

AIWCW represents members through Branches  
in States and Territories



The Association for  
Community Service Professionals

# 2006 Annual Report



*National Executive meeting - 2005*

Australian Institute of Welfare and Community Workers Inc

AIWCW National Office location

Room 12, Level 2

Ross House

247 Flinders Lane

Melbourne Vic 3000

AIWCW National Office postal address

PO Box 42

Flinders Lane PO VIC 8009

Phone: 03 9654 8287

Fax: 03 9654 1081

email: [info@aiwcw.org.au](mailto:info@aiwcw.org.au)

website: [www.aiwcw.org.au](http://www.aiwcw.org.au)

# Contents

What is AIWCW?	4
Vision statement	4
Aims	5
How to contact us	6
Addresses of National Office and Branches	6
Home page on the Web	7
Structure of the organisation	7
Management Committee	8
Reports	
President	9
Administration and Finance	10
MAP	11
CWCE	12
Public Relations/Newsletter	13
Branch Reports:	
NSW/ACT	13
QLD/NT	15
VIC/SA/TAS	17
WA	19
Office Manager	20
Recent Major Activities	21
Advocacy and Research on Issues	23
Conference 2006	23
National Financial Report	24

# What is AIWCW?

The AIWCW was founded in 1969 and is the recognised professional body for welfare and community workers.

AIWCW represents at a national and state level the interests of welfare and community workers employed within government departments, non-government social welfare agencies, self help groups, commercial and industrial enterprises.

AIWCW has played a major role in the establishment of formalised training for welfare and community workers and is generally recognised as the body for registration and accreditation of courses designed to meet the training needs of the welfare and community worker profession.

AIWCW is the professional body appointed by the Australian government's National Office of Overseas Skills Recognition (NOOSR) to assess, for migration purposes, qualifications and professional experience of individuals from overseas who wish to be recognised as welfare workers.

AIWCW is the body that assesses courses and campuses in both the Vocational Education and Training, and the Higher Education sectors, as appropriate for professional education in this field. Graduates of AIWCW Approved courses and campuses are eligible for membership of AIWCW. An alternative pathway into membership is available via competency assessment for those with extensive appropriate experience and other relevant qualifications.

## Vision statement

AIWCW is an inclusive professional organisation that provides innovative and unified educational, information and consultative services and support to members, to government organisations, and to the community welfare sector.

## **AIWCW aims to:**

- promote public awareness of the aims and objectives of the welfare and community workers' profession
- promote relevant education and training of persons engaged in, or desirous of undertaking, welfare and community work
- identify and document standards of knowledge, training, conduct and experience required for the competent practice of welfare and community work
- register qualified persons and encourage members to maintain the highest standards in the practice of welfare and community work as enshrined in the AIWCW Code of Ethics
- uphold the rights and improve, protect and foster the interests of its members
- maintain the employment standards of the welfare and community work field, through liaison with appropriate industry bodies
- influence social change where inconsistencies, deficiencies and injustices appear in the welfare and community work field
- consult with associated organisations within the welfare and community work industry



*Professional Development  
Workshop - NSW*

# How to contact us

As Branch committee members are voluntary and committee membership can change during any one year, we list below only the postal addresses of each Branch. All Branch committees have a Chairperson, Secretary, Treasurer, Public Relations Officer, representative and alternate representative on the National Executive, and non-office bearing committee members. If you want the names of Branch committee members, please ask the National Office for current membership details.

Branches are always looking to broaden committee membership in order to most fully represent members' interests. Volunteers are warmly welcomed.

## Addresses of National Office and Branches

### NATIONAL OFFICE:

Address: PO Box 42,  
Flinders Lane PO VIC 8009

Email: [info@aiwcw.org.au](mailto:info@aiwcw.org.au)  
Phone: 03 9654 8287  
Fax: 03 9654 1081  
Website: [www.aiwcw.org.au](http://www.aiwcw.org.au)

### BRANCHES

NSW/ACT: PO Box 75, Jesmond NSW 2299

QLD/NT: PO Box 3258, Victoria Point West Qld 4165

VIC/SA/TAS: PO Box 268, Carlton North Vic 3054

WA: PO Box 142, Cloverdale WA 6985

# Home page on the Web

<http://www.aiwcw.org.au>

There is much information on our Home Page. Current activities are listed, plus documents that can be downloaded relating to:

- ❖ the Constitution
- ❖ the Code of Ethics
- ❖ types of membership
- ❖ professional indemnity and public liability insurance for members
- ❖ schedule of fees
- ❖ educational courses approved for graduates to gain membership of AIWCW
- ❖ guidelines for membership eligibility
- ❖ application for membership
- ❖ documents for those with overseas qualifications who seek assessments for migration points

## Structure of the organisation

The Institute is a national organisation with a National Executive elected every three years by the total membership. As well as formal office-bearers, there are a number of portfolio areas of responsibilities such as Membership, Communications, Finance and Administration, etc. All Executive positions are honorary. National Executive meetings are held quarterly.

AIWCW is incorporated in Victoria, and the National Office is located in Melbourne. The National Office is responsible for all membership matters, including general enquiries, assessment of applications, receipt of fees and distribution of membership documentation. The National Office distributes a proportion of fees and membership lists to the Branches, which provide more immediate contact with members.

The Institute employs a full-time Office Manager to respond to enquiries from the public, students, TAFE colleges, Registered Training Organisations (RTOs) and universities that deliver welfare and community work courses, and other business and government organisations. This position also actively supports the work of the honorary Executive, Branches and committee members.

In addition, the Office Manager is the Membership Coordinator and primary assessor of applications for migration as a Welfare worker.

Each Branch elects an Executive Committee, which administers the business of the Branch. Every two years each Branch elects a delegate to the National Executive to represent the views of the Branch. There is also provision for representation of Student Members at the National Executive Annual General Meeting which is held before the end of November. Branch office bearers are honorary positions and may change each year.

## Management Committee

AIWCW is managed by a National Executive committee elected by the members. It meets quarterly by teleconference, and once a year face-to-face at the Annual General Meeting. Other meetings are arranged as needed. In 2005-2006, the executive consisted of:

National President	Lyndsey Fitzgerald	one vote + casting
National Snr Vice-President	Claudia Cunningham	one vote
National Vice President	Leonie Poynter	one vote
National Secretary	Jan Richardson	one vote
National Treasurer	Diane Porter	one vote
Publicity Officer	Wendy Raine	one vote
Vic/SA/Tas Delegate	Leonie Poynter	two votes
Qld Delegate	Alla Craigie	two votes
WA Delegate	Danielle Tilbrook	one vote
NSW Delegate	Margaret Lyon	two votes
CWCE Chair	Margaret MacMahon	one vote
MAP Chair	Ian Murray	one vote

The allocation of voting rights refers to the decision-making process defined in the Constitution.

Deane Welsh is the employed Office Manager who keeps the National Office open five days a week to answer enquiries, support the members, Executive and the Branches, and to carry out specialised functions.

# REPORTS

## NATIONAL PRESIDENT

It has been a very hectic and exciting year for AIWCW and I thank all the people who have assisted in a variety of tasks. All the Executive and Branch committees are volunteers and have put in many hours of work to keep the Institute such a viable and professional organisation.

Having our office manager Deane Welsh full-time has assisted the organisation to run effectively and allows people to contact and receive information on a daily basis and I thank him for his diligence.



*Lyndsey Fitzgerald*

Details of this year's major innovations are presented separately, such as the joint conference, the launch of the E-Journal and establishment of the Registered Training Organisation, so I will not repeat them here.

Full members of AIWCW Members continue to enjoy the protection of Professional Indemnity insurance and Public Liability insurance. This allows peace of mind whether you are working for an organisation or practising privately and it is a very valuable part of our membership. Because we offer it nationally to all members, we are able to keep the fees at a reasonable level for the protection that is offered.

We have been looking closely at the Professional Development requirements for our profession, and how best AIWCW can ensure that our members can maintain the ever-changing standards. Our Branches are active in providing opportunities for members to attend workshops, seminars, conferences, meetings, trainings and a range of other activities that can contribute to this Professional Development requirement.

Newsletters have been regular, informative and entertaining, and I thank Wendy Raine for her dedication to this, Leonie Poynter for assisting and Deane Welsh for getting them published and out to members. The newsletter is a chance for people to know what is happening in each State, to explore ideas and give information about projects to organise sessions that may assist our members to work effectively for their client group.

AIWCW works with the National Office of Overseas Skills Recognition (NOOSR) to check the eligibility of people wanting to migrate to Australia as a welfare worker. Deane has worked extremely hard to make sure that these are processed within the required time.

This year we have been corresponding with the Professional Associations Research Network (PARN) in England. Ian Murray and Darrell Meredith attended a PARN meeting in Sydney. It is good to keep up-to-date with what other organisations are doing in other countries.

The Institute is a member of Australian Research Alliance for Children and Youth (ARACY). We receive regular newsletters and information, and contribute where possible with relevant information. It is also a member of ACOSS and the Branches are members of their State Councils of Social Services, which keeps us up to date with issues that will affect the client groups with which we work, and what is happening throughout Australia. In this way we can be proactive and participate in many reports and meetings for the benefit of members and their client groups.

Again, my thanks to the dedicated Executive, special committees and Branches for the prodigious amount of work that they have been able to do to progress the needs of our industry and make us proud of being the Association for Community Service Professionals.

Lyndsey Fitzgerald  
National President

## **NATIONAL ADMINISTRATION AND FINANCE**

### **Communication**

Any problems resulting from the distance between the National Office Manager and National Secretary in Melbourne and the National President and National Treasurer in Perth have been overcome by the use of email. Regular email contact ensures that all administration and finance matters are dealt with promptly and efficiently.



*Diane Porter*

### **Policies and Procedures Manual**

Final feedback has been received to enable the policy and procedures manual to be completed. The manual contains the following chapters:

Organisation Information; Incorporation; Management; Membership; Members' Rights and Responsibilities; Membership Assessment Panel; Overseas Assessment; Financial Management; Service Improvement, Planning and Evaluation; Staff Recruitment; Position Descriptions, Conditions of Employment; Staff Management and Development; Occupational health & Safety; Administration & Office Procedures; Information Technology;

Records Management; Assets Management and Insurance; Centre for Welfare and Community Education

### **Auditor**

Harding and Associates were appointed as auditors during 2005/06 after the retirement of the former auditor. These auditors specialize in providing services to the community services sector.

### **Banking**

A decision was made to investigate an alternate banking service that could provide on line banking services.

### **Conference Grant**

A decision was made to provide a Grant of \$1000 to any State undertaking a National Conference on behalf of the Institute.

Diane Porter  
National Treasurer

## **MEMBERSHIP ASSESSMENT PANEL (MAP)**

Detailed discussions were held regarding a number of proposed changes to AIWCW Rules and Regulations, especially regarding Membership, and a Report was presented to the Annual General Meeting. At the December 2005 National Executive Meeting, further detailed discussion of these occurred, and new Regulations were adopted regarding Professional Ethics, Continuing Professional Development and Supervision, and Complaints and Grievance Procedure. At the February 2006 Meeting, changes to the AIWCW Rules dealing with some of these matters were ratified, having first been circulated to all AIWCW Members.



*Ian Murray*

Guidelines were developed for setting up an External Review Panel (ERP), which would assess the proposed Diploma of Community Welfare Work to be offered by AIWCW's Registered Training Organisation, the Centre for Welfare and Community Education (CWCE). The ERP would be an independent body which could recommend AIWCW Approval of relevant course proposals from the CWCE. This arrangement is designed to avoid any possible conflict of interest.

A hard-copy MAP Kit for members was authorised, and distributed soon afterwards.

Several MAP members participated in discussion groups sponsored by the Community Services and Health Industry Skills Council (CSHISC), regarding the proposed new vocational graduate qualifications.

The committee gave considerable attention to several applications for Campus Approval from Registered Training Organisations (RTOs), and investigated several complaints regarding courses that had been approved. These tasks are one of the primary functions of this committee of the National Executive.

In June, MAP Chairperson, Ian Murray presented a paper at the CSHISC Conference in Brisbane, outlining the history of relationships between the ISC and AIWCW. At that conference, contact was made with representatives of the Attorney-General's Department which resulted in broad agreement being reached that welfare worker qualifications were an appropriate base for the new specialised vocational graduate qualifications in family dispute resolution.

I thank the various members of the MAP for their valued assistance and feedback regarding the large variety of matters requiring discussion over the past year. Some of you have suggested that more regular contact as a specific group would be desirable, and I hope to pursue this further at the coming MAP general meeting.

Ian Murray  
Chairperson

### **CENTRE FOR WELFARE AND COMMUNITY EDUCATION (CWCE) – AIWCW'S RTO**

The committee of CWCE is managed by an honorary committee made up of Qld Branch members and industry representatives. For most of this year the members have been: Margaret MacMahon, Board Chairperson; Claudia Cunningham, Director; Alla Craigie, Secretary; Christine van Didden, Treasurer; and Cathy Lee, Committee member. The auditor is David Male.



*Margaret MacMahon*

The CWCE is obliged to submit its courses to the AIWCW MAP for the same kind of approval process as do other RTOs before any courses it delivers can provide graduates with automatic membership of AIWCW.

The first course planned for delivery is the Diploma of Financial Counselling. Delivery of individual units and courses will be in a flexible format and in different centres so that workers wishing to upgrade their qualifications can access training.

Margaret MacMahon  
Chairperson

## **PUBLIC RELATIONS AND NEWSLETTER**

The promotion of AIWCW has been mainly through networking on the Internet and the Psychotherapy magazine in Australia, *Psyche Oz*. This journal is distributed nationally to over 12,000 subscribers quarterly, and has carried advertisements about AIWCW to that readership.



Wendy Raine

There has long been a need for brochures about various aspects of the Institute that can be handed out at a wide variety of events. Finally a member Kay Healey designed a range of brochures that were printed and made available for distribution amongst our members, the TAFEs and relevant universities throughout Australia. Input into these brochures was a joint effort of which we should be proud.

The Newsletter continues to go out quarterly and the new mailing house system went into operation this month, thereby relieving the Office Manager of considerable manual work. Members are always encouraged to submit articles for the newsletter, notices about events of interest, celebrations of members' achievements, and creative items such as poems or artwork that they have produced. Thank you to Leonie Poynter for your editing and support and wise counsel. I think it is important to have that extra thought, time and input to help make our Newsletter the best it can be.

Wendy Raine  
National Public Relations

## **BRANCH REPORTS**

### **NSW/ACT**

I am pleased to be able to present the Chairperson's report.



Darrell Meredith

It has been a successful year for the NSW Branch. The Branch integrated with the ACT Branch in July 2006, and we wholeheartedly welcomed the members converting to NSW membership and also the number of new members joining us during the year.

This past year we continued an active ongoing professional development/ education program for our members, and this was conducted with support from a variety of trainers and the CCWT (to September 2006). The Branch committee decided to subsidise the educational program for the 2006 calendar year for members. The program has been very interesting and varied in content

and we acknowledge the significant contribution of the excellent speakers. Many thanks go to Wendy Raine for organising the program.

Thank you to Wendy Raine, Margaret Lyon and Elizabeth Fletcher for being a part of the first *Sydney Australia Needs Skills Expo* in September 2006 - we found the Expo worthwhile for informing people about the AIWCW.

This year has seen considerable NSW representation in the National Executive, which reflects the active membership within NSW. Thank you also to Kay Healey for the development of the new brochure. It is noted that Margaret Lyon has been the State Representative on the National Executive and to our committed committee members. Members are invited to put their nominations forward and we encourage members to attend and vote at the upcoming national AGM.

Finally the Social Welfare and Community Services industry continues to be a growth area and the active participation of our members is critical to the continued development of the profession and the association.

At this point I would like to thank all members for their attendance and contribution to the educational meetings and look forward to your participation in the coming year.

Darrell Meredith, Chairperson NSW Branch

**AUSTRALIAN INSTITUTE OF WELFARE  
AND COMMUNITY WORKERS INC. - NSW BRANCH**

**INCOME & EXPENDITURE STATEMENT**

**FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2006**

	<b>2006</b>	<b>2005</b>
	\$	\$
Opening Balance 1 July 2005	<u>\$6,538.62</u>	<u>\$6,681.42</u>
<b>Add: Deposits</b>		
Capita Fees	4,116.00	4,167.40
Workshop Attendees	1,550.00	770.00
Interest	<u>41.78</u>	<u>33.09</u>
<b>Total Deposits</b>	<u>5,707.78</u>	<u>4,970.49</u>
<b>Less: Expenses</b>		
Meetings Workshops Etc incl travel	2,162.48	3,936.90
PO Box Rental	60.00	56.00
Accounting	192.50	247.50
Administration Expenses	<u>766.46</u>	<u>872.89</u>
<b>Total Expenditure</b>	<u>3,181.44</u>	<u>5,113.29</u>
<b>CLOSING BALANCE as at 30<sup>th</sup> June 2006</b>	<u>\$9,064.96</u>	<u>\$6,538.62</u>

The above statement has been prepared from the Cashbook of The Australian Institute of Welfare & Community Workers Newcastle Branch for the year ended 30<sup>th</sup> June 2006.

The Funds are held in Commonwealth Bank Account 06 2815 00911023

GRAEME PRITCHARD

CHARTERED ACCOUNTANT

19<sup>th</sup> September 2006

## QLD/NT

It is with pleasure I present the Chairperson's report for 2006.



The committee is made up of the following members:

Chairperson (Claudia Cunningham), Senior Vice-Chair (Margaret MacMahon), Junior Vice-Chair (Rosemary Pratt), Secretary (Alla Craigie), Treasurer (Christine van Didden) Tertiary Liaison (Chris Clayton), Committee Members (Colleen Blunt, Frances Mason, Fiona Edmonds, Norm Wotherspoon, Carol Thackray). Our previous Junior Vice-Chair transferred to Canberra.

*Claudia Cunningham*

In September a number of us attended the National AGM in Melbourne. Queensland Branch put forward a number of motions, some of which have now been implemented. In September I attended the Community Centres and Family Support Network (CCFSN) and Community Development conference in Maleny. This year our member Colleen Blunt is the convenor of the conference in Cairns. In October Alla Craigie and I attended a day each of the ACOSS conference in Brisbane and a group of us attended the QCOSS GM in November.

In February we had two special meetings to plan some happenings for this year and to look at the budget. At the meetings we prepare ground work for the WellSkills day on 19 August, to be combined with the AGM. We hope to have two more days at Cairns and Mackay. Members Carol Thackray and Chris Clayton prepared the promotional material for the day and tailored the program. Unfortunately this year we were not able to provide volunteers for the Work Expo at Sunnybank High School and at the last moment I was unable to attend the Community Service and Health Industry AGM. Norm Wotherspoon and Margaret MacMahon have also represented the AIWCW by attending conferences and workshops. Alla Craigie keeps in close contact with the Not for Profit Organisation and we regularly receive their e-mail updates. I am sorry to say that Frances and Norm have faced a number of ill health challenges during the year, so I wish them a more successful year 2006-2007. On a happier note, it has been a bonus to have Cathy Lee from Mackay and Colleen Blunt from Cairns join our meetings by phone. We value their import. As Chairperson I appreciate the time and effort everyone on the committee has made on behalf of AIWCW. It would be good to have more members attend meetings but this seems to be a world of constant demands, and we cannot do everything.

Claudia Cunningham, Chairperson Qld/NT Branch

**AUSTRALIAN INSTITUTE OF WELFARE  
AND COMMUNITY WORKERS Inc - QLD BRANCH**

**Statement of Financial Position as At 30 June 2006**

Assets	Liabilities		
Cheque Account	\$2,374.48	Members Equity	
Term Deposit	\$17,114.78	Retained Earnings	\$18,855.15
		Surplus 2005	<u>\$634.11</u>
	<u>\$19,489.26</u>		<u>\$19,489.26</u>

**Statement of Receipts and Payments For the year ended 30 June 2006**

Income	2006	2005
	\$	\$
Badges & Donations		100.00
CWCE		2,060.00
Branch Fees	4,772.00	
Interest received	872.79	765.00
Other income	734.00	
National Office Contribution	1,805.00	5,012.40
National Conference	2,202.00	15,379.47
Sundry Income	5.00	9.00
Wellskills		825.00
<b>Total income</b>	<b><u>\$10,390.79</u></b>	<b><u>\$24,150.87</u></b>
<b>Expenses</b>		
Advertising and promotion	104.50	172.38
Audit fees	125.00	266.20
Bank fees and charges	1.60	48.90
CWCE	1,605.30	3,551.44
Flowers & Gifts		96.00
Honoraria	290.00	325.00
Internet Expenses	90.00	
Meetings & AGM travel etc	3,613.59	73.00
Membership	75.00	68.00
National Conference	2,936.00	15,403.84
Newsletter		19.20
Office Equipment	334.00	17.20
Postage, Stationery & Photocopying	122.37	1.00
Reimbursements		58.45
Registration fees		50.00
Telephone & Teleconferences	262.13	322.56
Training, Workshops & Travel	95.19	3.60
Wellskills	102.00	1,204.95
<b>Total expenses</b>	<b><u>\$9,756.68</u></b>	<b><u>\$21,681.72</u></b>
<b>Surplus of Receipts over Expenditure</b>	<b><u>\$634.11</u></b>	<b><u>\$2,469.15</u></b>

Auditor: David Francis Male B.Com, B.A.L.M., ASA, JP (Qual)  
32 Link Road, Victoria Point Qld 4165

## VIC/SA/TAS (Victoria/South Australia/ Tasmania)



*Ian Murray*

The Branch Annual General Meeting was held at 11 am on Saturday 26th August, at which new office-bearers were elected unopposed. These are:

President: Leonie Poynter; Senior Vice-President: Suzette Gallagher; Vice-President: Katie Talty; Secretary: Ian Murray; Treasurer: Marilyn Banks; Committee Members: Ruth Reyes, Pam Halstead. The Public Relations Officer position is currently vacant, but we have hopes of filling the vacancy soon.

After the AGM, the consultant appointed by the Branch, Max Dumais, conducted a workshop on work/life balance, and later provided input from participants back to them all, via email. A final report from the consultant is expected at the next Branch Executive Meeting.

At the Committee Meeting on 16th September, the audited account books for 2005-06 were accepted, and arrangements made to open a cash management account with Bendigo Bank. Our elusive \$6000 Term Deposit Account was tracked down; arrangements are to be made to get the original signatories (Deane Welsh and Diane Porter) to close the account and have the balance transferred to our new cash management account.

Also at this meeting, a subgroup was set up to welcome new members. The proposal to follow up membership enquirers who later did not join, was resisted by some on the Committee, who believed this might be resented by recipients of a telephoned follow up.

Ian Murray reported on his talk to the Victorian Welfare Teachers Moderation Meeting, and the Committee then discussed the Review of the Community Services Training Packages, the request for referees and reviewers for the new e-journal, and several other National matters.

Ian Murray, Secretary VIC/SA/TAS

**AUSTRALIAN INSTITUTE OF WELFARE  
AND COMMUNITY WORKERS Inc - VIC/SA/TAS BRANCH**

**Statement of Receipts and Payments For the year ended 30 June 2006**

**OPERATING ACCOUNT**

	30/06/2006	30/06/2005
	\$	\$
<b>Receipts</b>		
Membership fees	4,418.00	3,923.40
Interest	93.33	71.02
Interest from Term Deposit	<u>180.00</u>	<u>180.50</u>
	<b><u>4,696.33</u></b>	<b><u>4,174.92</u></b>
<b>Payments</b>		
Bank Fees & Charges	66.45	70.05
PO Box Account	-	56.00
Phone replacement	-	129.00
Membership fees forwarded to Nat. Office	-	205.00
Meeting Expenses	73.00	-
Audit Fees	330.00	75.00
Conference Reimbursements	-	1,220.00
Stationery & Stamps	38.30	-
Teleconferencing expenses	116.28	231.77
VCOSS Membership Renewal	<u>-</u>	<u>62.00</u>
	<b><u>624.03</u></b>	<b><u>2,248.82</u></b>
<b>Net Cash Surplus for the period</b>	<b>4,072.30</b>	<b>1,926.10</b>
Add Surplus at the beginning of Period	<u>13,179.08</u>	<u>11,252.98</u>
<b>Accumulated Surplus at the end of Period</b>	<b><u>17,251.38</u></b>	<b><u>13,179.08</u></b>

**SKILLS FEST ACCOUNT**

	30/06/2006	30/06/2005
	\$	\$
<b>Receipts</b>		
Interest	11.94	10.08
<b>Payments</b>		
Bank Fees & Charges	-	1.00
<b>Net Cash Surplus for the period</b>	11.94	9.08
Add Surplus at the beginning of Period	<u>2,651.66</u>	<u>2,642.58</u>
<b>Accumulated Surplus at the end of Period</b>	<b><u>2,663.30</u></b>	<b><u>2,651.66</u></b>

**TERM DEPOSIT ACCOUNT**

	30/06/2006	30/06/2005
	\$	\$
<b>Receipts</b>		
Interest	180.00	180.50
<b>Payments</b>		
Interest paid to Operating Account	180.00	180.50
<b>Net Cash Surplus for the period</b>	-	-
Add Surplus at the beginning of Period	<u>6,000.00</u>	<u>6,000.00</u>
<b>Accumulated Surplus at the end of Period</b>	<b><u>6,000.00</u></b>	<b><u>6,000.00</u></b>

Auditor: T. S. Bunning (Prowse, Perrin & Twomey – CPA's) 29 September 2006

## WA Branch

The Branch committee meets on the first Wednesday of each month at the Jacaranda Community Centre. Committee members are: Edward Tse (Chairperson), Joy Sinclair (Vice-Chair), Lyndsey Fitzgerald (second Chair), Marie Austen (Treasurer), Danielle Tilbrook (Secretary), Diane Porter (committee member).

Although the Branch is small, the members find the networking and support invaluable.



Edward Tse

Congratulations must go to the WA committee for their commitment to Branch and National work. Lyndsey has been the National President for the past year and has done a fantastic job keeping on top of these responsibilities and responding to the large bulk of e-mails. Her commitment to AIWCW and the profession is a credit to the Institute. A big thank you also to Marie Austen as well for her role as the Treasurer and ever-present assistant who helps with answering AIWCW calls, mail outs and reminders for monthly meetings. The Branch would also like to extend a thank you to both Marie and Lyndsey for the use of their business facilities for the meetings every month. Also thank you to the other members for their commitment and enthusiasm. The Branch members have been very active in supporting the annual conference held in Perth this year. The committee has done an enormous amount of work and the volunteers on this committee have been very dedicated and hard-working. The Branch chose to attend a networking event for our last committee meeting. The event was held by the Not-for-Profit-Network (NFPN) at Rydges hotel. The event was attended by *Teamworks* who ran an interactive session incorporating teamwork skills. The AGM was held on 7th September. Most positions were re-elected with only minor changes, and the committee of five will continue on into 2006.

Edward Tse, Chairperson WA Branch

### **AUSTRALIAN INSTITUTE OF WELFARE AND COMMUNITY WORKERS Inc - WA BRANCH**

#### **Statement of Receipts and Payments for the year ended 30 June 2006**

	30/06/2006
	\$
<b>Receipts</b>	
Net Proceeds from Membership	622.00
Interest received	<u>0.83</u>
	<b><u>622.83</u></b>
<b>Less Expenditure</b>	
Memberships	55.00
Other expenses	<u>221.90</u>
	<b><u>276.90</u></b>
<b>Net Income for Year</b>	<b><u>345.93</u></b>

Auditor: Helene Feasey 10 October 2006

## Office Manager

### STATISTICAL REPORT FOR PERIOD JULY 2005 TO JUNE 2006

(This report is prepared for the 12 months – June 2005 to July 2006 – unless otherwise indicated)



Deane Welsh

#### MEMBERSHIP

NEW APPLICATIONS APPROVED	115
NEW MEMBERS JOINED	91

#### SOURCE OF APPLICATIONS (Since commencing record keeping on 7 October 2005)

Course	58	59.8%
University (Not course)	2	2.1%
TAFE (Not course)	0	
AIWCW Website	10	10.3%
Overseas Assessed	9	9.3%
Work	1	1.0%
Friend/Member	5	5.2%
Previous/lapsed Member	1	1.0%
Other	2	2.1%
Not Stated	9	9.3%
TOTAL	97	

MEMBERS AS AT 31 DEC 2005 515

#### BRANCH MEMBERSHIP

VIC/SA/TAS	175	+36	(139 in 2004)
QUEENSLAND/NT	171	-27	(198 in 2004)
NSW	134	-2	(136 in 2004)
WA	25	-2	(27 in 2004)
ACT	10	-4	(14 in 2004)

#### OVERSEAS ASSESSMENTS

Received for Processing	94
Processed and Finalised	90
Some Processing undertaken (Path B)	17

A survey undertaken in Mary 2006 indicates that I am receiving about 40 email/phone enquiries a month about overseas assessments – (emails = 22, phone = 17, visit to office = 1)

**COURSES APPROVED** 31

#### FINANCIAL

Receipts written 723 Credit cards processed 311 Cheques processed 368

#### EMAILS

In 2398 (2004 = 1861, 2003 = 1417)  
Out 1800 (2004 = 1407, 2003 = 1140)

These figures do not include the 20 to 40 or so “spam” and “junk” mail received each day.

#### CORRESPONDENCE

Pieces of mail leaving the office 4294 (Approx 17 per day)

#### PROMOTIONAL

Approx 3537 brochures have been posted to Uni/TAFE/RTO and general public

#### WEBSITE

In the past few months I have spent untold hours learning the html language to update and include new information/pages on the website. A counter was put on the site on 15 June 2006.

#### MEETINGS/CONFERENCES

30 Sep 2005 Vic OQU - Melbourne  
2 Nov 2005 Vic OQU - Melbourne  
7 Nov 2005 DIMIA – Parliament House Canberra (Progress Evaluation of Skilled Migration)  
7 Apr 2006 DIMIA – Anti Fraud seminar – Melbourne

(Deane Welsh)  
Office Manager

# Recent Major Activities

Despite the fact that all the Portfolio and Branch work produced by the Institute is performed by honorary committee members, an amazing amount of work is transacted on behalf of our profession. The voluntary status of our workers is a considerable constraint upon our productivity, and calls upon tremendous commitment to the fulfilment of our aims. On the other hand, the fact that the Institute is managed by people in full or part-time work is a huge asset, for it keeps us grounded in the contemporary reality and close to the needs of other members. Ironically, one of our greatest limitations is also one of our greatest strengths. Although details of our activities will be provided in the portfolio reports, here is a summary of major decisions and activities that our members and office bearers have contributed to the Institute's work this year:



Jan Richardson (National Secretary)

- ❖ **Survey of membership** - similar to the one in 2001, is to be developed and sent to members to determine what members want from the Institute and the issues that are most important for the majority of members
- ❖ **E-Journal *Practice Reflexions***: The Institute has signed a Memorandum of Understanding with Monash University to produce a professional e-journal. It has been established jointly with staff in the Gippsland Campus' Social and Community Welfare section. The e-journal is titled *Practice Reflexions* and is available to all through either the Institute's webpage or Monash University.  
**Vision Statement:** *Practice Reflexions* sets out to combine the interests of the social and community welfare and human services sectors through active, reflexive, collaborative and informed engagement between practitioners, service users, communities, researchers, policy makers and academics. The e-journal seeks to foster shared practice wisdom and rigorous research as well as encouraging and welcoming a broad range of perspectives and contributions that incorporate reflexive, creative and anti-oppressive approaches. The *Practice Reflexions* publishes both refereed and non-refereed articles, letters, comments to a discussion forum, photographs, and book reviews.
- ❖ **Joined ACOSS**: The Institute subscribed to ACOSS and is reaping the benefits by gaining access to research on current issues of mutual concern and partnership with a major advocate for the disadvantaged in the Australian community. The Institute circulates to members their newsletter and other items of interest.
- ❖ **Honorary legal adviser**: The Institute saw the need for an honorary solicitor for the purpose of providing first order general advice and guidance on procedural and similar matters. Mr Placido Belardo in Melbourne has most generously agreed to act in this capacity pro bono. His contribution is warmly acknowledged.

- ❖ **ACT Branch:** due to small membership, this Branch regrettably closed and members were invited to join the NSW Branch. The meeting expressed a strong desire to retain Cyril Trezise's highly valued contribution to the National Executive owing to his long association with AIWCW in many roles and the wisdom he has accumulated about its functions.
- ❖ **Professional Development:** Considerable attention was given to what strategies the Institute should follow to ensure that members maintained their professional development. This has particular relevance to our insurance coverage that is premised on our members following the Institute's Code of Ethics and practising the skills and knowledge of their specialised qualifications. Many Branches are putting on short training seminars that members can claim towards their Professional Development. When members renew, they are asked to state what they have done to advance their professional development.
- ❖ **Policy and Procedures manual:** Diane Porter developed the Institute's first Policy and Procedures manual. A copy is available in all Branches.
- ❖ **Members special distinctions:** WA member Joy Sinclair received an OAM for her contribution to the community services industry.
- ❖ **Constitution:** the Constitution was updated and is available on the Institute's webpage.
- ❖ **Newsletter:** now outsourced for printing and distributing through a mailing house.
- ❖ **Website upgraded:** the Office Manager has maintained the Institute's website to keep it up-to-date, informative and interesting.
- ❖ **Education and Training initiative:** the Institute has established its own Registered Training Organisation (RTO) to make available flexible training opportunities in regional towns for practitioners needing to upgrade their qualifications. The RTO is named the *Centre for Welfare and Community Education (CWCE)*. Margaret MacMahon and Gerry Hines (deceased) were the initiators of this enterprise, and we honour Gerry Hines who regrettably did not live to see the fruition of this proposal. The Queensland Branch has been primarily responsible for this project and for doing much of the work on a voluntary basis.
- ❖ **Conference:** for many years the Institute has held a conference bi-annually. These have been organised by whichever State Branch has had the volunteer-power to design and present an event as big as a conference. The last conference was held on Bribie Island through the enterprise and hard work of the Queensland Branch. This year it was decided to break from tradition and collaborate with three other related organisations to put on a program catering for the needs of welfare, community and social workers, and to provide professional development opportunities for members of each. The conference will be held in Perth and the Institute's WA Branch will play a major role in its preparation and presentation. Further details are on page 23.

# ADVOCACY AND RESEARCH ON ISSUES

- ❖ **Community Services and Health Industry Skills Council:** In June 2006, Ian Murray presented a paper at the Brisbane conference sponsored by the Community Services and Health Industry Skills Council (CSHISC). His paper is available for those interested.
- ❖ **Review of Community Services Training Packages (CSHISC):** The Institute has made submissions to the CSHISC regarding its review and is represented on one of the Industry Reference Groups.
- ❖ **NSW government enquiry into Unregistered Health Practitioners:** Ian Murray prepared the AIWCW response to this enquiry.
- ❖ **Indigenous issues:** a paper was published in the Newsletter that described research into some fundamental differences between Indigenous and Western use of abstraction, and the effect this has on business, educational and professional practices in remote communities.
- ❖ **Productivity Commission Report** and Council of Australian Governments' response regarding registration and course accreditation within the health related professions; and Victorian Government's review of work-based training. Ian Murray also prepared the AIWCW response to these enquiries. Details can be obtained via the National Office.

## CONFERENCE 2006

Normally the Institute has a bi-annual national Conference organised by whichever Branch has the voluntary capacity to manage such a large event. The last conference was hosted by the Queensland/NT Branch members and was held on Bribie Island. This year AIWCW will participate in the inaugural collaboration of four National and State peak organisations:

- Australian Institute of Welfare and Community Workers (AIWCW)
- Australian Association of Social Workers (AASW)
- Australian Association of Social Work and Welfare Educators (AASWE)
- Society of Professional Social Workers WA (SPSW).

The Conference program will cater for members of each of these Peak organisations and offer professional development opportunities for participants. It will be held in Fremantle, Perth. The WA committee will join the local organising committee, and two AIWCW Executive members will be on the national organising committee along with two members of each of the other three Peak bodies.

# AIWCW NATIONAL FINANCIAL REPORT

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF AUSTRALIAN INSTITUTE OF WELFARE AND COMMUNITY WORKERS INC.

### **Scope**

#### *The Financial Report and The Board of Management's Responsibility*

The financial report comprises the Income Statement, Balance Sheet, accompanying notes to the financial statements, and the statement by the Board of Management for the year ended 30 June 2006.

The Board of Management of Australian Institute of Welfare and Community Workers Inc. is responsible for the preparation and true and fair presentation of the financial report in accordance with the Associations Incorporations Act. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### **Audit Approach**

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Australian Institute of Welfare and Community Workers Inc. in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia, and which is consistent with our understanding of Australian Institute of Welfare and Community Workers Inc.'s financial position, and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Board of Management.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

### **Independence**

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

### **Audit Opinion**

In our opinion, the financial report of Australian Institute of Welfare and Community Workers Inc. presents fairly, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of Australian Institute of Welfare and Community Workers Inc. as at 30 June 2006 and the results of its operations for the year then ended.

R J CAMPBELL, CPA

Partner

Harding & Associates 7 King William Street Bayswater WA 6053 Dated this 2nd day of November 2006

AUSTRALIAN INSTITUTE OF WELFARE  
AND COMMUNITY WORKERS INC.

ABN 28 696 828 620

INCOME STATEMENT

For the year ended at 30/06/2006

	<b>2006</b>	<b>2005</b>
<b>Income</b>		
Advertising	645	-
Certificates	282	-
Conference Registrations - OLD	-	3,907
Copyright .	252	-
Course Approvals	841	1,168
Interest Earned	3,918	4,151
Membership	72,133	73,181
Miscellaneous Income	-	1,922
Overseas Assessment	39,950	37,690
<b>Total Income</b>	<b><u>118,021</u></b>	<b><u>122,019</u></b>
<b>Expenses</b>		
Advertising	881	1,124
Audit Fees	400	400
Bank Charges	2,016	2,286
Branch Returns	14,136	13,034
Depreciation expenses	1,274	1,150
E Journal Publication	3,500	-
Employment Expenses	46,689	46,646
Memberships	676	519
National Executive	18,403	13,738
Offices Expenses	16,459	50,366
Other Branches	1,273	-
<b>Total Expenses</b>	<b><u>105,707</u></b>	<b><u>129,263</u></b>
<b>Net Surplus (Deficit)</b>	<b><u>12,314</u></b>	<b><u>(7,244)</u></b>

**AUSTRALIAN INSTITUTE OF WELFARE  
AND COMMUNITY WORKERS INC.**

ABN 28 696 828 620

BALANCE SHEET As at 30 June 2006

	2006	2005
<b>Assets</b>		
Current Assets		
Cheque Account	18,767	17,838
Cash Management Trust	59,553	85,761
Conference Advance	-	1,000
Prepayments	29,161	-
Loan - CWCE	<u>20,000</u>	<u>10,000</u>
Total Current Assets	<b>127,481</b>	<b>114,599</b>
<b>Non Current Assets</b>		
Office Furniture - at Cost	13,646	13,646
Less Accumulated Depreciation	<u>(8,548)</u>	<u>(7,274)</u>
Total Non Current Assets	<b>5,098</b>	<b>6,372</b>
Total Assets	<b>132,578</b>	<b>120,971</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
GST Liabilities	(2,877)	140
PAYG Tax Payable	2,310	-
Total Current Liabilities	(567)	140
<b>Total Liabilities</b>	<b>(567)</b>	<b>140</b>
<b>Net Assets</b>	<b>133,145</b>	<b>120,831</b>
<b>Equity</b>		
Accumulated Funds	120,831	128,075
Current Year Earnings	<u>12,314</u>	<u>(7,244)</u>
<b>Total Equity</b>	<b>133,145</b>	<b>120,831</b>

**AUSTRALIAN INSTITUTE OF WELFARE  
AND COMMUNITY WORKERS INC**

ABN 28 696 828 620

Notes to the Financial Reports For the year ended 30 June 2006

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This Special Purpose Financial Report has been prepared for distribution to the members to fulfill the Board of Management's Financial Reporting requirements under the Association's Constitution and the Associations Incorporation Act WA 1987. The accounting policies used in the preparation of this report as described below, are consistent with the Financial Reporting requirements of the Association's Constitution and with previous years, and are, in the opinion of the Administration Committee, appropriate to meet the needs of members:

- (a) The Financial Report has been prepared on an accrual basis of accounting including the historical cost convention and the going concern assumption. Accordingly assets and liabilities are recorded using historical costs and on the basis of realisation of assets and discharge of liabilities in the normal course of business. Except where stated, the accounting policies are consistent with those of the previous year.
- (b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the Association because it is not a reporting entity. The Board of Management has, however, prepared the Financial Report in accordance with all applicable Accounting Standards and other professional reporting requirements in Australia

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this Financial Report.

**Property, Plant and Equipment**

Property, plant and equipment are included at cost or at valuation.

**Prepayments**

This year prepaid insurance is recognised for the first time with Public/Product Liability Insurance covering the year to 31 May 2007 and Association Liability Insurance covering the year to 31 March 2007. Therefore the comparatives for Prepayments and Insurance Expense are not accurate.

**AUSTRALIAN INSTITUTE OF WELFARE AND  
COMMUNITY WORKERS INC.**

ABN 28 696 828 620

**Statement by the Board of Management for the year ending 30 June 2006**

The Board of Management has determined that the Australian Institute of Welfare and Community Workers Inc. is not a reporting entity.

The Board of Management has determined that this Special Purpose Financial Report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

In the opinion of the Board of Management, the Financial Statements:

1. Present fairly the position of Australian Institute of Welfare and Community Workers Inc. as at 30 June 2006 and its performance for the year ended on that date;
2. At the date of this statement, there are reasonable grounds to believe that Australian Institute of Welfare and Community Workers Inc. will be able to pay its debts as and when they fall due.

This statement is made and signed for and on behalf of the Board of Management

*President:* (Lyndsey Fitzgerald)

*Treasurer:* (Diane Porter)

*Date:* 2 November 2006