



**ANNUAL  
REPORT  
2013**



# BLOSSOMING

## NICOLETTA'S ALKIRA STORY

The importance of the different areas of Alkira's work has previously been spoken and/or written about on different occasions – Residential Services and Respite Care, Training and Support Services, the Transport Service and the Recreation Program. The combination of some or all of these areas of service can come together to fill a practical void in a person's life which may have been left by the passing of a parent or carer, or maybe for a person who has no family. Alkira works with people to ensure their life can remain full and productive and that the loss or incapacity of a carer does not mean the loss of lifestyle and independence for a person. Many of the people Alkira supports access one or two of the different services to facilitate their desired lifestyle. Importantly, sometimes people access Alkira's services to enable them to live the sort of life they may have dreamed of but, for a variety of reasons, have never realised. One such person is Nicoletta. Nicoletta's story is a truly inspirational one highlighted by overcoming the challenges and major changes which life sometimes throws our way.

### **This is Nicoletta's Alkira story!**

In August 2007, Nicoletta was introduced to Alkira when she moved into one of Alkira's Shared Supported homes at Gracefield Drive, Box Hill North. Nicoletta had lived in the family home - originally with her two brothers and parents, then with her brothers' extended families and

in later years just with her mother and father. After her father passed away a few years prior to 2007, her caring nature saw Nicoletta looking after her increasingly frail mother until such time as she moved to a nursing home. It was then that Nicoletta came to Alkira's Gracefield Drive residence. Nicoletta had lived a somewhat sheltered life, not having attended school or any day service, with her family being her entire focus. From this point, Nicoletta's relationship with the Alkira organisation flourished and ultimately Nicoletta herself blossomed.

Life had changed drastically for Nicoletta and in her own words 'it was a bit hard at first, but the staff helped me to live in the house.' With support, Nicoletta slowly faced and overcame each challenge as they presented, growing in confidence with each accomplishment. It wasn't long before Nicoletta was settling in and beginning to enjoy her new home life. She found herself participating in group outings, enjoying coffee with her housemates, attending church and visiting her mother in the nursing home each Sunday. Nicoletta also attends night school with Junith (an Alkira friend) where she learns computer skills and works on her writing skills. Her teachers have recently commented on the great improvements she has made in her work. Nicoletta enjoys her craft work at home making and selling knitted coat hangers which funded a recent trip to Echuca





and she is currently working on a beautifully bright coloured rug which she may use in her bedroom. Nicoletta participates in all house chores, grocery shopping and putting away, laundry jobs, cooking meals and helping with the house budget and banking. At a recent residents' meeting, Nicoletta was proactive with a safety issue - wanting to learn what to do if a house support worker became ill or had an accident while on duty. She is now very proud that in such a circumstance she would be able to keep her housemates safe. When asked what makes her home a happy place, Nicoletta replied 'the people who live in it and the staff'.

Just a few weeks after settling into Gracefield Drive, Nicoletta joined Alkira's Training and Support Service at Jolimont Road. This was the first time Nicoletta had accessed a Day Service and she began to thrive. In fact the pace at Jolimont Road was found to be a little slow for Nicoletta and she moved across to Thurston Street relishing in the increased activity. Today she participates in many programs, spending four days a week at Alkira's Thurston Street service and one day with Home & Community Support at Wood Street.

In 2010 Nicoletta invited the people closest to her to attend her 'My Plan' meeting. Nicoletta's 'My Plan' is an individual life plan, driven by her with the help of a planning facilitator and supported by those people in Nicoletta's life with whom she is closest - family, friends and Alkira

staff. During this process, several life goals were shared by Nicoletta; one of which was to meet up with her friend Robyn, for a coffee. Nicoletta will tell you that one of her favourite things she does at Alkira is her weekly morning coffee with her great friend, Robyn, at Box Hill Centro. Nicoletta is working on other goals, such as a desire to work with children and to take an overseas trip.

Alkira's Recreation Program has provided Nicoletta with wonderful experiences and friendships. From holidays at Tootgarook with friends, visits to Werribee Zoo, Gala Charity Concerts and Musicals to the Lord Mayor's Christmas in July luncheon. Nicoletta, like all of us needs a break from the ordinary, and Alkira's Recreation Program has provided just that.

Nicoletta can best sum up life with Alkira in her own words:

***'Alkira makes me happy!'***

**From Nicoletta's Family...**

'Nicoletta for us has been a true inspiration and is living proof that anything is possible. She did lead a very sheltered life with her loving parents believing she was better off in their care. When Nicoletta's mother needed the care of professionals and Nicoletta was moving into Gracefield Drive, we anguished and worried that they were doing the right thing. We as a family didn't want her to feel abandoned, but we also knew that

she was extraordinary and given the chance at independence would flourish. Not only has she blossomed into a formidable woman, but she is the glue that keeps the family together. Her sense of family values is overwhelming and we constantly find ourselves reminded by her that family should stick together.

We are in awe of her and are so proud and happy for her. She loves her home at Gracefield Drive and always talks about her achievements at Alkira with pride. The support, care and skills that Alkira has given her have allowed her to be open, confident and social. She has taught us all a huge lesson - that we as people can achieve anything in life as long as we have the right support. We love her dearly and feel enormous relief and happiness that she is enjoying life to the fullest.

**From Nicky (Nicoletta's Niece)...**

'She will always be my loving, caring, bossy Aunty and best friend!'





# STRONG & VIBRANT SERVICES

## PRESIDENT'S REPORT

June Charlesworth  
President

As Alkira moves toward the beginning of its 7th decade, providing services for people with an intellectual disability, we reflect upon the positive advancements that have been made, and plan for a strong and vibrant service into the future, building on knowledge and expertise gained over nearly 60 years.

Back in 2010, The Board of Management undertook Future Directions Planning. Extensive consultation was undertaken enabling everyone within the organisation an opportunity to make critical comment. A day-long workshop followed with a cross section of the Alkira community represented. This resulted in 'Alkira - Towards 2013'. As we are nearing the close of that planning period it is timely to reflect upon the goals we set for the organisation.

### **Provide individualised opportunities and supports for people who access our services.**

- ◆ Over several years 'My Plans' were introduced, phasing out Training and Support Services 'My Days' and Residential Services 'My Life My Plan' which operated side by side. We now have one planning process, involving the key people and incorporating all facets of a person's life. Over half of our service users now have a 'My Plan' and we have also eliminated inconsistencies and duplication.

- ◆ Individual Community Options (ICO) endeavours to match individual aspirations for work and or volunteering to short and long-term positions within the business community.
- ◆ Opportunities were provided for staff to visit other services to gather new ideas for the benefit of service users.

### **Engage with current and potential stakeholders through effective communication.**

- ◆ A Communication Working Party convened to determine the best manner to identify and improve communication across the organisation. The focus centred on people who access Alkira services, their families and carers together with staff, volunteers and companies engaging with the Work Skills Program.
- ◆ Alkira's newsletter was revamped and renamed. The 'Alkira Sun' now brings you current 'across Alkira' information.
- ◆ The 'e-Connection' program for Alkira Residences provided each house with wireless internet and a laptop computer for use by residents.

### **Attract and retain high quality staff and volunteers.**

- ◆ Staffing levels were reviewed with work towards establishing career paths for staff.





- ◆ All salaries were reviewed in relation to changing industry awards and rates.
- ◆ Provide resources that facilitate the achievement of quality outcomes.
- ◆ Training and Support Services undertook a facilities review, assessing current and predicted requirements and their suitability in relation to futures planning.
- ◆ Transport, Building Equipment, IT, Communication & Specialised Equipment for service users was assessed and addressed as a part of the annual budgeting process, including capital expenditure items.
- ◆ More recently we have also seen the introduction of touch screen technology to support independent use of computers.

#### **Financial viability in order to maintain and extend services.**

- ◆ In the creation of the annual budget a conservative approach is taken. A long term view of financial requirements and a cautionary attitude during the times of economic hardship ensures that Alkira is now ready to move into its 7th decade and a 'Disability Care Australia' funding environment.
- ◆ The Alkira Foundation has been established and new Foundation Board introduced, taking a step further to remain financially viable for years to come.

#### **Provide access to a range of housing and support options that address the needs of service users.**

- ◆ A Working Group was established to assess the needs and desires of people in our community in relation to Respite and long-term accommodation.

During the last three years we also worked through the process of Quality Assurance, an ongoing process designed to promote continuous quality improvement and to achieve accreditation. Certification based on the Standards for Disability Services in Victoria was granted on the 28th November 2011, and remains valid for three years. To this end Alkira has engaged Global-Mark Pty Ltd in preparation for the next audit.

Over the last 12 months the Board and Management team has become increasingly aware of the disparate needs of the people who access our services. Age related issues have increased, affecting people who had joined the Alkira community in the 50's and 60's and this continues to impact significantly on their chosen activities and quality of life. At the same time there are changing expectations of young people emerging from the Special Developmental Schools which has and will continue to impact on where and how we deliver services.

True to our Mission Statement: 'Alkira strives to meet the needs and wishes of people with an intellectual

disability, through care and support that will enrich and challenge them to be a part of the world community' staff and management have worked to ascertain what people wanted. They talked with families and drew on information from My Plans. Discussions were held with the Department of Human Services and Special Developmental Schools in relation to advice given to families to ascertain how well informed they were about the services we offer and how others outside our community view Alkira.

With the accent focused on 'Self Directed Approaches' and linked to Individualised Funding arrangements, together with the introduction of Disability Care Australia, there are many issues to consider when planning for the future. One immediate consideration for Alkira is that of property. At the end of this calendar year our Home and Community Support Service lease terminates at Wood Street Nunawading and we are currently seeking another suitable property. We have also been considering alternative rental options for the Momentum and Pathways courses.

As we enter the 2013-2014 year we face many challenges ahead but with dedicated staff, good planning and focussing on individual needs and wishes, I am sure we will continue to deliver quality, strong and vibrant services for people - as we have done for almost 60 years!



# LIFE'S JOURNEY

## CEO's REPORT

Ray Cranwell  
Chief Executive Officer



At some time in our lives I am sure we all reflect on where we are currently at, where we have come from and where we will be taken in the years ahead.

An organisation is like any person – on a **'life's journey'** – the only difference is that Alkira is made up of many people who share their journey with us.

This journey together so far has been one that has experienced growth, excitement and change and we are now on the verge of new and exciting times with the introduction of Disability Care Australia (formerly National Disability Insurance Scheme).

**"Every road in life is a journey. The rear view mirror is to remind us of where we have been so that we can fully understand where we are going."** Anonymous

For Alkira, the rear view mirror reflects good times, good decision making, participation by many fine people, outcomes and many great life stories. We also see a history of community, of partnerships and dedicated contributors.

During the sad times in our **'life's journey'** we are sometimes reminded of what special things have been important to us. One such occasion occurred this year with the passing of our friend Doug Bryans. At Doug's funeral service his brother Graham reminded us of the strong partnership that existed between Alkira, Doug and his family. This was a real example of how a committed and aligned partnership contributed to making Doug's life one that was full of enjoyment, dignity and purpose.

We are now at one of those times in the life of an organisation when we must plan and prepare ourselves to make sure we continue 'life's journey' as an organisation so that we generate as much as we can to the benefit of the people we exist for.

In a recent article in the 'Alkira Sun' (July 2013 edition) I referred to the Statements of Purpose in Alkira's Constitution – which, in 1992, documented our reason for being.





I believe that we still very strongly hold true to these ideals:

- ◆ 'To ensure maximum possible freedom and independence in all matters affecting the lives of clients'
- ◆ 'To provide services that meet individual needs'
- ◆ 'To encourage maximum possible integration and involvement of clients in community life'
- ◆ 'To provide guidance and support to parents and care providers of adult persons with intellectual disabilities in the management of day to day problems'

The content of reports in this Annual Report includes many examples of what has been achieved for people throughout the last 12 months and before. Through initiatives within My Plans, Momentum & Pathways, Individual Community Options, Respite and Recreation, Home & Choice, the Family Forums and through our Residential services we see how we are delivering positively against these purposes.

At this time in Alkira's life the challenge for us as an organisation is to focus on the following:

- ◆ Providing what people tell us they need and want
- ◆ Planning for and responding to the changing environment and to the way we are funded
- ◆ Delivering outcomes for people as identified in their 'My Plans'
- ◆ Providing open and responsive communication with service users, their families and carers

I believe if this is undertaken, as we enter a time of significant change, Alkira will go a long way to ensuring that the people we provide services for will continue to have a meaningful and enhanced **'life journey'**.



# CLIENT COMMITTEE

## REPORT

Alison Jones  
Client Committee Co-ordinator



### Purpose and Scope

The Client Committee ensures that the people who use our services are informed about, and have a say in, what happens within all aspects of Alkira Training & Support Services (T&SS). Members are elected by their peers at annual elections to represent them. This Committee provides an avenue for members to access organisational and service functions within Alkira. Members also represent Alkira at regional network meetings, conferences and within the community.

### 2013 Client Committee Members

Bob Burston, Cheryl Hendy, Barry Jones, David LoRicco, Bernadette Mahoney, Chris Matthew, Anthony Mautone, Alex Moore, Francis Petty, Steven Ramus, Paul Van Leeuwen, Liz Wilson and James Young.

### Alkira Ambassadors Roles

#### *Staff Interview Panel*

David LoRicco, Anthony Mautone, Alex Moore and Paul Van Leeuwen form the team of people involved in selecting staff.

Paul in particular has been a key member and has done an excellent job in our recruitment process, providing invaluable feedback on candidate suitability as part of the interview panel. Now, with some fresh committee members on board, we have a number of people dedicated to this important role of staff selection.

### *Day Services Committee Representative*

Liz Wilson recently replaced Georgina Pitts in this role, which involves attending and presenting a bi-monthly report to the Board of Management T&SS Committee.

### *Visitor Tour Guides*

Tour guides Bob Burston, Steven Ramus, Liz Wilson and Chris Matthew have been busy showing new faces around in their ambassadorial roles, as well as providing information about all our sites. They give potential employees and visitors information about what they can expect on a day-to-day basis within our services and also give a glimpse of what life at Alkira is all about. Well done guys!

### Fundraising

This year the Client Committee held a Biggest Morning Tea event; members bought and baked up a storm, providing morning tea for everyone at Thurston Street, as well as some very welcome friends and family members. They raised \$230 for The Cancer Council.

### Eastern Client Network

Once a month Client Committee members attend the Eastern Client Network meeting held in Ringwood and supported by VALID Inc and SCOPE Community Inclusion Unit.





The Network provides opportunity for participants to speak about their rights, to advocate for changes by talking about issues and problems, for skill development and information exchanges, to socialise with other services users and to provide a client forum for other groups or government to seek feedback about client issues. Guest speakers in the past year have been the Transport Ombudsman, Sports Victoria, Victorian Electorate Minister and the Uniting Church.

The committee is also discussing a document, drafted by VALID, which deals with rights, respect, responsibility, building confidence and how to advocate in a positive and meaningful way.

### Having a Say Conference

This Conference attracts hundreds of delegates from across Australia and overseas each year. It provides opportunities for people with disabilities to have new experiences, to participate, learn, present, perform and celebrate achievement. Being part of this conference is a wonderful experience for all involved.

Each year the conference aims to empower people with a disability by providing:

- ◆ support to be part of developing strategies to address issues and recommendations made at the conference
- ◆ the opportunity to “have a say” about issues that reflect their lives
- ◆ opportunities to celebrate ability and achievement
- ◆ opportunities to be heard by politicians, departments and service providers
- ◆ participate and meet others from around the state

It was again held in Geelong at Deakin University and eight Alkira Committee representatives and two staff members attended and had a fantastic time. The theme of the conference was ‘Community, Choices, Challenges and Contributions’. All the presentations and performances were empowering, challenging and informative.

Alkira delegates this year were Cheryl Hendy, Emily Lim, Allie LeFever, David LoRicco, Bernadette Mahoney, Francis Petty, Paul Van Leeuwen and James Young.

Notable successes were:

- ◆ Bernadette Mahoney’s artwork being chosen to be the cover of the ‘Having Your Say’ report!
- ◆ Emily Lim coming in 2nd place in the ‘Red Faces’ - performing on the main stage at the close of the conference to One Directions “You don’t know you’re Beautiful”

- ◆ Other fantastic performances by Allie, Cheryl, Bernadette and Paul.

In all – a great representation of Alkira Awesomeness!

### Client Committee Projects (CCP)

CCP have been campaigning for change in our wider community on behalf of people at Alkira. One notable success has been at the Forest Hill Shopping Centre where they have lifted the bar and made disability parking much more accessible for people who travel by minibus - excellent work! Letters have also been sent out to inform Puffing Billy of inadequate toilets for people with disabilities. As well, we are waiting for a response from Transport Victoria who has been asked why trams have wheelchair access stickers on them when it is not possible to access the tram in a wheelchair!





# CELEBRATING ACHIEVEMENTS

## RESIDENTIAL REPORT

Norma McPherson  
Manager - Residential Services

Nothing makes us happier than celebrating good news. In Alkira's Residential Services when one of the people we support achieves a goal in their life then it is time to celebrate! Along with the sense of achievement for the person there is also a feeling of pride and satisfaction for staff.

Over the years it has sometimes been difficult to keep track of these achievements, meaning that when goals are reached they have not always been truly celebrated. However, having a 'My Plan' for every resident ensures there is a record kept for goals achieved and attempted, giving an opportunity for acknowledgement and celebration.

The goals and aspirations people are working towards within our Residential Services are many and varied and include things such as learning to read and write, to make healthy meals, while others are planning to go on a supported holiday or to be able to support themselves as independently as possible.

Here is one example of how a persons' 'My Plan' has facilitated creative thinking by support staff that resulted in a resident being empowered and achieving a goal he set for himself. A particular resident likes to spend money as a lot of us do, which was causing him a lot of unhappiness as he was unable to save up for anything. However, as he enjoyed receiving & using gift cards, support staff assisted him to save up in a way he could understand by buying himself his own gift cards. He saved up enough to buy a \$20.00 gift card which he kept in a safe place, then started to save again. Once he had enough gift cards for the item he wanted, as specified in his 'My Plan', he was able to go and buy it. He was so proud of his achievement and has learned the value of money so much more quickly. Such was his enthusiasm for this idea; he has now been empowered to continue to keep buying his own gift cards to save for other things.

The people we support teach us so much, but through the creativeness of staff and by establishing partnerships that assist people to work towards achieving the goals they have set, achievements can be celebrated. Alkira is fortunate to have teams of excellent House Supervisors and staff who together contribute to positive outcomes for people in our services.





New initiatives continue to be embraced by houses where people make decisions to do new things. At Riversdale, residents and staff enjoy socializing and entertaining and often invite their family and friends to afternoon tea. People take turns at being the welcoming host for visitors or to introduce new visitors to everyone, whilst others help by preparing and serving food. These occasions have been a great success, have empowered residents and given them all a great deal of confidence. Visitors also respond well and enjoy being invited to come back again and again.

This year we have welcomed a few new residents. Christopher Ridley moved into Shady Grove early in the year and is enjoying his new lifestyle and socializing with new friends. A lovely lady, Helen Krystofowicz, also moved into Shady Grove this year and has enjoyed making this house her new home. Abbey Harrison was welcomed into Gracefield Drive in July and we hope she enjoys her new lifestyle and settles in quickly.

Our Respite Service has gone from strength to strength. Karyn Barlow has embraced the challenge of a 12-month pilot, linking the Family Liaison position to the Respite Co-ordinator & Perkins House Supervisor position. Respite bookings for the foreseeable future are looking very good and are currently at or near capacity for much of the time. Momentum students are also using Perkins House a couple of times each week to develop new skills that will potentially enhance their opportunity for future independence.

Once more we had to say goodbye to a few old friends. Michael Thomson and Enid Curtain had to move into nursing home care during the year but are still enjoying contact from their houses and other Alkira friends.

In June our long-time friend Doug Bryans passed away. He had lived with Alkira for many years and will be sadly missed.

We look forward to the coming year of challenges - of finding out what Disability Care Australia might hold for the future of accommodation services across the state and of course we hope for another year of more fantastic achievements that can be celebrated with people!



# MAKING A DIFFERENCE

## TRAINING & SUPPORT SERVICES REPORT

Diane Fitzmaurice  
Manager - Training & Support Services



We pride ourselves on providing quality services in an environment where the dignity and autonomy of the people who use our services is paramount. We regard them as **partners**, not recipients and have been working with them, their families, carers and other important people in their lives to help their My Plan make a difference. Here are some stories I would like to share.

The Abbotsford Convent is an extraordinary place. Once an important meeting place for indigenous people, it became a convent and now is a community arts, culture and learning precinct. From the 1860's The Convent Bakery served as a central place for the preparation and baking of all food once served to about 1000 girls and women at the Convent by the Sisters of Good Shepherd. It is within these same walls today that three Alkira people work on a permanent part-time basis along side its artisan bakers who produce, on a daily basis, a range of fresh and unique styles of old fashioned wood fired bread, moulded by hand, and baked straight on the oven brick floor.

David Frith, Tara Scott and Leigh Walters are proud to be part of this unique community and have established themselves as part of the busy Convent Bakery Team. As a result of each individual's goals established through Alkira's My Plan process, Individual Community Options (ICO) were engaged to support Tara, Leigh and David in fulfilling their aspiration to work in hospitality. Tara and Leigh work

together every Monday and Tuesday mornings whilst David works every Wednesday and Thursday mornings. When you visit the Convent Bakery during these times you will see them looking smart in their uniforms and aprons, working hard serving customer's coffee and meals, refurbishing consumables, assisting in food preparation activities and ensuring the café is clean and tidy. You need look no further than their success to find "the proof is in the pudding"!

At Alkira we are very much aware of the invaluable nature of people who donate their time to support our community but what is often overlooked is the dedication of Alkira clients who support people in the wider community. One such person is Carolyn Thomas who has been a volunteer at Blue Cross Springfield Aged Care since 2009. Every week Carolyn visits the residents for a couple of hours and assists them in recreational activities such as indoor Bocce. Carolyn has been presented with a Certificate of Recognition for her efforts and through her time volunteering at Springfield has made some good friends with whom she also enjoys a social chat. During Carolyn's recent My Plan meeting it was identified that, despite being in her late sixties and spritely, her weekly visits were becoming a bit too strenuous but her social contact with her friends was extremely important to her. As a result, Blue Cross was approached to help Carolyn maintain her links, with the support of a volunteer, to enable her to visit her





friends on a monthly basis for a less strenuous “cuppa and bickie”.

A couple of Alkira’s younger people, initially with the support of staff, also volunteer in the wider community. Evan Gaeth and Rebecca O’Brien both volunteer their time on a weekly basis to support and assist others in their learning. Evan, a very competent computer user, volunteers at The Avenue to support students with data input in their Certificate 1 Transition Education course.

Rebecca O’Brien volunteers supporting teachers and children at the Villa Maria Early Childhood Intervention Service in Kew. Rebecca assists with games, singing and story telling with the children and also is a great help in assisting the teachers to clean up after activities.

Work experience placements are an integral part of Alkira’s Momentum third year student curriculum which provides opportunities for students to understand workplace expectations and develop their skills in a “hands on” learning environment. The success of these placements has been invaluable to our students and I would like to share one placement in particular with you. Caden Bettles wanted to work with animals – an exciting challenge. ABBA Boarding Kennels in Dandenong, who provide accommodation services for owners of cats and dogs, was approached and agreed to provide an opportunity for Caden. Caden was comfortable and enjoyed working with the cats but, even though working with animals was his choice, he had

to overcome a severe barrier to work with dogs. It was wonderful to witness his first encounter with a beautiful Labrador – he was initially very reluctant, his body stiff with anticipation as though he was asked to touch an electric fence, but gradually his strong desire to pat the dog culminated in a wonderful moment when his hand reached down and stroked the dog’s dark fur. Caden beamed with enjoyment and had conquered his fear – this is what makes these placements so special to everyone concerned but particularly to our students. Caden grew in confidence and went on to have a very satisfying and successful work experience placement which had a multitude of benefits for him.

There is nothing more satisfying than when a work experience placement leads to employment and Greer Guest-Marinis’s bubbly personality and demonstrated abilities made this come to fruition. Greer was accepted by Frootz on Parade in Balwyn for her Momentum work experience placement and impressed the owners so much that they offered her a part-time position as a shop assistant one day per week. With the support of staff, Greer then undertook travel training to get from work back to Momentum in the afternoon. After successfully becoming an independent traveller, Greer continued to develop her skills at Frootz on Parade where she became well known to the local shoppers whom she would greet with her lovely smile. It is testament to Greer’s ability and value as an employee that when

the shop owners decided to relocate they asked Greer to come with them – and she accepted!

Taku Ikeda is another of Momentum’s students who progressed from a work experience placement to employment. Taku commenced a placement at the Maple Rose Café in Balwyn with support and training. He undertook such tasks as clearing and cleaning tables and washing dishes. After several weeks Taku developed his skills and confidence and transitioned to working independently. The owners of the café enjoyed Taku’s warm and friendly nature and appreciated his abilities and so it wasn’t long before they offered him a permanent part-time position once a week. To progress towards greater autonomy Taku undertook travel training with a volunteer, Moana, and quickly demonstrated confidence in travelling to and from home and work. Unfortunately the café was sold but prior to leaving the owners discussed Taku’s abilities, enthusiasm and willingness to work with the proprietors of a Pharmacy located in the same shopping strip. The pharmacy had a need for somebody to unpack medication from Webster packs returned from Nursing Homes and agreed to Taku undertaking a work trial with them. And guess what? He got the job!

In 1934, María Grever, a Mexican songwriter, wrote a wonderful song titled “**What a Diff’rence a Day Made**” in 2013 we are singing “**What a Diff’rence a Plan Made**”.

# THE ALKIRA FOUNDATION

## FUNDRAISING REPORT

**Bob Slater**  
Manager - Fundraising & Community Relations



2013 has been a year of review and consolidation for the Alkira Foundation in preparation for a major drive in our 60th Anniversary year in 2014.

### The Alkira Foundation Board

This has now been constituted with six members including CEO Ray Cranwell and Fundraising & Community Relations Manager Bob Slater in attendance.

*Peter Harrison* (photo 1) (Chair) has served on the Alkira Board of Management for over 35 years as Treasurer. He has had an extensive background in finance and accounting and is prominent in other community boards.

*Warrick Mitchell* (photo 2) joined the Alkira Board of Management in 2012. He has extensive experience in management and has association with other community boards.

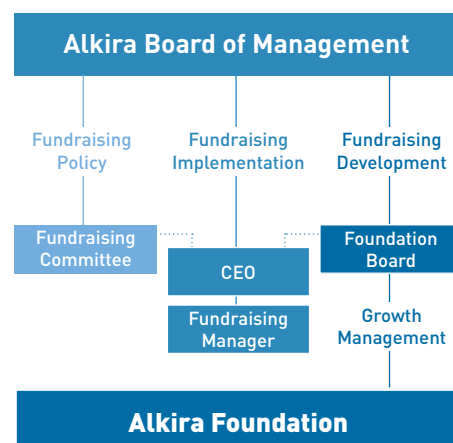
*Jennifer Coburn* (photo 3) is prominent in retail and has an extensive network and background in community activities through Rotary.

*Matthew Etty-Leal* (photo 4) has had a long association with not-for-profit organisations through fundraising and events management. He is also involved in philanthropic trust management and community activities through Rotary.

*Ray Cranwell* (photo 5). Alkira CEO for 18 years.

*Bob Slater* (photo 6). Alkira Fundraising & Community Relations Manager acts as non-voting secretary.

### Function of the Alkira Foundation Board

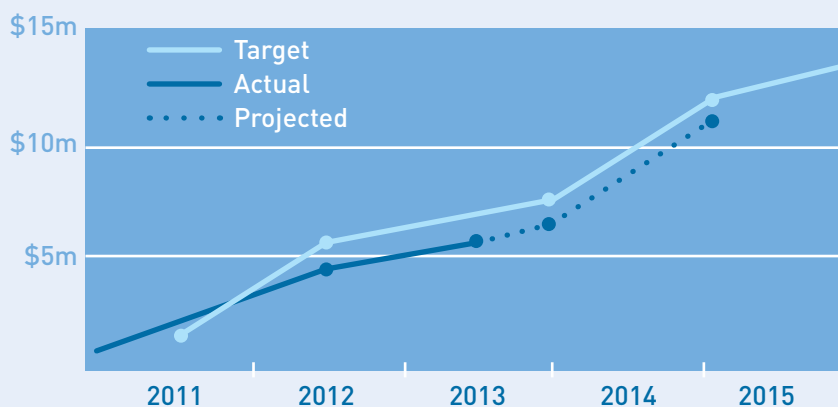


The Function of the Alkira Foundation Board is to assist the Alkira Board of Management (through policies developed by the Fundraising Committee) by developing and implementing plans for the Foundation and by recommending major funds investment to meet Alkira's long term requirements. It is proposed that the Alkira Foundation Board reports formally to the Alkira Board of Management quarterly and at other times when requested or considered necessary, and meets as often as required in accordance with their planning.

As at 30th June 2013 additional income received was \$142,582 and future commitments (bequests) to the Alkira Foundation remained static at 17.

Our desired target for combined cash donations and future commitments through pledges and bequests has been revised to \$14 million by 31st December 2018, with intermediate target \$12 million by 31st December





2014. This means a concerted effort by all members of the Alkira community, and especially families with long standing interests, to consider seriously the extent to which they may be able to assist the Alkira Foundation through cash donations, pledges and bequests.

The Alkira Foundation Board has set about examining how best to invest the funds in hand and committed funds as they are received and to consider other ways to contribute significant amounts to the Foundation corpus.

We trust that the growing awareness of the Foundation's benefits to our sons and daughters and to Alkira itself will encourage others in the Alkira community.

### Support from the Community

We at Alkira appreciate the good will and tangible support that so many people in the community provide.

There are numerous supporters that assist in many ways. Whereas much of the support is 'in kind', there are key equipment and program support grants that have enabled our staff and volunteers much assistance with programs.

- ♦ Training Kitchen Upgrade – The dream of a new commercial training kitchen is becoming a reality thanks to assistance from a range of supporters. As reported in the 2012 Annual Report, the Lord Mayor's Charitable Fund provided \$3,500 for a commercial refrigerator. Since then we have received:

- ♦ Jack Brockhoff Foundation \$15,940 for steel benching, tables and trolley.
- ♦ Rotary Club of Box Hill \$1,875 for stainless steel prep bench & pie warmer.

Other applications for funding towards this \$61,000 project are pending.

- ♦ Flora & Frank Leith Charitable Trust \$10,000 towards Momentum.
- ♦ Norman, Mavis & Graeme Waters Perpetual Charitable Trust \$10,000.
- ♦ William Angliss (Victoria) Charitable Fund \$3,000.
- ♦ Whitehorse Community Chest. \$4,201 was Alkira's distribution from the 'Chest'. Thanks to Freemasons and members of the Alkira community who door knocked around the streets of Whitehorse to help achieve the result.
- ♦ Bendigo Community Bank. A variety of encouragement and support.
- ♦ Rotary Club of Box Hill Central. Involvement in the Whitehorse Charity Golf Day that led to a donation of \$4,000.
- ♦ Rotary Club of Mont Albert & Surrey Hills. General assistance including a donation of \$500.

- ♦ Box Hill Institute. Pro bono support that interfaces with Alkira activities, notably Momentum.
- ♦ Zesta Kitchens. Financial support and promotions.
- ♦ Chinese Catholic Church. Opportunities for fundraising and fundraising assistance.
- ♦ Bread Street Bakery. Supply of bakery products.

### Golf Day

At the invitation of Rotary Club of Box Hill Central, Alkira once again entered teams for the annual Whitehorse Charity Golf Day and Dinner Auction held at Box Hill Golf Course. Two teams represented Alkira of which one was sponsored by Valiant Press led again by Co-Director Shane Dummett and one was from Alkira. Alkira received \$4,000 from the proceeds of the day.

### Alkira at the Movies

For the third year Alkira family members and friends enjoyed fellowship, food, a glass of wine, the pleasure of watching a new release movie (Oz the Powerful), a promotional Alkira film clip, and the knowledge of helping to promote and support Alkira. Thanks go again to Rotary Club of Box Hill Central (Matthew Etty-Leal) for their support.





# ADDING VALUE

**SOMETHING ALKIRA'S  
VOLUNTEERS DO EVERY DAY**

## **VOLUNTEERS' REPORT**

Simon Nette

Volunteers Co-ordinator

The phrase 'adding value' seems to crop up a lot – have you noticed? Business uses the term, so do politicians and schools and banks and sporting clubs. It's an important concept which used to be expressed as 'don't just leave a place as you found it, make it better'. These days it's become shortened to 'add value', and adding value, or making Alkira better, is exactly what our volunteers are doing every day; whether its during the week in our day programs, after hours in our Recreation activities, or during a weekend somehow somewhere our volunteers are assisting. And it doesn't just go one way – Alkira adds value back to our volunteers too. It's mutual. Here are some examples ...

### **Inn Hue Choi and The Momentum Students**

This year Alkira was approached by the Horticultural Therapists Association to host a Korean horticultural therapist - Inn Hue Choi - as a volunteer. After discussions with the Association and senior staff member Garry Webster, a gardener-in-residence arrangement was set up at Momentum. Momentum rents a plot at the Box Hill Community Arts Centre community garden, and each Wednesday morning Inn Hue and the students work together to plant, nurture, harvest and cook a range of vegetables. The project has drawn international attention with the head of the Korean Horticultural Therapists Association paying a visit to meet the Momentum students, see

their garden, and also inspect Alkira's sensory garden at Jolimont Rd.

### **Riaan Lands a Job – Like Several Others**

We were overjoyed when we heard the news that Riaan De Wett, a particularly active and generous volunteer, had been offered employment with a disability organisation on the basis of the experience he had gained working at Alkira. Over a three year period with us Riaan had:

- ♦ Assisted at Momentum giving one-on-one learning support as a note-taker, then reading those notes onto tape and giving those recording to the student.
- ♦ Assisted giving one-on-one support in both the Momentum gym program and the Thurston Street swimming program.
- ♦ Assisted after hours in the Recreation program.

Some other volunteers in recent times who have progressed into paid employment, and for whom hands-on experience gained at Alkira has added value to their CV include Chelsea Fry (who is working full time at a disability organisation), Katrina Westra (Momentum), Robert Lingado (Momentum & Exploring Melbourne), Gail Krygsman (Op Shop), Jasmine Samy (ICO) and Yadav Umashankar (Momentum, Recreation).





### Karina Miriklis - Photographer

Over a 3 month period, Karina Miriklis, a student at Photography Studies College (Melbourne), 'toured' a broad range of Alkira programs and activities with the brief of capturing the people who use Alkira's services 'in action' – out there in the big wide world enjoying themselves and engaged in their various pursuits of interest. The result was a portfolio of images which not only provided Alkira with a valuable visual record of what our people are up to, it significantly altered Katrina's perception of people with disabilities. Prior to her project, Katrina had never interacted with disabled persons and had some uncertainty about how things would go. After spending time with Alkira people she discovered 'people are just people' and 'labels really mean nothing'.

### Whitehorse Rotaract and Serpentine Street Garden Makeover

In late August last year, the first conversations were held between Alkira and this 'fledgling' group of Rotoractors. They had recently formed and were looking for a community-based project to get stuck into. Annette Kiernan, a highly valued Alkira volunteer (Momentum, Op Shop, Community Buddy), an active Rotarian and mentor to the new group suggested they volunteer with Alkira and the idea of rejuvenating the garden at Serpentine St surfaced. Over the last 12 months, a number of Saturday working bees have been held, with the result that Serpentine

St front garden has now been completely cleared and re-planted. Not only is this a welcome change for the attendees and staff, at the 2013 Annual Rotary Awards the Whitehorse Rotoract Club received an award for Community Service recognizing the work they had done with Alkira.

### Rachel Kay Achieves 10 Years of Service

It's a cry heard throughout the entire community sector – it's hard to find loyal volunteers under 60. Hard maybe, but not impossible. We have one right here at Alkira. Rachel, who is DEFINITELY under 60, has just clicked over into her 10th year of service. She is without doubt one of Alkira's most loyal and loved volunteers. Rachel, and her companion-dog Izzy, can be found busy with whatever materials the Workskills workroom is handling every Monday and Wednesday. Rachel has an important (and unique) job – to give peer-support to the people in the Workskills program and function as a self-advocacy mentor to anyone who feels they need access to an understanding and sympathetic ear. Being a person with a disability herself, Rachel knows all too well the challenges and difficulties that can confront people with impairments – and the value of being able to discuss these with others who have faced similar problems is enormous. For this reason Rachel's presence at Alkira, and her articulate voice for advocacy, is highly valued and appreciated – and Rachel says of

Alkira 'it's somewhere I feel I can make a difference'.

### New Timetable Means New Volunteering Opportunities

With the arrival of a new-look T&SS timetable, and more particularly the reasons behind it, there are many fresh opportunities for volunteers to become involved. These include:

- ♦ Assisting the instructing staff as they conduct a wide variety of group activities
- ♦ Assisting individuals on a one-to-one basis in their activities of interest

The new timetable means increased periods of time for participants to engage more deeply in their activities, and for some the presence of supporting volunteers can help give additional encouragement when energy might be flagging or further inspiration when creativity might be fading.

### Make Contact and Have a Chat

If you, or someone you know, has some interest in volunteering and would like to find out whether assisting at Alkira is for you (or them), please contact our Volunteers Co-ordinator (Simon Nette) for an informal chat to discuss the possibilities. All discussions are conducted on a confidential and no-obligation basis. Phone 9890 1365 or email [s.nette@alkira.org.au](mailto:s.nette@alkira.org.au).



# RECREATION

## REPORT

Vera Moreira  
Recreation Co-ordinator



Alkira's Recreation Program enables service users to participate in activities that they may otherwise not have the opportunity to experience. It offers respite to both participants and their families.

This year has been another successful year with a wider variety of activities to offer more new experiences. Activities included sporting events, international shows like Cirque Du Soleil, music and street festivals and musicals, as well as our regular favourites like 10 pin bowling and the movies.

Holidays are always a success and have a high level of interest. This year we went to Porepunkah, Lavers Hill and Phillip Island. They were great holidays with very positive feedback from all who participated. Porepunkah was a very active holiday at Aspens Springs Farmstay, where people had the opportunity to feed the animals, wake up with beautiful peacocks at their cabin doors, go to Mt Hotham snow fields and make a snowman. We also visited a local winery for lunch and sitting very comfortably by the open fire, whilst eating some delicious and sophisticated food, was a big highlight. At Lavers Hill activities included: a visit to 12 apostles, scenic flight and the Apollo Bay Otway Fly Treetops Walk. Extra support was provided to enable someone with higher needs to participate and to also give their family respite for a few days. Philip Island in June was loads of fun despite the cold and wet weather, with everyone able to see the penguins, have fun and relax.

We have welcomed to the recreation support workers team Sarah Barker, who undertakes her role with such enthusiasm and incredible professionalism. Along with our fantastic volunteers and casual staff, everyone contributes to make our Recreation Service operate so successfully. Recreation co-ordinator Susanne Davis commenced maternity leave for 12 months in June and Vera Moreira is replacing Susanne in this role over this period.

We would like to take this opportunity to acknowledge and thank the Melbourne and Olympic Park Trust for continuing to choose us as a charitable partner. This has resulted in providing Alkira service users the opportunity to attend great events such as the Australian Open, Disney on Ice, Melbourne Storm games and Super Rugby games of the Rebels. Their staff also hosted us during these events and we are looking forward to some more exciting experiences in the year ahead.







# SHARE LEARN SUPPORT

## FAMILY FORUMS REPORT

Sue Dodds

Board Member and Forum organiser

Alkira's Family Forums seek to give the Alkira community an opportunity to meet informally to share experiences, make friends and learn something new. The Forums are generally 7pm – 9pm and are held on a bi-monthly basis at 3 Thurston Street Box Hill. They are open to everyone within the Alkira community: families, carers, staff, volunteers, friends and service participants.

Since the first Family Forum in March 2010 we've heard speakers on a diverse range of topics from some which have made us laugh ('Humour and Caring' presented by Carers Victoria) to others aimed at providing the knowledge we need to be better advocates ('Dealing with Bureaucracies' run by VALID). We are also fortunate in regularly having presentations from Alkira staff updating us on developments and services offered by Alkira such as the Respite Service, Individual Community Options and 'My Plans'. As might be expected attendance at any individual Forum varies depending on the subject matter to be discussed and the presenter(s). Nevertheless, over the period the Forums have been running we have seen a steady increase in numbers.

Two recent Forums which attracted very good attendances and lively discussion were a May presentation by Alkira parent and Victorian Deputy Police Commissioner, Lucinda Nolan, on the subject of 'Strategies for Safety in the Community Regarding Disability and the Law' and a July expert panel discussion covering 'Accommodation Options'.

Forum organisers (parents, Elizabeth Curran and Sue Dodds and Alkira Board President, June Charlesworth) welcome any and all suggestions for future guest speakers or topics. Any ideas can be given to Reception staff at Thurston Street to be passed on.

The Forum organisers would like to thank all Alkira families, carers, friends and staff for supporting the Forums and look forward to continuing to provide more opportunities for the Alkira community to come together to share, learn and support each other.



# VOLUNTEERS & ACKNOWLEDGEMENTS

## 2013

### Trusts, Foundations, Grants & Community Groups

Rotary Club of Mont Albert & Surrey Hills	\$30,019.00
Alkira Opportunity Shop	\$22,612.20
Rotary Club of Mont Albert & Surrey Hills	\$500.00
The Jack Brockhoff Foundation	\$15,940.00
Norman, Mavis & Graeme Waters Perpetual Charitable Trust	\$10,000.00
The Flora and Frank Leith Charitable Fund	\$10,000.00
Whitehorse Community Chest	\$4,201.00
Rotary Club of Box Hill Central	\$4,000.00
Willandra Juniors Auxiliary	\$3,000.00
William Angliss Charitable Fund	\$3,000.00
ShareGift Australia	\$2,000.00
Whitehorse City Council	\$2,000.00
Rotary Club of Box Hill	\$1,875.00
Melbourne Playing Card Collectors	\$1,300.00
Eastern Suburbs Baptist Netball Association	\$1,000.00
Freemasons, Malvern Lodge No. 121	\$1,000.00
Freemasons Public Charitable Foundation	\$500.00
Inner Wheel Club of Box Hill	\$500.00
Berkovic-Fraenkel Fund	\$27.00

### General Donations of \$1,000 and Above

Estate of Mrs Suzette Eynard	\$3,000.00
Mr JG Reynolds	\$1,100.00
Ms B Dingle	\$1,000.00
Mr D Gatti	\$1,000.00
Mr K Lim	\$1,000.00
Mrs V Milner	\$1,000.00
Mr R & Mrs H Walker	\$1,000.00

### General Donations of Less than \$1,000

Mr R Ashburner
C & C Barras
Mr D & Mrs N Bassett
Ms C Bezzett
Mrs C Browne
Mrs J Bryans
D Bucknell
Mrs N Burkitt
C & G Bethune
Mr P & Mrs H Campbell
Mr CM Carrington
Mrs L Chellevy
Mr AK Collins
Mr A & Mrs O Collinson
BA & IJ Cornell
Mrs H Corrie
Mrs M Craig
Mr G & Mrs C Cullen
D Larobina
G & M Dantico
Mr A & Mrs C DeGroot

Mr V DePropertis
Mrs E Dean
G Della Rocca
Mr J Denmead
Mr J Dennemoser
Di Mascio Family
Mr C Donohue
Mrs M Dowling
Mrs M Downes
Ms E Delafield
Mr M Field
Ms D Fitzmaurice
Mrs M Fortino
DJ Franet
Ms M Gatti
Mr A Gatti
Mr F Glynn
Mr M & Mrs J Grant
Haig Family
Mr A Haines
Mrs H Heriot
Ms M Hoatson
Mr C & Mrs L Hogan
Mr F Hudson
Mr J Jacobs
Ms M Jacobs
Ms P Jacobs
Ms W Jacobs
Mrs A James
Miss J Jennings
P Johnson
Mrs J Jones
Mrs S Jones
EJ King
Mr D Kneen
D Kopecek
J Krithawang
Mrs J Lawson
Ms M Lee
Mr B Leheny
Ms L Lesock
Mr E Leydon
Mr R & Mrs C Leydon
Mr D Lording
Louis Economy Shop
Lucantonio
Ms A Mackie
J Malyaris
M Martawi
Miss L Massoud
Mr R Matthews
L Mattia
Mr N & Mrs M Mavridis
Mr & Mrs McDonald
Mrs N McFarlane
Mr A McGovern
Mrs J McLean
Mr G McPherson
Mr W Mitchell
Mr J Montgomery
Ms E Montgomery
Ms Mary Muldoon
Mrs T Nicholls
Mr K Pantlin
Mr A Parkinson
Mr K Pyle
R De Wet
Mrs C Reese
Mr G Reese
Mrs J Richard



C Rico  
 Mr W & Mrs M Robinson  
 Ms B Roy  
 E Ruggeri  
 Mr T Ruggeri  
 Mrs B Scott  
 Mr E & Mrs R Sen  
 Mr FB Sheenan  
 Mr W Spry  
 Ms C Stoppa  
 Mr & Mrs B Swan  
 Tracorf Pty Ltd  
 Mr N & Mrs G Trembath  
 E & M Troulos  
 Ms J Tung  
 E & L Varrasso  
 Mrs J Walker  
 Ms R Walker  
 Dr K Watson  
 B Withers

### **Alkira Foundation**

*The following people made a new commitment, or increased their previous commitment to the Alkira Foundation.*

Mrs J Bryans  
 Family of Lydia Dennemoser  
 Mr A Poli  
 Mr R Rendall  
 Family of David Roddick  
 Squires Family  
 Mr M Thomson

### **In Memoriam Gifts**

*During the year several families, on the passing of their loved one, requested donations be made to Alkira in lieu of flowers. We thank these families for thinking of us at a time of great loss and sadness.*

Mr Doug Bryans  
 Mr Dino Gatti  
 Mrs Cynthia Jacobs

### **Keeping the Memory Alive**

*We thank the families of the following people, who kindly gave to Alkira in loving memory of their loved-one who passed away in years gone by.*

Mr Ian Collinson  
 Mr Jack E Fitzmaurice  
 Mr Giuseppe Fortino  
 Mr Darryl Hawksworth  
 Mr Noel Jones  
 Mr George and Mrs Annie Massoud  
 Mrs Beverley Montgomery  
 Mr Giovanni and Mrs Maria Poli  
 Mr Graham Reese  
 Mr Merv Reese  
 Mrs Irene Sheenan

### **Anonymous Donors**

*Each year, Alkira has many financial donors who wish to remain anonymous. Amongst those this year, were a group of people who participated in the 2012 RunMelbourne event which raised just on \$2,000 for Alkira. We thank all of our anonymous donors for their support over the 2012/2013 year.*

### **Business & Community Groups**

Alkira Parents & Friends Social Group  
 All Smiles Café, East Ringwood  
 Balloons! Parties! Hire!  
 Bellbird Hospital  
 Blue Cross -  
   Springfield Aged Care Service  
 Bread Street Bakery  
 Box Hill Community Arts Centre  
 Box Hill Golf Club  
 Box Hill Institute  
 Bunnings Warehouse -  
   Middleborough Road, Box Hill  
 Canterbury, Ashburton, Surrey Hills &  
   Balwyn Community Bank Branches  
   of the Bendigo Bank  
 Chinese Catholic Community  
 City of Whitehorse  
 Coles - Box Hill Plaza Shopping Centre  
 Convent Bakery - Abbotsford  
 Deakin University Victoria  
 DVJS  
 Epworth Hospital  
 ExxonMobil Pty Ltd  
 Fairfax Community Newspapers  
 FareShare  
 Freemasons Maroondah District 115  
 Freemasons Malvern Masonic  
   Lodge No. 121  
 Goodstart Early Learning Centres -  
   Box Hill  
 Leader Community Newspapers  
 Marvel Book Binding  
 Mackinnon, Jacobs, Houghton & Irving  
 Marina Bar & Bistro  
 Melbourne & Olympic Parks Trust  
 Mont Albert Florist  
 Nadrasca Business Services  
 National Trust - Rippon Lea House  
 Our Community.com  
 Palace Cinema, Balwyn  
 Puffing Billy Railway  
 Reading Cinema - Chirnside Park  
 Roket Design  
 Rotary Club of Box Hill  
 Rotary Club of Box Hill Central  
 Rotary Club of Mont Albert  
   & Surrey Hills  
 Rotary International Shine On Award  
 Spotlight, Box Hill  
 The Avenue Neighbourhood House  
 Tony Skomina Photography  
 United Way Melbourne  
 Valiant Press  
 Visual Heritage  
 Wattle Park Primary School  
 Whitehorse Business Group  
 Whitehorse Community Chest  
 Whitehorse Community Health Services  
 Whitehorse Leader  
 Willandra Auxiliaries  
 Zesta Kitchens

### **Volunteers**

Aaron Bettles  
 Adrienne Murray  
 Alexis Trump  
 Andrew Menzies  
 Annette Kiernan  
 Basil Richardson  
 Bev Hoban  
 Bev Mallows  
 Bev Ridley  
 Bradley Davis  
 Carolyn Shelley  
 Chris Kerr  
 Chris Prandi  
 Chunlan Yang  
 Chuuee Tan  
 Colleen Reese  
 Corrie De Groot  
 Diane Bassett  
 Dolores Cowell  
 Dorothy Conway  
 Dorothy Ramus  
 Edward Sen  
 Elizabeth Curran  
 Graeme Cross  
 Isobel Bracey  
 James (Jim) Dunn  
 James Infantino  
 Janet Tung  
 Jessica Frasca  
 Jessie Lowe  
 Jillian Faulkner  
 Jim Dunn  
 John Dennemoser  
 John Nugent  
 June Charlesworth  
 June Steeth  
 Kate Conroy-Welby  
 Kath Curtain  
 Katrina Westra  
 Ken Sprake  
 Lionel Bennett  
 Liz Smith  
 Lois Quick  
 Lou Lee  
 Luciana Bucci  
 Maara Serwylo  
 Mander Li  
 Mandy Gatti  
 Margaret Chapman  
 Margaret Jackson  
 Margaret Miller  
 Marianne Bray  
 Marina D'Monte  
 Meaghan Adams  
 Muriel Pickering  
 Nancy Cross  
 Rachel Kay  
 Raj Sen  
 Riaan De Wet  
 Robyn Jessup  
 Roma Dale  
 Rosemary Forster  
 Russell Banks  
 Sabatino Bucci  
 Shirley Locke  
 Sue Dodds  
 Susan Toohey  
 Tal Rotbart  
 Tara Bethune  
 Tim Robertson  
 Urania Michaelides  
 Vicki Britten  
 Wendy Salisbury

# FINANCIAL REPORT 2013

## TREASURER'S REPORT

**JUNE 30, 2013**

Peter Harrison FCA  
Treasurer

It is pleasing to report on the audited Financial Statements for the year ended 30th June 2013.

The statement of Profit and Loss for the year shows that Alkira made a surplus for the year of \$194,220 compared to deficit in the preceding year of \$305,866. This significant turnaround can be attributed to a combination of increased revenues and reduced expenditures in the 2013 year.

On the revenue side both the Training & Support Services (T&SS) and our Residential Services achieved good increases in revenues from Government Grants and from increased fees. It is also pleasing to see that our Production and Program revenue almost doubled in the year from 2012.

On the expenditure side, we managed to reduce costs by a total of \$160,838. Careful cost management in what are becoming more difficult times economically remains an important strategy for Alkira so long as we do not sacrifice the quality of our services.

You will see we have continued the "tradition" of reporting our operating performance of both the Residential and T&SS as a separate report outside the formal audited financial statements. (see page 31) The Board of Alkira feel it is important for our broader community to be aware that these operations make operating deficits in their own right ( this year a combined \$386,651) and are effectively being supported by investment income (this year \$282,999) and Donations and Bequests ( this year \$302,910).

This of course emphasizes the importance that fund raising and having an investment corpus, with no debt, plays in the continued financial success at Alkira. I would like to take this opportunity of thanking all those who contributed to the Alkira Foundation during the year. Your financial help is greatly appreciated!

Overall the Statement of Financial Position at June 2013 shows we remain financially strong with a cash balance of \$4.7 million. It is pleasing to report that this cash position grew by about \$500,000 during the year, largely due to the prudent management by Ray Cranwell and his team.

The strength of our financial position is important for us as the whole "disability sector" transitions to the recently announced Australia wide Disability Care scheme. We understand this could entail profound changes to the current business model we have at Alkira, particularly in the way Government funding is delivered and the choices that clients have in seeking service providers such as Alkira. It is pleasing for us to be in a position to respond to this new world in the most positive way and in the interests of providing only the best services to clients.

Finally, I would like to thank all those who have contributed to Alkira's continued success in 2013. Particular thanks must go to Ray and his team as they lead us all through the changes I referred to earlier in this report. Thanks also to June Charlesworth and all the other members of the Alkira Board who give of their time so freely.



# INDEPENDENT AUDITOR'S REPORT

## TO THE MEMBERS OF ALKIRA CENTRE, Box Hill

### Report on the Financial Report

We have audited the accompanying financial report of Alkira Centre-Box Hill Inc. which comprises the statement of financial position as at 30 June 2013, the statement of profit and loss, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position of the association.

### Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the Associations Incorporation Reform Act 2012 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view 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 committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial report of Alkira Centre - Box Hill Inc. is in accordance with the requirements of the Associations Incorporation Reform Act 2012, including: (i) giving a true and fair view of the Association's financial position as at 30 June 2013 and of its performance for the year ended on that date; and (ii) complying with Australian Accounting Standards.

**Name of Firm:** E. F. McPhail & Partners  
**Name of Partner:** Wayne C. Durdin  
**Address:** 38 Ellingworth Parade,  
Box Hill, Victoria, 3128

*Dated this 6th day of August 2013*

# FINANCIAL REPORT 2013

## STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
<b>REVENUE</b>	2	6,864,776	6,525,529
<b>EXPENDITURE</b>			
Salaries	3	5,005,682	5,117,288
Maintenance		102,622	111,963
Client Allowances		37,626	37,109
Provisions Food & Cleaning		138,151	153,441
Materials & Loose Tools		16,729	48,093
Electricity & Gas		36,226	44,250
Rates		6,373	6,550
Superannuation		387,270	398,577
Insurance & Workcover		99,889	130,424
Audit Fees		11,209	13,916
Printing & Stationery		25,728	27,503
Long Service Leave		36,935	(35,022)
Transport Fuel & Maintenance		140,509	153,317
Other Running Expenses		285,683	286,273
Depreciation	7	339,924	337,713
		6,670,556	6,831,395
<b>Current year Surplus / (Deficit)</b>	4	<b>194,220</b>	<b>(305,866)</b>

The accompanying notes form part of these financial statements.

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2013

	Note	2013 \$	2012 \$
<b>CURRENT ASSETS</b>			
Cash	5	4,701,926	4,207,380
Receivables	6	47,743	45,225
Total Current Assets		4,749,669	4,252,605
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	7	3,923,435	4,234,255
<b>TOTAL ASSETS</b>		<b>8,673,104</b>	<b>8,486,860</b>
<b>CURRENT LIABILITIES</b>			
Creditors	8	201,257	281,746
Employee Benefits	9	833,938	770,304
Total Current Liabilities		1,035,195	1,052,050
<b>NET ASSETS</b>		<b>7,637,909</b>	<b>7,434,810</b>
<b>MEMBERS' FUNDS</b>			
The Alkira Building Fund	10	2,000,000	2,000,000
Alkira Foundation	10	718,282	575,700
Accumulated General Fund	10	4,919,627	4,859,111
<b>TOTAL MEMBERS' FUNDS</b>		<b>7,637,909</b>	<b>7,434,811</b>

The accompanying notes form part of these financial statements.



## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2013

	General Fund \$	Alkira Building Fund \$	Foundation \$	Total \$
<b>Balance at 1 July 2011</b>	<b>5,164,977</b>	<b>2,000,000</b>	<b>575,700</b>	<b>7,740,677</b>
Net surplus/(Deficit) for the year	(305,866)	-	-	(305,866)
<b>Balance at 30 June 2012</b>	<b>4,859,111</b>	<b>2,000,000</b>	<b>575,700</b>	<b>7,434,811</b>
Abnormal Income	8,878	-	-	8,878
Net surplus for the year	51,638	-	142,582	194,220
<b>Balance at 30 June 2013</b>	<b>4,919,627</b>	<b>2,000,000</b>	<b>718,282</b>	<b>7,637,909</b>

For a description of the Alkira Building Fund and Foundation, refer to Note 10.  
The accompanying notes form part of these financial statements.

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Contributions (members) received		516,904	302,646
Grants (state) operating received		5,862,143	5,692,568
Donations received		302,910	210,419
Payments to suppliers and employees		(6,467,211)	(6,457,493)
Interest (unrestricted) received		251,047	263,798
<b>Net cash generated from operating activities</b>		<b>465,793</b>	<b>11,938</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		(351)	4,091
Purchase of property, plant and equipment		29,104	(138,200)
<b>Net cash used in investing activities</b>		<b>28,753</b>	<b>(134,109)</b>
<b>Net increase in cash held</b>		<b>494,546</b>	<b>(122,171)</b>
Cash and cash equivalents at beginning of financial year		4,207,380	4,329,551
<b>Cash and cash equivalents at end of financial year</b>	<b>5</b>	<b>4,701,926</b>	<b>4,207,380</b>

The accompanying notes form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2013

### Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICES

#### Basis of Preparation

Alkira Centre - Box Hill Inc. has elected to early adopt the Australian Accounting Standards – Reduced Disclosure Requirements as set out in AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010–2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the Associations Incorporation Reform Act 2012. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

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

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

#### Accounting Policies

##### a. Income Tax

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

##### b. Property, Plant and Equipment

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

##### Plant and equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(d) for details of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the association and the cost of the item

# FINANCIAL REPORT 2013

can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss during the financial period in which they are incurred.

## *Depreciation*

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated 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:

Class of Fixed Asset	Depreciation Rate
Buildings	4%
Motor Vehicles	20%
Furniture and Fittings	10%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are recognised in profit or loss in the period in which they occur.

## **c. 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 recognised immediately as expenses in profit or loss.

### *Classification and subsequent measurement*

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

(i) *Financial assets at fair value through profit or loss*  
Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

### (ii) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

### (iii) *Financial liabilities*

Non-derivative financial liabilities are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

### *Impairment*

At the end of each reporting period, the association assesses whether there is objective evidence that a financial asset or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

### *Derecognition*

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

### **d. Impairment of Assets**

At the end of each reporting period, the association assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (eg in accordance with the revaluation model in AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

### **e. Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

### **f. Cash and Cash Equivalents**

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

### **g. Accounts Receivable and Other Debtors**

Accounts receivable and other debtors include amounts receivable from customers for goods or services sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Refer to Note 1(e) for further discussion on the determination of impairment losses.

### **h. Revenue and Other Income**

Grant revenue is recognised in profit or loss when the association obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. All revenue is stated net of the amount of goods and services tax.

### **i. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

### **j. Comparative Figures**

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

### **k. Accounts Payable and Other Payables**

Accounts payable and other payables represent the liabilities outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

### **l. Provisions**

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## NOTE 2 REVENUE AND OTHER INCOME

	2013 \$	2012 \$
<b>SERVICES</b>		
<b>Training &amp; Support Service</b>		
Government Grants	3,509,580	3,454,155
Production & Program Revenue	67,764	37,073
Training Support & Transport Fees	175,891	73,786
Miscellaneous Income	-	8,301
	<b>3,753,235</b>	<b>3,573,315</b>
<b>Residential Service</b>		
Government Grants	2,344,012	2,268,656
Accommodation Fees	181,620	174,337
	<b>2,525,632</b>	<b>2,442,993</b>
<b>Other Revenue</b>		
Investment Income	282,999	263,798
Donations & Bequests	302,910	245,423
	<b>585,909</b>	<b>509,221</b>
<b>Total Revenue</b>	<b>6,864,776</b>	<b>6,525,529</b>

## NOTE 3 KEY MANAGEMENT PERSONNEL COMPENSATION

The totals of remuneration paid to key management personnel (KMP) of the association during the year are as follows:

	2013 \$	2012 \$
Key management personnel compensation	267,417	260,152

## NOTE 4 EXPENSES

	2013 \$	2012 \$
Training Support Service	(348,355)	(669,438)
Residential	(38,296)	(114,453)
<b>Net Operating Surplus (Deficit)</b>	<b>(386,651)</b>	<b>(783,891)</b>
Investment Income	282,999	263,798
Donations & Bequests	302,910	245,423
Profit / (Loss on Sale of Assets)	(351)	3,808
Non Operating Expenditure	(4,687)	(35,004)
<b>Non Operating Revenue / (Expenditure)</b>	<b>580,871</b>	<b>478,025</b>
<b>Current year Surplus / (Deficit)</b>	<b>194,220</b>	<b>(305,866)</b>



# FINANCIAL REPORT 2013

## NOTE 5 CASH AND CASH EQUIVALENTS

	Note	2013 \$	2012 \$
Cash on Hand		4,750	5,922
Cash at Bank		240,656	347,436
Short-term investments – bank deposits		4,456,520	3,854,022
<b>Cash and Cash Equivalents</b>		<b>4,701,926</b>	<b>4,207,380</b>

The effective interest rate on short-term bank deposits was 4.5% (2012: 6%); these deposits have an average maturity of 120 days.

### Reconciliation of cash

Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:

Cash and Cash Equivalents	13	4,701,926	4,207,380
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## NOTE 6 ACCOUNTS RECEIVABLE AND OTHER DEBTORS

	Note	2013 \$	2012 \$
<b>CURRENT</b>			
Debtors		24,711	18,081
Sundry Debtors		3,895	7,601
<b>Prepayment</b>		<b>19,137</b>	<b>19,543</b>
<b>Total current accounts receivable and other debtors</b>	<b>13</b>	<b>47,743</b>	<b>45,225</b>

## NOTE 7 PROPERTY, PLANT EQUIPMENT

	2013 \$	2012 \$
<b>Land &amp; Building</b>		
At cost	5,936,076	5,934,943
Accumulated depreciation	(2,475,923)	(2,271,926)
	3,460,153	3,663,017
<b>Motor Vehicles</b>		
At cost	858,618	858,618
Accumulated depreciation	(731,714)	(661,681)
	126,904	196,937
<b>Furniture, Equipment</b>		
At cost	937,974	910,002
Accumulated depreciation	(601,595)	(535,701)
	336,378	374,301
<b>Total property, plant and equipment</b>	<b>3,923,435</b>	<b>4,234,255</b>

### Movements in carrying amounts

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

	General Fund \$	Alkira Building Fund \$	Foundation \$	Total \$
<b>Balance at 1 July 2012</b>	<b>3,663,017</b>	<b>196,937</b>	<b>374,301</b>	<b>4,234,255</b>
Additions	1,132	-	27,972	29,104
Disposals	-	-	-	-
Depreciation expense	(203,996)	(70,033)	(65,895)	(339,924)
<b>Carrying amount at 30 June 2013</b>	<b>3,460,153</b>	<b>126,904</b>	<b>336,378</b>	<b>3,923,435</b>

## NOTE 8 ACCOUNTS PAYABLE AND OTHER PAYABLES

	Note	2013 \$	2012 \$
<b>CURRENT</b>			
<b>Unsecured liabilities</b>			
Trade Creditors		25,110	58,882
Sundry Creditors		20,467	11,830
Client Overpayments		144,145	49,998
Income in advance		2,985	477
GST and Payroll Liabilities		-	160,559
Grants (state) operating received in advance		8,550	-
<b>Financial liabilities as accounts payable and other payables</b>	<b>13</b>	<b>201,257</b>	<b>281,746</b>

### Collateral pledged

No collateral has been pledged for any of the accounts payable and other payable balances.

## NOTE 9 PROVISIONS

	Note	2013 \$	2012 \$
<b>CURRENT</b>			
Provision for Long Service Leave		476,323	439,388
Provision for annual leave entitlements		357,615	330,915
<b>Total Provisions</b>	<b>13</b>	<b>833,938</b>	<b>770,304</b>

Provisions include the amount accrued for annual leave entitlements that have vested with the employees. Based on past experience, the association does not expect the full amount of annual leave balance, although classified as current, to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the association does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

## NOTE 10 RESERVES

### Alkira General Fund, Alkira Building Fund and Foundation

The Alkira building fund was established to provide for future capital expenditure of the Association. Alkira Foundation was established in June 2011 to provide for future income generation. All appropriations to both Funds and any expenditure from both Funds are made on the basis of decisions by the Board of Management.

The total of the Funds is represented by the following specific current assets shown in the accounts.

	2013 \$	2012 \$
<b>ALKIRA GENERAL FUND</b>		
Current year Surplus / (Deficit)	194,220	(305,866)
Prior Year Adjustments	8,487	(5,476)
Transfer of Recreation Bank Account	390	-
Accumulated Funds Brought Forward	4,859,111	5,170,453
Transfer to Alkira Foundation	(142,582)	-
<b>Accumulated Funds Carried Forward</b>	<b>4,919,627</b>	<b>4,859,111</b>

	Alkira Building Fund		Alkira Foundation	
	2013 \$	2012 \$	2013 \$	2012 \$
<b>ALKIRA BUILDING FUND AND FOUNDATION</b>				
Cash at Bank	2,000,000	2,000,000	575,700	575,700
The net transfers comprised the following:				
Opening Balance	2,000,000	2,000,000	575,700	575,700
Transfer in	-	-	108,040	-
Investment Income	120,000	120,000	34,542	-
Transfer out	-	-	-	-
Transfer to General Funds	(120,000)	(120,000)	-	-
<b>Net</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>718,282</b>	<b>575,700</b>

# FINANCIAL REPORT 2013

## NOTE 11 EVENTS AFTER THE REPORTING PERIOD

The committee is not aware of any significant events since the end of the reporting period.

## NOTE 12 RELATED PARTY TRANSACTIONS

During the year ended 30 June 2013, Alkira Centre - Box Hill Inc. had no related party transactions.

## NOTE 13 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 carrying amounts 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	2013 \$	2012 \$
<b>Financial assets</b>			
Cash and cash equivalents	5	4,701,926	4,207,380
Accounts receivable and other debtors	6	47,743	45,225
<b>Total financial assets</b>		<b>4,749,670</b>	<b>4,252,605</b>
<b>Financial liabilities</b>			
Financial liabilities at amortised cost:			
- accounts payable and other payables	8	201,257	281,746
<b>Total financial liabilities</b>		<b>1,035,195</b>	<b>1,052,049</b>

### Fair Values

(i) For listed available-for-sale financial assets and financial assets at fair value through profit or loss, the fair values have been based on closing quoted bid prices at the end of the reporting period. In determining the fair values of the unlisted available-for-sale financial assets, the directors have used inputs that are observable either directly (as prices) or indirectly (derived from prices).

## NOTE 14 ASSOCIATION DETAILS

### The registered office of the association is:

Alkira Centre - Box Hill Inc., 3 Thurston Street, Box Hill Vic 3128.

### The principal place of business is:

Alkira Centre - Box Hill Inc., 3 Thurston Street, Box Hill Vic 3128

### Associations Incorporation Reform Act 2012 ss 94(2)(b), 97(2)(b) and 100(2)(b)

### Annual statements Give True and Fair View of Financial Position of Incorporated Association

We, June Charesworth, President and Peter Harrison, Treasurer being members of the Committee of Alkira Centre - Box Hill Inc, certify that:

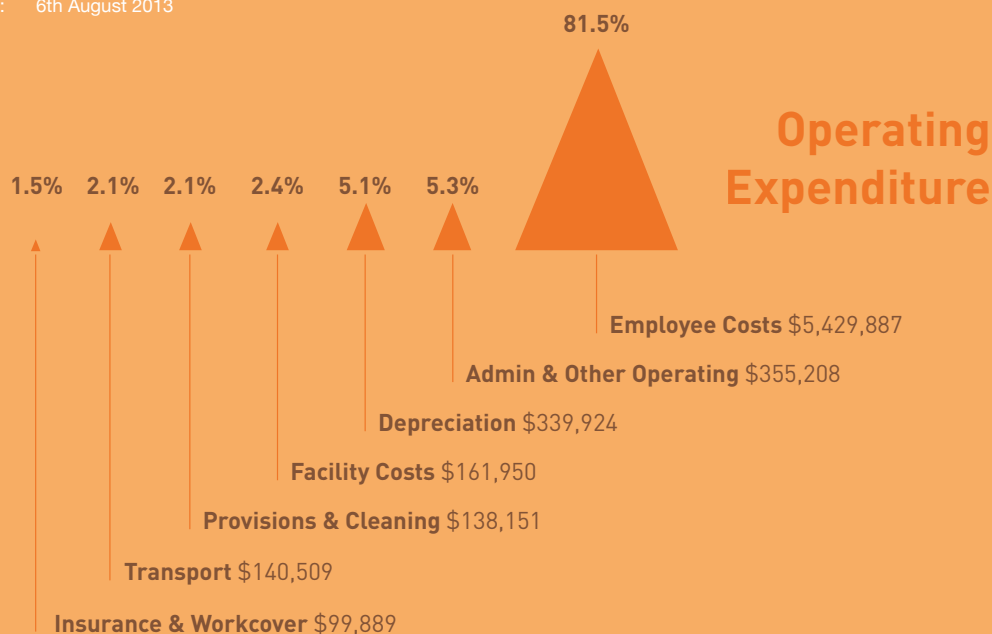
The statements attached to this certificate give a true and fair view of the financial position of Alkira Centre - Box Hill Inc. during and at the end of the financial year of the association ending on 30 June 2013.

Signed:

Signed:

Dated: 6th August 2013

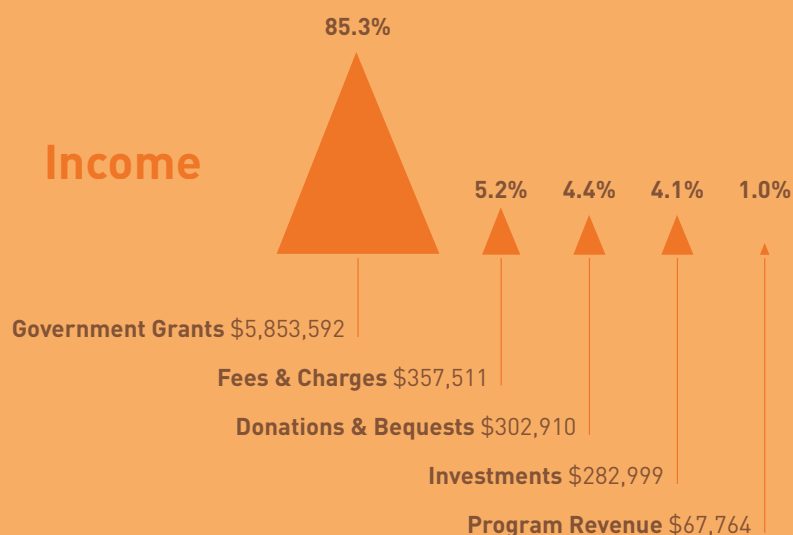
Dated: 6th August 2013





## INCOME & EXPENDITURE STATEMENT BY SERVICE AT 30 JUNE 2013

	TOTAL 2013 \$	T & SS 2013 \$	RESIDENTIAL 2013 \$
<b>OPERATING REVENUE</b>			
Government Grants	5,853,592	3,509,580	2,344,012
T&SS Fees	175,891	175,891	-
Accommodation Fees	181,620	-	181,620
Miscellaneous Income	-	-	-
Production & Program Revenue	67,764	67,764	-
<b>Operating Revenue</b>	<b>6,278,867</b>	<b>3,753,235</b>	<b>2,525,632</b>
<b>OPERATING EXPENDITURE</b>			
Salaries	5,005,682	2,938,078	2,067,604
Maintenance	102,622	72,271	30,351
Client Allowances	37,626	37,626	-
Provisions Food & Cleaning	138,151	120,763	17,388
Materials & Loose Tools	16,729	10,002	6,728
Electricity & Gas	36,226	27,747	8,480
Rates	6,373	3,378	2,995
Superannuation	387,270	244,529	142,741
Insurance & Workcover	99,889	60,207	39,682
Audit Fees	11,209	8,407	2,802
Printing & Stationery	25,728	23,413	2,315
Long Service Leave	36,935	25,353	11,582
Transport Fuel & Maintenance	140,509	91,809	48,700
Other Running Expenses	280,645	234,160	46,486
Depreciation	339,924	203,849	136,075
	6,665,518	4,101,590	2,563,928
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(386,651)</b>	<b>(348,355)</b>	<b>(38,296)</b>
<b>NON-OPERATING REVENUE / (EXPENDITURE)</b>			
Investment Income	282,999		
Donations & Bequests	302,910		
Profit / (Loss on Sale of Assets)	(351)		
Non Operating Expenditure	(4,687)		
<b>CURRENT YEAR SURPLUS / (DEFICIT)</b>	<b>194,220</b>		





1 Chris Miller 2 Warrick Mitchell 3 Don Allen 4 Ellie Delafield 5 Gordon Jacobs  
6 June Charlesworth 7 Ron Walker 8 Sue Dodds 9 Diane Bassett 10 Peter Harrison 11 Christopher Donohue

# BOARD OF MANAGEMENT

## 2013

The committees are made up of board members, staff, client representatives and family members. When a person's role on the committee is not qualified they are a board member.

### Executive

June Charlesworth (Chair), Peter Harrison, Gordon Jacobs, Chris Miller.

### Policy & Planning

June Charlesworth (Chair), Ray Cranwell (CEO), Ron Walker, Chris Miller, Gordon Jacobs, Peter Harrison.

### Residential Services

Dianne Bassett (Chair), Don Allen, Ray Cranwell (CEO), Kath Curtain (Carer Rep), Stephen Ramus (Client rep), Norma McPherson (Manager), Chris Miller, Christopher Donohue.

### Training & Support Services

Sue Dodds (Chair), June Charlesworth, Warrick Mitchell, Diane Fitzmaurice (Manager), Ray Cranwell (CEO), G. Dick (Co-opted), Georgina Pitts (Client Committee Rep).

### Acknowledgement

Included in role of Policy & Planning Committee

### Fundraising

Chris Miller (Chair), Ray Cranwell (CEO), Bob Slater (Manager), Ron Walker, June Charlesworth.

The following have been appointed Life Governors since 1954...

Cr L.R. McCredden	Mr D. Ramus
Mr E.G. Cuthbert	Mr W. D'Elton
Mr N.E. Rooks	Mr R.L. Craig
Mrs N. Steele	Mrs D. Bailey
Mr R.G. Goldsmith	Mrs M. Scott
Mr E. Hughes	Mrs J. Richard
Mr H.E. Gray	Mr K.R. Pantlin
Mr G. Cree	Mrs O. Wiley
Mr R.E. Cook	Mr P.S. Harrison
Mrs N. Boldiston	Mrs P. Slattery
Mrs B.J. Perkins	Mr A. Collinson
Miss M. Bartlett	Mrs H. D'Elton
Mrs D.W. Gray	Mr C. Jacobs
Mrs E. Churchley	Mrs C. Reese
Miss M. Roberts	Mrs J. Jones
Mrs M. Donald	Mr D.G. Ridley
Mr A. Race	Mr M. Reese
Mrs L. Race	Mrs M. Ridley
Mr W.G. Donald	Mrs E. Pantlin
Mrs M.J. Wilton	Mrs G. Butler
Mr H.G. Jones	Mrs N. Cain
Mr J.W. Rees	Mrs B. Dixon
Mr R.L. Gilbert	Mrs E. Edmonds
Mr W.J.M. Bailey	Mrs B. Hattam
Mrs B. Addison	Mrs H. Lane
Mrs L. Boyce	Mrs J. Simpson
Mr E. Donaldson	Mrs P. Neale
Mr J.W. Boldiston	Mr A. De Groot
Mrs P. Howard	Mrs C. De Groot
Mr W.J. Nicholls	Mrs P. Saunders
Mrs M. Craig	Mrs B. Montgomery
Mrs N.D. Allum	Mr W. Robinson
Mr J. Ingoldby	Mr R. Walker
Mr S. Squires	Mr J. Montgomery
Mrs D. Squires	Mrs L. Lee
Mr A.E. Jones	Mrs M. Robinson
Mrs J. Jones	Ms Kath Curtain
Mr R. Bryans	Ms J. Charlesworth
Mrs J. Bryans	

### Past Presidents

Cr Leslie R. McCredden	1955
Mr Alf Race M.B.E.	1956—1976
Mr John Ingoldby	1976—1979
Mr Russell Craig	1979—1985
Mr Ken R. Pantlin	1985—1992
Mr Des G. Ridley	1992—1997
Mr Merv Reese	1997—2002
Mr Warwick Robinson	2002—2008
Mr Ron Walker	2008—2012

# ALKIRA STAFF

2013

## ORGANISATIONAL SUPPORT

### Chief Executive Officer

Mr Ray Cranwell  
Dip. Bus. Stud. – Acct.;  
Ass. Dip. Personnel  
Admin., Grad. Dip. (Arts  
– Welfare).

### Accountant

Mr Chris Griggs  
Cert Business Studies-  
Accounting; Grad. Dip.  
Business Management

### Payroll Officer

Mrs Christine Bezett  
Cert III Accounting

### Administration Officers

Ms Desma Jessup  
Dip. Business and  
Management  
Mrs. Hamanyari Semu  
Cert IV Aged Care Work

### Community

### Relations Manager

Mr Bob Slater  
BA Civil Engineering,  
Grad Dip Admin, MA  
Management (Navigation  
and Leadership,  
Fundraising 1 and 2 (FIA)

### Administration Officer – Community Relations

Mrs Helen Mathews

### Human Resources

Mrs Michele Morris  
BA Human Resources  
Management,

### Individualised Planning

### Co-ordinator

Mrs Lisa Wilson  
Dip. Teach. (Primary);  
Dip. Front Line  
Management

### Information Technology

### Co-ordinator

Mrs Jennifer McIver  
BSc Hons, Cert  
IV Training and  
Assessment

### Maintenance

### Co-ordinator

### Quality & Systems Officer

Mrs Tracey Brewer

Mrs Karen Morton

### Staff Training & Development Officer

Ms Elizabeth Cronin  
BA (Psychology and  
Statistics) Cert.  
IV Assessment &  
Workplace training

### Volunteers Co-ordinator

Mr. Simon Nette  
B.Ed., Harvard  
University: Executive  
Education Program

## TRAINING & SUPPORT SERVICES

### Manager

Ms Diane Fitzmaurice  
B.Ed. St.; Dip. Teach.  
(NZ); T.T.C. (NZ).

### Manager

### Thurston Street

Ms Lisa Sawatzky  
B. AppSc. (Consumer  
Science); Cert.  
Intellectual, Disability  
Services Officer;  
Assoc. Dip. Social  
Studies (Residential &  
Community Services);  
Dip. Business  
(Community Services &  
Health Management);  
Cert. IV Assessment &  
Workplace Training.

### Program Managers

Mrs Lee Callaghan  
A.C.R.A.C.S.; Dip. Front  
Line Management  
Ms Margaret Donaghy  
Cert. IV Diversional  
Therapy  
Ms Jessica Hallinan  
Ms Louise Kingstom  
B.Ed.; Dip. Teaching  
(Primary)  
Mr Garry Webster  
B.Ed. (Education &  
Training); Cert. IV  
Workplace Training;  
Ass. Dip. Banking and  
Finance

### Co-ordinators

Mr Dean Degenhardt  
Cert. Motor Mechanics;  
Dip. Front Line  
Management, Cert IV  
Disability Work

Mr Peter Laffin

Dip. Ed (Primary); Post  
Grad. Dip. Ed Studies  
(Learning Disabilities);  
Advanced Diploma of  
Community Services  
Management

Ms Vera Moreira

Cert. IV Disability Work,  
Diploma Community  
Welfare Work, Cert. I  
Food Hygiene for Food  
Handlers, Advanced  
Diploma of Community  
Services Management

Mr Greg Trump

Cert. IV Training &  
Assessment; Cert.  
III Pharmaceutical  
Manufacturing

### Ms Danielle Nayna Program and Support Instructors

Mr. Tom Aberdeen

BA Social Work

Mrs Joyanne Banks

Cert. III Aged Care Work;  
Cert. IV Comm. Service,  
Leisure & Life style; Dip.  
Community. Services,  
Leisure & Lifestyle;  
Cert. IV Training &  
Assessment

Ms Sarah Barker

Cert IV Community  
Service Work; Cert III  
Health Support Services  
(Catering)

Ms Helen Beaton

Cert. Sec. Teach.  
(Domestic Arts)

Mr Ian Belcher

BA. Grad. Dip.  
Recreation; Grad  
Cert. App. Sc. Cert. IV  
Disability Work.

Ms Tara Bethune

Mr David Clark

Mr Darren Clarke

Cert IV Disability Work

Mrs Sue Cornelius

Integration Aid Cert.  
Ms Veronica Costello

B.A.; Dip. Counselling;  
Cert. IV Training and  
Assessment;

Ms Anna Eden

Cert IV Community  
Services (Disability  
Work)

Mr Bradley Foley

Grad Dip Educ.  
(Primary); Cert.III  
Community and Health  
Services; Master of  
Business in Marketing;

Bachelor of Science  
Microbiology and  
Biochemistry

Ms Karen Gifford

Cert. IV Disability Work

Ms Trish Hall

Cert. III Community  
& Health Services  
(Personal Carer)

Mr. John Hosking

Cert. IV Disability

Ms Alison Jones

Diploma in Health and  
Social Care

Mrs Suzana Koss-Aiuto

Cert IV- Leisure and  
Health; Cert III Home  
and Community Work.

Mrs Taryn Mathews

Advanced Dip of Comm.  
Service Management

Ms Elaine McMurtrie

B.Ed.; A.C.R.A.C.S.

Mrs Deborah Morant

Bachelor of Education  
(Physical Education);  
Post Graduate  
diploma in Strategic  
Management and  
Leadership; QTLS;  
National Vocational  
Qualification Q4 in Advice  
and guidance, MBA  
Gloucester University;  
Member of CMI UK; VIT  
Registered Teacher

Ms Vera Moreira

(see above)

Mr. Nathan Neilson

Grad. Dip. Educ. Masters  
Bioethics

Ms Lyndi Nuthall

Mrs Veronica Paoouros

BA Ed; Dip of  
Community

Services(Case  
Management) Cert IV  
Training and Assesment,

Ms Arathi Rathakrishnan

B.A.Sc. (Disability  
Studies); Cert. IV  
Disability

Mrs Gaylene Richardson

BA Ceramic Design

Ms Wendy Skilbeck

BA Applied Science  
(Speech Pathology);  
Grad. Dip Counselling  
& Human Services

Ms Gail Skipworth

Cert. III Community  
Services; Cert IV Training  
and Assessment; N2  
Primary Teachers

Training Certificate, Dip.  
Naturopathy Chinese  
Medicine; Cert III  
Disability

Ms Mary-Lou Stamp

BA (Social Work)

Mr Wayne Thompson

MBA (Technology  
Management); Assoc.  
Dip. Engineering;

Cert. IV Assessment  
& Workplace Training;

Cert. IV Disability Work,  
Advanced Diploma of  
Community Services

Management

Ms Renee Traina

BA Social Science (Youth  
Studies) Cert III Aged  
Care and HACC

Mrs Tara Waghorn

T.P.T.C.; T.S.P.T.C

Mr David Yates

Assoc. Dip. Bus. Studies.  
Acct; B. Applied Sc.  
(Disability Studies); Adv.  
Management Cert. -  
AIM.

Ms Lucy Young

Cert. IV, Community  
Services (Lifestyle and  
Leisure); Diploma of  
Ceramics

### Recreation

### Co-ordinator

Ms Susanne Davis

Cert. Recreational  
Sports Leader (NL);  
Diploma Senior  
Vocational Course in  
Sport & Movement (NL);  
Cert. Gym Training (NZ);  
Cert. Personal Training  
(NZ); Cert. Executive  
Training (NZ)

### Recreation Assistant

Mr Jamie Daborn

### Transport Co-ordinator

Mr. Geoffrey Reece

### Drivers

Mr Vincent De Propertis

Mr Robert Höglund

Mr Rodney Mason

Mr Ian Poustie

## RESIDENTIAL SUPPORT SERVICES

### Manager

Ms Norma McPherson

B. Ed (Glasgow); Dip.  
Teach. (Glasgow);  
A.C.R.A.C.S., Cert. IV  
Workplace Training &  
Assessment

### House Supervisors

Ms Karyn Barlow  
Grad. Dip. Ed  
(Secondary); BA  
(Indonesian); (UCLES/  
RSA Cert. TEFLA); Cert  
IV Disability Work; Cert  
III in HACC; Cert III Aged  
Care; NAATI Level 3  
(Professional) Translator  
& Level 3 Interpreter in  
Indonesian

Mrs Katrina Carroll

Cert. IV Disability Work

Mrs Carol Cramer

Cert. III Home,  
Community & Disability  
Care; Cert. III Aged  
Care Work, Cert IV  
Disability Work, Cert  
IV in Business (Human  
Resources)

Mrs Angela Grosdoui

Cert IV Community  
Services(Disability Work)

Ms Susan O'Brien

Cert. IV Disability Work

Ms Rebecca Olle

Ms Simone Theobald

BA Applied Science,  
Disability Studies.

### Support Staff

Ms Jan Aitken,

Mr George Bahita

Cert. IV Disability Work

Ms Kay Balloch

Cert. IV Disability Work

Ms Judith Cox

Diploma

Mr Tat Hong (Edmund)

Chung, Cert. IV Financial  
Services; Cert. IV  
Disability Work

Ms Heather Corrie

Cert. IV Disability Work

Mr Nathan Farrelly

Cert III Disability Work;  
Cert III Home and  
Community Care

Ms Brenda Flores

Cert. IV Disability Work

Mrs Nilda Flores,

Cert. IV Disability Work

Mrs. Roni Gilan

Cert IV Disability Work,  
Cert III Aged Care Work,  
Cert IV Disability Work

Mr Chris Gurrie

Cert. IV Disability Work

Mr. Tzu-Heng Huang

B.Com; Cert IV Disability  
Work

Mrs Patricia Larkin

Advanced Cert Habilitate  
Education

Mrs Beverley Jones

Ms Baljit Kaur

Cert. IV Community  
Services (Disability  
Work)

Ms Leyanda Magodora

Ms Cheryl Mullens

A.C.R.A.C.S, Cert III Aged  
Care Work and HACC

Ms Prue Murphy,

Cert IV Disability Work

Ms Sue Neale

Grad. Dip. (Disability  
Studies)

Mrs. Margaret Pietsch

Cert IV Disability Work;  
Cert III Home and  
Community care, Cert  
III Aged Care Work,  
Bachelor of Arts-  
Graphic Design

Ms Yvonne See

BA Social Work;  
Cert III Community  
Services(Aged Care  
Work)

Ms Amanda Shave

Dip Community  
Development

Ms Catherine Spencer

Cert. IV Community  
Services; Dip Community  
Services

Mr John Trinello

Cert. IV Disability  
Studies; Dip. Community  
Services (Disability  
Studies)

Ms Chunlan Yang

Cert. III Aged Care, Cert  
IV Disability Work.



# AWARDS & VALES

2013



## Awards

### 5 Years

Megan D'Silva  
Abbey Harrison  
Kamran Mollaeyan  
Mark Smith  
Robyn Wallis  
Karyn Barlow  
Tracey Brewer  
Margaret Donaghy  
Karen Gifford  
Peter Laffin  
Mary-Lou Stamp  
Wayne Thompson  
Lucy Young  
Isobel Bracey  
Ellie Delafield  
Chris Kerr  
Edward Sen  
Raj Sen

### 10 Years

Senny Harrison  
Nicole Mahler  
Michael Moran  
Pauline Ngai  
Michael Porter  
Emily Porter  
David Walker  
Leigh Walters  
Ian Belcher  
Chris Gurrie  
Lorna Hopf  
Norma McPherson  
David Yates  
Norman Trembath

### 15 Years

Phillip Mavridis  
Paul Van Leeuwen  
Brenda Flores  
Beverley Jones  
Louise Kingston (2011)  
Sue Neale  
Paula Rawson  
Dean Degenhardt (2011)

### 20 Years

Raymond Barker  
Wade McKenzie  
Trevor Rose  
Kate Wotherspoon  
Diane Fitzmaurice

### 25 Years

Enid Curtain  
Nilda Flores

### 35 Years

Lynette Smith

### 40 Years

Doug Rendall

### 45 Years

Alistair Clark

### 55 Years

Steven Ramus

### Significant Contribution to the Community

Ching Wan

### Significant Personal Achievement

Mark Capozzi  
Michael Moran

### Vales

*Sadly, this year we have seen the passing of several members of the Alkira community*

Stephen Beaton  
Doug Bryans  
Dino Gatti  
Cynthia Jacobs  
Cornelia Krystofowicz  
Colleen Liddicoat





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(PO Box 200)  
Box Hill VIC 3128  
Phone: 03 9890 1365  
Fax: 03 9897 3109

### Training & Support Services

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### Residential Services

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Mont Albert VIC 3127  
Phone: 03 9890 4094  
Fax: 03 9890 4852

**Thanks go to everyone who assisted with producing this Report.**

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**Be Yourself**  
**Extend yourself**  
**Give of yourself**

**Our Mission**

Alkira strives to meet the needs and wishes of people with intellectual disabilities, through care and support, to enrich and challenge them to be a part of the world community.