



# Catholic Social Services New South Wales / ACT Inc.

## 2022 ANNUAL GENERAL MEETING PAPERS AND REPORT

CatholicCare Canberra  
CatholicCare Western Sydney  
Mountains • CatholicCare Social  
Hunter-Manning • CatholicCare Sydney  
CatholicCare Wollongong • CatholicCare  
Broken Bay • Centacare Bathurst • Cent  
New England North West • Centacare So  
West NSW • CatholicCare Wilcannia-Fort  
• Dunlea Centre • Family Spirit • Institut  
of Sisters of Mercy of Australia and Pap  
New Guinea • Mackillop Family Services  
Marist 180 • Mercy Services • St Vincen  
de Paul Society NSW • Sisters of Charity  
Community Care Ltd • St Agnes' Care and

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## 2022 Annual General Meeting Agenda

Thursday 3<sup>rd</sup> November 2022

10.30 am – 11.15 am

Venue: Grace Hotel, 77 York St Sydney - Pinaroo 5, Level 1

Chair: Michael Austin

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**1. Welcome and Attendance**

**2. Apologies:**

**3. Conflicts of interest:**

**4. Reflection:** [ lead by Bishop Greg]

**5. Minutes of the previous AGM** 2<sup>nd</sup> December 2021

- Motion 1: The minutes were accepted as an accurate record of the previous AGM

**6. Annual Report**

A written report on the activities for CSS NSW/ACT Inc is provided, it will be augmented by a brief verbal report and overview at the meeting.

- Comments from the Chairperson - Michael Austin
- Comments from the Executive Officer – Michael Coffey
- Comments from the Treasurer – Peter Monaghan /Michael Coffey

- Motion 2: The members accept the Annual Reports for 2021/2022.

**7. Election of Executive Committee 2020-22.**

The following current Executive Committee have indicated that they intend to continue with the committee for 2022-23.

There are 3 general vacancies on the Committee. Any CSS NSW/ACT member is welcome to nominate for that position from the floor at the meeting.

Chair: Michael Austin – CatholicCare Wollongong

Deputy Chair/Treasurer: Peter Monaghan – Marist 180

Committee members:

Alastair McGibbon – CatholicCare Sydney

Anne-Marie Mioche – CatholicCare Wilcannia Forbes

Peter Loughnane -CatholicCare Western Sydney and the Blue Mountains

Episcopal Vicar/ Ex officio member:

Bishop Greg Homeming – Diocese of Lismore

## 8. Other Business

# For reference From the CSS NSW/ACT Constitution

## 13. Executive membership

- (1) The Executive shall be the governing body of CSS NSW/ACT. Membership of the Executive shall comprise:
  - (a) A Chairperson and deputy chairperson elected by the Full Members.
  - (b) **Up to six members** elected by the Nominated Representatives of the Full members of CSS NSW/ACT, **not including Chairperson and deputy chairperson.**
  - (c) One member representing the NSW/ACT Conference of Catholic Religious Australia; and
  - (d) the Episcopal Vicar who shall be a member ex officio.
- (2) Executive may co-opt people with particular expertise to standing committees, working parties, task groups or special interest groups.

# Minutes of the 2021 Annual General Meeting

Thursday 2<sup>nd</sup> December 2021,  
11.00 am – 1.00 pm

Chair: Michael Austin

Convened as a Zoom meeting.  
<https://us02web.zoom.us/j/87809494950>

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**1. Attendance:**

Michael Austin, Bishop Greg Homeming, Sure Gore-Philips, Bronwyn Chalker, Mark Philips, Narelle Austin-Eames, Monique Earsman, David Stefanoff, Kerrynt Tutt, Robert George, Peter Brown, Jonathan Melrose-Rae, Richard Melki, Roseanne Plunkett, Peter Loughnane, Tim Curran, Tony Bidstrop, Kathleen Burgess, Moye Prichard, Peter Monaghan

**2. Apologies:**

Bishop Terry Brady, Anne- Marie Mioche, Fergus Fitzsimons, Jude Ekerick, Jason Oldridge, Jack De Groot

**3. Conflicts of interest:**

**4. Reflection:** [lead by Bishop Greg]

**5. Minutes of the previous AGM November 2020**

*[Motion 1: The minutes of 2020 Annual General Meeting were accepted as an accurate record of that meeting.](#)*

*Moved Robert George   Seconded Peter Monaghan   Carried*

**6. Annual Report**

A written report was tabled, augmented by a brief verbal report and overview at the meeting by the Chair and Executive Officer.

- Chairperson's Report - Michael Austin
- Executive Officer's Report – Michael Coffey
- Financial Report – Michael Coffey

*[Motion 2: The members accept the Annual Reports for 2020/2021.](#)*

*Moved Mark Philips   Seconded Peter Loughnane   Carried*

## **7. Re-election of Executive Committee 2020-22.**

The following current Executive Committee have indicated that they intend to continue with the committee for 2021-22. There is one general vacancy on the Committee, following the resignation of Jonathan Campton. There were no nominations for that position from the floor at the meeting.

The Chair acknowledged outgoing Executive Committee Members: Bishop Terry, Anne Kirwan, and Jonathan Campton for their contributions to the Executive Committee over the last three years.

Chair: Michael Austin – CatholicCare Wollongong

Deputy Chair/Treasurer: Peter Monaghan – Marist 180

Committee members:

Mark Phillips – CatholicCare Sydney

Anne-Marie Mioche – CatholicCare Wilcannia Forbes

Peter Loughnane - CatholicCare Western Sydney and the Blue Mountains

Episcopal Vicar/ Ex officio member:

Bishop Greg Homeming

## **8. Other Business**

No other business was discussed at the meeting.

# Report on the activities of Catholic Social Services NSW/ACT Inc for 2021-2022

Prepared by Dr Michael Coffey, Executive Officer

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I am pleased to provide a report to the members on the activities of Catholic Social Services NSW/ACT Inc, in the year to October 2022.

## **A bit of history and context.**

In 2018 the agency heads of the NSW/ACT Catholic Social Services confirmed the strong commitment to continue an NSW/ACT forum and resolved to establish an entity to focus on the sector development, support and advocacy work in NSW and ACT. The new entity 'Catholic Social Services NSW/ACT' (CSS NSW/ACT) was registered with the NSW Department of Fair Trading in June 2018.

### Our Mission

We draw inspiration from Pope Francis' reflections on the parable of the Good Samaritan, in his recent encyclical "Fratelli Tutti", as a Founding Story for the work of Catholic Social Service Agencies.

In the "Fratelli Tutti", Pope Francis says:

*"Each day we have to decide whether to be Good Samaritans or indifferent bystanders" ("Fratelli Tutti," No. 69).*

*"We were created for a fulfilment that can only be found in love. We cannot be indifferent to suffering; we cannot allow anyone to go through life as an outcast. ("Fratelli Tutti," No. 68).*

This is the call to love and service, the call to which the member organisations of Catholic Social Services NSW/ACT Inc seek to respond.

Catholic Social Services are integral to the Mission of the Catholic Church in New South Wales and the ACT. CSS NSW/ACT draws on the experience of decades of Catholic Social Service provision and social policy development in New South Wales and the ACT, to advocate for those who are most disadvantaged, strengthen the social services which support them, and promote our network's core values of love and justice. CSS NSW/ACT Inc envisages a fairer, more inclusive civil society and culture that embeds and supports the dignity, equality, and participation of all people.

### Our Purpose

The purpose of CSS NSW/ACT, as a Catholic social services network, is to:

- build capacity,

- share, support and promote best practice,
- advocate and to encourage partnerships between Catholic social services within New South Wales and the ACT.

As a state-wide advocate, CSS NSW/ACT also works with its members to produce evidence/research which informs public opinion and assists government and the community to develop just and compassionate social and economic policies that will improve the lives of the vulnerable and disadvantaged people in New South Wales and ACT.

CSS NSW/ACT also seeks to promote and increase awareness of the great work being done by Catholic Social Services within the Parishes and regions state-wide across NSW and the ACT.

The current membership of CSS NSW/ACT is 20 Catholic Social Services, based in NSW and ACT and includes the 12 Diocesan Agencies (i.e., CatholicCare and Centacare). Our members provide a broad range of services across NSW and ACT. In 2021, our network of members provided over \$550 million of Federal and State government funded programs, reaching over 190,000 people.

Collectively our members can be considered through a 'social services' lens, as a multimillion 'industry' with a great track record and reputation, in keeping with the mission to provide the quality services that people deserve. They also have valuable learnings, expertise, and local evidence-based knowledge to contribute.

CSS NSW/ACT is strongly supported by the great leadership and commitment of the agency heads of its membership through the Executive Committee and participation of members in various Communities of Practice within the Association.

Michael Austin, Director of CatholicCare Wollongong and Anne Kirwan, CEO of CatholicCare Canberra Goulburn were appointed inaugural Chair and Deputy Chair on 1 July 2018.

As of the last Annual General Meeting (AGM) in December 2021, we are thankful that Michael Austin, continues to demonstrate his ongoing leadership, insight, and commitment as the Chair.

In August 2021, Anne Kirwan stood down from her position to concentrate on the merger of her agency with Marymead. At the AGM, Peter Monaghan, Chief Executive Officer of Marist 180, was elected as the new Treasurer.

Anne-Marie Mioche, Chief Executive Officer of CatholicCare Wilcannia Forbes and Peter Loughnane, Chief Executive Officer of CatholicCare Western Sydney and the Blue Mountains also continue as Executive Members.

Mark Philips from CatholicCare Sydney, stood down from his position in January 2022, and we welcomed incoming Chief Executive Officer of CatholicCare Sydney, Alastair McGibbon onto the Committee.



In late 2021, Bishop Greg Homeming became the new Bishop delegate from the NSW/ACT Bishops. We welcome Bishop Greg's commitment to the Association.

We also continue to express our sincere appreciation to Bishop Terry Brady for his ongoing contribution to the Association over many years. Even after he officially stood down, Bishop Terry has generously kept in touch with the Executive Committee, also supporting Bishop Greg's transition and initial months with the Association.

In October 2019, the CSS NSW/ACT employed a part-time (0.4 Full Time Equivalent) Executive Officer, Dr Michael Coffey, to implement the Strategic Directions and to further establish the Association. Michael Coffey has a supportive and strategic working relationship with Michael Austin as the Chair and the Executive Committee, in the work to progress the Strategic Plan and to further establish the Association.

In June 2022, as a recognition of confidence and support of Michael's work, the Executive Committee decided to provide extra resources to increase Michael's hours to 0.6 Full Time Equivalent and to further increase the capacity of the Association.

## **Key Activities for 2021-2022**



*Photo: CSS NSW/ACT Chair Michael Austin and CSS NSW/ACT Executive Officer meet with Hon, Natasha Maclaren-Jones MLC, NSW Minister for Families and Communities and Disability Agencies in February 2022.*

While our network has a significant history in NSW and ACT, the formal Association is still relatively a young organisation, still in a 'humble' establishment phase, respectfully building relationships with Dioceses, State Minister's and representatives, Government Agencies, Peak Organisations, media, and the broader community.

Notwithstanding the events of 2021, including the second wave of the COVID pandemic, much has been achieved by the Association. Our members remain strong and committed to the organisation and the progress we have achieved over the last twelve months. Within the

context of Covid lockdown in NSW the Association has had to pivot and innovate and respond to an ever-changing environment.

As the impact of the pandemic eased with regards to our capacity to be out and about doing in person meetings earlier this year we were finally able to start meeting outside of the zoom environment and we have had successful meetings with Minister Natasha Maclaren-Jones and Shadow Minister Kate Washington, where we were able to directly advocate and raise concerns on behalf of the network and begin to build relationships and influence decision makers within Government.

Yet, most of the work that has been done this year has been achieved working remotely using Zoom or Team technology and has focused on the Communities of Practice method, Member's Forums, and networking with other peak organisations such as Association of Child Welfare Agencies (ACWA) and NSW Council of Social Services (NCOSS) and the national body Catholic Social Services Australia (CSSA).

Several of these communities of practice are either currently active or in development phase across the network. Other NSW peak organisations have also adopted the Communities of Practice method for organising their advocacy and sector development work.

While many of the Association's members are also members of those same peak organisations, rather than duplicate the work of those peak organisations, we think that the Communities of Practices have a potential to provide an opportunity for Catholic Social Services to come together and consider the issues of practice and advocacy through the lens of Catholic Social Teaching and to consolidate and articulate the 'Catholic Voice' for any relevant advocacy on behalf of the people we serve.

### **What are 'Communities of Practice'?**



*Photo: Some of the participants on the NSW State Election Campaign Communities of Practice*

We use the term 'Communities of Practice' to mean a 'working group' of people within and across the network who share a common concern, a set of problems, or an interest in a topic and who come together to fulfil both individual and group goals. Communities of Practice are self-directed and self-determined.

They draw upon the richness of the network and focus on sharing best practice and creating new knowledge to advance a domain of professional practice. Or they can also be a short-term working group which focuses on a specific issue, e.g., working on a CSS NSW/ACT response to a government public inquiry. The method is designed to be flexible and not too onerous a commitment. They can operate across multiple agencies, with both formal and informal governance structures. Sometimes communities of practice can take the shape of a series of regular Zoom meetings or just a few key meetings with most of the work being done out of session via email.

They also can be an 'engine room' for collective advocacy on behalf of the agencies e.g., lobbying for funding, or on behalf of the people they serve.

The communities of practices that are currently active are:

- Linking Mission and Service Delivery (through the Member's Forums)
- Business Development (for Diocesan members through the Special Purpose Vehicle)
- School Wellbeing and Counselling
- Child and Family Services
- Out of Home Care
- Inter-Diocesan Chaplaincy
- NSW Election Campaign (i.e., our election asks)
- Strategic Directions & Planning

While it is still early days the Communities of Practice method has the potential for providing a process by which the member agencies collaborate and work together and towards building a collective identity for the association, whilst still maintaining autonomy and subsidiarity of the individual agencies.

This has significantly strengthened our value, relevance, and internal and external relationships. This continued establishment work augers well for our planned activities, member recruitment and growing profile and influence the next 12 months.

## **Development of the New Strategic Directions 2022-2025**

In the first half of 2022, again using a communities of practice method, the Executive Committee and Michael Coffey developed new Strategic Directions to build on and continue the work of the Strategic Directions 2019-21, developed by the membership in 2019. These directions set the purpose, priorities, and key activities for the Association over the next three years to 2025.

The three focus areas of our Strategic Directions are:

1. Leadership in Mission
2. To support and enhance the profile and capacity of Catholic Social Services in NSW and ACT
3. Advocacy & Representation

These focus areas build on the establishment and work achieved to date, reaching out, promoting the work of Catholic Social Services, the Catholic voice and respectfully building profile and influence.

Over the next twelve months the key strategic activities across the three strategic focus areas will be:

1. Leadership in Mission:
  - Continue the Leadership and Mission and Formation stream at member's forums
  - Foster and support mentoring and partnerships between ED's across the membership, with a focus on supporting new ED's
  - Incorporate Leadership in Mission into the working group/communities of practice discussions
2. To support and enhance the profile and capacity of Catholic Social Services in NSW and ACT:
  - Consolidate social media and communication strategy
  - Continue to promote the network through social media and maintain at least 4 members forums and 5 working groups/communities of practice
  - Incorporate a promotional component, promoting member services in all correspondence with government, media, and other agencies
  - Develop a strategy to promote the work of our members within the Catholic community and local Parishes
3. Advocacy and Representation
  - Continue to establish relationships with key Ministers, bureaucrats, media, and other peak organisations to be able to influence government policy and the NSW Election in 2023
  - Establish a 'Campaign' and a 'NSW Election' working group / community of practice
  - Produce 'key asks' for our NSW Election Statement for March 2023

We recognise that these Strategic Activities are underpinned by the following enablers and unique characteristic of our network and community:

- Catholic Social Teaching
- The support of the NSW/ACT Bishops
- The Catholic church community

- A range of different sized member agencies ranging from place based, local diocesan agencies to congregational and state-wide agencies.
- Membership contributions
- Increased social media presence
- Our unique 'Catholic voice' and perspective
- The experience and expertise of our members
- Producing communiques / bulletins as required
- Working groups and communities of practice
- Ongoing collaboration / cooperation / good will with our members and other external organisations

### **Our next steps ...**

While the activities highlighted in the previous section will form the basis of all activities over the next twelve months, we now appear to be over the worst of the pandemic impact, with regards to lock down and being restricted to meeting in the Zoom / Teams environment. Consequently, we now enter a period where we can thankfully convene more in-person events and meetings.

Over the last few months, we have been working towards our first significant in person event since the pandemic took effect two years ago, with what we hope will continue as a regular annual members forum or perhaps a mini conference. We will also continue to facilitate lower cost Zoom forums.

After considerable planning, we are really excited about this Annual Members Forum (incorporating the AGM) which is being over two days and across two venues, culminating at a special session to be held on the 3<sup>rd</sup> of November hosted by the **Minister for Community Services and Disability Services, Hon. Natasha Maclaren Jones** at the Jubilee Room at NSW Parliament House on Macquarie Street in Sydney.

With the program we have prepared and the guest speakers, we are very well set for a high profile for the next twelve months, which will leverage the collective strengths of the network, benefit all our member agencies, and present the network at a high Government level.

Despite the impact of the pandemic over the last two years, Catholic Social Services NSW/ACT has made significant progress. With the new Strategic Directions and added capacity the Association is now ready to focus on its important work of securing its membership base and animating and progressing its strategic directions to further the important Social Services Mission of the Church in NSW and the ACT.

We appreciate the opportunity to present this report, which provides key highlights on the Association over the last year and articulates our focus for the next twelve months. We also thank the members for their ongoing support.

# Report on Finances for the year ending 30<sup>th</sup> June 2022

## Profit and Loss

### Catholic Social Services NSW/ACT For the year ended 30 June 2022

	2022
<b>Trading Income</b>	
CSSA (for extra EO day)	19,555
Membership Fees	73,239
SPV Membership	39,000
<b>Total Trading Income</b>	<b>131,795</b>
<b>Gross Profit</b>	<b>131,795</b>
<b>Other Income</b>	
Interest Income - Unrestricted	35
<b>Total Other Income</b>	<b>35</b>
<b>Operating Expenses</b>	
Accounting and Bookkeeping Fees	1,569
Advertising & Marketing	750
Bank Fees	1
EO Secondment	25,529
Insurance	1,231
Memberships and Subscriptions	725
S&W Superannuation	7,647
Salaries & Wages	76,469
Telephone & Internet	1,047
Travel	329
<b>Total Operating Expenses</b>	<b>115,297</b>
<b>Net Profit</b>	<b>16,532</b>

# Statement of Cash Flows

Catholic Social Services NSW/ACT  
For the year ended 30 June 2022

	2022
<b>Operating Activities</b>	
Receipts from customers	131,794.72
Payments to suppliers and employees	(115,297.48)
Cash receipts from other operating activities	34.74
<b>Net Cash Flows from Operating Activities</b>	<b>16,531.98</b>
<b>Financing Activities</b>	
Other cash items from financing activities	8,350.10
<b>Net Cash Flows from Financing Activities</b>	<b>8,350.10</b>
<b>Net Cash Flows</b>	<b>24,882.08</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	212,145.94
Net change in cash for period	24,882.08
Cash and cash equivalents at end of period	237,028.02

# Balance Sheet

Catholic Social Services NSW/ACT  
As at 30 June 2022

30 JUN 2022

## Assets

### Bank

CDF Operating#2106	237,028.02
<b>Total Bank</b>	<b>237,028.02</b>

<b>Total Assets</b>	<b>237,028.02</b>
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## Liabilities

### Current Liabilities

PAYG Withholdings Payable	5,516.00
Superannuation Payable	2,834.10
<b>Total Current Liabilities</b>	<b>8,350.10</b>

<b>Total Liabilities</b>	<b>8,350.10</b>
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<b>Net Assets</b>	<b>228,677.92</b>
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## Equity

Current Year Earnings	16,531.98
Retained Earnings	212,145.94
<b>Total Equity</b>	<b>228,677.92</b>