

2007-08

Annual Report



It's about you. Always!
Communities@Work

2007-08
Annual
Report

It's about you. Always!

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.

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Board of Directors' Report

I am pleased to present my fourth report, in the new role of Chair of the Board of Directors of Communities@Work.

2007–08 was the first year Communities@Work operated under the 'Not For Profit Limited by Guarantee Model' of Corporate Governance. In line with the provisions of a new Constitution, accepted by the then members of the Association on 27 March 2007, the organisation's Board of Management was replaced by a Board of Directors.

This Board was elected at the Annual General Meeting in September 2007. It comprised (in addition to myself as Chair and Public Officer), Ian Pryor (Deputy Chair), Alan Hodges (Chair, Finance and Audit Committee), Maureen Cane (Company Secretary), A. John Turner, Clinton White, Louise Mayo and Archie Tsirimokos.

During the year, we accepted with regret the resignation of Louise Mayo. On behalf of the Board and staff of Communities@Work I thank Louise for her contribution to the work of the Board, in particular her sound advice on the application of contemporary business principles to community services.

The Board met 11 times during the year, in each calendar month except January. The Finance and Audit Committee met 12 times during the year, to consider and endorse budgets and expenditures.

Thirtieth Anniversary Celebrations

Communities@Work's Thirtieth Anniversary celebrations were a major highlight of the year.

Board members were pleased to participate in a highly enjoyable Lakeside Reception held on Wednesday, 26 September at the Tuggeranong Community Centre, admirably catered for by The Jetty Café. Annette Ellis MP, Member for Canberra, launched a Thirtieth Anniversary History Book, *The Story of Tuggeranong Community Service and Communities@Work 1977–2007*, and a skilfully-crafted and colourful Community Quilt. Mick Gentleman MLA unveiled a commemorative Picturegraph.

Annette Ellis MP,
Maureen Cane,
John Turner and
Mick Gentleman MLA
at the Lakeside
Reception



On the organisation's actual birthday, 27 September, I was delighted to join with other Past Presidents of the Board – Elizabeth Scrivener, Kevin Ticehurst, Glyn McKay, Bob Sutherland and Barry Pumphrey – to mark the day by honouring some 50 staff and volunteers who have given long and dedicated service to the community through their association with Communities@Work. We also ceremonially cut a Thirtieth Anniversary Birthday Cake.

We were also grateful to Mary Porter MLA – one of the first volunteers with Communities@Work, when it was Tuggeranong Community Service – for hosting *Making History – a Celebratory Morning Tea*, on 10 October at the ACT Legislative Assembly. Mary's reminiscences brought back fond memories of the early days of the organisation and Frank Cassidy, compiler of the Thirtieth Anniversary History Book, entertained with his observations on how he had pieced the history together from boxes of papers and interviews with people who had 'been there'.



"All the Presidents",
Glyn McKay,
Barry Pumphrey,
Elizabeth Scrivener,
John Turner and
Kevin Ticehurst



Maureen Cane,
John Turner,
Mary Porter MLA,
Frank Cassidy and
Senator Gary
Humphries at the
morning tea

Given the role of volunteers from the earliest days to now, our Thirtieth Anniversary celebrations were made even more special by the organisation being honoured with the 2007 NAB Volunteer Award. We were the State Winner (Tas/NT/ACT) of the Large Organisation Category and received a cheque for \$10,000 at a ceremony in November.

Major Developments and Events

2007–08 was the second year of the organisation's Strategic Plan 2006–09 and the Board paid close attention to relevant implementation strategies and actions.

Early in the financial year the Board endorsed the establishment for six months of a Transformation Working Group, to spearhead consideration of necessary strategic developments. In the second half of the financial year the Board supported the implementation of a new executive management structure, involving structural realignment and revised remuneration arrangements.

The Board also supported the merger of the Registered Training Organisation, AXIS Development, with Communities@Work's training arm, *Train.2.Work*, to take effect from 1 July 2008.

The Board was pleased to note the success of action in the centre-based and family day care programs to relieve cost pressures and improve utilization. We also endorsed changes to the overall Communities@Work 'brand', including introduction of a new position statement and revised logo presentation.

In March the Board held its annual planning workshop with managers, focusing on the possibilities for integration and expansion of our community services.

Communities@Work continues to grow in a dynamic and challenging environment. I thank all Directors of the Board for the generous contribution of their time and energy to enable the organisation to take advantage of opportunities to move forward. Thank you also to all managers, staff, volunteers and carers for your dedication to our community throughout the year.

John Turner
Chair

Chief Executive Officer's Report

Our organisation has experienced another year of steady growth, highlighted by significant achievements, initiatives, festivities and events.

As noted by the Chair of the Board of Directors, Communities@Work celebrated its thirtieth birthday on 27 September 2007. Throughout 2007 we marked the achievement of this milestone with a range of community activities. In addition to the major events described in the Board's report, we ran a Thirtieth Anniversary Raffle, made possible by the extraordinary generosity of local businesses. Launched at our annual *Celebration of Families* festival in Tuggeranong in April 2007, the raffle ran for six months, with the winning tickets being drawn in October at our *Weston Creek Spring Festival*.

Three products of our Thirtieth Anniversary celebrations – the community quilt, commemorative Picturegraph and the history book – continue as long-lasting mementos. Copies of the history book, *The Story of Tuggeranong Community Service and Communities@Work 1977–2007*, are available free at the Tuggeranong Community Centre and can be downloaded from our website.

Major Developments

Early in the financial year we established a small group of senior staff to work on a range of actions arising from implementing our Strategic Plan. This 'Transformation Working Group' undertook initial investigations into the establishment of our own community facility and into enhancing the organisation's fundraising and sponsorship activities.

The Group successfully submitted grant applications to undertake a feasibility study into the offering of *Service Bureau-Shared Services* to small community-based agencies in the ACT and to establish *Respite Options ACT*, a new program in the mental health field for carers and care recipients in the ACT.

The Group's work also highlighted the need to change our organisational arrangements to enable us to move forward with our strategic agenda. Hence, following a review undertaken by an independent consultant, a new top structure based around three functional divisions was progressively implemented from February.

This Annual Report reflects the new three-division structure. The major characteristics are the integration of our children's services and family programs into one division, alignment of community services with training services, and a significant emphasis on strategic and organisational development and enhanced corporate support functions.



Maureen Cane with Michael Byrne, winner of the Thirtieth Anniversary Raffle

With some of the organisational changes being exploratory in nature, we expect further refinement of the alignment of functions and structure in the new financial year. Our overall objective is to be focused on understanding and meeting the community's current and future needs in the most cost/effective way.

2007–08 was an important year for training. During the year Communities@Work's training unit, *Train.2.Work*, and the well-established Registered Training Organisation, AXIS Development, came together to be one entity, *NuSkills Learning and Development*, with formal effect from 1 July 2008. We much appreciate the time and skill of the Merger Management Team, chaired by Lynne Harwood, Chair of the Management Committee in guiding the merger process to success.

The NuSkills Team



As a result of the merger, the 86-place Ngunnawal Children's Services Centre is now part of Communities@Work's network of child care centres. The new training entity, *NuSkills*, will build on *Train.2.Work* and AXIS' extensive knowledge and experience of training in the community services and health industries. We look forward to an exciting new year as *NuSkills*, under the leadership of Sharon Carter Figueiredo, works with industry, students and government on turning its new strategic and marketing plans into action.

We were very pleased during the year to be advised of the continuation of funding, under the Federal Government's Inclusion and Professional Support Program, for the *Professional Support Coordinator and Inclusion Support Agency* functions until the end of June 2012. Also the *Richardson Family Links* project is to continue for a further financial year, until end-June 2009.

As for new initiatives, our *Tuggeranong 55 Plus Club* got off to a flying start, with over 150 members joining by the end of the financial year. Based temporarily at the Tuggeranong Community Centre and with seniors grant assistance, the new Club was launched by the Chief Minister, Jon Stanhope on 11 April 2008. Judging from the enthusiastic response from local seniors, there is a clear need for a service of this nature, which counters social isolation and brings people together in a safe and friendly environment. Our intention in the new year is to focus on long term prospects for the Club, including its governance and location.

We have been very pleased to progress an important initiative for families with children from 8 years of age to early teens experiencing behavioural difficulties. The program based at the *Gilmore Family Cottage* uses a combination of individual and group support to provide practical parenting approaches to assist mothers, fathers and carers to navigate through childhood to early teen years.

Also we have been delighted with the response to another new initiative, *OzHarvest Canberra*, launched by Annette Ellis MP, Member for Canberra, on 20 June 2008. By the end of the financial year, this 'food rescue' program was delivering hundreds of kilos of nutritious food to Canberra's charities, for distribution to disadvantaged and at risk people.

John Turner, Karen Jesson and
Chief Minister Jon Stanhope
at the launch of the
Tuggeranong 55 Plus Club



Thank You

As the information from our senior managers in this Annual Report attests, across our organisation our many hundreds of staff, volunteers and carers offer to the community a diverse range of practical services and programs of high quality on a daily basis. I sincerely thank you all.

They are supported by teams of dedicated staff providing essential client services, strategic planning, human resources, finance, information and communications technology, facilities management and marketing services. Again, I thank you for your expertise and dedication.

Oversighting everything is an experienced and skilled Board of Directors, comprised of volunteers from the community. Their contribution to the well being of the community through Communities@Work's operations is immeasurable.

My thanks to you all for your commitment to our organisation and its future. I look forward to working with you in 2008–09.

Maureen Cane
Chief Executive Officer



Maureen Cane,
George Grunbaum,
Camilla Rowland and
Lee Maiden,
the C@W
Executive Team

Children's Services and Family Programs

The Children's Services and Family Programs Division was established in February as part of Communities@Work's structural and management changes.

The Division brings together for the first time our three different types of children's services – child care and education centres, school age care and family day care/in-home care – with our family programs.

The new arrangement enables an innovative, integrated approach to the delivery of services to children and their families. Our aim is to better link the needs of children and families to services and to explore new and more responsive service options. As the integrated service model matures, we anticipate offering families a variety of 'service packages' to meet their changing needs.

During 2007–08 our Client Service Centre grew to be a key underpinning function of the integrated model. The Centre now supports the enrolment and accounts processes for our child and education centre network and for school age care. During the year the appointment of a team supervisor and transition to contemporary software produced demonstrated operational efficiencies. We were pleased to be in a sound position to implement the many changes to Child Care Benefit administration required by the Australian Government towards the end of the year.

A major highlight for children's services staff was the staging of the ACT Children's Services Awards in May. Competition was keen and we were delighted that Caitlan Hatly received the Trainee of the Year Award and Vicki Michalopoulos the Award for the Family Day Care/In-Home Carer with less than five years experience.



Trainee of the Year Caitlan Hatly

An aspect of coming together as a Division has been to review our organisation's representation and involvement in relevant forums. The Division was pleased, therefore, that in late June our Chief Executive Officer, Maureen Cane, was elected to the position of Chair of the ACT Branch of the National Association for Community Based Children's Services. This Association advocates for the availability of affordable, high quality children's services for all families.



Linda Crebbin (ACT Commissioner for Children and Young People) presenting the Award to Vicki Michalopoulos

Child Care and Education Centres

During the year we continued to strengthen our network operations through increased flexibility of staffing, additional training and professional development opportunities and improved facilities maintenance. Among a number of marketing initiatives, we began to replace the 'early childhood' descriptor of our centres with 'child care and education'.



Launch at Ngunnawal

Following discussions early in the year Communities@Work entered into a partnership arrangement with the Australian Drug Foundation of the ACT (ADFACT) and ACT Health to provide an integrated model of child care to children of families participating in a residential rehabilitation and transition program. An additional 10 child care places were allocated to Richardson Child and Education Centre along with 10 additional places at the Isabella Plains School Age Care program. The model has operated very successfully since February and we look forward to its continued contribution to the well being of vulnerable children and their families.

Half way through the year, pending the formal merger between Communities@Work's training arm, *Train.2.Work*, with AXIS Development, we took on an informal advisory role with Ngunnawal Children's Services, an 85 place Long Day Care Centre for children from birth to five years. By the end of the year all the requirements were in place for us to formally commence managing the Centre from 1 July 2008, bringing our network of Child Care and Education Centres to 11, offering a total of 550 child care places.

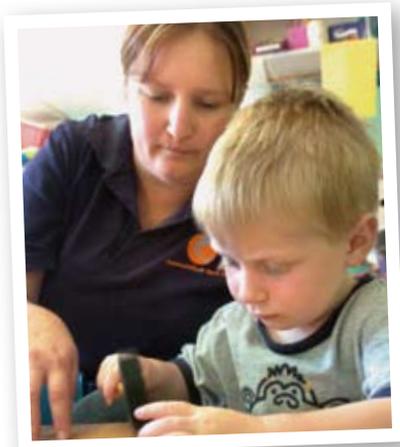
Towards the end of the year we were very pleased to be advised of the continuation for a further year of funding for *Richardson Family Links*. A feature of this project is the use of our Richardson Child Care and Education Centre as a 'neighbourhood hub'. Families, particularly those experiencing isolation, are encouraged to use the services, supports and facilities in their local community. Over the last three years this program has worked well in close collaboration with other services, including the Tuggeranong Child and Family Centre and we look forward to the opportunity to move forward to offer further innovative and practical options to families.



School Age Care

Growth in our suite of school age care programs continued in 2007–08, with new programs at Calwell, Urambi and Bonython primary schools. We estimate that on a daily basis some 518 children of primary school age now attend our after school care programs during school terms.

Our School Holiday Program, operating from Isabella Plains Primary School, continues to attract high enrolments. Bearing this in mind and the ACT Government's proposals for Isabella Plains Primary School to become one of four Early Childhood Schools in 2009, we will be exploring alternative site options in the new financial year.



We were grateful to Wanniasa Hills Primary School for offering to relocate our Wanniasa Hills Before and After School Care programs from a small room within the school to a building on the school grounds for our sole use. An excellent collaborative effort between the school, the P&C and Communities@Work ensured the necessary refurbishments and we moved in ready for second term 2008.

We took a major strategic decision during the year to hire our own 25 seater bus and employ our own driver. We decided that to support program expansion and offer flexibility and choice to families, we needed to be able to transport children safely between programs. The bus has proved a great plus for before and after school care and for Communities@Work generally. It is now being used for excursions by the school holiday program, by our Child Care and Education Centres, by our Volunteers Program and by our community services.

Family Day Care and In-Home Care

In the last year the scheme had an average of 154 carers providing child care to 691 families and 1 006 children.

Carers have enjoyed continuous professional development opportunities with attendance at 30 workshops delivered over the year by *Train.2.Work*. We look forward working with Communities@Work's new training entity, *NuSkills Learning and Development*, in particular on the development of on-line training and resources for professional development for carers and staff.

During the year our scheme implemented a new management and staffing structure and moved from two locations to one. We upgraded our service delivery through the introduction of emergency support to carers for out of core business hours.

The National In-Home Care Association and other members of the sector assisted the Commonwealth government in the production of draft minimum standards for In-Home Care which were approved by the Australian Government as interim IHC Standards in 2008. These standards became effective as of May, and staff have been working on implementing the standards as necessary.

In May a milestone was celebrated at the Carers' Presentation evening, with Heather Baldock being the first carer in our scheme to celebrate 30 years of providing a family day care service. Heather along with 21 other carers celebrated providing child care from 5 to 30 years with family day care. Among those celebrating were Lyn and Trevor Mills who celebrated 25 years with the scheme.

The scheme enjoys positive relationships with other schemes and programs in the ACT and nationally. Over the last year we have actively participated in the Professional Support Coordinator Advisory Group, ACT FDC Members Forum, Southern Country regional meetings, State Association meetings, National In-Home Care Australia meetings and Family Day Care Australia meetings.

The scheme submitted its self study report to the National Childcare Accreditation Council in February and received a visit from the validator in June. We believe the results will be positive and confidently await the outcome.

For the coming year we look forward to positive results from the recently established consultation group, comprised of carers, families and staff. We also look forward to the outcomes of a research project in which we are involved to be conducted by the University of Canberra on children's cognitive and literacy development through drawing.



Heather Baldock celebrating 30 years with family day care



Lyn and Trevor Mills celebrating 25 years with family day care

Family Programs

FAMILY SUPPORT

The Family Support program offers practical support to address and meet the diverse and complex needs of families.

In 2007–08 our program achieved a significant increase in service delivery hours, providing over 5 190 hours of support to some 360 families and individuals in Tuggeranong and Weston Creek. From discussions with our colleagues it is evident the sector continues to experience growth, both in the number of people seeking help and in the complexity of their issues.

An aspect of our support for families is through community education. Last year we offered 17 Parenting and Education Skills Development courses. High numbers of enrolments confirmed a significant interest in anger management and in managing teenagers. In the coming year we will continue to work collaboratively with other agencies to provide relevant information and strategies to community members.

We were overwhelmed by the generosity of the staff at ActewAGL when we were asked to distribute gifts donated to their Christmas Giving Tree. Everything from food and cutlery sets to baby clothes, toys and bikes were kindly contributed. It was with great pleasure we distributed the gifts to families in Tuggeranong and Weston Creek.



We continue to enjoy a positive and productive partnership with the Tuggeranong Child and Family Centre and play a significant role in the Integrated Family Support Project (IFSP). The purpose of the IFSP is to facilitate closer working relationships between Family Support services and the Care and Protection system in the ACT. Our response to case management is based on client need, demonstrated by our commitment to collaborative integrated practice.

BEHAVIOUR GUIDANCE

The two elements of this program continue to be in high demand. The Managing Children Program offers all ACT families support, meeting specific behavioural needs. This is a more intensive style support requiring significant commitment. The Behaviour Guidance Program is available to families south of Lake Burley Griffin. These two programs are funded to deliver services to children aged between two and eight.

The Behaviour Guidance Program Playgroup relocated from the Tuggeranong Community Centre to the *Gilmore Family Cottage* in February. The change of location has increased the number of families participating in the group from 6 anywhere up to 16.

As a result of strong demand over a long period of time, Communities@Work has been exploring ways to help families with older children with behavioural difficulties. We are very pleased therefore that a program for children

8 to 12 years is ready to be piloted in a number of Tuggeranong schools in the coming year. Even better, we have been fortunate to receive a generous grant from the IMB Foundation to run the pilot and fund an extensive evaluation process.

The program based at the *Gilmore Family Cottage* uses a combination of individual and group support to provide practical parenting approaches to assist mothers, fathers and carers to navigate through childhood to early teen years.



EMERGENCY RELIEF

Emergency Relief is an important provision funded by the Australian Government and it is in regular demand in our local communities of Tuggeranong and Weston Creek. We receive daily requests for assistance for food, bill payments, provision of prescription medications, nappies and bus travel.

To make the funds stretch through the year, we allocate an amount to be available for distribution each month but are unable to meet many requests for help due to the limited funding.

Women's Neighbourhood Group

Our *Women's Neighbourhood Group* celebrated its 15th birthday in April with a special morning tea. Annette Ellis MP, a long term supporter of the group, kindly supplied individual gifts for all members.

The Group meets at the Tuggeranong Youth Centre every Friday for two hours. Participants tell of their heightened confidence as a result of the support and friendships they have made. The Group provides an invaluable opportunity for women in the local area to meet, develop contacts within the local community and participate in individual and group projects.

Finally, now that the Children's Services and Family Programs Division has come together I look forward very much to working with all our wonderful managers and staff in the year ahead. I am sure we will have many opportunities to create and deliver flexible, innovative services to enhance the well being of children, families and community members.

Lee Maiden
Executive Director

Inclusion and Professional Support

ACT Professional Support Coordinator

Throughout 2007–08 the ACT Professional Support Coordinator (ACT PSC) continued to gather momentum in the delivery of innovative, responsive support for children's services in the ACT.

ACHIEVEMENTS FOR 2007–08

2007–08 has seen the increased utilisation of children's services accessing ACT PSC programs with 87% of centre based care services, 84% of school age care and 100% of family day care services having accessed ACT PSC support.

To respond to demand initiatives such as the mentoring program have expanded to include special interest groups on documentation, and a peer support group for new directors. New partnerships have been formed over the year such as the collaboration with the Belconnen Behaviour Support Unit to deliver a training calendar aimed at developing the skills of professionals to understand and effectively guide children's challenging behaviour. Existing partnerships with Professional Support Service Providers were strengthened as we worked collaboratively to provide responsive and timely support to children's services.

LEARNING CIRCLES

Another initiative employs a new approach to professional development. We have set up a series of Learning Circles in recognition that, while one-off training sessions offer inspiration, more may be needed to create sustainable changes in daily practices.

Learning Circles are a collaborative way of learning, where a group of people come together on a regular basis to focus on a specific topic. Learning Circles encourage children's services professionals to engage in reflection, informed through input from their colleagues and supported by an experienced facilitator.

Feedback from participants indicates this approach to professional development allows them to discuss critical issues openly, identify opportunities for further learning and conduct research in their local work environments.

ACT CHILDREN'S SERVICES AWARDS

The 2008 ACT Children's Services Awards were a major highlight of the year.

Held in May at the National Museum of Australia, the Awards aim to raise awareness of the children's services profession and to honour the dedication and commitment to excellence of individuals within the sector.

The 2008 Awards built upon foundations laid in earlier years by the ACT Community Child Care Directors' Association. This year for the first time the Awards covered all types of children's services, covering some 2 400 professionals and volunteers.

The evening was a great success with around 300 professionals attending the event, representing centre based care, occasional care, school age care, vacation care, family day care, in-home care, and key stakeholders in the children's services sector.

From over 70 nominations, 11 individuals who had demonstrated excellence in their work were selected by an independent judging panel to receive an award. Recipients of awards received a commemorative trophy, a framed certificate and a \$200 gift voucher.

The ACT PSC was delighted to sponsor and manage the Awards, with the generous support of many sector colleagues. We were most grateful for the financial sponsorship of the Australian Government Department of Education, Employment and Workplace Relations, the ACT Department of Disability, Housing and Community Services, the Canberra Institute of Technology, Guild Insurance, HESTA Super Fund, Southside Community Services, Corporate Express, Brindabella Airlines, ActewAGL, IMB Banking and Financial Services, Design Anytime and the Tuggeranong Hyperdome.

We are planning to repeat the Awards in 2010 and to stage a conference for our local children's services professionals in the intervening year, 2009.

We thank the ACT PSC Advisory Group for their continued commitment and advice, commend the dedication and energy of our alliance partners, and thank our colleagues from the Department of Education, Employment and Workplace Relations for their continued support and partnership.



Winners at the Children's Services Awards

We thank also the professionals in the sector who we are proud to support in their commitment to the provision of quality care and education for children and their families.

Finally we were very pleased to learn at the May meeting of the PSC National Alliance, that the Australian Government has approved the continuation of the Inclusion and Professional Support Program – and the Professional Support Coordinator role in the States and Territories – until the end of June 2012. We look forward to working with all our colleagues across the sector in implementing this positive and productive program.

ACT Inclusion Support Agency

During 2007–08 our team of six experienced Inclusion Support Facilitators worked collaboratively with children's services to build capacity to create inclusive and welcoming environments for all children and their families.

2007–08 saw the development of over 300 Service Support plans and 80 Assisted Inclusion Readiness plans. These planning tools document children's services' strengths and resources and identify additional support available to assist the inclusion of children into care.

Depending on circumstances, this support can include Inclusion Support Subsidy and Flexible Support funding, which we administered this year. This funding contributes towards the costs incurred by children's services in employing additional staff to support the inclusion of a child with high ongoing support needs, including children with disabilities. The Agency processed 142 applications in 2007–08.

May saw the introduction of a new initiative, Community Connections, a community forum that brings together agencies and professionals from the sector to discuss issues relevant to children's services. The forum's aim is to build relationships, link networks and share resources. The first of four sessions "Insights into Autism" was well attended by the sector.

We thank our colleagues from Therapy ACT, the Belconnen Behaviour Support Unit, members of the National Alliance for Disability, Resources and Training Association, and children's services for their work in ensuring that all children have the right to inclusion. The team at the ACT Inclusion Support Agency looks forward to a productive 2008–09.



Bronwyn McNally
Director

Community Services

This year Communities@Work has continued to provide a diverse range of social inclusion services, care services and other community services to the frail aged, youth, families, people with disabilities, and homeless people in the ACT community.

We were delighted to establish two new services for the ACT community during the year: *OzHarvest Canberra* and *Respite Options ACT*.

OzHarvest Canberra collects fresh excess food primarily from donating function centres and restaurants, and delivers it to charities which provide meals for Canberra's disadvantaged and at risk people.

Respite Options ACT has been recently established to provide both individual support and social inclusion to people experiencing mental illness and/or physiological/intellectual disabilities and their carers.



OzHarvest launch

Staff have represented the organisation at a number of government consultations, forums and sector events, including attendance at the SuperGrands conference in New Zealand early in 2008, and the Australian Government's consultation on the 'Which Way Home?' Green Paper on homelessness.

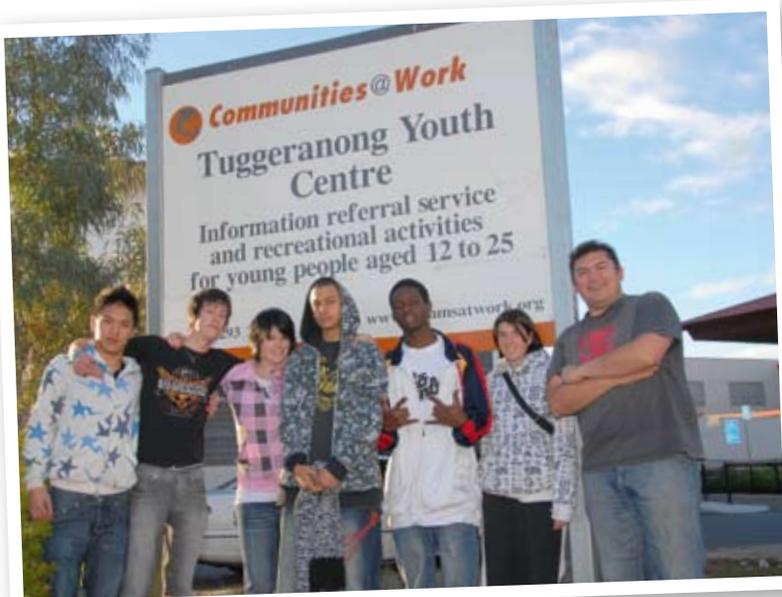
The following information provides an outline of key achievements and events for each service and program in the Community Services area during the 2007–08 financial year.

Youth Services

Youth Services continues to offer a diverse range of support to young people aged 11–25 years across the Tuggeranong and Weston Creek regions. Programs include social, recreational and educational, information, referral, advocacy, entertainment and individual support. Youth Services works closely with the youth community to 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.

TUGGERANONG AND WESTON CREEK DROP-IN CENTRES

The number of young people attending drop-in centres has increased substantially over the past 8–12 months with numbers reaching 50+ at any one time. Staff during this period have been active in refurbishing the Tuggeranong Youth Centre with the aim of creating a more sophisticated environment for young people transitioning from adolescence into adulthood. The young people who are accessing the space come from a range of diverse backgrounds and are engaging well with their peers including their *Fun4Youth* counterparts. The nightly dinners provided at the Tuggeranong Youth Centre by staff have proved to be hugely popular amongst the young people, with at times upward of 20 meals being served at one time.



A number of programs facilitated by Youth Services have attracted great interest including the inter-youth centre pool competitions, t-shirt stencilling program, and skateboard coaching clinics. Other programs delivered included gym and fitness programs, ten pin bowling, graffiti art, elimination of discrimination, and soccer to name a few.

Since December, participation at Weston Creek Youth Centre has increased dramatically with around 10 young people attending on Thursdays and Fridays. Young people use the drop-in space as social space, accessing computers, playing pool, and hanging out with their friends. The staff in consultation with the young people, have introduced some activities to reflect their interest, such as Thursday pool competitions and Friday night DVD and Pizza.



Road Ready training, a pre-requisite training course to gain a driver Learners Permit, has been running at the Weston Creek Youth Centre three Mondays each month since February. Structured activities are offered to engage young people over the age of 15 years and 9 months to work towards achieving the Road Ready Certificate. The needs of young people with mild learning disabilities are also met in the program with the road ready facilitator being able to tailor the program to their learning needs in order gain the required knowledge to sit for the Road Ready test.

MUSIC AND ALL-AGES SHOWS

Youth Services staff have been working very hard at forming strong partnerships with music promoters from Canberra and interstate, with the aim of presenting all-ages events both in Tuggeranong and Weston Creek. This has proven to be very successful with the service being able to secure a number of well known local and interstate acts. In June the service presented its first international act, 'Four Year Strong' from America who played at Weston Creek; with the service receiving high praise for their professionalism and ability to host a show of this size and stature. Youth Services will continue to increase the scope of its band nights and afternoons to maximise the reach of musical acts to young people within the ACT.

FUN4YOUTH

Fun4Youth provides after school care and vacation care for young people aged 12 to 21 years with a disability. *Fun4Youth* is based at the Tuggeranong Youth Centre and ensures the young people's interests are met through a variety of inclusive social and recreational experiences.

During the July school holiday, an 'imaginary' two week trip around the world was a highlight where young people were encouraged to cook and eat cuisines from various countries. Other holiday activities included the Tuggeranong Youth Centre being transformed into a haunted house, and a trip trekking the snow fields and tobogganing down the slopes of Mt Selwyn.

During the January school holiday, four young people and four staff travelled to Sydney and stayed in a hotel (which was a first for all of them). Whilst in Sydney, adventures included strolling down the streets, travelling on trains, ferry floating on water, munching on fish and chips on the shores of Darling Harbour, and being silly with the seals at the Sydney Aquarium.

COMMUNITY SERVICES

The year has included many more activities such as belly dancing, gym programs on Wednesdays, dining out at various restaurants, bike riding around Lake Burley Griffin and cooking up a storm in the kitchen for dinner, just to name a few!

YOUTH WEEK 2008

This year Youth Services took part in two major Youth Week activities: the ACT Youth Interact Conference, and the Weston Creek Skate and BMX Competition.

The ACT Youth Interact Conference was held on the grounds of Ainslie Art Centre in April and was coordinated by the Office for Children, Youth and Family Support. Over 200 young people attended the conference, which focused on a range of forums and activities. Youth Services provided five workshops on the day: graffiti; T-shirt stencilling; skateboard coaching; elimination of discrimination; and mentoring, the most of any youth service in the sector.

The Weston Creek Skate and BMX Competition was held in April at Weston Creek Skate Park. The event was presented by Weston Creek Youth Centre and was hugely popular, with families and young people attending from as far as Melbourne, South Coast, and regional areas around the ACT. The day saw around 500 people come through the skate park and the spectators ranged from young competitors to parents and grandparents.



SYDNEY TRIP

Youth Centre staff took a group of young people to Sydney on an overnight surf and skate trip. This trip was incorporated with *Fun4Youth* participants who spent time touring around Sydney, taking in the sights of Sydney City and Darling Harbour.

The trip was a great success with more overnight trips being planned for later in 2008.

Home and Community Care

The Home and Community Care (HACC) program continues to provide home care support and maintenance services to people living at home whose capacity for independent living is at risk, or who are at risk of premature or inappropriate admission to long term residential care. Support is primarily provided to the frail aged and people with disabilities.

The program received 455 new referrals for this financial year and provided an estimated 14,407 hours of service to the client group.

CASE COORDINATION

Case Coordination has become an integral part of the care services. For many people, needing support in the home is similar to growing old – it happens gently, and most people have time to adjust. However for some, and especially younger people with particular disabilities, support in the home has been a vital part of their life for many years. The HACC program's in-home services have enabled many people to remain independent and self sufficient in their own home in the community. Support in the home can be a single service, like help with the cleaning, or it can be a package of services for clients with complex needs.

When a client receives a range of services, our case coordination service organises their package of services. The client is designated their own caseworker to ensure the services reflect the client's identified needs and are provided by the most appropriate service.

CENTRE 4 SENIORS

The *Centre 4 Seniors* has been an important social inclusion program over the past year, providing a place for people to meet and make friends, join in stimulating activities and share a hot lunch together.

Some interesting activities that were held during the year included:

- The YMCA conducted exercise classes successfully throughout the year. Numbers have risen and everyone continues to enjoy the class. Apart from the fun had by all, most seniors have found that they have been able to increase their level of exercise.
- A Food Skills Workshop was facilitated by Nutrition Australia. The workshop was aimed at educating people who live alone to prepare easy, economical and nutritional meals. People who attended said that the course re-awakened their interest in cooking and made them aware of the importance of good nutrition.
- Multicultural themed lunches were held at the centre to provide an opportunity for people from different cultural backgrounds to talk about their country of birth. Cuisine from the chosen country was served and a speaker from the appropriate embassy gave an interesting talk. The lunches were well attended and enjoyed by all.
- A belly dancing workshop was conducted, with some of the seniors attending with grandchildren and great-grandchildren. It was wonderful to see the different generations sharing moments of fun and laughter together.
- Three computer workshops (each workshop lasting six weeks) have been held since July. These workshops are very much designed for the elderly and concentrate on using the internet and email facilities. The workshops are very popular and there is always a waiting list for the next one.
- For Seniors Week this year we held a chicken and champagne lunch in the seniors' garden. 40 people attended and all enjoyed a delicious lunch and informative talk 'Questions and Answers about your Garden' by Cedric Bryant.
- Our art group continues to grow and flourish. Three art shows were held this year providing a great opportunity to showcase the centre and enabling the seniors to sell some of their art work. Art work is also displayed in the centre and members of the public come into the centre and buy paintings.
- The *Lanyon Men's Group* continues to meet in an ideal setting at Lanyon Homestead. The group meets each Thursday to enjoy each other's company and to participate in woodwork activities.



Community Transport

The community transport service continues to provide transport to social and medical appointments for clients of the HACC program. In the past year, the service provided a total of 16 078 hours of service. We have a small group of dedicated volunteers who complement our special care transport by providing transport and shopping support. The service employs five special care drivers who provide transport for our most vulnerable clients.

The transport options for people living in the Tuggeranong and Weston Creek community will soon be enhanced by a new ACT Government community transport initiative. Communities@Work will have an ACTION minibus to transport people who are socially isolated in the community through lack of transport options. To become a registered user of this bus people will need to be assessed to ensure they fit the criteria. The bus will operate Monday to Friday between 10am and 2pm.

Women's Housing Program

The Women's Housing Program (WHP) has continued to provide transition housing for women and children who have experienced domestic violence in the Weston Creek and Tuggeranong areas. Within the twelve month period, the WHP provided assistance to 17 families including 46 children, with over 2 000 supported accommodation days provided. A further 22 enquiries were received.

The WHP has observed that the length of time women are staying in our medium to long term accommodation is increasing. The funding agreement is based on medium to long term accommodation (9–12 months), however, on average women are requesting continuation of the program for up to 14 months. The WHP has maintained a 100% occupancy rate for the majority of the period.

The WHP continues to work alongside other Communities@Work programs such as the Behavioural Guidance Program, *SuperGrands* and Family Support. Over the past year the WHP has developed stronger working relationships with refugees within Canberra, with the majority of referrals coming from refugees.

In February the WHP acquired a newly built ACT Housing property in Stirling. The property was given to the program by ACT Housing in exchange of a WHP property in Rivett that was getting older and required a lot of ongoing maintenance work.

SuperGrands

The *SuperGrands* program has continued to grow since its commencement in November 2006. This program is funded through a Local Answers project under the Australian Government's Stronger Families and Communities Strategy. Volunteers working in the program mentor young parents and families, and have provided support to 27 families and 18 young carers in the past year. Five group sessions have been conducted for women's groups, young mothers support groups, a culturally and linguistically diverse (CALD) parent friendship group, and a young

men's group, with a total participation of 33 people.

SuperGrands has 15 active volunteers working with families one-on-one, in home mentoring, working with groups of young mothers, young carers, and men's groups. Outcomes for families have included, preparing and cooking cheaper and healthier meals, menu planning, budgeting support, tips and hints, and family management practices.

In the coming year, *SuperGrands* plans to expand its services to the community by establishing a new volunteer group in Belconnen.



OzHarvest Canberra

In June *OzHarvest Canberra* was officially launched by Member for Canberra Annette Ellis MP, at the Salvation Army Canberra Recovery Services in Fyshwick – an OzHarvest program recipient.

OzHarvest 'rescues' food to feed disadvantaged and at risk people. Food that would otherwise be thrown away, is collected from caterers, hotels, wholesalers, restaurants, clubs, delicatessens or any food provider. The food is delivered on the same day by refrigerated van to shelters, refuges and charities allowing recipients to redirect funds originally budgeted for food to other programs such as education, training and rehabilitation. The service is provided at no cost to either the food donor or the recipient.

OzHarvest Canberra commenced operations in February and has delivered over 16 000 meals across Canberra and Queanbeyan. The National Convention Centre was the first food donor and we now have over 30 food donors. There are two staff and twelve volunteers involved to coordinate and assist with the collection, weighing and delivery of food.

The objectives of *OzHarvest Canberra* are to:

- rescue as much excess food as logistically possible
- link excess food and need at no cost
- limit the amount of wasted food being dumped in landfill
- provide food for those in need throughout Canberra and Queanbeyan
- secure funding that ensures sustainability and ultimately allows *OzHarvest Canberra* to expand
- drive down the cost per meal by collecting and delivering food as efficiently as possible
- ensure our work is effective and appropriately matches the needs of people we help.

Macquarie Group Foundation is the core founding partner of OzHarvest which launched in Sydney in October 2004. The Macquarie Group Foundation provided OzHarvest with a further three year grant to assist expansion plans, with Canberra targeted as the initial partner.

Communities@Work applied successfully to the Snow Foundation in April 2006 for the first grant application. This provided the organisation with funds to establish networks and logistics. Since this time, we have been successful with a number of sponsorships both financial and in kind. They include: The Macquarie Group Foundation; The Home Loan Centre (who sponsored the refrigerated van); Bendigo Bank; The Tradies Club; The Public Trustee; StreetSmart; the ADRA Care Shop; Paddywack Promotion Products; CC Wholesale Quality Food and Packaging; and Melrose Automobiles.

Respite Options ACT

Respite Options ACT is a new federally funded respite program in the ACT that offers flexible respite options to meet individual needs of carers and care recipients.

Respite Options ACT provides one on one respite and support services to carers of people who are experiencing severe mental illness and/or physiological/intellectual disabilities. This service is aimed at enabling carers time to recover from the stress of daily living and to balance work and caring responsibilities.

The care recipients are offered social interactions enhancing their quality of life. The program encourages independence, supporting individuals in daily living activities.

We are looking forward to the growth of this service over the next year.

Train.2.Work

Train.2.Work experienced another busy and productive year. In the training and professional development arena, there has been a distinct focus on recognition of prior learning.

A program was delivered through funding provided by the ACT Department of Education and Training, Strategic Priorities Program. This accredited training was offered to participants through recognition process for Certificate III in Children's Services, Certificate IV in Training and Assessment, and competencies in Certificate III in Business Administration.

One of the major deliverables of the program was participation in the Council of Australian Governments Recognition of Prior Learning project. The project was funded in response to the skills shortage and to develop better tools for recognition process. *Train.2.Work* had 50 candidates enrolled in the project who achieved either a Diploma or Advanced Diploma in Children's Services. Children's Services was the first industry to be trialed in the ACT for this project.

Internally, the program wrote and delivered induction training to Communities@Work employees, along with a series of professional development workshops to senior management, Early Childhood Services staff and Family Day Care and In Home Care carers and staff.

Throughout the year, *Train.2.Work* continued to deliver training and development to participants outside the organisation, delivering training in Bega, Cooma and Goulburn.

In February staff relocated from Cooleman Court in Weston to be co-located with Axis Development in Fyshwick. The co-ordination of both program staff has enabled better delivery of training and development.

In May *Train.2.Work* and Axis Development held a presentation evening for the 40 graduates of both programs at the Hellenic Club in Woden. Announced at this event, was the merger of both programs in July 2008, which paves the way for a bigger 2008–09.

The Community Programs Division has completed a very industrious year delivering a higher number of hours of service than in previous years. The programs have continued to grow and flourish under the supervision of the dedicated and enthusiastic staff. Many thanks to the Director, Linda Tregonning, the managers and their staff who have worked very hard to deliver these excellent services. I look forward to another busy and exciting year.

Camilla Rowland
Executive Director

Strategic Development and Corporate Administration

The Strategic Development and Corporate Administration Division was established as part of the broader re-organisation within Communities@Work undertaken during the year. It brought together key functions which support the development and management of the organisation.

Some major new initiatives for the division included: the assimilation of AXIS Development with *Train.2.Work*; development of a model for a service bureau function which provides corporate support to smaller community organisations; and the establishment of the Organisational Development role.

The initiatives we achieved in 2007–08 are highlighted below.

Human Resources

- New Workplace Agreements for Children's Services staff and Administrative Support staff were concluded and implemented. Negotiations also commenced late in the year for a replacement agreement for Community Services staff.
- Support was provided for the implementation of the new organisation structure including preparation of job descriptions and recruitment to senior positions.
- The assimilation of AXIS Development within Communities@Work proceeded during the year and included the co-location of *Train.2.Work* with Axis' training organisation, and the provision of management support to Ngunnawal Children's Services. Staffing matters and the transitioning of employment arrangements were key issues managed during the later part of the year.

- Actions to improve the retention of staff were developed. These included the ability for staff to bank hours, entry interviews and exit questionnaires, and mentoring of new employees.
- The induction program developed for new employees in 2007 was adapted to form an on-line and self help program.
- OH&S Committee actively monitored and oversighted a program of regular audits of each site and the completion of any identified corrective actions.
- The Human Resources Policies and Procedures Manual was reviewed and updated.
- 75 staff were recruited to the organisation.
- Total staff as at June 2008 was 304 of which 85 were permanent full time staff, 136 were part time staff and 83 were casual staff.

Finance

- Close monitoring of expenditures and incomes assisted in the delivery of a positive financial result for the year.
- Cash holdings and investments were strengthened during the year.
- A revised chart of accounts and budgeting processes aligned with the new organisation structure was designed to prepare 2008–09 budgets.
- Debt management procedures and guidelines were enhanced resulting in significant improvements to outstanding accounts.
- Internal reviews were conducted of a number of financial operations resulting in improvements in financial processing across the organisation.
- The resources of the Finance area were increased and a new Chief Finance Officer and management team appointed to support the more sophisticated financial management regime now being pursued by Communities@Work. These resources allowed for work required in support of the AXIS assimilation, and for the development and delivery of service bureau shared services.



New Chief Finance Officer, Tim Flynn

Information and Communications Technology

- Based on the ICT Strategic Plan developed during 2006–07, a replacement program was pursued involving the provision of 21 computers and 7 laptops as well as a new server for Cooleman Court operations. Replaced equipment was sold and the proceeds of these sales used to off-set new purchases.
- Active Directory was implemented progressively across the organisation. Active Directory is a centralised and standardised system that automates network management of user data, security and distributed resources. It enables interoperation with other directories. Active Directory is designed especially for distributed networking environments.
- Work has commenced on the internet and intranet sites to: align with the new corporate image; improve the look and feel of the site; and to facilitate the use of interactive forms and online payments.
- The IT assets register was migrated to a new system which provides much greater functionality and can be used to manage other assets and maintenance programs for the organisation's buildings. It also provides the capability to offer a sophisticated help desk and asset management service to other organisations as part of the service bureau concept.

- We surveyed each employee's level of IT skills and training needs. The results of this survey will be used to provide tailored training and support to individuals.
- Support was provided to Ngunnawal Children's Services and AXIS Development with computing capabilities, including the upgrade and replacement of equipment.

Facilities Management

- Ongoing maintenance of facilities was a key activity during the year, including undertaking priority work arising from our program of regular OH&S audits.
- ACT Government grants allowed work to commence late in the year at the Tuggeranong Community Centre and Illoura and Richardson Early Childhood Centres on major initiatives to improve water usage including installation of rainwater tanks, dual flush toilets and sensor taps.
- The Tuggeranong Community Centre was repainted inside and outside. The Tuggeranong Youth Centre and parts of the Weston Creek Community Centre were also repainted.
- The Jetty Café received a new refrigerated display cabinet. The menu and associated stocking of the Café was simplified as the first stage of a longer term plan to improve the cost effectiveness of its operations.
- Security work continued at the Tuggeranong Community Centre including building a more secure computer server room and a secure archival area.
- The restructure of the organisation was supported with the relocation of staff, equipment and building works as necessary.



Organisational Development

The formation of the Organisational Development team is a result of progressing key strategies in the organisation's *Strategic Plan 2006–09*.

The main areas of responsibility are to: develop a research and information capacity to inform the organisation and key stakeholders on areas of need; support the organisation in developing initiatives and new programs to enhance community services; coordinate proposals for funding; develop an enhanced marketing strategy; commence operations of the organisation's gift fund; and support the further development of the volunteers program.

The following information provides an outline of key achievements for the year.

COMMUNITY DEVELOPMENT

- In February 2008 a new seniors club for Tuggeranong, *Tuggeranong 55 Plus Club* was established. This new seniors club is a result of identified need and was made possible with assistance from the ACT Government under the Seniors Grants Program. Since the club began, over 150 members have joined, with members enjoying a range of stimulating activities mainly operating from the Tuggeranong Community Centre.
- Continued work on a snapshot survey of family needs in the Tuggeranong and Weston Creek areas to develop a community profile.

- Supported existing community groups and individuals to strengthen their group or provide assistance with project development as required (e.g. development and evaluation of Growing Kids and Pups program in primary schools, *Tuggeranong Seniors Singalong*).
- Supported and coordinated the Tuggeranong Men's Shed group at a local neighbourhood level to nurture the development of a community-based shed in Tuggeranong.
- Developed partnerships and relationships with other service providers to develop an ACT- wide Men's Shed initiative.
- Coordinated projects and events to encourage people to participate and engage with their local community including two major festivals during the year: the *Weston Creek Spring Festival* in October and *Celebration of Families* in May. *Celebration of Families* officially launched National Families Week in the ACT with guest appearance by well known cricketer and ambassador for National Families Week, Michael Bevan.
- Developed and implemented a community research project to update the 2002 Tuggeranong and Weston Creek Community Needs Analyses.
- Researched and developed a collaborative project with the Erindale Centre, ACT Department of Territory and Municipal Services, and Erindale College to develop a new style community garden. The aim of this project is to improve the local landscape and environment, and create a great social outdoor space for community use. Stage two of the project will start with the creation of artworks for the site next financial year.
- Facilitated three Network groups – two Interagency Networks at Tuggeranong and Weston Creek held bi-monthly, and the Bushfire Community Development Network for fire affected resident groups held monthly. The work of the Bushfire Community Development Network as a group concluded at the start of 2008 and Community Development commenced direct support for Stromlo residents to assist their return to the rebuilt village and integration with new residents. This work will continue during the next financial year.
- Continued to coordinate and support the provision of free community meals in Tuggeranong and Weston Creek as part of a homelessness strategy to address social isolation.
- During the year we were a host organisation of Auswide Projects' Community Work program, funded by the Australian Government Department of Employment Education and Workplace Relations and have again been invited to continue in this role during the next financial year.



Celebration of Families

VOLUNTEERS PROGRAM

- We have some 170 volunteers as at end-June, with more applications in the pipeline. These volunteers contributed over 11 000 hours in 2007–08 which greatly enhances the quality of our services to the community. Some examples of their contributions include:
 - mentoring young parents and families in household management (*SuperGrands*)
 - work in teams to provide free community meals as part of a strategy to provide financial relief and break down social isolation
 - provide assistance to *OzHarvest Canberra* to rescue surplus food for delivery to shelters, refuges and other organisations for distribution to disadvantaged and at risk people
 - provide shopping assistance and transport for the HACC program
 - visit families and older people

- help with our social groups: *Lanyon Men's Group, Tuggeranong Seniors Singalong, Tuggeranong Indoor Bowls, Learning Circle and Tuggeranong 55 Plus Club*
- help at festivals and expos (stalls, face painting, activities, talk to other community members about volunteering)
- assist with community projects in a variety of ways, from conducting surveys and data entry, coordinating group excursions, to assisting with small tasks as needed in our early childhood programs (e.g. fruit deliveries)
- assist with maintenance of facilities: child care centres, Weston Creek seniors' garden and *Gilmore Family Cottage*, and
- serve as members of our Board of Directors.



55 Plus club night

- In September, Communities@Work was announced as one of the State Winners of the 2007 NAB Volunteer Awards and received a \$10 000 award. Selected as one of 24 community groups across Australia who exemplifies first class volunteering practice, Communities@Work was the State Winner – Large Organisation for the Australian Capital Territory/Northern Territory/Tasmania. The 24 winning organisations were chosen from over 800 nominations across the country.
- In August, leaders of the community meals teams of volunteers were nominated to receive certificates of recognition from Annette Ellis MP and attended a presentation ceremony at Parliament House.
- In April four of our volunteers were nominated for the ACT Volunteer of the Year Award; John Winter, Barrie Brown, Val Dempsey and Sue Allen received Certificates of Appreciation.
- In May we held a National Volunteers Week Picnic at the Cotter River Reserve to honour all our volunteers and to say thank you.
- During the year our volunteers joined staff to promote the many benefits of volunteering at the Canberra Show in February, Seniors Week Expo at the Old Bus Depot in April, and Volunteer Day Expo at the Hotel Realm in May.
- Volunteers also receive regular training and information sessions, monthly BBQ get-togethers and a bi-monthly newsletter.



Maureen Cane CEO C@W, Lorraine Higgins CEO Volunteering ACT, and NAB Regional Executive James Player





Launch of the 30th Anniversary History Book *The Story of Tuggeranong Community Service and Communities@Work 1977–2007*



Some of the "dedicated people who have made a difference"

Marketing

2007–08 brought many significant marketing opportunities for Communities@Work.

Communities@Work celebrated its 30th anniversary during 2007 with seven functions and events organised, the major being a Lakeside Reception at the Tuggeranong Community Centre on Wednesday, 26 September. Friends, colleagues, staff and volunteers gathered to hear Annette Ellis MP, Member for Canberra, launch *The Story of Tuggeranong Community Service and Communities@Work 1977–2007*. The book, compiled with the assistance of Frank Cassidy, freelance journalist and long-time Canberra resident, was a result of two years work.

At the same reception, Annette Ellis MP also unveiled a magnificent Community History Quilt, designed and constructed by volunteers, which incorporates many photographs taken over the years. Mick Gentleman MLA unveiled a wonderful commemorative Picturegraph, with photos of staff, past and present.

The Communities@Work *Celebrating Thirty Years Raffle*, the first major fundraiser initiative for the organisation, raised much needed funds for the community, with winners announced at the *Weston Creek Spring Festival* in October.

The Marketing Communication Strategy developed for the organisation by ZOO Communications, sets the direction for the 2007–08 and 2008–09 financial years and was progressively implemented, including the re-branding of the organisation's logo. The main focus of the Marketing Communication Strategy is to build awareness and the profile of Communities@Work with its key stakeholder groups and the community to promote understanding and the value of the organisation's contribution to the Canberra community.

Communities@Work participated in 40 expos around the Canberra region, with the highlight being the Harvey World Travel Expo in October 2007 at Epic Park. Communities@Work was the chosen charity for the event and funds raised at the expo were allocated to the organisation's gift fund.

Marketing supported and promoted many of the organisations events, including: the *Weston Creek Spring Festival*; The Tuggeranong Community Festival; Seniors and Youth Week events; the launch of the *Tuggeranong 55 Plus Club*; The 2008 Children's Services Awards; *Celebration of Families*; and the launch of *OzHarvest Canberra*.

I would like to thank staff for their on-going support and commitment to significant changes in 2007–08, and to progressing the work of the Division.

George Grunbaum
Executive Director

Financial Report

There was a consolidated surplus of \$1 812 121 for the financial year ended 30 June 2008.

This includes:

- the transfer of net assets from Communities@Work Inc to Communities@Work, \$1 164 954
- the transfer of net assets from Axis Development Inc, \$60 054, and
- a surplus generated by operational activities in the year, \$587 113.

The transfer of assets will not be of a recurrent nature.

The financial position remains strong as at 30 June 2008, with:

- assets totaling \$5 546 213 (including cash and investments of \$4 885 382), and
- liabilities totaling \$3 734 092.

Tim Flynn
Chief Financial Officer

HARDWICKE'S

Chartered Accountants 

ABN 35 973 938 183

INDEPENDENT AUDITOR'S REPORT

To the members of Communities@Work

Report on the Financial Report

We have audited the accompanying financial report of Communities@Work (the company), which comprises the balance sheet as at 30 June 2008, and the income statement, statement of recognised income and expenditure and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the directors' declaration.

Directors' Responsibility for the Financial Report

The directors of the company 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 Corporations Act 2001. 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 directors, 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 have complied with the independence requirements of the Corporations Act 2001.

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HARDWICKE'S

Chartered Accountants



ABN 35 973 938 183

Auditor's Opinion

In our opinion, the financial report of Communities@Work is in accordance with the Corporations Act 2001, including:

- a) giving a true and fair view of the company's financial position as at 30 June 2008 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Corporations Regulations 2001.

HARDWICKE'S
Chartered Accountants

Hardwicke's



Dated: 15 August 2008
Canberra

Robert Johnson, F.C.A.
Partner

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HARDWICKE'S

Chartered Accountants

ABN 35 973 938 183

**AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 307C OF THE CORPORATIONS ACT 2001
TO THE DIRECTORS OF COMMUNITIES@WORK**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2008 there have been:

- a) no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- b) no contraventions of any applicable code of professional conduct in relation to the audit.

HARDWICKE'S
Chartered Accountants

Hardwicke's

R Johnson

Dated: 15 August 2008
Canberra

Robert Johnson, F.C.A.
Partner

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COMMUNITIES@WORK

ABN 19 125 799 859

DIRECTORS' REPORT

The directors present their report on Communities@Work for the financial year ended 30 June 2008.

DIRECTORS

The names of directors in office at any time during or since the end of the year are:

John Turner (appointed 15/6/2007)	Alan Hodges (appointed 15/6/2007)
Alexander (John) Turner (appointed 15/6/2007)	Clinton White (appointed 15/6/2007)
Archie Tsirimokos (appointed 15/6/2007)	Jill Robilliard (appointed 15/6/2007)
Ian Pryor (appointed 15/6/2007, resigned 29/7/2008)	Maureen Cane (appointed 15/6/2007)
Louise Mayo (appointed 15/6/2007, resigned 24/6/2008)	

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

COMPANY SECRETARY

Maureen Cane - Company Secretary / Chief Executive Officer

Maureen Cane has been the Chief Executive Officer of Communities@Work (as the incorporated association and current company structure) for seven years. She holds a Master of Arts Degree from Oxford University and a Graduate Certificate in Public Health from The Flinders University of South Australia. Maureen's career includes over 15 years in senior management positions in the Australian Public Service and the ACT Public Service, including Chief Executive of the Department of Public Administration and as the first Commissioner for Public Administration in the ACT. She has ten years' experience of working in senior management positions in the community sector. Maureen held the position of company secretary at the end of the financial year.

PRINCIPAL ACTIVITIES

The principal activities of the company 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.

There were no significant changes in the nature of the company's principal activities during the financial year.

COMMUNITIES@WORK
ABN 19 125 799 859
DIRECTORS' REPORT

OPERATING RESULTS

The surplus/(deficit) of the company for the financial year was \$1,812,121. This includes the transfer of net assets from Communities @ Work Inc \$1,164,954 and the transfer of net assets from Axis Development Inc \$60,054.

DIVIDENDS PAID OR RECOMMENDED

The constitution prohibits the payment of dividends to members of the Company. No dividends were paid or declared since the start of the financial year. No recommendation for payment of dividends has been made.

SIGNIFICANT CHANGES IN STATE OF AFFAIRS

There were no significant changes in the company's state of affairs during the financial year not otherwise disclosed in this report or the financial statements.

AFTER BALANCE DATE EVENTS

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in future financial years.

FUTURE DEVELOPMENTS & REVIEW OF OPERATIONS

The company expects to maintain the present status and level of operations. The directors believe that there are no likely developments that will significantly adversely affect the company in the coming year.

INDEMNIFYING OFFICERS OR AUDITOR

The company has not, during or since the financial year, in respect of any person who is or has been an officer or auditor of the company or a related body corporate:

- indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer, including costs and expenses in successfully defending legal proceedings; or
 - paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer for the costs or expenses to defend legal proceedings;
- with the exception of the following matter.

During the financial year the company has paid premiums to insure each of the directors against liabilities for costs and expenses incurred by them in defending any legal proceedings arising out of their conduct while acting in the capacity of director of the company, other than conduct involving a wilful breach of duty in relation to the company. In accordance with normal commercial practices, under the terms of the insurance contract, the nature of the liabilities insured against and the amount of premiums paid are confidential.

COMMUNITIES@WORK

ABN 19 125 799 859

DIRECTORS' REPORT

INFORMATION ON DIRECTORS

John Turner – Chair, Director

John Turner had a 40-year career in senior management in Commonwealth and ACT Government administration, culminating in the position of Chief Executive of the ACT Department of Urban Services. His responsibilities included the ACTION bus service, public housing, and health, community and welfare services. He reached Deputy Secretary level in the Commonwealth. John has been a member of many government and community boards, including ACTEW and Totalcare and he is currently chairman of ACT Cricket. He is in his fifth year as President of the Board of Management of Communities@Work (as the incorporated association and current company structure).

Ian Pryor - Deputy Chair, Director

Dr Ian Pryor, MBBS, DipRACOG is a General Medical Practitioner, practising in the Tuggeranong Valley. Ian was President of the ACT Branch of the Australian Medical Association from 2001-4 and he is medical advisor to the United Medical Protection Council. He is a member of the Boards of AMA Commercial, the National Health Sciences Centre and Smart Health Services, as well as being a member of the Communities@Work Board.

Alan Hodges - Director

Alan Hodges served for 38 years in the Australian Army with postings in most Australian States and overseas. After retiring from the Army he was Director-General Emergency Management Australia for five years. Alan currently conducts a consultancy business, working with both government and private enterprise. Alan is a civil engineer and also has degrees in commerce and economics.

Alexander (John) Turner - Director

John Turner worked as a Forester with the NSW Forestry Commission and ACT Forests, before turning to information technology, an area in which he stayed for some 27 years in the ACT Government. John has a Bachelor of Science (Forestry) from the Australian National University. Following his retirement, one of his recent projects involved providing administrative support to legal teams involved with the Coronial Inquiry into the 2003 firestorm.

Clinton White - Director

Clinton White has a background in business, accounting, administration and management in both the public and private sectors and has an active involvement in the arts and community sectors. Clinton has a Bachelor of Arts (Accounting) and is a Certified Practising Accountant. He has recently accepted appointment as Chief of Staff to the opposition leader in the ACT Legislative Assembly. In 2003, Clinton was awarded the Centenary Medal for his work with Australian Business Limited and his volunteer work with ArtSound FM community radio.

Archie Tsirimokos - Director

Archie Trisimokos is the managing partner for Meyer Vandenberg Lawyers. This company is the largest independent legal firm in the ACT. Archie has a Bachelor of Laws (with honours) from the Australian National University and was admitted to practice in 1986. He has wide experience in the negotiation and delivery of complex commercial projects, including negotiation of financing and security arrangements.

COMMUNITIES@WORK**ABN 19 125 799 859****DIRECTORS' REPORT****Jill Robilliard - Director**

Jill Robilliard is a partner in a management consultancy business mainly providing project management services to the Department of Defence. Jill has a Bachelor of Mechanical Engineering and a Diploma of Education.

Louise Mayo - Director

Louise Mayo is co-founder and Academic and Marketing Director of the Australian Business Academy in Canberra, North Sydney and Parramatta. Louise has a Bachelor of Business (Marketing), a post-graduate Diploma of Business and a Masters of Business Administration. She is currently working on her Doctorate of Business in the area of services marketing. Louise is a member of the ACT Registration Council, which is responsible for the registration of training organisations and the accreditation of courses in the vocational education and training sector in the ACT. Louise is also currently President of her Rotary Club.

Maureen Cane - Director, Company Secretary & Chief Executive Officer

Maureen Cane has been the Chief Executive Officer of Communities@Work (as the incorporated association and current company structure) for seven years. She holds a Master of Arts Degree from Oxford University and a Graduate Certificate in Public Health from The Flinders University of South Australia. Maureen's career includes over 15 years in senior management positions in the Australian Public Service and the ACT Public Service, including Chief Executive of the Department of Public Administration and as the first Commissioner for Public Administration in the ACT. She has ten years' experience of working in senior management positions in the community sector. Maureen held the position of company secretary at the end of the financial year.

MEETING OF DIRECTORS

During the financial year, 11 meetings of directors were held. Attendances by each director were as follows:

	Number of meetings eligible to attend	Number of meetings attended
John Turner	11	10
Alan Hodges	11	9
Alexander (John) Turner	11	10
Clinton White	11	8
Archie Tsirimokos	11	8
Jill Robilliard	11	10
Ian Pryor	11	6
Louise Mayo	11	3
Maureen Cane	11	11

COMMUNITIES@WORK
ABN 19 125 799 859
DIRECTORS' REPORT

AUDITOR'S INDEPENDENCE DECLARATION

The auditor's independence declaration for the year ended 30 June 2008 has been received and can be found in the financial report.

Signed in accordance with a resolution of the Board of Directors.



J. Turner

Dated this 15th day of August 2008

COMMUNITIES@WORK
ABN 19 125 799 859
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008

	Note	2008 \$	2007 \$
Revenue	2	16,630,595	-
Employee benefits expense		(9,795,754)	-
Depreciation and amortisation expenses		(23,443)	-
Other expenses		<u>(4,999,277)</u>	<u>-</u>
Surplus/(deficit) before income tax	3	1,812,121	-
Income tax expense		<u>-</u>	<u>-</u>
Surplus/(deficit) after income tax		<u>1,812,121</u>	<u>-</u>

The accompanying notes form part of this financial report.

COMMUNITIES@WORK
ABN 19 125 799 859
BALANCE SHEET
AS AT 30 JUNE 2008

	Note	2008 \$	2007 \$
CURRENT ASSETS			
Cash and cash equivalents	4	2,715,365	-
Trade and other receivables	5	540,907	-
Financial assets	6	2,170,017	-
Other current assets	7	40,417	-
TOTAL CURRENT ASSETS		<u>5,466,706</u>	<u>-</u>
NON-CURRENT ASSETS			
Property, plant and equipment	8	79,507	-
TOTAL NON-CURRENT ASSETS		<u>79,507</u>	<u>-</u>
TOTAL ASSETS		<u>5,546,213</u>	<u>-</u>
CURRENT LIABILITIES			
Trade and other payables	9	3,534,873	-
TOTAL CURRENT LIABILITIES		<u>3,534,873</u>	<u>-</u>
NON-CURRENT LIABILITIES			
Long-term provisions	10	199,219	-
TOTAL NON-CURRENT LIABILITIES		<u>199,219</u>	<u>-</u>
TOTAL LIABILITIES		<u>3,734,092</u>	<u>-</u>
NET ASSETS		<u>1,812,121</u>	<u>-</u>
EQUITY			
Accumulated surplus		1,812,121	-
TOTAL EQUITY		<u>1,812,121</u>	<u>-</u>

The accompanying notes form part of this financial report.

COMMUNITIES@WORK
ABN 19 125 799 859
STATEMENT OF RECOGNISED INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2008

	Note	Accumulated surplus \$
Balance at 1 July 2006		-
Surplus/(deficit)		-
Balance at 30 June 2007		-
Surplus/(deficit)		1,812,121
Balance at 30 June 2008		<u>1,812,121</u>

The accompanying notes form part of this financial report.

COMMUNITIES@WORK
ABN 19 125 799 859
CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2008

	Note	2008 \$	2007 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Fees received		7,635,925	-
Operating grants receipts		7,353,934	-
Other receipts		3,441,694	-
Payments to suppliers and employees		(13,655,520)	-
Interest received		212,299	-
Net cash provided by operating activities	15(b)	<u>4,988,332</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of plant & equipment		(102,950)	-
Purchase of investments		(2,170,017)	-
Net cash used in investing activities		<u>(2,272,967)</u>	<u>-</u>
Net increase/(decrease) in cash held		2,715,365	
Cash at the beginning of the financial year		<u>-</u>	<u>-</u>
Cash at the end of the financial year	15(a)	<u>2,715,365</u>	<u>-</u>

The accompanying notes form part of this financial report.

COMMUNITIES@WORK

ABN 19 125 799 859

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008****NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is for Communities@Work as an individual entity, incorporated and domiciled in Australia. Communities@Work is a company limited by guarantee.

It is a company that has otherwise been authorised by ASIC to omit the word 'Limited' from its name under Section 150 of the Corporations Act 2001.

Basis of preparation

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 Corporations Act 2001.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Accounting policies**(a) Revenue**

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of those grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

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

(b) Unexpended grants

The company receives grant monies to fund projects either for contracted periods of time or for specific projects irrespective of the period of time required to complete those projects. It is the policy of the company to treat grant monies as unexpended grants in the balance sheet where the company is contractually obliged to provide the services in a subsequent financial period to when the grant is received or in the case of specific project grants where the project has not been completed.

**COMMUNITIES@WORK
ABN 19 125 799 859**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

Each class of property, plant and equipment is carried at cost or fair values as indicated, less, where applicable, 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 directors to ensure it is not in excess of the recoverable amount from these 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 asset's useful life to the company 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 sheet date.

Asset classes 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 or losses are included in the income statement.

(d) **Leases**

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

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
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) **Employee benefits**

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance sheet date. Employee benefits expected to be settled within one year together with benefits arising from wages, salaries and annual leave which may be settled after one year, have been measured at the amounts expected to be paid when the liability is settled.

Contributions are made by the company 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) **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 Taxation 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.

(h) **Impairment of assets**

At each reporting date, the company 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 the future economic benefits of the asset are not primarily dependent upon the assets ability to generate net cash inflows and when the company would, if deprived of the asset, replace its remaining future economic benefits, value in use is depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an assets class, the company estimates the recoverable amount of the cash generating unit to which the class of assets belong.

(i) **Provisions**

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

(j) **Income tax**

No provision for income tax has been raised as the company is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(k) Financial instruments

Recognition and initial measurement

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the company becomes a party to the contractual provisions of the instrument. Trade date accounting is adopted for financial assets that are delivered within timeframes established by marketplace convention. Financial instruments are initially measured at fair value plus transactions costs where the instrument is not classified at fair value through profit or loss. Transaction costs related to instruments classified as at fair value through profit or loss are expensed to profit or loss immediately.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the company no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed is recognised in profit or loss.

Impairment

At each reporting date, the company assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the income statement.

(l) Comparative figures

The company was incorporated on 15 June 2007. Accordingly, the figures for the 2008 financial year are from the date of incorporation to 30 June 2008. When required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(m) Critical accounting estimates and judgments

The directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the group.

Key estimates – Impairment

The company assess impairment at each reporting date by evaluating conditions specific to the company that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Fair value less costs to sell or current replacement cost calculations performed in assessing recoverable amounts incorporate a number of key estimates.

The financial report was authorised for issue on 15 August 2008 by the board of directors.

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
NOTE 2: REVENUE		
Revenue		
— rendering of services	8,015,141	-
— operating grants	4,961,460	-
— other sources	2,216,687	-
— transfer of net assets from Communities @ Work Inc	1,164,954	-
— transfer of net assets from Axis Development Inc	60,054	-
	<u>16,418,296</u>	<u>-</u>
Other revenue		
— interest received – from corporations	212,299	-
Total revenue	<u>16,630,595</u>	<u>-</u>
 NOTE 3: SURPLUS		
Surplus/(deficit) has been determined after:		
(a) Expenses:		
Remuneration of auditor		
— audit or review services	19,188	-
Rental expense on operating leases		
— minimum lease payments	164,705	-
Bad & doubtful debts		
— trade receivables	22,610	-
(b) Significant revenue		
Transfer of net assets from Communities @ Work Inc	1,164,954	-
Transfer of net assets from Axis Development Inc	60,054	-
 NOTE 4: CASH AND CASH EQUIVALENTS		
CURRENT		
Cash on hand	6,660	-
Cash at bank	2,708,705	-
	<u>2,715,365</u>	<u>-</u>
 NOTE 5: TRADE AND OTHER RECEIVABLES		
CURRENT		
Trade receivables	561,949	-
Provision for impairment of receivables	(21,042)	-
	<u>540,907</u>	<u>-</u>

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$

NOTE 5: TRADE AND OTHER RECEIVABLES (continued)

Current trade receivables are generally on 30 day terms. These receivables are assessed for recoverability and a provision for impairment is recognised when there is objective evidence that an individual trade receivable is impaired. These amounts have been included in other expense items.

Movement in the provision for impairment of receivables is as follows:

	Opening balance	Charge for the year	Amounts written off	Closing balance
Balance at 30 June 2008	-	21,042	-	21,042
Balance at 30 June 2007	-	-	-	-

There are no balances within trade receivables that contain assets that are not impaired and are past due. It is expected that these balances will be received when due.

NOTE 6: FINANCIAL ASSETS

CURRENT

Held-to-maturity financial assets – fixed interest securities	2,170,017	-
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NOTE 7: OTHER CURRENT ASSETS

CURRENT

Prepayments	40,417	-
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NOTE 8: PROPERTY, PLANT AND EQUIPMENT

Motor vehicles – at cost	121,488	-
Less accumulated depreciation	(61,349)	-
	60,139	-
Furniture and equipment – at cost	289,548	-
Less accumulated depreciation	(270,180)	-
	19,368	-
Reference library – at cost	30,369	-
Less accumulated amortisation	(30,369)	-
	-	-
Total property, plant and equipment	79,507	-

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

2008 2007
 \$ \$

NOTE 8: PROPERTY, PLANT AND EQUIPMENT (continued)

(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
	\$	\$	\$	\$
Balance at 1 July 2007	-	-	-	-
Additions	67,168	35,782	-	102,950
Depreciation expense	(7,029)	(16,414)	-	(23,443)
Balance at 30 June 2008	60,139	19,368	-	79,507

NOTE 9: TRADE AND OTHER PAYABLES

CURRENT

Trade payables and accruals	647,113	-
Grants received in advance	1,896,328	-
Short-term employee benefits	991,432	-
	3,534,873	-

NOTE 10: PROVISIONS

NON-CURRENT

Long-term employee benefits	199,219	-
Total provisions	199,219	-

	Long term employee benefits	
Opening balance at 1 July 2007	-	-
Additional provisions	310,542	-
Amounts used	(111,323)	-
Balance at 30 June 2008	199,219	-

A provision has been recognised for employee entitlements relating to long service leave. The measurement and recognition criteria relating to employee benefits have been included in Note 1 to this report.

**COMMUNITIES@WORK
ABN 19 125 799 859**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

	2008	2007
	\$	\$
NOTE 11: LEASING COMMITMENTS		
Operating lease commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable:		
— not later than 12 months	190,157	-
— later than 12 months but not later than 5 years	179,780	-
	<u>369,937</u>	<u>-</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 12: SEGMENT REPORTING

The Company operates in the Community Service sector within Australia.

**NOTE 13: KEY MANAGEMENT PERSONNEL
COMPENSATION**

Total compensation – short term benefits	<u>15,000</u>	<u>-</u>
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NOTE 14: MEMBERS' GUARANTEE

The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up, the constitution states that each member is required to contribute a maximum of \$20 each towards meeting any outstanding debts and obligations of the company. At 30 June 2008 the number of members was 7.

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
NOTE 15: 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	6,660	-
Cash at bank	2,708,705	-
	2,715,365	-
(b) Reconciliation of cash flow from operations with surplus/(deficit) after income tax		
Surplus/(Deficit)	1,812,121	-
Non-cash flows in surplus/(deficit)		
Depreciation and amortisation	23,443	-
Provision for impairment of receivables	21,042	-
Changes in assets and liabilities:		
(Increase)/decrease in receivables	(561,949)	-
(Increase)/decrease in prepayments	(40,417)	-
Increase/(decrease) in payables	3,534,873	-
Increase/(decrease) in provisions	199,219	-
Cash flow from operations	4,988,332	-

(c) The Company has no credit stand-by or financing facilities in place.

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

NOTE 16: ACCOUNTING POLICIES

The following Accounting Standards issued or amended and are applicable to the company but not yet effective and have not been adopted in preparation of the financial statements at reporting date.

AASB Amendment, Standards affected & Outline of amendment:

AASB 2007–8 Amendments to Australian Accounting Standards: AASB 101 Presentation of Financial Statements

The revised AASB 101: Presentation of Financial Statements issued in September 2007 requires the presentation of a statement of comprehensive income and makes changes to the statement of recognised income and expenditure.

Application date of standard: 1.1.2009, application date for company: 1.7.2009

AASB 101: AASB 101 Presentation of Financial Statements

As above

Application date of standard: 1.1.2009, application date for company: 1.7.2009

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

NOTE 17: FINANCIAL RISK MANAGEMENT

Financial risk management policies

The company's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable.

The company does not have any derivative instruments at 30 June 2008.

(a) Treasury risk management

A finance committee meet on a regular basis to analyse financial risk exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

(b) Financial risk exposures and management

The main risks the company is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

Interest rate risk

Interest rate risk is managed with a mixture of fixed and floating investments.

Liquidity risk

The company manages liquidity risk by monitoring forecast cash flows and ensuring that adequate cash resources are maintained.

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 of those assets, as disclosed in the balance sheet and notes to the financial statements. The company does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Company.

Credit risk is managed by the company and reviewed regularly by the finance committee. It arises from exposures to customers as well as through deposits with financial institutions.

The company monitors the credit risk by actively assessing the rating quality and liquidity of counterparties:

- only banks and financial institutions who qualify under the company's investment policy guidelines are utilised.
- the credit standing of counterparties is reviewed for liquidity and credit risk.

The trade receivables balance at 30 June 2008 does not include any counterparties with external credit ratings. Customers are assessed for credit worthiness.

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

NOTE 17: FINANCIAL RISK MANAGEMENT (continued)

Financial instrument composition and maturity analysis

The table below reflects the undiscounted contractual settlement terms for financial instruments of a fixed period of maturity, as well as management's expectations of the settlement period for all other financial instruments.

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing		Non Interest Bearing	
	2008	2007	2008	2007	2008	2007	2008	2007
	%	%			\$	\$	\$	\$
FINANCIAL ASSETS								
Cash	6.3	-	2,708,705	-	-	-	6,660	-
Investments	7.2	-	-	-	2,170,017	-	-	-
Trade and other receivables	-	-	-	-	-	-	561,949	-
TOTAL FINANCIAL ASSETS			2,708,705	-	2,170,017	-	568,609	-
FINANCIAL LIABILITIES								
Trade and other payables	-	-	-	-	-	-	3,534,873	-
TOTAL FINANCIAL LIABILITIES			-	-	-	-	3,534,873	-

Trade and sundry payables are expected to be paid within 12 months.

(c) Net fair values

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. 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.

COMMUNITIES@WORK
ABN 19 125 799 859

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$

NOTE 17: FINANCIAL RISK MANAGEMENT (continued)

Sensitivity analysis

Interest rate risk

The company has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on current year results and equity which could result from a change in this risk.

At 30 June 2008, the effect on profit and equity as a result of changes in the interest rate, with all other variables remaining constant, would be as follows:

Change in profit		
- Increase in interest rate by 2%	97,000	-
- Decrease in interest rate by 2%	(97,000)	-
Change in equity		
- Increase in interest rate by 2%	97,000	-
- Decrease in interest rate by 2%	(97,000)	-

This sensitivity analysis has been performed on the assumption that all other variables remain unchanged.

NOTE 18: CAPITAL MANAGEMENT

Management control the capital of the company to ensure that adequate cash flows are generated to fund its programs and that returns from investments are maximised. The finance committee ensures that the overall risk management strategy is in line with this objective.

The finance committee operates under policies approved by the board of directors. Risk management policies are approved and reviewed by the board on a regular basis. These include credit risk policies and future cash flow requirements.

The company's capital consists of financial liabilities, supported by financial assets.

Management effectively manage the company's capital by assessing the company's financial risks and responding to changes in these risks and in the market. These responses may include the consideration of debt levels.

There have been no changes to the strategy adopted by management to control the capital of the company since previous year. This strategy is to ensure that there is sufficient cash to meet trade and other payables.

The gearing ratio for the year ended 30 June 2008 is as follows:

Trade and other payables	3,534,873	-
Less cash and cash equivalents	(2,715,365)	-
Net debt	819,508	-
Total equity	1,812,121	-
Total capital	2,631,629	-
Gearing ratio	3.1%	-

**COMMUNITIES@WORK
ABN 19 125 799 859**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

NOTE 19: COMPANY DETAILS

The registered office address of the company is:

Communities@Work
Tuggeranong Community Centre
Cowlishaw Street
GREENWAY ACT 2900

**COMMUNITIES@WORK
ABN 19 125 799 859**

**DIRECTORS' DECLARATION
FOR THE YEAR ENDED 30 JUNE 2008**

The directors of the company declare that:

- a) the financial statements and notes, as set out on relevant pages, are in accordance with the Corporations Act 2001:
 - i) comply with Accounting Standards and the Corporations Regulations 2001; and
 - ii) give a true and fair view of the financial position as at 30 June 2008 and of the performance for the year ended on that date of the company;
- b) in the directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.



J. Turner

Dated this 15th day of August 2008

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TUGGERANONG CAMPUS

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