



2018

Annual Impact Report

Volunteering New Zealand



We benefit communities by promoting, supporting, and representing volunteering in Aotearoa, New Zealand.

Supporting the development of managers of volunteers and their organisations is a key focus for us.

Acknowledgements

Impact Reports Contributors:

- Daisy McLlewan
- Charlie Pearson
- Dr Michael Schraa
- Michelle Kitney
- Anna Rendall
- Sarah Macdonald
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- Katie Bruce
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Annual Impact Report

**Volunteering New Zealand Incorporated
for the year ended 30 June 2018**

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Our people

Board

Helga Wientjes – Chairperson 2018/19
Tania Jones – Vice Chairperson 2018/19
Brayden Smith – Treasurer
Wendy Rapana – Board member, Māori
Cathy Aiavao – Board member, Pacific peoples
Corrine Coombe – Board member
Gail Marshall – Board member
James Lord – Board member
Karen Smith – Chairperson 2016/17
Alison Marshall – Board member 2016/17

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Kari Wang – Video Editor
Jo Wilson – Writer

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Scott Miller – Chief Executive
Laura Allen – UX & Content Manager
Taylor Hamling – Web developer
Michelle Kitney – General Manager
Erina Papp – National Learning & Development Manager
Ross Patel – Governance Advisor
Anna Rendall – Graphic Designer
Sarah Macdonald – Marketing & Communications Advisor
Jaleh McCormack – Programme Advisor – Strategy
Daisy Mclewin – Research Administrator
Ione Slater – Content Advisor
Emma Sygrove Savill – Graphic Designer
Christina Ward-Young – Membership Administrator
Dan Bishop – InvolveMe360 Project Manager

Chairperson's report

As an organisation that promotes, celebrates and advocates for effective volunteering, my focus for this report will be just that – thanking the many people and organisations that contributed to VNZ's success over the last year.

First of all, I want to acknowledge the leadership, wisdom and support of Prof. Karen Smith who stepped down after 6 years on the board, and as Chairperson. Karen was involved in numerous volunteer research projects and has an impressive volunteer resume. Her insights and expertise pushed and challenged us. Although no longer officially involved with VNZ, there is no doubt Karen will continue to be a champion for volunteering.

More recently, we said farewell to our outgoing Chief Executive, Scott Miller. Over the last three years Scott transformed this organisation. He saw the importance of supporting the voluntary sector, going out of his way to identify and implement any opportunities he saw for engagement, with the support of a high performing team always behind him. With a genuine passion for people, Scott made links with an astonishing number, building an impressive network for VNZ. More about the achievements of the team are included in the following pages.

The whakataukī, He rau ringa e oti ai (with many hands the job will be finished) is more than fitting.

Scott built a strong foundation and our new Chief Executive Dr. Katie Bruce, my fellow board members and our team of paid and volunteer staff are looking forward to continuing this great work; delivering benefits for our members and ensuring volunteers are supported, to enhance the potential of our communities.

I would also like to thank our new and existing members for their ongoing support. Last year, our membership grew 11%. I believe this is a sign that volunteer-involving organisations (VIOs) increasingly want to show their commitment to

effective volunteering. Our member base enables us to be a strong voice for the volunteer sector, addressing issues raised by volunteer centres, VIOs and volunteers. In one example, we developed a powerful Election Manifesto with the input of our members. We presented this to all political parties in the lead-up to the 2017 General Election, to help shape their policies around the industry.

Last year we had a strong focus on capacity building and professional development in volunteer management. We launched LeadMe, an online assessment platform for those who oversee and lead volunteer programs, a 360° version of InvolveMe and a national certificate in Volunteer Management, with the support of Careerforce. This was complemented by our yearly conference, workshops, webinars, Action Learning Groups and Chief Executives Forums. We would not be able to deliver any of this without the contribution of our sponsors, supporters and partners.

There are many opportunities ahead for VNZ: diversifying our membership to better reflect the volunteer landscape (including Kaupapa Māori organisations) and supporting effective employee volunteering, are two key examples.

Join us on the journey.

Ngā manaakitanga

Helga Wientjes
Board Chair



Chief Executive's report

As I start my role as Volunteering New Zealand's new Chief Executive I join a small but mighty team of staff and volunteers. This role is a huge privilege and it is one that I take up with energy and enthusiasm as someone who has worked alongside young volunteers at JustSpeak for the last three years.

It is fitting that the national organisation to champion volunteering is powered by passionate and skilled volunteers alongside our equally passionate and skilled staff members. Combined with our membership of over 80 organisations, we can punch above our weight and deliver impact for volunteering in Aotearoa.

What a year 2017-2018 has been for Volunteering New Zealand! I am struck by the sheer number of new initiatives that VNZ has launched alongside quality annual campaigns and research reports.

A highlight of our calendar is always National Volunteer Week and 2018 was no exception. Volunteers, The Heart of our Community – By many, the work will be completed. Mā tini, mā mano, ka rapa te whai was the theme of this year's volunteer week that was taken up with huge enthusiasm around the country.

The launch of LeadMe and the development of InvolveMe 360 are exciting game changers to support the implementation of best practice in volunteering. Along with our launch of the Certificate in Managing Volunteers in collaboration with Careerforce, we are striving towards our goal of Aotearoa being a place where people have a great experience when they volunteer and leading the way in volunteer-centred practice. Read more about this in our case study of the Duke of Edinburgh Award.

Under Scott Miller's leadership we have seen an increase in the recognition of volunteering and the resources to support volunteering through grant funding, the support of our members and increased consultancy work. VNZ has expanded to take on a huge asset in General Manager Michelle Kitney, as well as other passionate and skilled part-time staff in Sarah Macdonald and Anna Rendall.

Our previous chief executive Scott Miller leaves a legacy of professionalism, a stronger VNZ and a stronger volunteering sector. No doubt he will have a big impact on volunteering across the Tasman where he is now working as Chief Executive of Volunteering Victoria. Thank you for your huge contribution to the sector Scott and we look forward to future collaborations.

Ngā mihi nui

Dr Katie Bruce
Chief Executive



Impact building

Increasing the impact of volunteering is at the core of our work at VNZ. This year we have really stepped-up our capacity building and professional development support for the wider sector with the launch of LeadMe, InvolveMe 360 and a new Certificate in managing volunteers in collaboration with Careerforce. This year also marked the launch of a new series of webinars, action learning groups and chief executive forums in addition to our annual Pivot conference. The selection of InvolveMe as a 'technology innovator of the year' finalist in the New Zealand Charities Technology Awards 2018 was a particular highlight.



A key focus for VNZ is to support the development of volunteer managers and the organisations they work with. Developing a qualification pathway that builds on VNZ's 'Competencies for Managers of Volunteers' is a way of training, recognising and valuing volunteer management.

With the support of Careerforce, te toi pūkenga, VNZ was able to offer a Level 4 National Certificate in First Line Management, aimed specifically at leaders and managers of volunteers. This is an exciting development for the sector.

Offering the New Zealand Certificate in First Line Management will help increase the professional standard of New Zealand's volunteer managers. This will support more effective volunteer involvement within organisations throughout Aotearoa New Zealand.

The Certificate is part of the wider NZQA framework of qualifications. It is flexible and offers the opportunity for recognition of existing competencies.

At the National Volunteer Week 2018 Parliamentary Afternoon Tea, VNZ launched its latest volunteer management tool, LeadMe. This is a digital tool that assists leaders of volunteers to be more effective in their roles.

LeadMe is a free best-practice online self-assessment tool designed to support and equip volunteer leaders to effectively manage their volunteer programmes. After completing a short survey, participants receive a personalised report with tailored feedback and actionable steps on how to get the most out of their volunteer programme. LeadMe acts as a complementary assessment tool for InvolveMe, providing greater depth of feedback that is leadership-oriented.

The LeadMe tool was developed from VNZ's Competencies for Managers of Volunteers, created by the sector in 2011.



“Awesome tool to bring the organisation together to re-evaluate its core needs and purpose”

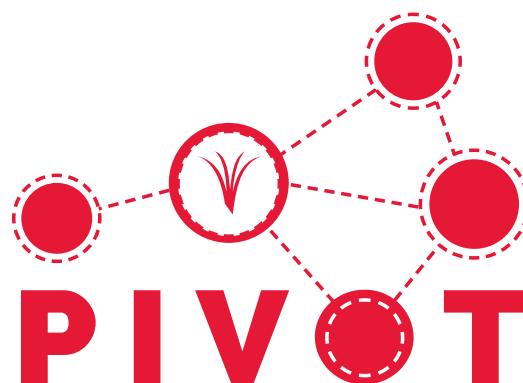
– Member quote, InvolveMe

InvolveMe is a free online self-assessment tool designed to empower volunteer programmes within organisations. This is the culmination of VNZ’s extensive work with volunteer-involving organisations and the promotion of best practice culture over the last decade.

InvolveMe is not only a feedback but also a feedforward tool. The report provides participants with opportunities to review and leverage their volunteer programme’s strengths and enhance their organisation’s unique impact in the community. The tool generates a customised report to be used for strategic planning and operational enhancements.

The InvolveMe tool was selected as one of three finalists for the New Zealand Charities Technology Awards 2018. The nomination for ‘Technology Innovator of the Year’ recognised that InvolveMe is a simplified, approachable tool for the more than 100,000 volunteer-involving organisations in New Zealand to evaluate the culture, communication, strategy, and resources of their organisation.

In early 2018 we released a 360 version of the InvolveMe tool. The 360 platform enables organisations to collect input from volunteers, leaders of volunteers, organisation managers and board members to provide a comprehensive assessment of their volunteering strengths and areas for improvement.



linking **vision** to **action**
VNZ's national conference

On Monday, October 30, the 2017 National Pivot Conference was held in Auckland. VNZ’s annual Pivot Conferences are for leaders and managers of volunteers and offer a range of expert speakers. Pivot provides a networking and learning space to build connections with peers and to share and develop best-practice knowledge. The Pivot Conference aims to deliver the latest innovative information on the volunteering landscape and the outlook for the future.

The Conference team from VNZ included Scott Miller, Michelle Kitney and Ross Patel. The 2017 Conference offered keynote presentations from Rob Jackson (of Rob Jackson Consulting Ltd) and Shawn Callahan (Anecdote International), with workshops, presentations and panel discussions on topics including: leading migrant volunteers, leading student volunteers and effective volunteer recruitment. VNZ’s 2017 Pivot Conference upheld its status as an essential date on the national volunteering calendar.

“The conference was everything I expected and more; great opportunities to learn, share, and network.” [Volunteer Marlborough]

“Thoroughly enjoyed the day and the opportunity to connect with others and share best practice around volunteerism”

– Member quote, Pivot

Chief Executive forums

In 2018, VNZ launched a new forum series for chief executives of volunteer involving organisations to collaborate, connect and discuss pertinent trends and issues. Changing volunteer practices within organisations requires buy-in from all levels, and for change to happen it needs to be embraced by boards and senior management. Our forums are invitation-only events, which provide a relaxed environment for our member organisations' chief executives to engage with MPs. In 2018 we hosted Peeni Henare, Minister for the Community and Voluntary Sector.



In June 2018 VNZ launched a series of Professional Action Learning Groups in Auckland, Wellington and Christchurch for volunteer leaders and managers. Facilitated by VNZ, these groups focus on equipping attendees with the latest research, and explore research-informed ideas and techniques for effective volunteer engagement.

VNZ's Learning and Development Manager, Erina Papp, ran three Action Learning Groups of targeted professional development.

Webinars

In March 2018 VNZ launched a series of free webinars based on emerging research and current issues facing volunteering both in New Zealand and internationally. Each 30 minute episode contains a mix of presentation and conversation style information, and are co-presented by a VNZ team member and an expert delivering their research findings.

Our webinars are a chance to equip New Zealand volunteer leaders and managers to better lead, manage and develop their volunteer workforce. Our guest speakers have been leading national and international experts from the volunteering field. A diverse range of topics have been covered; from 'Volunteering to Learn' by Professor Kirsten Holmes of Curtin University (Australia) during Student Volunteer Week, to 'Turning Data into Powerful Information' by Scott Ussher, Manager of Income and Poverty at Statistics New Zealand.

Workshops, key-notes

In the last twelve months, VNZ has delivered an impressive 25 face-to-face workshops and conferences throughout New Zealand. These are an invaluable opportunity for VNZ to foster relationships, encourage innovative thinking and knowledge-sharing in New Zealand's community and voluntary sector. We have presented to a very diverse range of volunteer involving organisations including Pony Club New Zealand, the Digital Nations 2030 conference and the Fundraising Institute of New Zealand National Conference.

Thought leadership

VNZ features sector-based thought leadership in our monthly newsletters. Contributors are typically leaders from our membership organisations; VNZ newsletters and blog posts are a chance for our members to share and grow together.

Social Media and newsletters

VNZ continued to invest more time and resources into social media and newsletters. This investment led to an increase in the frequency of posting, the number of marketing channels and reach of a wider audience. The promotion of topics and events ranged from sector news, promoting our professional development services and advocacy work. We also created resources and posts for our members to share. We have five channels (Twitter, Facebook, Instagram, LinkedIn and YouTube) plus our online newsletter via Mailchimp.

Case study – Professional Development through VNZ

When the Duke of Edinburgh's Hillary Award New Zealand wanted to rework their volunteer involvement strategy their staff enrolled in VNZ's Certificate for Managers of Volunteers (created in partnership with Careerforce) and other professional development opportunities at VNZ.

The Duke of Edinburgh Award New Zealand is made up primarily of volunteers. A vital part of the organisation, the Award Leaders – in schools, uniformed organisations and community groups – provide the impetus and vehicle for everything the Award delivers. They are responsible for mentoring and supporting participants and are involved on a volunteer basis.

Through their exposure to VNZ's professional development programmes, the Award's national office team are working to establish a clear framework where new Award Leaders feel empowered and supported, receive ongoing training and professional development opportunities and outgoing leaders will receive formal recognition and appreciation when they retire from their positions.

Karen Ross, National Director said:
“This is a vital and exciting project which we expect to have a major impact on the volunteer leader base. The outcomes from this project will place our volunteer leaders at the centre of all we do.”

For Duke of Edinburgh, this will be key to growing the Award and inspiring more people to become Award Leaders. It will expose the award to new people and inspire others to participate. Award leaders will have the tools to effectively support current participants working to achieve their awards and encourage them to progress onto the next stage (Bronze – Silver – Gold).

Karen Ross has attended a series of Chief Executive Forums, provided by VNZ, which aim to inform and inspire CE's about volunteering and encourage

greater focus being put on the role of volunteers within volunteer-involving organisations. She said the experience was “inspiring”. Other staff from the Award's national office team participated in VNZ's conferences, webinars and action learning groups.

Karen said: “The Award flourishes through the work of a well-resourced and motivated volunteer leader base. The work is rich with purpose, commitment, personal development and growth.”

In existence for over 60 years, the Duke of Edinburgh's International Award (known in New Zealand as the Duke of Edinburgh's Hillary Award) is the world's foremost youth achievement award. More than 1.3 million young people, aged 14-24, take part in achieving the Bronze, Silver and Gold Awards, through some 130+ countries globally. “Leaders around the world are recognising the importance of non-formal education and the Award aligns with a number of the United Nation's Sustainable Development Goals” [The Duke of Edinburgh's International Award NZ, Annual Report 2017/18].

Campaigns

International Volunteer Managers Day 5 November 2017



International Volunteer Managers Day (IVM Day) in New Zealand was coordinated by VNZ. It was a chance to recognise and celebrate the volunteer managers supporting New Zealand's volunteer workforce and volunteer-involving organisations. Their contributions to effective volunteer strategy, culture, communication and resources are vital.

IVM Day 2017's theme was to "Be The Voice!" for volunteer managers. New Zealanders were encouraged to join the IVM Day 2017 campaign by making a personal, organisational or sector pledge for volunteer managers. VNZ supported New Zealand organisations to celebrate IVM Day 2017 by providing branded material and resources that were available as free downloads.

IVM Day was also an opportunity for VNZ to promote its new partnership with Careerforce, te toi pūkenga, and to advocate for more effective volunteer management nationally.

"Volunteers are a significant part of our society and if we want them to remain generous with their time and effort, we need to ensure we invest in their success through effective management and leadership. Without it, our national volunteering efforts would be much, much less effective".
[Scott Miller, VNZ Chief Executive 2015-18]

International Volunteer Day 5 December 2017



The annual International Volunteer Day (IVDay) is a United Nations-led initiative. IVDay is an annual opportunity to show our appreciation for the huge contributions volunteers make to local New Zealand communities, and at the national and international level.

The global theme for 2017 was Volunteers Act First. Here. Everywhere. with the hashtag #VolunteersActFirst. On IVDay the positive solidarity of volunteers, who are the first to act in times of crisis, was recognised worldwide. New Zealand experienced this first-hand with the responses to the November 2016 Kaikoura earthquake and 2010-2011 Christchurch earthquakes. In those cases, volunteers showed that they are vital for disaster response efforts, and are the backbone of our communities in times of crisis.

VNZ provided an online toolkit of visuals and promotional text, as well as promoting IVDay through our Facebook and Twitter platforms, two news articles and a radio piece with Radio NZ.

Student Volunteer Week 16–22 April 2018



Student Volunteer Week is a national campaign that encourages students to volunteer, and celebrates young people who are already giving their time. The 2018 national campaign was led by VNZ in conjunction with student groups within universities, polytechnics and high schools across the country.

2018 Student Volunteer Week's theme was Give. Grow. Inspire: empowering students to give their time to causes, grow their skills, and inspire others in the community to do the same.

Celebrations took the form of events, activities and awareness-raising campaigns led by tertiary institutions and schools nationwide. VNZ created online resources for students and universities to promote and run their own Student Volunteer Week campaigns, with #SVW2018! This included branded promotional material, and certificate templates to award to volunteers.

“Thanks for providing the resources and for supporting our events via social media”

– Member quote

National Volunteer Week

National Volunteer Week 17–23 June 2018



National Volunteer Week is New Zealand's largest celebration of the 1.2 million Kiwis who volunteer in our communities every year. VNZ's members voted for the 2018 theme: Volunteers, The Heart of our Community – By many, the work will be completed. Mā tini, mā mano, ka rapa te whai. This captures the essence of the volunteering spirit and the essential link between volunteers and the communities who benefit from their generosity.

VNZ supported and encouraged charities, organisations and communities to run and promote their own National Volunteer Week campaigns and events, with #NVW2018! This involved creating a website with a range of handy resources, including branded promotional material and certificate templates to award to volunteers and a Resource Guide. VNZ also supported organisations with help via email support, and showcased 3 guest blogs.

National Volunteer Week 2018 attracted high profile supporters that got the message out across the country. Six different politicians, celebrity cook Annabel Langbein, The Jane Goodall Institute of New Zealand, and All Blacks Te Toiroa Tahiriorangi, Sam Cane and Matt Todd all spoke out about volunteering. TV shows What Now, The AM Show and Parliament TV also promoted the Week.

During National Volunteer Week, VNZ's Facebook engagement increased by 150%.

At the National Volunteer Week 2018 Parliamentary Afternoon Tea on June 21, VNZ released our State of Volunteering 2017 Report and launched LeadMe, an innovative digital tool for leaders of volunteers.

Advocacy

Volunteering New Zealand had an exceptional year making gains for volunteers and volunteering. Some notable highlights included:

Submission to Civil Defence and Emergency Management – July 2017

VNZ made a submission on the Civil Defence and Emergency Management (CDEM) Ministerial Review. In the terms of reference, we encouraged greater emphasis to be put on volunteers and the system that CDEM volunteers are managed within.

For instance, VNZ promoted the appointment of a senior management position directly responsible for coordinating and promoting volunteer interests and the utilisation of the VNZ Best Practice Guidelines as a basis for approaching volunteer best-practice as remedies to boost the CDEM volunteer force.

In particular, VNZ highlighted the notion that there should be a greater emphasis on including and engaging with volunteers.

Writing the General Election Manifesto – October 2017

After the conclusion of the 2017 General Election, VNZ outlined the potential for growth and development in the volunteer sector, by the Government.

“The 2017 election provides an opportunity to look at how the Government can ensure volunteering remains a strong part of our nation’s identity” said Scott Miller.

The manifesto explained four central points for change:

1. Government agencies better valuing and recognising the contribution made by volunteers to service delivery and social capital
2. Making it easier for people to volunteer
3. Support for more effective volunteer management
4. Looking after the welfare of volunteer workers.

Submission to the Tax Working Group – April 2018

VNZ was invited to make a submission to the new Tax Working Group (TWG). In the proposal, VNZ’s main recommendation was for TWG to design and implement a Volunteer Tax Rebate as an effective way for the government to commit to promoting volunteering in New Zealand.

The need for further research was also advised in the submission, particularly on the relationship between tax policies, charities, volunteer work, and the economic benefits they provide to society.

Submission on the Health and Safety at Work Amendment Bill – June 2018

With unanimous support from members VNZ made a submission in opposition to the Health and Safety at Work (Volunteer Associations) Amendment Bill, which sought to amend the existing HSAW Act 2015. This is because VNZ supports the continued progress towards normalising a positive culture of health and safety in the best interests of volunteers, workers and the wider public.

The proposed amendment Bill would remove certain Health and Safety protections from both volunteers and employees in some partially volunteer-based organisations. Where the current Act is exceedingly clear in its demarcation between paid and unpaid work, the proposed Bill creates loopholes that could be exploited.

The proposed Bill also undermines the commitments of the Government Policy on Volunteering, specifically “that volunteers have appropriate protection under law”.

In VNZ’s view support for the proposed bill is largely mis-stated or mis-informed. Our consultation with members, and data from our State of Volunteering Survey (which surveyed 1500 charities nationwide) supported our position in opposition to the proposed Bill.

Media releases to promote volunteering

As the national representative for volunteering, VNZ published 13 media releases, on topics including:

- NZ political parties’ responses to the VNZ Election Manifesto, in the wake of the 2017 General Election.
- VNZ securing funding to develop a nationwide migrant volunteer programme.
- The InvolveMe tool being selected as a finalist in the New Zealand Charities Technology Awards 2018.
- The launch of VNZ’s LeadMe tool – to benefit leaders of volunteers.

Other advocacy work

- Our advocacy to encourage the NZ Government to respond positively to the UN’s Sustainable Development Goals (particularly as the UN passed a resolution stating volunteers will be essential to the success of the goals).
- Our submission to Statistics NZ to retain volunteering (and Unpaid Activities) in the 2018 Census.

Research

Research is a vital element of what Volunteering NZ delivers to the sector. We produce our own volunteering research and compile, publish and promote other national and international research. The best possible evidence should inform volunteering practice. This year we have published our annual State of Volunteering Report as well as a study by Cultural Connections on Migrants and Volunteering. We continue to grow our library of global volunteer research housed on the VNZ website.

2017 State of Volunteering Report

VNZ released its annual State of Volunteering in New Zealand Report during National Volunteer Week 2018. For the third consecutive year, Volunteering NZ carried out a survey – including all registered charities nationwide – to form a record of the contemporary volunteer landscape in New Zealand. The 2017 Report had 1,584 responses to topics covering the spectrum of volunteering: volunteer engagement, issues within the volunteering sector, recruitment and management of volunteers and ensuring positive volunteer experiences. The insights from the report are both promising and concerning for the sector. The issues uncovered are not new, but ongoing challenges include a time-poor population, ageing volunteer force, funding issues, and inadequate recruitment/retention strategies.

“Volunteer-involving organisations are appearing to be adjusting their volunteer roles and volunteer efforts to suit volunteers’ schedules and expectations better. Many organisations are now developing project-based opportunities, flexibility around time and location and reimbursing travel expenses among other strategies to build volunteer-retention” says Scott Miller, VNZ Chief Executive (2015-18).

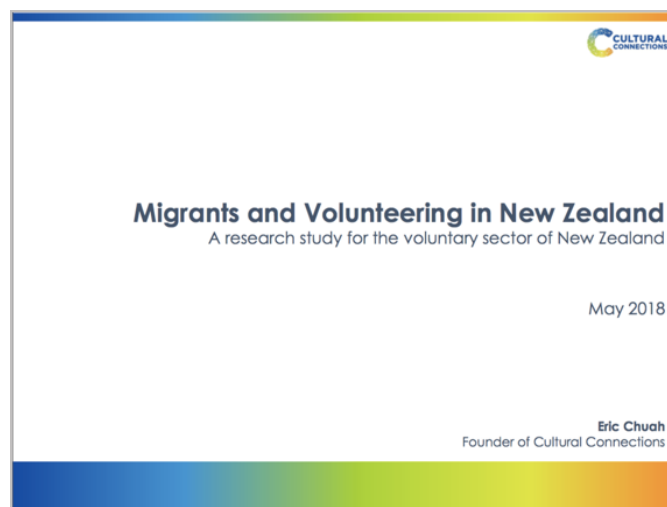


Migrants and Volunteering in New Zealand Cultural Connections Study

VNZ has developed, and is in the process of delivering, a nationwide pilot programme in support of better volunteering outcomes for recent migrants in Aotearoa. As part of the strategy development, we worked with Cultural Connections, a multicultural research and consulting firm. Cultural Connections conducted a quantitative survey with migrant communities through their networks to help VNZ understand how recent migrants engage with volunteering.

During April 2018, ninety-one migrants responded to the online quantitative survey and shared their experiences. This informed Cultural Connections' May 2018 study *Migrants and Volunteering in New Zealand: A research study for the voluntary sector of New Zealand*.

This study has proven to be a valuable resource for VNZ, the community and the voluntary sector. The findings are vital in providing volunteer centres and volunteer-involving organisations with tools so they can more effectively engage with this volunteer demographic. Recent migrants have diverse understandings of volunteering, and the research also highlights their motivations for volunteering and barriers they may encounter to volunteering in New Zealand. The Cultural Connections Study is aiding VNZ to develop a programme of work and resources focused on the migrant volunteer force. Effective engagement means positive volunteering experiences, and major ongoing benefits for volunteer-involving organisations and their migrant volunteers.



Sector Research Library on our Website

VNZ's website has a growing library of research covering all aspects of volunteering. Titles span from 1999-2018. We are the go-to place for up-to-date research and articles on all things volunteering - from conservation & the environment, gender, health and safety or the impact of demographic shifts on volunteering.

Access our research library at
www.volunteeringnz.org.nz/research/

Performance Report

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

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Entity Information

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Legal name of entity:	Volunteering New Zealand Incorporated
Other name of entity (if any):	Volunteering New Zealand (VNZ)
Type of entity and legal basis (if any):	Registered Incorporated Society and Registered Charity
Registration number:	1145286, CC23344

The entity's mission & objectives

The vision of VNZ is for a New Zealand that promotes, values and supports effective volunteering for the benefit of individuals and communities. Our mission is to promote, support and advocate for volunteering. Vision of VNZ is "a New Zealand that promotes, values and supports effective volunteering for the benefit of individuals and communities". Our four strategic goals are: 1) Stronger communities through engaged volunteers. 2) Volunteering is visible and celebrated in New Zealand. 3) Volunteering is advocated through leadership and collaborative relationships. 4) Volunteering NZ is an effective and sustainable organisation.

Entity structure

VNZ has a board elected by its members to oversee development and implementation of the strategy. The board are volunteers and elected for a three year term each at our Annual General Meeting. The Chief Executive is appointed by the board. This is a full time role with delegation to manage the organisation's operations. Other employees, contractors and volunteers are contracted for specific roles and projects as required.

The main sources of the entity's cash and resources:

VNZ has received its income from a mixture of government contracts/grants, consulting work, and membership fees. Over the past year VNZ has continued to deliver outputs and activities in accordance with a grant from Department of Internal Affairs. Another proportion of its income is from a grant from the Lottery National Communities. During the course of this year, VNZ secured a new

funding agreement with funds from the Immigration levy, administered by Ministry of Business, Employment & Innovation. Our membership fees are also a source of income, as are our contracts for service. VNZ has grown its reserves in this financial year, but still relies on current year grants and contracts to deliver its services, along with volunteer support.

The main methods used by the entity to raise funds:

VNZ relies on grant applications to raise funds, and consulting work based on its Best Practice Guidelines tools and resources for volunteer-involving organisations.

Use of/reliance on volunteers and donated services and products:

VNZ has a volunteer board it relies upon for setting strategy, ensuring representation at meetings, monitoring financial records, and assisting with current projects. The organisation has a wide volunteer base for operational work, including student interns, other interns, advisory and working groups across New Zealand.

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IMPACT STATEMENT

The entity's mission and objectives

The vision of VNZ is:

“A New Zealand that promotes, values and supports effective volunteering for the benefit of individuals and communities.”

Our mission is to promote, support and advocate for volunteering. Our four strategic goals are:

1. Stronger communities through engaged volunteers
2. Volunteering is visible and celebrated in New Zealand
3. Volunteering is advocated through leadership and collaborative relationships.
4. Volunteering NZ is an effective and sustainable organisation

Statement of Service Performance

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Describe the outcomes

During the last 12 months, Volunteering New Zealand has made significant steps towards achieving on its strategic outcome areas, and through the quantified outputs below.

In addition to this, we have also successfully delivered a range of initiatives that create impact on and for the voluntary and community sector. We have continued to strengthen our relationships at local and national level, grown both our brand and raised awareness of sector-wide issues. We have promoted and advocated for more effective volunteering, and developed our volunteers and staff. VNZ has truly had an exceptional year. We have generated new research findings through our State of Volunteering research. We have also provided the sector with thought leadership through policy work in areas relating to Health and Safety legislation, tax concessions and volunteering, emergency management and volunteering, and information relevant to volunteering and party policies. This is on top of our foundation work: facilitating access to a Certificate in First Line Management for the managers of volunteers; developing another new online best-practice platform for effective volunteering leadership.

Describe the outputs	Actual this year	Actual last year
Membership (Organisations)	81	73
National media releases	13	16
National promotional campaigns	5	4
Workshops and presentations delivered	26	23
Submissions on Government proposals	3	1
Newsletter recipients	3,290	2,856
National Conference	1	1

Commentary

Volunteering New Zealand had a very successful year, encompassing a wide range of promotional and media campaigns, government relations, presentations to hundreds of people, as well as regular communication through our monthly communications channels. All this could not have been achieved without a workforce of over 30 people, primarily volunteers, offering their time and expertise to ensure VNZ remains a respected and recognised leader in volunteering, both nationally and internationally.

Statement of Financial Performance

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Revenue	Note	This year \$	Last year \$
Donations, Grants & Contracts	1	293,405	193,884
Membership Fees	1	26,019	19,020
Revenue from activities providing services and products	1	82,848	51,257
Investment revenue	1	311	339
Total Revenue		402,583	264,500
Expenses	Note	This year \$	Last year \$
Employment related costs	2	199,740	153,910
Costs related to activities providing services and products	2	91,329	59,122
Other expenses	2	52,070	42,364
Total Expenses		343,139	255,396
Surplus		59,444	9,104

The accompanying notes form part of these financial statements.

Statement of Financial Position

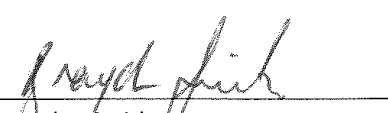
Volunteering New Zealand Incorporated

For the year ended 30 June 2018

	Note	This Year \$	Last Year \$
Assets			
Current Assets			
Cash	3	128,962	80,420
Debtors and prepayments	3	24,237	14,920
Total Current Assets		153,199	95,340
Non-Current Assets			
Property, plant and equipment	4	2,198	3,061
Total Non-Current Assets		2,198	3,061
Total Assets		155,397	98,401
Liabilities			
Current Liabilities			
Creditors and accruals	3	23,856	15,510
Income received in advance	3	21,074	5,463
Grants received in advance	6	22,662	49,067
Total Current Liabilities		67,592	70,040
Total Liabilities		67,592	70,040
Total Assets less Total Liabilities (Net Assets)		87,805	28,361
Accumulated Funds			
Accumulated surpluses or (deficits)	5	56,237	28,361
Reserves	5	31,568	-
Total Accumulated Funds		87,805	28,361

For and on behalf of the Volunteering New Zealand Inc Board:


 Helga Weintjes
 Chairperson


 Brayden Smith
 Treasurer

2/10/2018
 Date

2/10/2018
 Date

The accompanying notes form part of these financial statements.

Statement of Cashflows

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

	This Year \$	Last Year \$
Cash flows from operating activities		
Cash was received from:		
Grants and Contracts income	267,000	213,069
Membership fees	27,819	19,020
Providing services and products	85,227	52,886
Investments	311	339
Net GST	2,548	(7,062)
Cash was applied to:		
Payments to suppliers and employees	(334,363)	(253,890)
Donations/Grants paid	-	-
Net cash flows from operating activities	48,542	24,362
Cash flows from investing and financing activities		
Cash was received from:		
Cash was applied to:		
Fixed Asset Purchases	-	-
Net cash flows from investing and financing activities	-	-
Net increase / (decrease) in cash	48,542	24,362
Opening cash	80,420	56,058
Closing cash	128,962	80,420
This is represented by:		
Cash	128,962	80,420

The accompanying notes form part of these financial statements.

Statement of Accounting Policies

Volunteering New Zealand Incorporated
For the year ended 30 June 2018

1. Basis of Preparation

Volunteering New Zealand Incorporated (VNZ) has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

2. Changes in accounting policies:

There have been no significant changes in accounting policies during the current year. Accounting policies have been applied on a basis consistent with prior year.

3. Property, Plant & Equipment

Plant and Equipment are recorded at cost, less accumulated depreciation.

4. Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives.

Fixed Asset classes and Depreciation rates include:
Computer Equipment: 48 - 50% DV
Office Equipment: 18 - 50% DV

5. Employee Benefits

Provision is made for benefits accruing to employees in respect of wages, salaries and annual leave entitlement when it is probable that settlement will be required and they are capable of being measured reliably. Provisions made in respect of employee benefits expected to be settled within 12 months are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

6. Receivables

Receivables are stated at their estimated realisable value.

7. Interest Income

Interest Income is recognised on a time proportionate basis taking into account the effective yield on the financial asset.

8. Grants

Grants received are recognised in operating revenue, unless specific conditions attached to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

9. Revenue

Revenue from the following transactions are recorded when the cash is received:

Unconditional grants and donations; Course Income.

All other revenue is accounted for on an accruals basis.

10. Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

11. Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances.

12. Income Tax

The entity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Notes to the Performance Report

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Donations, Grants & Contracts	Contracts	-	-
	Department of Internal Affairs Grant	195,183	144,817
	Lottery National Community Grant	51,222	45,998
	MBIE Migrant Grant	47,000	-
	Other Grants	-	2,879
	Donations	-	190
	Total	293,405	193,884
Membership Fees	Analysis	\$	\$
	Membership - Individual	369	313
	Membership - Organisation	25,650	18,707
	Total	26,019	19,020
Revenue from activities providing services and products	Analysis	\$	\$
	Conference	36,068	32,381
	Consulting	8,506	14,423
	Corporate Income	14,500	3,700
	Course/Workshop Income	7,935	-
	Qualification Enrolments	11,538	-
	Sale of Resources	1,599	-
	Events	-	359
	Other Income	2,702	394
	Total	82,848	51,257
Investment revenue	Analysis	\$	\$
	Interest	311	339
	Total	311	339

Notes to the Performance Report

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Employment related costs	ACC	366	281
	Salaries & Wages	193,592	148,172
	Kiwisaver	5,272	4,003
	Recruitment related expenses	285	338
	Training	225	1,116
	Total	199,740	153,910
Costs related to activities providing services and products	Catering	1,260	2,298
	Conferences & Seminars	2,234	362
	Consultant & Contractor costs	56,080	24,401
	Design & Photography	110	6,071
	Equipment & Venue hire	15,625	16,804
	Gifts	1,041	363
	Entertainment	887	811
	Travel - National	8,097	2,997
	Travel - International	3,826	2,935
	Volunteer related expenses	2,169	2,080
	Total	91,329	59,122
Other expenses	Accounting Fees	1,171	1,364
	Advertising	442	678
	Audit Fee	2,040	1,935
	Bank Fees	310	164
	Books & Publications	1,354	269
	Depreciation	863	1,405
	Insurance	1,002	85
	Occupancy costs	23,068	20,269
	Office related costs	855	953
	Printing, Stationery & Postage	4,547	3,709
	Subscriptions	5,169	2,987
	Telephone, Internet & Videoconferencing	2,144	1,661
	Volunteer Governance Expenses	9,105	6,885
	Total	52,070	42,364

Notes to the Performance Report

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Note 3 : Analysis of Assets and Liabilities

Asset item	Analysis	This Year \$	Last Year \$
Cash	BNZ Cheque account balance	56,142	2,923
	BNZ Online Saver account balance	71,954	77,497
	PayPal account	866	-
	Total	128,962	80,420
Debtors and prepayments	Accounts receivable	17,880	6,449
	GST Receivable	-	470
	Prepayments	6,357	8,001
	Total	24,237	14,920
Creditors and accruals	Bank of New Zealand Visa	1,211	1,175
	Trade and other payables	8,407	2,291
	Accrued expenses	7,697	5,391
	Holiday Pay Accrual	4,465	6,653
	GST Payable	2,076	-
	Total	23,856	15,510
Income in advance	Conference/Masterclass in advance	19,274	5,463
	Membership income in advance	1,800	-
	Total	21,074	5,463

Note 4 : Property, plant and equipment

This Year			
Asset Class	Opening Carrying Amount	Current Year Depreciation and Impairment \$	Closing Carrying Amount \$
Computer Equipment	942	460	482
Office Equipment	2,119	403	1,716
Total	3,061	863	2,198
Last Year			
Asset Class	Opening Carrying Amount	Current Year Depreciation and Impairment \$	Closing Carrying Amount \$
Computer Equipment	1,841	899	942
Office Equipment	2,625	506	2,119
Total	4,466	1,405	3,061

The Diminishing value method of depreciation has been applied.

Notes to the Performance Report

Volunteering New Zealand Incorporated
For the year ended 30 June 2018

Note 5: Accumulated funds

Description	This Year	Accumulated Surpluses or Deficits	Reserves	Total
			\$	\$
Opening Balance		28,361	-	28,361
Surplus/(deficit)		59,444	-	59,444
Transfer (to)/from Reserves		(31,568)	31,568	-
Closing Balance		56,237	31,568	87,805

Description	Last Year	Accumulated Surpluses or Deficits	Reserves	Total
			\$	\$
Opening Balance		19,257	-	19,257
Surplus/(deficit)		9,104	-	9,104
Transfer (to)/from Reserves		-	-	-
Closing Balance		28,361	-	28,361

Nature and purpose of each Reserve

Migrant Project Reserve

is the balance of the Ministry of Business, Innovation and Employment funding received tagged for the Migrant project, that has not yet been spent at year end.

	This Year	Last Year
	\$	\$
Opening balance	-	-
Plus Surplus/(Deficit)	31,568	-
Closing balance	31,568	-

Note 6 : Grants received in advance

This Year	Received this Year	B/fwd Last Year	Refund	C/fwd Next Year	This Year's Income	Last Year's Income
Dept of Internal Affairs: Support for Volunteering Fund, VNZ	175,000	20,183	-	-	195,183	144,817
NZ Lotteries Ministeries Discretionary Fund	2,963	-	84	-	-	2,879
Ministry of Business, Innovation & Employment - Migrants Project	47,000	-	-	-	47,000	-
Lottery National Community 2016	-	-	-	-	-	29,882
Lottery National Community 2017	-	28,884	-	-	28,884	16,116
Lottery National Community 2018	45,000	-	-	22,662	22,338	-
	269,963	49,067	84	22,662	293,405	193,694

Notes to the Performance Report

Volunteering New Zealand Incorporated

For the year ended 30 June 2018

Note 7 : Commitments and contingencies

Commitment	Explanation and timing	At balance date	At balance date
		This Year	Last Year
		\$	\$
Commitments to lease or rent assets	In the next year	17,708	17,708
	1 to 5 years in the future	-	-

Contingencies

There are no contingencies as at balance date (Last Year - nil).

Note 8: Other

Related Party Transactions:

There were no related party transactions for financial consideration requiring separate disclosure (Last Year - nil).

Events after the balance date:

There were no events that have occurred after the balance date that would have a material impact on this Performance Report (Last Year - nil).

Going concern:

Volunteering New Zealand has the ability to operate as a going concern.

However, the current reliance on the Department of Internal Affairs (Support for Volunteering and Lotteries funding) does provide some uncertainty for this ongoing concern assumption. While the Department of Internal Affairs have previously maintained funding, there is no guarantee that this funding will always be available.

Volunteering New Zealand will work closely with the Department of Internal Affairs to ensure its funding options and will also progress other business opportunities that will develop Volunteering New Zealand as a resilient and successful organisation, with the financial strength to secure its future.

Independent assurance practitioner's review report

To the Members of Volunteering New Zealand Incorporated

We have reviewed the accompanying performance report of Volunteering New Zealand Incorporated on pages 4 to 12, which comprises of the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, and the statement of accounting policies and other explanatory information.

The responsibility of the board for the performance report

The board are responsible on behalf of the entity for:

- a) identifying suitable outcomes and outputs and quantification methods where practicable to report in the statement of service performance
- b) the preparation and fair presentation of the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standard issued in New Zealand by the New Zealand Accounting Standards Board, and
- c) for such internal control as the board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the financial information (consisting of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report) in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, "Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity". This standard requires us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standard. This standard also requires that we comply with ethical requirements.

A review of the Performance Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. We performed procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applied analytical procedures, and evaluated the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Volunteering New Zealand Incorporated.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that this performance report does not present fairly, in all material respects, the financial position of Volunteering New Zealand Incorporated as at 30 June 2018 and its financial performance and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) Standard.

Moore Stephens

Moore Stephens Wellington Audit | Chartered Accountants, Wellington, New Zealand
2 October 2018

Member Organisations

Volunteering New Zealand Incorporated

1 July 2017 to 30 June 2018

General Members

AFS Intercultural Programme
Age Concern New Zealand
Arthritis New Zealand
Auckland DHB
Auckland War Memorial Museum
Bellyful New Zealand
Blind Foundation
Cancer Society of New Zealand
Coastguard Southern Region
Community Comms Collective
Community Law Centres o Aotearoa
Community Patrols of New Zealand Charitable Trust
Conservation Volunteers New Zealand
Cystic Fibrosis New Zealand
Department of Conservation
Department of Corrections
English Language Partners New Zealand
Federation of Multicultural Councils of New Zealand
Forest and Bird
Freemasons New Zealand
Fundraising Institute of New Zealand
GirlGuiding New Zealand
Girls Brigade New Zealand
Hospice New Zealand
IHC New Zealand Incorporated
Latitude Global Volunteering
Ministry for Primary Industries
Motorcycling New Zealand
Motorsport New Zealand
Multicultural New Zealand
Multiples NZ
Netball New Zealand
New Zealand Fire Service
New Zealand Football
New Zealand Inline Hockey Association
New Zealand Land Search and Rescue
New Zealand Newcomers Network
New Zealand Pony Club Association
New Zealand Recreation Association
New Zealand Red Cross
New Zealand Riding for the Disabled Association

NZ Blood Service
NZ National Fieldays Society Inc
Pregnancy Help
Presbyterian Support Otago
Prison Fellowship New Zealand
Royal New Zealand Plunket Society
Special Olympics New Zealand
Sport Wellington
St John
Student Pulse – Students Association
Surf Life Saving New Zealand
The Bishop's Action Foundation
The Duke of Edinburgh's Hillary Award
The Neonatal Trust New Zealand
The Paul Hunter Centre Incorporated
The Scout Association of New Zealand
The Toy Library Federation of New Zealand
The Zurich Foundation
United Fire Brigades Association
Waitemata DHB
Who Did You Help Today? Trust
YMCA New Zealand
Youthline Auckland

Volunteer Centres

Gisborne Volunteer Centre
Volunteer Kapiti
Volunteer Marlborough
Volunteer Nelson
Volunteer Resource Centre Manawatu & Districts
Volunteer Wellington
Volunteer Whanganui
Volunteering Auckland
Volunteering Bay of Plenty
Volunteering Canterbury
Volunteering Hawkes Bay
Volunteering Mid and South Canterbury
Volunteering New Plymouth
Volunteering Northland
Volunteering Otago
Volunteering Waikato
Wairarapa Volunteer Centre

Funders

Volunteering New Zealand is particularly grateful to the following impact funders of our work

Department of Internal Affairs

- Support for Volunteering Fund
- Community Leadership Fund

Ministry of Business, Innovation and Employment

New Zealand Lotteries Grants Board

Lottery Minister's Discretionary Fund

Our network of national members



Te Tari Taiwhenua
Internal Affairs



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI



Lottery Grants Board



FUNDS FOR YOUR
COMMUNITY

**"Alone we can do so little;
Together we can do so much"
– Helen Keller**



Volunteering
NEW ZEALAND

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