain their heritage and thus optimise the benefits of cultural diversity for all Australians

During the past year BRMC has adopted a Strategic Plan (see later). From that Plan the following Vision, Mission and Values have been adopted.

## Vision

Our vision is of goodwill, understanding and harmony within our culturally diverse community.

## Mission

BRMC will promote a culturally-diverse and harmonious, inclusive community through policy development, advocacy, representation, provision of services and capacity-building provided by employees, members and volunteers adhering to the aims and objectives of the organisation.

## Corporate Values

- Integrity
- Respect
- Equality
- Harmony
- Empowerment
- Passion
- Empathy
- Dignity
- Inclusiveness
- Trust
- Innovation



## Executive Committee

### 2010/11 Executive Committee Members

| Position                    | Member            | Meetings attended | 2009/10                |
|-----------------------------|-------------------|-------------------|------------------------|
| <b>Chairperson</b>          | Frank Williams    | 12/12             | Talia Barrett          |
| <b>Deputy Chairperson</b>   | Sulaika Dhanapala | 6/12              | Farhang Afshar         |
| <b>Secretary</b>            | Pam Anderson      | 4/12              | Pam Anderson/Liz Denny |
| <b>Asst. Secretary</b>      | Carmel Kavanagh   | 9/12              | Liz Denny/Yin Toe      |
| <b>Treasurer</b>            | Lisa Howlett      | 8/9               | Chris Wright           |
| <b>Asst. Treasurer</b>      | Vacant            |                   | Xia Li Jiang           |
| <b>Interfaith Officer</b>   | Fr. Gerald Loos   | 7/12              | Wilbert Mapombere      |
| <b>Publicity Officer</b>    | Gwendoline Blake  | 0/12              | Masako Kennedy         |
| <b>Women's Officer</b>      | Georgina Vagg     | 10/12             | Georgina Vagg          |
| <b>Youth Officer</b>        | Lucien Assogba    | 2/12              | Mel Razmjoo            |
| <b>Community Rep</b>        | Ugo Lo Iacono     | 9/12              | Russ Cartledge         |
| <b>Community Rep</b>        | Khushi Maharaj    | 7/12              | Khushi Maharaj         |
| <b>Community Rep</b>        | David Vendy       | 9/12              | Carmel Kavanagh        |
| <b>Co-opted member</b>      | Tracey Steiner    | 2/8               |                        |
| <b>Co-opted member</b>      | John Werts        | 1/8               |                        |
| <b>Immediate-past Chair</b> | Talia Barrett     | 0/12              | Frank Williams         |

See the Section at the end of this Report with a full list of Executive Committee positions over the history of BRMC.

### Subcommittees of BRMC

The Executive Committee of BRMC, in conjunction with the Executive Officer, reformed the subcommittee structure during the past year to streamline operations. As a result, three subcommittees were appointed each with explicit Terms of Reference: Executive Officer Liaison, Publicity and Strategic Planning and Fundraising and Finance.

In 2012 the new Executive Committee will review the Terms of Reference of these subcommittees to ensure a regular meeting schedule, enhance the effectiveness of each subcommittee and strengthen the reporting mechanism and thus accountability of each subcommittee to the Executive Committee and the membership.

## BRMC members as at October 2011

### General Members

African Christian Kush Aid Program of Australia

Arabic Cultural Association

Ballarat African Association

Ballarat Croatian Association

Ballarat Indian Association

Ballarat Italian Association

Ballarat Polish Seniors Club

Ballarat Sri Lankan Association

Ballarat Sudanese Association

Ballarat Togolese Association

Central Highlands Asian-Australian Association of Victoria (CHAAVI).

Chinese Australian Cultural Society of Ballarat

Circolo Pensionati Italiani

Filipino-Australian Association of Ballarat

German-Austrian Association

Hellenic Orthodox Community of Ballarat and District

Iranian Association of Ballarat

L'Alliance Francaise de Ballarat

NESB Links

Southern Africa Association of Ballarat

Thai Cultural Group of Ballarat

### Associate Members

Ballarat Police

Islamic Society of Ballarat

Lead On Ballarat

### Individual Members

Agnes Alipoe

Lynda Andeobu

Pam Anderson

Bernadette Brouwers

Faye Caldwell

Bernadette Cheesman

Lorna Delaland

Helen Diamond

Lisa Fletcher

Jean Siew Choo Goh

Lindie Gunston

Dianne Hadden

Melanie Hill

Klaudia Hochhuth

Lisa Howlett

Brooke Hutchings

John Hymes

Xia Li Jiang

Jenni Johnson

Jisha Jones

Carmel Kavanagh

John Lewis

Yilin Liu

Pam McKean

Katherine Morton

David Myers

Ebelenna Okafor

Elizabeth Kehinde Omosebi

Rhonda Owen

Julian Potter

Dave Robinson

Tamara Rowland

Maria Sozanski

Tracey Steiner

Maree Trigg

David Vendy

Iris Verso

Christina von Burg

Max White

Andrew Wright

Membership forms are available on the BRMC website or at the office.

## Chairperson's report

### Brief Introduction

Ballarat Regional Multicultural Council (BRMC Inc.) is the peak multicultural organisation in the Central Highlands Region (CHR) and provides services to support all migrants in the City of Ballarat, along with the Hepburn, Moorabool and Golden Plains Shires. BRMC's constant challenges are to form strategic partnerships with all levels of government plus community groups and agencies; as well as to provide culturally-sensitive, inclusive and equitable services to all our many and varied diverse migrant communities.



### Restructuring BRMC and Moving Forward

With the appointment of a new Executive Officer (EO) Dr. Jeff Langdon in November 2010, the Executive Committee's major role was to consolidate BRMC and then move the organisation forward. As a result, a Strategic Planning day for the Executive Committee and staff was organised and a new Strategic Plan was developed for BRMC for the next five years. This will provide the framework as well as outline Annual Action Plans that highlight Key Performance Indicators (KPIs) for each particular year. Allied with this was some Governance Training for the Committee to embed good governance and best practice at BRMC.

These changes necessitated reviewing our operations and thus the EO updated and reviewed BRMC's Policies and Procedures Manual. These changes will provide a sound basis for reporting our achievements, as well as enhancing BRMC's Risk Management and accountability processes.

### Funding

BRMC wishes to acknowledge the invaluable financial support of all our funding agencies to enable us to provide a very important range of services to our diverse migrant communities. The Department of Health (DOH) is invaluable in its direct support of our Home and Community Care (HACC) services throughout the region. Such funding underpins our terrific Multicultural Tucker Program (MCT), Friendly Visiting Services, Telalink and Social Support Network in the Hepburn and Moorabool Shires. Then too, the great initiatives of the Migrants' Seniors Sports Program and some bus trips have been terrific new developments. Along with this has been the vital support for our Executive Officer's position by DOH to ensure appropriate staff co-ordination, leadership and professional development.

The Department of Health and Ageing (DoHA) has continued funding of our most successful Community Partners Program (CPP), which has mentored people from six cultural communities to share information about specific Aged Care services. This is another great project and a joint initiative with the City of Ballarat (COB).

BRMC is also very fortunate to have the continued support of both the Victorian Multicultural Commission and the City of Ballarat to enable us to facilitate various intercultural activities and celebrations via their small grants programs.

Ms Georgina Vagg, BRMC's Women's Officer and Fundraising Coordinator, is to be commended on her dedication and hard work in organising such activities as the International Women's Day celebration, the Winter Warm-Up Dinner and the forthcoming Celebration of Cultures Multicultural Concert this.

### Some Major Highlights

The terrific Intercultural/Harmony Festival coordinated by the City of Ballarat that culminated Cultural Diversity Week and celebrated Ballarat's cultural diversity was a great community event and initiative.

The annual Ballarat Begonia Festival Parade was greatly enhanced this year through the hard work and drive of Chatterbox. BRMC'S float (sponsored by Bartlett's Blinds) celebrated multiculturalism in Ballarat. We had wonderful support from our cultural associations to provide the best turnout in years for the "Parade of Nations"

Refugee Week was another very important occasion to recognise and support our African communities and indeed all former refugees or "New Arrivals" in Ballarat. Fr. Peter Kunen is to be commended on his initiative with the Ecumenical church service and related activities that he organised. BRMC's Forum was also very successful and an important occasion to reflect on the plight of millions of refugees throughout the world and share some of their individual journeys in coming to Australia/Ballarat.



### **Membership**

The number of cultural associations affiliated with BRMC continues to expand. BRMC looks forward to working closely with the 26 cultural groups now operating in Ballarat. We commend and congratulate such groups for sharing their distinctive cultures with the wider Ballarat community and thereby enriching our lifestyles. Nevertheless, it is also vital for all members to support BRMC activities and especially by attending the bi-monthly General Members Meetings to the mutual benefit of all concerned.

### **Strategic Partnership**

BRMC is very cognisant of the fact that we need to work closely with as wide a range of community groups/agencies as possible to optimise services and support to all migrant communities. As a result, BRMC has very close links with the City of Ballarat, the Central Highlands Regional Settlement Planning Committee (CHRSPC) and various government departments and agencies (including DPCD and DPC), plus the Ethnic Communities Council of Victoria (ECCV), the Victorian Multicultural Commission (VMC), the Adult and Migrant Education Service (AMES) and the Federal Ethnic Communities Council of Australia (FECCA).

### **Staffing**

BRMC's success is largely due to our excellent committed and diligent staff who plan and deliver a range of great programs and services. Led by our new EO we have stabilised our staff and united them most successfully as a team to support our clients' needs. We therefore commend and congratulate all staff on their achievements in ongoing service delivery to both our older migrant communities and the "New Arrivals".

### **New Developments and Challenges**

This year has seen the Federal Government conduct an Enquiry into Multiculturalism and the new State Government enact a new Multicultural Act that endorses the utmost importance of recognising and celebrating Australia's multicultural society. BRMC welcomes such re-affirmation of multiculturalism and commends a bi-partisan approach to policy formulation that highlights and celebrates cultural diversity throughout Australia.

Within the City of Ballarat (COB), the Cultural Diversity Strategy and Intercultural Framework are well established. However, with the State Government's proposal to established Regional Advisory Councils of the VMC there is a dilemma in regard to the number of organisations and agencies competing for funds and service provision within our Region. As a result, BRMC has requested a summit with the City of Ballarat and all the major service providers to review the overall situation, to the mutual benefit of all concerned. Allied to this is the need for BRMC to attract more funding and direct financial support. We urgently require a major project to add to the viability of BRMC and to further enhance the community hub that is developing momentum at GPlace.

BRMC looks forward to further-developing more strategic alliances to better serve the many and varied needs of our diverse and growing clientele.

### **Conclusion**

Finally, I would like to recognise the invaluable efforts of all the Executive Committee members again this year. This team of very committed and supportive people have assisted BRMC and its members by giving generously of their time, skills and expertise.

As always the challenge is to develop a collaborative team to drive BRMC with its array of cultural associations, as well as its Associate and Individual Members, and achieve the best outcomes for all concerned. This can only be achieved with everyone's active support, co-operation, understanding and goodwill, to further progressively enhance the work of BRMC to the advantage of the wider Ballarat Community.

Thus the goal is to embrace the challenges and endeavour to make BRMC a more dynamic robust, viable and resilient, not-for-profit, community organisation that best serves its migrant communities throughout the region.

Frank Williams, Chairperson

## Treasurer's Report

The loss of two DIAC-funded programs at the end of the 2009/10 year has meant that BRMC has less administrative capacity than previously. Most programs that we run contain an element of administrative or organisational support for the running costs of the organisation. Our most significant programs are the HACC programs (funded through the State Government Department of Health) and the CPP program (funded through the Federal Department of Health and Ageing). Together, these programs provide less than \$40,000 for organisational support. The Victorian Multicultural Commission also provides \$5,000. In addition, we are very fortunate to receive funding from the Department of Health which wholly supports the cost of employing the part-time Executive Officer. Nevertheless, it is very difficult to run an organisation which has significant fixed costs (e.g. rent \$12,500, ICT \$7,000, etc.) without substantial underpinning structural support.

Additionally, there were significant administrative issues involved in the first part of this financial year that led to large legal and workers compensation insurance costs. These issues are mostly behind us now but have left the financial position finely balanced. As you can read in the Auditor's Report, there is still concern as to whether the organisation can operate as a going concern in its current form.

As a membership-based organisation we have chosen to not generate funds from our members (most of which are small and in need of their own funds). So it is important for the future of BRMC that we find a source of organisational support in the near future. The Committee will be looking to the Victorian Multicultural Commission and the Minister, amongst others, for some direction on this key issue.

The past year has therefore been one of restructuring our administration to a sustainable level. Staff positions have been reduced. (For instance, non-Executive Officer Admin salaries for the first half year were \$30,000 and for the second half year \$24,000 and have been reduced again since the end of the financial year.) Other costs are being very closely monitored.

Our various programs are being run within the budgeted allowance as can be seen in the tables at the end of the Annual Report.

The Committee has adopted an Administration budget for the forthcoming year that is tight but balanced.

Lisa Howlett, Treasurer



| Administration Budget            | 2010/11           | 2011/12          |
|----------------------------------|-------------------|------------------|
|                                  | Actual            | Budget           |
| <b>Income</b>                    |                   |                  |
| Program allocations              | \$42,877          | \$38,000         |
| DOH EO salary support            | \$44,400          | \$44,392         |
| DOH EO related costs             | \$10,314          | \$10,637         |
| Salary transfers                 | \$14,633          | \$16,655         |
| Trainee subsidy                  | \$2,158           | \$4,000          |
| VMC Organisational Support Grant | \$5,000           | \$5,000          |
| Other Grants                     | \$1,577           | \$7,500          |
| Fundraising                      | \$688             | \$5,000          |
| Other                            |                   | \$1,000          |
| Bank Interest                    | \$5,922           | \$2,000          |
| <b>Total Income</b>              | <b>\$127,569</b>  | <b>\$134,184</b> |
| <b>Expenses</b>                  |                   |                  |
| Salaries                         | \$146,223         | \$68,000         |
| Superannuation                   | \$12,161          | \$5,500          |
| Workcover (Admin)                | \$4,646           | \$5,000          |
| Rent                             | \$18,082          | \$12,500         |
| Utilities                        | \$3,507           | \$3,500          |
| ICT                              | \$7,050           | \$7,000          |
| Printing/Communications          | \$11,170          | \$5,000          |
| Board costs                      | \$5,217           | \$500            |
| Volunteer costs                  | \$86              | \$500            |
| Staff PD                         | \$8,796           | \$1,000          |
| Travel                           | \$589             | \$500            |
| Insurance                        | \$1,201           | \$1,200          |
| Legal/Consulting                 | \$34,574          | \$0              |
| Accounting                       | \$28,860          | \$3,000          |
| Audit                            | \$13,078          | \$5,000          |
| Depreciation                     | \$15,541          | \$15,500         |
| Other                            | \$924             | \$1,000          |
| <b>Total expenses</b>            | <b>\$311,705</b>  | <b>\$134,700</b> |
| <b>Surplus</b>                   | <b>-\$184,136</b> | <b>-\$516</b>    |

## Women's Officer/Fundraising Coordinator's Report

It gives me great pleasure to report to you as your Women's Officer and Fundraising Co-ordinator for 2010- 2011. I have enjoyed going to as many functions as possible. This is where we learn so much about each other's different cultures. Representing BRMC at various functions is always a pleasure for me.

I must take this opportunity to thank everyone who has helped me in any way to arrange and clean up after functions. You are great to stay behind and assist with the cleaning up chores.



The Community Partners Program is still continuing very successfully, meeting regularly at Formosa Café each month with representatives from different cultural groups and interesting guest speakers. It's a pleasure to always attend with a great bunch of folks seeing what's out there for aged people in our community.

The Recipe Book was a great fundraiser with only about 35 left. So well done, but we must try and sell all ASAP.

International Ladies Night held at The Inn of Khong proved again a great night. Women of all cultures getting together. Meetings all around the world at the same time to celebrate women, leaving the men at home to look after the children. Ms. Desley Beechey was our guest speaker. She spoke on her East Timor project. Once again lovely food was very enjoyable and plenty to replenish! Our donation went to Hospice and their CEO gratefully received the cheque that went toward buying a portable Heart Machine to take to various homes for clients in need of palliative care.

The Winter Warm-Up Dinner proved to be a great get together for all. It was decided to have a dinner show this year instead of a Gala Ball. Great food was provided by "Fabulous Feast" and our special artists were the "Sweet Monas" who were just delightful and sponsored by VMC. Our surprise special guest singer was Ms. Annie Hamerton, who just excelled herself and was a hit with everyone. Well done Annie. Lookout for the bookings! You had everyone rock'n in their chairs A profitable evening was held. Also thank you to Mt Clear hospitality students and to all sponsors and helpers. A huge thank you to sponsors Victorian Multicultural Commission, RACV Ballarat, Tanya Daniels, Sharon Knight MP, Catherine King MP, Eureka Pasta, Novotel Resort, I Do invitations, UFS Dispensary

I was also proud to be nominated for the Seniors Award again.

My grateful thanks to the following people who have helped in many ways to Dr. Jeff Landon, Frank Williams, David Vendy, Doug Sarah, Roman and Teresa Skrypko and many in the Polish Club, Faye Caldwell, Lisa Howlett, Shirley Hart and the Filipino Group, Virgie Hocking, Regina Bautista, Nenita Drough, Annie Hamerton, James Hosking, Stems, I Do, Leanne, to everyone else who has helped me over the months.

To all my wonderful friends who visited me so many times this year whilst in Hospital, thank you from the bottom of my heart. You are great people. I only hope I can represent you once again, putting my best foot forward. I have always been proud and I am dedicated to BRMC.

To Multicultural Arts Victoria, Melbourne a big thank you, you have been so helpful and supportive.

Lastly, my sincere thanks to Michael van Vliet (Project Officer and Strengthening Communities Manager) at the Victorian Multicultural Commission for his great help, plus guidance and advice at all times throughout the year. Also to the new Minister Kotsiras for his generous help towards the forthcoming multicultural concert.

I wish all cultural groups a healthy and bright, successful year ahead. Looking forward to joining you all again.

Georgina Vagg, Women's Officer and Fundraising Coordinator

## Strategic Plan Outline

During this year the Executive Committee consulted with internal and external stakeholders to draw up a Strategic Plan for the coming 5 years. This was endorsed by the Committee in June 2011. The full Plan is available on the BRMC website or from the office. The following outline provides a high level view of the key strategies from the Plan.

### Key Strategies

Key priorities that have been identified are categorised into four areas of focus

- Advocacy and Representation
- Marketing and Communication
- Services and Capacity Building
- Evaluation

| Advocacy and Representation    |  |
|--------------------------------|--|
|                                | Develop and promote <b>strategic partnerships</b> with relevant bodies   |
|                                | Promote the <b>benefits of multiculturalism</b> in the wider community   |
|                                | Provide <b>representation</b> regarding policy, services and programs on behalf of cultural groups to Governments and other bodies     |
|                                | Seek <b>funding</b> on behalf of members and BRMC for relevant programs and services   |
| Marketing and Communication    |  |
|                                | Facilitate <b>intercultural communication and interaction</b>  |
|                                | Promote the <b>use of BRMC's facilities</b> as a hub for the multicultural communities   |
|                                | Provide <b>information to the CALD community</b> of Ballarat to assist them in achieving their goals                                   |
| Services and Capacity Building |  |
|                                | Assist with <b>settlement planning</b> for newly arrived migrants  |
|                                | Contribute to <b>interagency planning</b> and delivery of programs for the CALD community.   |
|                                | Contribute to planning and delivery of <b>multicultural events</b>   |
|                                | Promote programs for <b>CALD youth</b>   |
|                                | Provide assistance with <b>training and development</b> programs which assist in creating <b>employment</b> for newly arrived migrants |
|                                | Promote and provide programs for <b>aged multicultural communities</b>   |
|                                | Provide <b>cultural awareness programs</b> to the wider Ballarat community   |
| Evaluation                     |  |
|                                | Develop and maintain a <b>strategic plan</b> for the organisation continually monitoring it for relevance and effectiveness            |
|                                | <b>Research</b> the needs of the CALD community in Ballarat  |



# Staff and Program Reports

## Executive Officer

### Policy

The previous Committee had spent considerable effort and time in reviewing the current Constitution of the organisation. The revised constitution, however, was not accepted at a Special General Members meeting in October 2010. The current Constitution will need reviewing, however, as it is internally inconsistent in places and does not provide for changes in the relevant Act that are due for implementation soon.

The Committee endorsed a Strategic Plan in June 2011 after extensive consultations with internal and external stakeholders. A summary is included opposite. The full Plan is available for members to download on the BRMC website.



BRMC made a significant submission to the Standing Committee on Multiculturalism in March 2011.

The Committee also endorsed a restructured Policy and Procedures Manual for BRMC in June 2011. This is modeled on the structure of the HACC Common Standards that were introduced in March this year.

### Staffing

#### Administration

I was appointed just prior to the AGM in October 2010. My predecessor Shiggy Yamawaki had resigned in July. The then Committee arranged with Child and Family Services for a part time Executive Officer to fill in for an interim period. Marlene Butler served in this position until I commenced on November 8<sup>th</sup>. Thanks go to both my predecessors for managing the organisation in the early months of this financial year.

After the resignation of the Human Resources/Finances Manager in July the administrative staffing was restructured with Regina Bautista being appointed Administrative Officer and Nenita Drough as part time Volunteers Coordinator.



Once the current Committee was elected in October 2010 and the state of the finances was more clearly known (see the Treasurer's Report) the administrative staffing was reluctantly reduced to cut costs. My position was reduced to 0.6 EFT, the Administrative Coordinator's to 0.8 and the Volunteer Coordinator's to 0.2 EFT.

Subsequently Regina reduced her time to 0.2 (in order to take up another position) and we employed Annie Hamerton as a full time Trainee Administrative Assistant.



"BRMC helped me achieve a goal; they helped me show my full potential. I was able to build up more confidence. I was given a chance to build up my skills. I feel as though I did not give back as much as I gained but you know by a simple thank you and a smile was greatly appreciated by the staff. That's why it was great to work in such a supportive environment where all the workers are happy and love what they do helping people". Nicole Loverso

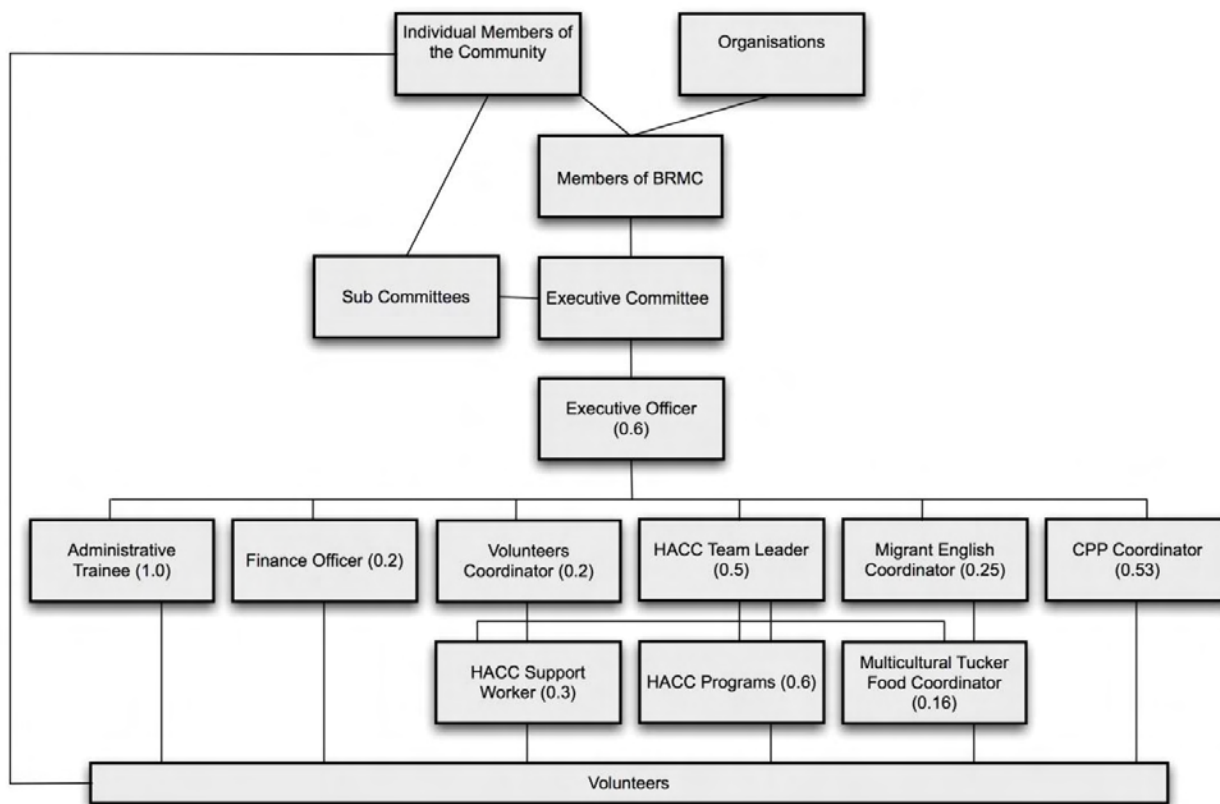
#### Program staff

Jason Shorter the HACC Coordinator took personal leave for several months and was replaced by Tiffany Gardiner. When Jason returned he reduced his workload to 0.5 EFT allowing us to appoint Gayle Roberts as a HACC Support Worker. Gayle had leave for a major operation so we were able to appoint Shammika Fernando temporarily to this position. Gayle had also been appointed as Food Coordinator for the Multicultural Tucker program. During her absence from this position Yin Toe long-time MCT coordinator filled in again.

Kim Romeo continues to head up the Community Partners Program.

Judy Brumby had worked for some months after June 2010 as volunteer Migrant English Coordinator but was reinstated part time in December to this position.

The current staffing and organisational structure can be seen in the accompanying diagram.



## Membership Services

As well as the programs and services detailed in subsequent pages, BRMC assisted a number of cultural organisations in seeking funds through the Victorian Multicultural Commission and Ballarat City Council. Most of these led to successful outcomes.

We also sought funds from various agencies for specific BRMC programs and services. There were, of course, a number of unsuccessful applications but we were successful in the following (Special thanks go to Executive Committee Member Georgina Vagg who was very effective in raising funds for several functions.):

|      |                                  |          |
|------|----------------------------------|----------|
| VMC  | Gala Ball                        | \$4,000  |
|      | International Women's Day Dinner | \$1,000  |
|      | Youth Sports Activities          | \$2,000  |
|      | Organisational Support           | \$5,000  |
|      | Migrant English Classes          | \$10,000 |
|      | Youth Activities                 | \$2,000  |
|      | Information dissemination        | \$2,000  |
|      | Film Night                       | \$1,200  |
|      | Winter Warm-up Dinner            | \$1,200  |
|      | Multicultural Concert            | \$2,000  |
| DOHA | BIAC CPP funding                 | \$64,000 |
| BCC  | Youth Concert (Kaleidoscope)     | \$2,000  |
|      | Multicultural Concert            | \$2,500  |
|      | Winter Warm up Dinner            | \$2,500  |
| DPCD | Volunteering support             | \$5,000  |

We nominated a number of individuals for awards throughout the year. Of particular note was Fr Peter Kunen's Recognition Award during Refugee Week. Dimitri Dollard was also an award recipient. Charles Zhang also won an award during the year. Nominations for Seniors Awards this year included Roman and Teresa Skrypko, Ugo Lo Iacono and Georgina Vagg.

### **Promotion and Publicity.**

We rejuvenated the BRMC website early in 2011.

We published five high quality newsletters during the year with a much wider distribution than in the past.

The use of electronic forms of communication will become more prevalent in the future.



### **Events**

In addition to the programs and services detailed in the Staff reports BRMC organised a number of special events during the past year.

In August 2010 BRMC ran a very successful Gala Ball with great support from the VMC.

In March 2011 we were involved with the Begonia Parade and then the Harmony Fest organised by the City Council.

We organised briefings for the multicultural community on changes in the law regarding credit, on the forthcoming census and on the introduction of digital television.

During Refugee Week we were involved with the Kaleidoscope concert, the Interfaith Service, the Youth Sports night and hosted a very successful Forum on Government policies and programs for refugees.

### **Advocacy**

BRMC continues to be the peak body advocating on behalf of the multicultural community of Ballarat and Central Highlands Region. We are represented on the Central Highlands Regional Settlement Planning Committee and the City's Intercultural Advisory and Community Safety Committees. Staff and Committee members continue to also represent the multicultural community in a number of other forums.

There are bodies other than BRMC that also claim this advocacy and representational role (such as the Intercultural Advisory Committee of the City of Ballarat, Ballarat Community Health, NESBLinks, the Central Highlands Regional Settlement Planning Committee, etc.). This is not necessarily a bad thing provided there is strong coordination in the service provision and advocacy services provided.

My thanks to the tremendous staff at BRMC for their untiring commitment to the achievement of BRMC's aims and objectives. They were a great team to work with.

Jeff Langdon, Executive Officer







## HACC Services

Throughout the 2010-11 financial year, BRMC has continued to provide and build upon valuable services to Ballarat's culturally diverse ageing community. The services we provide cater both to the needs of our community as a group and as individuals. BRMC's Multicultural Tucker program and Hepburn Moorabool Multicultural Lunch program provide a wonderful chance for social interaction and connection to services for our communities as a whole. At the same time vital services like Friendly Visiting and Telelink provide much needed support for those more isolated members of our community and whilst these services may not be as visible as our larger ones, the benefits they deliver are felt very deeply indeed.

### The Multicultural Tucker Program

Catering to the greater culturally diverse ageing community in Ballarat, the Multicultural Tucker program continues to grow in number of guests and in the breadth of the ethnic communities involved. For last financial year the average number of guests for the Tucker was about 77 clients. **This financial year we have been catering to an average of about 92 guests each Tucker, that's nearly an increase of 20 per cent.** This substantial increase reflects both the need for the social interaction and cultural expression provided for by this event; not to mention the quality of the service.

The Multicultural Tucker Program is much more than just a lunch program. It's a place where ethnic groups in Ballarat have a chance to express their cultural identity. Whether it be through the simple act of conversing in their mother tongue, preparing food, bringing along photos of their experience overseas or arrival in Australia, or taking part in an activity like the traditional dress fashion parade. The Tucker is a place where people with an ethnic heritage from all different parts of the world have a chance to celebrate their cultural identity and share it with others.

Beyond this the Tucker also provides valuable opportunities for members of these communities to be socially connected to their peers. It helps our guests access information about services they might benefit from (like Vision Australia or BreastScreen) and to hear about important issues that affect them (like the changeover from analogue to digital TV or preparation for the fire season.)



The BRMC HACC Team Left to right:  
Jason Shorter, Shammika Fernando,  
Virgie Hocking, Jill Spicer (Centacare)



"I would like to say a big thank you to all BRMC staff for recognising the work of the volunteers in the different programs. I would like to congratulate them for their very well organised programs which have a big impact on the community." Naizell Custodio

Behind the scenes at the Tucker we have close to 20 regular volunteers from a wide range of cultural backgrounds including: Polish, Russian, Serbian, Filipino, Chinese and Indian. The Multicultural Tucker volunteer team is a model of intercultural cooperation and it represents a valuable opportunity for members of Ballarat's culturally diverse community to assist each other. Apart from this, we also have a wide range of community groups who contribute to the array of cuisines our guests enjoy. This financial year we have had NESB links, FAABI (Filipino Australian Association of Ballarat Inc.), the Polish Seniors of Ballarat Inc., the Ballarat German/Austrian Association and the Ballarat Thai Group all come and work with us to create wonderful culturally diverse meals for our clients. This interaction helps keep the Tucker connected to Ballarat's broader culturally diverse community, as well as providing some financial support to these groups in exchange for their help.

### The Hepburn/Moorabool Multicultural Program

The Hepburn/Moorabool Multicultural Program is also doing well. This is our third year of running the program and the number of people attending the events is increasing.

To make the program more exciting we set up different venues and places between the two Shires and the Central Highlands region. The programs aim is to get the clients more active by inspiring them to step out of the house, meet new friends and join the activities.

About 35 to 40 clients that are living in the Hepburn and Moorabool Shires have been attending the programs regularly.

This financial year we have run five functions in different venues. These are the places we went to; St. Anne's Winery at Myrning, the Boathouse Café at Daylesford, the Tangled Maze at Creswick where we held our Christmas celebration, the Gordon Hotel and the Creswick Farmers Arms Hotel.

Every event we hold always starts with footy tipping and storytelling or some interesting jokes from Peter Fulton (Moorabool Staff). After everyone has had their meal we continue with more activities by having a guest speaker, followed by a sing-along, trivia quiz and gentle exercise. This year we had guest speakers from CFA, Creswick Pharmacy and the Occupational Therapist from Ballan District Health.

To start the 2011 - 2012 financial year our first event will be at the Art Gallery of Ballarat on October 5, where the clients will be going for a tour at the Art Gallery after lunch.

The Hepburn/Moorabool Multicultural program is the highlight event for CALD people living in the Hepburn and Moorabool Shires, who don't get the opportunity to participate in most of the other Multicultural activities held in the Central Highlands region.

The program has helped minimize the isolation and the loneliness of the clients. It has helped improve their wellbeing.

We would also like to acknowledge the support from Centacare, Hepburn Shire, Moorabool Shire and the BRMC HACC team.



Apart from the three programs that the Social Support/Telelink Coordinator is concentrating on Virgie continues to support the Multicultural Tucker program, the Multicultural Seniors' Sports Day, the Bus Trips that Centacare organise and the activities that BRMC hold.

The Coordinator continues to network with other organisations such as Direct2Care, Centacare, Ballarat Health Services, Go Volunteer United Way, Uniting Care, Vision Australia, CBHS, and Community Radio, etc.

The Coordinator has attended a number of training sessions that HACC organised to help her enhance her professional development.

Virgie also commends the support of the BRMC EO Jeff Langdon who has been a backbone to us and always gives his time to the BRMC staff.

It is also a great pleasure working with the rest of the BRMC staff that are very supportive to one another, have fun and laughs.

### **Telelink**

In the Telelink program there are now four groups which have been formed; the Filipino, the Dutch, the Hepburn/Moorabool Multicultural and the Intercultural group.

The Dutch group telephone conferencing has been put on hold for a while until they can get sufficient numbers to run the session regularly. The Hepburn/Moorabool Multicultural group have been running now for three months and is doing well. The Intercultural group run the session occasionally as agreed by the group.

The Filipino group remains stronger and continues to have the telephone conferencing every fortnight and have been enjoying their time. They share various topics such as trivial pursuit, health issues, and information on how to live in a positive life and their stories of when they arrived in the country. They have caught up with each other several times at one of the participant's home in Snake Valley or Smythesdale for a luncheon.

The Telelink program has helped improve the client's wellbeing. They appear to be happier, healthier and more confident in themselves. It also assists them to gather more information on what other services are available in the region, that they were not aware of and did not realise that they can access.

BRMC Telelink is working very closely with the Bendigo Telelink where we continue to link our German and Italian clients to them. We also have a Dutch client where we link the person to Dutch Care in the Telelink program and Friendly Visiting Scheme.

## **Friendly Visiting**

In the Friendly Visiting Scheme we have Dutch, Chinese, Filipino, Croatian, Hungarian, Finnish and Italian clients who have been visited by our very energetic and committed volunteers from the Philippines, Germany, Holland, Finland, Croatia and Italy. Not all clients are matched with volunteers who share the same mother language. Sometimes we match them up by shared interests and skills.

Our volunteers continue to do their job well and have ensured that they have regular contact with the clients either through home visits or phone contact. Using the Active Service Model the coordinator encouraged the volunteers to work with clients to achieve their own goals. For example, one client claimed that she would like to improve her knowledge in using the computer. The Coordinator matched her to a volunteer who has IT skills. The volunteer assisted the client on how to use the Word application and how to send e-mail. With the volunteer's enthusiastic support to the client she has built up her confidence in using the computer.

Our volunteers also encourage clients to come out for a walk or just look around the shops together or go to the park for an outing.

Our volunteers are doing a tremendous job and have made a big difference to the client's wellbeing. They have developed a very good relationship and have helped to minimise their isolation.

We continue to receive more referrals and inquiries from Ballarat Health Services, Direct 2Care, Moorabool and Hepburn Shires and from the City of Ballarat.

The Coordinator ensures that the volunteers are supported and continues to provide an ongoing mentoring role and encourage them to attend further training organised by HACC or other service providers.

## **The Home and Community Care Team**

This year has been a great one for the Home and Community Care Team here at BRMC. We have really enjoyed the opportunity to work with our community and receive a lot of joy when we see our guests benefit from the activities and services that we provide. It is our hope that from our services, people from Ballarat's culturally diverse community have an opportunity to lead a richer more fulfilled life; that they can feel more connected to people around them and more empowered as individuals and communities.

As BRMC team leader, I have been very privileged to lead a team of dedicated, compassionate and capable workers. I would like to thank Virgie Hocking for her tireless work attending to and improving the Hepburn Moorabool Multicultural Program, the Friendly Visiting program as well as the Telalink program. I would also like to thank Shammika Fernando, as HACC support worker. His contribution and many talents have helped all our programs. Him leaving the program will be deeply felt but we wish him the very best in his work at NESBLinks. Jill Spicer from CentaCare has been an excellent partner doing a wonderful job running bus trips and sports days for our community.

I would like to express my appreciation for Tiffany Gardiner who, for the months of September 2010 till March of 2011 was responsible for leading the HACC team and who did an absolutely sterling job of running the Tucker program in my absence. I would also like to thank Jeff Langdon who to my mind has been a great EO to work for and who has made BRMC a great place to work. Thanks also to all our administrative staff and volunteers: what would we do without you! Special thanks also go to Yin Toe, a wonderful chef and an amazing volunteer who has helped out of more tight spots than I would like to think about. A great big thank you goes to all the volunteers who work in our programs. Without your help there is no way we could provide the services that we do; without you our community would be much worse off. Thank you also to the Department of Health for their support and, of course, our members and our community who are what our work is all about.



The BRMC HACC team (left to right): Jason Shorter, Virgie Hocking, Shammika Fernando

Jason Shorter, HACC Team Leader







## Community Partners Program

The CPP was invited to apply for an additional year's funding in March 2011 and has been successful. We are now entering our third year as a very positive and successful project in Ballarat. The major factor to the success of the program is the partnerships that have been formed over the two year period. Organisations, CPP Intercultural Facilitators, volunteers and aged care service providers have all grown together to produce sustainable relationships with each other. We are at a great stage where everyone communicates freely to each other and is comfortable enough to raise questions that would otherwise be taboo.



The Ballarat CPP has been supported and guided by the CPP Advisory Committee and Intercultural Facilitators. The members of the Advisory Committee are a professional team of aged care service providers including: Robert Puddy, Ann Manggun, Liz Dawson, Dawn Bowes, Rhonda Owen, Jill Spicer, Leonie Mills, Subatra Sivamalai, Jeff Langdon, Frances Salenga, Ian Owen, Kelly Wager and Jo Debrincat.

The team of Intercultural Facilitators (below) work hard by learning about the aged care services in Ballarat, developing relationships with key aged care service providers, reaching out to their community, delivering cultural briefings and helping service providers engage with their Culturally and Linguistically Diverse (CALD) communities.



In developing cultural awareness to health service providers, our six targeted groups; Dutch, German, Greek, Italian, Chinese/Australian and Croatian have participated in focus groups to communicate their interpretations, needs and wants of aged care health services and providers in Ballarat. Certain members of the Advisory Committee also contributed their valuable input towards the focus groups. As a result, a report has been compiled titled "Report on Barriers and Issues of Concern for the Multicultural Diverse Communities within the Ballarat Region in Accessing Aged Care Services" by Peta Strachan from Ballarat University. If you would like to read a copy of this report please email me on [cpp@brmc.org.au](mailto:cpp@brmc.org.au) or telephone 5332 5941.

Collaboration with other CPP Project Officers including Silvana Pavlovski from the Australian Croatian Community Services, Agnieszka Kleparska from Australian Multicultural Community Services, Walter Petralia from Co.As.It., and Geoff Hicks from Diversitat. Adonis Maglis from the Australian Greek Welfare Society has produced cultural briefings to aged care service providers, information sessions to specific Culturally and Linguistically Diverse (CALD) communities and has encouraged CALD community's groups to be involved in new activities.

Networking with organisations allows direct expert information to CALD communities and aged care service providers from the people who actually deliver these services. The Intercultural Facilitators are sick of pamphlets so they really value interacting with the people who actually deliver the services and are satisfied when they can have all their questions answered. We accomplish this through information sessions, cultural briefings and our monthly meetings 'Coming Together' at Formosa Nursery.

To refresh and reinforce our programs all Victorian CPP project officers attend three forums a year hosted by PICAC at DoHA. Together we share their experiences with each other and explore new strategies. It is great for collaboration and sharing similar difficulties and knowing you are not the only one and it is very helpful in motivating continued participation. It is here I learnt of the 'Coming Together' idea and met Silvana, Agnieszka, Walter, Geoff and Adonis, and so on.

I have really enjoyed the past two years working with everyone and I look forward to the next twelve months. Thank you to everyone who has helped our Ballarat CPP initiative.

Kim Romeo, BIAC CPP Project Officer

## Migrant English Program

BRMC's English Tutor Program has continued to serve many of our migrants with their individual English needs. The program's name has been changed because we no longer provide the Department of Immigration program called the Volunteer Tutor Program (VTP). (This is part of the AMEP which also provides formal certificate classes and is now fully provided by the TAFE campus of University of Ballarat).

However, we offer the same dedicated service to those in need with the help of our wonderful home and classroom tutors. BRMC remains a central focus point for our migrants requiring help with English, and are either recruited into the BRMC program, or referred to SMB or other service providers as appropriate.



Our tutors usually work in the clients' homes providing important individual support. This gives the student a unique opportunity to focus on their specific needs and goals, such as language for everyday settlement needs, English for trade courses and workplace communication, assistance with study in other courses, preparation for language tests, study, employment, permanent residency and citizenship.

During 2010-2011 a weekly conversation class was provided for fluent speakers, with clients with lower levels of English proficiency given individual attention by very competent and dedicated tutors. We also provided a late afternoon class for general and workplace English needs during Semester 1 of 2011, with most of our clients Overseas Post Graduate Students at the University of Ballarat.

| Statistics during the year                               |         |      |
|--|---------|------|
| Number of Clients assisted during the year:              |         | 80   |
| Number of tutors supporting our migrants during the year |         | 40   |
| Gender Distribution of Clients:                          | Females | 85%  |
|  | Males   | 15%  |
| Countries of Origin of Clients:                          |         |      |
| • Africa (Sudan & Togo)                                  |         | 20%  |
| • China  |         | 31%  |
| • Japan  |         | 9%   |
| • Indian Sub-continent                                   |         | 7.5% |
| • South East Asia  |         | 7.5% |
| • Middle East (Iran, Jordan, Turkey)                     |         | 14%  |
| • Europe & Russian States                                |         | 11%  |

Changes from the previous year are mainly due to the change over from the VTP. However the number of clients requiring assistance is rapidly increasing to previous levels.

The tutor number of 40 is lower than the 50 tutors of the previous year. However, the program is currently expanding at a considerable rate, with a large group of applicants to be recruited to meet increasing client numbers.

The program also provides an unique and interesting volunteering experience for our tutors, through the initial training provided, ongoing English teaching workshops, access to our TESOL (Teaching English to Speakers of Other Languages) Library, meetings with the Coordinator and each other and of course the firsthand experience with our clients from other cultures. Tutors are trained in a program designed by Adult Migrant Educational Services (AMES). Many of our tutors are very experienced teachers and/or TESOL qualified people.

### Acknowledgements

Thanks are extended to all who have helped with the program: the tutors who have worked so diligently during the year with one or more of our migrants, the class tutors, and those who have given voluntary assistance in administration work.

The work of all our tutors is very much appreciated. Some have been with us for many years, others recently recruited, are also proving to be very invaluable. It is very satisfying to have such dedicated people who enable BRMC to provide such an important service,

Judy Brumby, Coordinator, English Tutor Program

## Volunteers/Referrals and Advice

BRMC received a positive and healthy response to volunteering during the latter part of last year which continues up to the present time. The table below shows a breakdown of volunteer participation from June 2010 to July 2011.

During this period, five (5) ceased volunteer work due to part time and full time employment. They all acknowledged BRMC for the experience and training they received while working with us. Two (2) went back to University for further studies while the other two (2) volunteers went back to their country of origin hoping one day to come back.



| Program                         | New | Total | Cultural background  |
|---------------------------------|-----|-------|--|
| <b>HACC</b>                     |     |       |  |
| • Multicultural Tucker          | 7   | 28    | Chinese, Croatian, Filipino, German/Austrian, Togolese, Iranian, Thai, Polish, Indian, Japanese, Australian, Russian, Serbian, Dutch, Indonesian |
| • Friendly Visiting/Telelink    | 5   | 12    | Chinese, Filipino, Croatian, Greek, Italian, German, Finnish   |
| <b>Migrant English</b>          | 10  | 41    | Australian, South African  |
| <b>CPP</b>                      |     | 11    | Italian, Croatian, German, Dutch, Greek, Chinese/Australian  |
| <b>Administration/Reception</b> | 11  | 13    | Pakistani, Vietnamese, Indonesian, Filipino, Australian,   |
| <b>TOTAL</b>                    | 33  | 106   |  |

The clients and participants of BRMC received and enjoyed numerous types of support through the active and dedicated participation of our volunteers in the following activities:

### HACC

#### MCT

- Setting up for lunch, food preparation, cooking meals, washing and cleaning up, serving food/waiting, tidying up and cleaning after lunch, picking up and dropping off clients

#### Telelink and Friendly Visiting

- Visiting clients to provide encouragement support and friendship
- Coordinate and become an active participant in telephone conferencing

#### Community Partners Program

- Attend meetings and training and be a channel of communication to their cultural group regarding aged care services and programs.

#### Migrant English Program

- One to one tutoring at home or in the office e.g. IESL tutoring for migration purposes
- Attend training and orientation
- Help conduct conversational class, also lesson preparation

#### Administration and Reception

- Reception duties: receive personal and telephone enquiries, refer and record them
- Assist with document production, mailing, copying, bookings of clients/participants



"At BRMC, I'm also helping out in reception, the Friday conversation class and the administration side of the English tutor program with Judy Brumby. Through the different programs I've met lots of wonderful people, and it's nice to see so much great work being done in the community." James Hosking

A special luncheon was held on May 4 at the Barkly Restaurant in honour and recognition of the important contribution of our volunteers. During the luncheon, the volunteers spoke of the joy and support they experience as they share their love, skills and time to a very worthy cause of helping our multicultural community.

Nenita Drough, Volunteer Coordinator

## Past Executive Committee Positions at BRMC

|                                  | 1999 -2001              | 2002                       | 2003                     | 2004              |
|----------------------------------|-------------------------|----------------------------|--------------------------|-------------------|
| <b>Chairperson</b>               | Sundram Sivalamai       | Sundram Sivamalai          | Sulaika Dhanapala        | Sulaika Dhanapala |
| <b>Deputy Chairperson</b>        | Sulaika Dhanapala       | Sulaika Dhanapala          | Frank Williams           | Frank Williams    |
| <b>Secretary</b>                 | Ronald Males            | Claudia Tresoldi McLean    | Claudia Tresoldi McLean  | Mark Karlovic     |
| <b>Assistant Secretary</b>       | Frank Williams          | Virgie Hocking             |                          | Bernard Bradbury  |
| <b>Treasurer</b>                 | Evie Dichiera           | Frank Williams             | Evie Dichiera            | Evie Dichiera     |
| <b>Assistant Treasurer</b>       |                         |                            |                          |                   |
| <b>Publicity Officer</b>         | Claudia Tresoldi-Mclean | Gwendoline Blake           | Gwendoline Blake         | Gwendoline Blake  |
| <b>Community Rep</b>             | Virgie Hocking          | Ron Males                  | Ron Males                | George Fong       |
| <b>Community Rep</b>             | Georgina Vagg           | Georgina Vagg              | Georgina Vagg            | Ron Males         |
| <b>Community Rep</b>             |                         |                            |                          | Theresa Pomorski  |
| <b>Fundraising Officer</b>       |                         |                            |                          | Georgina Vagg     |
| <b>Women's Officer</b>           |                         |                            |                          | Brenda Maguire    |
| <b>Youth Officer</b>             |                         |                            |                          | Mark Karlovic     |
| <b>Interfaith Officer</b>        |                         |                            |                          |                   |
| <b>Volunteer Coordinator</b>     |                         | Talia Barrett              |                          |                   |
| <b>Ex Officio Past President</b> |                         |                            | Sundram Sivamalai        | Sundram Sivamalai |
|                                  |                         |                            |                          |                   |
|                                  | 2005                    | 2006                       | 2007                     |                   |
| <b>Chairperson</b>               | Sulaika Dhanapala       | George Fong                | George Fong              |                   |
| <b>Deputy Chairperson</b>        | Frank Williams          | Frank Williams             | Frank Williams           |                   |
| <b>Secretary</b>                 | Mark Karlovic           | Arthur Mazur               | Narelle Hibberd          |                   |
| <b>Assistant Secretary</b>       | Bernard Bradbury        | Rick Youssef/Mark Karlovic | Mark Karlovic            |                   |
| <b>Treasurer</b>                 | Ellen Kessler           | Evie Dichiera              | Shane Bicknell           |                   |
| <b>Assistant Treasurer</b>       | Evie Dichiera           | Shane Bicknell             | Henry Wang               |                   |
| <b>Publicity Officer</b>         |                         | Gwendoline Blake           | Gwendoline Blake         |                   |
| <b>Community Rep</b>             | George Fong             | Mark Karlovic              | Jennie Howard            |                   |
| <b>Community Rep</b>             | Mary Ann Morisi         | Patrice Braun              | Liz Orlowski / Ron Males |                   |
| <b>Community Rep</b>             | Xaili Jiang             | R. Males/ K Maharaj        | K. Maharaj/ Z Svanosio   |                   |
| <b>Fundraising Officer</b>       |                         |                            |                          |                   |
| <b>Women's Officer</b>           | Virgie Hocking          | Sulaika Dhanapala          | Patrice Braun            |                   |
| <b>Youth Officer</b>             | Fr Gerald Loos          |                            |                          |                   |
| <b>Interfaith Officer</b>        |                         | Fr. Gerald Loos            | Rupert Bowd              |                   |
| <b>Volunteer Coordinator</b>     |                         |                            |                          |                   |
| <b>Ex Officio Past President</b> | Sundram Sivamalai       | Sulaika Dhanapala          | Sulaika Dhanapala        |                   |
|                                  |                         |                            |                          |                   |
|                                  | 2008                    | 2009                       | 2010                     | 2011              |
| <b>Chairperson</b>               | Frank Williams          | Frank Williams             | Talia Barrett            | Frank Williams    |
| <b>Deputy Chairperson</b>        | Sulaika Dhanapala       | Farhang Afshar             | Farhang Afshar           | Sulaika Dhanapala |
| <b>Secretary</b>                 | Jennifer Johnson        | Gerald Jenzen              | Pam Anderson/ Liz Denny  | Pam Anderson      |
| <b>Assistant Secretary</b>       | Talia Barrett           | Talia Barrett              | Liz Denny/ Yin Toe       | Carmel Kavanagh   |
| <b>Treasurer</b>                 | Sally ann Skewes        | Hassan Elhawary            | Chris Wright             | Lisa Howlett      |
| <b>Assistant Treasurer</b>       | Farhang Afshar          | Giancarlo Faustini         | Xaioli Jiang             | Tracy Steiner     |
| <b>Publicity Officer</b>         | Wendy Green             | Ingrid Harris              | Masako Kennedy           | Gwendoline Blake  |
| <b>Community Rep</b>             | Yin Toe                 | Kushi Maharaj              | Kushi Maharaj            | Kushi Maharaj     |
| <b>Community Rep</b>             | Georgina Vagg           | Henry Wang                 | Russ Cartledge           | David Vendy       |
| <b>Community Rep</b>             |                         | Emmanuel Aziawor           | Carmel Kavanagh          | Ugo Vito Lolacono |
| <b>Fundraising Officer</b>       |                         |                            |                          |                   |
| <b>Women's Officer</b>           |                         | Georgina Vagg              | Georgina Vagg            | Georgina Vagg     |
| <b>Youth Officer</b>             | Kushi Maharaj           | Anushka Dhanapala          | Mel Razmjoo              | Lucien Assogba    |
| <b>Interfaith Officer</b>        | Rupert Bowd             | Fr. Gerald Loos            | Wilbert Mapombere        | Fr. Gerald Loos   |
| <b>Volunteer Coordinator</b>     |                         |                            |                          |                   |
| <b>Ex Officio Past President</b> | George Fong             | George Fong                | Frank Williams           | Talia Barrett     |



# Financial Statements

## Auditors report

### Ballarat Regional Multicultural Council Inc

A0039235L

Statement of Comprehensive Income  
For the Year Ended 30 June 2011

|  | Note | 2011<br>\$       | 2010<br>\$      |
|--|------|------------------|-----------------|
| Revenue                                  | 2    | 376,034          | 481,346         |
| Other income                             | 2    | 80,843           | 23,362          |
| Employee benefits expense                |      | (344,955)        | (372,357)       |
| Depreciation and amortisation expense    |      | (15,541)         | (10,496)        |
| Program operating costs                  |      | (109,107)        | (50,605)        |
| Occupancy costs                          |      | (20,000)         | (23,353)        |
| Other expenses                           |      | (122,575)        | (72,626)        |
| <b>Profit (loss) before income tax</b>   |      | <b>(155,301)</b> | <b>(24,729)</b> |
| Income tax expense                       |      | -                | -               |
| <b>Profit (loss) for the year</b>        |      | <b>(155,301)</b> | <b>(24,729)</b> |
| Other Comprehensive Income               |      | -                | -               |
| <b>Total Comprehensive Income (loss)</b> |      | <b>(155,301)</b> | <b>(24,729)</b> |

The accompanying notes form part of these financial statements.

2

### Ballarat Regional Multicultural Council Inc

A0039235L

#### Financial Statements

For the Year Ended 30 June 2011

## Ballarat Regional Multicultural Council Inc

A0039235L

### Statement of Financial Position

As at 30 June 2011

|                                      | Note | 2011<br>\$     | 2010<br>\$     |
|--------------------------------------|------|----------------|----------------|
| <b>ASSETS</b>                        |      |                |                |
| <b>CURRENT ASSETS</b>                |      |                |                |
| Cash and cash equivalents            | 3    | 29,175         | 58,386         |
| Trade and other receivables          | 4    | 30             | 12,303         |
| Investments                          | 5    | 59,256         | 200,000        |
| Other assets                         | 6    | 1,296          | 5,537          |
| <b>TOTAL CURRENT ASSETS</b>          |      | <b>89,757</b>  | <b>276,226</b> |
| <b>NON-CURRENT ASSETS</b>            |      |                |                |
| Property, plant and equipment        | 7    | 67,624         | 61,035         |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <b>67,624</b>  | <b>61,035</b>  |
| <b>TOTAL ASSETS</b>                  |      | <b>157,381</b> | <b>337,261</b> |
| <b>LIABILITIES</b>                   |      |                |                |
| <b>CURRENT LIABILITIES</b>           |      |                |                |
| Trade and other payables             | 8    | 58,666         | 27,917         |
| Short-term provisions                | 9    | 7,408          | 24,319         |
| Other financial liabilities          | 10   | 85,660         | 118,376        |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <b>151,734</b> | <b>170,612</b> |
| <b>NON-CURRENT LIABILITIES</b>       |      |                |                |
| Long-term provisions                 | 9    | -              | 5,501          |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <b>-</b>       | <b>5,501</b>   |
| <b>TOTAL LIABILITIES</b>             |      | <b>151,734</b> | <b>176,113</b> |
| <b>NET ASSETS</b>                    |      | <b>5,847</b>   | <b>161,148</b> |
| <b>EQUITY</b>                        |      |                |                |
| Retained Earnings                    |      | 5,847          | 161,148        |
| <b>TOTAL EQUITY</b>                  |      | <b>5,847</b>   | <b>161,148</b> |

The accompanying notes form part of these financial statements.

3

## Ballarat Regional Multicultural Council Inc

A0039235L

### Statement of Changes in Equity

For the Year Ended 30 June 2011

|                                       | 2010 | Retained Earnings<br>\$ | Total<br>\$    |
|---------------------------------------|------|-------------------------|----------------|
| Balance at 1 July 2009                |      | 161,877                 | 161,877        |
| Profit/(loss) attributable to members |      | (24,729)                | (24,729)       |
| <b>Balance at 30 June 2010</b>        |      | <b>161,148</b>          | <b>161,148</b> |
| 2011                                  |      |                         |                |
| Balance at 1 July 2010                |      | 161,148                 | 161,148        |
| Profit/(loss) attributable to members |      | (155,301)               | (155,301)      |
| <b>Balance at 30 June 2011</b>        |      | <b>5,847</b>            | <b>5,847</b>   |

The accompanying notes form part of these financial statements.

4

## Ballarat Regional Multicultural Council Inc

A0039235L

### Statement of Cash Flows

For the Year Ended 30 June 2011

|  | Note | 2011<br>\$ | 2010<br>\$ |
|--|------|------------|------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>              |      |            |            |
| Receipts from government and customers                   |      | 426,951    | 480,601    |
| Payments to suppliers and employees                      |      | (587,363)  | (515,643)  |
| Interest received  |      | 10,522     | 6,529      |
| Net cash provided by (used in) operating activities      | 11   | (149,890)  | (28,513)   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>              |      |            |            |
| Proceeds on sale of property, plant and equipment        |      | 8,637      | -          |
| Purchase of property, plant and equipment                |      | (28,702)   | (27,237)   |
| Payment for term deposit                                 |      | -          | (200,000)  |
| Proceeds from term deposit                               |      | 140,744    | -          |
| Net cash provided by (used in) investing activities      |      | (120,679)  | (227,237)  |
| <b>Net increase (decrease) in cash held</b>              |      | (29,211)   | (255,750)  |
| Cash and cash equivalents at beginning of financial year |      | 58,386     | 314,136    |
| Cash and cash equivalents at end of financial year       | 3    | 29,175     | 58,386     |

The accompanying notes form part of these financial statements.

5

## Ballarat Regional Multicultural Council Inc

A0039235L

### Notes to the Financial Statements

For the Year Ended 30 June 2011

#### 1 Summary of Significant Accounting Policies (continued)

##### (c) Property, Plant and Equipment (continued)

The financial statements cover Ballarat Regional Multicultural Council Inc as an individual entity. Ballarat Regional Multicultural Council Inc is an association incorporated in Victoria under the *Associations Incorporation Act 1987*.

#### 1 Summary of Significant Accounting Policies

##### (a) Basis of Preparation

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act (Vic)*. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated have been adopted in the preparation of the financial report.

##### (b) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

##### (c) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated, less, where applicable, any accumulated depreciation and impairment losses.

##### Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by committee members to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

The cost of fixed assets constructed within the association includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the association and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

6

| Ballarat Regional Multicultural Council Inc   |  |                      |                   |                     |                |                |        |
|---|--|----------------------|-------------------|---------------------|----------------|----------------|--------|
| A0039235L   |  |                      |                   |                     |                |                |        |
| Notes to the Financial Statements   |  |                      |                   |                     |                |                |        |
| For the Year Ended 30 June 2011   |  |                      |                   |                     |                |                |        |
| 1   | Summary of Significant Accounting Policies (continued) |                      |                   |                     |                |                |        |
| (c)   | Property, Plant and Equipment (continued)              |                      |                   |                     |                |                |        |
| <p><b>Depreciation</b></p> <p>The depreciable amount of all fixed assets including buildings and capitalised leased assets, is depreciated on a diminishing value basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.</p> <p>The depreciation rates used for each class of depreciable assets are:</p> <table> <tr> <th>Class of Fixed Asset</th><th>Depreciation Rate</th></tr> <tr> <td>Plant and equipment</td><td>11.25% to 100%</td></tr> <tr> <td>Motor vehicles</td><td>18.75%</td></tr> </table> <p>The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.</p> <p>An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.</p> <p>Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.</p> |  | Class of Fixed Asset | Depreciation Rate | Plant and equipment | 11.25% to 100% | Motor vehicles | 18.75% |
| Class of Fixed Asset  | Depreciation Rate                                      |                      |                   |                     |                |                |        |
| Plant and equipment   | 11.25% to 100%   |                      |                   |                     |                |                |        |
| Motor vehicles  | 18.75%   |                      |                   |                     |                |                |        |
| (d)   | Income Tax   |                      |                   |                     |                |                |        |
| No provision for income tax has been raised as the association is exempt from income tax under Div 50 of the <i>Income Tax Assessment Act 1997</i> .  |  |                      |                   |                     |                |                |        |
| (e)   | Cash and Cash Equivalents                              |                      |                   |                     |                |                |        |
| Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities in the statement of financial position.   |  |                      |                   |                     |                |                |        |

| Ballarat Regional Multicultural Council Inc   |  |
|---|--|
| A0039235L   |  |
| Notes to the Financial Statements   |  |
| For the Year Ended 30 June 2011   |  |
| 1   | Summary of Significant Accounting Policies (continued) |
| (f)   | Employee Benefits                                      |
| <p>Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.</p>  |  |
| (g)   | Provisions   |
| <p>Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.</p> <p>Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.</p>  |  |
| (h)   | Trade and other payables                               |
| <p>Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.</p>  |  |
| (i)   | Revenue and Other Income                               |
| <p>Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. Any consideration deferred is treated as the provision of finance and is discounted at a rate of interest that is generally accepted in the market for similar arrangements. The difference between the amount initially recognised and the amount ultimately received is interest revenue.</p> <p>Unexpended Grants</p> <p>The association receives grant monies to fund projects either for contracted periods of time or for specific projects irrespective of the period of time required to complete those projects. It is the policy of the association to treat grant monies as unexpended grants in the balance sheet where the association is contractually obliged to provide the services in a subsequent financial period when the grant is received or, in the case of specific project grants, where the project has not been completed.</p> <p>Contributions</p> <p>The association receives non-reciprocal contributions from the government and other parties for no or nominal value. These contributions are recognised at the fair value on the date of the acquisition upon which time an asset is taken up in the balance sheet and revenue in the income statement.</p> |  |



## Ballarat Regional Multicultural Council Inc

A0039235L

Notes to the Financial Statements

For the Year Ended 30 June 2011

### 1 Summary of Significant Accounting Policies (continued)

#### (i) Revenue and Other Income (continued)

All revenue is stated net of the amount of goods and services tax (GST).

#### (j) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a net basis.

### 2 Revenue

|                                       | 2011    | 2010    |
|---------------------------------------|---------|---------|
|                                       | \$      | \$      |
| Sales revenue                         | 7,218   | 11,129  |
| - Interest income                     | 25,974  | -       |
| - Community grants                    | 4,309   | -       |
| - Donations                           | 267,237 | 263,041 |
| - Department of Human Services grants | 63,249  | 206,374 |
| - Other government grants             | 15,265  | 11,932  |
| - Recoveries                          | 71,360  | 12,232  |
| - Profit on sale of assets            | 2,265   | -       |
| Total Revenue                         | 456,877 | 504,708 |

9

## Ballarat Regional Multicultural Council Inc

A0039235L

Notes to the Financial Statements

For the Year Ended 30 June 2011

2011 2010

\$ \$

### 3 Cash and Cash Equivalents

|              |               |               |
|--------------|---------------|---------------|
| Cash on hand | 700           | 1,114         |
| Cash at bank | 28,475        | 57,272        |
|              | <u>29,175</u> | <u>58,386</u> |

### Reconciliation of cash

Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:

Cash and cash equivalents

|  |               |               |
|--|---------------|---------------|
|  | 29,175        | 58,386        |
|  | <u>29,175</u> | <u>58,386</u> |

### 4 Trade Receivables

|                   |           |               |
|-------------------|-----------|---------------|
| Trade receivables | 30        | 12,303        |
|                   | <u>30</u> | <u>12,303</u> |

### 5 Investments

|              |               |                |
|--------------|---------------|----------------|
| Term Deposit | 59,256        | 200,000        |
|              | <u>59,256</u> | <u>200,000</u> |

### 6 Other Assets

|                  |              |              |
|------------------|--------------|--------------|
| Prepayments      | -            | 937          |
| Accrued interest | 1,296        | 4,600        |
|                  | <u>1,296</u> | <u>5,537</u> |

10

## Ballarat Regional Multicultural Council Inc

A0039235L

### Notes to the Financial Statements

#### 7 Property, Plant and Equipment

|                                     | 2011     | 2010     |
|-------------------------------------|----------|----------|
|                                     | \$       | \$       |
| <b>PLANT AND EQUIPMENT</b>          |          |          |
| Plant and equipment at cost         | 123,419  | 113,942  |
| Accumulated depreciation            | (72,381) | (59,690) |
| Total plant and equipment           | 51,038   | 54,252   |
| <b>MOTOR VEHICLES</b>               |          |          |
| Motor vehicles at cost              | 19,225   | 17,763   |
| Accumulated depreciation            | (2,439)  | (10,980) |
| Total motor vehicles                | 16,786   | 6,783    |
| Total property, plant and equipment | 67,824   | 61,035   |

#### (a) Movements in Carrying Amounts

Movement in the carrying amount for each class of property, plant and equipment between the beginning and the end of the current financial year:

|                                 | Plant and Equipment | Motor Vehicles | Total    |
|---------------------------------|---------------------|----------------|----------|
|                                 | \$                  | \$             | \$       |
| Balance at 1 July 2009          | 35,946              | 8,348          | 44,294   |
| Additions                       | 27,237              | -              | 27,237   |
| Depreciation expense            | (8,931)             | (1,565)        | (10,496) |
| Carrying amount at 30 June 2010 | 54,252              | 6,783          | 61,035   |
| Additions                       | 9,477               | 19,225         | 28,702   |
| Disposals                       | -                   | (6,372)        | (6,372)  |
| Depreciation expense            | (12,691)            | (2,850)        | (15,541) |
| Carrying amount at 30 June 2011 | 51,038              | 16,786         | 67,824   |

#### 8 Trade and Other Payables

|                           |        |        |
|---------------------------|--------|--------|
| Trade payables            | 36,321 | 9,422  |
| Pay as you go withholding | 3,994  | 4,671  |
| Goods and services tax    | 6,088  | 2,769  |
| Accrued wages             | 8,050  | 4,852  |
| Superannuation            | 4,213  | 6,213  |
|                           | 58,666 | 27,917 |

11

## Ballarat Regional Multicultural Council Inc

A0039235L

### Notes to the Financial Statements

#### 9 Provisions

|                                  | 2011   | 2010    |
|----------------------------------|--------|---------|
|                                  | \$     | \$      |
| <b>CURRENT</b>                   |        |         |
| Provision for annual leave       | 7,408  | 24,319  |
|                                  | 7,408  | 24,319  |
| <b>NON-CURRENT</b>               |        |         |
| Provision for long service leave | -      | 5,501   |
|                                  | -      | 5,501   |
| <b>10 Other Liabilities</b>      |        |         |
| Unexpended grants                | 85,660 | 118,376 |
|                                  | 85,660 | 118,376 |

#### 11 Cash Flow Information

|   |           |          |
|---|-----------|----------|
| <b>Reconciliation of Cash Flow from Operations with Profit after Income Tax</b> |           |          |
| Profit (loss) for the year  | (155,301) | (24,729) |
| Non-cash flows in profit  |           |          |
| - Depreciation  | 15,541    | 10,496   |
| - Profit on sale of assets  | (2,265)   | -        |
| Changes in assets and liabilities   |           |          |
| - (Increase)/decrease in trade receivables and other assets                     | 16,514    | (15,434) |
| - (Increase)/(decrease) in unexpended grants                                    | (32,716)  | (2,515)  |
| - Increase/(decrease) in trade payables and accruals                            | 30,749    | (1,139)  |
| - Increase/(decrease) in provisions   | (22,412)  | 4,806    |
| Net cash provided by (used in) operating activities                             | (149,890) | (28,513) |

#### 12 Going Concern Assumption

The association recorded a loss of \$155,301 for the year ended 30 June 2011 and has a net asset position of \$5,847. This brings into question whether the association can continue to operate as a going concern. Steps have now been taken however to reduce costs and the association has the continuing support of its funding providers in providing the services they are contracted for. Therefore, it is considered that the going concern assumption is the appropriate basis for the preparation of this report.

12

## Ballarat Regional Multicultural Council Inc

A0039235L

### Statement by the Committee

In the opinion of the committee the financial report:

1. Presents a true and fair view of the financial position of Ballarat Regional Multicultural Council Inc as at 30 June 2011 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Ballarat Regional Multicultural Council Inc will be able to pay its debts as and when they fall due.

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

Chairperson ..... 

Treasurer ..... 

Dated this 3<sup>rd</sup> day of October 2011



**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
BALLARAT REGIONAL MULTICULTURAL COUNCIL INC.**

**Report on the Financial Report**

We have audited the accompanying financial report, being a special purpose financial report of Ballarat Regional Multicultural Council Inc (the association) which comprises the statement of financial position as at 30 June 2011 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

**Committee's Responsibility for the Financial Report**

The committee of the association is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act (Vic) and is appropriate to meet the needs of the members. The board's responsibility also includes such internal control as the board determines is necessary to enable the presentation of a financial report that is free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We 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 whether 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 misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view 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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

**Auditor's Qualification**

As is common for organisations of this type, it is not practicable for Ballarat Regional Multicultural Council Inc to maintain an effective system of internal control over donations and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to revenue was limited to amounts recorded.

**Qualified Auditor's Opinion**

In our opinion, subject to the effects of such adjustment, if any, as might have been determined to be necessary had the limitations discussed in the qualification paragraph not existed, the financial report of Ballarat Regional Multicultural Council Inc, gives a true and fair view, in all material respects the financial position of Ballarat Regional Multicultural Council Inc, as at 30 June 2011 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

**Prior year figures**

Without qualification to the opinion expressed above, attention is drawn to the following matter: We have not audited the prior year figures and accepted the balances of the prior year as a basis going forward.

**Inherent Uncertainty Regarding Going Concern**

Without qualification to the opinion expressed above, attention is drawn to the following matter: As indicated in Note 12 'Going Concern Assumption', the association recorded a loss of \$155,301 for the year ended 30 June 2011 and has a net asset position of \$5,847 as at that date. After considering the matters discussed at Note 12 'Going Concern Assumption' the members of the committee believe that it is appropriate to prepare the financial report on the going concern basis. If the efforts to reduce costs are unsuccessful or if the association loses the support of its funding providers in providing the services they are contracted for, the association may not be able to continue operating as a going concern which may force it to realise its assets and liabilities other than in the normal course of business, and at amounts different to those stated in the attached financial report.

**Basis of Accounting and Restriction on Distribution**

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis for accounting. The financial report has been prepared to assist Ballarat Regional Multicultural Council Inc. to meet the requirements of the Associations Incorporation Act (Vic). As a result, the financial report may not be suitable for another purpose.

*WHK Western Victoria Audit Partnership*  
WHK Western Victoria Audit Partnership

*Bruce R Judkins*  
.....  
Bruce R Judkins  
Partner  
WHK Western Victoria Audit Partnership  
Signed at Ballarat, 3 October 2011

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## Program Income and Expenditure

### Department of Health HACC Programs

|                               |                    |                            |                    |
|-------------------------------|--------------------|----------------------------|--------------------|
| <b>Multicultural Tucker</b>   |                    | <b>HACC Coordination</b>   |                    |
| <b>Brought forward</b>        | <b>\$9,998.19</b>  | <b>Brought forward</b>     | <b>\$8,669.36</b>  |
| <b>Income</b>                 |                    | <b>Income</b>              |                    |
| Client Contributions          | \$4,171.78         | Client Contributions       | \$359.09           |
| DOH Grants                    | \$17,718.08        | DOH Grants                 | \$82,028.93        |
| <b>Total Income</b>           | <b>\$21,889.86</b> | <b>Total Income</b>        | <b>\$82,388.02</b> |
| <b>Cost of Sales</b>          |                    | <b>Cost of Sales</b>       |                    |
| Program Amenities             | \$799.17           | Kitchen Management Fee     | \$1,900.00         |
| Catering/Food                 | \$8,801.72         | Admin Allocation           | \$16,406.00        |
| Performers Fees               | \$746.36           | <b>Total Cost of Sales</b> | <b>\$18,306.00</b> |
| Cleaning Fee                  | \$768.19           | <b>Expense</b>             |                    |
| Program Costs                 | \$919.41           | Telephone & Internet       | \$194.00           |
| Vehicle Hire                  | \$1,200.01         | Other Admin Expenses       | \$5.00             |
| Admin Allocation              | \$1,776.00         | Superannuation             | \$3,669.36         |
| Transport Subsidy             | \$504.64           | Wages & Salaries           | \$43,053.11        |
| Volunteer Gifts               | \$867.14           | Workers Compensation       | \$1,534.00         |
| Volunteer Honorarium          | \$481.82           | <b>Total Expense</b>       | <b>\$48,455.47</b> |
| Volunteer Police Checks       | \$343.36           |                            | <b>\$66,761.47</b> |
| Volunteer Training            | \$590.92           |                            |                    |
| <b>Total Cost of Sales</b>    | <b>\$17,798.74</b> | <b>Net Profit (Loss)</b>   | <b>\$15,626.55</b> |
| <b>Expense</b>                |                    | <b>Carried forward</b>     | <b>\$24,295.91</b> |
| Advertising/Public Relations  | \$683.24           | <b>HACC Expenses</b>       |                    |
| Amenities                     | \$25.41            | <b>Brought forward</b>     | <b>\$10,641.56</b> |
| Minor Kitchen/equip Expenses  | \$31.59            | <b>Income</b>              |                    |
| Cleaning Costs                | \$86.35            | DOH Grants                 | \$4,597.28         |
| Maintenance & Repairs         | \$5.91             | <b>Total Income</b>        | <b>\$4,597.28</b>  |
| Printing & Stationery         | \$99.01            | <b>Cost of Sales</b>       |                    |
| Reference Materials/Manuals   | \$41.73            | Program Amenities          | \$11.14            |
| Other Admin Expenses          | \$11.44            | Catering/Food              | \$612.00           |
| Fuel                          | \$683.30           | Program Costs              | \$2,744.07         |
| Superannuation                | \$168.75           | Transport Subsidy          | \$56.94            |
| Donations Made                | \$2,800.00         | <b>Total Cost of Sales</b> | <b>\$3,424.15</b>  |
| <b>Total Expense</b>          | <b>\$4,636.73</b>  | <b>Expense</b>             |                    |
|                               | <b>\$22,435.47</b> | Computer Repairs &         | \$209.09           |
| <b>Net Profit (Loss)</b>      | <b>(\$545.61)</b>  | Printing & Stationery      | \$15.59            |
| <b>Carried forward</b>        | <b>\$9,452.58</b>  | Telephone & Internet       | \$190.88           |
| <b>Mens and Womens Health</b> |                    | Other Admin Expenses       | \$4.55             |
| <b>Brought forward</b>        | <b>\$0.00</b>      | Fuel                       | \$145.40           |
| <b>Income</b>                 |                    | <b>Total Expense</b>       | <b>\$565.51</b>    |
| DOH Grants                    | \$2,537.70         |                            | <b>\$3,989.66</b>  |
| <b>Total Income</b>           | <b>\$2,537.70</b>  | <b>Net Profit (Loss)</b>   | <b>\$607.62</b>    |
| <b>Cost of Sales</b>          |                    | <b>Carried forward</b>     | <b>\$11,249.18</b> |
| Catering/Food                 | \$804.86           |                            |                    |
| Program Costs                 | \$520.77           |                            |                    |
| Admin Allocation              | \$252.00           |                            |                    |
| <b>Total Cost of Sales</b>    | <b>\$1,577.63</b>  |                            |                    |
| <b>Net Profit (Loss)</b>      | <b>\$960.07</b>    |                            |                    |
| <b>Carried forward</b>        | <b>\$960.07</b>    |                            |                    |

|                            |                    |
|----------------------------|--------------------|
| <b>Telelink</b>            |                    |
| <b>Brought forward</b>     | <b>\$5,963.98</b>  |
| <b>Income</b>              |                    |
| Client Contributions       | (\$0.30)           |
| DOH Grants                 | \$31,310.99        |
| <b>Total Income</b>        | <b>\$31,310.69</b> |
| <b>Cost of Sales</b>       |                    |
| Program Costs              | \$294.18           |
| Admin Allocation           | \$6,264.00         |
| <b>Total Cost of Sales</b> | <b>\$6,558.18</b>  |
| <b>Expense</b>             |                    |
| Amenities                  | \$68.14            |
| Telephone & Internet       | \$225.81           |
| Travel & Accommodation     | \$26.63            |
| Superannuation             | \$1,871.27         |
| Wages & Salaries           | \$20,791.99        |
| Workers Compensation       | \$740.00           |
| <b>Total Expense</b>       | <b>\$23,723.84</b> |
|                            | <b>\$30,282.02</b> |
| <b>Net Profit (Loss)</b>   | <b>\$1,028.67</b>  |
| <b>Carried forward</b>     | <b>\$6,992.65</b>  |

|                              |                    |
|------------------------------|--------------------|
| <b>Friendly Visiting</b>     |                    |
| <b>Brought forward</b>       | <b>\$0.00</b>      |
| <b>Income</b>                |                    |
| DOH Grants                   | \$11,811.84        |
| <b>Total Income</b>          | <b>\$11,811.84</b> |
| <b>Cost of Sales</b>         |                    |
| Program Amenities            | \$353.64           |
| Catering/Food                | \$278.42           |
| Program Costs                | \$306.37           |
| Admin Allocation             | \$2,364.00         |
| Volunteer Gifts              | \$100.82           |
| Volunteer Reimbursements     | \$18.19            |
| <b>Total Cost of Sales</b>   | <b>\$3,421.44</b>  |
| <b>Expense</b>               |                    |
| Advertising/Public Relations | \$247.89           |
| Computer Repairs &           | \$209.09           |
| Printing & Stationery        | \$35.43            |
| Telephone & Internet         | \$159.07           |
| Superannuation               | \$598.82           |
| Wages & Salaries             | \$6,653.54         |
| Workers Compensation         | \$236.00           |
| <b>Total Expense</b>         | <b>\$8,139.84</b>  |
|                              | <b>\$11,561.28</b> |
| <b>Net Profit (Loss)</b>     | <b>\$250.56</b>    |
| <b>Carried forward</b>       | <b>\$250.56</b>    |

|                               |                   |
|-------------------------------|-------------------|
| <b>Volunteer Coordination</b> |                   |
| <b>Brought forward</b>        | <b>\$0.00</b>     |
| <b>Income</b>                 |                   |
| DOH Grants                    | \$2,897.17        |
| <b>Total Income</b>           | <b>\$2,897.17</b> |
| <b>Cost of Sales</b>          |                   |
| Catering/Food                 | \$1,184.19        |
| Cleaning Fee                  | \$13.64           |
| Program Costs                 | \$125.09          |
| Admin Allocation              | \$579.00          |
| Transport Subsidy             | \$3.63            |
| Volunteer Gifts               | \$14.55           |
| Volunteer Police Checks       | \$250.00          |
| <b>Total Cost of Sales</b>    | <b>\$2,170.10</b> |
| <b>Expense</b>                |                   |
| Advertising/Public            | \$36.36           |
| Computer Repairs &            | \$181.82          |
| Travel & Accommodation        | \$56.90           |
| Other Admin Expenses          | \$5.00            |
| Fuel                          | \$151.65          |
| Staff Training/Prof           | \$198.00          |
| <b>Total Expense</b>          | <b>\$629.73</b>   |
|                               | <b>\$2,799.83</b> |
| <b>Net Profit (Loss)</b>      | <b>\$97.34</b>    |
| <b>Carried forward</b>        | <b>\$97.34</b>    |

|                            |                   |
|----------------------------|-------------------|
| <b>Mens and Womens</b>     |                   |
| <b>Brought forward</b>     | <b>\$0.00</b>     |
| <b>Income</b>              |                   |
| DOH Grants                 | \$2,537.70        |
| <b>Total Income</b>        | <b>\$2,537.70</b> |
| <b>Cost of Sales</b>       |                   |
| Catering/Food              | \$804.86          |
| Program Costs              | \$520.77          |
| Admin Allocation           | \$252.00          |
| <b>Total Cost of Sales</b> | <b>\$1,577.63</b> |
| <b>Net Profit (Loss)</b>   | <b>\$960.07</b>   |
| <b>Carried forward</b>     | <b>\$960.07</b>   |

|                            |                   |
|----------------------------|-------------------|
| <b>Bus trips</b>           |                   |
| <b>Brought forward</b>     | <b>\$4,064.31</b> |
| <b>Income</b>              |                   |
| DOH Grants                 | \$3,379.08        |
| <b>Total Income</b>        | <b>\$3,379.08</b> |
| <b>Cost of Sales</b>       |                   |
| Program Amenities          | \$30.39           |
| Catering/Food              | \$2,127.73        |
| Program Costs              | \$592.54          |
| Vehicle Hire               | \$890.91          |
| Admin Allocation           | \$336.00          |
| <b>Total Cost of Sales</b> | <b>\$3,977.57</b> |
| <b>Net Profit (Loss)</b>   | <b>(\$598.49)</b> |
| <b>Carried forward</b>     | <b>\$3,465.82</b> |

|                            |                   |
|----------------------------|-------------------|
| <b>Social Support</b>      |                   |
| <b>Brought forward</b>     | <b>\$4,521.24</b> |
| <b>Income</b>              |                   |
| Client Contributions       | \$659.08          |
| DOH Grants                 | \$3,453.34        |
| <b>Total Income</b>        | <b>\$4,112.42</b> |
| <b>Cost of Sales</b>       |                   |
| Program Amenities          | \$14.96           |
| Catering/Food              | \$2,027.03        |
| Performers Fees            | \$375.01          |
| Interpreting               | \$16.00           |
| Program Costs              | \$60.40           |
| Vehicle Hire               | \$143.64          |
| Admin Allocation           | \$348.00          |
| Transport Subsidy          | \$63.77           |
| <b>Total Cost of Sales</b> | <b>\$3,048.81</b> |
| <b>Expense</b>             |                   |
| Amenities                  | \$40.90           |
| Printing & Stationery      | \$36.82           |
| <b>Total Expense</b>       | <b>\$77.72</b>    |
|                            | <b>\$3,126.53</b> |
| <b>Net Profit (Loss)</b>   | <b>\$985.89</b>   |
| <b>Carried forward</b>     | <b>\$5,507.13</b> |

## Other Programs

|                                  |                     |
|----------------------------------|---------------------|
| <b>DIAC-AMEP Migrant English</b> |                     |
| <b>Income</b>                    |                     |
| Client Contributions             | \$536.36            |
| VTP                              | \$27.27             |
| Total Income                     | <b>\$563.63</b>     |
| <b>Cost of Sales</b>             |                     |
| Program Costs                    | \$39.09             |
| Volunteer Reimbursements         | \$31.82             |
| Total Cost of Sales              | \$70.91             |
| <b>Expense</b>                   |                     |
| Superannuation                   | \$708.05            |
| Wages & Salaries                 | \$8,545.79          |
| Total Expense                    | \$9,253.84          |
|                                  | <b>\$9,324.75</b>   |
| <b>Net Profit (Loss)</b>         | <b>(\$8,761.12)</b> |

|                                |                    |
|--------------------------------|--------------------|
| <b>VMC Migrant English</b>     |                    |
| <b>Income</b>                  |                    |
| VicGov Community Grants Prog   | \$10,000.00        |
| Total Income                   | <b>\$10,000.00</b> |
| <b>Cost of Sales</b>           |                    |
| Program Costs                  | \$207.41           |
| Volunteer Honorarium           | \$136.36           |
| Multicultural Community Grants | \$2,636.36         |
| Total Cost of Sales            | \$2,980.13         |
| <b>Expense</b>                 |                    |
| Computer Repairs &             | \$95.46            |
| Printing & Stationery          | \$7.27             |
| Superannuation                 | \$486.00           |
| Wages & Salaries               | \$6,000.00         |
| Workers Compensation           | \$213.00           |
| Board Costs                    | \$109.09           |
| Total Expense                  | \$6,910.82         |
|                                | <b>\$9,890.95</b>  |
| <b>Net Profit (Loss)</b>       | <b>\$109.05</b>    |

|                                |                    |
|--------------------------------|--------------------|
| <b>CPP</b>                     |                    |
| <b>Brought forward</b>         | <b>\$20,527.14</b> |
| <b>Income</b>                  |                    |
| DOHA                           | \$61,200.00        |
| Total Income                   | <b>\$61,200.00</b> |
| <b>Cost of Sales</b>           |                    |
| Program Amenities              | \$420.42           |
| Catering/Food                  | \$1,043.03         |
| Interpreting                   | \$845.92           |
| Program Costs                  | \$3,830.03         |
| Admin Allocation               | \$12,696.00        |
| Transport Subsidy              | \$67.79            |
| Volunteer Gifts                | \$1,454.54         |
| Volunteer Training             | \$450.00           |
| Total Cost of Sales            | \$20,807.73        |
| <b>Expense</b>                 |                    |
| Advertising/Public Relations   | \$840.62           |
| Amenities                      | \$13.91            |
| Computer Repairs &             | \$368.18           |
| Printing & Stationery          | \$181.19           |
| Telephone & Internet           | \$571.19           |
| Travel & Accommodation         | \$109.28           |
| Other Admin Expenses           | \$38.00            |
| Parking Expenses               | \$4.09             |
| Staff Training/Prof Developmen | \$5,890.45         |
| Superannuation                 | \$1,867.35         |
| Wages & Salaries               | \$20,748.15        |
| Workers Compensation           | \$739.00           |
| Bookkeeping Fees               | \$1,158.00         |
| Total Expense                  | \$32,529.41        |
|                                | <b>\$53,337.14</b> |
| <b>Net Profit (Loss)</b>       | <b>\$7,862.86</b>  |
| <b>Carried forward</b>         | <b>\$28,390.00</b> |



|                          |                   |
|--------------------------|-------------------|
| <b>Public Internet</b>   |                   |
| <b>Brought forward</b>   | <b>\$1,433.00</b> |
| <b>Income</b>            |                   |
| PIAP                     | \$753.20          |
| <b>Total Income</b>      | <b>\$753.20</b>   |
| <b>Expense</b>           |                   |
| Computer software &      | \$9.90            |
| Printing & Stationery    | \$367.68          |
| Telephone & Internet     | \$720.00          |
| Electricity/Gas          | \$232.80          |
| Rent                     | \$855.48          |
| <b>Total Expense</b>     | <b>\$2,185.86</b> |
| <b>Net Profit (Loss)</b> | <b>\$0.34</b>     |

|                          |                   |
|--------------------------|-------------------|
| <b>Recipe book</b>       |                   |
| <b>Income</b>            |                   |
| Donations                | \$909.09          |
| Others                   | \$43.64           |
| Miscellaneous            | \$559.09          |
| <b>Total Income</b>      | <b>\$1,511.82</b> |
| <b>Expense</b>           |                   |
| Printing & Stationery    | \$1,236.91        |
| Board Costs              | \$135.50          |
| <b>Total Expense</b>     | <b>\$1,372.41</b> |
| <b>Net Profit (Loss)</b> | <b>\$139.41</b>   |

|                            |                    |
|----------------------------|--------------------|
| <b>VMC Gala Ball 2010</b>  |                    |
| <b>Income</b>              |                    |
| Gala Ball Donation         | \$3,050.00         |
| Events Income              | \$218.18           |
| Others                     | \$11,031.17        |
| VicGov Community           | \$4,000.00         |
| <b>Total Income</b>        | <b>\$18,299.35</b> |
| <b>Cost of Sales</b>       |                    |
| Program Amenities          | \$1,954.55         |
| Performers Fees            | \$1,750.00         |
| Venue Hire                 | \$500.00           |
| Program Costs              | \$12,663.28        |
| Admin Allocation           | \$800.00           |
| <b>Total Cost of Sales</b> | <b>\$17,667.83</b> |
| <b>Expense</b>             |                    |
| Amenities                  | \$36.36            |
| Maintenance &              | \$52.59            |
| Printing & Stationery      | \$321.78           |
| Postage                    | \$13.10            |
| Board Costs                | \$168.00           |
| <b>Total Expense</b>       | <b>\$591.83</b>    |
| <b>Net Profit (Loss)</b>   | <b>\$39.69</b>     |

|                                     |                   |
|-------------------------------------|-------------------|
| <b>VMC International Womens day</b> |                   |
| <b>Income</b>                       |                   |
| Events Income                       | \$2,162.83        |
| VicGov Community                    | \$1,000.00        |
| <b>Total Income</b>                 | <b>\$3,162.83</b> |
| <b>Cost of Sales</b>                |                   |
| Catering/Food                       | \$1,678.18        |
| Cleaning Fee                        | \$92.00           |
| Program Costs                       | \$76.36           |
| Admin Allocation                    | \$220.00          |
| <b>Total Cost of Sales</b>          | <b>\$2,066.54</b> |
| <b>Expense</b>                      |                   |
| Advertising/Public                  | \$62.45           |
| Donations Made                      | \$1,000.00        |
| <b>Total Expense</b>                | <b>\$1,062.45</b> |
| <b>Net Profit (Loss)</b>            | <b>\$33.84</b>    |

|                            |                   |
|----------------------------|-------------------|
| <b>VMC Sports day</b>      |                   |
| <b>Income</b>              |                   |
| VicGov Community           | \$2,000.00        |
| <b>Total Income</b>        | <b>\$2,000.00</b> |
| <b>Cost of Sales</b>       |                   |
| Catering/Food              | \$62.73           |
| Program Costs              | \$866.36          |
| Admin Allocation           | \$434.55          |
| Multicultural Community    | \$636.36          |
| <b>Total Cost of Sales</b> | <b>\$2,000.00</b> |
| <b>Net Profit (Loss)</b>   | <b>\$0.00</b>     |

|                           |  |
|---------------------------|--|
| <b>Others</b>             |  |
| BCC Mens sports day       |  |
| VMC Thai group grant      |  |
| BCC Youth activities      |  |
| DOH Minor capital         |  |
| DOH Vehicle replacement   |  |
| DOH Training and support  |  |
| VMC German Austrian grant |  |
| VMC Togolese Association  |  |

## BRMC Sponsors

