

Annual Report

2022

By St Michaels Association



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President's Report



It is my pleasure to present to you the St Michaels' Annual Report for the 2021-2022 financial year.

The past year has been one of many changes for St Michael's with the appointment of Mike Thomas as the new CEO in November, following the resignation of long-serving former CEO John Gilpin.

We have also seen Andrew Gower move over to head up our Disability Service area, and seen Ann-Louise Young and Darrin Geard join St Michael's as Directors of People & Culture and Finance & Administration respectively.

This new leadership team has been working with the Board and have been actively delivering on the first year of our new three year Strategic Plan.

The Board has also undergone some renewal following the resignations of Margot Malik, Michael Higgins and Efi Kleiner.

I wish to thank them for their service to the Association and would also like to acknowledge Chris Cooper on joining the Board.

The past financial year has presented St Michael's with a number of challenges, including the widespread community transmission of COVID-19.

The entire community was impacted in some way or another, and St Michael's was not immune.

At the peak of COVID infections St Michael's was able to continue to deliver services and supports to our participants, unlike a number of other providers which were forced to either significantly reduce their supports or close completely.

However, as the enclosed reports show, this came at a financial cost to St

Michael's due to the Association having to use more casual staff to cover for the permanent and part-time staff who were away from work due to being either COVID positive or being deemed as a close contact.

Despite the challenging year the Association remains in a very sound position.

I would like to take this opportunity to thank my fellow volunteer Board Members for their continued participation and in particular, our Treasurer Keith Watson, who chairs our Audit and Risk Committee.

As has been my practice as President I would like to again acknowledge and thank donors, volunteers and staff for their ongoing input and support.

St Michael's is a great organisation and I am proud to be involved with it and trust each of you are as well.

I thank you for your attendance and again look forward to your continued interest in St Michael's.

Colin Foon - President



CEO's Report



The global COVID-19 pandemic framed much of the past financial year for St Michael's Association Inc. The impact that it has had on both our participants and our team members has been significant. However our preparations, our control measures and our proactive responses has seen St Michael's maintain service delivery when other providers have been forced to undertake temporary shutdowns or cancellation of their services.

St Michael's resilience is in no small part due to the great team of support workers, senior support workers and every other person, who in their own way support their fellow team members to deliver the care, services and support that we provide to the participants. We were able to manage the challenges of COVID-19 because of the fantastic flexibility and willingness of the broader team to work across a number of different programs.

In the past I have heard it stated that everything we do at St Michael's is all about our participants and while I agree that while our primary focus is certainly on the delivery of the highest level of quality services and support to our participants, I don't believe it is true to claim that it is our sole focus.

I believe that by the very nature of the NDIS and the way it is structured means that the relationship between participants and support providers, such

as St Michael's, is a symbiotic one. By that I mean that without participants then we wouldn't need staff because obviously we wouldn't have any services or supports to provide. Equally without staff we wouldn't be able to provide services or supports to participants.

Therefore, my focus since being appointed CEO has been to build a better experience and environment for our team members and a more focussed support and service experience for our participants, with the aim of building greater independence and confidence.

Our Services

Overall revenue from our services and support reduced in FY22, primarily due to COVID impacts and a number of SIL vacancies. However, the Lyne House Respite Centre had another successful year providing respite 7 days a week to families, with In-Home Tenancy Support also achieving excellent growth in delivered hours.

The NDIA provided many challenges to St Michael's as a consequence of their change in approach to Supported Independent Living (SIL) and funding participants on need, not necessary on choice and control around numbers of participants in each SIL home. This has created a number of challenges, particularly in the regards to the funding provided for our SIL homes that had a change in circumstances through a reduction in the number of participants residing in each of them.

Our centre in Devonport continues to expand and provide options for people on the north-west coast. Participant numbers increased across all of our services, and our new Centre Manager, Carolyn Martens, is working with all stakeholders, including support coordinators, to provide support choices for participants on the north-west coast.

We also started providing in community respite in Devonport in the last quarter of FY22, in preparation of the refurbishment of existing space in our East Devonport Centre to accommodate a five bedroom respite facility in late 2022.

FY22 also saw some changes in the leadership of the disability team, with Andy Gower, being appointed into a new role of Executive Director of Disability Services, following the resignation of Rod Campbell. This was part of a broader restructure of the entire disability team and has seen a number of new faces providing leadership to our residential and day services teams.

We continued to look at way to restart and expand social activities for participants, who have missed such interactions due to COVID-19 and lockdowns. Our social club restarted during the year and it has been great to see friends reconnecting once again. While Richard Nichols took the lead with our walking program and assisted participants to once again compete in the Launceston and Burnie 10s.

We look forward to continuing to provide a high level of active support to all our participants and help them to achieve their NDIA goals ongoing.

Our People

The disability team was not the only area to undergo a change in leadership this past year. In July we welcomed Ann-Louise Young to the St Michael's team as the new Director of People & Culture. Ann-Louise has been instrumental in establishing a new team that incorporates training and is developing a more contemporary performance management framework.

In August 2021, we established a new Employee Engagement Committee which has been meeting quarterly and acts as an open forum for discussion between management and team

CEO's Report - cont.

members, on important workforce concerns.

While in December, we conducted an employee engagement survey. This marked the first time since 2018 that such a survey had been conducted. Such surveys are crucially important for they are an opportunity for all employees to have their say and provide feedback on their St Michael's employee experience. My leadership team and I are committed to conducting this survey annually from now on.

Overall staff engagement was at 55%, which is low by broader corporate benchmarks, but has provided us with a baseline from which to build. The survey highlighted that St Michael's team members feel worthwhile, connected and appropriately involved in the Association's operations. However, it also strongly highlighted a need to improve communication and collaboration, as well as feedback and recognition.

Following these survey findings, in February 2022, we announced the launch of an employee reward and recognition program. We conducted a program naming competition and celebrated the official launch of the 'Shining Stars' Reward and Recognition Program in March. The awards are comprised of five category areas: Leadership & Mentoring, Teamwork, Active & Outstanding Support, Innovation & Creativity and the Shining Star. We celebrated our inaugural category winners with a morning tea at the end of June.

Throughout the year we have also developed a strong relationship with Don College. This partnership sees us employing students that have completed their qualifications or are moving towards this accreditation. Through Don College's Karen Slade and her great support of the disability sector, we have been able to provide an opportunity for younger people to join the sector, develop and grow their skills

and potentially become future leaders in the sector.

Our Finances

This financial year saw St Michael's realise an EBITDA surplus of just over \$60K, however after depreciation and interest were factored in the trading result was a loss of just over \$605K. This result is a culmination of a reduction in NDIS, Grant and Respite incomes and an increase in the cost of labour from COVID-related workforce issues and a greater reliance on the engagement of casual labour to meet our ongoing staffing requirements.

In FY22 we also undertook a whole-of-enterprise revaluation of the Association's assets. This was the first such revaluation since 2015. As a result of the revaluation findings our total equity increased by \$5.765M, which equates to an increase of over 52%.

During the financial year a number of historical underpayment issues were identified. These primarily pertain to sleepover shifts, annual leave loading and annual incremental rises in position classification. A sum of \$31,665 has already been paid in restitution to employees in Devonport and three in Launceston. Based on the known scale of outstanding payments a provision has been made of \$150,000 in the accounts for FY22 to remedy these outstanding obligations.

Other Developments

After limited success, over the past five years, to implement the Eziway system and recognise any savings and efficiencies, the Board supported a recommendation to cancel the project and source a fully integrated rostering, billing, incident management, communication and client management system from MYP. We commenced training and implementation in April and the new MYP system will be fully operational by the end of September 2022.

The move to the MYP Client Management System also has the added benefit of allowing St Michael's to consolidate our existing communication databases and more effectively target our communications to all our stakeholders.

Talking of stakeholders, it was a wonderful year for our RTO.

In September 2021, as a direct consequence of the stellar leadership of the RTO by Kim Dean, St Michael's Training was named the Tasmanian Training Provider of the Year at the Tasmanian Training Awards. The RTO has again seen great growth throughout the year in the number of students as well as their revenue.

In closing, I would like to take this opportunity to thank the Board for their ongoing support and the confidence they showed in appointing me as the new Chief Executive Officer. I truly appreciate the strong support they have shown towards me since my appointment.

However, a leader is only as good as the team he or she has around them. I am honoured to be supported by a fantastic executive team comprised of Andy Gower, Ann-Louise Young, Kim Dean and most recently our new Director of Finance & Administration, Darrin Geard. Their hard work, dedication and support makes for a formidable team that has demonstrated its capacity to tackle any challenge that come our way.

Lastly, I would like to thank our participants, their loved ones and their broader support networks for the trust and confidence they have placed in us to provide the services and supports to enable the development of capability, confidence and most importantly independence. Thank you!

Mike Thomas - Chief Executive Officer

Board of Management



Colin Foon is a long-time member of the St Michael's Board and a life member of several organisations including the Old Launcestonians Football Club, being that club's first NTFA living legend. He has been a practising lawyer for over four decades and is now a Consultant to his former law firm.



Simone Woodruff has 30 years' experience working in disability services. She was President of Independent Services for 22 years, and spent 22 years at Housing Tasmania as a Tenancy Officer for public housing.



Keith Watson has been an accountant in Launceston for more than 15 years. Keith has completed his CPA professional qualifications and in addition is a Chartered Tax Advisor with the Tax Institute of Australia. He Chairs the Audit and Risk Sub-Committee.



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.



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



Brian Dunham Brian is currently Co-Chair of the Parent Liaison Sub-Committee. He has a son who is a residential participant at St Michael's. Brian is a Life Member of the Association.



Chris Cooper is very familiar with the Association being the son of former long-serving Board member and life member Jill. He also has two brothers who attend St Michael's. Chris brings a wealth of talent to the Board through his long career in the financial and government sectors.



Margot Malik Resigned
29/01/2022



Michael Higgins Resigned
25/02/2022



Efi Kleiner Resigned
05/04/2022

Board of Management - Meetings

The Board met on ten (10) occasions during the financial year.

Each meeting achieved a quorum of five (5) members or more.

There were six (6) active members for the whole year.

Three members resigned from the Board during the course of the year with one member joining the Board.

The following table indicates the attendance by each member and the total number of Board Meetings for 2021-2022.

***Not a Board Member for the full year**

Member	Office	Board Meetings Eligible	Total Board Meetings Attended
Colin Foon	President	10	10
Simone Woodruff	Vice President	10	7
Keith Watson	Treasurer	10	9
Brian Dunham	Member	10	10
Cheryl Scott	Member	10	10
Grayson Genders	Member	10	8
Chris Cooper*	Member	2	2
Michael Higgins*	Member	6	4
Efi Kleiner*	Member	6	2
Margot Malik*	Member	5	4

Life Membership

Life membership at St Michael's 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 56 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	Donald Richards
Brian Dunham	Jill Cooper

Management Team



Mike Thomas
CEO (08/11/2021 -)
Mike joined St Michaels in 2021, bringing with him over 25 years of leadership and management experience. Mike has had a diverse career across many sectors, including scientific research, politics, transport, financial services and healthcare.



Andy Gower
Executive Director of Disability Services
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.



Ann-Louise Young
Director of People & Culture
Ann-Louise has more than 15 years of human resources and learning and development experience.. Ann-Louise has a passion for people and is committed to creating and nurturing a positive employee experience and culture for St Michael's team members.



Darrin Geard
Director of Finance & Administration
Darrin joined St Michaels in 2022, bringing with him over 30 years of leadership and management experience. He has had employment experience in corporate banking, employment, sporting administration and most recently as operations management of a commercial laundry. Darrin is also involved in football coaching and cricket administration.



Kim Dean
RTO Manager
Kim manages St Michaels Training; our Registered Training Organisation (RTO). Over the 13 years that Kim has been working in an RTO she has gained extensive knowledge of the Vocational Education Sector and has high-level leadership skills in RTO management, compliance, and the delivery of training and assessment. Her focus is on positive outcomes for all learners and clients.



John Gilpin
CEO
Resigned
(05/11/2021)



Rod Campbell
State Manager Disability Services
Resigned
(15/09/2021)

Highlights Throughout the Year



Our Burnie 10 team did an outstanding job at last year's event. And they are gearing up again for the event in 2022.



During the year Brandon has been working hard to improve his job prospects.



Stewart was recognised for his diligence in taking piano lessons receiving a certificate for his successful first year of studies.

Highlights Throughout the Year



John proudly displays the table he made in woodwork classes.



Jacob is a big fan of choc-chip muesli bars, and now that he is going shopping, with support, he chooses them over yoghurt flavoured muesli bars.



In-Home Tenancy Support's gift-laden train won the Best Christmas Display in 2021.



Pari enjoyed a bus trip in Launceston last year as part of a Day Program activity.

Highlights Throughout the Year



More than 2500 people completed training with St Michaels Training in 2021, and it was also named as the Tasmanian Training Provider of the Year.



Lara gets creative during Day Program's art class.



Katie-Lee proved herself to be a dab hand when it came to pizza making.

Highlights Throughout the Year



Ben has used the cooking program to help develop his chopping skills.



David has been a regular participant in the music program.



Jamie did a wonderful job making a hand-held fishing net.



Nick has been working hard at improving his gardening skills.

Things We Do



Things We Do



RTO Report

Registered Training Organisation ID 60067



In September 2021 we were named as The Tasmanian Training Provider of the Year at the Tasmanian Training Awards; an achievement that we are very proud of.

Our vision is to achieve excellence in supporting diversity for people with disability and those working in the Disability Sector as Support Workers.

We are committed to providing quality customised programs to learners so they have an opportunity to reach their full potential.

This is something that is very important when working with learners with disability, we design individual learning programs where each learners' skills are evaluated and program design is tailored to meet their needs.

The key to the success of our programs lies in our flexibility and the ability to make reasonable adjustments to suit the needs of individual learners and those of our employer partners.

As a small team of seven, we are multi-skilled and have a very strong focus on teamwork. We have created an open, inclusive and accepting culture where people want to come to work, we celebrate staff achievements both in their work life and personal life and have regular team catchups away from the

workplace. Our staff are dedicated and passionate about the work they do.

Over the past 12 months we have been successful in securing over \$700,000 in funding from Skills Tasmania for the delivery of training to the disability sector.

The training programs being delivered include:

- CHC33015 Certificate III in Individual Support (Disability)
- CHC43115 Certificate IV in Disability
- CHCSS00081 Induction to Disability
- CHCSS00098- Individual Support - Disability Skill Set
- Leadership Development
- Report Writing
- Mental Health/Suspected Abuse
- Food Safety / Cookery
- First Aid/ CPR
- Manual Handling

Internally for the Association we have a large number of learners undertaking training in Food Safety/ Cookery, Healthy Body Systems, First Aid refreshers and 18 people undertaking Certificate III and IV level qualifications.

We have established new partnerships with Disability Services Providers to deliver the Certificate III in Individual Support, Certificate IV in Disability and numerous skills sets that provide workers with the skills needed for working in the Disability Sector.

We believe that having a skilled workforce, ensures that the right skills are available to meet the sector's rapidly expanding and changing service requirements.

We would like to thank our partner organisations for their continued support and for the choosing St Michaels Training as your preferred training provider.

Kim Dean - RTO Manager



Financial Report

Overview

Your Board Members submit the financial report of St Michael's Association Inc. for the financial year ended 30 June 2022.

Principal Activities

The principal 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:

- NDIS funded programs
- Respite accommodation
- S.I.L. funded group homes
- Supported transitional accommodation
- Independent living units
- Community Access Program
- Recreational Program
- Individual Funding agreements
- In Home Tenancy Support
- 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 & 14) 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 a loss of \$605,685. This result is attributed to a combination of a reduction in NDIS, Grant and Respite incomes and an increase in the cost of labour from COVID-related workforce issues involving the illness of the workforce and a greater reliance on the engagement of casual labour to meet the ongoing business requirements. Cash reserves decreased by \$851,064, due to the factors outlined above, and also includes the repayment of \$638,141 in loan funds during the year.

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 20 September 2022 by:



Colin Foon
President



Keith Watson
Treasurer

Responsible Persons' Declaration

As per section 60.15 of the *Australian Charities and Not-for-profits Commission Regulations 2013* for the financial year ended 30 June 2022.

The responsible person declares 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 'Colin Foon', is written over a faint, larger blue outline of the same signature.

Colin Foon
20 September 2022



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 financial report, being a special purpose financial report, of St Michael's Association Inc, which comprises the statement of financial position as of 30 June 2022, the general operating statement and statement of cash flows for the financial year then ended, notes to and forming part of the accounts, and the responsible person's declaration.

In my opinion, the financial report of St Michael's Association Inc for the financial year ended 30 June 2022 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 of 30 June 2022 and of its financial performance for the financial year then ended; and
- (ii) Complying with Australian Accounting Standards to the extent described in Note 1 to the financial statements, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

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 (including Independence Standards)* (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.

Financial Report

Independent Auditor's Report (cont'd)

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report is prepared to assist the Entity for the purpose of fulfilling the Entity's financial reporting responsibilities under the *ACNC Act* and the Constitution. As a result, the financial report may not be suitable for another purpose. My report is intended solely for the Entity and should not be distributed to or be used by parties other than the Entity. My opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance

The responsible persons of the Entity are responsible for the preparation of the financial report that presents fairly and have determined that the basis of preparation described in Note 1 to the financial statements is appropriate to meet the requirements of the *ACNC Act*, the Constitution and the needs of the members. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that presents fairly and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible persons 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 taken on the basis of the financial report.

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

Luke Salmon
Registered Company Auditor

Date: 20 September 2022

Board Member Details

As at 30 June, 2022

ASSOCIATION INCORPORATION ACT
SECTION 24B(d)
ST MICHAEL'S ASSOCIATION INC.
MEMBERS OF THE BOARD OF MANAGEMENT AS AT 30 JUNE 2022

<u>Name</u>	<u>Address</u>	<u>Position</u>
Colin Foon	23 Gloucester Street WEST LAUNCESTON 7250	President
Simone Woodruff	2/31 Lantana Avenue NEWSTEAD 7250	Vice President
Keith Watson	16 Elizabeth Street PERTH 7300	Treasurer
Brian Dunham	10 Kootara Place TREVALLYN 7250	Board Member
Cheryl Scott	25 Essendon Street LAUNCESTON 7250	Board Member
Grayson Genders	36 Sundowner Avenue LEGANA 7277	Board Member
Chris Cooper	8 Tremal Court WEST LAUNCESTON 7250	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 2022.

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

Luke Salmon
Registered Company Auditor
15 September 2022

Financial Report

General Operating Statement - Year End 30 June, 2022

St. Michael's Association Inc. General Operating Statement for Period Ended 30th June 2022

	Jun-22	Jun-21
	\$	\$
Operating Income		
Grants Received (Cth) Recurrent	189,789	661,060
NDIA (Cth) Funded Participants	11,294,888	11,579,354
Grants Received (State) Non-recurrent	0	212,630
Grants - Other	787	32,707
Fundraising	6,456	5,938
Donations Received	8,517	39,580
Contributions	1,233	1,370
Trading Activities - Day Program	38,728	43,909
Trading Activities - Transport Fees	106,741	105,864
Fee for Service - Community Access	29,581	4,252
Fee for Service - Respite	41,055	241,366
Fee for Service - Medec	76,040	40,197
Fee for Service - RTO	0	2,372
Rental Income - Properties	481,180	447,273
Rental Income - Maintenance Scheme	14,956	0
Rental Income - Power Reimbursement	59,727	55,429
Rental Income - Phone Reimbursement	1,631	1,829
Rental Income - R & M Reimbursement	3,958	3,965
Rental Income - Hire of Facility	0	465
Board Fees - Student Accommodation	1,691	9,973
Board Fees - Merton House	34,865	45,250
RTO Fees	1,101,681	938,130
Interest Received	69,528	55,008
L/hold Premium - Newstead Unit	1,982	7,599
Sundry Income	391,500	1,262
Workers Comp. Reimbursement	80,722	36,449
Insurance Premiums Recouped	2,500	5,650
Traineeship Wage Subsidies	315,384	135,258
Total Operating Income	14,355,120	14,714,138
Operating Expenses		
Wages & Salaries	13 10,788,404	9,684,484
Employee Leave Provisions	284	212,627
Superannuation	1,036,114	900,425
Workers Compensation Insurance	449,031	383,751
Health & Safety	64,478	43,122
Staff Amenities	9,110	8,662
Staff Training & Development	61,296	63,371
Uniforms	3,843	3,249
Industrial Relations	2,522	173
Recruitment Expenses	18,985	14,501
Client Activities	26,889	22,995
Medical - Client Support	127	1,921
Groceries - Client Support	41,186	43,235
Materials & Supplies - Client Support	4,768	4,088
Telephone	58,807	36,758
Internet	9,515	9,849
Meeting Expenses	13,561	12,210
Travel & Accommodation	1,940	2,916

Financial Report

General Operating Statement - Year End 30 June 30, 2022 (cont'd)

St. Michael's Association Inc.
General Operating Statement
for Period Ended 30th June 2022

	Jun-22 \$	Jun-21 \$
Hydro & Heating	121,138	116,481
Advertising, Marketing & Promotion	27,628	17,438
Fundraising Expenses	8,504	5,722
Postage, Freight & Courier	3,653	2,444
Printing & Stationery	59,965	61,913
Cleaning & Rubbish Removal	51,813	42,026
Rates & Land Tax	114,695	89,898
Repairs & Maintenance	275,298	204,505
Security & Fire Alarm	16,082	16,520
Laundry	885	1,374
Hire of Facilities	59,889	59,652
Fees, Licences & Permits	41,557	30,239
Publications, Subscriptions & Resources	32,897	19,715
Membership Fees	246	21,444
Motor Vehicle	146,641	123,929
Computer Maintenance	40,348	33,261
Plant & Equipment Hire	11,765	11,660
Plant & Equipment Replacements	71,280	190,633
Audit Fees	2,944	13,541
Consultancy Fees	5,000	12,928
Legal Fees	1,496	0
Depreciation - Buildings	470,506	424,992
Depreciation - Motor Vehicles	48,599	48,058
Depreciation - Plant & Equipment	7,212	10,719
Insurance	53,045	32,456
Bank Fees & Charges	5,758	3,969
Bad Debts	632	2,236
Borrowing Costs	1,419	2,892
Interest Paid	142,111	155,366
Sundry Expenses	473	135,553
RTO Training Fees	546,466	604,820
Total Operating Expenses	14,960,805	13,944,722
Operating (Loss) / Profit	(605,685)	769,415
Non-Operating Income / (Expenses)		
Bequests	0	87,493
ATO Cash Flow Boost - COVID 19	0	50,000
Total Non-Operating Income / (Expenses)	0	137,493
Net (Loss) / Profit	(605,685)	906,909

Financial Report

Statement of Financial Position - As at 30 June, 2022

St. Michael's Association Inc. Statement of Financial Position as at 30th June 2022

	Notes	Jun-22 \$	Jun-21 \$
Current Assets			
Cash & Cash Equivalents	2	1,208,440	2,059,504
Trade & Other Receivables	3	978,196	777,679
		2,186,636	2,837,183
Non-Current Assets			
Financial Assets	4	568,495	568,495
Land & Buildings	5	19,834,862	13,752,136
Plant & Equipment	5	35,044	42,256
Motor Vehicles	5	194,327	242,926
		20,632,727	14,605,812
Total Assets		22,819,363	17,442,995
Current Liabilities			
Trade & Other Payables	6	780,556	513,500
Provisions	7	644,373	657,038
Funds Held in Trust	8	69,493	80,499
		1,494,422	1,251,037
Non-Current Liabilities			
Borrowings	9	4,442,194	5,078,234
Provisions	7	107,104	94,154
		4,549,298	5,172,388
Total Liabilities		6,043,720	6,423,425
Net Assets		16,775,644	11,019,570
Accumulated Funds			
Retained Earnings as at 1 July		9,433,924	8,527,015
Net (Loss) / Profit		(605,685)	906,909
		8,828,239	9,433,924
Asset Revaluation Reserve	11	7,947,406	1,585,647
Total Funds		16,775,644	11,019,571

Financial Report

Statement of Cash Flows - Year End 30 June, 2022

St. Michael's Association Inc. Statement of Cash Flows for Period Ended 30th June 2022

	Notes	Jun-22 \$	Jun-21 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		1,233	1,370
Receipts from clients		1,791,314	1,877,780
Grants received		11,876,964	12,485,750
Insurance Recoveries		83,222	42,099
Traineeship Wage Subsidies		315,384	135,258
Donations received		14,972	133,011
Interest Received		71,510	62,607
		14,154,600	14,737,875
Payment to suppliers		2,341,023	2,978,934
Payment to employees		11,824,802	10,797,536
		14,165,825	13,776,470
NET CASH (USED IN) / PROVIDED BY OPERATING ACTIVITIES		(11,225)	961,406
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for non-current assets		(191,471)	(2,656,455)
NET CASH USED IN INVESTING ACTIVITIES		(191,471)	(2,656,455)
CASH FLOWS FROM FINANCING ACTIVITIES			
Loan funds received from ANZ	10	0	7,061,115
Loan funds repaid during the year	10	(638,141)	(5,847,128)
Movement in funds held for Clients during year		(10,227)	(44,280)
NET CASH (USED IN) / PROVIDED BY FINANCING ACTIVITIES		(648,368)	1,169,706
NET DECREASE IN CASH HELD FOR THE YEAR		(851,064)	(525,343)
CASH AND CASH EQUIVALENTS AT START OF YEAR		2,059,504	2,584,848
CASH AND CASH EQUIVALENTS AT END OF YEAR		1,208,440	2,059,504
RECONCILIATION TO FINANCIAL STATEMENTS			
Cash on Hand	2	1,208,440	2,059,504
		1,208,440	2,059,504

Financial Report

Notes to and forming part of the Accounts - Year End 30 June, 2022

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2022

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 19 September 2022.

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 most recent official revaluation of all of the Association's land & buildings, was finalised in the 2022 financial year with effect as at 30 June 2022. 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 30 June 30, 2022 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2022

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 30 June 30, 2022 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2022

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.

	Jun-22 \$	Jun-21 \$
2. Cash & Cash Equivalents		
Cheque Account	25,384	23,473
ANZ Interest Bearing Account	170,828	1,001,025
ANZ Interest Bearing Account - LSL	42,814	42,934
Offset Account Penquite Rd	50,794	69,282
Offset Account Hawthorn St	202,476	218,700
Cash on Hand	1,173	495
TPT Building Account	714,971	703,595
	1,208,440	2,059,504
3. Trade & Other Receivables		
Trade Debtors	617,759	763,966
Accrued Revenue	350,325	0
Bonds Paid	2,200	2,200
Borrowing Costs	4,988	4,343
Prepayments	2,924	7,170
	978,196	777,679
4. Financial Assets		
Listed Shares	355,000	355,000
Listed Unit Trusts	11,906	11,906
TPT Managed Funds	133,964	133,964
Unlisted Unit Trust	67,624	67,624
	568,495	568,495
5. Non-Current Assets		
Land & Buildings		
- opening balance (at cost)	15,985,494	13,442,119
- additions for year	191,472	2,543,375
Total Cost	16,176,966	15,985,494
- 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)
- valuation increment 2022	6,361,759	0
Total Revaluation	7,947,406	1,585,647
Less Accumulated Depreciation	4,289,510	3,819,005
	19,834,862	13,752,136

All land & buildings owned as at 30 June 2022 were accounted for at independent valuation (forming a new cost base for the buildings for depreciation purposes for moving forward),

Financial Report

Notes to and forming part of the Accounts - Year end 30 June, 2022 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2022

	Jun-22 \$	Jun-21 \$
5. Non-Current Assets (cont'd)		
<i>Plant & Equipment opening balance (at cost)</i>	649,255	649,255
Additions for year	0	0
	<u>649,255</u>	<u>649,255</u>
Less Disposals	0	0
	<u>649,255</u>	<u>649,255</u>
Less Accumulated Depreciation	614,211	606,999
	<u>35,044</u>	<u>42,256</u>
 <i>Motor Vehicles opening balance (at cost)</i>	523,005	409,924
Additions for year	0	113,081
	<u>523,005</u>	<u>523,005</u>
Less Disposals	0	0
	<u>523,005</u>	<u>523,005</u>
Less Accumulated Depreciation	328,678	280,079
	<u>194,327</u>	<u>242,926</u>
 6. Trade & Other Payables		
ANZ Credit Card	9,626	12,645
Trade Creditors	108,772	75,112
Superannuation Payable	125,820	119,053
Australian Taxation Office	296,251	162,748
Accrued Expenses	240,087	143,942
	<u>780,556</u>	<u>513,500</u>
 Accrued expenses		
During FY22 a number of historical underpayment issues were identified. These primarily pertain to sleepover shift allowances, annual leave loading and annual incremental rises in position classification. A sum of \$31,665 has already been paid in restitution to employees in Devonport and three in Launceston. Based on the known scale of outstanding payments a provision has been made of \$150,000 to exhaust existing restitution obligations.		
 7. Provisions		
<i>Current</i>		
Provision for Annual Leave	559,756	547,983
Provision for Long Service Leave	84,617	109,055
	<u>644,373</u>	<u>657,038</u>
<i>Non-Current</i>		
Provision for Long Service Leave	107,104	94,154
 8. Funds Held in Trust		
Current	69,493	80,499
	<u>69,493</u>	<u>80,499</u>
 9. Borrowings		
Bonds Held	17,340	16,016
Loan - ANZ Penquite Road	50,998	69,242
Loan - ANZ Hawthorn Street	202,608	218,645
Loan - ANZ Chant Street	332,437	378,497
Loan - ANZ North Caroline Street	739,091	793,122
Loan - ANZ NRAS Units (Formerly Commercial Bill)	597,199	874,957
Loan - ANZ New Units	1,908,881	2,104,334
Loan - ANZ George Street	484,644	515,205
Advance - Participants held at TPT	100,000	100,000
Advance - Participants	8,996	8,216
	<u>4,442,194</u>	<u>5,078,234</u>

Financial Report

Notes to and forming part of the Accounts - Year End 30 June, 2022 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2022

	Jun-22 \$	Jun-21 \$
10. Cash Flows from Financing Activities		
<u>Loan - ANZ Penquite Road</u>		
Opening Balance	69,242	87,486
Loan Funds Repaid (after interest expense)	(18,244)	(18,244)
Closing Balance	50,998	69,242
<u>Loan - ANZ Hawthorn Street</u>		
Opening Balance	218,645	237,845
Loan Funds Repaid (after interest expense)	(16,036)	(19,200)
Closing Balance	202,609	218,645
<u>Loan - ANZ Chant St</u>		
Opening Balance	378,496	422,906
Loan Funds Repaid (after interest expense)	(46,059)	(44,410)
Closing Balance	332,437	378,496
<u>Loan - ANZ North Caroline St</u>		
Opening Balance	793,122	845,319
Loan Funds Repaid (after interest expense)	(54,031)	(52,197)
Closing Balance	739,091	793,122
<u>Loan - ANZ New Units</u>		
Opening Balance	2,104,334	1,035,437
Loan Funds Received	0	1,164,563
Loan Funds Repaid (after interest expense)	(195,453)	(95,666)
Closing Balance	1,908,881	2,104,334
<u>Loan - ANZ George Street</u>		
Opening Balance	515,205	0
Loan Funds Received	0	540,000
Loan Funds Repaid (after interest expense)	(30,561)	(24,795)
Closing Balance	484,644	515,205
<u>Loan - ANZ NRAS Units (Formerly Commercial Bill)</u>		
Opening Balance	874,957	1,111,022
Loan Funds Repaid (after interest expense)	(277,757)	(5,592,617)
Loan Funds Received		5,356,552
Closing Balance	597,200	874,957
Summary:		
Loan Funds Received from ANZ	0	7,061,115
Loan Funds Repaid from ANZ (after interest expense)	(638,141)	(5,847,128)
Net Loan (Reduction) / Increase	(638,141)	1,213,986
<u>Advance - Participants</u>		
Opening Balance	8,216	18,226
Loan Funds Repaid (after interest expense)	0	10,200
Loan Funds Received	780	190
Closing Balance	8,996	8,216

Financial Report

Notes to and forming part of the Accounts - Year End 30 June, 2022 (cont'd)

St. Michael's Association Inc. Notes to and forming part of the accounts for Year Ended 30th June 2022

	Jun-22 \$	Jun-21 \$
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)
Revaluation 2022 Buildings	6,361,759	0
	7,947,406	1,585,647

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 \$146,327.04. 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 \$179,098.21. 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 \$870,000.00. 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 \$94,833.00. This contingent liability has not been recognised in the accounts in accordance with the Association's policy of accounting for capital grants.

13. Executive Remuneration

Total remuneration paid to the senior executive group was \$770,409, this includes payments for long service leave and annual leave on ceasing employment with STMA.

Services Offered at St Michael's

All NDIA Registered Supports

Support Coordination - 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 3pm Monday to Friday from our City, Newstead and Devonport 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 3pm to 9am 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.

Lyne Building - Short term respite 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 Lyne Building 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.

Supported Independent Living and Group Homes - There are a number of facilities located on site and in the broader community. Services provide incorporate assistance in meeting daily life requirements and to develop the skills of an individual with standard support needs to live autonomously as possible. These programs operate 7 days a week and conditions apply for eligibility.

Social Club - Social Club is being held in the hall at STMA at various times throughout the year. These evenings are arranged around a time of year or special event. This is a time for clients to get together for a meal, socialise and engage with each other.

Independent Living Units - The 53 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.

St Michaels Training (Registered Training Organisation 60067) - St Michaels Training provides accredited training for Tasmanians with a disability and individuals working in the disability sector.

Offering the following qualifications:

- CHC33015 Certificate III in Individual Support
- CHC43115 Certificate IV in Disability
- MSM20116 Certificate II in Process Manufacturing

Skill sets offered include:

- CHCSS00081 Induction to Disability
- CHCSS00098 Individual Support - Disability
- CHCSS00070 Assist Clients with Medication Skill Set
- HLTAID009 Provide cardiopulmonary resuscitation
- HLTAID011 Provide first aid
- Food safety / Basic Cookery
- Report Writing
- Leadership
- Mental Health

For further information visit:
<https://stmichaelstraining.tas.edu.au>
 Email:
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