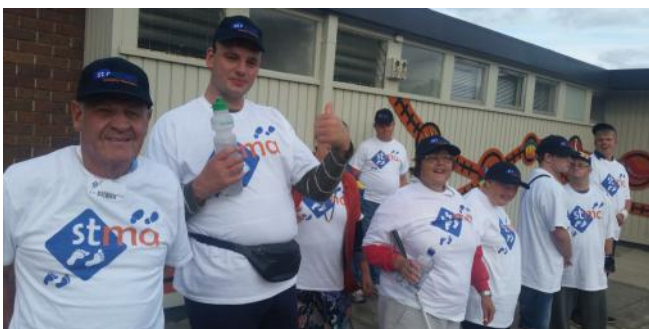




2018



Annual Report



Annual Report 2018



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President's Report



Colin Foon

It gives me great pleasure to present the 2017-2018 Annual Report.

St Michaels Association would not be able to operate without its dedicated team of staff. The Board thanks our CEO - John Gilpin, his management team and their staff for their dedication to making St Michaels a great service provider to our clients and participants. The team continues to guide us through the NDIS process and work tirelessly towards a sustainable future.

St Michaels Association continues to move forward in order to provide the services required for our participants and we are always on the lookout for new opportunities to grow our footprint in Tasmania in order to provide excellent ongoing and expanded services.

We are pleased to report that our Financials are in excellent order and thank John Gilpin

and Andrew Gower for keeping such a watchful eye on our dollars coming and going. Thank you also goes to my fellow Audit and Risk Committee Members (John, Andrew, Keith Watson) who ensure that St Michael's risks are minimised.

The Board has had some changes this year and saw the retirement of Jill Cooper who has been a stalwart supporter and Board member of St Michaels for many years. We thank Jill for her passion, dedication and efforts on behalf of St Michaels Association and wish her the very best in her retirement.

We welcome two new Board Members: Christine Materia and Cheryl Scott. Christine brings a wealth of experience in Community /Rural Health and Palliative Care and Cheryl is highly experienced in Speech Pathology.

This year we have increased our independent living homes and are currently working towards plans for development of a new facility on the vacant land at Hoblers Bridge Road complex.

Our new Chant Street property settled and became fully operational in December 2017.



Thanks to the generous donation of the Bruce Wall Trust the kitchen at Independent Services (Chant Street) was refurbished.

Our participants and staff love the space and flexibility of the facility. We thank our sponsors, the Bruce Wall Trust, for the supply of a new kitchen for this property that was installed in the second quarter of 2018.

The Merrington Centre continues to operate well and it is wonderful to see the active engagement of our Participants. It is encouraging that this space is so well utilised as we continue to develop new training and support programs for our participants and staff.

We are pleased that we are able to grow our Administration Centre and utilise areas of the Merrington Centre to house our wonderful staff in a more comfortable and easy to work in fit for purpose space. Works on this will be

completed by the end of 2018.

As a Board we are passionate about St Michaels and its ongoing expansion and success.

We thank the members of St Michaels, the participants, their families, our donors and sponsors.

I encourage you all to continue to support the management team, staff and the volunteer Board in striving at all times to continue the good work for the enrichment of the lives of our participants.

Thank you for your attendance at the Annual General Meeting and your continued interest and support of St Michaels Association.

Colin Foon
President



Annual Report 2018

CEO's report



John Gilpin

A challenging 2017–18 year for St Michaels Association (STMA) with the continued rollout of the National Disability Insurance Scheme (NDIS).

Working with two systems (two masters) in the State Government and the NDIS have caused many duplications, changing of goal posts and confusion for service providers like St Michaels, our families/carers and more importantly participants of the scheme.

Due to lack of communication, on many occasions, STMA has delivered services without a current NDIS plan in place, while waiting for reviews of plans to occur.

I believe the members should be proud of STMA carrying out the service in a continuous manner despite waiting for plans to be created, reviews of plans to occur and transitional arrangements from State to NDIS to materialise.

2017–18 NDIS funding now makes up 53% of our revenue streams and is due to increase with the remainder of our participants transitioning in 2018–2019 period. State revenue dropped from \$2.16m to \$1.6m, while the NDIS revenue increased from \$2.39m to \$3.63m.

We left the 2016–17 Financial Year with a contract signed and with settlement waiting for a brand new site at Chant St East Launceston. The transfer and move from Charles St to Chant St went smoothly and all participants and staff have enjoyed the move to a larger, safer and fit for purpose community facility.

While coming to "grips" with the NDIS, which we support in its values, goals and intentions, we have been able to achieve some really strong outcomes for the Association: -

Brand – Launch of our new logos, representing developing independence as we grow from small feet, adulthood & walking in shoes.

Board – We welcome 2 new Board members in Cheryl Scott & Dr Christine Materia after Jill Cooper retired giving tireless years supporting STMA & Glen Cornish after 6 years and being the former Treasurer. We thank these people

for their contribution to STMA.

FLC – Family Liaison Committee is now set up and coordinated by Cheryl Scott & Brian Dunham.

Programs – In Home Tenancy Support cooking/socialising program is up & running from funds made available through a private benefactor, Wednesday / Friday cooking programs are growing and Tuesday's games night is another well participated activity.

Adventures – Fun, socialisation skills and community activities continue with examples such as Derby River Derby, Burnie/ Launceston 10, Halloween nights, etc.

Structure – Adding a Manager Day Programs (Maria Campbell) & Manager Residential Services (Sharon Cuthbertson) to support the direct delivery for Team Leaders is also assisting the quality of our programs.

Key financial highlights 2017–18

Revenue \$6.88M from \$6.01M up 14.5%

Wages \$4.50M from \$3.99M up 12.8%

Cash reserves \$1.08M to \$0.91M down 18.9%

Equity grew by \$295K to \$7.295M even though depreciation of \$408K was significant.

Our Registered Training Organisation (RTO) grew throughout the year with the support of Aust. Dis. Enterprises with their training needs and a new strategic alliance with Medecs Australia supporting the disability/ community sector.

We sincerely thank and recognise the contribution our RTO partners make in Chris & Judy Clarke from RETS, Deb Stone & Steve Noone from Medecs & Alan Higgins from T3T in all that they do for our sector and our students.

I would thank the Board for their support. Most importantly, I wish to sincerely thank and acknowledge, in difficult times, the incredible work our support and management teams do for the people we are privileged to support. A fantastic body of work this financial year.

To our families, carers and key decision makers' thank you for the opportunity given to us in the support of your loved ones. We are here to listen and we may not get it right at times, however we dare to make a difference in their life long journey into independence.

John Gilpin
CEO



Board of Management



*Colin Foon
President*

Colin is a long-time member of the St Michaels Board, in addition to practicing as a solicitor in Launceston. Colin is also a keen supporter of local football.



*Margot Malik
Vice President*

Margot is Human Resources & Learning Development Specialist and Consultant. Margot has global executive level experience in HR, Training and Coaching for a variety of business platforms: Retail, Hospitality, Insurance, Pharmacy and Sales.



*Keith Watson
Treasurer*

Keith has been an accountant with 145 financial in Launceston for over 10 years. Keith completed his CPA professional qualifications and holds a Master's degree in accounting in addition to being a Chartered Tax Advisor with the Tax Institute of Australia.



Simone Woodruff

Simone has 24 years experience working in the Disability Services. Simone has also been the President of Independent Services for 22 years in addition to 15 years at Housing Tasmania as a Tenancy Officer for public housing.



Grayson Genders

Grayson brings significant experience in brand and marketing to the team including working as a commercial marketing manager and has worked with several members of parliament as an electoral officer.



Michael Higgins

Michael has over 10 years experience in vocational education and training in Tasmania, working with individuals and community groups through the VET sector. He has extensive experience prior to this in the Construction and Hospitality Industries.



Cheryl Scott

Cheryl Scott is a Speech Pathologist who has many years experience in the public sector. One of her sons is a participant at St Michaels. She is keen to work with parents and St Michaels to improve outcomes for all



Christine Materia

Christine has a broad range of administrative, management and strategic development experience in local, state and federal government with expertise in community services, rural and mental health.



Brian Dunham

Brian is a building maintenance contractor and also a family carer of a resident at St Michaels. Brian has considerable experience as a St Michaels Board Member.



Annual Report 2018

Board of Management - Meetings

The Board met 11 times during the year, with two special meetings.

Each meeting achieved a quorum of five members.

As of June 2018 the board had no vacancies bringing the number of active members to nine.

The following table indicates the attendance by each member and total number of board meetings and special meetings for 2017-2018.

*Board member available to sit.

^ Board member resignations.

Member	Office	Board Meetings	Total Board meetings attended	Special Meetings	Total Special Meetings attended
Colin Foon	President	11	8	2	2
Margot Malik	Vice - President	11	10	2	2
Keith Watson	Treasurer	11	11	2	2
Brian Dunham		11	10	2	2
Michael Higgins		11	5	2	0
Simone Woodruff		11	10	2	1
Grayson Genders		11	9	2	1
Cheryl Scott*		5	5	1	1
Christine Materia*		5	2	1	1
Jill Cooper^		6	6	1	1

Life Membership

Life membership at St Michaels is awarded for long, distinguished and voluntary contribution to the organisation.

The following people have been awarded Life Memberships for their contribution since the organisation began, over 50 years ago.

Recognised for long, distinguished and voluntary contributions to the organisation

St Michaels Association Inc Life Membership Honour Board

Alan Baker	Dr Joan Rowlands
Margaret Chugg	Dorothy Smith
Clare Clark (deceased)	Norm Smith
David Merrington	Dorothy Wise (deceased)
Pam Merrington	



Management team



*John Gilpin
CEO*

John brings to the Association 30 years of leading and management experience, with the last 21 years being involved in working with individuals to enhance and grow their life long learning skills (Disability and Vocational Sectors).



*Rod Campbell
State Manager Disability
Services*

Rod has extensive experience in the Disability Sector and brings a vast range of skills, knowledge and experience in business development, project management, marketing, publishing, fundraising, promotional and disability support initiatives.



*Andy Gower
Corporate Services
Manager*

Andy has had over 10 years financial experience. Running his own business previously he brings a team based learning knowledge to the team, being heavily involved in coaching cricket and football umpiring groups.



*Sharon Cuthbertson
Manager Residential
Services*

Sharon has worked extensively in the Disability Sector, including direct support, coordinating children's respite and adult residential accommodation services.



*Maria Campbell
Manager Day Services*

Maria has been working in the Disability Sector for 18 years including 17 years experience in managing and working in Community Access programs.



*Kim Dean
RTO Manager*

Kim has over nine years' experience in an RTO and has high level leadership skills in RTO administration, Student Management Systems, compliance and delivery of training and assessment.



*Paul Westgarth
Asset Supervisor*

Paul has an extensive background in Asset Management, having worked in the building maintenance industry for many years. Paul brings a broad range of skills and experience to the Association.



Annual Report 2018

Highlights throughout the year...



Independent Services participants and staff moved into our beautifully refurbished building at Chant Street, East Launceston.



IHTS dinners of a Wednesday evening have been a huge hit with residents, encouraging healthy eating as well as socialising within their small community.



The Derby River Derby provided staff and participants with a fun-filled day out, with no one coming home dry!



A number of our participants showed off their artistic talent at this year's Inspire Fest.



Annual Report 2018

Highlights throughout the year...



Our Youthbreak respite program allows many of our younger participants to get out and about of a weekend on some fun adventures.



Basketball is now up and running from 3pm every Wednesday, creating some fierce but friendly competition!



Independent Services enjoyed their two weeks in the hall at our Newstead Campus while patiently waiting for their brand new kitchen.



Many of our clients' goals are to develop skills to enable them to live independently - cooking is a favourite!



Annual Report 2018

Highlights throughout the year...



Our Walking Group love wearing their brand new t-shirts out in the community, featuring STMA's new logo. Fun was had at both the Burnie 10 and Launceston 10.



Jo and Lyn went on a trip to Vietnam where they cooked and sampled the local cuisine, participated in local craft activities and returned with many souvenirs and photos.



Our Wellington Street residents have been working hard to improve and beautify their yard.



Annual Report 2018

Highlights throughout the year...



The Merrington Centre was barely recognisable after a make-over for Halloween. Participants and staff marked the occasion by dressing up and preparing scary dishes for their supper.



The Newstead College Ball was an enjoyable night for Tim Dufty, who looked fantastic in his suit.



Tuesday Games Night continues to be a popular program, particularly among our younger participants.



Lots of fun and good times were had when Secret Santa arrived at St Michaels with surprise gifts for the team.



Annual Report 2018

Highlights throughout the year...



A generous donation was received from the Bruce Wall Trust for the refurbishment of the Independent Services kitchen.



Becks Home Timber and Hardware generously donated some brand new solar lights to St Michaels.



Birthday celebrations are the perfect excuse for a dinner out.



There are plenty of centre-based activities available in our Day Program for those who prefer to stay indoors.



Annual Report 2018

Highlights throughout the year...



There are many fantastic organisations in the state, such as Sailability Tasmania, offering fun activities for our Day Program participants to take part in.



Fifteen participants took part in the Tasmanian Running Festival with fourteen entering the 5km event and one entering the 10km event.



Our accommodation participants enjoy getting out and about in the community of a weekend.



A couple of our participants were selected to represent Tasmania at the National Futsal Championships in Canberra.



Annual Report 2018

Highlights throughout the year...



St Michaels welcomed a new chef to our growing team, who has been working with participants and staff in preparing and creating culinary delights.



Our In-Home Tenancy Support team have a keen focus on supporting participants to develop daily living skills to live as autonomously as possible.



Many of our participants work or volunteer at a number of businesses around the city, including City Mission, Blueline Laundry and Self Help.



Staff and participants worked together to build two new aboveground garden beds for the gardening program at Chant St.



Annual Report 2018

Highlights throughout the year...



The ANZAC Day dawn service generated some conversations among participants around topics of freedom, reflection and appreciating what we have.



Youthbreak repite participants adventured up to Mount Barrow where they enjoyed the spectacular views and cooked pancakes on an open fire.



Emma Malouf received an exciting invitation from the Lord Mayor of Launceston to attend a function celebrating the 20th anniversary of the Launceston Human Library.



St Michaels attended the Gearing Up for Choice and Control Disability Expo. This event provides participants with a broad range of services that could provide essential supports to meet their needs.



Annual Report 2018

Highlights throughout the year...



Participants always look forward to our Holiday Program, which offers plenty of fun-filled activities for our regular Day Program participants and those that join us for the holidays.



Staff cooked up a feast for the St Michaels Christmas Party. It was a wonderful event, with participants receiving their annual report, highlighting some of their achievements and outcomes.

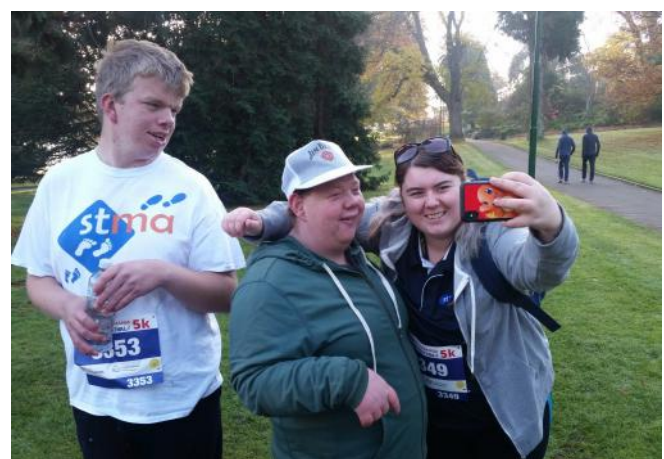


Robyn Bye in action washing the Penquite Road vehicle. Great work Robyn!



Annual Report 2018

Things we do...



Annual Report 2018

Things we do...



RTO Report

Registered Training Organisation ID 60067



Kim Dean

The 2017/2018 period has seen many changes within the RTO, while we have been very successful in the Skills Fund arena with a large number of students enrolling and studying with us.

We have been fortunate to have entered into two new Third Party Arrangements with the following:

MEDECS Australia, a state-wide training company whose aim is to provide quality health education, training and consultation for the Community Service and Health Sectors. This partnership has been a positive step forward for all involved. MEDECS Australia has delivered the following units to over 1000 individual students over the last 12 months:

- HLTHPS006 Assist Clients with Medication
- HLTAAP001 Recognise Healthy Body Systems
- HLTAID001 Provide Cardiopulmonary Resuscitation
- HLTAID003 Provide

First Aid

Training3Thousand is owned and operated by Alan Higgins. Alan has provided training to approximately 50 learners over the last 12 months undertaking traineeships in the following qualifications:

Certificate I in Warehousing Operations

Certificate II in Process Manufacturing

Alan specialises in Workplace Health and Safety courses and is a Worksafe Tasmania High Risk Accredited Assessor for the delivery of Forklift Truck Licences.

With Funding provided through the Skills Fund (Skills Tasmania) we have been able to offer a number of skill sets in horticulture, kitchen operations, computing and leadership. We were also able to offer Forklift Truck Licencing due to our partnership with Alan Higgins from Training3Thousand.

User Choice funded Traineeships have again been successful with the following being offered in 2017/2018:

- AHC20410 Certificate II in Horticulture
- TLI11210- Certificate I in Warehousing Operations
- MSM20116- Certificate II in Process Manufacturing

Due to the success of these programs we will commence new pro-



Rae Gatenby receiving the Vincent Industries employee of the year plaque

grams in the coming months with the aid of funding from Skills Tasmania.

Thank you to our following partners for their continued support and for choosing St Michaels Association as your preferred training provider.

Thank you to our ADE partners; St Vincent Industries, Vincent Industries, BlueLine Laundry Launceston and Hobart, Self-Help Workplace, Bluegum Industries, Oak Industries, TasTex Knitwear.

Thank you to our training partners; Deb Stone, Steve Noone and their team from MEDECS, Chris and Judy Clark from Rural and Equity Training and Alan Higgins from Training3Thousand.

We have also had a change in RTO Manager with Christine Kelly leaving after 5 years of service.

In the short time I have been in my position as RTO Manager, I have learnt a lot about the association and the services provided.

I have travelled around the state to meet our Australian Disability Enterprise (ADE) partner organisations and had the privilege to see firsthand the fantastic work they are doing.

I am looking forward to continuing our partnerships and developing the RTO to be the provider of choice for the disability sector.

Kim Dean
RTO Manager



Annual Report 2018

St Michaels Association Inc.

Strategic Plan 2018 – 2020

Our Mission...

To support the physical and emotional needs of participants and their families through the provision of personalised activities, training programs and accommodation services of the highest quality.

Our vision... Our values...

Excellence in supporting diversity for people with disability.

Accountability, communication, fairness and non-judgmental approaches, innovation, integrity, respect, teamwork and trust.

Our strategic focus and key outcomes:

Service delivery

- The dimensions of quality person-centred practice at St Michaels are identified and defined
- The services offered by St Michaels satisfy recognised quality assurance standards
- Social media are used strategically and consistently as a key tool to provide information
- Service capacity is regularly reviewed and monitored

Our people

- St Michaels is an employer of choice
- A harmonious workplace environment is nurtured where there is a culture of mutual trust and respect
- Skills, abilities and tools are available to meet participant needs
- The Board of Management is united, productive, motivated and functioning at an optimal level
- The skills and knowledge of all who are engaged in the activities of St Michaels are enhanced
- An active team of volunteers is recruited, retained and managed effectively

Sustainability of operations and finances

- Administrative capacity in terms of skills and resources is sufficient to sustain future operations
- A practical plan to raise funds is developed and implemented
- A professional fundraising capability is maintained
- Members of the Board of Management are thoroughly conversant with the finances of St Michaels and adept at dealing with financial matters

Marketing and communications

- Creation of an effective marketing and targeted communication plan that gives focus and direction to future communication and marketing activities
- Increased recognition of the St Michaels brand
- The entire online presence of St Michaels is made more contemporary, interactive and user-friendly to enhance community understanding and recognition of the programs and services that St Michaels offers
- St Michaels is recognised as an effective contributor on major issues

Emerging opportunities

- St Michaels maintains an active social media presence
- A focus on "emerging opportunities"
- Opportunities to form partnerships and alliances with compatible like-minded organisations are identified and evaluated.



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Financial Report - Overview

Your Board Members submit the financial report of St Michaels Association Inc. for the financial year ended June 30, 2018.

Principle Activities

The principle activities of the Association during the financial year were the provision of Accommodation & Community Service Programs for Tasmanians & families living with intellectual and or physical disabilities:

- Desmond Wood – respite accommodation
- C.I.P. funded group homes
- Merton House - supported transitional accommodation
- Independent living units
- Community Access Program (previously called Day Program)
- Recreational Program (formerly Independent Services)
- Individual Funding agreements - specific support
- In Home Tenancy Support (previously called Community Outreach Program)
- Youth Break - Respite Support Program
- Emergency Accommodation/Respite Services
- Registered Training Organisation

Significant Changes

As reported previously, grants received under the CHP (04-05, 06-07 & 09) are held as an amortising mortgage that is forgiven over 30 years. In the year ended 30 June 2014 a grant of land was received by way of an amortising mortgage that is forgiven over 10 years. These contingent liabilities have been recorded in the Financial Report Notes section.

Trading results and review of operations

The operations from ordinary activities amounted to \$294,686 and these funds were vested and utilised in the Association. Cash reserves decreased by \$172,758 with the purchase of two new properties.

Board member benefits

Since the end of the previous financial year, no board member has received, or become entitled to receive, a benefit by reason or a contract made by the organisation with the board member.

Likely developments

The board is not aware of any like developments in the operation of the organisation, which would affect the expected operation of the organisation.

This Statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board, dated this 13th September 2018 by:



 Colin Foon, President



Keith Watson, Treasurer

Annual Report 2018

Responsible Persons' Declaration

For the financial year ended June 30, 2018.

per section 60.15 of the Australian Charities and Not-for-profits Commission Regulations 2013

The responsible persons declare that in the responsible persons' opinion:

- a) There are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- b) The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Signed in accordance with the subsection 60.15(2) of the Australian Charities and Not-for-profits Commission Regulations 2013



PP Colin Foon, President

Dated this 13th September 2018

Financial Report - Independent Auditor's Report



Independent Auditor's Report to the members of St Michael's Association Inc.

Report on the Audit of the Financial Report

Opinion

I have audited the accompanying financial report, being a special purpose financial report, of St Michael's Association Inc, which comprises the statement of financial position as at 30 June 2018, the general operating statement and the statement of cash flows for the year then ended, notes to and forming part of the accounts, and the responsible persons' declaration.

In my opinion, the accompanying financial report of St Michael's Association Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-For-Profits Commission Act 2012*, including:

- (i) presenting fairly the Entity's financial position as at 30 June 2018 and of its financial performance for the year ended; and
- (ii) complying with the accounting policies disclosed at Note 1 to the financial statements and Division 60 of the *Australian Charities and Not-For-Profits Commission Regulation 2013*.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Entity in accordance with the auditor independence requirements of the *Australian Charities and Not-For-Profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance

The responsible entities of the entity are responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies disclosed at Note 1 to the financial statements and the ACNC Act and for such internal control as the responsible entities determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditing & Accounting Solutions Pty Ltd

W: www.salmonaccounting.com.au | ABN: 76 604 720 112 | P: 0407 131 686

A: 88 Elizabeth Street, Launceston, Tasmania, 7250 | P: PO Box 436, Launceston, Tasmania, 7250

Registered SMSF Auditors | Registered Company Auditors

Annual Report 2018

Financial Report – Independent Auditor's Report (cont'd)

In preparing the financial report, the responsible entities are responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users when taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism through the audit. I also:

- Identify and assess risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- Obtain an understanding of internal control relevant to the audit 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;
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the responsible entities;
- Conclude on the appropriateness of the responsible entities' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern;
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Financial Report - Independent Auditor's Report (cont'd)

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Luke Salmon
Registered Company Auditor
Launceston, 14 September 2018

Annual Report 2018

Board Member Details - As at June 30, 2018

<u>Name</u>	<u>Address</u>	<u>Position</u>
Colin Foon	23 Gloucester Street WEST LAUNCESTON	President
Keith Watson	16 Elizabeth Street PERTH	Treasurer
Margot Malik	34 Strahan Road NEWSTEAD	Vice President
Brian Dunham	10 Kootara Place TREVALLYN	Board Member
Michael Higgins	56 O'Tooles Road UNDERWOOD	Board Member
Grayson Genders	14 Blue Gum Road YOUNGTOWN	Board Member
Simone Woodruff	2/31 Lantana Avenue NEWSTEAD	Board Member
Cheryl Scott	25 Essendon Street LAUNCESTON	Board Member
Christine Materia	Maktub Farm 10 Pearsons Road WOODBIDGE	Board Member

I, Luke Salmon being the auditor of the above association hereby confirm that the foregoing is a list of the names and residential addresses of all the members of the committee of the association at 30 June 2018.



Luke Salmon
Registered Company Auditor

Annual Report 2018

Financial Report - General Operating Statement - Year end June 30, 2018

	Jun-18 \$	Jun-17 \$
Income		
Grants Received (Cth) Recurrent	402,075	384,022
Grants Received (Cth) Non-recurrent	953	3,541
NDIA (Cth) Funded Participants	3,630,129	2,393,434
Grants Received (State) Recurrent	1,675,848	2,153,186
Grants Received (State) Non-recurrent	88,110	74,718
Grants - Other	18,896	20,997
Fundraising	8,620	44,361
Donations Received	31,925	46,067
Contributions	1,460	1,185
Trading Activities - Day Program	58,465	61,338
Trading Activities - Transport Fees	26,534	12,646
Fee for Service - Community Access	3,828	3,663
Fee for Service - Respite	837	4,039
Fee for Service - Medec	26,362	0
Rental Income - Properties	378,943	361,528
Rental Income - Power Reimbursement	39,574	41,488
Rental Income - Phone Reimbursement	1,228	673
Rental Income - Grocery Reimbursement	0	64
Rental Income - R & M Reimbursement	14,576	12,356
Rental Income - Hire of Facility	480	0
Board Fees - Student Accommodation	9,345	17,292
Board Fees - Merton House	54,420	57,016
Board Fees - CIP 3	0	2,160
RTO Fees	324,799	221,592
Interest Received	16,578	23,462
Sundry Income	1,067	5,465
Gain on Sale of Assets	0	602
Workers Comp. Reimbursement	56,929	56,702
Insurance Premiums Recouped	5,750	2,430
Traineeship Wage Subsidies	5,454	5,595
Total Income	6,883,185	6,011,622
Expenses		
Wages & Salaries	4,503,478	3,995,806
Employee Leave Provisions	-33,031	21,818
Superannuation	413,814	370,291
Workers Compensation Insurance	184,845	138,192
Health & Safety	9,539	15,759
Staff Amenities	3,062	3,296
Staff Training & Development	27,285	22,275
Uniforms	1,758	1,399
Industrial Relations	7,341	2,933
Recruitment Expenses	5,690	5,922
Client Activities	24,819	27,555
Groceries - Client Support	47,928	61,259
Materials & Supplies - Client Support	1,809	1,293
Telephone	24,813	27,334
Internet	6,842	3,811
Meeting Expenses	7,734	5,668
Travel & Accommodation	4,805	1,577
Hydro & Heating	67,588	67,495
Advertising, Marketing & Promotion	22,270	6,198

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Financial Report - General Operating Statement - Year end June 30, 2018 (cont'd)

	Jun-18	Jun-17
	\$	\$
Fundraising Expenses	1,705	28,596
Postage, Freight & Courier	3,787	3,365
Printing & Stationery	26,906	25,913
Cleaning & Rubbish Removal	13,627	14,719
Rates & Land Tax	54,786	45,615
Repairs & Maintenance	174,013	77,059
Security & Fire Alarm	8,640	9,338
Laundry	1,999	2,269
Hire of Facilities	52,320	63,320
Fees, Licences & Permits	20,455	8,649
Publications, Subscriptions & Resources	4,149	4,174
Membership Fees	2,623	10,945
Motor Vehicle	74,515	81,383
Computer Maintenance	8,562	9,966
Plant & Equipment Hire	5,004	5,202
Plant & Equipment Repairs & Maintenance	356	2,233
Plant & Equipment Replacements	39,742	26,942
Audit Fees	3,200	3,100
Consultancy Fees	33,097	350
Legal Fees	999	3,687
Strategic Planning	0	1,500
Depreciation - Buildings	319,475	304,199
Depreciation - Motor Vehicles	46,990	28,355
Depreciation - Plant & Equipment	41,782	49,316
Insurance	25,093	23,608
Bank Fees & Charges	2,127	1,940
Bad Debts	353	0
Borrowing Costs	773	171
Interest Paid	103,135	119,463
Sundry Expenses	27	514
Loss on Sale of Assets	525	0
RTO Training Fees	185,345	97,092
Total Expenses	6,588,499	5,832,864
Net Profit	294,686	178,758

Financial Report - Statement of Financial Position - As at June 30, 2018

	Notes	2018 \$	2017 \$
Current Assets			
Cash & Cash Equivalents	2	910,081	1,082,839
Trade & Other Receivables	3	299,864	149,574
		1,209,945	1,232,413
Non-Current Assets			
Land & Buildings	4	10,542,412	8,852,036
Plant & Equipment	4	98,213	139,996
Motor Vehicles	4	137,549	130,800
		10,778,174	9,122,832
Total Assets		11,988,119	10,355,245
Current Liabilities			
Trade & Other Payables	5	403,685	259,868
Provisions	6	262,006	293,771
Funds Held in Trust	7	93,952	80,299
		759,643	633,938
Non-Current Liabilities			
Borrowings	8	3,871,251	2,657,502
Provisions	6	61,692	62,958
		3,932,943	2,720,460
Total Liabilities		4,692,586	3,354,398
Net Assets		7,295,533	7,000,847
Accumulated Funds			
Retained Earnings as at 1 July		5,415,200	5,236,442
Net Profit for the Year		294,686	178,758
		5,709,886	5,415,200
Asset Revaluation Reserve	10	1,585,647	1,585,647
Total Funds		7,295,533	7,000,847

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Financial Report - Statement of Cash flows - Year end June 30, 2018

	Notes	Jun-18 \$	Jun-17 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		1,460	1,185
Receipts from clients		790,168	914,238
Grants received		5,816,011	5,029,899
Insurance Recoveries		62,679	59,131
Traineeship Wage Subsidies		5,454	5,595
Donations received		40,545	90,428
Interest Received		16,579	23,462
		6,732,895	6,123,937
Payment to suppliers		1,177,742	970,058
Payment to employees		4,917,292	4,366,096
		6,095,034	5,336,154
NET CASH PROVIDED BY OPERATING ACTIVITIES		637,861	787,783
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for non-current assets		(2,037,251)	(939,382)
NET CASH USED IN INVESTING ACTIVITIES		(2,037,251)	(939,382)
CASH FLOWS FROM FINANCING ACTIVITIES			
Loan funds received from ANZ	9	13,166,774	7,843,403
Loan funds repaid during the year	9	(11,953,795)	(7,643,023)
Movement in funds held for Clients during year		13,653	(4,663)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES		1,226,632	195,717
NET INCREASE / DECREASE IN CASH HELD FOR THE YEAR		(172,758)	44,118
CASH AND CASH EQUIVALENTS AT START OF YEAR		1,082,839	1,038,721
CASH AND CASH EQUIVALENTS AT END OF YEAR		910,081	1,082,839
RECONCILIATION TO FINANCIAL STATEMENTS			
Cash on Hand	2	910,081	1,082,839
		910,081	1,082,839

Financial Report - Notes to and forming part of the Accounts - Year end June 30, 2018

Note 1: Summary of Accounting Policies

BASIS OF PREPARATION

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Charities and Not-For-Profit Commission Act 2012. The committee has determined that the association is not a reporting entity because in their opinion there are unlikely to exist users of the financial report who are unable to command the preparation of reports tailored so as to satisfy specifically all of their information needs.

The report has been prepared in accordance with the following Australian Accounting Standards and Australian Accounting Interpretations only:

- AASB 101 Presentation of financial statements
- AASB 107 Statement of Cash Flows
- AASB 108 Accounting policies, changes in accounting estimates & errors
- AASB 110 Events after the reporting period
- AASB 119 Employee benefits
- AASB 1004 Contributions
- AASB 1031 Materiality
- AASB 1048 Interpretation of standards
- AASB 1054 Australian additional disclosures

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The financial statements were approved on 13th September, 2018

SIGNIFICANT ACCOUNTING POLICIES

Accounting policies are selected and applied in a manner, which ensures that the resultant financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substances of the underlying transactions and other events is reported.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

a. Income Tax

The Association being a charitable entity is exempt from Income Tax under Section 50-45 of the ITAA1997.

b. Property, Plant and Equipment

Plant & equipment and motor vehicles are stated at historical cost less accumulated depreciation.

Depreciation is calculated on a straight line or reducing balance basis to write off the net cost of each item over their expected useful lives.

The official revaluation of all of the Association's land & buildings, with the exception of the 20 Independent Living Units, was finalised in the 2015 financial year and is reflected in the financial report for the year ending 30 June 2016.

c. Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

d. Employee Benefits

Wages & Salaries and Annual Leave

Liabilities for wages & salaries, including non-monetary benefits, and annual leave expected to be settled within 12 months of the reporting date are recognised in current liabilities in respect of employee's services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.

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Financial Report - Notes to and forming part of the Accounts - Year end June 30, 2018 (cont'd)

Note 1: Summary of Accounting Policies (cont'd)

Long Service Leave

The liability for long service leave is recognised in current and non-current liabilities, depending on the unconditional right to defer settlement of the liability for at least 12 months after the reporting date. The liability is measured as the present value of expected future payments to be made in respect of services provided to employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national Government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Defined Contribution Superannuation Expense

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

e. Provisions

Provisions are recognised when the association 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. Provisions are measured at the best estimate of the amounts to settle the obligations at the end of the reporting period.

f. Cash and Cash Equivalents

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

g. Trade & Other Receivables

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

h. Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. If conditions are attached to the grant or donation that must be satisfied before the association is eligible to receive the contribution, recognition as revenue will be deferred until those conditions are satisfied.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

A portion of income recorded in the disclosure in the general operating statement named 'fundraising' represents net amounts of cash physically collected from events such as garage sales. The controls surrounding the collection of this cash, monitoring of this cash, subsequent recording of this cash in the accounting system, and banking thereof, is inherently limited.

i. Leases

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

j. 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 (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with current liabilities. Boarding fees have been ruled by the ATO as being a GST free supply.

k. Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

l. Trade & Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid at or before their due date.

Financial Report - Notes to and forming part of the Accounts - Year end June 30, 2018 (cont'd)

	2018 \$	2017 \$
2. Cash & Cash Equivalents		
Cheque Account	9,925	10,551
ANZ Interest Bearing Account	275,493	635,434
ANZ Interest Bearing Account - LSL	37,388	112,325
Offset Account Penquite Rd	135,975	154,248
Offset Account Hawthorn St	276,300	0
Cash on Hand	981	1,100
TPT Building Account	174,019	169,181
	910,081	1,082,839
3. Trade & Other Receivables		
Trade Debtors	288,692	140,145
Sundry Debtors	0	1,200
Bonds Paid	1,000	1,000
Borrowing Costs	5,184	1,029
Prepayments	4,988	6,200
	299,864	149,574
4. Non-Current Assets		
Land & Buildings - opening balance (at cost)	9,644,264	8,750,365
- additions for year	2,009,851	893,899
Total Cost	11,654,115	9,644,264
- valuation increment pre 2003	548,926	548,926
- valuation increment 2007	1,345,212	1,345,212
- valuation decrement 2008	(44,260)	(44,260)
- valuation decrement 2015	(264,231)	(264,231)
Total Revaluation	1,585,647	1,585,647
Less Accumulated Depreciation	2,697,350	2,377,875
	10,542,412	8,852,036
All buildings are valued at independent valuation except the 20 independent living units which are valued at cost, as their construction was finished after the 2015 valuation was completed.		
Plant & Equipment opening balance (at cost)	638,006	629,847
Additions for year	0	8,159
	638,006	638,006
Less Disposals	0	0
	638,006	638,006
Less Accumulated Depreciation	539,793	498,010
	98,213	139,996
Motor Vehicles opening balance (at cost)	297,059	259,736
Additions for year	54,719	63,763
	351,778	323,499
Less Disposals	27,318	26,440
	324,460	297,059
Less Accumulated Depreciation	186,911	166,259
	137,549	130,800
5. Trade & Other Payables		
ANZ Credit Card	4,899	6,155
Trade Creditors	42,559	65,602
Superannuation Payable	36,411	39,869
Australian Taxation Office	64,754	101,349
Accrued Expenses	252,783	13,643
Revenue in Advance	2,279	33,250
	403,685	259,868

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Financial Report - Notes to and forming part of the Accounts - Year end June 30, 2017 (cont'd)

	2018 \$	2017 \$
6. Provisions		
Current		
Provision for Annual Leave	215,015	199,860
Provision for Long Service Leave	46,991	93,911
	262,006	293,771
Non-Current		
Provision for Long Service Leave	61,692	62,958
7. Funds Held in Trust		
Current	93,952	80,299
	93,952	80,299
8. Borrowings		
Bonds Held	13,070	12,300
Loan - ANZ Merrington Centre	192,424	241,444
Loan - ANZ Penquite Road	135,975	154,222
Loan - ANZ Hawthorn Street	276,245	294,921
Loan - ANZ Chant Street	520,052	
Loan - ANZ North Caroline Street	950,000	
Commercial Bill - ANZ NRAS Units	1,604,942	1,776,072
Advance - Participants held at TPT	164,343	164,343
Advance - Participants	14,200	14,200
	3,871,251	2,657,502
9. Cash Flows from Financing Activities		
<u>Loan - ANZ Merrington Centre</u>		
Opening Balance	241,444	136,956
Loan Funds Received	0	154,495
Loan Funds Repaid (after interest expense)	(49,020)	(50,007)
Closing Balance	192,424	241,444
<u>Loan - ANZ Penquite Road</u>		
Opening Balance	154,222	172,470
Loan Funds Repaid (after interest expense)	(18,248)	(18,248)
Closing Balance	135,974	154,222
<u>Loan - ANZ Hawthorn Street</u>		
Opening Balance	294,921	0
Loan Funds Received	0	300,000
Loan Funds Repaid (after interest expense)	(18,676)	(5,079)
Closing Balance	276,245	294,921
<u>Loan - ANZ Chant St</u>		
Opening Balance	0	0
Loan Funds Received	550,000	0
Loan Funds Repaid (after interest expense)	(29,947)	0
Closing Balance	520,053	0
<u>Loan - ANZ North Caroline St</u>		
Opening Balance	0	0
Loan Funds Received	950,000	0
Loan Funds Repaid (after interest expense)	0	0
Closing Balance	950,000	0

Financial Report - Notes to and forming part of the Accounts - Year end June 30, 2018 (cont'd)

	2018 \$	2017 \$
<u>Commercial Bill (Quarterly Roll-Over, Moved to Monthly) - ANZ NRAS Units</u>		
Opening Balance	1,776,072	1,960,853
Loan Funds Repaid (after interest expense)	(11,837,904)	(7,569,689)
Loan Funds Received	11,666,774	7,384,908
Closing Balance	<u>1,604,942</u>	<u>1,776,072</u>
<u>Advance - Participants</u>		
Opening Balance	14,200	10,200
Loan Funds Repaid (after interest expense)	0	0
Loan Funds Received	0	4,000
Closing Balance	<u>14,200</u>	<u>14,200</u>
Loan Funds Received from ANZ	13,166,774	7,843,403
Loans Funds Repaid	<u>(11,953,795)</u>	<u>(7,643,023)</u>
10. Asset Revaluation Reserve		
Revaluation pre 2003	548,926	548,926
Revaluation 2007 Buildings	1,415,600	1,415,600
Revaluation 2007 Sheds	9,543	9,543
Revaluation 2007 Newstead Units	(79,931)	(79,931)
Revaluation Newstead Units 2008	(44,260)	(44,260)
Revaluation 2015 Buildings	<u>(264,231)</u>	<u>(264,231)</u>
	1,585,647	1,585,647

11. Capital Grants (AASB1004 Contributions)

Capital Grant 1

A capital grant totalling \$313,200 for unit development Stage 1 is repayable to the Commonwealth in the event that the Association ceases to operate under the terms of the Grant. The amount payable reduces proportionately over 30 years (expiry date). As at the date of this report the amount is \$188,045.28. This contingent liability has not been recognised in the accounts in accordance with the Association's policy of accounting for capital grants.

Capital Grant 2

A capital grant totalling \$765,050 for unit development Stage 2 is repayable to the Commonwealth in the event that the Association ceases to operate under the terms of the Grant. The amount payable reduces proportionately over 30 years (expiry date). As at the date of this report the amount is \$484,812.19. This contingent liability has not been recognised in the accounts in accordance with the Association's policy of accounting for capital grants.

Capital Grant 3

A capital grant totalling \$1,450,000 for unit development Stage 3 is repayable to the Commonwealth in the event that the Association ceases to operate under the terms of the Grant. The amount payable reduces proportionately over 30 years (expiry date). As at the date of this report the amount is \$1,063,333.33. This contingent liability has not been recognised in the accounts in accordance with the Association's policy of accounting for capital grants.

Capital Grant 4

A capital grant totalling \$517,400 for unit development Stage 4 is repayable to the State in the event that the Association ceases to operate under the terms of the Grant. The amount payable reduces proportionately over 10 years (expiry date). As at the date of this report the amount is \$301,793.00. This contingent liability has not been recognised in the accounts in accordance with the Association's policy of accounting for capital grants.

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Services offered at St Michaels - All NDIA Registered Supports

Co-ordination of Supports - assistance in co-ordination of support requirements through the NDIS. Support co-ordination is designed to minimise the complexity of negotiating with service providers, government agencies and accommodation providers.

Community Access - participate in community, social and civic activities

The program incorporates support to enable a participant to independently engage in community, social and recreational activities during the week and operates from 9 to 3 pm Monday to Friday from our City and Hoblers Bridge Road, Newstead Campuses.

Merton House - shared accommodation services - assistance with daily life tasks in a group or shared living arrangement

Support incorporates assistance with and/or supervising tasks of daily life in a shared living environment, which is either temporary or ongoing, with a focus on developing the skills of each individual to live as autonomously as possible. The support is based on the needs and goals of the individual. This program operates from our accommodation facility from 3 pm to 9 am Monday to Friday and 24 hours Saturday and Sunday.

In Home Tenancy Support - assistance with self-care activities.

Supports provide assistance with and/or supervising, personal tasks of daily life to develop skills of the participant to live as autonomously as possible. This program operates seven days a week.

Group Homes - shared accommodation Services

Currently there are three group homes located in the broader community. Services provided incorporate assisting with and or supervising tasks of daily life to develop the skills of an individual with either low standard support or high needs to live autonomously as possible. This program operates seven days a week.

Desmond Wood - short term respite accommodation

Services include integrated support for self-care, accommodation, food and activities for short periods. This program operates 5 nights per week. This is a short term respite program which provides 24 hour support.

Youthbreak - (respite accommodation)

This program is a respite program provided to young people from the ages of 15-25 and operates out of the Desmond Wood Complex from 4 pm Friday to 4 pm Sunday. Conditions apply for eligibility.

Individual Support - 1 on 1 support

This type of support is specific to the needs of the individual, and may include enabling a participant to independently engage in community, social and recreational activities, personal care, educational assistance, living and life skills. Support can be provided 24/7 365 days a year and can be delivered in home or at St Michaels.

Our Home - shared accommodation Services

Currently there are two Our Home facilities located in the broader community. Services provided incorporate minimal assistance in meeting daily life requirements and to develop the skills of an individual with standard support needs to live autonomously as possible. This program operates 7 days a week.

Social Club

Social Club is held in the hall at St Michaels every Saturday Night from 6 pm to 9.30 pm. This is a time for clients to get together for a meal, socialise and engage in leisure activities of their choice such as cards or board games, singing, dancing or en-

joying a footy match on TV with a friend.

Independent Living Units

The 44 Independent Living Units are currently fully occupied with a tenant/landlord agreement in place. The units provide independent living in a safe, supported environment. The units are more suited to clients with higher skills, requiring minimal assistance and can incorporate assistance with self-care activities (see In Home Tenancy Support).

Please note there is a specific criteria that is required to be eligible for this service.

Registered Training Organisation (60067)

St Michaels is a Skills Tasmania Endorsed RTO providing accredited training for Tasmanians with a disability.

On-the job traineeships, workplace based skills sets and classroom based training in Certificate I Warehousing Operations, Certificate II Process Manufacturing, Certificate II in Horticulture, Short courses in Kitchen Operations, Forklift, Computing, and five Day HSR are delivered across the state in various locations.

Contact Details

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