



ANNUAL REPORT 2012 – 2013





1. CONVENOR'S REPORT

2012 through 2013 has been an exciting and engaging year for many members of Warrnambool Community Garden. The development of Pods (our earthy term for working groups) has seen many new members of the 'Garden become engaged in activities of their choice and in turn help achieve our vision.

The regular activities such as Tuesday's community and volunteer activities day has seen some excellent outcomes in terms of people learning about healthy and active lifestyles and how to network with people. The St Laurence and WDEA Work for Dole programs have assisted in site maintenance and facilities growth in addition to providing employment pathways for participants. New compost bays, greenhouses and more recently a drystone rock wall are just a few examples.

I'd like to acknowledge the tremendous support we have received from local organisations this year and in recent years through the many on-site developments that have benefited members enormously. These include the HUB facility, greenhouses and compost bays through to general supplies such woodchips and compostable material. Thanks in particular to Warrnambool City Council for ongoing support, goods and services including another successful and popular Dirty Weekend and Wannan Water for input on projects and compost bay maintenance and supply.

Members with plots should also be thanked for the generally high standard of maintenance and the resulting peaceful and attractive space that is Warrnambool Community Garden. The many new roles that have been created have helped us move along at a sustainable pace of growth and so to all the various Coordinators and Pod members thanks; your fine work is appreciated.

Finally to the committee who provided effective stewardship for the growing number of members and associated facilities, your help throughout the year has been much appreciated. Thanks to Peter Jackman, Felicity Jackman, Dave Mitchell, Pauline Hurley, Jenny Gent, Evonne Dart and Andrew Gray.

I encourage other members in the next year or so to become more engaged in the running of the 'Garden at whatever level suits you. The personal benefits are many in terms of getting to know people and learn new things and generally this helps build a sense of community in our space.

Geoff Rollinson
Convenor



2. ACHIEVEMENTS & REPORTS 2012 – 2013

Governance and Leadership Pod report

A major achievement and piece of work from the Governance and Leadership Pod (G & L Pod) in 2012-3 was the Policies and Guidelines document. Created from many hours of labour, consultation and input from members it was a delight (and relief) to finally publish it to members and on the website.

Another guiding document developed to help set our direction is the Strategic Plan 2012-2017. This document helps explain what our structure is, our major objectives for the next few years and is a tool to develop annual plans. Regular G & L Pod meetings have kept us on course, not just to produce documents but more generally to ensure our primary goal is met:

“...to create a clear system of governance that ensures WCG is a fair, safe, ethical, inclusive & sustainable community organisation”.

In line with our policy on inclusiveness and to encourage like-minded organisations into our space we introduced a new level of membership at the 2012 AGM. Throughout the year groups such as Basalt to Bay Landcare Network and Port Fairy, Warrnambool & Surrounding Districts LETS have used the space. Our intention is to continue along this path, understanding that the primary user group (WCG members) is our first priority. Experience shows we can achieve more in the community through collaboration with other organisations. Thanks to Pod members Julie Eagles, Clare Vaughan and Pauline Hurley for your wisdom and input throughout the year.

Geoff Rollinson, Convenor

Occupational Health and Safety

The OH&S Coordinator worked with the Governance and Leadership Pod early this year to produce the OH&S section of the Policies and Guidelines document. It includes the responsibilities of both WCG Committee and members and outlines Emergency Procedures and Fire Prevention as well as alerting members to the fact that WCG has a No Smoking, No Drugs and No Alcohol policy.

First Aid kits and Incident Reporting Registers have been placed in the Member’s Shed and in the HUB as well as “In Case of Emergency” Manuals. A Fire Extinguisher and Fire Blanket are situated in the HUB, No Smoking and Emergency Assembly Area signs have been placed strategically. Members are alerted to all of the above as part of their induction to the garden. Phil O’Keefe from the CFA did a Fire Safety audit and several recommendations were followed up on.

OH&S is a standing agenda item at each Committee meeting. Members are encouraged to report any hazards or potential hazards to the OH&S Coordinator.

Pauline Hurley, OH&S Coordinator.



Finance & Funding Pod

The goal of the WCG Finance & Funding Pod is to make sure WCG is financially sustainable & has enough money to complete all the actions outlined in the strategic plan.

The Pod met for the first time in April 2013 and agreed to review the account system to ensure different 'types' of income & expenditure can be tracked & reported on; including specific grants, member fees & the value of in-kind contributions.

The Pod met monthly and previous patterns of expenditure were reviewed and by September 2013, the 2013-14 budget was prepared based on the updated chart of accounts.

The Pod requested a NEED, WANT, WISH list from the committee so that we could be ready for grant opportunities. WCG was successful in our first application to the Australian Government Volunteer Grant Fund for \$4200 for a trailer and shed. The Site Pod & committee identified construction of a shelter near the member plots as the highest priority for grant funds.

An application to the Australia Post Community Fund was not successful and neither was an application to the Southwest Community Foundation for the rock wall.

The Pod will continue to look for opportunities for these funds in 2014 and will develop an effective fundraising strategy based on member interest and availability. Clarity and agreement on the WCG annual priorities will be most helpful to guide the Pod with financial planning and management.

Thanks very much to Peter Jackman, our Treasurer as well as Barrie Baker and Bernadette Northeast who have been most generous with their expertise and time spent on WCG Finance and Funding Pod business.

Clare Vaughan, Grants Officer



Site Planning and Development

Some of the things achieved by Site Pod included dividing the areas in the garden to make the overall job more manageable. The communal garden area is looking good thanks to Robyn and the team. The HUB is attended by Pauline and she has done a tremendous amount of work and upkeep. Paul is doing a great job keeping the plots and plot holders in order. Robert is in charge of the fruit trees. New trees have been purchased and planted to replace some that have died and others have been donated.

The Chook pen has been built and set up. The 4 chooks are wrangled by Adrian and all are friendly and laying well. Members may buy eggs - see the explanatory notice in the HUB. Dave is to lead food forest, seeds have been planted around trees, with work crews watering twice weekly to maintain. Star pickets and tape mark the area and remind everyone not to disturb seeds.

The new trailer and shed to be built above the food forest is waiting on council permit. The drystone rock wall has been built and is now to be back-filled and the area around the pizza oven landscaped. The Greenhouses are finished and set up by hard working members and work crews; seeds are being grown in bottom one. Work crews are going to grow tomatoes etc. in one under HUB, the other half is used by WDEA. New steps built from HUB to Greenhouse and planting areas are being installed.

Four garden beds have been built near chook house and planting continues. The small shed has been constructed for work crews and tools purchased. The plan for the parking area, landscaping and gate above HUB has been submitted to Council for approval.

A new compost bay with timber and other supplies funded by Wannon Water see us with 4 large compost bays. Geoff Whyte has made and placed numbers on all plots and fruit trees except the newer ones. Geoff has also built some compost bays near the plots.

Seating has been added around the garden including 2 wooden seats and 4 gabion seats. Work Crews are building worm farms in 2 baths - they will have potting benches on top eventually.

Wire fences have been installed around the HUB, greenhouse and quarry area with native clematis to be planted. Thanks to Pete Gabbe from Gem who delivers mulch and to Tom from Beaumont Tiles for cardboard supplies.

- **Jenny Gent, Site Pod Coordinator**



Education and Training

WCG has an emphasis on ecological, social and economic sustainability and incorporates and fosters the 5 R's (Reducing, Re-using, Recycling, Restoring and Replenishing). We have a small library for the use of members and our Librarian has recently created a Library Blog.

The Education & Training Pod plans and organises workshops. Evaluation forms are distributed after most learning activities. Members are given an expression of interest sheet where they can indicate particular topics they would like to learn about.

Over the past year there has been a mix of formal and informal workshops and information exchange sessions. Some workshops have been held in partnership with WCC and Smart Living. Others have been conducted by experts and others still have occurred when members have shared their knowledge in a group setting.

Learning opportunities conducted this year include:

Permaculture – 2 day workshop and a 1 day workshop

Smart Living Workshop – bill busting

Introduction to Food Forest Workshop – 1 day workshop

Learn how to crochet

Green Cleaning workshop

Learn how to use the wood fired oven

Dirty Weekend workshops –

- Cooking with Ugly vegies
- Let's Get Food Smart (food waste reduction)
- Edible Weeds
- Propagation
- Dry stone wall construction
- Food Forest workshop
- Composting, worm farming

We have begun fostering relationships with like-minded groups with a view to sharing knowledge and skills that will enhance and promote our sustainability ideals.

Pauline Hurley

Sustainability Education Coordinator

Communications Pod

We have gained regular media exposure via “The Extra” and “The Standard” and through local radio stations ABC Regional and 3YB/CoastFM. These media stories have included special events such as Josie’s Wall as part of the Dirty Weekend activities.

We were also nominated in 2 categories for the 2013 Powercor Business Awards, thanks to Lisa Rankin and Kristyn Abbott who were part of the nomination and awards process.

We have also launched (through Tina and Claire) a new look seasonal newsletter that is designed to cover a longer period with special interest articles.

We have continued to stay web-savvy through our website, blog and Facebook, which is constantly updated. Work is progressing on updating the “Cloud” database.

Geoff Rollinson
Convenor



3. MINUTES OF MEETING, 2012 AGM



Warrnambool Community Garden Inc.
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Phone 0429 928 511 ABN 32 710 842 442

ANNUAL GENERAL MEETING OF THE WARRNAMBOOL COMMUNITY GARDEN The Hub, Warrnambool Community Garden. 7.30pm – 14th November, 2012

1. **Apologies:** Bruce Campbell, Tina Reilly, Peter Jackman, Adrian Benson, Anne-Maree McMahon, Suzanne Hill
2. **Present:** Geoff Rollinson, David Mitchell, Julie Eagles, Jenny Gent, Felicity Jackman, Robyn Dreschyl, Clare Vaughan, Evonne Dart, Marita Murphy, Pauline Hurley, Jamie Hayden.

a) Last meeting's AGM minutes reviewed

Reconstructed minutes were presented with explanatory note included.
Andrew moved. Julie Eagles second.

b) Treasurer's report:

Motion to carry out the financial report at the next general committee meeting. Due to personal emergency and absence of Treasurer and report.

Moved David Mitchell. Second Felicity Jackman.

c) Election of committee members

Members of the WCG committee were elected as follows:

Convenor: Geoff Rollinson

Assistant Convenor: David Mitchell

Treasurer: Peter Jackman. Subject to confirmation.

Secretary: Evonne Dart

Public Officer: Andrew Gray

Site Coordinator: Jenny Gent

Marketing and communications coordinator: Felicity Jackman

Sustainability Education Coordinator: Pauline Hurley

Additional roles:

OH&S Coordinator:

Grants Officer: Clare Vaughan

HUB Coordinator: Pauline Hurley

Nursery Coordinator: To be appointed from members including Andrew Gray; Marita M, Keith Fisher, Ann-Maree McMahon
Volunteer Coordinator: Jenny Gent
Newsletter Coordinator: : To be appointed from members Felicity Jackman or Tina Reilly
Membership Coordinator: To be appointed from members Robyn Drechsel or Tina Reilly
Events Coordinator: To be appointed from members Felicity Jackman or Emma Charlton
Plot Coordinator: Paul Horsnell

Seven members need to be elected to Committee. This year 4 key roles (Public Officer, Site Coordinator, Marketing and Communications Coordinator, Sustainability Education Officer) rather than 'ordinary members' have been elected.

- Working groups surrounding each Sub-Committee position to be called 'pods'.
- Issues with membership renewal, including reminders, database maintenance and possible storage via web-based source (e.g. Cloud) to be looked at.
- Events. Rather than having one person organising every event, it may be possible to have groups of people running each event based on their own interests and desire to participate.

d) Entrance fee and annual contributions for the next 12 months (inc. GST)

Adult: \$16.50
Family: \$22.00
Youth (up to 25): \$11.00

Organisation membership:

Associate- Not for Profit organisations or Community groups with annual revenue <\$500,000/annum: \$27.50
Organisations of commercial nature or NFP organisations with annual revenue >\$500,000: \$55.00

It was noted that by becoming members of WCG, organisations would be covered under our insurance policy

e) To receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act if available.

List of Committee members of incorporated association filled out and to be sent by Andrew once Treasurer has confirmed.

Andrew motioned to approved \$43.90 to pay AGM statement.
Moved. Felicity Jackman. Second Geoff Rollinson.

Close AGM meeting: 8.45pm

4. FINANCIAL STATEMENTS 2012-2013

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Accrual Basis

Warrnambool Community Garden Inc Balance Sheet As of June 30, 2013

| | <u>Jun 30, 13</u> |
|--|-------------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| HUB Petty Cash | 105.61 |
| Southwest Credit Union | 16,712.23 |
| South West Credit Internet Bank | 851.69 |
| WCG Petty cash | 200.00 |
| St Laurence Petty Cash | 100.00 |
| WDEA Petty Cash | 100.00 |
| Total Chequing/Savings | <u>18,069.53</u> |
| Other Current Assets | |
| Undeposited Funds | 240.23 |
| Total Other Current Assets | <u>240.23</u> |
| Total Current Assets | 18,309.76 |
| Fixed Assets | |
| Plant and Equipment | 7,804.82 |
| Total Fixed Assets | 7,804.82 |
| Other Assets | |
| Development Expenditure | 56,239.23 |
| Total Other Assets | <u>56,239.23</u> |
| TOTAL ASSETS | <u>82,353.81</u> |
| LIABILITIES | |
| Current Liabilities | |
| Accounts Payable | |
| Trade creditors | 109.19 |
| Total Accounts Payable | 109.19 |
| Other Current Liabilities | |
| GST Tax Payable | -54.97 |
| Keys Security Deposit Liability | 770.00 |
| Total Other Current Liabilities | <u>715.03</u> |
| Total Current Liabilities | <u>824.22</u> |
| TOTAL LIABILITIES | <u>824.22</u> |
| NET ASSETS | <u>81,529.59</u> |
| EQUITY | |
| Opening Bal Equity | 5,925.62 |
| Retained Earnings | 59,386.19 |
| Net Income | 16,217.78 |
| TOTAL EQUITY | <u>81,529.59</u> |

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Accrual Basis

Warrnambool Community Garden Inc
Profit & Loss
 July 2012 through June 2013

| | Jul '12 - Jun 13 |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| Over/Under Payments | -0.50 |
| Forfeited Key Deposits | 68.00 |
| HOTHOUSE | |
| Hothouse Grant | 2,000.00 |
| Total HOTHOUSE | 2,000.00 |
| Donations | 366.19 |
| HUB | |
| HUB Grants | 3,000.00 |
| HUB Workshop | 1,290.36 |
| Total HUB | 4,290.36 |
| Fundraising income | 2,371.35 |
| Grants | 16,250.00 |
| Interest received | 74.17 |
| Membership Fees | 1,685.00 |
| Rental - Plots | 3,201.23 |
| Workshop Income | 40.00 |
| Total Income | 30,345.80 |
| Gross Profit | 30,345.80 |
| Expense | |
| Professional Development | 60.00 |
| Chook House | |
| Materials | 23.95 |
| Total Chook House | 23.95 |
| Dry Rock Wall Project | |
| Delivery Costs | 625.00 |
| Total Dry Rock Wall Project | 625.00 |
| Community Garden | |
| Materials [Timber etc] | 200.00 |
| Fertilizers & Manures | 130.00 |
| Total Community Garden | 330.00 |
| Communications | 19.08 |
| Hothouse Expenses | 3,114.01 |
| HUB Expenses | |
| Furnishings etc | 89.09 |
| Repairs & Maintenance | 1,526.95 |
| Kitchen Supplies | 42.31 |
| Kitchen Equipment | 611.90 |
| HUB Expenses - Other | 527.04 |
| Total HUB Expenses | 2,797.29 |
| Accountancy fees | 32.50 |
| Administration costs | |
| Filing Fees etc | 25.10 |
| Catering | 546.69 |
| Gifts & Donations | 98.19 |
| Administration costs - Other | 37.96 |
| Total Administration costs | 707.94 |
| Advertising & Promotional Cost | 2,186.62 |
| Bank Fees | 27.60 |
| Fuel and oil | 164.00 |
| Fundraising Costs | 499.54 |
| Garden Equipment | |
| Signage etc | 123.96 |
| Sale of Scrap | -46.00 |
| Hoses & Water Fittings | 29.50 |
| Plant & Equipment | 553.77 |
| Total Garden Equipment | 661.23 |

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Accrual Basis

Warrnambool Community Garden Inc
Profit & Loss
July 2012 through June 2013

| | <u>Jul '12 - Jun 13</u> |
|--------------------------------|-------------------------|
| Garden Supplies | |
| Seed & Seedling Purchases | 28.85 |
| Soil and Mulch | 258.96 |
| Total Garden Supplies | <u>287.81</u> |
| Land Lease | 192.00 |
| Office Supplies | 445.83 |
| Plans Permits & Fee | 43.90 |
| Postage | 162.64 |
| Repairs & Maint | 573.40 |
| Security | |
| Lock & Key Purchase | 191.84 |
| Total Security | <u>191.84</u> |
| Telephone | 234.54 |
| Waste disposal | 31.82 |
| Workshop Hub expenses | 715.48 |
| Total Expense | <u>14,128.02</u> |
| Net Ordinary Income | <u>16,217.78</u> |
| Net Income | <u><u>16,217.78</u></u> |