

Annual Report

2019

By St Michaels Association



Contents

President's Report.....	3
CEO's Report.....	4
Board of Management	6
Life Membership.....	7
Management Team.....	8
Highlights Throughout the Year.....	9
Things We Do	15
RTO Report.....	17
Financial Report - Overview.....	19
Responsible Persons Declaration	20
Financial - Auditor's Report.....	21
Board of Management Details.....	24
Financial - Operating Statement.....	25
Financial - Financial Position.....	27
Financial - Cash Flows.....	28
Financial - Notes	29
Services Offered at St Michaels	35



President's Report



It gives me pleasure to present the 2018-2019 Annual Report.

The year has been a financially strong one and has seen positive growth which has benefited our participants.

In no particular order I acknowledge and thank the following:-

- Our staff for the ongoing good work they do for our participants.
- The Family Liaison Committee which provides direct communication from families to the Board.
- The Business Development Committee which developed a marketing plan leading to our impressive new website.
- The Bruce Wall Foundation for it's generous donation for the Merrington Centre.
- Our CEO and Management team for continuing to implement our Strategic Plan resulting in amongst other things the purchase of our East Devonport property and the refurbishing of the Merrington Centre.
- Our recently retired Vice President Margot Malik whose contribution

was really appreciated.

- Our volunteer Board members who continue to provide vision and direction for the future of St Michaels.

- Other donors and sponsors, our participants and their families.

The future of St Michaels is a bright one providing ongoing support from you all continuous.

I thank you for your attendance at the Annual General Meeting.

Colin Foon
President



CEO's Report



An amazing, again challenging, however in the same breath rewarding 2018-19 year for St Michaels Association Inc. (STMA) as we faced the final year of transition from State Government Block funding to the full rollout of the National Disability Insurance Scheme (NDIS).

Early in 2018 the Association's Board and the Management Team implemented the 2018-20 Strategic Plan and my report to the Members will be based on its five strategic focus areas.

Our people: We welcomed Debbie Loosmore to STMA in the new role of Employee Engagement Manager with this role focusing initially on recruitment, induction procedures and employees being set up for success in their chosen career at STMA from the very outset.

This year saw an external review where the Board restructured the Management Executive Team, creating three new roles in disability, being two Senior Team Leaders and one new Business Manager to support the extra demand on business processes now required by the NDIS.

Staff training has seen staff participate in accredited qualifications such as Certificates at Cert III and IV

level, Leadership Skills, Computer Skills, Food Safe Programs, First Aid, Medication Administration while also attending non-accredited training in Positive Behaviour Support, Mental Health First Aid, BSL, Peg Feeding training and so much more. STMA funded an extraordinary 6,106 hours in staff development throughout this financial year.

Service delivery: We opened up a brand-new service from our recently purchased property at 19 North Caroline Street, East Devonport. Services at this new site include personal support, community access and centre based programs.

With the NDIS, many participants who have been under-supported now receive Person Centred Plans and these new plans have increased the services required from us. We have provided these additional supports to meet our participants goals through programs such as cooking, shopping, music, dance, craft, self-defence, football, basketball, swimming, fishing, movies and activities

like the Burnie 10, Ross running team events, visits to Blueberry Farm and the Great Lakes and or supported individual requests like holidays to Melbourne or Hobart. The variety of programs required to meet people's needs is getting increasingly more complex and difficult to achieve, however STMA attempts to always deliver on these service promises.

I would like to take this opportunity to thank a specific family (silent supporter) that supports our Wednesday night food preparation and social night for tenants in our unit residence program. Their support is a key reason for the success of that free program to our tenants living here with us.

Two new homes were created during the period at Barton Street and Sayer Street Launceston, providing additional supported independent living programs.



CEO's Report - cont.

Sustainability of operations and finances:

During this financial year we have been able to complete the refurbishment of the Merrington Centre through the creation of offices and training rooms for our Disability team. Bringing the team together was a key goal in building sustainability within the disability team.

2018-19 NDIS funding now makes up 61% of all of our revenue streams and is due to increase with the remainder of our participants fully transitioning during the 2019-20 period. State revenue dropped from \$1.6M to \$0.7M, while the NDIS revenue increased from \$3.63M to \$6.14M.

STMA's sustainability has been profoundly impacted by the generosity and the legacy of Jack Lyne and his son Adrian Lyne with a bequest of over \$1 million granted to STMA. This legacy will see a respite facility being built at Newstead in recognition of the generous gift from the Lyne family.

Key financial highlights: 2018-19

Total Revenue \$10M from \$6.88M up 45%

Less Bequest amount \$8.91M from \$6.88M up 29%

Wages \$5.7M from \$4.5M up 27%

Cash reserves \$0.91M to \$1.57M up 72%

Equity grew by \$1.397M to \$8.692M even though depreciation of \$488K was significant.

Marketing and communication:

With support through the NDIS Business Development Fund we were able to update our marketing communication strategy this financial year.

Actions as a direct result of this support resulted in our new style guide,

marketing collateral, signage guide for our vehicles and site signage all being updated and implemented. The major outcome from this marketing strategy was better communication via our new website, news and blog pages, Facebook and the redesign of our newsletter.

The Family Liaison Committee representing the voice of families who have participant services here at STMA is already complementing our communication strategy through the direct access from this group to the Board of STMA.

Support provision has also grown through increased quality of our person centred planning and goal achievement through open discussions with our participants.

Emerging opportunities: STMA is growing because participants are choosing our programs and the pathways between our programs. We see opportunities at Devonport through incorporating respite accommodation in their programs later in 2019-20.

STMA is planning for a new 14 building complex to start building in 2019-20 which includes nine individual units, the Lyne Family Respite Centre and five various supported independent living homes.

Our Registered Training Organisation (RTO) has gone from strength

to strength this year with the support of Australian Disability Enterprises with their training needs and our strategic alliance with Medecs Learning supporting the disability/ community sector. The quality of our training and assessment services resulted in our RTO being re-registered for another 7 years by ASQA.

STMA sincerely thanks and recognises the contribution our RTO partners make in Chris & Judy Clarke from RETS, Deb Stone & Steve Noone from Medecs & other training partners in all that they do for our sector and our students.

I would thank the Board for their support. Most importantly, I again 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 monumental body of work by our teams, 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 is a long-time member of the St Michaels Board. He is a practising solicitor in Launceston, and a keen supporter of local football.



Margot Malik is a Human Resources and Learning Development Specialist and Consultant. She has global executive-level experience in HR and training, for business platforms such as retail, hospitality, insurance, pharmacy and sales.



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



Brian Dunham is a building maintenance contractor and also a carer for a resident at St Michaels. Brian has considerable experience on the Board, and chairs the Audit and Risk Subcommittee.



Michael Higgins works for the largest provider of vocational education and training in Tasmania. He has been working with individuals and community groups for the past 10 years, providing opportunities to enhance their lifelong learning.



Simone Woodruff has 24 years' experience working in disability services. She was President of Independent Services for 22 years, and spent 15 years at Housing Tasmania as a Tenancy Officer for public housing.



Grayson Genders brings significant experience in brand and marketing to the team. In 2005 he joined Tas Gas in their marketing and connections teams. Eventually, Grayson became their Commercial Marketing Manager, developing new strategic marketing approaches.



Cheryl Scott is a Speech Pathologist who has many years of experience in the public sector. Her son attends St Michaels. She is keen to work with parents and St Michaels to improve outcomes for all participants.

Board of Management - Meetings

The Board met 11 times during the year, with one special meeting.

Each meeting achieved a quorum of five members.

As of June 2019 the board had two vacancies bringing the number of active members to seven.

The following table indicates the attendance by each member and total number of board meetings and special meetings for 2018-2019.

*Board member available to sit.

^ Board member resignations.

Member	Office	Board Meetings Eligible	Total Board Meetings Attended	Special Meetings Eligible	Total Special Meetings Attended
Colin Foon	President	11	10	1	1
Margot Malik [^]	Vice President	10	7	1	0
Keith Watson	Treasurer	11	9	1	1
Brian Dunham		11	11	1	1
Michael Higgins		11	6	1	0
Simone Woodruff		11	7	1	1
Grayson Genders		11	9	1	1
Cheryl Scott		11	10	1	1
Christine Matera [^]		10	2	1	0

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 Membership for their contribution since the organisation began, over 50 years ago.

“Recognised for long, distinguished and voluntary contributions to the Association.”

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 lifelong learning skills (Disability and Vocational Sectors).



Debbie Loosmore, Employee Engagement Manager

Debbie has over 15 years experience in Human Resource Management and Work Health & Safety. Debbie has high level skills in end-to-end recruitment management, policy and procedure development, WHS management systems and risk management.



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.



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.



Pauline Robson, Business Manager Disability Services

Pauline has more than 40 years management experience working in the disability and aged care sector. Pauline is passionate about assisting others to maintain their independence through life-long learning, advocacy and direct support.



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 built a long and successful career in the building maintenance industry. Paul brings a broad range of skills and experience to St Michaels.

Highlights Throughout the Year



Exciting news for people living and working with their disabilities on the North-West Coast of Tasmania! We are now up and running at our East Devonport campus.



Our accommodation participants always make the most of the longer days and warmer nights during daylight savings time.



The generosity and support of local businesses like Becks Mitre 10 make it possible for us to continue supporting participants to achieve their goals.

Highlights Throughout the Year



Some of our participants celebrated milestone birthdays this year - Stephen turned the big 50!



We hit the ground running by marketing across the North West Coast and seizing opportunities to promote our new services in Devonport.



It's all hands on deck to prep for our weekly Wednesday free dinner night, hosted by the tenants of our independent living units.



The popularity of the Music Program has soared this year and can be heard from all across campus of a Wednesday morning.

Highlights Throughout the Year



We introduced Support Coordination to St Michaels participants with a day of food, fun, laughter and games at the Royal Park grounds.



Now proudly adorned with the STMA logo, our vans can be recognised all around the state.



Staff and participants worked together to revamp one of our sheds to create our own Workshop Shed and introduced the Workshop Program.



The Chant St campus is fortunate enough to have a tennis court right at their door for those days when it's just too nice to be cooped up inside.

Highlights Throughout the Year



Our Walking Group continues to proudly represent St Michael's at the various fun runs around the state; the Ross Running Festival was enjoyed by all!



The St Michael's Grand Opening in East Devonport was a success, with a fun-filled day of games, live entertainment and prizes.



The success of our Easter raffle allowed some of our participants to enjoy a beautiful Winter's day on the river with Tamar River Cruises.

Highlights Throughout the Year



All smiles from our Merton House residents as they took a break from their regular day programs to join in on the holiday festivities.



The past year has been about upskilling our Support Workers to provide the best support possible to our participants. Here are some of our Food Safety Program graduates!



A number of former St Michaels Association Special School teachers returned to the former school and could hardly believe their eyes at the completely renovated Merrington Centre.



It's all hands on deck for the set up of a new group home! Sayer Street is now up and running and is thriving.

Highlights Throughout the Year



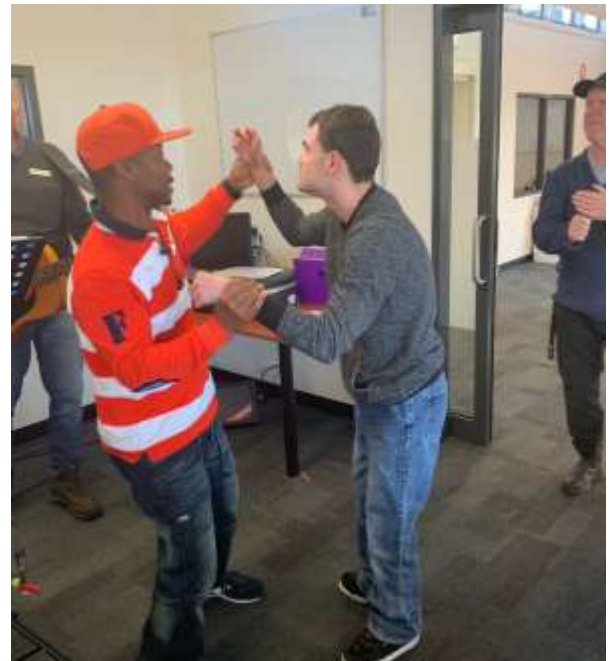
The monthly Crossroads night is always a blast!



Games Night is new and improved, with a number of brand new games, consoles and even a VR headset.



There was a bit of friendly rivalry in this intense bowls tournament at the East Devonport Campus opening.



Arriving to us years ago confined to a wheelchair, it is so inspiring to see one of our participants standing and dancing!

Things We Do



Things We Do



RTO Report

Registered Training Organisation ID 60067



The past year has been very positive for the RTO; our 2018 re-registration audit was successful and as a result we have been granted registration for a further 7 years.

We continued to be successful in gaining funding through the Skills Fund and the Apprentice and Trainee Training Fund (User Choice).

With funding provided through the Skills Fund we have been able to offer a number skill sets in Garden Maintenance, Food Safety, Digital Skills and Leadership

We have had the following learners' successfully complete programs:

- Food Safety - 12 employees from St Michaels Association and 6 supported employees from Self Help Workplace
- Garden Maintenance - 6 supported employees from Self Help Workplace
- Digital Skills – 30 employees from St Michaels Association
- Leadership – 8 employees from St Michaels Association, 5 employees from Vincent Industries and 5 from Blueline Laundry Hobart

Due to the success of these programs we are continuing to offer these programs with the aid of additional funding from Skills Tasmania.

User Choice funded Traineeships have again been successful with the following being offered in 2018/2019:

- TLI1210 Certificate I in Warehousing Operations - 4 completions, 18 current enrolments
- MSM20116 Certificate II in Process Manufacturing -23 completions, 7 current enrolments

We have been very fortunate to have engaged two new trainers who have been very well received by our learners:

- Garry Harvey - Food safety
- Michael Fyfe - Garden Maintenance, Warehousing and Process Manufacturing

Our relationship with our existing training partners continues to strengthen as we work together in providing services to learners.

Thank you to:

- Medecs Learning
- Rural and Equity Training

Medecs Learning has delivered the following units to over 1500 individuals over the last 12 months:

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

Rural and Equity Training works with our Australian Disability Enterprise (ADE) partners south of the state delivering the following qualifications:

- TLI1215 Certificate I in Warehousing Operations
- MSM20116 Certificate II in Process Manufacturing



RTO Report (Cont'd)

Registered Training Organisation ID 60067

Thank you to our ADE partners for their continued support and for the choosing St Michaels Training as your preferred training provider:

- Blueline Laundry Launceston and Hobart
- Self Help Workplace
- St Vincent Industries
- Vincent Industries

We are pleased to announce that we are now registered for the delivery of CHC33015 Certificate III in Individual Support. We have a number of St Michaels Association employees that will be enrolled into the program before the end of the year.

We are also in the process of re-branding the RTO as St Michaels Training and have a new logo and website coming soon.

We attended the 2019 Tasmanian Training Awards; congratulations to St Vincent Industries who were announced as the 2019 Equity Employer of the year. We also had the following finalists in the equity category:

- Alanna Jansen – Blueline Laundry Launceston
- Alex Horsey – Blueline Laundry Hobart
- Natalie Williams – Vincent Industries Wynyard

We are pleased to announce that we were also a finalist in the Training Provider of the Year category.

With the continued support of our partner organisations, I am looking forward to leading the RTO into an exciting new chapter of working towards being the provider of choice for the disability sector.

Kim Dean
RTO Manager



Financial Report

Overview

Your Board Members submit the financial report of St Michaels Association Inc. for the financial year ended June 30, 2019.

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 \$297,476 and these funds were vested and utilised in the Association. Cash reserves increased by \$659,110, & we acquired new financial assets of \$589,094, as a result of a bequest the association received of \$1.1 million.

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 16th September 2019 by:

A handwritten signature in blue ink, appearing to read 'Keith Watson', is written over a large, faint, oval-shaped watermark or background graphic.

Keith Watson, Treasurer

Responsible Persons' Declaration

For the financial year ended June 30, 2019.

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

A handwritten signature in blue ink, appearing to read 'Keith Watson', is written over a horizontal line.

Keith Watson, Treasurer

Dated this 16th September 2019



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 2019, 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 2019 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: 78 604 720 112 | P: 0407 131 686

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

Registered SMSF Auditors | Registered Company Auditors

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.

A handwritten signature in blue ink, which appears to read 'Luke Salmon'.

Luke Salmon
Registered Company Auditor
Launceston, 17 September 2019

Board Member Details

As at June 30, 2019

ASSOCIATION INCORPORATION ACT
SECTION 24B(d)
ST MICHAELS ASSOCIATION INC.
MEMBERS OF THE BOARD OF MANAGEMENT AS AT 30 JUNE 2019

<u>Name</u>	<u>Address</u>	<u>Position</u>
Colin Foon	23 Gloucester Street WEST LAUNCESTON	President
Keith Watson	16 Elizabeth Street PERTH	Treasurer
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

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 2019.

A handwritten signature in blue ink that reads 'Salmon'.

Luke Salmon
Registered Company Auditor

Financial Report

General Operating Statement - Year end June 30, 2019

St. Michael's Association Inc. General Operating Statement for Period Ended 30th June 2019

	Jun-19 \$	Jun-18 \$
Operating Income		
Grants Received (Cth) Recurrent	512,364	402,075
Grants Received (Cth) Non-recurrent	3,563	953
NDIA (Cth) Funded Participants	6,144,634	3,630,129
Grants Received (State) Recurrent	526,625	1,675,848
Grants Received (State) Non-recurrent	180,676	88,110
Grants - Other	0	18,896
Fundraising	10,274	8,620
Donations Received	53,422	31,925
Contributions	1,115	1,460
Trading Activities - Day Program	52,799	58,465
Trading Activities - Transport Fees	49,545	26,534
Fee for Service - Community Access	5,614	3,828
Fee for Service - Respite	0	837
Fee for Service - Medec	28,335	26,362
Rental Income - Properties	435,710	378,943
Rental Income - Power Reimbursement	48,461	39,574
Rental Income - Phone Reimbursement	1,224	1,228
Rental Income - R & M Reimbursement	9,317	14,576
Rental Income - Hire of Facility	900	480
Board Fees - Student Accommodation	16,125	9,345
Board Fees - Merton House	52,200	54,420
RTO Fees	640,248	324,799
Interest Received	40,665	16,578
Sundry Income	0	1,067
Workers Comp. Reimbursement	65,848	56,929
Insurance Premiums Recouped	0	5,750
Traineeship Wage Subsidies	27,182	5,454
Total Operating Income	8,906,846	6,883,185
Operating Expenses		
Wages & Salaries	5,757,463	4,503,478
Employee Leave Provisions	69,264	-33,031
Superannuation	543,925	413,814
Workers Compensation Insurance	240,378	184,845
Health & Safety	14,865	9,539
Staff Amenities	4,307	3,062
Staff Training & Development	38,207	27,285
Uniforms	0	1,758
Industrial Relations	4,878	7,341
Recruitment Expenses	8,183	5,690
Client Activities	20,379	24,819
Groceries - Client Support	56,763	47,928
Materials & Supplies - Client Support	2,111	1,809
Telephone	29,924	24,813
Internet	8,141	6,842
Meeting Expenses	7,243	7,734
Travel & Accommodation	5,817	4,805
Hydro & Heating	77,898	67,588
Advertising, Marketing & Promotion	80,921	22,270
Fundraising Expenses	1,922	1,705
Postage, Freight & Courier	4,193	3,787
Printing & Stationery	33,721	26,906

Financial Report

General Operating Statement - Year end June 30, 2019 (cont'd)

St. Michael's Association Inc. General Operating Statement for Period Ended 30th June 2019

	Jun-19	Jun-18
	\$	\$
Cleaning & Rubbish Removal	15,505	13,627
Rates & Land Tax	74,016	54,786
Repairs & Maintenance	145,924	174,013
Security & Fire Alarm	9,598	8,640
Laundry	2,114	1,999
Hire of Facilities	51,248	52,320
Fees, Licences & Permits	18,567	20,455
Publications, Subscriptions & Resources	8,698	4,149
Membership Fees	9,491	2,623
Motor Vehicle	93,695	74,515
Computer Maintenance	37,854	8,562
Plant & Equipment Hire	6,665	5,004
Plant & Equipment Repairs & Maintenance	0	356
Plant & Equipment Replacements	40,395	39,742
Audit Fees	8,800	3,200
Consultancy Fees	16,776	33,097
Legal Fees	0	999
Depreciation - Buildings	348,316	319,475
Depreciation - Motor Vehicles	33,697	46,990
Depreciation - Plant & Equipment	36,014	41,782
Insurance	25,130	25,093
Bank Fees & Charges	2,719	2,127
Bad Debts	0	353
Borrowing Costs	1,378	773
Interest Paid	141,703	103,135
Sundry Expenses	0	27
Loss on Sale of Assets	372	525
RTO Training Fees	470,192	185,345
Total Operating Expenses	8,609,370	6,588,499
Operating Profit	297,476	294,686
Non-Operating Income / (Expenses)		
Bequests	1,099,467	0
Total Non-Operating Income / (Expenses)	1,099,467	0
Net Profit	1,396,943	294,686

Financial Report

Statement of Financial Position - As at June 30, 2019

St. Michael's Association Inc. Statement of Financial Position as at 30th June 2019

	Notes	2019 \$	2018 \$
Current Assets			
Cash & Cash Equivalents	2	1,569,191	910,081
Trade & Other Receivables	3	519,554	299,864
		<u>2,088,745</u>	<u>1,209,945</u>
Non-Current Assets			
Financial Assets	4	589,094	0
Land & Buildings	5	10,285,647	10,542,412
Plant & Equipment	5	63,734	98,213
Motor Vehicles	5	158,852	137,549
		<u>11,097,327</u>	<u>10,778,174</u>
Total Assets		<u>13,186,072</u>	<u>11,988,119</u>
Current Liabilities			
Trade & Other Payables	6	549,229	403,685
Provisions	7	327,846	262,006
Funds Held in Trust	8	101,347	93,952
		<u>978,422</u>	<u>759,643</u>
Non-Current Liabilities			
Borrowings	9	3,450,058	3,871,251
Provisions	7	65,116	61,692
		<u>3,515,174</u>	<u>3,932,943</u>
Total Liabilities		<u>4,493,596</u>	<u>4,692,586</u>
Net Assets		<u>8,692,476</u>	<u>7,295,533</u>
Accumulated Funds			
Retained Earnings as at 1 July		5,709,886	5,415,200
Net Profit		1,396,943	294,686
		<u>7,106,829</u>	<u>5,709,886</u>
Asset Revaluation Reserve	11	1,585,647	1,585,647
Total Funds		<u>8,692,476</u>	<u>7,295,533</u>

Financial Report

Statement of Cash Flows - Year end June 30, 2019

St. Michael's Association Inc. Statement of Cash Flows for Period Ended 30th June 2019

	Notes	Jun-19 \$	Jun-18 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		1,115	1,460
Receipts from clients		531,694	790,168
Grants received		7,367,862	5,816,011
Insurance Recoveries		65,848	62,679
Traineeship Wage Subsidies		27,182	5,454
Donations received		1,163,162	40,545
Interest Received		40,665	16,579
		9,197,528	6,732,895
Payment to suppliers		1,676,083	1,177,742
Payment to employees		6,301,387	4,917,292
		7,977,470	6,095,034
NET CASH PROVIDED BY OPERATING ACTIVITIES		1,220,058	637,861
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for non-current assets		(146,550)	(2,037,251)
NET CASH USED IN INVESTING ACTIVITIES		(146,550)	(2,037,251)
CASH FLOWS FROM FINANCING ACTIVITIES			
Loan funds received from ANZ	10	17,654,064	13,166,774
Loan funds repaid during the year	10	(18,075,857)	(11,953,795)
Movement in funds held for Clients during year		7,395	13,653
NET CASH (USED IN) / PROVIDED BY FINANCING ACTIVITIES		(414,398)	1,226,632
NET INCREASE / (DECREASE) IN CASH HELD FOR THE YEAR		659,110	(172,758)
CASH AND CASH EQUIVALENTS AT START OF YEAR		910,081	1,082,839
CASH AND CASH EQUIVALENTS AT END OF YEAR		1,569,191	910,081
RECONCILIATION TO FINANCIAL STATEMENTS			
Cash on Hand	2	1,569,191	910,081
		1,569,191	910,081

Financial Report

Notes to and forming part of the Accounts - Year end June 30, 2019

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2019

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 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 11th September, 2019

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 2016 financial report. All buildings are depreciated over their expected useful lives.

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.

Financial Report **Notes to and forming part of the Accounts - Year end June 30, 2019 (cont'd)**

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2019

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 Instruments

Financial assets and financial liabilities are recognised when the Company becomes a party to the contractual provisions of the instrument. Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition.

Financial Report Notes to and forming part of the Accounts - Year end June 30, 2019 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2019

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

i. Financial Assets

All regular way purchases or sales of financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace. All recognised financial assets are measured subsequently in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

m. 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.

	2019 \$	2018 \$
2. Cash & Cash Equivalents		
Cheque Account	11,543	9,925
ANZ Interest Bearing Account	459,987	275,493
ANZ Interest Bearing Account - LSL	42,440	37,388
Offset Account Penquite Rd	117,757	135,975
Offset Account Hawthorn St	257,100	276,300
Cash on Hand	908	981
TPT Building Account	679,456	174,019
	1,569,191	910,081
3. Trade & Other Receivables		
Trade Debtors	508,560	288,692
Sundry Debtors	0	0
Bonds Paid	2,200	1,000
Borrowing Costs	3,806	5,184
Prepayments	4,988	4,988
	519,554	299,864
4. Financial Assets		
Listed Shares	375,600	0
Listed Unit Trusts	11,906	0
TPT Managed Funds	133,964	0
Unlisted Unit Trust	67,624	0
	589,094	0
5. Non-Current Assets		
Land & Buildings - opening balance (at cost)	11,654,115	9,644,264
- additions for year	91,550	2,009,851
Total Cost	11,745,665	11,654,115
- 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	3,045,665	2,697,350
	10,285,647	10,542,412

All land & buildings owned as at 30 June 2015 were accounted for at independent valuation (forming a new cost base for the buildings for depreciation purposes for moving forward), except the 20 independent living units which were left and accounted for at cost less accumulated depreciation. All of the buildings owned as at 1 July 2015, and all buildings purchased since then, are accounted for at cost (or the reset revalued cost base) less accumulated depreciation.

Financial Report Notes to and forming part of the Accounts - Year end June 30, 2019 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2019

	2019 \$	2018 \$
5. Non-Current Assets (cont'd)		
<i>Plant & Equipment opening balance (at cost)</i>	638,006	638,006
Additions for year	0	0
	<u>638,006</u>	<u>638,006</u>
Less Disposals	0	0
	<u>638,006</u>	<u>638,006</u>
Less Accumulated Depreciation	574,272	539,793
	<u>63,734</u>	<u>98,213</u>
 <i>Motor Vehicles opening balance (at cost)</i>	324,460	297,059
Additions for year	55,000	54,719
	<u>379,460</u>	<u>351,778</u>
Less Disposals	0	27,318
	<u>379,460</u>	<u>324,460</u>
Less Accumulated Depreciation	220,608	186,911
	<u>158,852</u>	<u>137,549</u>
 6. Trade & Other Payables		
ANZ Credit Card	5,998	4,899
Trade Creditors	47,476	42,559
Superannuation Payable	52,832	36,411
Australian Taxation Office	69,350	64,754
Accrued Expenses	344,138	252,783
Revenue in Advance	29,435	2,279
	<u>549,229</u>	<u>403,685</u>
 7. Provisions		
<i>Current</i>		
Provision for Annual Leave	286,234	215,015
Provision for Long Service Leave	41,612	46,991
	<u>327,846</u>	<u>262,006</u>
<i>Non-Current</i>		
Provision for Long Service Leave	65,116	61,692
 8. Funds Held in Trust		
<i>Current</i>	101,347	93,952
	<u>101,347</u>	<u>93,952</u>
 9. Borrowings		
Bonds Held	13,670	13,070
Loan - ANZ Merrington Centre	140,870	192,424
Loan - ANZ Penquite Road	117,722	135,975
Loan - ANZ Hawthorn Street	257,045	276,245
Loan - ANZ Chant Street	483,313	520,052
Loan - ANZ North Caroline Street	900,913	950,000
Commercial Bill - ANZ NRAS Units	1,357,982	1,604,942
Advance - Participants held at TPT	164,343	164,343
Advance - Participants	14,200	14,200
	<u>3,450,058</u>	<u>3,871,251</u>

Financial Report Notes to and forming part of the Accounts - Year end June 30, 2019 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2019

	2019 \$	2018 \$
10. Cash Flows from Financing Activities		
<u>Loan - ANZ Merrington Centre</u>		
Opening Balance	192,424	241,444
Loan Funds Repaid (after interest expense)	(51,554)	(49,020)
Closing Balance	<u>140,870</u>	<u>192,424</u>
 <u>Loan - ANZ Penquite Road</u>		
Opening Balance	135,974	154,222
Loan Funds Repaid (after interest expense)	(18,252)	(18,248)
Closing Balance	<u>117,722</u>	<u>135,974</u>
 <u>Loan - ANZ Hawthorn Street</u>		
Opening Balance	276,245	294,921
Loan Funds Repaid (after interest expense)	(19,200)	(18,676)
Closing Balance	<u>257,045</u>	<u>276,245</u>
 <u>Loan - ANZ Chant St</u>		
Opening Balance	520,053	0
Loan Funds Received	0	550,000
Loan Funds Repaid (after interest expense)	(36,740)	(29,947)
Closing Balance	<u>483,313</u>	<u>520,053</u>
 <u>Loan - ANZ North Caroline St</u>		
Opening Balance	950,000	950,000
Loan Funds Repaid (after interest expense)	(49,087)	0
Closing Balance	<u>900,913</u>	<u>950,000</u>
 <u>Commercial Bill (Quarterly Roll-Over, Moved to Monthly) - ANZ NRAS Units</u>		
Opening Balance	1,604,942	1,776,072
Loan Funds Repaid (after interest expense)	(17,901,024)	(11,837,904)
Loan Funds Received	17,654,064	11,666,774
Closing Balance	<u>1,357,982</u>	<u>1,604,942</u>
 <u>Advance - Participants</u>		
Opening Balance	14,200	14,200
Loan Funds Repaid (after interest expense)	0	0
Loan Funds Received	0	0
Closing Balance	<u>14,200</u>	<u>14,200</u>
 Loan Funds Received from ANZ	17,654,064	13,166,774
Loan Funds Repaid (after interest expense)	(18,075,857)	(11,953,795)
Net Loan (Reduction) / Increase	(421,793)	1,212,979
 11. 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	(264,231)	(264,231)
	<u>1,585,647</u>	<u>1,585,647</u>

Financial Report **Notes to and forming part of the Accounts - Year end June 30, 2019 (cont'd)**

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2019

12. 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 \$177,615.72. 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 \$459,336.02. 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 \$1,015,000.00. 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 \$250,053.00. This contingent liability has not been recognised in the accounts in accordance with the Association's policy of accounting for capital grants.

Services Offered at St Michaels

All NDIA Registered Supports

Co-ordination of Supports - Support coordination is designed to minimise the complexity of negotiating with service providers, government agencies and accommodation providers.

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

Merton House - 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. 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 - 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 - 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 - 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 - 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 3pm Friday to 3pm Sunday. Conditions apply for eligibility.

Individual 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 STMA.

Our Home - Currently there are four 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 STMA every Saturday night from 6 pm to 9.30 pm. This is a time for par-

ticipants to get together for a meal, socialise and engage in leisure activities of their choice such as cards or board games, singing, dancing or enjoying 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 and individuals working in the disability sector.

We offer blended learning opportunities through on-the job traineeships in MSM20116 Certificate II in Process Manufacturing and TLI11215 Certificate I in Warehousing Operations.

Skill sets offered include:

- Food safety and basic cooking
- Horticulture
- Digital skills
- Leadership





Contact Details

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