

ANNUAL REPORT **06/07**

Communities@Work Incorporated



Dedicated people making a difference

Vision

To maximise our community's potential for the well being of all.

Values

Commitment to delivering services of social value and positive purpose.

Respect and care for all in our community and for each other.

Working in partnership with others.

Quality, innovation and performing as a best practice organisation.

Honesty, integrity and openness in all our dealings.

CHILD CARE
YOUTH OPTIONS
FAMILY ACTION
SENIORS NETWORKS
TRAINING
COMMUNITY DEVELOPMENT

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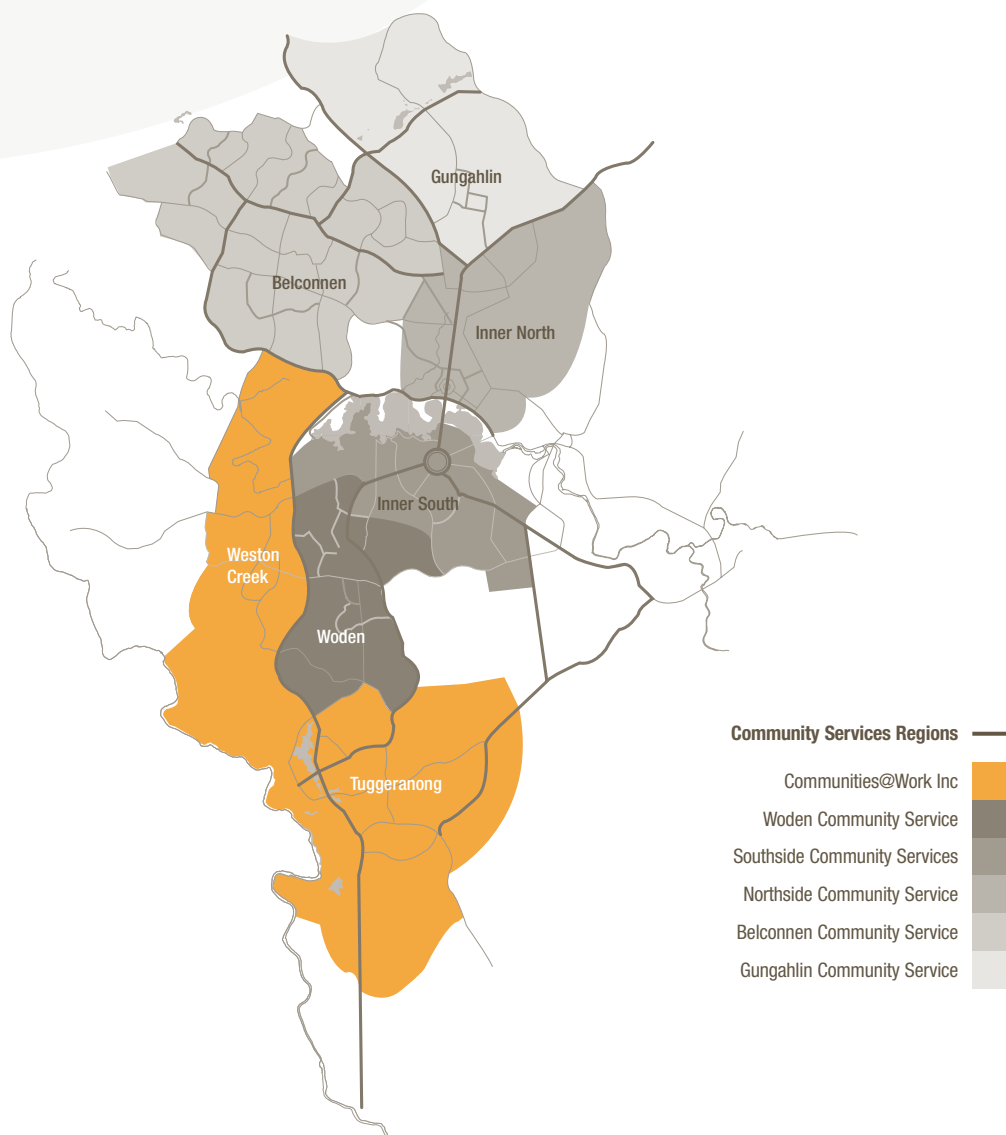
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The Organisation

Communities@Work is a community-based, not for profit organisation, operating in the Australian Capital Territory.

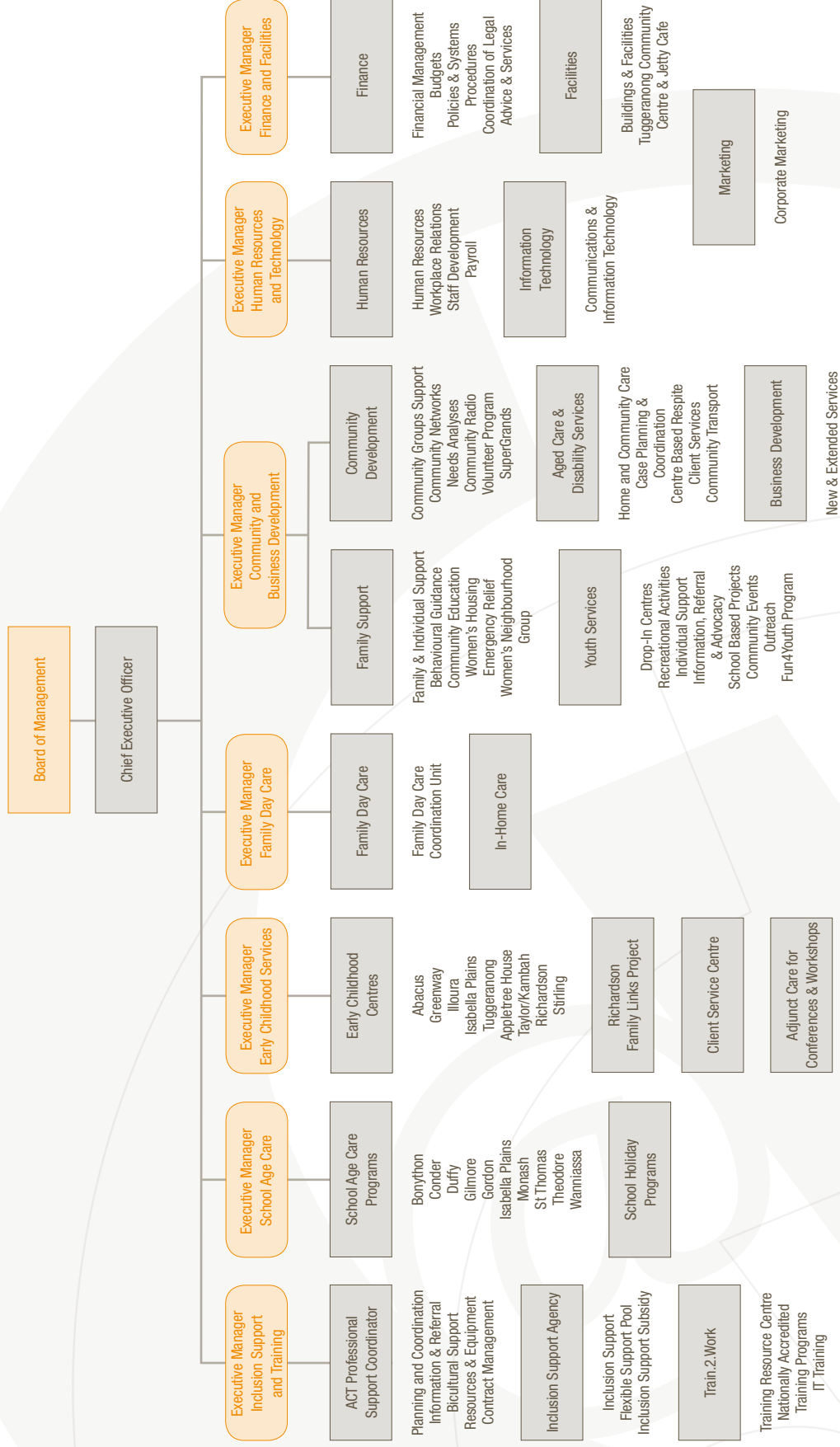
We are the regional community service for the Tuggeranong and Weston Creek regions of the ACT. We run children's services, community services, accredited training and community facilities in our regions and across the ACT. As illustrated by the accompanying map, we are one of six regional community services in the Territory.

Communities@Work is a Public Benevolent Institution for the purposes of the *Income Tax Assessment Act 1997* and has endorsement to receive tax deductible donations.





Communities@Work



Board of Management Report

I am pleased to present my third report in the role of President of Communities@Work's Board of Management.

The 2006–7 Board was elected at the Annual General Meeting in September 2006. It comprised (in addition to myself as President and Public Officer), Ian Pryor (Deputy President), Alan Hodges (Treasurer), Grahame Bell (Chair, Business Development), Maureen Cane (Secretary, ex officio), A. John Turner, Clinton White, Louise Mayo, Archie Tsimokos and two staff members, Warwick Bonny and Tricia Hoad.

We had two retiring Board members, Barbara Maguire and Mary Pekin. Both had served on the Committee of Management of Weston Creek Community Service before the merger with Tuggeranong Community Service. On behalf of the Board and staff of Communities@Work I am very pleased to acknowledge and thank them for their excellent contribution to the organisation over many years.

The Board met 11 times during the year, in each calendar month except January, in accordance with the organisation's Constitution and Rules. The Finance and Audit Committee met 12 times during the year, to consider and endorse budgets and expenditures.

Again this year, in addition to attending Board meetings, several members attended functions and events, including presentations to long-term Carers, *Celebration of Families* and *Weston Creek Spring Festival*, International Volunteers Day celebrations and *SuperGrands'* Nostalgia Morning Tea.

Major Developments

As foreshadowed in my report for 2005–6, in early 2006–7 further detailed work was undertaken regarding the possible adoption by Communities@Work of the 'Not for Profit Company Limited by Guarantee' model of corporate governance, to replace the incorporated model.

The Board considered the change appropriate in light of the organisation's significant growth in size and complexity and extent of financial responsibilities.

Moreover, the Guarantee model is regarded as being more appropriate for organisations whose objectives are to provide services to the general community as opposed to immediate members; it is therefore a more accurate and appropriate description of Communities@Work's objectives and manner of service delivery than incorporation.

In the event, at its meeting of 22 August 2006, the Board confirmed its recommendation to members to adopt the Guarantee model. This recommendation, along with a new Constitution and Corporate Governance Charter, was accepted by the members of the Association at an Extraordinary General Meeting held on 27 March 2007, with a view to the date of effect being 1 July 2007.

Another major development for the year was the publication of the organisation's Strategic Plan 2006–9 in July 2006. The Plan, the culmination of a widespread consultation and planning process, formed the backdrop to several key strategic reviews undertaken during the year, leading to program restructures, systems upgrades and changes in program locations.

As a result of cost pressures experienced in our centre-based and family day care programs, the Board closely monitored expenditures and approved budget adjustments half way through the year.

In early March 2007 the Board held its annual planning workshop with managers, focusing in particular on strategic marketing, community services development and forward planning for developing the organisation's Support Fund.

The Board was particularly pleased to receive news towards the end of the financial year that Communities@Work had been successful in its tender submissions to operate the Australian Federal Police's new child care centre and to retain the role of operator of the Abacus Early Childhood Centre on behalf of the Australian Government Department of Finance and Administration.



I thank all members of the Board of Management for their contribution this year in overseeing the operations of such a diverse and dynamic organisation like Communities@Work. As our financial outcome for the year demonstrates, this task demands the application of significant expertise and commitment.

Thank you also to all managers, staff, volunteers and carers for their excellent work throughout the year.

John Turner
President

Chief Executive Officer's Report

As noted by the President of our Board of Management, during 2006–7 we implemented a significant change to our corporate governance arrangements, by moving to becoming a Not for Profit Company Limited by Guarantee, with effect from 1 July 2007.

Underpinning these arrangements is a new Constitution and revamped Board of Management Corporate Governance Charter. Importantly, as part of putting together a new Constitution, the Board strengthened the organisation's social welfare objectives, confirming our commitment to developing and implementing community services and programs of social value in the community.

Major Events

In September 2006 at the Annual General Meeting, we launched our new website. Annette Ellis MP and President of the Board, John Turner, led the large number in attendance in a countdown to 'going live'. Two years in the making, the new website has proved its worth during the year as an essential tool of business.



Our two major festivals, the *Weston Creek Spring Festival* in October 2006 and *Celebration of Families* in April 2007, again attracted large numbers of people of all ages. We were delighted that the Chief Minister, Jon Stanhope MLA, opened *Celebration of Families* this year, to coincide with the launch of our *Thirtieth Anniversary Celebrations*.

These celebrations have included two lovely 'celebratory walks', one each in Tuggeranong and Weston Creek, organised by our colleagues from Walking for Pleasure.

The celebrations will continue throughout 2007 and they are designed to offer something for everybody. They include publication of a thirty years history book, crafting of a community quilt and functions including a Lakeside Reception, Past Presidents' Birthday Party and a Celebratory Morning Tea, the latter to be hosted by Mary Porter MLA (and member of staff in the very early days of the organisation).

Celebration of Families also marked the date for the launch of our *Thirtieth Anniversary Raffle*, the organisation's first major fundraising initiative. The raffle was made possible by the exceptionally



generous support of local businesses. All proceeds will go towards supporting the needy and vulnerable in our community and the winners will be drawn at the *Weston Creek Spring Festival* in October 2007.

Program Achievements

Reflecting on the past year, all our programs can be proud of contributing positively towards achieving the organisation's vision of *'maximising our community's potential for the well being of all'*. This vision is spelled out in the organisation's Strategic Plan 2006–9, launched at the Annual General Meeting in September 2006, as noted in the Board of Management's report.

By way of example:

- Our **Family Day Care** and **In-Home Care** programs participated in a detailed review exercise, designed to strengthen and broaden their service delivery capacity. To the great credit of all managers and staff, a significant program restructure and relocation was achieved by the end of the financial year.
- **Early Childhood Services** rose to operational challenges demanded by a highly competitive and volatile market environment. The program also achieved outstanding success in putting forward winning tenders to continue to operate the Abacus Early Childhood Centre for the Department of Finance and Administration and to establish and operate a new centre for the Australian Federal Police.

- **School Age Care** continued to expand its services in response to community demand, consistently achieving high quality ranking under the Quality Assurance Accreditation Framework.
- **Inclusion and Professional Support** successfully established the new Professional Support Coordinator and Inclusion Support Agency functions, including the management of contractors, administration of the Inclusion Support Subsidy scheme and embedding of an innovative referral and tracking system, PSC On-line.
- all four of our **Community Programs** areas continued to provide quality services to our communities, based on review activity and/or new initiatives:
 - **Youth Services** was restructured enabling more targeting of programs and the addressing of gaps within the youth sector.
 - **Family and Individual Support** was an active participant in the ACT Government's Integrated Family Support Project, which facilitates closer working relationships between Family Support services and the Care and Protection system to achieve better outcomes for families.
 - the **Centre 4 Seniors** was reviewed in February 2007 and confirmed as a program that assists in overcoming social isolation and depression in older people and promotes a sense of belonging and well being.
 - **Community Development** launched the **SuperGrands** program in November 2006 and there has been a tremendous response, resulting during the year in 12 trained SuperGrands assisting 16 families.
- **Corporate Administration** moved forward on several fronts, from reviews of human resources policies and procedures, through induction/orientation training, data collection, analysis and reporting, industrial agreements and significant improvements to our information and communications technology strategies. The quality of our financial management was demonstrated by our capacity to implement worthwhile initiatives for the community in the face of cost pressures and a tightening compliance framework. The marketing function continued to provide positive support to all areas of the organisation.
- **Train.2.Work** made considerable progress in implementing its Business Plan, achieving the broadening of training offerings and expansion of business within Communities@Work and in the training and development market generally.

The 'For Tomorrow' Strategy

Throughout 2006–7, in line with our Strategic Plan and with the assistance of an independent consultant, we had under consideration a range of possibilities for new directions for our organisation, grouped under the general head of the 'For Tomorrow' Strategy.

In order to pursue those possibilities in more detail in the coming year, the Board of Management has approved the establishment from 1 July 2007 of a three-person Working Group. This Group will assist me and our colleagues in undertaking the necessary research, investigation and development work on issues such as future directions for community services, strategic

marketing and Support Fund strategies. They will take into account the facilities we need and the best ways to meet those needs.

I look forward to working with the Group, with the Board and with all our managers and staff on crafting our future.

Thank You

I wish to commend and sincerely thank all those who work for or who are associated with Communities@Work – including our wonderful volunteers and carers.

With respect to our volunteers, I would like to extend congratulations from us all to John Fillery for being recognised for his extensive services as a volunteer in the Canberra community, including



with many of Communities@Work's programs. John was named the 2007 ACT Volunteer of the Year in the NRMA Insurance Volunteer of the Year Awards at a ceremony on 17 May 2007.

Also my thanks go to another group of volunteers, our Board of Management, who have provided unfailing support and wise direction to the organisation during the past challenging year.

Maureen Cane
Chief Executive Officer

Child Care Programs

EARLY CHILDHOOD SERVICES

During 2006–7 we continued to experience the challenging operational environment of the previous year. Competition for enrolments increased, many families continued to opt for part-time care and ACT Government changes to pre-school hours impacted on the number of children attending our 10 early childhood centres.

In response we undertook detailed assessments of staff management, focused on quality services and introduced a number of improvements to centre programs, administration and systems. In implementing these changes we received excellent support from our centre managers and their teams.

Initiatives included:

- In January 2007 introduction of two new programs into the centres' curriculum based on early learning research and best practice – *Birth to Three Matters*, for children under three years, and a *School Readiness Program* for pre-school age children.
- From January 2007, provision to children of healthy morning and afternoon tea.
- Software upgrades to improve accounts processing and reports.
- Co-location of the Client Services Centre team at the end of the year with finance and school age care colleagues to capitalise on administration ideas and expertise.

An increase in allocation of licensed places in Wanniasa and Kambah networks enabled us to offer a variety of developmental groupings at our Appletree House and Kambah centres. Also at Kambah we introduced a new School Term Child Care option in 2007, offering enrolments to

families based on ACT school terms. This flexible option has appealed to families who are school teachers, have older children attending school or who are undertaking study themselves.

'Open Sessions' also commenced in May this year, offering families and children on our waiting lists the opportunity to become familiar with their nominated centre prior to starting care.



Six of our centres – Abacus, Appletree House, Isabella Plains, Kambah, Richardson and Taylor – completed accreditation requirements, achieving the ranking of high quality. These achievements are to the great credit of the managers and staff involved – and to the families who complete surveys and offer their feedback. The reports received from the National Childcare Accreditation Council were very positive and complimentary on the operation of the centres.



We were also fortunate to receive support from the ACT Department of Disability, Housing and Community Services to improve the appearance of some centres, through internal and external painting, installation of soft fall for playgrounds and replacement of carpet and vinyl flooring.

Towards the end of the financial year, we put in place a sustained drive for improved efficiencies in all aspects of our operations to which staff at every level responded with professionalism and determination.

Employer-Sponsored Child Care

We enjoyed two notable achievements this year with respect to employer-sponsored child care.

In May 2007 we were advised we were the preferred tenderer to establish and manage a new child care centre sponsored by the Australian Federal Police. We look forward to being involved in the detailed planning, internal and external design, and fit out of the new centre.

We were also successful in our tender to continue as the operator of the 79-place Abacus Early Childhood Centre for the Australian Government Department of Finance and Administration. We found it hard to believe that five years had gone by since the centre commenced operations. During this time the centre has achieved two accreditation results with high quality standards, offered a contemporary and stimulating education curriculum and provided care to 340 children.

I wish to take this opportunity to acknowledge the effort and support of many staff during the demanding tender documentation process.

Richardson Family Links

Following positive findings from an evaluation of the Australian Government's Child Care Links initiative, we were pleased that funding for the Richardson Family Links project was extended to June 2008.

Now in operation for 2½ years, the project has continued to grow to include developmental activities such as *Sing'n'Grow*, *Kids at Play*, *Music and Movement* and *Paint and Play*. Intergenerational activities have also featured, including exchange visits between children participating in Richardson Family Links with residents of Goodwin Villages.

In November 2006 Richardson Family Links hosted a 'first' for the suburb of Richardson – the *Richardson Family Fiesta*. Assisted by funding from the ACT Government's Canberra Community Grants Program, the *Fiesta* focused on family fun, with rides, children's activities, information and food stalls.

Performances included local acts such as reptile demonstrations, school bands, African drums, singers and acrobatics. There was face painting, storytelling, a jumping castle and horizontal bungee. All entertainment, rides and activities were free with a small charge for food and drinks.

This year Richardson Family Links has worked closely with the Schools as Communities program and a joint venture – the Self Care Series – has evolved involving families accessing both services and the community generally. This partnership is promoting social networking between families and services from the Richardson Primary School and Pre-school, Richardson Early Childhood Centre and Tuggeranong Link (Community Houses).



Part of the Self Care Series is *Tidbinbilla Nature Outings*, to encourage the discovery of new things and self-care through healthy activities. Participants said they found the outings to be "refreshing and energizing". There are plans to involve children in ranger-guided activities during the school holidays, organise a school excursion and hold birthday parties at the Tidbinbilla Nature Discovery Playground. The Self Care Series will continue on a monthly basis during 2007.

Our achievements reflect our ability to work together, adapt to changes in the environment and anticipate the future. I warmly commend and thank all the dedicated people at every level in our network of early childhood centres. Your daily efforts are critical to our program fulfilling its mission of delivering quality services to children and their families.

Amanda Colbran
Executive Manager

SCHOOL AGE CARE

The ACT Government's 2006–7 budget included an announcement that 39 schools across the ACT were being considered for closure or reconfiguration over a three year period. This announcement sparked a significant increase in enquiries from schools looking to increase their enrolment potential by offering before and after school care programs.

In the event we opened a new after school care program at Duffy Primary School and a new before school care program at Charles Conder Primary School at the start of the 2007 school year.

With the imminent closure of Mt Neighbour Primary School we were aware that families from not only Mt Neighbour but also from St Thomas the Apostle Primary School would be affected, because the Mt Neighbour program serviced both schools. With forethought and planning our program was able to relocate to St Thomas the Apostle from 2007 following the closure of Mt Neighbour.

In addition, following an approach from Theodore Primary School's before and after school care organising committee, Communities@Work took on the Theodore School Connection operations from 2007.

There were many memorable school age care events throughout 2006–7. Gilmore Kids Club was invited to visit a farm in Tharwa by a family whose children use the service. The children took the *Fun4Youth* bus to Tharwa for a farm tour and afternoon tea. Another was Monash Before School Care hosting a Pink Ribbon breakfast to raise funds for the Breast Cancer Foundation.

A new software package was introduced in January 2007 to enable school age care to be prepared for the Child Care Management System (CCMS) being introduced by the Department of Families, Community Services and Indigenous Affairs. CCMS will bring all approved child care services online to standardise and simplify the administration of Child Care Benefit. CCMS will be implemented progressively across child care services from January 2008.

A new staffing strategy for school age care in 2006 involved the appointment of a School Holiday Service Director. This position was created to enhance and strengthen the programs we offer



for children through the school holidays. The Director's role is to undertake advance planning and organising of the programs on a part time basis during the school terms and supervise the programs during the school holidays.

In May 2007 two of our school age care coordinators attended an outside school hours conference in Manly NSW. The three day conference, Today's Children, Tomorrow's Communities, was organised by the NSW Network of Community Activities.



The first round of the Out of School Hours Quality Assurance system is almost complete with eight services accredited and our two new services, Duffy and Theodore, participating in the near future. Some of our programs are already submitting their self study reports for the next round. I am delighted to congratulate all our programs on their outstanding accreditation results.

When the Active after School Communities program started in 2005, three of our then eight programs were selected to take part. Now in 2007 we have eight of our ten programs involved in keeping children active. We are also very pleased that the Australian Government has extended the funding of this practical and innovative program until 2010.

As another financial year closes I would like to express my gratitude to all school age care staff and thank them for the exceptional job they do in supporting so many children and families in our community. I look forward to another busy year of growth and development.

Lee Maiden
Executive Manager

FAMILY DAY CARE AND IN HOME CARE

Our Scheme faced and met a number of significant challenges through 2006–7.

As noted in last year's report, Network Support Funding from the Australian Government decreased by 25 per cent and a policy decision by the ACT Government to introduce workers' compensation coverage to carers also had a significant impact on expenditures. As a result, the Board of Management of Communities@Work required the Scheme to undergo a thorough review of its structure, systems, staffing and resources.

In considering changes, the review took into consideration the need to be a best practice, integrated and professional service; to be as effective and efficient as possible; our strong desire to maintain quality service provision to carers and families; opportunities to expand services; competition from other service providers; expectations from government; and the need to retain quality staff.

A key decision arising from the review was to bring Family Day Care and In Home Care staff together at one location under a new management and staffing structure. These new arrangements apply from the beginning of financial year 2007–8. I would like to express my sincere thanks to all staff for their positive contributions towards the review of our Scheme and to acknowledge the support of carers and families.



Other major achievements for the year include:

- The Minimum Payment Schedule to change to a Recommended Payment Schedule from 2 July 2007. This is the final change to introducing fee deregulation consistent with the provisions of the Trade Practices Act.
- As a result of the Australian Government's decision in the 2006 Budget to allow schemes to operate in any area, 18 new carer applications from outside the Tuggeranong region have been received. We are delighted with this result and we are now looking at systems and resources to best support these carers.
- 30 new carers commenced with the Scheme over the last 12 months.
- A review of marketing the Scheme to attract new carers and families has seen the development of radio advertisements. Radio stations FM104.7 and MIX106.3 were commissioned to air advertisements in January/February 2007 and April 2007 and the response has been very positive. Further radio advertisements are planned for July 2007.
- 29 carer in-services were delivered in 2006–7. Twelve carers are currently studying through the Organisation's registered training organisation, Train.2.Work and 8 carers recently completed a Diploma (Children's Services) through Train.2.Work. The Scheme has a total of 39 (24%) carers who hold formal child care qualifications.



- The 16th Carer Presentation Evening was held on 10 May 2007. A total of 28 carers were recognised for having given 5, 10 and 15 years of service to our Scheme. One carer, Lynette Skerry, received recognition for 20 years of service.

The In-Home Care program continues to be in demand. There are 49 children on the waiting list as a result of the difficulties in attracting carers and matching carer availability and family requirements. While the Australian Government Department of Families, Community Services and Indigenous Affairs has released its report on the review of the *In-Home Care* program, there have been no significant policy changes.

The Year Ahead

We will be working hard to ensure the implementation of the outcomes of the review of the Scheme occur with minimal disruption. Our priority is to deliver the best possible support to carers and families, including those joining our Scheme from outside the Tuggeranong region.

The Australian Government's decision to integrate Quality Assurance Standards across all child care service types will be challenging for our programs. We will continue to provide feedback to the National Childcare Accreditation Council, as it is essential that the unique and valuable features of Family Day Care and In Home Care continue to be acknowledged and supported. Our Scheme's next Family Day Care Quality Assurance Self Study is due in February 2008.

The introduction of the Australian Government's Child Care Management System in 2008 will mean changes to how we process Child Care Benefit. These changes will have an effect on our processes and we will be contributing feedback to Government and carefully monitoring this work.

2006–7 has been a very busy and challenging year for our Family Day Care and In-Home Care programs. As a result of our review and restructure we have farewelled several valued staff members. They will be missed and on behalf of our Scheme I wish them all the best for the future.

I sincerely thank staff and carers for their continued commitment and I look forward with confidence to the challenges and opportunities the year ahead will bring.

Debbie Campion
Executive Manager

INCLUSION AND PROFESSIONAL SUPPORT

ACT Professional Support Coordinator

During 2006–7 we have worked steadily to establish the role of the Professional Support Coordinator in the ACT (ACT PSC) in consultation with the children's services sector and in line with guidelines from the funding body, the Australian Government Department of Families, Community Services and Indigenous Affairs.

We have appreciated the information and advice provided by the members of the *ACT Professional Support Coordinator Advisory Group*, who met twice during the year. We also received valuable feedback from focus groups, from interaction with managers and staff of children's services and from professional colleagues and supporting agencies.

From 1 July 2006 the ACT PSC contracted Noahs Ark Resource Centre in Rivett to provide a library service to ACT children's services. Sixty services are now members of the library. We also contracted the YMCA of Canberra to recruit and maintain a pool of Bicultural Support Workers to assist the inclusion of children from culturally and linguistically diverse backgrounds into children's services. Demand for both of these services has steadily increased over the last twelve months.



Professional Support Service Providers have been contracted for the delivery of calendar and customised training and for Quality Assurance support. In the last year 70 (73%) of 96 centre-based child care services, 55 (65%) of 86 school age care services and all 5 family day care schemes in the ACT accessed professional support through the PSC.

Because the PSC function is an Australia-wide Government initiative, the ACT PSC is a member of a National Alliance of PSCs from all states and territories. During 2006–7 the Alliance met in Western Australia in November 2006 and Queensland in May 2007 to share ideas and resources, plan for the future and collaborate on special projects. The ACT PSC is a participant in Alliance research on the impact of professional development on children's services provision. Fifteen centre-based children's services across the ACT are respondents to an Alliance survey, the results of which will be available by the end of 2007.

PSC On-line, an ACT PSC data management initiative, is another national project supported by Alliance members in New South Wales, Queensland, Western Australia, Tasmania and the Northern Territory.

PSC On-line enables us to register and track the progress of requests for PSC services and is an excellent tool for the preparation of reports to the Department. The National Childcare Accreditation Council uses the database to track whether children's services, which have not been successful in their application for accreditation, have accepted or declined support from the ACT PSC. The system is also being progressively adopted by children's services themselves for monitoring of their requests for support.

Other achievements of the ACT PSC in the past year have been:

- Setting up of the ACT PSC website as an interactive tool with up to date, relevant information for children's services professionals and with research information, a Bulletin Board and links to other services.
- Undertaking in March 2007 of a second needs analysis to determine the professional development needs of children's services employees, the results of which will inform the ACT PSC Implementation Plan for 2007–8.
- Formation of a facilitated focus group of children's services professionals to explore recruitment and retention of staff and to develop resources for use in the ACT. The work of this group will be available to the sector by October 2007.
- Development of a well-received intensive coaching and mentoring program for all management and staffing levels in children's services.
- Development of an occupational health and safety resource for the induction of children's services staff to child care programs. This resource is being further developed to be accessed from the ACT PSC website.

During the next financial year we look forward to working with the children's services sector in the ACT in implementing several exciting professional development projects. We also look forward to participating in a national evaluation of the PSC initiative.

ACT Inclusion Support Agency

Over the last twelve months this program has further established itself, since its initial commencement in January 2006, through the quality work of its specialist Inclusion Support Facilitators with children's services in the ACT.

The facilitators help services to increase their skill and capacity to include children from priority groups – children with a disability, refugee children, children from culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander children. Most program funding comes from the Australian Government Department of Families, Community Services and Indigenous Affairs, with supplementary funding from the ACT Government.

During the last financial year, the Inclusion Support Agency assisted a total of 270 children's services, involving over 750 face to face visits and substantial telephone and email support. We assisted and processed 160 applications for Inclusion Support Subsidy and Flexible Support Funding.

Of the priority groups for inclusion, children with a disability were the highest in number. Children with a diagnosis of autism made up the largest group of children with a disability identified by children's services as leading them to require support to include the children into their programs. Sixty-six per cent of the children were in school age care environments.

The ACT Inclusion Support Agency is contracted by the ACT Professional Support Coordinator to provide Quality Assurance support to ACT children's services to achieve best practice. Both agencies work closely together to support children's services to develop and apply their knowledge and skills in working with children, families and communities.



We continually evaluate our practices and modes of support to children's services. We value our involvement with national and local organisations, such as the National Alliance for Disability, Resources and Training Association, the National Children's Services Forum, ACT Therapy and the Belconnen Behaviour Support Unit.

I take this opportunity to extend my thanks to Inclusion Support Agency staff for their commitment and innovative approach to this important work for children in our community.

Tracy Wiggins
Executive Manager

Community Programs

This year we received a total of \$2.7m from the Australian and ACT governments to provide a diverse range of services to the community through four community programs: youth services, family and individual support, aged and disability services, and community development.

During the year community programs managers and staff participated in major consultation initiatives, through membership of the ACT Minister for Disability and Community Services' Children and Young People (Childrens Services) Council and participation in the Integrated Family Support Project, coordinated by the ACT Department of Disability, Housing and Community Services.

We also contributed to a range of reviews undertaken by Government across the community sector and participated in various conferences, forums and training workshops.

We were delighted that a member of our *Youth Services Young Carers Group* received a scholarship from the Greater Good Foundation, a recently established local public charitable trust, to attend an Outward Bound Adventure. The scholarship is an annual award and we intend to support the nomination of another young person in the new financial year.

YOUTH SERVICES

Communities@Work Youth Services offer a diverse range of support to young people aged 11–25 years across the Tuggeranong and Weston Creek regions and include social, recreational and educational programs, information, referral, advocacy, entertainment and individual support.

We work closely with the youth community and develop and deliver programs within drop-in centres, education settings and community facilities. We deliver a comprehensive recreational school holiday program and many open targeted programs for young people, aimed at increasing the support networks of participants.

At all times we seek to offer individualised support to each young person, within the context of their natural supports. Over the past 12 months we supported over 300 young people each week and had over 15 000 contacts with young people throughout Tuggeranong and Weston Creek.

Highlights of 2006–7

Youth culture has been transformed by the Myspace phenomenon. Our team took the opportunity to engage with young people and create a Myspace page for both the Tuggeranong and Weston Creek Youth centres. We were the first youth centres in the ACT to create these spaces and were

able to take this opportunity to advertise our programs and receive feedback from young people through a medium they feel comfortable with.

In a concentrated effort to support young people involved with the Youth Justice system, we formed a partnership early in 2007 with Woden Youth Service to deliver a weekly support program at Quamby Detention Centre. This program supports young people to gain a greater understanding of support outside of detention, as well as on topics such as sexual health, drugs, relationships etc. In conjunction with this program we are currently undertaking a research project with the University of Canberra to explore transition programs for young people exiting Quamby.

Throughout the year the *Graffiti Prevention Program* has expanded to create community murals. This program supports young artists to express themselves using aerosol art techniques legally. The partnership between Department of Territory and Municipal Services and our Youth Services Program will continue throughout the coming year and see the *Street Art Program* incorporate more opportunities to showcase the work of young artists in Canberra.



Throughout the year we ran a social and recreational program, in partnership with CYCLOPS (Connecting Young Carers with Life Opportunities and Personalised Support) for young males who identify as being in a caring role of a family member. The program supports young people with supported social interactions and provides recreational opportunities often unable to be accessed by this group of young people. This group is run weekly from the Tuggeranong Youth Centre and currently supports up to 8 young carers per week. This program has changed its model to include young female carers, and a renewed emphasis on young people who have left high school.

After identifying that a group of young people in Weston Creek were engaging in at risk behaviours associated with trail bike riding, the team sourced additional funding to run a tailored workshop. The workshop focused on the legalities of riding, safety for participants and at all time focusing on harm minimisation. The program was supported by a NRMA Motoring and Services Community Grant as well as Yamaha Racing and the Ulysses Motorcycle Club.



One of the many programs we offer young people is a supported social and recreational program for young people with a disability. The *Fun4Youth* Program has been busy expanding its model to ensure that all young people accessing the program are supported to identify key transition points in their life and how our program staff can best support them during these. This dynamic program operates from a mixed model of centre based experiences at the Tuggeranong Youth Centre as well as community access experiences. This year has seen a number of young people participate in the Community Fashion Show, the Gym Program and Youth Week activities. This program is researching and exploring the barriers to full inclusion for this group of young people.

Through discussions with various schools it was identified that a social and recreational program was needed for young people from culturally and linguistically diverse backgrounds (CALD). With this in mind *Diversity FC* was created. *Diversity FC* is a weekly social soccer program which targets young CALD people, though is open to all primary school age children. The program aims to increase the supports of young people around an easy social medium of soccer.

Healthy eating and holistic health are key focus areas for our team. We wanted to expand on this area of service delivery and created the *Eat Well / Live Well* program. With additional financial support from the ACT Department of Disability, Housing and Community Services we implemented a project that supports young people to gain knowledge and skills around budgeting, nutrition and preparation of meals.

Eat Well/Live Well incorporates cooking workshops during drop in hours, positive role-modeling, as well as nutrition courses and workshops run at local high schools. The overall aim of the program is to support young people to acknowledge the benefits of budgeting, preparing and eating well, and subsequently circumventing reliance on emergency food vouchers.

In conclusion, since a restructure early in 2007 our team has settled into offering a more diverse range of programs to young people and families in Tuggeranong and Weston Creek. The new team looks forward to continuing on the good work from this year and creating more innovative ways to engage with young people and their families.

FAMILY AND INDIVIDUAL SUPPORT

This year we provided 4779 hours of family support to 210 families and individuals in the Tuggeranong and Weston Creek areas.

Throughout 2006, we have been involved in the Integrated Family Support Project (IFSP), a pilot project being undertaken jointly across the community and government sectors. The purpose of this initiative is to facilitate a closer working relationship between Family Support Services and the Care and Protection system in the ACT, with a view to providing better outcomes for families.



Communities@Work Family and Individual Support Program staff have made a significant contribution to this project, including membership of a number of key working groups. In addition, two of the families currently working with the Communities@Work Family Support Program were nominated for inclusion in the project.

Throughout the year the Family and Individual Support Program has continued to receive consistently high numbers of referrals. There has been a noticeable increase in the number of referrals for families currently working with Care and Protection, again demonstrating the need for our involvement in wider projects like the IFSP.

Other referrals continue to be dominated by issues such as domestic violence, housing issues, relationship and parenting issues, financial difficulties and mental health.

As a result of the high demand for our services, the program consistently has a waiting list of around 15–20 potential clients, equating to a waiting period of 4–6 weeks.

Behavioural Guidance Program and Managing Children's Program

The aim of these programs is to give parents the opportunity to develop increased skills and confidence to manage their children's challenging behaviours. With a view to meeting the individual needs of parents, each program offers a different approach to behavioural management.

The Behavioural Guidance Program is a home-visiting program that works with parents on an individual basis to assist them to develop the skills and strategies to manage their children's behaviour effectively and appropriately. This may include guiding parents in the provision of appropriate toys and equipment, establishing optimal environments and play spaces for children in the home, and observing and guiding parents in their interactions with their children.

The Managing Children's Program operates out of the Tuggeranong Community Centre and provides a unique and valuable approach to behavioural management. Using a specially designed room in the Community Centre, parents have the opportunity to interact on a one-to-one basis with their child using activities specified by the program as a guide. Using a video monitor Parent Educators are able to observe parent and child interactions and provide valuable feedback to the parent at the completion of the session.

Both of these programs report significant successes and consistently receive very positive feedback from parents participating in the programs. As a direct result of their participation parents report significant increases in their level of confidence in their parenting and in their own self-esteem.

Each program gives parents the opportunity to learn, develop and implement new and effective strategies with their children, based on what works for them as a family. Parents also receive information and advice on child development and developmental milestones, plus the opportunity to access other services that may be of assistance to them.

During 2006–7, 218 families accessed the program and another 274 families attended the Program's facilitated playgroup. As with Family Support, the demand for services is constant and there is always a waiting list for this service.

Families referred to this program come with a variety of needs. Some seek basic advice or information on more effective strategies for handling their children's behaviour. Others, referred by Care and Protection or local schools, need help with a more complex range of needs.

Community Education

Following a comprehensive review of the Community Education program last year, we adopted an improved planning and more proactive approach to program development to respond to community interests and needs. We also put in place a more professional approach to the marketing of the Program and to the presentation of course information.

The results of these changes have been very successful overall, with increased numbers of participants in our sessions which have included:

- Effective Communication
- Stress Management
- Parenting Children with Defiant Behaviours
- Dads on a Tightrope
- Anger Management for Parents
- Drugs and Alcohol and the Young Person, and
- Let's Talk Sex.

Community feedback has continued to demonstrate interest in the issue of anger management and controlling strong emotions in the home. This was reflected in the very high number of enrolments in one of the Program's Anger Management Sessions for Parents. To better guide our planning and development of future sessions we undertook a needs and views survey of participants.

Women's Housing Program

The Women's Housing Program continues to provide an invaluable service for women and children leaving domestic violence situations. During 2006–7 our seven houses provided 2445 days of supported accommodation to 18 families including 48 children. This occupancy rate represents an excellent outcome given the diversity of challenges associated with ongoing client support and tenancy management.

In addition to providing medium-long term accommodation for women and their children, the Program offers individual support to each of the women during the course of their tenancy with us. This may include assistance with legal issues, advocacy, information and referral to other agencies.

In addition, the Program involves the ongoing maintenance and basic furnishing of the properties leased from ACT Housing. This year we were very pleased to be able to exchange two of the Program's older properties for two newer properties in the same local area.

Emergency Relief

Communities@Work Emergency Relief Program is funded by the Australian and ACT Governments (\$16 500 and \$7000 respectively).

Emergency relief is an invaluable service to our local community. This year funds were used to assist with the free *Community Breakfasts* at Weston and free *Community Lunches* at Tuggeranong as well as providing assistance for food, bill payments, provision of prescription medications, nappies and bus travel.

The Emergency Relief Program is in regular demand from the local community. We receive daily requests for assistance, largely for food vouchers, however given their limited availability due to funding we are not always able to provide vouchers when requested. On these occasions we endeavour to refer the client to an alternative relief agency.



Women's Neighbourhood Group

2006–7 saw consistent attendance at this friendly and successful group with attendance of between 20 and 30 women every week and with new referrals joining the group. While the majority of women attending are 50 years and over, a number of younger women also attend. Where necessary, free child care is provided.

This year the group continued to benefit from receipt of a grant from the ACT Government Women's Grants Program. Funded by the "Health & Well-being Project", the funding supports women's access to information on health and well being plus opportunities to develop new skills and confidence. The grant supported art and craft activities in partnership with Tuggeranong Community Arts and introductory "Bollywood"/Indian dance classes.

AGED CARE AND DISABILITY SERVICES

Funding for this program is provided from ACT Health's Home and Community Care Program (HACC) enabling the provision of services to the frail aged and people with disabilities and their carers. These services support people to be more independent at home and in the community by enhancing their quality of life and preventing premature admission to long-term residential care.

There are four programs under the HACC umbrella providing services and activities to the Tuggeranong and Weston Creek communities. During the year we supported 446 new clients, provided over 17 800 hours of service, 17 400 transport trips and over 1830 meals to the client group.

In January 2007 to meet overall cost increases we were obliged to raise all fees in the HACC Program. Transport fees were increased to \$5 per day with a maximum charge of \$15 per week; *Centre 4 Seniors* fees increased to \$6 per session which includes activities, lunch and morning tea; client services were increased to \$6 per hour with a maximum charge of \$15 per week; and the art group fees were increased to \$5 per session which includes tuition and afternoon tea. The fees are waived if a client is experiencing financial hardship.

Community Transport

Many people who are unable to use public transport or have no other transport options available to them rely on community transport. We provide transport to essential medical appointments, paramedical, social, recreational and educational appointments and activities at seniors' centres. This year's 17 400 transport trips were delivered by five paid special care drivers and by a number of very dedicated volunteers.

This year the transport service operated from 7 am to 7 pm seven days a week. Many clients have commented how the availability of community transport over the weekends has enabled them to have more enjoyable weekends and has alleviated stress for those who require extra support for medical appointments on the weekends and early evenings.

The number of requests for assistance from volunteers continues to grow with more of the client group finding it difficult to manage their tasks of daily living such as grocery shopping, banking and bill paying. Volunteers have always been a major source of support of the transport service and we continue to actively seek more volunteers to meet the growing need.

Centre 4 Seniors

Located in the Weston Creek Community Centre, the Centre 4 Seniors is a venue for seniors to participate in activities and make new friends. A nominal fee is charged for activities and a two course lunch. Activities include bingo, carpet bowls, sing-a-longs, belly dancing, pitch & putt, information sessions, workshops and events in the *Seniors' Community Garden*.

During 2006–7 Nutrition Australia provided a four week course on "Nutrition and Food Skills for Seniors' and Communities@Work's training unit, Train. 2. Work, facilitated a basic computer skills course which proved so successful we are planning further courses.

The Centre has a flourishing art group supported by hands-on classes presented by a professionally qualified art teacher. The group works towards a public art exhibition each year to showcase their artistic talents. The group is looking forward to putting on a special exhibition and sale of their work as part of the *Weston Creek Spring Festival* in October 2007.





The *Craft Circle*, held each Friday, has made over 70 jumpers and beanies for babies suffering from HIV-AIDS in third world countries. This is a great effort by a small group of dedicated women.

The men who attend the *Lanyon Men's Group* make toys to sell and they also repair toys for the Communities@Work child care centres. The group goes on occasional outings but predominantly they enjoy one another's company at their meetings at the Lanyon Homestead. Around 15 men meet each Thursday at the Homestead to cook a BBQ and spend the morning together with volunteers who contribute their time, skills and energy to assist the group.

An independent review of the *Centre-based Day Care* program was undertaken during the year to assess the quality, appropriateness and cost-effectiveness of the program and to determine if it is achieving the needs of the participants. The evaluation concluded that the program helps to break down social isolation and depression in older people and give them a sense of belonging and well being.

The program is a lifeline for older people living alone and for those living with partners or family members it offers respite to the carers. Participants can maintain a certain amount of independence that is essential to their confidence, self-esteem and connection with the world. The program provides an opportunity for people to become motivated and to form and maintain relationships with others in similar circumstances.

Case Planning Review and Coordination

This service provides assessment, development and implementation of care plans, case coordination, monitoring, support and one-off information. The caseworkers visit clients in their home to identify client needs, develop and implement a care plan that reflects the services they need to support them to stay independent and self-sufficient in their own home.

The caseworkers are working continually to meet the needs of new referrals and monitor and support ongoing clients. Due to the increasing number of clients with more complex needs this

program would benefit from an injection of funds to increase staffing hours which would allow us to be more responsive to the client group.

The *Client Service* program enables the caseworkers to purchase a package of support services from external agencies including domestic support, personal support and social support. This service is generated by client needs and provides us with the opportunity to commence providing services to the client group within 24 hours if necessary.

ACT Seniors Grant

In May 2006 we were advised of our success with an application for funding from the ACT Government's Seniors Grants program for \$4400.

With these funds we promoted activities to specifically include active seniors: "*Stay Connected*" – an 8 weeks computer



course on basic email and internet skills; a belly dancing workshop; a nutrition and food skills course; a garden party with Cedric Bryant and representatives from ActewAGL, who gave a presentation on water conservation in the garden, as guest speakers during Seniors Week held in the *Seniors Community Garden*; and a chicken champagne garden party with "Publicist to the Stars – Coralie Wood", also held in the Garden.

The program contributed to *Celebration of Families* in April 2007 with an *Information Café for Seniors* with free sandwiches on offer. Seniors art work was on display along with the toys made by the *Lanyon Men's Group*.

COMMUNITY DEVELOPMENT

During 2006–7 Community Development program staff undertook research work, supported community groups to develop or maintain services, facilitated partnerships and networks, worked with resident groups and coordinated a number of projects and community events. Funds for the program are provided by the ACT Department of Disability, Housing and Community Services.

During the year we:

- Undertook a social action research project "Addressing Men's Wellbeing in the ACT" to look at the wellbeing of senior men retired or out of the paid workforce in Tuggeranong. This resulted in a collaborative partnership with a local neighbourhood centre to develop a men's shed in the area.

- Undertook a snapshot survey of family needs in the Tuggeranong area and commenced work on the development of a community profile for Tuggeranong and Weston Creek.
- Developed collaborative relationships and networks with other community services and neighbourhood groups, resulting in:
 - establishment of free community meals in Tuggeranong and Weston Creek
 - planning for a new program for people to get to know their neighbours
 - commencement of a 6 week course aimed at increasing physical and mental well being by looking at strategies to manage depression combined with 'just for fun' low key exercises, and
 - distribution of information packs to new defence force families arriving from overseas.
- Established an on-line community e-map with a survey facility called "*Have Your Say*" and increased our Community Connect radio broadcast on FM91.1 from ½ hr to ¾ hr each Thursday morning in a prime time slot (9–9.45 am).
- Provided support to a number of groups and individuals to assist with grant applications and auspice of projects.
- Coordinated projects and events to encourage people to participate and engage with their local community. These included two major community festivals – the *Weston Creek Spring Festival* in October 2006 and *Celebration of Families* at Tuggeranong in April 2007; the ACT Community Safety Field day – a collaborative initiative with the Bushfire Community Development Network and ESA; Community Song Writing Workshops culminating in the production of a CD, launched on 28th September 2006 at an open morning on FM91.1.
- Facilitated three Network groups – two *Interagency Networks* at Tuggeranong and Weston Creek and the *Bushfire Community Development Network* for fire affected resident groups.



Volunteer Program

There are 120 volunteers registered with Communities@Work who assist in a variety of ways to make a difference in people's lives and to the communities of Tuggeranong and Weston Creek.

The volunteers:

- provide shopping assistance and transport for the HACC program
- visit families and older people
- help with our social groups, the *Lanyon Men's Group*, *Tuggeranong Seniors Singalong*, *Indoor Bowls*, *Learning Circle*
- help at festivals and expos, with stalls, face painting, activities, information to other community members about volunteering
- mentor young parents and families in household management
- prepare free community meals as part of our strategy to provide emergency relief and break down social isolation
- assist with community project development, an example being formation of a new men's group for Tuggeranong
- undertake general administration, such as recording minutes of community meetings, and
- serve as members of the Board of Management.



This year Communities@Work nominated two of our volunteers for Volunteer Awards, Mick Oates for providing weekly support for older men who are frail or have disabilities, and John Fillery for providing handyman services to elderly and disabled members of the community.

We were delighted when John Fillery was awarded the honour of Community Volunteer of the Year and also named as the ACT Volunteer of the Year for 2007. John and his wife Beryl are well known across the organisation, providing handyman services to our HACC and family support clients as well as at many of our child care centres, delivering fruit to after school care services and building storage/seating for our youth centres and the *Seniors Community Garden*.

The value of volunteering is immeasurable in the community and highly rewarding to those who volunteer. Regular monthly BBQs are held as social get togethers and bi-monthly newsletters keep everyone in touch and up to date with news and events.

Our volunteers are recognised for their commitment. They bring a wealth of skills and knowledge to their work, enhancing the quality of our service delivery. They are dedicated people making a difference!

SuperGrands

SuperGrands was launched in November 2006. A Local Answers project funded for three years under the Australian Government's Stronger Families and Communities Strategy, the service matches mature volunteers with young parents and families. Each SuperGrand volunteer undergoes training and works with families in their own home to assist them to develop or improve their household and family management skills.

There are currently twelve trained SuperGrands, with an age around 50. While most of the volunteers are retirees, some are employed part time and some are mature aged students.

Families have welcomed the service resulting in an ongoing demand for volunteers. Assistance has been provided to sixteen families with the most popular areas being:

- organising the home
- basic cooking
- good menu planning, and
- household budgeting.

Activities are planned for the next twelve months to improve planning, organisation and communication skills through mentoring sessions, group programs and group seminars and workshops. These will include information sessions with agencies such as Centrelink.

Planning is underway to run a pilot program for young carers in one of the primary schools in Tuggeranong. A number of children at the school are primary carers for their single parents. These young people could well benefit from practical advice on nutrition, meal preparation and budget shopping. It is envisaged this support could be delivered in a group setting at the school with the help of SuperGrands.

What lies ahead for Community Programs?

During the coming year Communities@Work will continue to follow through on the initiatives identified in this year's annual report. We will be looking to broaden and strengthen our community programs as part of implementing the organisation's Strategic Plan 2006–9. In particular, we will contribute to the work of the Working Group set up to explore new directions for the organisation.

Finally, a word about the community programs managers and their team members, who work with such dedication and commitment to deliver services to so many community members. Thank you all so much for the wonderful work you do every day.

Linda Tregonning
Executive Manager

Corporate Administration

HUMAN RESOURCES AND INFORMATION TECHNOLOGY

During 2006–7 we focused on a range of strategies, in line with the organisation's Strategic Plan 2006–9, for placing Human Resources and Information Technology functions in a better position to meet our current and future needs.

This work included strengthening our expertise, modernisation of policies and practices and planning for a sustainable long term upgrade path for information and communications technology.

The key initiatives we pursued are highlighted below.

Human Resources

- Reviewed and updated all human resources policies and procedures to ensure that they stay current with contemporary community standards and requirements, and meet the needs of the organisation.
- Streamlined practices and documentation for recruitment and ongoing changes to employment to improve the efficiency of operations.
- Strengthened our human resources/payroll capabilities and resources to improve service delivery and support to operational areas.
- In conjunction with Train.2.Work, developed an induction/orientation training programs and a management training program for delivery in 2007–8.
- Developed processes and supporting systems for improved routine and ad-hoc reporting of core human resources data for the Board and management.
- Finalised a replacement Workplace Agreement for administrative staff.

Total staff employed as at June 2007 was 281 of which 84 were permanent full time staff, 127 were part-time permanent staff, and 70 were casual employees.

Information and Communications Technology

- Prepared and promulgated policies and procedures for procurement, asset management, data management, configuration management and disaster recovery.
- Delivered a content management system to improve the effectiveness of Internet/Intranet administration.

- Commissioned our Intranet and added a media room capacity to the Internet site.
- Recruited and trained additional resources for our ICT Support team to ensure that it was capable of providing project support for change initiatives as well as improving day to day support for operational areas.



- Developed a longer term strategy baselining current operations and providing a program for a rolling five year period for an orderly replacement and upgrading of infrastructure and systems to keep pace with emerging needs for computing and communications support.
- Implemented an asset register and management system which allows the monitoring of equipment life cycles and maintenance programs, and provides important data for replacement and upgrade planning.
- Reviewed the data management procedures and practices of the organisation and formulated a strategy for improved use of data for research and for the planning of future services and capabilities.

FINANCE AND FACILITIES

2006–7 was a challenging year for financial management. Cost pressures impacted on several programs and we experienced increased competition with the delivery of centre-based child care in Tuggeranong. Along with our colleagues in the community sector, our operations were undertaken against a background of increasing financial obligations and tighter compliance.

To meet these challenges, we undertook a range of measures to maintain income, reduce expenditures and update policies and procedures.

- Cash holdings strengthened during the year and additional interest was earned on investments.
- We broadened our marketing effort to include radio advertising and the use of corporate signs on leased vehicles.
- We achieved a reduction in leasing costs for motor vehicles. Six cylinder vehicles were replaced with four cylinder, thus reducing both leasing commitments and fuel costs. A utility was leased to assist with the maintenance of buildings and save on motor vehicle allowance costs.
- A new cleaning contract tender for 14 sites for the financial year 2007–8 was let, with options to extend for two additional periods of 12 months.
- We worked closely with our insurers to identify areas of risk with a view to continue to reduce workers' compensation premiums.
- The organisation was successful with an application to register non-compulsory corporate clothing with effect from July 2006. Staff benefited from the availability of a tax deduction for purchase and laundering of corporate clothing.
- Our former subsidiary, SupportLink Systems Pty Ltd (ACN 097 296 547 Pty Ltd) was officially wound up with effect from 17 June 2007.



By resolution this year the members agreed to convert Communities@Work from an incorporated association under the Associations Incorporation Act (ACT) 1991 into a Not for Profit Company Limited by Guarantee under the Corporations Act 2001, and in June 2007 the Australian Securities and Investments Commission acceded to this request. The new company will commence on 1 July 2007.

At the end of the financial year, on advice from our auditors, we made financial adjustments to account and provide for outstanding annual leave balances, in accordance with Australian Standard 119, Provision for Employee Entitlements.

The effect of the adjustment contributed to increase our deficit to the extent of \$107 000.

With respect to facilities, several moves were undertaken both within the Tuggeranong Community Centre and at other administration offices. As at the end of June 2007, all Family Day Care and In Home Care staff are now co-located in the Tuggeranong Business Centre in Kambah and Family Support staff are located together in the Tuggeranong Community Centre. Also now located at the Centre is the Early Childhood Services' Client Service staff so that they can work more closely with the finance and school age care teams.

We continue to realise cost savings through having our own maintenance officer position and further savings were made through lease of a utility vehicle in April 2007 to facilitate repairs and maintenance at all sites.

Tuggeranong Community Centre

During 2006–7 the Tuggeranong Community Centre continued to play a vital role in the life of the Tuggeranong community. Open at least 14 hours a day, seven days a week, the Centre was used by over 350 groups during the year, which included 170 community groups, 60 commercial businesses and 12 special needs groups.

An average of 150 people per day come to the Centre to participate in a wide range of activities, including seniors indoor bowls, ballroom dancing, cooking classes, ballet school, karate, yoga, migrant support, language classes, young achievers, public speaking, gentle exercise and religious services. The Centre hosts weddings, anniversaries and birthday celebrations as well as conferences, workshops and business meetings.

Minor new works completed during the year (funded by the ACT Department of Disability, Housing and Community Services) included a reseal of the Hall floor, upgrade of the security system, cleaning of exterior windows, the internal extension of *The Jetty Café* to create more seating, and the installation of an awning over the *Café's* outside eating area.

The Department also funded restocking of the Centre's commercial kitchen with crockery and kitchen items and the building of a secure storage cupboard to house the crockery. The commercial kitchen is used by Centre patrons for a variety of functions and events.

The Jetty Café, which is located at the Tuggeranong Community Centre, has treated patrons to some wonderful food throughout the year. Whether through its daily *Café* specials or through its catering for meetings and parties, *The Jetty Café* offers good quality and value and is playing its part in the emerging *café* culture of Tuggeranong Town Centre.

The extension to the *Café* has proved a success, allowing larger groups to meet for lunch, and more space for those with prams, wheelchairs and walkers. And of course, the delightful view of the lake is an added bonus to that tasty meal or refreshing cup of coffee.

We offered a 'Buy One, Get One Free' fish and chips meal deal to promote the *Café* during May 2007. This initiative achieved positive results and we are planning more significant promotion of *The Jetty Café* in the coming financial year.



MARKETING

The last twelve months have been very rewarding for the marketing team.

The joint 'countdown' to the launch of Communities@Work's new website by Annette Ellis MP and Board President John Turner at the Annual General Meeting in September 2006, marked the conclusion of a significant coordination effort across the organisation. Over 20 000 visitors have accessed the new site in the last nine months.



Also launched at the 2006 AGM was the team's other major coordination project, the organisation's Strategic Plan 2006–9. Consistent with that Plan, we continued our focus on raising the public profile of Communities@Work throughout 2006–7.

Over 65 articles highlighting Communities@Work's events and achievements were published in The Chronicle and The Canberra Times during the year. We also co-convened six successful *Business Tuggeranong* meetings, produced three informative newsletters and participated in ACT Government working groups on the Canberra Centenary and on development of an Events Guide.

For the first time during this year, we explored the use of radio advertising on FM104.7 and Mix 106.3 to promote the organisation's programs. The awareness campaign response has been very positive. Further radio advertisements are planned for 2007.

The marketing team continued its established role of promoting and supporting major events and launches, including the *Weston Creek Spring Festival* in October 2006, the *Richardson Family Fiesta* and *Tuggeranong Community Festival* in November 2006, *SuperGrands* launch in December 2006 and *Celebration of Families* in April 2007.



The team was also a prime mover in the planning of Communities@Work's *Thirtieth Anniversary Celebrations*, which were launched at *Celebration of Families* by the Chief Minister, Jon Stanhope.

- Marketing staff had a major role in the coordination of a Thirty Years History book, to be published in the new financial year to coincide with our thirtieth birthday on 26 September 2007.
- The team also took a significant role in the coordination of Communities@Work's *Celebrating Thirty Years Raffle*, the organisation's first major general fundraising initiative, launched at *Celebration of Families*.
- Two special Thirtieth Anniversary celebration walks were promoted by the team. Organised by the voluntary organisation, Walking for Pleasure, one walk was undertaken in each of the Tuggeranong and Weston Creek regions.



In January 2007, to further the objectives of Communities@Work's Strategic Plan, ZOO Communications was engaged to work with the organisation on its overall strategic marketing directions. We look forward to working with ZOO in the new financial year on enhancing our profile and ensuring our stakeholders and clients are fully informed of Communities@Work's services and activities.

George Grunbaum
Executive Manager

Gay Samal
Executive Manager

Train.2.Work

As noted in last year's annual report, in May 2006 a detailed review of Train.2.Work operations was commissioned by the Communities@Work Board of Management. The review was completed in May 2006 and, following consideration by the Board of the review's recommendations, a Business Plan approved to guide the unit's strategic directions for the next five years.

In the last six months of this financial year considerable work has been achieved in implementing the Business Plan. A Training Manager was appointed in January 2007 and we have seen an expansion of the focus and business of Train.2.Work.

Train.2.Work has successfully increased the range of qualifications it is accredited to deliver, with the addition to its scope of the Certificate IV in Training and Assessment, Certificate II in Business and Certificate IV in Youth Work.

We have been successful in our application to deliver the Certificate IV in Training and Assessment in New South Wales and to deliver Certificate III in Children's Services as a traineeship in New South Wales.

Enrolments in children's services qualifications have remained steady over the last year. We have approximately 120 participants enrolled in qualifications ranging from Certificate III to the Advanced Diploma.



Train.2.Work is currently involved in the Council of Australian Governments' Recognition of Prior Learning initiative, with 35 Communities@Work employees from our child care centres, school age care, family day care and in home care programs enrolled in this project to achieve a Diploma or Advanced Diploma qualification in Children's Services.

Our delivery of children's services training to Communities@Work's Family Day Care and In Home Care program remains strong and is gaining momentum outside the organisation. Over the last year we have delivered training to Bega, Cooma, Queanbeyan, YWCA and Central Canberra Family Day Care schemes.

Eight Communities@Work family day care and in home carers completed a Diploma of Children's Services under the Strategic Priorities Program funding over the last year, with a further 12 Family Day carers and In Home carers enrolled in the Certificate III in Children's Services under Strategic Priorities Program funding.

Other funded programs delivered over the last year are Certificate III in Children's Services and Certificate IV in Training and Assessment (Strategic Priorities Program funding).

'*Stay Connected*', our mobile computer classroom has been delivering basic computing skills such as emailing, connecting to the internet, how to play games and Microsoft Word to seniors and people with disability. Over the last year training has been delivered to the Goodwin Villages in Farrer, Monash and Ainslie and also to St. Andrews Village, Miranjani Nursing Home, Kippax Community Centre and the *Centre 4 Seniors*, Weston.

General computer workshops have changed this year, with fewer of the basic classes being held and a focus on accredited computer skills training.

As has been the case for similar agencies across Australia, we have been responding to changing Quality Assurance Standards for registered training organisations. Our training facilitators have attended training and information workshops to ensure we are compliant with the new standards and implement them positively and for the clear benefit of our students.

Within Communities@Work, Train.2.Work has been working with our human resources management to establish, from July 2007, a comprehensive accredited induction program incorporating probation arrangements. This program includes language, literacy and numeracy support for relevant employees.

A senior staff development program has been designed for delivery to senior staff and a computer skills assessment tool developed to determine the level of computer competence



of Communities@Work employees. Both the development program and the computer skills assessment tool will be adapted to compact disc and online learning formats.

As e-learning progresses so will our training unit. Next year we will move towards the production of learning materials in e-learning formats. We will continue to implement the external expansion strategies identified in our Business Plan and we will broaden professional development support provided to the managers and staff of Communities@Work.

Our achievements over the past year would not have been possible without the support and dedication of the Train.2.Work staff who always give more than 100%. A sincere thank you to you all.

Tracy Wiggins
Executive Manager

Financial Report

There was a consolidated deficit of (\$126 183) for the financial year ended 30 June 2007. An adjustment to the calculation of the provision for annual leave in accordance with Australian Accounting Standard 119 – Provision for Employee Entitlements contributed to the deficit to the extent of \$107 000.

The financial position of Communities@Work remains strong with the organisation's assets as at 30 June 2007 totalling \$3 542 106. Assets include a cash balance of \$2 809 860 with investments increased from \$1 811 999 in 05/06 to \$2 050 000 in 06/07. Liabilities total \$2 377 152 with total equity for the year at \$1 164 954.

The controlled entity of Communities@Work Incorporated, ACN 097 296 547 Pty Ltd (previously known as SupportLink Systems Pty Ltd) was officially deregistered on 17 June 2007.

Gay Samal
Executive Manager

INDEPENDENT AUDIT REPORT

To the members of the Communities @ Work Incorporated

Report on the Financial Report

We have audited the accompanying financial report of Communities @ Work Incorporated (the Association) and Communities @ Work Incorporated and controlled entity (the consolidated entity) which comprises the balance sheet as at 30 June 2007, and the income statement, statement of changes in equity, cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee of the consolidated entity comprising the Association and the entity it controlled at the year's end or from time to time during the financial year.

Committee's Responsibility for the Financial Report

The Committee of the Association are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act (ACT) 1991. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion:

- a) the financial report of Communities @ Work Incorporated is in accordance with Associations Incorporation Act (ACT) 1991, including:
 - i) giving a true and fair view of:
 - the Association's financial position as at 30 June 2007 and of their performance for the year ended on that date; and
 - the other matters required by Section 72(2) of the Associations Incorporation Act (ACT) 1991 to be dealt with in the financial report;
 - ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Associations Incorporation Act (ACT) 1991;
- b) from proper accounting and other records which have been kept by the Association; and
- c) the audit was conducted in accordance with the rules of the Association.

HARDWICKE'S
Chartered Accountants



Robert Johnson, F.C.A.
Partner

Dated: 16th August 2007
Canberra

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY
COMMITTEE'S REPORT

Your committee members submit the financial report of Communities @ Work Incorporated and its controlled entity for the financial year ended 30 June 2007.

COMMITTEE MEMBERS

The names of committee members throughout the year and at the date of this report are:

J. Turner	A. Hodges
I. Pryor	M. Cane
G. Bell	C. White
A.J. Turner	L. Mayo
A. Tsirimokos (appointed 27/9/2006)	J. Robilliard (appointed 27/9/2006)
B. Maguire (resigned 27/9/2006)	M. Pekin (resigned 27/9/2006)
W. Bonny (resigned 30/6/2007)	T. Hoad (resigned 30/6/2007)

PRINCIPAL ACTIVITIES

The principal activities of the association during the financial year were:

- To provide community services to youth, aged persons, the disabled, volunteers, families and a community development program;
- To operate an advisory program to the children's services industries in the ACT regarding the inclusion of children with disabilities or with diverse cultural or indigenous backgrounds into mainstream services;
- To provide training through the Train.2.Work program; and
- To provide children's service programs including early childhood services, family day care and school age care.

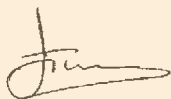
SIGNIFICANT CHANGES

No significant change in the nature of these activities occurred during the year.

OPERATING RESULT

The consolidated deficit amounted to (\$126,183).

Signed in accordance with a resolution of the members of the committee



J. Turner



I. Pryor

Dated this 16th day of August 2007

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY
INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

	Note	Economic Entity		Parent Entity	
		2007	2006	2007	2006
		\$	\$	\$	\$
Revenue	2	13,781,972	13,951,946	13,781,972	13,750,026
Employee benefits expense		(9,423,549)	(9,120,030)	(9,423,549)	(9,005,327)
Depreciation and amortisation expenses		(37,708)	(60,369)	(37,708)	(35,456)
Other expenses		(4,446,898)	(4,360,499)	(4,446,898)	(4,487,328)
Surplus/(deficit) before income tax	3	(126,183)	411,048	(126,183)	221,915
Income tax expense	4	-	-	-	-
Surplus/(deficit) after income tax		(126,183)	411,048	(126,183)	221,915

The accompanying notes form part of this financial report.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY
BALANCE SHEET AS AT 30 JUNE 2007

	Note	Economic Entity		Parent Entity	
		2007	2006	2007	2006
		\$	\$	\$	\$
CURRENT ASSETS					
Cash and cash equivalents	5	759,860	1,341,225	759,860	1,316,786
Trade and other receivables	6	577,921	383,131	577,921	402,868
Financial assets	8	2,050,000	1,811,999	2,050,000	1,811,999
Other current assets	7	78,122	97,040	78,122	97,040
TOTAL CURRENT ASSETS		3,465,903	3,633,395	3,465,903	3,628,693
NON-CURRENT ASSETS					
Financial assets	8	-	-	-	2
Property, plant and equipment	9	76,203	104,593	76,203	104,593
TOTAL NON-CURRENT ASSETS		76,203	104,593	76,203	104,593
TOTAL ASSETS		3,542,106	3,737,988	3,542,106	3,733,288
CURRENT LIABILITIES					
Trade and other payables	10	1,322,859	1,483,631	1,322,859	1,478,931
Short-term provisions	11	899,495	721,454	899,495	721,454
TOTAL CURRENT LIABILITIES		2,222,354	2,205,085	2,222,354	2,200,385
NON-CURRENT LIABILITIES					
Long-term provisions	11	154,798	241,766	154,798	241,766
TOTAL NON-CURRENT LIABILITIES		154,798	241,766	154,798	241,766
TOTAL LIABILITIES		2,377,152	2,446,851	2,377,152	2,442,151
NET ASSETS		1,164,954	1,291,137	1,164,954	1,291,137
EQUITY					
Accumulated surplus		1,164,954	1,291,137	1,164,954	1,291,137
TOTAL EQUITY		1,164,954	1,291,137	1,164,954	1,291,137

The accompanying notes form part of this financial report.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2007

Note	Economic Entity Accumulated surplus \$	Parent Entity Accumulated surplus \$
Balance at 1 July 2005	880,089	1,069,222
Surplus/(deficit)	411,048	221,915
Balance at 30 June 2006	<u>1,291,137</u>	<u>1,291,137</u>
Surplus/(deficit)	(126,183)	(126,183)
Balance at 30 June 2007	<u>1,164,954</u>	<u>1,164,954</u>

The accompanying notes form part of this financial report.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY
CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

	Note	Economic Entity		Parent Entity	
		2007	2006	2007	2006
		\$	\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES					
Fees received		6,243,626	6,582,198	6,263,363	6,736,346
Operating grant receipts		5,068,955	5,700,314	5,068,955	5,700,314
Other receipts		2,499,638	2,565,694	2,499,638	2,490,274
Payments to suppliers and employees		(14,326,661)	(13,793,679)	(14,321,961)	(13,802,256)
Interest received		170,396	165,032	170,396	165,032
Net cash provided by/(used in) operating activities	14(b)	(344,046)	1,219,559	(319,609)	1,289,710
CASH FLOWS FROM INVESTING ACTIVITIES					
Purchase of plant & equipment		(9,318)	(67,548)	(9,318)	(144,901)
Purchase of investments		(238,001)	(658,767)	(238,001)	(658,767)
Proceeds from sale of intangibles		10,000	10,000	10,000	10,000
Proceeds from disposal of investment		-	-	2	-
Net cash used in investing activities		(237,319)	(716,315)	(237,317)	(793,668)
Net increase/(decrease) in cash held		(581,365)	503,244	(556,926)	496,042
Cash at the beginning of the financial year		1,341,225	837,981	1,316,786	820,744
Cash at the end of the financial year	14(a)	759,860	1,341,225	759,860	1,316,786

The accompanying notes form part of this financial report.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act (ACT) 1991.

The financial report covers Communities @ Work Incorporated as an individual parent entity and Communities @ Work Incorporated and controlled entity as an economic entity. Communities @ Work Incorporated is an Association incorporated in the Australian Capital Territory under the Associations Incorporation Act (ACT) 1991.

The financial report of Communities @ Work Incorporated and controlled entity, and Communities @ Work Incorporated as an individual parent entity complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Basis of preparation

The accounting policies set out below have been consistently applied to all years presented.

Reporting basis and conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets for which fair value basis of accounting has been applied.

Transfer of net assets

The net assets of the Association were transferred to Communities@Work Ltd on 1st July 2007. These are the final accounts of the Association.

The going concern basis has not been applied in the preparation of this financial report. The liquidation basis has been adopted in the measurement of financial information provided.

The financial report was authorised for issue on 16th August 2007.

Accounting policies

(a) Principles of consolidation

The consolidated accounts comprise the accounts of Communities @ Work Incorporated and its controlled entity. A controlled entity is any entity Communities @ Work Incorporated has the power to control the financial and operating policies so as to obtain benefits from its activities. The controlled entity is listed in Note 17 to the financial statements and it has a June financial year end.

All inter-entity balances and transactions between entities in the economic entity, including any unrealised profits or losses, have been eliminated on consolidation.

Where controlled entities have entered or left the consolidated group during the year, their operating results have been included/excluded from the date control was obtained until the date control ceased.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) **Property, plant and equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Plant and equipment

Plant and equipment are measured on the cost basis, less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Motor vehicles	13 – 15%
Furniture & Equipment	20 – 33%
Reference library	20%

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at each balance date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

(c) **Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that is transferred to the Association, are classified as finance leases. Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Financial instruments

Financial instruments are measured on the cost basis. At each reporting date, the Association assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the income statement.

(e) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

Contributions are made by the Association to employee superannuation funds and are charged as expenses when incurred.

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

(g) Revenue

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

All revenue is stated net of the amount of goods and services tax (GST).

(h) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST. Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(i) Impairment of assets

At each reporting date, the Association reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the Association estimates the recoverable amount as the depreciated replacement cost of the asset.

(j) Comparative figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

	Economic Entity		Parent Entity	
	2007	2006	2007	2006
	\$	\$	\$	\$
NOTE 2: REVENUE				
Sales revenue				
— rendering of services	6,370,428	6,512,013	6,370,428	6,385,513
— operating grants	4,741,510	4,709,207	4,741,510	4,709,207
— other sources	2,499,638	2,565,694	2,499,638	2,490,274
	13,611,576	13,786,914	13,611,576	13,584,994
Other income				
— interest received — other	170,396	165,032	170,396	165,032
	170,396	165,032	170,396	165,032
Total revenue	13,781,972	13,951,946	13,781,972	13,750,026

NOTE 3: SURPLUS FOR THE YEAR

Surplus/(deficit) has been determined after:

(a) Expenses:

Remuneration of auditor				
— audit or review services	18,815	16,773	18,815	16,773
Rental expense on operating leases				
— minimum lease payments	146,714	134,050	146,714	126,905
Bad & doubtful debts				
— trade receivables	11,696	5,316	11,696	5,316

NOTE 4: INCOME TAX EXPENSE

Communities @ Work Incorporated and controlled entity is an income tax exempt organisation in accordance with subdivision 50-5 of Income Tax Assessment Act 1997.

NOTE 5: CASH AND CASH EQUIVALENTS

Cash on hand	5,750	5,652	5,750	5,650
Cash at bank	754,110	1,335,573	754,110	1,311,136
	759,860	1,341,225	759,860	1,316,786

NOTE 6: TRADE AND OTHER RECEIVABLES

Trade receivables	574,618	372,599	574,618	372,599
GST inwards	34,941	40,822	34,941	39,893
Loan A.C.N. 097 296 547 Pty Ltd	-	-	-	20,666
Provision for impairment of receivables	(31,638)	(30,290)	(31,638)	(30,290)
	577,921	383,131	577,921	402,868

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

	Economic Entity		Parent Entity	
	2007	2006	2007	2006
	\$	\$	\$	\$
NOTE 7: OTHER CURRENT ASSETS				
Prepayments	78,122	97,040	78,122	97,040
NOTE 8: FINANCIAL ASSETS				
CURRENT				
Held-to-maturity financial assets – fixed interest securities	2,050,000	1,811,999	2,050,000	1,811,999
NON-CURRENT				
Investment in subsidiary – at cost	-	-	-	2
NOTE 9: PROPERTY, PLANT AND EQUIPMENT				
Motor vehicles – at cost	87,962	87,962	87,962	87,962
Less accumulated depreciation	(47,541)	(40,512)	(47,541)	(40,512)
	40,421	47,450	40,421	47,450
Furniture and equipment – at cost	289,548	280,230	289,548	280,230
Less accumulated depreciation	(253,766)	(223,087)	(253,766)	(223,087)
	35,782	57,143	35,782	57,143
Reference library – at cost	30,369	30,369	30,369	30,369
Less accumulated amortisation	(30,369)	(30,369)	(30,369)	(30,369)
	-	-	-	-
Total property, plant and equipment	76,203	104,593	76,203	104,593

(a) Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Motor vehicles		Furniture and equipment		Reference library		Total	
	Economic	Parent	Economic	Parent	Economic	Parent	Economic	Parent
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2006	47,450	47,450	57,143	57,143	-	-	104,593	104,593
Additions	-	-	9,318	9,318	-	-	9,318	9,318
Depreciation expense	(7,029)	(7,029)	(30,679)	(30,679)	-	-	(37,708)	(37,708)
Balance at 30 June 2007	40,421	40,421	35,782	35,782	-	-	76,203	76,203

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

	Economic Entity		Parent Entity	
	2007	2006	2007	2006
	\$	\$	\$	\$
NOTE 10: TRADE AND OTHER PAYABLES				
Trade payables and accruals	488,177	501,511	488,177	500,770
GST outwards	15,531	16,263	15,531	12,304
Grants received in advance	819,151	965,857	819,151	965,857
	<u>1,322,859</u>	<u>1,483,631</u>	<u>1,322,859</u>	<u>1,478,931</u>

NOTE 11: PROVISIONS

CURRENT

Short-term employee benefits	899,495	721,454	899,495	721,454
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NON-CURRENT

Long-term employee benefits	154,798	241,766	154,798	241,766
Total provisions	<u>1,054,293</u>	<u>963,220</u>	<u>1,054,293</u>	<u>963,220</u>

	Employee benefits	Employee benefits
Opening balance at 1 July 2006	963,220	963,220
Additional provisions	834,908	834,908
Amounts used	<u>(743,835)</u>	<u>(743,835)</u>
Balance at 30 June 2007	<u>1,054,293</u>	<u>1,054,293</u>

NOTE 12: LEASING COMMITMENTS

Operating lease commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements

Payable:

— not later than 12 months	156,751	67,798	156,751	67,798
— between 12 months and 5 years	309,966	71,367	309,966	71,367
	<u>466,717</u>	<u>139,165</u>	<u>466,717</u>	<u>139,165</u>

The photocopier leases are typically non-cancellable leases with five-year terms, with rent payable monthly in advance. Vehicle leases are typically non-cancellable leases with two-three year terms with rent payable monthly in arrears.

NOTE 13: SEGMENT REPORTING

The Association operates in the Community Service sector within Australia.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

Economic Entity		Parent Entity	
2007	2006	2007	2006
\$	\$	\$	\$

NOTE 14: CASH FLOW INFORMATION

(a) Reconciliation of cash

Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

Cash on hand	5,750	5,652	5,750	5,650
Cash at bank	754,110	1,335,573	754,110	1,311,136
	<u>759,860</u>	<u>1,341,225</u>	<u>759,860</u>	<u>1,316,786</u>

(b) Reconciliation of cash flow from operations with surplus/(deficit) after income tax

Surplus/(Deficit)	(126,183)	411,048	(126,183)	221,915
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Non-cash flows in surplus/(deficit)

Depreciation and amortisation	37,708	60,369	37,708	35,456
Provision for impairment of receivables	1,348	5,847	1,348	5,847
Net (gain)/loss on disposal of plant and equipment	-	57,353	-	57,353
Debt defeasance	-	-	20,666	286,656

Changes in assets and liabilities:

(Increase)/decrease in trade receivables	(206,138)	(15,396)	(207,067)	(21,404)
(Increase)/decrease in prepayments	18,918	(7,249)	18,918	(7,371)
Increase/(Decrease) in trade payables, accruals and grants in advance	(160,772)	741,438	(156,072)	745,109
Increase/(decrease) in provisions	91,073	(33,851)	91,073	(33,851)

Cash flow from operations	<u>(344,046)</u>	<u>1,219,559</u>	<u>(319,609)</u>	<u>1,289,710</u>
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(c) The association has no credit stand-by or financing facilities in place.

(d) There were no non-cash financing or investing activities during the period.

NOTE 15: FINANCIAL INSTRUMENTS

(a) Interest rate risk

The Association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing Within 1 Year	
	2007	2006	2007	2006	2007	2006
FINANCIAL ASSETS	%	%	\$	\$	\$	\$
Cash at bank	5.0	5.0	754,110	1,335,573	-	-
Investments	6.4	5.9	-	-	2,050,000	1,811,999
TOTAL FINANCIAL ASSETS			<u>754,110</u>	<u>1,335,573</u>	<u>2,050,000</u>	<u>1,811,999</u>

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

NOTE 15: FINANCIAL INSTRUMENTS continued

(b) Credit risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for impairment, as disclosed in the balance sheet and notes to the financial statements.

The Association does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Association.

(c) Net fair values

Methods and assumptions used in determining net fair value

For financial assets and financial liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying amount exceeds net fair values have not been written down as the Association intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

NOTE 16: ASSOCIATION DETAILS

The principal place of business of the association is:

Communities @ Work Incorporated
Tuggeranong Community Centre
Cowlshaw Street
GREENWAY ACT 2900

NOTE 17: CONTROLLED ENTITIES

	Country of Incorporation	Percentage Owned	
		2007 %	2006 %
Parent Entity			
- Communities @ Work Incorporated	Australia	-	-
Subsidiaries of Communities @ Work Incorporated			
- A.C.N. 097 296 547 Pty Ltd	Australia	-	100

Disposal of controlled entities - During the financial year it was resolved to deregister A.C.N. 097 296 547 Pty Ltd. The company was de-registered on 17 June 2007.

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

	Economic Entity		Parent Entity	
	2007	2006	2007	2006
	\$	\$	\$	\$
NOTE 18: RELATED PARTY TRANSACTIONS				
Board members remuneration	18,000	-	18,000	-

NOTE 19: ACCOUNTING POLICY AMENDMENTS

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2007 reporting period. The consolidated entity and the parent entity's assessment of the impact of these new standards and interpretations is set out below:

(i) Revised AASB 101 Presentation of Financial Statements

The revised AASB 101 is applicable to reporting periods commencing on or after 1 January 2007. The Consolidated entity has not adopted the standard early. Application of the standard will not affect any of the amounts recognised in the financial statements, but certain disclosures will no longer be required.

(ii) AASB 7 Financial Instruments: Disclosures and AASB 2005-10 Amendments to Australian Accounting Standards [AASB 132, AASB 101, AASB 114, AASB 117, AASB 133, AASB 139, AASB 1, AASB 4, AASB 1023 & AASB 1038]

AASB 7 and AASB 2005-10 are applicable to annual reporting periods beginning on or after 1 January 2007. The Consolidated entity has not adopted the standards early. Application of the standards will not affect any of the amounts recognised in the financial statements, but will impact the type of information disclosed in relation to the Consolidated entity and the parent entity's financial instruments.

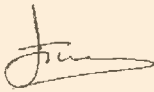
COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

**STATEMENT BY MEMBERS OF COMMITTEE
FOR THE YEAR ENDED 30 JUNE 2007**

In the opinion of the committee the financial report being the income statement, balance sheet, statement of changes in equity, cash flow statement and notes thereto:

1. Presents a true and fair view of the financial position of Communities @ Work Incorporated and Controlled Entity as at 30 June 2007 and its performance for the year ended on that date in accordance with Australian Accounting Standards, Associations Incorporation Act (ACT) 1991, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that Communities @ Work Incorporated and Controlled Entity will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



J. Turner



I. Pryor

Dated this 16th day of August 2007

AUDITOR'S DISCLAIMER

To the members of Communities @ Work Incorporated

The additional financial data presented in the following pages is in accordance with the books and records of Communities @ Work Incorporated and controlled entity which have been subjected to the auditing procedures applied in our audit of the association and consolidated entity for the year ended 30 June 2007. It will be appreciated that our audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and no warranty of accuracy or reliability is given. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person, other than to Communities @ Work Incorporated, in respect of such data, including any errors or omissions therein contained.

HARDWICKE'S
Chartered Accountants



Dated: 16th August 2007
6 Phipps Close Deakin ACT 2600

Robert Johnson, F.C.A.
Partner

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

DETAILED INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

	Economic Entity		Parent Entity	
	2007	2006	2007	2006
	\$	\$	\$	\$
REVENUE				
Operating Grants	4,741,510	4,709,207	4,741,510	4,709,207
Fees	6,370,428	6,512,013	6,370,428	6,385,513
Miscellaneous Income/Corporate Services	1,745,736	1,897,444	1,745,736	1,888,694
Interest	170,396	165,032	170,396	165,032
Other Income	753,902	668,250	753,902	601,580
	<u>13,781,972</u>	<u>13,951,946</u>	<u>13,781,972</u>	<u>13,750,026</u>
EXPENDITURE				
Advertising	162,553	85,329	162,553	85,329
Amortisation on Intangibles	0	20,154	0	0
Amortisation on T2W licence	2,750	2,750	2,750	2,750
Audit	18,815	16,773	18,815	16,773
Bi-Cultural Support & Training	0	971	0	971
Bad & Doubtful Debt Expense	11,696	5,316	11,696	5,316
Bank Charges	27,245	27,160	27,245	27,116
Board Expenses	14,540	248	14,540	248
Casual Workers	0	17,727	0	17,727
Café Expenses	35,219	33,877	35,219	33,877
Child Care Expenses	0	595	0	595
Client Services	2,062	3,019	2,062	3,019
Cleaning	305,427	269,682	305,427	268,555
Computer Support	47,457	36,943	47,457	36,943
Consultancy	84,961	129,581	84,961	113,430
Corporate Services	1,520,967	1,546,118	1,520,967	1,546,118
Debt Defeasance	0	0	352	211,144
Depreciation	37,708	40,215	37,708	35,456
Loss on Asset	0	57,353	0	57,353
Electricity	64,924	67,082	64,924	64,686
Excursions	2,571	12,931	2,571	12,931
Fees Assistance	0	199	0	199
Fringe Benefit Tax	22,440	24,625	22,440	24,625
Group Facilitators	20,028	36,240	20,028	36,240
Hire Equipment	13,454	8,237	13,454	8,057
Insurance	93,053	85,156	93,053	83,593
Leasing	146,714	134,050	146,714	126,906
Long Service Leave	129,904	114,108	129,904	112,695
Consumables	278,864	253,300	278,529	249,744
	<u>3,043,352</u>	<u>3,029,739</u>	<u>3,043,369</u>	<u>3,182,396</u>
Balance carried forward				

COMMUNITIES @ WORK INCORPORATED AND CONTROLLED ENTITY

**DETAILED INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2007**

	Economic Entity		Parent Entity	
	2007	2006	2007	2006
	\$	\$	\$	\$
Balance brought forward	3,043,352	3,029,739	3,043,369	3,182,396
Motor Vehicle Expenses	88,358	96,249	88,358	89,933
Motor Vehicle Allowance	51,994	75,863	51,994	73,904
Postage	33,044	23,963	33,044	23,821
Printing/Stationery	160,022	95,209	160,022	93,813
Payments to PSSPs	158,084	44,231	158,084	44,231
Projects	102,112	109,237	102,112	109,237
Project Management	14,121	0	14,121	0
Recreational Purchases	0	66,670	0	66,670
Rates	32,523	40,349	32,523	38,676
Purchase Services (clients)	73,575	68,419	73,575	68,419
Rent	252,878	229,108	252,878	222,858
Repairs and Maintenance	78,104	124,445	78,104	123,568
Salaries	6,746,499	6,602,927	6,746,499	6,519,084
Annual Leave	679,567	556,366	679,567	550,615
Maternity Leave	23,025	23,289	23,025	23,289
Salaries Relief	615,127	586,914	615,127	578,988
Security Services	22,441	23,846	22,441	23,005
Overtime	1,537	1,497	1,537	1,497
Staff Development	87,962	95,962	87,962	95,700
Subscriptions	30,556	25,354	30,556	25,041
Superannuation	730,475	704,665	730,475	695,219
Telephones	134,039	182,921	134,022	153,550
Equipment	82,500	128,891	82,500	124,985
Equipment IT	73,833	79,735	73,833	79,496
Transport Services	53,787	32,466	53,787	32,466
Travel Expenses	30,148	20,615	30,148	20,048
Staff Uniform	640	1,409	640	1,409
Workers Comp Insurance	445,421	412,050	445,421	407,684
Volunteer Contributions	62,431	58,509	62,431	58,509
	<u>13,908,155</u>	<u>13,540,898</u>	<u>13,908,155</u>	<u>13,528,111</u>
Surplus/(Deficit)	<u>(126,183)</u>	<u>411,048</u>	<u>(126,183)</u>	<u>221,915</u>

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