



ANNUAL REPORT

2019 - 2020



VICTAS Community Transport Association (VTCTA)

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www.vtcta.org.au

VTCTA acknowledges the traditional owners of country of Tasmania and Victoria and pays respects to Elders past, present and emerging.

VTCTA would like to thank Victoria De Paoli for her contribution to the organisation, including graphic design and branding for VTCTA's new name, our 2019 Conference and this Annual Report. View work or contact her at www.victoriadepaoli.com.

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OUR VALUES

The following values underpin our work and reflect our commitment:

- o All people have a right to participate in daily activities of their choice and community life;
- o All people have a right to live and participate in communities which promote social inclusion and active participation;
- o We can empower our members to have a voice in promoting equity in accessing services for all people in the community;
- o We have a responsibility to be transparent, accountable and trustworthy in all our activities;
- o We have a responsibility to build a strong organisation which promotes social inclusion through mobility.

Our vision for a fair and equitable transport network across the States can only be achieved if we listen to our members and work together.

GOVERNANCE

VTCTA is a non-profit organisation (Incorporated Association A0025899E and ABN 88 353 196 530) governed by a Committee of Management.

COMMITTEE OF MANAGEMENT

Chair

- o Lyndon Stevenson – December 2019 onwards
- o Rick Lawford – July 2019 to November 2019

Deputy Chair, Secretary and Treasurer

- o Rita Lang

General Committee Members

- o Ann Burgess
- o Jadie Hunter
- o Jeanette Ryan
- o Jim Watkins
- o Vivienne Cunningham-Smith

CHAIR REPORT

As Chair of the VICTAS Community Transport Association it is my pleasure to report for the 2019 /2020 year.

I would like to firstly acknowledge the outgoing Chair, Rick Lawford who stepped down midway through the reporting period. Rick was a strong advocate for community transport in Victoria and he leaves behind a much more confident and capable sector in Victoria.

The past year has had many challenges for the sector, no greater than COVID-19 and I will come to that later in my report.

The highlight of the year undoubtedly was the VTCTA conference. Under the capable leadership of our Executive Officer, Suzanne Phoenix, the conference attracted a record number of attendee's and sponsors from all over the country. Not only did the conference attract a diverse range of sponsors and presenters it also strengthened our engagement with the membership from both Victoria and Tasmania.

Leveraging the engagement from the Conference the VTCTA committee with support from consultant Daniel Scoullar completed an advocacy plan for the sector.

This plan identified the following as the most significant issue and or concerns for the membership; future aged care funding models (block funding) from the commonwealth, continuation of the Equal Remuneration Order (ERO) supplement and CHSP funding equity for Victoria.

Prior to COVID-19 we were making strong progress towards the advocacy goals in terms of the ERO and block funding, both directly and through the national peak body, ACTA. On a positive note the sector received advice from the commonwealth that the Equal Remuneration Order (ERO) supplement will be extended and will form part of future funding agreements. This is a very comforting outcome given the loss of such a supplement would result in a funding reduction of circa 13%.

We are somewhat optimistic by the change of language from the commonwealth in terms of block funding. Recently the language appears to be changing in a manner that recognises the risk to the sector and more importantly to the end user; the thousands of people frail and/or aged who need this service to live well and remain connected to their community.

The impact of the COVID-19 pandemic completely changed the focus of the state peak as we responded to the calls of the membership. It became evident very quickly that providers wanted direct, regular, and specific support as they respectively navigated into and through the COVID crises. With this, led by our Executive Officer, Suzanne, we held weekly and then later fortnightly video conferences for our membership providing advice and support from a range of industry and sectors professionals.

I have to say the sector in Victoria and Tasmania, immediately adapted in response to the restrictions put in place by the State and Federal Governments to ensure the health and safety of staff, volunteers and consumer. This adaptation also included a services pivot with many providers shifting to home deliveries rather than passenger transport.

Our constitution was amended at a Special General Meeting on 25 March 2020. The amendments were 1. to add a revocation clause 76 (5) to fulfil the charity registration obligation with the motion for the addition of clause 76 (5) 'The Association will transfer the surplus gifts, deductible contributions and money it received to another charitable deductible gift recipient when the organisation is wound up or its DGR endorsement is revoked', and 2. to strengthen our application as a charity by extending our Principal Purpose and powers (2) to include specific wording that mentions daily and social inclusion. The motion was to extend Principle Purpose and powers (2) to read The Principal Purpose for which the entity is established is to support the services for Transport Disadvantaged People with supported transport that permits participation in daily activities fostering independence and social inclusion.

Both these motions were put to the members attending and all present voted in favour of the motions. VTCTA was registered as a charity with ACNC on 29 June 2020 though not as a PBI.

I would like to take this opportunity to thank and congratulate Suzanne, our Executive Officer, for her ongoing dedication and commitment to the organisation. Suzanne's approach and passion for the sector is unwavering and we are in a much better position for her involvement.

Finally, I would also like to thank each of the VTCTA Committee members for their tireless commitment to the cause. Being an active and supportive member of the peak body requires a significant amount of time, energy and resources and is often unrecognised. Thank you.

LYNDON STEVENSON
CHAIR

EXECUTIVE OFFICER REPORT

This is my first full financial year in the role of the inaugural part time Executive Officer of VICTAS Community Transport Association (VTCTA) since commencing in February 2019. During this time, I believe the organisation has made great strides forward in our key strategic goals of member engagement, advocacy and financial sustainability.

In the second half of 2019 my main focus was delivery of the 'Steering Best Practice in Community Transport' Conference in Lancefield Victoria. The conference included well respected speakers from a broad range of sectors relevant to Community Transport with a focus on diversity and inclusion, particularly of Aboriginal and Torres Strait Islanders and LGBTIQ+ communities. I'm very grateful to all the sponsors who supported the conference and travelled to Victoria from near and far. Attendees also represented our membership across small and large not for profits along with local and state government and peak bodies. Feedback was overwhelmingly positive, and I look forward to the next time we can all gather together for networking and professional development.

Development of the VTCTA Advocacy Plan for the sector commenced at the 2019 Conference with Daniel Scoullar of Social Change Projects and was endorsed by the VTCTA Committee in June 2020. The key areas of the advocacy plan are CHSP funding equity for Victoria, retention of block funding in aged care and continuation of Equal Remuneration Order along with our community transport peak body ACTA. Lyndon, VTCTA and ACTA Chair has detailed this in his report.

Our members endorsed at the 2019 AGM the name change of organisation from Victorian Community Transport Association (VCTA) to VICTAS Community Transport Association (VTCTA) to acknowledge both Victoria and Tasmania in our name. We rebranded the organisation with a new fresh and professional looking logo and branding.

When the global pandemic arrived in early 2020 our sector, our services and how we responded to the needs of the people we support fundamentally changed. VTCTA was in the fortunate position to use a flexible responsive approach to the needs of the membership and created avenues for information sharing, support and engagement. This took the form of regular virtual sector meetings created specifically for community transport providers and VTCTA members.



The diversity of the speakers at these meetings was vast, from community transport providers sharing their stories, other peak bodies and Commissioners. One of the positive outcomes of COVID-19 for VTCTA's was the increased level of member engagement and our ability to support the sector through the unexpected environment. We also developed a COVID-19 Document Bank and facilitated the sharing of resources within the sector.

Charity status was successfully gained in 2020 and this will open our opportunities for funding that will create further financial sustainability for VTCTA to continue to advocate and support the sector.

I would like to take this opportunity to thank the VCTCA Committee members for their ongoing guidance and support, especially Lyndon and Rita, thank you.

SUZANNE PHOENIX

EXECUTIVE OFFICER

FINANCIAL REPORT

It is with pleasure that I present to you the VTCTA audited financial statements for the financial year ended 30 June 2020.

Income: \$97,856 includes:

- o Membership increased by 29.9% from last year
- o Conference Income \$75,809
- o Bank interest \$282, down from last year as the ME Bank saver merged into consolidated funds a higher interest account will be sourced from CBA to ensure funds are held within one bank.

Expenses: \$86,933 included:

- o Conference \$39,117
- o Consulting included our Rebranding and Strategic Advocacy Planning \$3,300
- o Staff expenses \$38,081

Operating profit \$10,923 which includes the \$10,000 COVID-19 Cashflow Boost

In summary, the VTCTA is in a healthy position to support the expenses of a worker. The Executive Officer has been in the role for seventeen months and it is evident with the increase in membership base they are identifying and building relationships with new community transport providers.

The conference yielded a profit of \$36,692 which was a massive credit to Suzanne for her hard work, commitment and passion to her role. The aim this financial year will be to run another conference to support service providers hopefully moving out of COVID-19 and to support our financial wellbeing.

The Committee will continue to focus on the financial stability and sustainability whilst monitoring the impact of COVID-19 implementing a lean budget and identifying funding opportunities to support our mission.

RITA LANG

VTCTA TREASURER

VICTAS COMMUNITY TRANSPORT ASSOCIATION INC.
ABN 88 353 196 530

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	2020	2019
	\$	\$
INCOME		
Memberships	11,763	9,054
Conference Sponsors	50,790	
Conference Delegates Fees	25,019	
Other income	10,002	-
Interest received	282	652
	<u>97,856</u>	<u>9,706</u>
LESS EXPENDITURE		
Accommodation	-	1,465
Audit fees	635	1,200
Bank Charges	50	16
Catering	127	
Communication support	-	56
Conferences	39,117	1,598
Consulting	3,300	
Insurance	2,097	-
Meeting Expenses	568	1,100
NACA Meetings	-	301
Staff entitlements	805	
Subscriptions	1,672	2,709
Sundry	89	49
Superannuation	1,233	
Wages	36,848	14,614
Website expenses	392	531
Workshops	-	1,867
	<u>86,933</u>	<u>25,506</u>
NET OPERATING PROFIT (LOSS)	<u>10,923</u>	<u>(15,800)</u>

VICTAS COMMUNITY TRANSPORT ASSOCIATION INC
ABN 88 353 196 530

BALANCE SHEET
AS AT 30 JUNE 2019

	2019	2018
	\$	\$
CURRENT ASSETS		
CBA Cheque account	16,915	47,043
ME Bank -online account	37,920	37,267
Prepayments	15,045	-
GST refundable	1,547	-
	<u>71,427</u>	<u>84,310</u>
TOTAL ASSETS	<u>71,427</u>	<u>84,310</u>
CURRENT LIABILITIES		
Trade Creditors	2,923	-
Other Creditor - ATO	-	6
	<u>2,923</u>	<u>6</u>
TOTAL LIABLILITES	<u>2,923</u>	<u>6</u>
NET ASSETS	<u>68,504</u>	<u>84,304</u>
MEMEBERS FUNDS		
Opening balnace	84,304	89,422
Profit (loss) for the year	<u>(15,800)</u>	<u>(5,118)</u>
TOTAL MEMBERS FUNDS	<u>68,504</u>	<u>84,304</u>

**AUDITOR'S REPORT TO THE MEMBERS OF
VICTAS COMMUNITY TRANSPORT ASSOCIATION INC**

Report on the financial report

We have audited the accompanying special purpose financial report of the VICTAS Community Transport Association Inc, which comprises the balance sheet as at 30 June 2020 and the profit and loss statement for the year then ended.

Committee Members' responsibility for the financial report

The committee members of the association are responsible for the preparation and fair presentation is appropriate to meet the requirements of the Associations Incorporation Act 1981 and is appropriate to meet the needs of the members. The committees' responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the 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. These Auditing 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 judgment, 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 entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluation the overall presentation of the financial report.

We disclaim any assumption of responsibility for any reliance on this Report or on the Financial Report to which it relates, to any person other than the members, or for any purpose other than for which it was prepared.

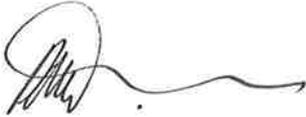
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the VICTAS Community Transport Association Incorporated as at 30 June 2020 and of its financial performance for the year then ended, in accordance with the requirements of the Associations Incorporation Act 1981.

WITHERS ADVISORY

Chartered Accountants

A handwritten signature in black ink, appearing to read 'Peter K Whitehead', with a long, sweeping horizontal line extending to the right.

Peter K Whitehead FCA

Dated this 12th day of August 2020
FREWVILLE, SOUTH AUSTRALIA



MEMBERS

All Access Alliance (AAA+)
Australian Red Cross (Tas)
Australian Red Cross (Vic)
Bayside City Council
Bridges Connecting Communities
Brimbank City Council
Bucaan Community House
Centre for Participation Inc
City of Boroondara
City of Casey
City of Greater Dandenong
City of Kingston
City of Melton
City of Monash
City of Port Phillip
City of Stonnington
City of Whitehorse
Community Accessibility Inc
Community Transport Services TAS
Connect Health and Community
Eastern Volunteers Resource Centre
Grampians Community Health
HICCI Healesville Interchurch Community Care Inc
Knox City Council
Launceston V F C Services Inc
LINK Community Transport Inc
Mersey Community Care Association Inc
Moonee Valley City Council
Moreland City Council
Mount Alexander Shire Council
Mpower Inc
National Aboriginal and Torres Strait Islander Corporation (NATSIC)
Nillumbik Shire Council
Peninsula Transport Assist Inc
Polish Welfare Office
South East Volunteers Inc
South Port Day Links Inc
St John Ambulance Australia (VIC) Inc
Sunassist Volunteer Helpers Inc
Uniting Care Ballarat (Uniting Vic.Tas)
Western District Health Service
Wyndham City Council
Yarra Ranges Council

SPONSORS

VTCTA is grateful for the partnerships we have with the following sponsors, particularly for their contribution to the VTCTA 2019 Conference.

CABCHARGE



CONFERENCE HIGHLIGHTS

Steering Best Practice in Community Transport 2019





VICTAS COMMUNITY TRANSPORT ASSOCIATION

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