

# MEMBER INFORMATION MEETING

1 July 2024

VIA ZOOM

#### WELCOME

#### Orienteering Australia Chair Mike Dowling

#### Please mute your microphone when not speaking



### AGENDA

- Acknowledgement Of Country
- Attendance
- Status OA Moving to Company Structure
- Financial Position OA
- Financial Position Members
- ASC Funded Participation Projects Update
- NIF Update
- Eventor Update
- Communications and Marketing Update
- Data Acquisition Participants and Participations
- 2024 OA Activity Plan Update
- General Business



Arpad Kocsik Arpad Kocsik Arpad Kocsik Paul Liggins Member Representatives Daniel Stott Andrew Shipton Paul Prudhoe Liz Leung Mike Dowling Mike Dowling Arpad Kocsik

### ACKNOWELDGEMENT OF COUNTRY

Orienteering Australia acknowledges the Traditional Custodians of the land upon which we compete upon.

We extend this acknowledgement to all the Traditional Custodians of the lands and First Nations Peoples and would like to pay our respects to all Elders past, present and emerging.





# ATTENDANCE



#### PURPOSE

- To discuss the financial position of our organisation
- To update members of the work of OA on their behalf.







# OA MOVING TO COMPANY STRUCTURE

#### STATUS

- As of 8 July 2024 Orienteering Australia Limited
- Orienteering Australia Incorporated no longer in use
- Two addresses:
  - 1 NSW PO Box
  - 2 A physical address for official letters (GM home address)
- Next steps update company status with all stakeholders
  ASC

 $\circ \, {\rm Bank}$ 



# QUESTIONS





# OA FINANCIAL POSITION

Paul Liggins

## **Opening financial position at 1 January 2023**

- Operating deficit in 2023 of 50k
- \$408k in cash bank account and term deposits
- Plus amounts owing Whiteside Bequest Fund 56k, Australian Sports Commission (ASC) 75k
- Unspent liability for ASC-funded projects of around \$230k
- Whiteside Bequest Fund 986k.



## 2024 Budget

- Deficit of 103k forecast
- 42k operational deficit plus 61k ASC project spend above funding



2024 budget income and expenses		
Income		
Donations	\$	10,000
State levies and reimbursements	\$	249,785
Athlete contributions and training camp cost recovery	\$	65,000
Magazine	\$	43,000
Sports Commission Funding	\$	100,000
Other income	\$	13,228
	\$	481,013
Expenses		
Wages and Salaries	\$	227 <i>,</i> 589
Insurance	\$	11,000
IOF payments	\$	18,000
High Performance	\$	84,620
Squad and training camp costs	\$	32,000
MTBO WOC	\$	10,000
Digital, IT, Eventor costs	\$	49,177
Audit and accounting costs	\$	5,685
Magazine	\$	43,760
ASC funded projects (excluding salaries)	\$	93,083
Other expenses		8,888
	\$ \$ -\$	583,802
Forecast deficit	-\$	102,789

## Financial highlights 2024 YTD

- PlayWell grant received 159k from ASC
- Increased Whiteside Bequest funding for Easter, Aus Champs, MTBO
- 50k 2024 H2 Funding received from ASC



#### **Updated 2024 forecast**

2024 budget income and expenses			Up	date 30 June	Notes
Income					
Donations	\$	10,000	\$	20,000	Additional Nigel Aylott Trust fund
State levies and reimbursements	<b>\$</b>	249,785	\$	243,358	
Athlete contributions and training camp cost recovery	\$	65,000	\$	65,000	
Magazine	\$	43,000	\$	43,000	
Sports Commission Funding	\$	100,000	\$	152,995	Reflects accrual of PlayWell funding
Other income	\$	13,228	\$	11,228	_
	\$	481,013	\$	535,581	
Expenses					-
Wages and Salaries	\$	227,589	\$	232,000	Slight increase to forecast
Insurance	\$	11,000	\$	9,500	Small saving compared to forecast
IOF payments	\$	18,000	\$	20,000	Higher IOF fees than last year
High Performance	\$	84,620	\$	90,000	Overseas costs continue to rise
Squad and training camp costs	\$	32,000	\$	32,000	
MTBO WOC	\$	10,000	\$	10,000	
Digital, IT, Eventor costs	\$	49,177	\$	45,000	
Audit and accounting costs	\$	5,685	¢	10 000	Audit fee increases
	Ļ	5,005	Ļ	10,000	Addit ree increases
Magazine	\$	43,760	\$	43,000	
ASC funded projects (excluding salaries)	\$	93,083	\$	133,041	Playwell spending. Eventor spending lower
Other expenses	\$	8,888	\$	9,000	,
• -	\$	583,802		633,541	-
Forecast deficit	-\$	102,789		97,960	-

## **Issues going forward**

- OA's cash position is stable
- New ASC funding model
- Need to return to operational surplus
- Need to acquit historic ASC funds
- Additional revenue sources needed
- Opportunities for cost savings
- Ideally need to spend more on high performance activities, but constrained at present



# QUESTIONS





# MEMBER FINANCIAL POSITION

Member Representatives

#### **OVERVIEW**

- Each member will provide a financial snapshot of their financial position.
- What are their challenges and opportunities?













#### **Financial Report (and trends)**

#### 2023 Stephen Collins



Our income and expenses are always lumpy from year to year and its hard to see the underlying trends





The major events of 2019 and 2022 produced hangover impacts the next year



Source: annual reports



If we "re-account" for those impacts we see a more regular pattern





#### The impact of carnivals on our "levied" events is stark





#### Street O numbers have steadied in the summer but winters are down slightly





We have around \$250k in retained assets

Net Assets \$300,698.03 Association Funds Retained Surpluses [b/fwd] \$265,613.24 Current Year Surplus (Deficit) \$35,084.79

## **SOUTH AUSTRALIA**



## 2023 FINANCIALS

#### **Profit and Loss**

Orienteering South Australia Incorporated For the year ended 31 December 2023

Account	2023	2022
Trading Income		
Subscriptions / memberships - City Clubs	9,342.81	8,955.26
Twilight Series Entry Fees	8,174.46	5,073.95
Interest Income	6,225.35	851.11
Junior Income	4,696.99	874.78
Arrows Revenue	4,533.18	4,219.03
Sprint Series Entry Fees	3,327.27	2,924.79
Scholar Income	2,000.00	0.00
Subscriptions / Membership for country clubs	1,586.35	2,322.73
Subscriptions / membership Top End	1,354.55	0.00
Levies General	1,285.39	392.74
Midweek Entry Fees	1,113.51	856.41
MTBO Entry Fees	718.18	0.00
Total Trading Income	44,358.04	26,470.80
Other Income		
Sporting Schools	54,739.65	42,736.00
Schools - Nationals	37,641.84	(552.66)
Schools Training	6,343.38	4,614.33
OSR Annual Grant	5,550.00	32,110.00
Other miscellaneous	5,106.20	(77.92)
Donation	2,000.00	0.00
OA Special Grant	330.00	9,934.00
Junior Donation or Catering	319.18	597.20
Special General Revenue	200.00	645.00
Total Other Income	112,230.25	90,005.95
Total Income	156,588.29	116,476.75



## 2023 FINANCIALS

Total Operating Expenses	155,066.91	103,406.88
Income Tax Expense	(380.00)	2,058.00
Advertising	0.00	1,457.79
Bank Fees	17.69	10.25
Schools Cluster Exp	20.79	62.73
Club Connect Afterschool Grant Expense	88.00	0.00
Major Carnival Expense	199.92	81.00
Educational / Training	260.32	0.00
MTBO Expense	261.45	0.00
Midweek Training	296.93	104.83
Scholar Exp	300.00	1,263.63
OSR Grant Spending	311.03	1,061.42
Printing & Stationery	335.08	557.90
Office Expenses	344.73	647.52
Junior Coaching and Training	402.04	996.72
Twilight Series	2,059.70	1,585.19
Consulting & Accounting	2,173.60	601.22
Insurance	2,187.32	2,223.17
Rent	2,456.52	2,558.87
Telephone & Internet	2,741.38	1,487.90
Promotion	2,804.31	2,572.53
OA Event Levies	4,357.35	2,686.19
OA Registration	5,150.22	7,365.61
OA Grant Spending	5,385.19	13,748.00
Junior Uniform	5,434.02	710.81
Schools Training Expense	8,553.44	3,394.45
General Expenses	9,404.59	5,940.79
Arrows Expense	12,754.36	13,985.62
Schools Team Exp	53,906.26 33,240.67	(4,675.55
Sporting Schools Expense	52 006 26	40,920.23

Net Profit	1,521.38	13,069.87



## 2023 FINANCIALS



Orienteering South Australia Incorporated As at 31 December 2023

Account	31 Dec 2023	31 Dec 2022
Assets		
Bank		
OSA Events Account	55.01	55.01
OSA Investment Account	159,064.92	102,892.77
OSA Operating Account	84,238.68	68,913.00
OSA Special Account	4,693.30	4,628.10
Term Deposit	50,000.00	100,000.00
PayPal 'Bank account'	1,790.13	0.00
Total Bank	299,842.04	276,488.88
Current Assets		
Accounts Receivable	4,076.94	1,528.75
Total Current Assets	4,076.94	1,528.75
Fixed Assets		
Computer Equipment	29,090.45	0.00
Total Fixed Assets	29,090.45	0.00
Total Assets	333,009.43	278,017.63
Liabilities		
Current Liabilities		
Accounts Payable	13,677.62	639.25
GST	2,718.29	3,840.66
Rounding	(1.87)	(1.88)
Unearned Revenue	41,554.41	0.00
Total Current Liabilities	57,948.45	4,478.03
Total Liabilities	57,948.45	4,478.03
	,	,
Net Assets	275,060.98	273,539.60
Equity		
Current Year Earnings	1,521.38	13,069.87
Retained Earnings	273,539.60	260,469.73
Total Equity	275,060.98	273,539.60





### **WESTERN AUSTRALIA**





### TASMANIA



# DISCUSSION



### QUEENSLAND



### **NEW SOUTH WALES**



### **AUSTRALIAN CAPITAL TERRITORY**


#### DISCUSSION







### ASC FUNDED PARTICIPATION PROJECTS UPDATE

Daniel Stott

### **Participation Plan**



The areas we are currently focused on and wanting representatives for:

- **Beginner instruction for everyone project** (Project manager and steering committee)
- Engagement with schools (Group to brainstorm, Schools Officers)
- Volunteer Action Plan (Working group, assistance from ASC)
- **3 short eLearning modules**: 1) Intro to course setting, 2) Intro to mapping, 3) PurplePen/Condes (Working group)
- Market research (Advisory group)
- Participation data reporting and analysis (Project manager and working group)

Use the google form on website to express interest or sign up, or call or email Daniel

### **Participation Funding Distribution**

#### Almost \$30 000 worth of applications

 $\circ$  Some applications are being funded through the Learn to Orienteer project

#### • Agreements have been sent and invoices starting to be submitted

• OA looking forward to partnering alongside these projects and sharing the learnings



#### **PGF July - December**

- Game Plan
  - $\circ$  4+ modules = \$250 for club infrastructure or marketing

#### • Reconciliation Action Plan (RAP)

- $\odot$  Initial meeting with The Nahri Institute, 3 working groups:  $\odot$  Relationships, Respect and Opportunities
- Two interschool local competitions
- Participation survey, for current, new, returning and lost members
- National junior development camp
- Participation and Engagement Network meetings (committees?)

### Learn to Orienteer - Play Well grant

Funding will be provided to the NSO for the following activities:

• Undertake market research to determine; specific target groups to engage in orienteering, barriers and enablers to participation specific to the sport of orienteering.

• Deliver 35 Learn to Orienteer programs ID Australia before the end of November 2025.

• Deliver at least 3 Learn to Orienteer programs to specific population groups, through working with our partner organisations.

• Train and accredit 10 Learn and Play coaches and 20 Orienteering instructors to deliver learn to orienteer programs.







### Learn to Orienteer - Play Well grant

Funding will be provided to the NSO for the following activities:

- Create an online portal for the Learn to Orienteer program for information, resources and learning for participants, volunteers and coaches.
- Create a visual story for Learn to Orienteer, that is welcoming and inclusive for both the general public and specific population groups.
- Undertake a national marketing campaign for learn to orienteer and develop marketing materials to be used at a local level.
- Complete an evaluation of the project.





Australian Government Australian Sports Commission



### **Orienteering Learning Centre**

- Orienteering Instructor (Community) LIVE
- Orienteering Instructor (Teacher) LIVE
- Learn and Play 30 July
- Competition October 2024
- Performance October 2024
- Short courses: End 2024
  - Intro to course setting
     Intro to mapping
     PurplePen/Condes



# QUESTIONS





## NATIONAL INTEGRITY FRAMEWORK UPDATE

Andrew Shipton

#### UPDATE

- OA is part of the Sport Integrity Australia (SIA) Safeguarding in Sport Continuous Improvement Program (SSCIP).
- OA is a recipient of an Australian Sports Commission's (ASC) Safeguarding in Sport Continuous Improvement Program Special Initiative Grant of \$10,000.
- The grant will support implementation of the OA SSCIP Action Plan.
- The OA Integrity Manager and Board Chair met with SIA representatives on 26 Jun '24 in Melbourne to go through the SSCIP Action Plan.



#### **ACTION PLAN – KEY POINTS**

- Orienteering Australia is to use their communication channels to publish and promote Orienteering Australia's Commitment Statement to the NIF
- Include child safeguarding and member protection as a standing agenda item at all levels of meetings across the organisation.
- Develop a process of reporting on child safeguarding and member protection concerns that includes initiatives, trends, and data.
- Include specific child safeguarding and member protection risks across all areas of the organisation in risk registers.
- Establish a process for monitoring and reporting on safeguarding children/young people and member protection risks across all levels of the sport.



#### **ACTION PLAN – KEY POINTS**

- Include a commitment to child safety when advertising roles that are child related including staff, volunteer, and contractor roles across all of OA.
- Undertake a Child-Related Position Assessment to identify and document all child-related positions, the people working in these roles, their training requirements and WWCC status.
- Develop/update Performance Management Policy that considers child safeguarding and member protection requirements and how they will be reviewed.



#### **ACTION PLAN – KEY POINTS**

#### LONGER TERM

- Review and update Orienteering Australia's Strategic Plan so that a commitment to the safety and well-being of children, young people and all members is embedded into the plan.
- Establish a National Integrity Committee, that includes representatives from member states/territories.
- Update policies and procedures as required to incorporate mitigation strategies as identified in the Risk Registry.
- Develop and implement an annual education and training plan for all employees, volunteers, and contractors in safeguarding.
- Develop and implement a Record Keeping and Information Sharing Policy.

# QUESTIONS





# EVENTOR PROJECT UPDATE

Paul Prudhoe

#### **Previous Presentation Material 18th March 2024**

• Change Requests submitted to SOFT between Feb/20 and Mar/7

CR #	Version	Title	Author
1	3	Clone Events	IR
2	1	<b>Casual Registrations</b>	JD
3	2	New Members Notifications	IR
4	1	Emergency Contact	JD
5	1	Reduction of Sheduled Task Times for email Reminders and Removal of Unpaid Membership	IR



#### **2nd Batch of Change Requests**

To date not yet submitted due to initial 5 Change Requests not yet completed

CR #	Version	Title	Author
6	1	Main Page Changes	IR
7	1	Administration of Casual Memberships	IR
8	1	Bulk Renewal of Casual Memberships	IR





### **1st Batch Change Requests - Details**

The details of the first 6 Change Requests can be found here -<u>https://eventor.orienteering.asn.au/Documents/Event/18187/Eventor-</u> <u>Change-Requests-1st-Batch</u>

This document can be found on Eventor in the Event Information for OA's Pre-AGM Presentation (18th March).



### **Change Requests - Status**

- CR's 1 ~ 4 submitted on 26th February
- CR's 5 & 6 submitted on 7th March
- SOFT progressively responded with time estimates (not quotations) during April
- OA withdrew CR04 (Emergency Contact) due to the higher than expected time estimate (and ultimate cost) in early May
- SOFT commenced work firstly on CR05 (Reduction of Scheduled Task (to reduce period after membership taken out, but payment not received) in March, the change was deployed to the production server on 21st May



#### **Change Requests - Status Cont'd**

- SOFT commenced work on development of CR03 (New Member Notifications) in mid-April
- The change was deployed to the production server on 11th June for testing (this could not be tested on Test Server) due to the nature of the emailing requirements.
- Testing by OA's EWG has taken place, but the EWG are not yet convinced that the change is working as required. OA testing continues.
- SOFT commenced work on CR02 (Casual Registrations) in early June and advised completion expected by early July. This did not happen. Completion now unlikely until September (see next slide)



### **Issues affecting Development Progress**

- In March SOFT's main developer went on 6 months paternity leave
- In mid-July SOFT advised that their 2nd developer went on paternity leave earlier than expected
- As a result of the unavailability of the 2nd developer SOFT has advised OA that all OA development work is suspended until 26 August (at the earliest)
- SOFT's 2nd developer was working only 2 days per week on OA development



### Other Issues affecting Development Progress

- Unexpected bugs (e.g. recent multi-race event bug, earlier in the year problems with membership status and event entry fees ) have consumed SOFT development hours
- Unavailability of SOFT Test server



# QUESTIONS





## COMMUNICATION AND MARKETING UPDATE

Liz Leung

### Social Media Recap: June-July 2024

- Heavy focus on posting high performance (HP) content

   World Cup, EYOC, WOC Test Races, British Sprint Orienteering Champs, JWOC, WOC
- Created @orienteeringaustralia TikTok page

   No posts
   Placeholder to keep username for future



#### **Social Channels**





Instagram							
Reach <b>0</b> 3.4K ↑ 96.7%	Content interactions $0$	Followers 0 Lifetime 830	Link clicks $0$ 54 $\downarrow$ 19.4%				

- Big spike in audience reach and followers
  - Leads to more people knowing about OA, hopefully converts to future interest in national events
- Increased content interactions (likes, comments, shares) = the content we're posting is relevant to our followers
  - Facebook and Instagram algorithms will reward high interactions on our social media accounts and posts will be shared with even more people

# QUESTIONS





### DATA ACQUISITION PARTICPANTS AND PARTICPATIONS

Mike Dowling?

### Why is Accurate Data Important?

Accurate data is vital for our strategic planning and operational efficiency. It helps us to know our challenges and our opportunities.

- **Resource Allocation:** It helps us to allocate resources effectively, ensuring that funding and support are directed where they are most needed.
- **Policy Making:** Accurate data supports us to have evidence-based policy making. It allows us to make changes or improvements in policies and regulations based on solid evidence.
- **Program Development:** It helps us design and implement programs that meet the actual needs and interests of our participants and thus increase participation rates and improve the overall quality of our programs.



### Why is Accurate Data Important?

- **Community Engagement:** Understanding participation trends can help us engage with the community more effectively. We can tailor our programs and marketing efforts to attract more participants.
- Funding and Sponsorship: Reliable data can help us attract funding and sponsorship by demonstrating the reach and impact of our sport. Sponsors are more likely to invest in us if we can show clear, data-backed results.
- **Governance:** We feel that the ASC is increasingly requiring accurate data for grant funding and acquittal.

**QUESTION** – How accurate is our national participant and participation data?



### **Participant Data**

- Unique Number of Members: Adult, junior and life. Captured in Eventor.
- Unique Number of non-Members (casual participants who take part in our regular event program: Adults, juniors, groups (separated out into unique participants.) – Part captured in Eventor.
- Unique Number of non-Members in Corporate / Scout / Schools events: Adults, juniors, groups (separated out into unique participants.) – Part captured in Eventor. School events excludes Sporting Schools
- Permanent Course (Anytime Orienteering) Users: Adults, juniors, groups (separated out into unique participants.) Challenging



#### **Participation Data**

We aim to capture the total number of individual participations in a calendar year from:

- Events on the member annual event calendar.
- Additional training/corporate/scout events that may not be on the member annual event calendar.

#### NOTE

- Does not include Sporting Schools participation data.
- Groups should be counted as number of individual participations in the group wherever possible.



## DISCUSSION





### 2024 OA ACTIVITY PLAN UPDATE

Mike Dowling

#### **EVENTS**

#### **Priorities**

- **eLearning** Commence adaptation of our Controller Curriculum to the OA Orienteering Learning Centre. (ASC Funded Project).
- Education Develop and implement a course planning education framework. (ASC Funded Project).
- Education Develop a risk management module within the OA Orienteering Learning Centre for event organisers to improve event quality.


### **EVENTS**

- International Finalise a plan for the hosting of a future IOF major orienteering event by 2030.
- International Finalise a plan for the hosting of a future IOF major mountain bike orienteering event by 2030.
- National Complete review of the rules and guidelines of the Australian Schools Championships to promote participation and maximise event quality.



## PERFORMANCE

- **E-Learning** Complete adaptation of our coaching curriculum into the OA Orienteering learning Centre. (ASC Funded Project).
- **Beginner Instruction for Everyone** Commence and acquit project aligned with adjusted project brief. (ASC Funded Project).
- Learn to Orienteer Implement a national program from pilots conducted in 2023. (ASC Funded Project).



## PERFORMANCE

- International Finalise teams to send major international events such as the World Championships, World MTBO Championships, Junior World Championships, World Cups and World University Championships.
- National Establish a team based competition for the Australian Championships Carnival.





### RELATIONSHIPS

- **Communication** Develop and implement a Communication and Social Media Plan to promote orienteering.
- **Communication** Complete and fully implement the redevelopment of the OA website. (ASC Funded Project).
- **Communication** Employ a Manager, Communications and Marketing to improve communication and promotion to enhance participation and engagement. (ASC Funded Project).



## RELATIONSHIPS

- **Communication** Adopt and implement a Photography Policy aligned with the NIF Safeguarding Children and Young People Policy to provide guidance as to how OA and Members will use photographic imagery in publications and online, especially for Children and Young People.
- **Digital Systems** Improve Eventor usability addressing user need issues (ASC Funded Project).



## **OPPORTUNITIES**

- **Participation** Complete and implement a "Whole of Sport" Participation Plan. (ASC Funded Project).
- **Participation** Effectively acquit ASC Grants and the Whiteside Bequest.
- **Participation –** Effectively acquit ASC Play Well Grant through 2024 and 2025 (ASC Funded Project).



## **OPPORTUNITIES**

- **Participation** Develop a volunteer recognition plan for 2025 implementation. *(subset of the Participation Plan implementation)*
- **Participation** Develop an OA Inclusive Practice Plan in 2024 from policy to broaden the social and cultural diversity of people participating in orienteering. *(subset of the Participation Plan implementation)*
- Participation Develop an OA Reconciliation Action Plan in partnership with The Nahri Institute to improve the social and cultural diversity of people participating in orienteering. (subset of the Participation Plan implementation)



## ORGANISATION

- **Governance** Maintain compliance with the National Integrity Framework (NIF) and ensure Member States/Territories are compliant.
- **Governance** Complete process for Orienteering Australia to move to a company limited by guarantee.
- **Governance** Review risks and align our procedures with public liability insurance requirements and NIF policies.
- **Governance** Implement a unified national membership structure for organisational efficiency.



## ORGANISATION

- Workforce Ensure all officers of the OA workforce are correctly employed with agreed conditions aligned with National Employment Standards.
- Finance Ensure OA is financially able to perform its role well.
- **Finance** Investigate opportunities to increase revenue to OA from outside the sport and the ASC.
- Finance Plan to achieve a balanced operational budget by 2026.



# QUESTIONS





## **GENERAL BUSINESS**



ACT? **NSW?** QLD? SA? **TAS?** VIC? **WA?** 



## THANK YOU