



Annual Report 2009-2010

Building futures for people with disabilities
www.sasi.org.au

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SASI Annual Report 2009-2010

President's Report

Dear Members,

I am pleased to present this annual report on behalf of the SASI board for the year 2009-2010.

After some changes we continued to have a full compliment of nine board members. David Anderson and Llew Oelofsen were reappointed to three-year terms to November 2012 and three new board members were appointed at the AGM in November 2009. Sally Kennedy for a new three year term to November 2012, Jan Collett for a two-year term to November 2011 and Dennis Bouyer for a one-year term to November 2010.

This has been a year of continued development for SASI and the board has overseen and taken part in several initiatives for SASI. They include:

- Further developing the SASI five strategic directions at the board level, including learning and development initiatives that has helped the board to gain greater understanding of SASI operations and client needs alongside building on our relationship with DHS. This involved several board members making eight visits across six SASI sites as well as attending DHS forums in the Eastern and Southern Regions.
- The great efforts to smoothly introduce the Quality Framework to SASI by Brian Forsyth, Quality and Training Manager, has been overseen by the Quality Committee and the main board. We look forward to SASI being well prepared for the Quality Framework audits and one of the first organisations to attain certification under the new act.
- I was personally involved in the recruitment of Megan Whiteside as the new Finance Manager for SASI. The board are working with Megan to thoroughly review all the financial reporting as well as the IT systems. Thanks to David Anderson, Geoff Vincent and Sally Kennedy for their contribution to improving SASI financial controls and systems.
- In 2010 I designed and introduced a new board induction process that was used to help two new board members quickly settle into their new board roles, familiarise themselves with the regulated environment in which SASI operates and understand the key issues for the organisation.

- Board members are now regularly contributing to the SASI newsletter on our activities and this is also a chance to get to know your board. In the last year Sally Kennedy, David Anderson, Jan Collett and myself have all written an article in the newsletter.
- The fundraising committee has been actively pursuing new ideas to satisfy the large-scale fundraising needs for every area of SASI. One activity was the 'Oaks and Blokes' charity race day, which was sponsored by Geon Group, employer of one of our board members, Scott Thompson. We are also grateful to Geon for their generous donation of printing for the Annual Reports. Llew Oelofsen and Scott Thompson were involved in the organising of this event. The fundraising committee, led by Llew Oelofsen and Dennis Bouyer, is currently working on a new project to develop a greater awareness of SASI amongst the companies in the Gippsland region to help build a new fundraising stream in 2010-2011.
- Alongside the Charter Hall project, the board is also exploring building relationships with other companies to increase donations to SASI. Sally Kennedy facilitated donations and assistance from the National Australia Bank: twelve laptops for SASI staff and clients; a cash donation of \$2,000 for sensory equipment and a volunteer project to set up an internet portal to facilitate the communication of the board as well as reduce SASI staff and management time on board matters.
- Board members have also been involved in improvements to SASI sites. Peter Mansurian has used his engineering expertise to facilitate the building of a new fence on a difficult site and investigate the condition of the roof at the Alfred Murphy Centre in Morwell. Peter is also assisting another project to investigate and extend the Mordialloc house.

On behalf of the board I would like to thank Ron Wild, the SASI management team, staff and everyone who has assisted the board in its duties in 2009-2010. We look forward to seeing the benefits to SASI clients and their families in the delivery of high quality services that SASI is well recognised for in Victoria.

Sue Daniels
President

CEO Report

Statewide Autistic Services Incorporated (SASI) was established in 1966. Some forty years later in 2006 SASI started on a fresh journey with a new Board and Chief Executive Officer. SASI's new journey took on greater significance with the completion of a major building project for our new Head Office and Beachlynn day service in October 2007. SASI further expanded its operations with the purchase of a new facility located in Langwarrin in January 2009. This facility now supports adolescents with significant behaviours of concern.

All the major items and targets in the 2009-10 Service Agreement with the Department of Human Services were achieved and the budget reported a small surplus of approximately \$44,000. The Disability Act 2006 came into operation on 1 July 2007 along with the new Quality Framework for Disability Services. All Community Service Organisations supporting people with a disability must obtain quality certification by June 2012. All SASI staff are continuing their training in various aspects of the Act and the Quality Framework and have worked hard to ensure compliance.

SASI wishes to thank the following people and organizations for their generous contributions in 2009-2010:

- Helen Macpherson Smith Trust Trampoline and shade sails at Langwarrin House \$16,989
- Senior Practitioners Office Sensory equipment for Gippsland \$2000
- Holland Foundation Trees and plants for the Langwarrin House \$1,600
- Long Island Ladies Country Club Massage chair and gazebo for Beachlynn \$6,450
- The Pritchard family Car for the Mordialloc House \$30,000
- Department of Sport and Recreation Sports uniforms for the Beachlynn basketball team \$1000
- National Australia Bank 12 Laptop computers

The key highlights of 2009-10 included:

- In partnership with DHS establishing the Langwarrin facility as a transition house for adolescents with behaviours of concern.
- Meeting all the requirements of the DHS annual desk top audit.
- Changing the format and presentation of all Person Centred Plans (PCP's) to meet the requirements of the new Act and the Quality Framework, including placing some plans on DVD's for ease of access by clients.
- Positive results from the annual client satisfaction survey and positive feedback from parent/carer meetings across the organisation.
- The staff satisfaction survey for 2009-10 showed a small improvement in responses in comparison to previous years.
- All sites went through internal audits in preparation for the external certification audit due in November 2010.
- SASI supported the pay equity case linked to the new Modern Award for disability support workers.
- In February 2010 the SASI Board attended a strategic directions review workshop and also established seven Board initiatives for 2010.
- Charter Hall, a major property development company, adopted SASI as its charity for their major construction project in Mentone. The aim is to raise \$50,000 for a new bus for SASI's children's respite facility in Mentone. To date \$20,000 has been raised.
- We purchased and are in the process of implementing the Carelink+ software package to assist in managing the increased complexities arising from individualized funding.
- The SASI logo was registered as a trademark with IP Australia.
- The new SASI website was launched in November 2009.
- We took the Victorian Skills Pledge promoted by Skills Victoria to encourage organizations to commit to skill development for their staff.
- Tracy Millen, Manager Residential and Support Services, took a year's secondment to Windermere to fill the position funded by DHS as an autism training consultant across the Southern Region.
- Robert Beck, Manager Finance retired and Megan Whiteside was appointed as the new Manager Finance in April 2010.

There are several key issues that will provide challenges for SASI in 2010-11. These include:

- Achieving the Board's goal of becoming a learning organization.
- Obtaining quality certification for the Quality Framework for Disability Services in Victoria.
- Ensuring clients benefit from outcomes associated with the 16 areas of life addressed by the new Quality Framework.
- Improving the quality of governance through Board training.
- Increasing staff skills to support high quality service delivery.
- Ensuring SASI has the appropriate infrastructure and skills to effectively manage the movement to individually attached and direct payment client funding.
- Reviewing the IT system with the aim of improving and updating the network.
- Developing our partnerships with stakeholders through more effective communication and working together as teams on matters of common concern.

I wish to thank all staff for their hard work and commitment which helped us to achieve our goals in 2009-10. A special thank you to our managers who have worked strenuously to implement the extensive changes required by the Disability Act and the new Quality Framework and provided me with great support. Finally, thank you to our Board members, led by our President Susan Daniels, who have donated their time generously in support of SASI's operational activities throughout the year as well as providing strong strategic advice and direction for the organisation.

Dr Ron Wild
Chief Executive Officer

Board of Management

Name: Susan Daniels
Position: President of Board
Term: Nov. 2007 – Nov. 2010
Committees: Member of Quality Committee and exofficio member of all committees
Occupation: Career Coach and Small Business Owner
Biography:

Sue Daniels runs her own Career Management business and has over eleven years experience in the design, delivery and project management of Career Coaching and large Career Transition programs for Senior Executives to blue collar groups across a variety of organizations, internationally.

Prior to her own career transition into Executive Recruitment and then Career Coaching, Sue was an International Investment Manager for fifteen years, primarily with National Mutual Life Assurance (now part of AXA) in London. She was also part of the Senior Management team that grew the UK business of National Mutual from \$90 million to \$3.5 billion of funds under management.

Her qualifications include a degree in Applied Mathematics from Victoria University and a Postgraduate Diploma in Career Counselling & Consultancy from Birkbeck College (University of London). She is qualified to use the MBTI® and Birkman® psychometric tools and she completed the British Psychological Society Level A & Level B Occupational Testing Certificates of Competence in 2001.

Sue is a member of the Career Development Association of Australia (CDAA) and the Association of Career Professionals (ACP) International and the Society of Investment Professionals in the UK.

In a voluntary capacity, Sue is currently the President of the board of Statewide Autistic Services Inc. and has served on the board and Quality & Governance committee since 2006. Sue is also the Chair of her local residents committee and has held various committee roles in the past.

Name: David Anderson
Position: Treasurer
Committees: Member of Finance and Resources Committee
Term: Nov. 2009 – Nov. 2012
Occupation: Financial Director
Biography:

David Anderson has been on the SASI Board since 2006 and held the role of Treasurer until November 2009. He was also on the SASI Advisory Committee for two years prior to the reforming of the SASI board.

As the Executive Director of Finance for Peninsula Health, David has extensive experience in the public health and community services sector and liaising with the Department of Human Services. David previously worked in the Department of Human Services dealing with hospitals and Commonwealth State health issues. David has university qualifications in commerce and finance.

Name: Llew Oelofsen
Position: Member of Board; Secretary; Public Officer
Committees: Member of Fundraising Committee
Term: Nov. 2009-2012
Occupation: Property Developer
Other: Parent to autistic child utilizing SASI services
Biography:

Llew emigrated from South Africa with his family in 2000. Having a teenage son who suffers with severe ASD, he is acutely aware of the strains of carer families. Llew was appointed to the SASI Advisory Committee in 2004 and elected to the SASI Board in 2006, which he chaired from 2006-2008. With a working history in project management and import/export of building products, Llew was actively involved in the construction of the new administration/Beachlynn day service building in Seaford. A keen social golfer, Llew's interests lie in the upholding and improvement of services for ASD sufferers and raising awareness of their plight.

Name: Peter Mansourian
Position: Member of Board
Committees: Member of Finance and Resources Committee;
Chair of Quality Committee
Term: Nov. 2008 – Nov. 2011
Occupation: Consulting Engineer & Project Manager
Other: Parent to autistic child utilizing SASI services
Biography:

Peter Mansourian has been on the SASI board from 2006 and before that on the advisory committee to the Administrator. He has experience in

disability matters through his involvement on various specialist school and community committees for over 13 years, including some years on the Kingston Council's advisory community "Access and Equity" committee.

Peter is a consulting Engineer and has in that capacity been involved in a number of professional committees. He has qualifications in Engineering, Arbitration & Mediation, Specialist Lighting Design, and Project Management in addition to other qualifications as part of ongoing professional development. He holds a Fellow Status in various organisations. As part of his professional development he has participated in industry forums and advisory groups, participated in the formulation of Australian Standards and lectured at a university for a number of years on a part time basis. He has direct knowledge in some aspects of Autism Spectrum Disorder due to his son, who has Autism.

Name:	Geoff Vincent AM
Position:	Member of Board
Committees:	Chair of Finance and Resources Committee (Treasurer)
Term:	Nov. 2008 – Nov. 2010
Occupation:	Company Secretary/Accountant
Biography:	Geoff has long experience in the finance area.

He has a degree in Commerce from Melbourne University, is a chartered accountant, CPA and has memberships in various financial associations.

In the 1960s he joined mining company Rio Tinto and held several senior finance roles. In the 1970s, as Executive Director of the Aust. Society of Accountants, he was responsible for the creation of "CPA" in Australia and also "The Group of 100" and "Business Review Weekly" with Rob Gottlieb.

For this and his involvement in international accounting events, he was awarded the Order of Australia in 1981.

He was subsequently Finance Director of Monsanto Australia, Black & Decker, BTR Nylex and recently Texas Utilities.

In the mid 1990s, while on the board of BTR Nylex, Geoff was appointed a Commissioner for the City of Port Phillip to assist with the restructure of local government. This led to his involvement in assisting the street kids.

Geoff is involved with several committees at Monash University, Order of Australia and charities for the disabled, joining SASI in 2007.

Nowadays, he plays golf regularly, restores motor vehicles and loves to renovate houses.

He is married to Margot, and has 3 children.

Name: Scott Thompson
Position: Member of Board
Committees: Chair Fundraising Committee
Term: Nov. 2008-Nov. 2011
Occupation: Company Manager
Biography:

Scott Thompson has over 20 years experience in Leadership/ Management roles in large companies who are leaders within their industry segments. He became a Board Member for Statewide Autistic Services at the end of 2008. Scott is chair of the Fundraising Committee for SASI. He has been a Board member for the Tasmanian Chamber of Commerce & Industry from 2000 to 2004 as well as been President of a number of junior sporting clubs over the past 10 years.

Qualifications include Master of Business Administration from Deakin University, Graduate Diploma in Management from Deakin and Electrical/Electronic Trades background. Scott has two teenage children and he is very involved in their school and sporting activities.

Name: Dennis Bouyer
Position: Member of Board
Committees: Member of Fundraising Committee
Term: Feb. 2009 – Nov. 2010
Occupation: Management Consultant
Biography:

Dennis now retired spent 44 years working for the International Company Festo which is German based and has 55 companies world wide. Dennis was the Managing Director for Australia/New Zealand for 35 years. During this time Festo AUS/NZ grew from one office and 5 people to 7 offices and 110 people. During his tenure with Festo he had the opportunity to experience different cultures and work with many of the Company's subsidiaries in training their management and implementing the Company's strategic planning.

Dennis with the assistance of Festo set up a charity day to support Motor Neuron Disease (MND). This charity day continues and has raised considerable funds to assist research in fighting MND. Dennis was also President of the Sandringham Football Club 1994-1997.

Dennis is married with 2 sons and 3 grandsons. As well as the family he has a passion for golf.

Name: Sally Kennedy
Position: Vice President of Board
Committees: Quality & Governance Committee and Fundraising Committee
Term: 2009-2012
Occupation: Banking
Other: Sister of autistic adult not cared for by SASI

Sally Kennedy has more than 20 years of experience in the banking and financial services industry based in Sydney, Melbourne and London. For the past 4 years she has worked for National Australia Bank leading a team that provides technology & operational support for the bank's Global Financial Markets and Institutional Banking businesses. Previous roles were with ANZ, Travelex, Barclays Bank and Westpac.

Sally has Bachelors Degree in Economics from University of Sydney, Masters Degree in Organisational Behaviour from University of London and is a graduate of the Australian Institute of Company Directors. Sally has been a director of SASI since 2009.

Sally is very aware of the strains that autism can place on families and carers as her younger sister Susan has sever autism and is cared for in a small group home in country NSW. She is very interested in exploring new and effective ways of fundraising for SASI which will eventually allow the expansion of services to even more people in need of respite care.

Name: Jan Collett
Position: Member of Board
Committees: Finance & Resources Committee
Term: 2009-2011
Occupation: Consultant

Jan has worked for both Commonwealth and State Governments across a broad range of departments. Between 1986 and 1999 Jan held senior positions with the Department of Human Services and this gave her a good understanding of the various programs within its portfolio, including Disability Services.

In late 1999 Jan left the public service to become a partner in a consulting firm specialising in developing Service Plans and Business Plans for health and community service agencies across Victoria and New South Wales.

During her working career Jan has gained a good appreciation of the challenges facing not for profit organizations and an understanding of the important role they

play in the delivery of services to some of the most disadvantaged members of the community.

Jan has qualifications in Business Studies and Organisational Behaviour from Swinburne Institute of Technology.

Jan has been a member of SASI's Board of Management and the Finance and Resources Committee since 1999.



Sally Kennedy, Board Member and Head of Solution Delivery, Global Operations and Wholesale Banking Technology at the NAB presents the 'big cheque' to Dr. Ron Wild CEO.

Fundraising with Charter Hall



Sue Daniels, Mark Jacob, Ron Wild



Chris Chapple, Mark Jacob, Ron Wild, Sue Daniels, Simon Stockfeld

SASI and Charter Hall staff at the launch of the fundraising campaign for a new bus for the Mentone childrens respite facility.

STATISTICAL INFORMATION – Board of Management

Board Member Attendance at Board Meetings 2009–2010

Board Members	Meetings Attended
	10 Meetings Held
Susan Daniels (President)	10/10
Gail Chatziyakoumis (Vice President) Did not re-stand AGM 18/11/09	3/4
David Anderson	9/10
Julie Swanson (Secretary) Resigned 28/9	2/3
Llew Oelofsen (Public Officer)	8/10
Peter Mansourian	6/10
Geoff Vincent (Treasurer)	5/10
Scott Thompson	6/10
Dennis Bouyer	7/10
Jan Collett Appt. AGM 18/11	6/6
Sally Kennedy Appt. AGM 18/11	5/6

STATISTICAL INFORMATION – Operational Statistics Reported to Board of Management

Incident Reports 2009 – 2010 with previous year comparisons.								
Location	Category 1		Category 2		Category 3		Total Reports	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
Day Programs								
Beachlynn (Seaford)	0	0	75	137	65	33	140	170
Eastlynn (Croydon)	0	1	4	4	67	59	71	64
AMC (Morwell)	1	0	62	64	50	24	113	88
SELF (Sale)	0	0	14	9	15	7	29	16
Residential	0	0	152	96	93	67	245	163
Transition (New June 10)	0	0	0	7	0	9	-	16
Respite	2	1	24	31	78	61	104	93
Recreation	0	0	2	1	1	1	3	2
Individual Support Program	0	0	7	6	35	13	42	19
Total	3	2	340	355	404	274	747	631

Person Centred Plans 2009 – 2010 Status as at 30/06/10 with previous year comparisons.								
Location	Overdue for Review		Due for Review		Current		Total Reports	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
Day Programs								
Beachlynn (Seaford)	0	0	0	1	45	46	45	46
Eastlynn (Croydon)	1	0	0	0	16	17	17	17
AMC (Morwell)	0	0	1	4	33	31	34	35
SELF (Sale)	1	0	2	0	16	19	19	19
Residential	0	0	0	0	28	28	28	28
Transition	0	0	0	2	-	0	-	2
Individual Support Program	0	0	0	0	1	1	1	1
Total	2	0	3	7	139	141	144	148

Complaints 2008 – 2009 = 4 Complaints 2009 – 2010 = 10

Staff Injuries 2009 – 2010 with previous year comparisons.								
Location	No Medical No Time Off		Medical Attention No Time Off		Medical Attention Time Off		Total	
	08-09	09-10	08-09	09-10	08-09	09-10	09	10
Day Programs								
Beachlynn (Seaford)	0	4	0	0	2	0	2	4
Eastlynn (Croydon)	17	8	1	3	1	1	18	13
AMC (Morwell)	14	8	0	3	3	0	17	11
SELF (Sale)	1	1	0	0	0	0	1	1
Residential	0	0	0	0	1	1	1	1
Respite	6	4	1	1	1	0	8	5
Recreation	0	3	0	0	0	0	0	3
Langwarrin Transition New from Feb 2010	-	2	-	0	-	0	-	2
Individual Support Program	0	0	0	0	0	0	0	0
Total	37	30	2	7	8	2	47	40

Annual Report – Residential & Support Services

SASI Residential & Support Services is represented through:

- 7 CRU facilities accommodating 29 clients
- 1 Respite facility that over 140 children access during the year
- 1 Transitional Adolescent Facility currently accommodating 3 teenagers

Manager – Residential & Support Services – Tracey Millen

(July 2009–March 2010)

Acting Manager – Residential and Support Services – Karen Lierse

(March 2010– June 2010)

Number of staff:

- **37 permanent fulltime, part time and casual staff**

Residential Services Strategic Directions and Performance Indicator Outcomes

Strategy:

Become a learning organization

Outcomes:

- Develop a learning culture in the staff:
 - maintain and further develop residential staff induction training
 - ensure all residential staff participates in core training programs such as first aid, PART, Active participation and Positive Behaviour Management.
 - further develop SASI training programs such as understanding ASD and positive behaviour management approaches.
- Incorporate SASI families and the wider community in the learning process:
 - continue to offer community education sessions to external agencies statewide
 - train all unit managers to provide inservice sessions to external agencies.
 - offer family information sessions on ASD, services available, behaviour management approaches.
 - SASI newsletter to include information about ASD, services and behaviour management approaches.

Induction training was completed in September 2009 and March 2010. An additional induction training session specific to Langwarrin was held in June 2010.

Staff attendance at training sessions and forums has been recorded on staff's training files.

Staff training needs were identified through staff appraisals. A training plan was then completed - developed by the training manager. Most individual training plans were met.

Staff have participated in a range of training activities as a group or individually in the 2009 – 2010 financial year, including: quality framework including the 16 life areas and industry and outcome standards, staff forums, first aid – Level 2 and CPR update.

Several community education sessions to external agencies were conducted e.g. local councils, sporting clubs, as requested by external agencies.

Family information sessions was achieved (a) informally at CRU level (b) Quality Framework information session was held in June 2010 and (c) relevant information re ASD, services and behavior management approaches published the SASI bi-monthly newsletter as received by line managers.

Strategy:

Increase fundraising activities and outcomes

Outcomes:

- Increase government funding:
 - managers to apply for appropriate tender opportunities, where SASI has the capacity to manage the service.
 - continue to apply for RDSF funding when additional resources are required.
 - ensure all eligible CRU's apply for minor works funding when available.

- Increase philanthropic funding and sponsorship:
 - apply to philanthropic foundations for funds to equip the new respite facility
 - apply to philanthropic foundations to upgrade equipment at Swonnell House and SASI CRU's.
 - develop recreation/respite projects which are likely to be attractive for philanthropic foundations.

SASI was successful in gaining funding from the Department of Human Services for Respite for Older Carers Program for the financial year and to establish a Transitional Adolescent Accommodation Facility using the Langwarrin property. RDSF applications were made where applicable for individual respite and accommodation clients as required to provide appropriate 1:1 support. Minor works funding was received for all CRU's that lodged an application.

Strategy:

Deliver high quality services and facilities that meet clients needs

Outcomes:

- Ensure services meet client needs and quality standards.
 - development of a quarterly staff newsletter for whole of organisation.
 - maintain and develop the residential quarterly staff forum.
 - provide on-going training and information to all staff regarding Quality Frameworks.
 - update clients PCPs regularly including a statement on the individual's needs and objectives and list of desired outcomes.
 - develop an evidence list which demonstrates achievement of quality standards within residential services.
 - undertake internal audits of residential services.
- Maintain the transport fleet and improve efficiencies:
 - ensure all house vehicles are serviced regularly.
 - all faults and damages reported immediately to enable timely repair.
 - establish a policy to collect mobility allowance from accommodation residents who are transported to day programs regularly.

A SASI quarterly newsletter for staff was developed on a trial basis, but was discontinued due to a lack of interest from staff.

Quarterly residential staff forums were achieved.

Residential staff attended training in relation to the Quality Framework which will continue into 2010-2011.

All clients have a current Person Centred Plan, including needs, objectives and desired outcomes.

Staff have been developing evidence of clients making choices and decisions about different areas of their life including client active participation and community inclusion. This demonstrates achievement of the quality standard requirements within residential services.



Internal Audits were completed in June 2010 – and we are now awaiting recommendations as we prepare for the gap audit.

House staff ensured that vehicles were serviced according to schedule.

A new format was devised for vehicle maintenance reporting and a checklist and came into effect in June 2010.

Strategy:

Ensure compliance with all legislative and service agreement requirements

Outcomes:

- Meet the requirements of the Disability Act 2006:
 - ensure all residential, respite and recreation staff are familiar with the Disability Act 2006.
 - Ensure all residential, respite and recreation staff are implementing policies and procedures in accordance with the Disability Act 2006.
- Meet the requirements of the DHS quality standards and outcome standards:
 - provide on-going training and information to all staff regarding Quality Frameworks.
 - develop an evidence list which demonstrates achievement of quality standards within residential services.
 - Undertake internal audits of residential services.
- Meet the requirements of the service agreement with DHS:
 - Encourage all residential staff to obtain Certificate IV Disability studies qualification.

Person Centred Plans are all up to date and review dates established.

Documentation regarding the Disability Act 2006 is available at all sites and staff are implementing policies and procedures in accordance with the Act.

Most staff have attended Quarterly forums and training in relation to the Quality Framework.

The evidence list demonstrating the achievement of quality standards within residential services has been developed.

Internal Audits were completed in June 2010.

Whilst some staff who did not have their Certificate IV in Disability Studies completed the course, others have enrolled for 2010-2011.

Strategy:

Maintain and further develop the positive working relationship with DHS

Outcomes:

- Maintain regular liaison meetings with DHS:
 - continue to meet monthly with the PASA from Southern Region DHS.
 - continue attending Southern Region DHS forums.
 - maintain attendance at bi-monthly Southern Region Shared Supported accommodation meetings.
 - maintain attendance at regional APO forums
 - maintain attendance at Southern Region Respite Network meetings.

Meetings with SASI Management and DHS PASA's have occurred every month and additional meetings were attended throughout the year.

Special Initiatives:

A partnership was created with Edmen Community Staffing Solutions to assist in the allocation of casual support staff and the recruitment of staff for SASI vacancies.

SASI received funding for Langwarrin to be utilized as an Adolescent Transitional House to accommodate four adolescents, at this point in time three have moved in.



Conor enjoying the new trampoline at the Langwarrin House



Finally I would like to thank all the staff in the residential, respite and recreation services for their continuous hard work, dedication and commitment to the job. I have appreciated their support and sense of humour, in ensuring that we provide a high quality service to those who access the services we offer.

Karen Lierse
Acting Manager – Residential and Support Services

Annual Report – Recreation & Respite

Manager of Respite:

Megan White (July – September 2009). Karen Scott (October 2009 – June 2010)

Recreation Coordinator:

Jackie Rawstron (July 2009 – March 2010) Ilkay Sirakaya (April – June 2010)

Number of staff in recreation and respite: 30

Number of respite clients: 80

Number of recreation clients: 70

Recreation & Respite Unit Plan

Strategy:

Become a learning organization

Outcomes:

- Staff have been provided with opportunities to attend training sessions to help further their skills in caring for our clients.
- Staff are regularly being provided with up to date information regarding the Disability Act 2006 and what it is they need to do to adhere to the act.
- Staff are discussing issues at staff meetings and forums to learn new skills or to improve on existing skills.
- SASI families are being given regular information about ASDs and have access to the newsletter which gives them information about training sessions and information about new strategies.
- SASI work with external agencies to provide both staff and families training sessions and information to keep knowledge up to date and learn new skills and strategies to use.

Strategy:

Increase fundraising activities and outcomes

Outcomes:

- SASI have been applying for additional funding to resource more activities for the recreation program.
- Respite applies for regular RSDF funding where additional support is needed to care for the clients.

- SASI are applying for extra funding when the opportunity arises to help upgrade our respite facilities and ensure more activities are able to be offered to parents using the recreation program.
- SASI are looking at ways to increase fundraising opportunities within the organisation to help with equipment purchases and activity costs in both respite and recreation.

Strategy:

Deliver high quality services and facilities that meet client needs

Outcomes:

- SASI respite and transition houses in Langwarrin and Mentone are being upgraded and adjusted to suit client needs and requirements.
- Clients PCPs are being updated every 12 months to ensure we have up to date knowledge of the clients needs and are able to meet these needs.
- Respite and recreation services are being audited internally to ensure we are meeting quality framework standards.
- Staff at respite houses are accessing quality framework training regularly to ensure they understand their role in the quality process and how they can provide information to show as evidence of meeting the quality outcomes.
- Staff are provided regular training and updates to ensure they are able to provide the highest level of care to clients.
- Staff maintain weekly checks of the properties and the vehicles used at the facilities to ensure they are all safe and in good order.
- All urgent repairs have been attended to immediately and those that can wait have been reported to house supervisors or managers for consideration by the Operations Committee.
- Recreation staff also attend training sessions to update skills.
- Recreation outings are catered to the clients' wants and abilities according to parent and client requests.
- Parents and clients are asked to provide input and feedback about activities chosen for recreation outings to make sure we are incorporating everybody's needs and requests.
- Recreation staff are providing notes and photos to show we are meeting quality standards.
- Annual performance reviews and quality training plans have been developed for staff. These are good performance indicators to show where staff need to improve and where SASI can improve to ensure the highest quality of service delivery is met.

Strategy:

Ensure compliance with all legislative and service agreement requirements

Outcomes:

- All behaviour support plans and RIDs reports are submitted to the Office of the Senior Practitioner.
- Policies and procedures have been developed in accordance with the requirements of the Disability Act 2006.
- All respite and recreation staff have been provided with copies of the Disability Act 2006. Topics arising from the Act are discussed regularly at staff meetings to ensure the requirements are being met.
- Regular training is provided to staff to ensure they maintain their knowledge of the quality framework requirements.

Strategy:

Maintain and further develop the positive working relationship with DHS

Outcomes:

- SASI continue to maintain regular liaison meetings with the PASA from DHS Southern Region.
- SASI continue to attend training sessions, APO meetings, residential and respite forums provided by DHS.

Recreation program activities



Annual Report – Beachlynn

Beachlynn Adult Education Training Support Service

Program Manager – Meg Taylor

Total Number of Staff – 23

Total Number of Clients – 46

Beachlynn Unit Plan and Outcomes 2009-2010

This year we have been working to achieve the following 5 Strategic Directions:

1. Become a learning organization
2. Increase fundraising activities and outcomes
3. Deliver high quality services and facilities that meet client needs
4. Ensure compliance with all legislative and service agreement requirements
5. Maintain and further develop the positive working relationship with DHS

Become a learning organization

This strategic direction has required a concerted effort from staff and clients, in conjunction with the training manager, parents, carers and training providers. Clients' programs are structured directly around their perceived needs or expressed wants, and new programs have been introduced to specifically develop literacy, numeracy and social communication opportunities, as well as continuing those programs that help with life and work skill development.

Our four staff training days were organised in direct response not only to legislative requirements, but to our own skill development so as to better meet the clients' needs. To that end, Beachlynn staff have taken part in Quality Framework consolidation, First Aid, Manual Handling, and Team Building. Alongside these group sessions, individual staff have attended the ASSID Autism Conference, Supervisor training and OHS Representative training. Six staff have also successfully undertaken their Certificate IV in Disability, and I have had the opportunity to complete my Diploma in Quality Auditing. We have also provided work placement opportunities for 5 students from organisations such as Chisholm TAFE throughout 2009.

Investment in staff training and education is vital for not only retaining our skills and knowledge to meet legal requirements, but to foster ideas, aspirations and imagination towards both professional and personal development. The outcomes of such investment are improved programs for clients, increased variety of skills, improved sharing of information across the team, greater value for individual skills and expertise, improved self esteem, and this can also lead to improved staff retention rates.

Increase fundraising activities and outcomes

Fundraising is always a challenge in not for profit organisations. Again it has been a combined effort, with the Client Committee running regular events to raise funds towards their Camp activities. Over this year the clients, and their families and carers, helped raise almost \$5,000 towards camp.

Funds are also earned by our various workskill programs including lawnmowing, recycling, newspaper deliveries and handmade toiletries, and earnings here are fed back into the programs to improve resources, or repair equipment.

We were fortunate to be the recipients of \$5,000 fundraising by the Long Island Ladies Country Club, who donated a wonderful massage chair, and a pergola for the sensory garden. We continue to look for opportunities to expand our fundraising to the local community, and to apply for appropriate grants as they become available.

Deliver high quality services and facilities that meet client needs

It can be easy to become complacent in an industry where clients' individual goals may take years to achieve. Beachlynn continues to strive to improve programs and services through regular review and critical discussion of programs, both within the staff team, and directly with our clients.

This year we have trialled new programs including communication, literacy and numeracy to help clients develop the underpinning knowledge required for reading, writing, money and time in everyday life. We have also recognised that our efforts to transform handmade toiletries (HMT) from a program to a business was not feasible due to the lack of an appropriate and affordable shopfront, and lack of staff to maintain a shop. We have been making use of the Community Stall at Centro Karingal to improve public awareness of SASI and the clients' work.

We have also been working to improve facilities on-site including the new pergola, handrail in the main corridor, upgrading of kitchen facilities in core rooms, purchase of program/educational resources, and expansion of our professional library to assist staff to continue the delivery of high quality services.

Camp is always a popular and much anticipated event, and this year 26 clients chose to attend our 3-day camps (Action Camp and Leisure Camp) and a further 12 attended a 1-day camp experience at the same venue. Our Client Committee researched camps on the internet, visited 3 camps and risk assessed them, chose the camp they wanted to attend and the activities they preferred. After success at these camps between November 30th and December 4th, our clients decided to go back to YMCA Camp Manyung for their camps in 2010.

Next year will see a complete overhaul of the timetable to further reflect client needs and wants, restricted only by our available resources and staff skill capabilities. The process of working towards Quality Framework certification in November 2010 has been a positive, if challenging, process providing the impetus for increased clarity to our ongoing focus of continuous improvement for both service provision and client choice.

Ensure compliance with all legislative and service agreement requirements

This year has seen great emphasis and effort placed, rightly, on preparations for Quality Framework certification. Through formal training, staff meeting discussions, review of programs and client input, I feel we are well prepared to achieve certification, hopefully with only minor improvements required by the auditors. Other aspects of legislative compliance have been achieved, such as the training of a new OHS Representative, and service agreement requirements have been satisfactorily met.

Maintain and further develop the positive working relationship with DHS

Regular communication and meetings with our PASA, Judy Clarke, have assisted in maintaining our good relationship with DHS. We have also had opportunity to work closely with BIST, DHS line managers, and the Intake and Response team in the course of our work. Information sharing between Beachlynn and DHS has assisted in provision of service, and in allowing both providers the opportunity for coordinated work on issues as they have arisen. Being part of the Southern Region Quality Network has also provided the opportunity to meet the DHS representatives we speak with on the phone, and other disability service providers in the Southern Region. This shared commitment to quality has benefited our service, and can only continue to do so in the future.

Conclusion

2009-10 has seen the arrival of new clients and staff again, and we have said goodbye to others who have chosen to move on. These staff and client changes, modification of programs as necessary, and wide variety of activities offered, all contribute to the learning culture within the centre. At Beachlynn we consistently strive to improve, are never complacent with safety or care, and are adaptable to changing needs. Thank you to everyone involved for their suggestions, feedback, and dedication to these aims.

As usual, huge thanks to all clients, families, carers and staff for working together to achieve the high standards we set for Beachlynn. The high quality of care, expanding client group and diversity of programs, all combine to create a safe, welcoming and inclusive environment in which to learn and grow.

What will happen in the next 12 months? Well, basically that's up to the clients.

Meg Taylor
Program Manager
Beachlynn

Client activities at
Beachlynn



Annual Report - Eastlynn

Eastlynn Adult Training and Support Service

Program Manager: Kathie Gorman

Number of staff: 13

Number of clients: 16

Eastlynn Unit plan strategies and outcomes for 2009-2010

Strategy:

Develop a learning culture in the staff

Outcomes:

Action- to ensure that all staff are trained in the key areas of first aid, manual handling, anaphylaxis management, and PART training.

All staff have completed the PART training, anaphylaxis management and manual handling. A day is to be set aside next term for all staff who are due, to complete first aid training.

Action- for all staff to have a minimum qualification of Certificate IV and existing staff identified to achieve the qualification by the end of 2010.

All staff employed on a permanent part time or full time basis at Eastlynn have Certificate IV. Only one staff member did not have this qualification at the beginning of the year but completed it in August this year.

Strategy:

Increase Government funding

Outcomes:

Action- applying for DHS tenders where announced.

A tender was applied for to create a sensory garden at Eastlynn however it was unsuccessful. We have since fundraised for these items which was very successful.

Action- maximizing the use of SNF.

Three participants required extra support to be fully involved in the community programs that are offered and this was made possible by the applications for SNF being approved. We will continue to apply for this in the future where needed.

Action- utilize support from the SASI family, friends and the local community, ensuring fundraising events every four months.

Eastlynn is on track with fundraising events having taken place once a term. One Eastlynn family member will be approaching others at the next parent morning tea to discuss further fundraising ideas.

Strategy:

Ensure services/programs meet client needs and quality standards

Outcomes:

Action- all client PCPs incorporating statements on needs and objectives.

This is being incorporated into all PCPs which have been reviewed within the year.

Action- ensuring evidence is collected that demonstrates achievement of the quality standards. Staff members are collecting photographic and written evidence which shows the participants taking part in activities they have requested and enjoy.

Action- use quarterly discussion and feedback to modify/add/remove programs as required in response to need.

Staff meetings are used to continually update all staff on the progress of individuals and their activities. New programs have been offered to meet the desires of participants as requested in PCP meetings.

Strategy:

Meet the requirements of the DHS quality industry standards and outcome standards

Outcomes:

Action- ensuring all staff are trained in the requirements of the DHS quality standards.

All staff attended a training session at the beginning of the year which covered the quality framework, collection of evidence and bringing the 16 life areas into PCPs.

Action- ensuring appropriate evidence is collected to demonstrate achievement of the industry and outcome standards.

Eastlynn was successful in the completion of an internal audit. Three staff members are booked into training in October called “Capturing and Gathering Evidence” – (Show me the proof).

Strategy:

Maintain regular liaison meetings

Outcomes:

Action- program manager attending bi-monthly EMR day services managers meetings.

There has been full attendance at these meetings from Eastlynn. There have also been additional meetings branching off with other day services managers in response to the group putting in a collective grant to DHS regarding the reorientation of day services.

Action- program manager to meet quarterly with PASA.

I have met with the PASA twice this year. Eastlynn has been assigned with a new PASA from August and a meeting with the new person appointed is yet to be made.

Fundraising

This year Eastlynn has had a few new fundraising initiatives. We had a slice drive which raised \$300 and a cards fundraiser which raised \$600. We had a lovely warm winter day in August where we provided a sausage sizzle at our local Bunnings warehouse in Croydon. In total we raised \$1500 which will go towards raised garden beds for Eastlynn to use in the sensory garden.

Special Equipment Purchases/Minor Works

Eastlynn applied for minor works money for a shade sail in the grounds. This was not approved but it is still on the agenda to reapply in the next round. Eastlynn has purchased a number of cameras and a video camera to help to record all participants taking part in their

activities. We are in the midst of designing our sensory garden and will make purchases for this in the New Year.

Client Achievements

The Thursday afternoon bowling group has improved by leaps and bounds in their skill development. Most of the participants now bowl independently without relying on assistance or guidance from staff. Our newest program 'meals on wheels' has seen a number of participants bloom from the positive interaction with the elderly members of our community. They have been building valued relationships and strengthened their communication and social skills.

Conclusion

I would like to thank all staff for their continuing support and dedication in making Eastlynn a quality service for all participants and an enjoyable place to work. Thank you also to Daniela Weedon for her great job as acting program manager while I was on leave from that position.

Kathie Gorman,
Program Manager



Tim, Christos, Cameron and Sam at the museum



Rebecca delivering meals on wheels



Luke delivering pamphlets



Sanjeev at William Ricketts Sanctuary



Tony feeding lambs at Bundoora Animal Farm



Heng enjoying the beach at Lysterfield Lake

Annual Report – Gippsland Region

Manager Gippsland Region – Karen Lierse (July 2009 – March 2010)

SASI is represented in the Gippsland Region through the following services:

- Alfred Murfey Centre in Morwell
- Sale Educational Lifeskills Facility in Sale

Number of staff:

- Alfred Murfey Centre – 17 staff – 6 fulltime staff, 11 part time staff, includes an Assistant Program Manager position and 2 Band III Instructor position.
- Sale Educational Lifeskills Facility -1 fulltime Program Manager and 6 part time staff.
- Manager Gippsland Region – is employed on a fulltime basis and is based at the Alfred Murfey Centre and oversees all services (July 2009 – March 2010 - Seconded to Acting Managers – Residential and Support Services position from March 2010 for 12 months).

Number of participants:

- Alfred Murfey Centre – 35 clients (the majority attend on a fulltime basis).
- Sale Educational Lifeskills Facility – 17 clients attend (a mix of fulltime and part time)

Gippsland Region Strategic Directions and Performance Indicators Outcomes:

Strategy:

Become a learning organization

Outcomes:

- Investigate courses within TAFE's and Neighbourhood Houses for clients to access
- Trainees in Certificate IV Community Services (Disability Stream) to be supported to complete their studies
- Incorporate SASI families in the learning process through coffee and chat sessions/term, may include guest speakers and/or representatives from DHS
- Develop a learning culture in the staff

Clients at the Alfred Murfey Centre have begun accessing Gormandale Neighbourhood Centre on Tuesdays – Mens Group focusing on woodwork and outdoor activities and Womens group focusing on health issues.

AMC Taskforce crew participated in a training day facilitated by Fearn Training in relation to Occupational Health and Safety Issues (in particular dress code and wearing safety equipment). Fearn Training also came to the centre to assess the crews manual handling procedures.



Tristan, Rhett and Katherine with their occupational health and safety certificates.

2 staff at the Alfred Murfey Centre completed their Certificate IV Community Services (Disability Stream) traineeship. Congratulations Sandra and Andrew.

Sale Educational Lifeskills Facility held an open day and coffee and chat mornings throughout the year.

Staff training needs were identified through staff appraisals and regular feedback sessions. Training plans were then completed for all services - developed by the training manager. Most individual training plans were met.

Staff have participated in a range of training activities as a group or individually in the 2009 – 2010 financial year, including: communication strategies workshops, Predict, Assess and Respond to Aggressive/Challenging Behaviour - PART Training, Level 2 first aid, and the quality framework including the 16 life areas and industry and outcome standards.

Strategy:

Increase fundraising activities and outcomes

Outcomes:

- To increase fundraising activities at all Gippsland services
- Submissions to be submitted to charity groups and foundations to raise further funds for equipment and programs
- To investigate other avenues of funding e.g. in home respite, Individual Support Packages funding for out of hours activities, minor works funding

Gippsland services have always worked hard at fundraising for equipment and special events. Sale raised \$3,187.00 through SPC fundraiser, providing supper for the Old Time Dance Club and the Great Chase.

Morwell raised \$3,500.00 through Cadbury Chocolate/Lolly fundraiser, Bunnings b.b.q., Powerball competition and the Great Chase.



The sausage sizzle at Bunnings

Funding was received through an Office of the Senior Practitioner grant to purchase sensory equipment (in particular a swing) at Sale.

The Alfred Murfey Centre implemented the 'My Life, My Plan' project.

The Alfred Murfey Centre supported 2 clients throughout the year with funding from Anglicare, and LaTrobe Community Health Services, who brokered SASI to provide the service to the individual clients as required by their family/carers from funding they received. Minor works funding was received for both services which contributed to the cost of replacing wheelchair hoists on centre vehicles.

Strategy:

Deliver high quality services and facilities that meet client needs

Outcomes:

- Improve facilities and ensure that they meet clients needs and building codes/standards
- Ensure services and programs meet clients needs and quality standards
- Improve efficiencies and costs in relation to transport

Essential Services Safety Measures recommendations at Sale were completed and partially completed at Morwell.

All clients have current Individual Support Plans with a review date established.

Internal and external audits to be completed in 2010 -2011.

Sale have replaced a bus run with the use of taxi's – which is cost efficient. Morwell received a new bus to replace the oldest bus in the SASI fleet. Buses have been maintained and repaired as appropriate and within timelines. Two vehicles (1 at Morwell and 1 at Sale) required new wheelchair hoists. Funding towards the cost of replacing this equipment through VCOSS and DHS minor works was secured and through fundraising the remaining funds required were raised.

Strategy:

Ensure compliance with all legislative and service agreement requirements

Outcomes:

Meet the requirements of the Disability Act 2006

- Meet the DHS quality industry standards and outcome standards. Ensuring that appropriate evidence is collected to demonstrate achievement.
- Meet the requirements of the service agreement with DHS.

All Individual Support Plans and Behaviour Support Plans are current and have a review date established.

Internal and external audits to be completed in 2010 -2011.

The requirements of the service agreement with DHS were met.

Strategy:

Maintain and further develop the positive working relationship with DHS

Outcomes:

- Maintain regular liaison meetings with DHS
- Attend DHS meetings in the region

Meetings with Gippsland Management and DHS PASA's have occurred once per term. There was a change in DHS PASA personnel throughout the year.

Additional meetings were attended throughout the year – covering topics related to the Office of the Senior Practitioner, funding issues, planning, and general information related to the disability sector.

Special Initiatives:

My Life, My Plan project:

The aim of this project is to enable people with complex communication difficulties to direct their own community and disability services. Individuals who have been selected according to their need and desire to participate will have their Individual Support Plan/s put into a DVD/CD format. The DVD/CD will provide them with a means to communicate to others such as support staff, family members and service providers.



Participants from Sale and Morwell attended a 4 day camp at Lake Tyers in March 2010



Gippsland TAFE students organized a day in September 2009 – many Alfred Murfey Centre participants went along and tried a variety of activities.



Finally I would like to thank all the staff in Gippsland for their continued hard work, ensuring that we provide a high quality service to those who access the services and programs that we offer. During the year Morwell said goodbye to clients Lyndon Naudi and Mark Frendo who both passed away, and to Belinda Evans (pursuing other interests) and Daniel Dell (moved to Southern region). Staff members – Michelle Kettner, Bev Lindorff and Carol Ford – left and we wish them all the best for their future projects.

In particular I would like to thank Program Manager S.E.L.F. - Andrew Keay, Acting Program Manager, Alfred Murfey Centre - Wayne Ryan, Band III Instructors - Michelle Kettner and Stefanie Callaghan (Hand Made Toiletries), Tom Wolf (AMC Taskforce), Paul Hutchinson (Alfred Murfey Centre and S.E.L.F) for their support, sense of humour and commitment to the job, which at times is very challenging.

Karen Lierse
Manager – Gippsland Region

Annual Report – Finance

Finance Manager – Megan Whiteside

Number of Staff – 4

During the year Robert Beck the Finance Manager for SASI retired after nearly seven years of service to the organisation. We would like to thank him for all his work and effort throughout his tenure.

Information Technology

With this change in staff it became apparent there was a gap in our understanding and it was clear that our I.T systems needed to be updated. With this in mind, the Board authorised a review of our IT systems. We are currently in the process of organising a needs analysis for the organisation and its key user groups. This will provide the basis for a recommendation of how to update and improve our remote access and systems. We expect this work to progress over the next year.

Finance

Work has been occurring to update the chart of accounts and to improve reporting to all levels of the organisation. A detailed budgeting template was used with all managers and supervisors to work up the 2010-2011 budgets. These will be monitored monthly and a system of forecasting and mentoring with all managers will occur throughout the year.

A cashflow for Board members was introduced to assist with the money management and investment of funds. One page Income and Expenditure and Balance Sheet reporting was also implemented.

A 3 year Capital Plan was developed by the CEO and the first stage of this plan was implemented with two buses being purchased in this new year for Springvale and Aspendale.

A complete review of the department is occurring and will involve looking at improving the interface between Financial software packages, reviewing policies and procedures, a fixed asset stocktake and creating models and principles to ensure long term financial sustainability.

Human Resources and Payroll

During this year Carelink+ Plus which is a client rostering software system was purchased. This is currently being tested and will become fully operational throughout this upcoming year. This software interfaces to the payroll system and will provide a central point for recording client and staffing information. This will be rolled out to Managers and Supervisors initially in its first stage of operation.

Other work is being done to improve salary packaging systems and to review the policy and procedures.

I would like to express our sincere thanks to all the Administration staff for their tremendous efforts throughout all of this change.

Megan Whiteside
Finance Manager

Annual Report - Quality and Training

Manager Quality & Training – Brian Forsyth

Number of staff: 1

Strategy:

Training Plans in place for all services

Outcomes:

Training plans for all services were in place with approximately thirty training events attended during the year. Priority was given to mandatory requirements such as first aid and Occupational Health and Safety.

Other training that took place gave staff the opportunity to improve skills and knowledge in the areas of behaviour management, communication and quality.

The training plan also gave staff the chance to gain knowledge related to working in the disability field by attending conferences such as the Disability Support Workers Conference. The contribution towards the cost of fees for staff undertaking studies in disability at Certificate IV and Advanced Diploma levels was also taken advantage of.

To support new staff to have successful careers with SASI induction training was also provided.

Strategy:

Apply to appropriate sources for funding of training activities and when available support other managers with fundraising initiatives

Outcomes:

As most organizations and charitable trusts prefer to fund tangible items or occasionally support direct service provision funding for training activities was not applied for. Support was give to other Managers applying for funding by way of providing supporting policies and procedures and other documentation.

Strategy:

To ensure clients are being listened to; formalize handling of feedback and suggestions; conduct a client satisfaction survey; and manage client complaint procedures

Outcomes:

The formalizing of the handling of feedback and suggestions is ongoing as part of the implementation of the quality framework and subsequent accreditation. So far a client satisfaction survey has taken place and the complaints processes have been reviewed.

Our complaints register is based on the Disability Services Commissioner (DSC) reporting system. This allows us to track complaints to see trends not only in the type of complaints but also in demographic information.

Strategy:

Undertake desktop audits and internal audits to ensure compliance with the Quality Framework for Disability Services in Victoria (2007)

Outcomes:

Internal audits have taken place at the residential and respite services with the audits of the day programs due to take place during July 2010.

Prior to undertaking these audits the Manager Quality and Training and Program Manager, Beachlynn undertook internal auditor training and a Quality Project Officer with auditor training was employed to assist with the implementation of the Quality Framework for Disability Services in Victoria (2007).

The internal audits that have taken place showed no major areas of concern but highlighted a number of opportunities for improvement. The improvements are mainly relating to linking information to the standards indicators and including who made choices when writing up documentation.

Ensuring Policies and Procedures meet the requirements of the framework and making them easier to access on our intranet is another priority currently being addressed.

Strategy:

Attend DHS organized seminars and the Quarterly Forums where appropriate

Outcomes:

During the year the Manager Quality and Training and Quality Project Officer attended the Passport to Quality seminar which showcased projects undertaken by networks formed by National Disability Services as part of a Department of Human Services (DHS) funded project. It was through one of these networks that we had the opportunity to undertake the internal auditor training.

Bimonthly Quality Network meetings facilitated by the DHS Southern Region's Quality Project Officer were attended. These meetings proved great value providing the opportunity to meet with peers from other organizations to discuss issues relating to the implementation of the Quality Framework and gain information from guest speakers.

Conclusion

Statewide Autistic Services has a commitment to quality which extends from Board level throughout the organization. I would like to thank the Board of Management, our CEO, Managers and all staff for this commitment which has greatly helped my role of driving the implementation of the Quality Framework. In particular thanks to the members of the Board's Quality and Governance Committee and our Operations Committee's Quality Sub Committee for their support and work throughout the year.

While there has been more focus on quality the training role continues to be important and thanks need to go to the Managers who assisted by arranging some of the training and to the staff who attended events. Between us we managed to meet the majority of our training plan commitments.

Thank you to Dr Ron Wild for his support during the year. In his role as CEO and with his experience with quality systems including external audits he has been able to provide much appreciated guidance and support. Finally, thank you to Cathy D'Alterio who joined the Quality and Training Unit as a Quality Project Officer. Cathy has experience implementing quality systems and policy and procedure writing and her expertise has been of great assistance.

Brian Forsyth
Manager Quality and Training

STATEWIDE AUTISTIC SERVICES INC.

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2010**

STATEWIDE AUTISTIC SERVICES INC.

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STATEWIDE AUTISTIC SERVICES INC.
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2010

	Notes	2010 \$	2009 \$
Revenue	2	7,977,646	7,499,130
Employee benefits expense		(6,587,821)	(6,144,526)
Depreciation and amortisation expenses	3	(276,763)	(247,569)
Advertising		(9,135)	(4,777)
House expenses		(365,860)	(293,821)
Motor Vehicle expenses		(254,053)	(265,824)
Other expenses from ordinary activities		(439,227)	(404,159)
Profit before income tax expense (income tax revenue)		44,787	138,454
Income tax revenue (income tax expense)		-	-
Profit for the Year		44,787	138,454
Other comprehensive income			
Net gain on revaluation of land and buildings	12	1,072,000	-
Other comprehensive income for the year, net of tax		1,072,000	-
Total comprehensive income for the year		1,116,787	138,454
Total comprehensive income attributable to members of the entity		1,116,787	138,454

STATEWIDE AUTISTIC SERVICES INC.
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2010

	Notes	2010 \$	2009 \$
CURRENT ASSETS			
Cash and cash equivalents	4	1,295,923	937,073
Trade and other receivables	5	131,320	157,488
Other current assets	6	42,936	49,466
TOTAL CURRENT ASSETS		1,470,179	1,144,027
NON-CURRENT ASSETS			
Property, plant and equipment	7	6,826,590	5,813,870
Intangible assets	8	2,310	2,898
TOTAL NON-CURRENT ASSETS		6,828,900	5,816,768
TOTAL ASSETS		8,299,079	6,960,795
CURRENT LIABILITIES			
Trade and other payables	9	180,557	193,222
Short-term provisions	10	548,383	507,808
Other current liabilities	11	387,384	331,049
TOTAL CURRENT LIABILITIES		1,116,324	1,032,079
NON-CURRENT LIABILITIES			
Long-term provisions	10	394,203	256,951
TOTAL NON-CURRENT LIABILITIES		394,203	256,951
TOTAL LIABILITIES		1,510,527	1,289,030
NET ASSETS		6,788,552	5,671,765
EQUITY			
Reserves	12	3,001,039	1,929,039
Retained earnings	13	3,787,513	3,742,726
TOTAL EQUITY		6,788,552	5,671,765

STATEWIDE AUTISTIC SERVICES INC.

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30th JUNE 2010**

	Retained Earnings	Asset Revaluation Reserve	Capital Redemption Reserve	Asset Replacement Reserve	Total
	\$	\$	\$	\$	\$
Balance at 1 July 2008	3,604,272	684,039	1,025,000	220,000	5,671,765
Profit attributable to the entity	138,454	-	-	-	138,454
Total other comprehensive income for the year	-	-	-	-	-
Balance at 30 June 2009	3,742,726	684,039	1,025,000	220,000	5,671,765
Profit attributable to the entity	44,787	-	-	-	44,787
Transfer on disposal of asset	-	(27,822)	27,822	-	-
Total other comprehensive income for the year		1,072,000			1,072,000
Balance at 30 June 2010	3,787,513	1,728,217	1,052,822	220,000	6,788,552

For a description of each reserve, refer to Note 12.

STATEWIDE AUTISTIC SERVICES INC.

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2010**

	Notes	2010 \$	2009 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members & customers		957,602	833,003
Operating grant receipts		7,577,206	7,263,671
Payments to suppliers and employees (incl. borrowing costs)		(7,984,235)	(7,720,222)
Interest received		23,941	40,977
Net cash provided by operating activities	14 (b)	574,514	417,429
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		1,818	616
Payment for property, plant and equipment		(217,482)	(771,302)
Payment for other non current assets		-	-
Net cash provided by (used in) investing activities		(215,664)	(770,686)
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of borrowings		-	-
Net cash provided by (used in) financing activities		-	-
Net increase (decrease) in cash held		358,850	(353,257)
Cash at beginning of financial year		937,073	1,290,330
Cash at end of financial year	14 (a)	1,295,923	937,073

STATEWIDE AUTISTIC SERVICES INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations and the requirements of the Associations Incorporation Act of Victoria.

The financial report is for the entity Statewide Autistic Services Inc. as an individual entity. Statewide Autistic Services Inc. is an association incorporated in Victoria under the Associations Incorporations Act 1981.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below and have been consistently applied unless otherwise stated. The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Reporting Basis and Conventions

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

(a) Property, Plant and Equipment

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

Property

Freehold Land and Buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arms length transaction. With the exception of certain properties recently purchased and or constructed, the association's freehold land and buildings have been revalued by the Board as at 30 June 2010 based on an assessment of the properties current market values (as per indicative values provided by external independent valuers and council valuations). Recently acquired properties (including recently constructed buildings at the association's Beachlynn headquarters) are stated at cost less accumulated depreciation where applicable, their respective carrying amounts assessed as reflective of fair current market value. The Board has determined that the carrying value of buildings previously revalued as at 31st March 2005 are still appropriate as fair value after consideration of overall independent property valuations obtained as above.

In periods when the freehold land and buildings are not subject to an independent valuation, the Board of Management reviews values of land and buildings to ensure carrying amounts are not materially different to fair value. Increases in the carrying amount arising on revaluation of land and buildings are recognised in other comprehensive income and accumulated in the revaluation reserve in equity. Revaluation decreases that offset previous increases of the same class of assets shall be recognised in other comprehensive income under the heading of revaluation surplus. All other decreases are charged to the statement of comprehensive income.

Plant and Equipment

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

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

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land is depreciated over the useful lives of the assets to the association commencing from the time the asset was held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The depreciation rates used for each class of depreciable assets are:

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Class of fixed asset	Depreciation Rate
Buildings & Building Improvements	3.75% Diminishing Value
Plant & Equipment	20% Prime Cost
Furniture & fittings	20% Prime Cost
Motor Vehicles	20% Prime Cost

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. Asset classes carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to capital redemption reserve.

(b) Leases

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

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred. Lease incentives received under operating leases are recognised as a liability. Lease payments received reduced the liability.

(c) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

(d) Revenue

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

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Other revenue is recognised when the right to receive the revenue has been established.

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

(e) Cash and cash equivalent

For the purposes of the Cash Flow Statement, cash includes cash on hand, cash at banks and on deposit.

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the item of the expense. Receivables and payables in the Statement of Financial Position are shown exclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST components of investing and financing activities, which are disclosed as operating cash flows.

(g) Income Tax

The association is exempt from income tax under provisions of the Income Tax Assessment Act.

(h) Unexpended grants

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

(i) Impairment of Assets

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

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

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

(j) Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or sell the asset (ie trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately.

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Finance instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted

The *effective interest method* is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to be disposed of within 12 months after the end of the reporting period, which will be classified as current assets.

Impairment

At the end of each reporting period, the association assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

(k) Comparative Figures

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

Where the association has retrospectively applied an accounting policy, made a retrospective restatement or reclassified items in its financial statements, an additional statement of financial position as at the beginning of the earliest comparative period will be disclosed.

(i) Trade and Other Payables

Trade 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, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

Note	2010 \$	2009 \$
NOTE 2: REVENUE		
Operating activities		
- rendering of services	690,798	602,913
- member subscriptions	1,493	965
- operating grants	7,031,636	6,662,086
- donations and fundraising	71,318	54,809
- interest received	27,597	40,977
- other revenue	152,986	138,026
	7,975,828	7,499,776
Non - operating activities		
- profit/loss on sale of assets	1,818	(646)
Total Revenue	7,977,646	7,499,130

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

Note	2010 \$	2009 \$
NOTE 3: PROFIT FROM ORDINARY ACTIVITIES		
Profit (losses) from ordinary activities has been determined after:		
(a) Expenses:		
Depreciation of non-current assets		
- Buildings and Building Improvements	126,452	104,975
- Plant and equipment, motor vehicles, furniture fixtures and fittings	150,311	142,595
Bad and doubtful debts:		
- bad debts written off	6,414	-
- doubtful debts (reversal of provision)	-	(281)
Auditors remuneration		
- auditing of financial statements (2009 audit)	12,000	10,000
- auditing of financial statements (2010 accrual)	10,000	-
- other services	3,330	3,080
(b) Revenue and Net Gains		
Net gain/(loss) on disposal of non-current assets		
- property, plant and equipment, motor vehicles	1,818	(636)
(c) Significant Revenues and (Expenses):		
Temporary (Agency) Staff costs	(228,716)	(100,604)
NOTE 4: CASH AND CASH EQUIVALENTS		
Cash on hand	7,537	9,181
Cash at bank	1,288,386	927,892
	1,295,923	937,073
NOTE 5: TRADE AND OTHER RECEIVABLES		
CURRENT		
Trade debtors	80,622	123,137
Less provision for doubtful debts	(10,000)	(10,000)
	70,622	113,137
Other debtors	60,698	44,351
	131,320	157,488

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

Note	2010 \$	2009 \$
NOTE 6: OTHER CURRENT ASSETS		
CURRENT		
Prepayments	38,131	36,874
Other current assets	4,805	1,149
Inventories	-	11,443
	42,936	49,466
NOTE 7: PROPERTY, PLANT AND EQUIPMENT		
LAND		
Freehold Land at Board's Valuation 30 th June 2010	3,002,000	1,930,000
Freehold Land at cost	802,000	802,000
	3,804,000	2,732,000
BUILDINGS		
At Administrator's Valuation 31 st March 2005	745,124	745,124
Less accumulated depreciation	(156,273)	(130,146)
	588,851	614,978
At cost	2,083,090	2,065,569
Less accumulated depreciation	(228,407)	(128,146)
	1,854,683	1,937,423
PLANT AND EQUIPMENT		
(a) Plant and equipment		
At cost	567,924	511,598
Less accumulated depreciation	(336,817)	(306,004)
	231,107	205,594
(b) Motor vehicles		
At cost	1,189,927	1,092,767
Less accumulated depreciation	(968,806)	(924,323)
	221,121	168,444
(c) Furniture, fixtures and fittings		
At cost	346,049	337,769
Less accumulated depreciation	(219,221)	(182,338)
	126,828	155,431
Total property, plant and equipment	6,826,590	5,813,870

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 7: PROPERTY, PLANT AND EQUIPMENT (cont.)

Movements in Carrying Amounts

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

	Freehold Land \$	Buildings at Valuation \$	Buildings at Cost \$	Plant & Equipment \$	Motor Vehicles \$
Balance at the beginning of the year	2,732,000	614,978	1,937,423	205,594	168,444
Additions at cost	-	-	17,503	56,324	135,375
Disposals (written down value)	-	-	-	-	-
Asset Revaluation at 30/6/2010	1,072,000	-	-	-	-
Depreciation expense	-	(26,127)	(100,243)	(30,811)	(44,483)
Carrying amount at end of year	3,804,000	588,851	1,854,683	231,107	221,121
	Furniture Fixtures & Fittings \$	Total \$			
Balance at the beginning of the year	155,431	5,813,870			
Additions	8,280	217,482			
Disposals (written down value)	-	-			
Asset Revaluation at 30/6/2010	-	1,072,000			
Depreciation expense	(36,883)	(276,762)			
Carrying amount at end of year	126,828	6,826,590			

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

Note	2010 \$	2009 \$
NOTE 8: INTANGIBLE ASSETS		
Other intangibles at cost	2,310	2,898
NOTE 9: TRADE AND OTHER PAYABLES		
CURRENT		
Unsecured liabilities		
Trade creditors	48,808	8,772
Sundry creditors and GST Payable	131,749	184,450
	180,557	193,222
NOTE 10: PROVISIONS		
SHORT-TERM		
Employee benefits (a)	548,383	507,808
	548,383	507,808
LONG-TERM		
Employee benefits (a)	394,203	256,951
	394,203	256,951
(a) Aggregate employee benefits liability	942,586	764,759
NOTE 11: OTHER LIABILITIES		
CURRENT		
Grants and fees received in advance	92,375	158,908
Payroll accruals and other current liabilities	295,009	172,141
	387,384	331,049

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

	Note	2010 \$	2009 \$
NOTE 12: RESERVES			
Asset Replacement Reserve	(a)	220,000	220,000
Asset Revaluation Reserve	(b)	1,728,217	684,039
Capital redemption reserve	(c)	1,052,822	1,025,000
		3,001,039	1,929,039
(a) Asset Replacement Reserve			
Movements during the financial year:			
Opening balance		220,000	220,000
Transfer from retained earnings		-	-
Closing balance		220,000	220,000
The asset replacement reserve represents the reallocation of retained earnings for future asset purchases			
(b) Asset Revaluation Reserve			
Movements during the financial year:			
Opening balance		684,039	684,039
Transfer to Capital Redemption Reserve		(27,822)	-
Revaluation of Land & Buildings		1,072,000	-
Closing balance		1,728,217	684,039
The asset revaluation reserve represents the Administrator's revaluation of Land & Buildings as at 31 March 2005			
(c) Capital redemption reserve			
Movements during the financial year:			
Opening balance		1,025,000	1,025,000
Movement in year		27,822	-
Closing balance		1,052,822	1,025,000
The capital redemption reserve represents the realised capital profit on sale of Beachlynn (Seaford) property and Pillars Road.			
NOTE 13: RETAINED PROFITS			
Retained earnings at the beginning of the financial year		3,742,726	3,604,272
Net profit (loss) attributable to members of the entity		44,787	138,454
Transfer (to) from asset replacement reserve		-	-
Retained earnings at the end of the financial year		3,787,513	3,742,726

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

Note	2010	2009
	\$	\$
NOTE 14: CASH FLOW INFORMATION		
(a) Reconciliation of cash		
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:		
Cash on hand	7,537	9,181
Cash at bank	1,288,386	927,892
	1,295,923	937,073
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax		
Surplus from ordinary activities after income tax	44,787	138,454
Non-cash flows in profit from ordinary activities		
Depreciation	276,763	247,569
Net (gain) / loss on disposal of property, plant and equipment	(2,014)	646
Changes in assets and liabilities:		
(Increase)/decrease in receivables	42,516	(66,297)
(Increase)/decrease in other assets	(21,261)	(3,708)
(Increase)/decrease in inventories	11,443	(1,555)
(Increase)/decrease in intangibles	588	-
Increase/(decrease) in grants received in advance	(66,533)	24,212
increase/(decrease) in payables	110,398	5,953
Increase/(decrease) in provisions	177,827	72,155
Cash flows from operations	574,514	417,429

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 15: FINANCIAL RISK MANAGEMENT

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

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2010	2009
Financial assets			
Cash and cash equivalents	4	1,295,923	937,073
Loans and receivables	5	131,319	157,488
Available-for-sale financial assets:			
— equity investments		-	-
		1,427,242	1,094,561
Financial liabilities			
Financial liabilities at amortised cost:			
— trade and other payables	9,11	475,566	365,363
— borrowings			-
		475,566	365,363

Financial Risk Management Policies

The association's treasurer is responsible for, among other issues, monitoring and managing financial risk exposures of the association. The treasurer monitors the association's transactions and reviews the effectiveness of controls relating to credit risk, financial risk, and interest rate risk. Discussions on monitoring and managing financial risk exposures are held monthly and minuted by the committee of management.

The treasurer's overall risk management strategy seeks to ensure that the association meets its financial targets, while minimising potential adverse effects of cash flow shortfalls.

Specific Financial Risk Exposures and Management

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

a. **Interest rate risk**

The association is not exposed to any significant interest rate risk since cash balances are maintained at variable rates and borrowings of the association are not considered significant.

b. **Liquidity risk**

Liquidity risk arises from the possibility that the association might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The association manages this risk through the following mechanisms:

- preparing forward-looking cash flow analysis in relation to its operational, investing and financing activities;
- only investing surplus cash with major financial institutions; and
- proactively monitoring the recovery of unpaid subscriptions.

The tables below reflect an undiscounted contractual maturity analysis for financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle finance leases reflect the earliest contractual settlement dates.

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 15: FINANCIAL RISK MANAGEMENT (cont)

Financial liability and financial assets maturity analysis

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2010	2009	2010	2009	2010	2009	2010	2009
	\$	\$	\$	\$	\$	\$	\$	\$
Financial liabilities due for payment								
Trade and other payables (excluding est. annual leave and grants receivable in advance)	475,566	365,363	-	-	-	-	475,566	365,363
Finance lease liabilities	-	-	-	-	-	-	-	-
Total contractual outflows	475,566	365,363	-	-	-	-	475,566	365,363
Total expected outflows	475,566	365,363	-	-	-	-	475,566	365,363
Financial assets — cash flows realisable								
Cash and cash equivalents	1,295,923	937,073	-	-	-	-	1,295,923	937,073
Trade and other receivables	131,319	157,488	-	-	-	-	131,319	157,488
Available-for-sale investments	-	-	-	-	-	-	-	-
Total anticipated inflows	1,427,242	1,094,561	-	-	-	-	1,427,242	1,094,561
Net (outflow)/inflow on financial instruments	951,676	729,198	-	-	-	-	951,676	729,198

Financial assets pledged as collateral

No financial assets have been pledged as security for any financial liability.

c. Foreign exchange risk

The association is not exposed to fluctuations in foreign currencies.

d. Credit risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the association.

Credit risk is managed through maintaining procedures ensuring, to the extent possible, that members and counterparties to transactions are of sound credit worthiness. Subscriptions are expected to be paid prior to the commencement of the subscription period. All subscriptions receivable are past due.

Risk is also minimised through investing surplus funds in financial institutions that maintain a high credit rating or in entities that the committee has otherwise cleared as being financially sound.

Credit risk exposures

The maximum exposure to credit risk by class of recognised financial assets at balance date is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

There is no collateral held by the association securing trade and other receivables.

The association has no significant concentration of credit risk with any single counterparty or group of counterparties.

Trade and other receivables that are neither past due or impaired are considered to be of high credit quality.

STATEWIDE AUTISTIC SERVICES INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2010**

NOTE 15: FINANCIAL RISK MANAGEMENT (cont)

e. Price risk

Price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices of securities held.

The association does not have any available-for-sale investments consequently it is not exposed to securities price risk.

Net Fair Values

Fair value estimation

The fair values of financial assets and financial liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair values are those amounts at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. Fair values derived may be based on information that is estimated or subject to judgement, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgment and the assumptions used have been detailed below. Where possible, valuation information used to calculate fair value is extracted from the market, with more reliable information available from markets that are actively traded.

	Note	Footnote	2010		2009	
			Net Carrying Value \$	Net Fair Value \$	Net Carrying Value \$	Net Fair Value \$
Financial assets						
Cash and cash equivalents		(i)	1,295,923	1,295,923	937,073	937,073
Trade and other receivables		(i)	131,319	131,319	157,488	157,488
Investments — available for sale		(ii)	-	-	-	-
Total financial assets			1,427,242	1,427,242	1,094,561	1,094,561
Financial liabilities						
Trade and other payables		(i)	475,566	475,566	365,363	365,363
Lease liability		(iii)	-	-	-	-
Total financial liabilities			475,566	475,566	365,363	365,363

The fair values disclosed in the above table have been determined based on the following methodologies:

- (i) Cash and cash equivalents, trade and other receivables and trade and other payables are short term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables exclude amounts provided for relating to annual leave which is not considered a financial instrument.
- (ii) For listed available-for-sale financial assets, closing quoted bid prices at reporting date are used.
- (iii) These liabilities are fixed interest leases carried at amortised cost. Differences between carrying value and net fair value represent decreases in market interest rates.

NOTE 16: ASSOCIATION DETAILS

The principal place of business of the association is:

Statewide Autistic Services Inc.
13 Sir Laurence Drive (P.O. Box 2036)
Seaford Vic 3198

STATEWIDE AUTISTIC SERVICES INC.

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the Committee the financial report as set out on pages 1 to 18:

1. Presents a true and fair view of the financial position of Statewide Autistic Services as at 30 June 2010 and its performance for the financial year ended on that date in accordance with the Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that Statewide Autistic Services will be able to pay its debts as and when they fall due.

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

President

Ms Sue Daniels



Treasurer

Mr Geoff Vincent



Dated this 27th day of September 2010

STATEWIDE AUTISTIC SERVICES INC.

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
STATEWIDE AUTISTIC SERVICES INC.**

Report on the Financial Report

I have audited the accompanying financial report of Statewide Autistic Services which comprises the Statement of Financial Position as at 30th June 2010 and the Statement of Comprehensive Income, Statement of Changes in Equity and Cash Flow Statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Statement by members of the Committee.

Committee's Responsibility for the Financial Report

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

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. My audit has been conducted in accordance with Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

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

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

Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical announcements.

Audit Opinion

In my opinion, the financial report of Statewide Autistic Services Inc. is in accordance with the Associations Incorporation Act (Vic) 1981 including:

1. giving a true and fair view of the Association's financial position as at 30th June 2010 and of their performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards, (including the Australian Accounting Interpretations) and the Associations Incorporation Act (Vic) 1981.



Dated this 28th day September 2010

John Woodward - Chartered Accountant
Level 1, 385 Little Lonsdale Street, Melbourne Vic 3000