

Intework

For an inclusive community



Belonging

Annual report 2014-2015

OUR THEME THIS YEAR IS BELONGING.

Dr William Glasser, the founder of Choice Theory, said that we are driven by our genes to satisfy five basic needs, the most important of which (in practice) is love and belonging, as closeness and connectedness with people is a requisite for satisfying the remaining needs; survival, power, freedom and fun.

We believe we offer all five of these needs at Intework - we give participants the power and freedom to determine their own program, which can often be challenging but fun, and offer them a sense of security and personal safety as they learn to develop their skills. All of these contribute to a greater sense of belonging, both to an organisation that empowers people to achieve their aspirations and goals, and to the community as a whole.

The **advantages** of flocking are great enough that many different types of birds assemble in groups for different reasons. From a roaming band of foraging finches to a **stupendous migrating flock** of geese, flocks of birds can be an **amazing sight** to enjoy. These flocks are important for a birds survival and **belonging** to a family.



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WHO WE ARE,
OUR VISION,
PURPOSE
AND VALUES



Who We Are

At Intework, we recognise each person as an individual with different needs, and because of this we deliver flexible, holistic and unique programs, achieving the best fit for people with disabilities to realise their potential.

We are committed to providing individually tailored opportunities for our people to participate in employment, education, social and cultural activities both within Intework and the community, and have continued to expand upon our range of services since our inception in 1991.

Intework offers Lifeskills Plus (alternatives to employment and recreation), Disability Employment Services (DES; Open Employment), Australian Disability Enterprise (ADE; Supported Employment), and a Respite Service, in addition to a short-term Holiday Program and specialised Training and Development Service. All offer a continuum of service for participants, with the flexibility to move between programs as their needs and wants change.

Our distinct individual approach has helped us become one of the State's premier disability service providers, and we look forward to continuing to provide services that support inclusive communities well into the future.

We are based in Western Australia and are continuing to grow and establish new sites across the metropolitan area and in the South West, with offices now located in Midland, Gosnells, Joondalup, Busselton, Greenfields, South Lake, Balcatta, South Fremantle and Rockingham.

Our vision

Excellence in individualised support services for people with a disability.

Our purpose

Helping people with a disability to achieve their potential and participate in the economic, social and cultural life of their community.

Our values

- Empower people to achieve their aspirations.
- Value and treat people with dignity and respect.
- Recognise and respect the importance of partnerships.
- Balance flexibility, innovation and accountability in service delivery.
- Be inspired by challenges.
- Commit to continuously improve.

OUR PHILOSOPHY AND FOCUS



▼ Our Philosophy and Focus

Intework stands for creating inclusive communities. With a primary focus on people with high support needs, we offer flexible, dynamic and holistic services that focus on people reaching their potential.

We also acknowledge the importance of providing opportunities for people with disabilities to achieve their dreams and aspirations – this is our reason for being, and is what drives us each and every day.

Intework operates in partnership with participants and their families or carers, advocates, schools and referral agencies to ensure that our people have access to programs that best suit their needs. Additionally, we strive to encourage businesses, organisations and community leaders to work alongside us to help build more inclusive communities by employing people with disabilities.

In keeping with the dynamic and ever-changing disability sector and to stay relevant to the changes in individualised service provision, the Board of Directors and the CEO underwent six months of strategic planning at the beginning of 2015. Four key focus areas were identified, and form the new strategic direction, which was implemented on 1 July 2015.

- ▼ **Clients:** how we will add value to our participants and customers through our services
- ▼ **Financial viability:** how we will ensure long-term viability and sustainability in the sector
- ▼ **Influence:** how we will deliver positive outcomes for our participants and supported employees by influencing Government
- ▼ **Organisation:** how we will build an efficient and effective organisation

These key focus areas will allow us to continue to provide high quality and responsive services which support participants to achieve their goals, and ensure we are well placed to manage our programs and services into the future.

Jaymie and Jack at the gym as part of their Lifeskills Plus program.



THE BOARD OF DIRECTORS

Board Chair, Nicolle Jenkins

BComms Exec MBA MMR MAMI CPM

Nicolle is the Managing Director of The Hub Marketing Communications, and has spent more than two decades in the marketing and communications industry throughout Australia, including many years in the not-for-profit sector.

Nicolle also chairs the Small Enterprise Network and sits on the Chamber of Commerce and Industry General Council. In 2011, Nicolle was selected as a finalist in the Telstra Business Woman of the Year awards (business owner), and was a 40Under40 award winner. Nicolle is a member of the Australian Institute of Company Directors, and accepted the role of Intework Chairman in October 2014.

Finance and Audit Committee Chair, Paul Finkelstein

CPA

Paul is a Certified Practising Accountant and a Senior Consultant in Finkelstein Hickmott Pty Ltd, Certified Practising Accountants. Paul was a Principal in his own practice for over 30 years, and during that time was involved with general business consultancy, and the set up and development of a number of service-related businesses. In recent years he has focused more on the areas of general business consulting and business management. Paul is married and has two sons, one of whom enjoys the experiences offered by Intework.

Deputy Chair, Richard Bevan

BAppSc (Physio)

Richard graduated as a Physiotherapist from Curtin University, before he moved into the corporate arena. For the past 15 years Richard has fulfilled a number of roles as a Managing Director/CEO of public and private companies. Richard is the Managing Director of Cassini Resources Ltd, an ASX-listed resources company, and a Non-Executive Director of Empired Limited. He is a member of the Australian Institute of Company Directors and was appointed to the Board of Intework in 2011, where he held the position of Chairman from April 2012 to October 2014.

Governance and Risk Committee Chair, Bronwyn Davies

B Juris (Hons) LLB MBA GAICD

Bronwyn is a Special Counsel at a national law firm, HWL Ebsworth Lawyers, in the Corporate and Commercial Group, with her practice having an emphasis on the resources sector. In addition to the Intework Board, she also sits on the Western Australian Immediate Action Committee and the Western Australian Registrations and Notifications Committee of the Dental Board of Australia.

As well as her legal qualifications, Bronwyn holds an MBA from the University of Western Australia and is a graduate of the Company Directors course of the Australian Institute of Company Directors. She was appointed to the Board of Intework in 2012. Bronwyn is married and has three sons.



Mike Donnelly

Mike operates his own management consulting firm based in Perth, providing executive solutions in training, capital investment and corporate governance. Mike has completed the Australian Institute of Company Directors course and the Advanced Training Program for Company Directors. Mike was appointed to the Board of Intework in 2006 and is committed to the provision of services and lifestyle options to people with disabilities. Mike is also a Board member at Fishers with Disabilities Association Inc.

Jan Macpherson

**LLB MBA Grad Dip App Corp Gov
FAICD ACIS**

Jan is a professional legal executive with strong utilisation of post-graduate business management and corporate governance qualifications. She has extensive executive management and commercial, legal and governance experience in the business, corporate and Government spheres. Jan is a Fellow of the Australian Institute of Company Directors and is a qualified Chartered Secretary. Jan has served on a number of Boards and is a member of our Governance Committee.

Trudi Chesterton

BComm MBA CA

Trudi is a Chartered Accountant with a Commerce Degree from the Australian National University, and an MBA from Deakin University. She has over 20 years of international, commercial, financial and operational experience gained across a number of industries and businesses from both the public and private sectors. Trudi began her career in one of the 'big four' Chartered Accounting firms, and since that time has worked in senior executive roles within the utilities, mining resources and recruitment, and employment services industries. Trudi is currently the Regional Operations Manager for Blackwoods, a division of Wesfarmers Industrial and Safety.

Melanie Kiely

BBusSci (Hons) GAICD

Melanie Kiely is an experienced executive and Company Director, with over 25 years of experience in health care, financial services and consulting in Australia, Europe and South Africa. Her prior experience includes roles as the Executive General Manager Strategy, Risk and HealthGuard at HBF Health Fund, Chief Operating and Technology Officer at NIB Health Funds, the Group Executive Strategy and New Business Development at MBF, and a Partner in the Health and Financial Services practice at Accenture. She has also held a number of Board positions in the financial services and health sectors, and is currently on the Boards of the Black Dog Institute and Intework. Melanie has an Honours Degree in Business Science from the University of Cape Town and is a Graduate of the Institute of Company Directors.



CHAIR AND CEO
REPORTS



CEO Report

Fiona Beermier

It is a great privilege to bring to you the 2014-2015 Intework annual report, and my first report as Intework's Chief Executive Officer since commencing in October 2014. The past 12 months have represented a momentous time in Intework's history.

We have enthusiastically participated in both National and State disability service forums, which were instrumental in developing our ability to provide feedback and recommendations from our staff and participants direct to Government and peak bodies regarding the implementation of the National Disability Insurance Scheme (NDIS).

We also considered how we deliver our vision to lead the way in creating inclusive communities for our participants. As the sector continues to evolve, so must we as an organisation. We must continue to challenge ourselves to provide excellence in individualised services and to further strengthen Intework's future sustainability and innovation.

To this end, we questioned whether our structure supported the sector changes and, as a team, we recognised our configuration was inefficient. With this in mind, the tough decision was made that some positions were no longer suitable to meet the demands of the changes. Redeployment opportunities were shared and where redeployment was not possible, redundancies were offered. As with any change, it was a challenging time. I would like to acknowledge that those affected had contributed significantly during their time with Intework, and I sincerely thank them for how they helped our participants meet their ambitions and goals.

The new structure focuses our attention at the organisation's core, being our participants, our sustainability and our diversification, to ensure Intework continues as one of Western Australia's premier disability organisations.

Now that some time has passed since our restructure, it is an ideal time to reflect and celebrate our fantastic team and participant achievements. This report is a reflection of these changes and the milestones we strive to attain, and is a small glimpse of some of the influential and inspiring accomplishments of our staff and our participants.

It has also been a privilege for the newly formed Executive team to work closely with such an engaged and committed Board of Directors. This collaborative working relationship has been central to Intework's achievements over the past 12 months.

I would like to take this opportunity to express my sincere appreciation to the Management team who, despite the challenges, continue to thrive and 'imagine'. To 'imagine' what could be achieved and how we will drive to meet this success. To 'imagine a world where we know what our participants want before they need it'... **It's called Intework.**

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As one of Western Australia's largest disability organisations, we have a responsibility to our participants and their families to lead the way through changes.

Nicolle Jenkins, Chair

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To 'imagine a world where we know what our participants want before they need it'... It's called Intework.

Fiona Beermier, CEO

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▼ Chair Report

Nicolle Jenkins

On behalf of the Board of Directors, I proudly present the 2014-15 Annual Report. The last 12 months represent some of Intework's most significant milestones in its 24+ year history. While the disability sector began the My Way and NDIS trials, it was timely for Intework to review and reinvigorate how we operate within this changing environment.

As one of Western Australia's largest disability organisations, we have a responsibility to our participants and their families to lead the way through these changes. Our organisational restructure focused our services and teams, to better deliver community based, individualised services. We needed fresh, innovative thinking, with our values, participant needs and sector requirements at the forefront of all our decisions. Right now we know as an organisation we must be flexible to stay ahead, to deliver superior services and grow as an organisation.

Change is always difficult, but reading through this report and talking with staff along this journey, I have realised these changes, while challenging, have been well worth it. What is clear in this report, is the passion, enthusiasm and dedication of our Intework team. Their recognition that we needed to change was critical. It is heartening to read that we are already witnessing the positive results.

This team passion is complemented with the participant photos and stories, where learning, working, laughing and having fun are combined to truly demonstrate belonging.

To the Intework team, well done for a strong end-of-year result and hard work throughout the year. Each team member has played an important role in achieving this positive outcome. The stronger we are as an organisation, the stronger we can be for our participants.

To the Executive team, the key to success is having a strong leadership team that works alongside a robust and united Board with transparency, trust and accountability. I believe we have this at Intework.

To my fellow Board members, I thank you for your commitment and dedication. Through the challenges and opportunities, we continue to come together to ensure Intework's sustainability, vision and future direction is clear and strong.

We have more challenges ahead, yet together I am confident we are building a solid platform and are ready to capitalise on these opportunities for our participants.

I look forward to working with you all in the year ahead.

VOLUNTEERS AND LIFE MEMBERS



▼ Volunteers

Volunteers provide invaluable support to organisations and individuals on many different levels, and the volunteers at Intework are no different. Our volunteers assist staff with activities for participants out in the community or on holidays, transport participants to and from their homes to our offices or their activities, assist with on-the-job training services and provide administrative support to all our business units.

Intework sees volunteering as a valuable and reciprocal working partnership. Our participants benefit from having an extra pair of hands on deck, allowing them to develop and maintain social connections; paid staff have more time to work closely with individuals in their programs and are inspired by the exciting ideas that volunteers bring; and the volunteers themselves are exposed to an exciting and challenging work environment.

We would like to say thank you to all our volunteers throughout 2014-2015, and we hope to see you again at Intework.

▼ Life Members

Honorary Life Membership is the highest honour Intework can bestow on an individual, and is done so in recognition of those who have made an outstanding contribution to the organisation. The significant service and contributions have been made by individuals in terms of time, effort and commitment to Intework over a significant period of years.

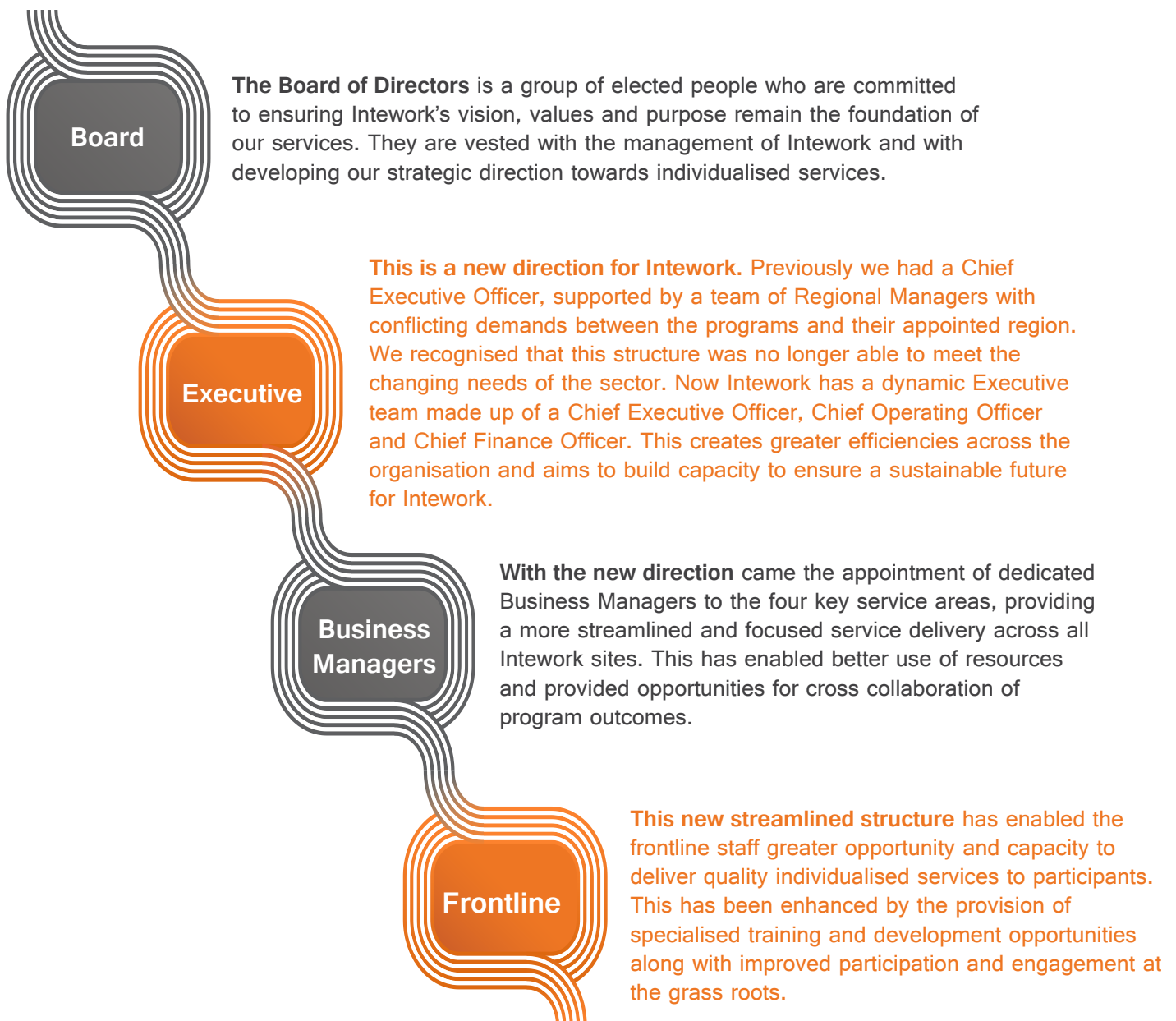
Intework's Honorary Life Members are:

Carol Rowling
Charlie Rook (OAM) – deceased
Eve Lucas
Leslie Ryle
Di Rook (nee Shepherd)

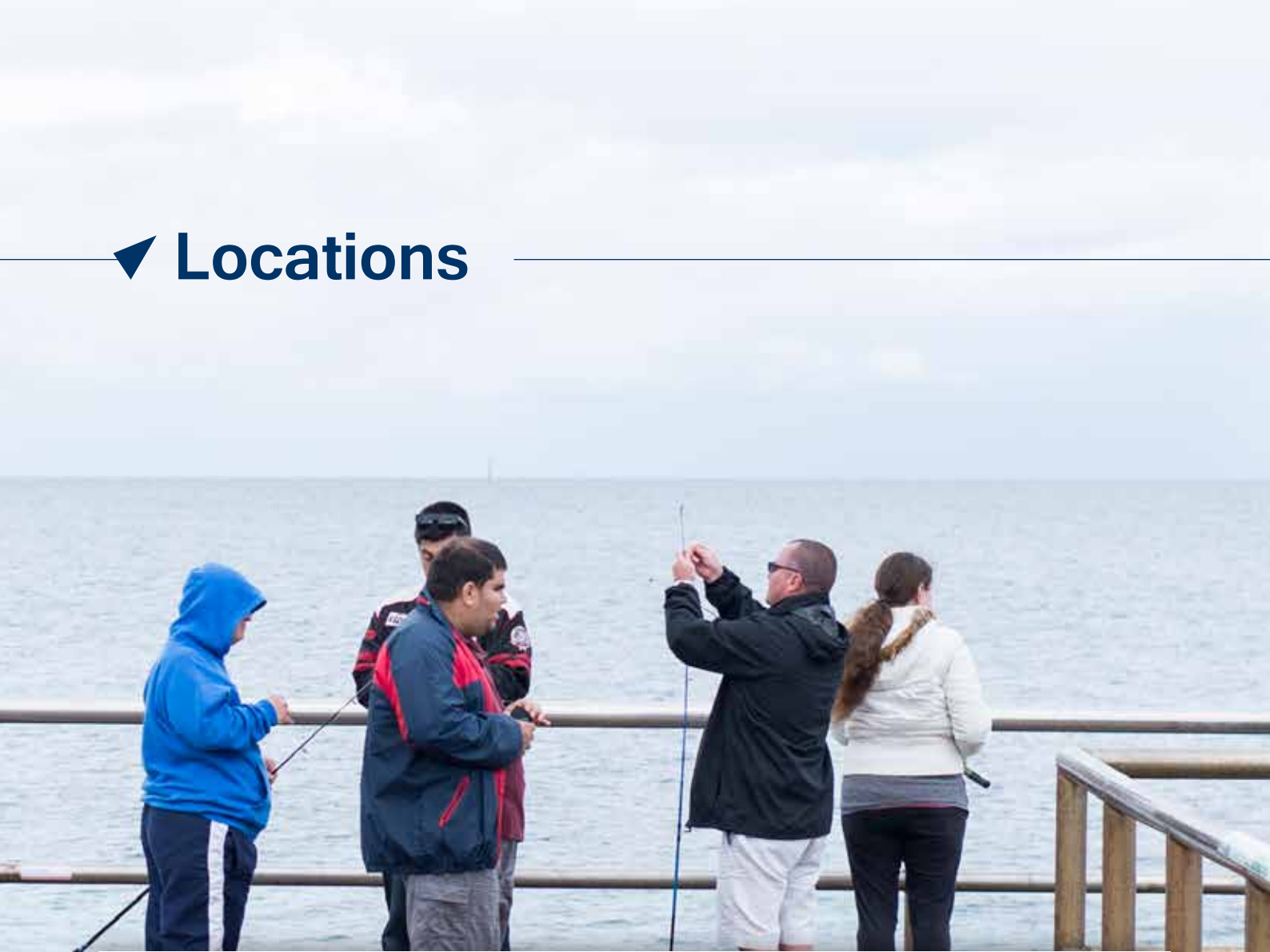
Organisation Structure

With the shifting sands of the disability sector it is essential for Intework to be both efficient and effective in how we deliver services to our participants. As one of Western Australia's premier disability organisations we questioned whether the structure we had was able to support the unprecedented sector changes, at the same time as being agile and consistent in how we delivered our services.

After much consideration the Board and Executive made the decision that changes were necessary to ensure we remained close to our participants and their needs; that we were able to invest in our frontline staff; and that we were able to quickly respond to sector developments. In January 2015, under the leadership of the new Chief Executive Officer, a new organisational structure was implemented that has been integral to achieving positive outcomes for our participants and ensuring a stable yet agile future.

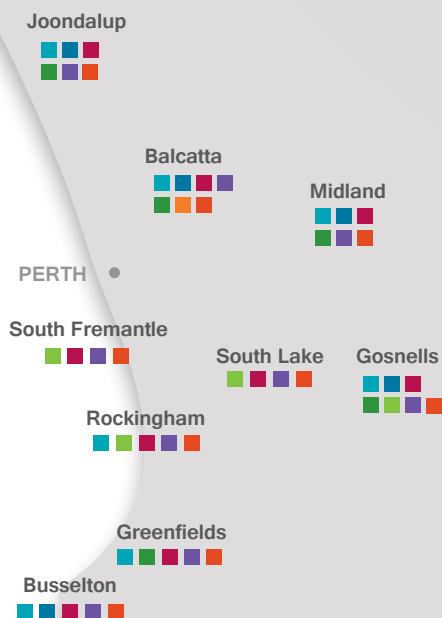


Locations



Intework service provision key:

-  Lifeskills Plus
-  Respite Services
-  Training and Development Services
-  Australian Disability Enterprise
-  Disability Employment Service
-  Holiday Program
-  Aboriginal Engagement Program
-  Corporate Services



Lifeskills Plus participants enjoying a spot of fishing as part of their program.

OUR SERVICES SNAPSHOT

✔ Australian Disability Enterprise

ADE is a commercial operation with more than 20 years' experience in servicing businesses and providing employment opportunities for people with disability in supported work environments. We offer ongoing work experience opportunities, employment assistance planning, career development, independent transport assistance and much more to help supported employees progress towards work goals, gain self-confidence and achieve financial independence. We hold contracts for the provision of services to a number of local authorities and State Government agencies, alongside a large number of private enterprises.

✔ Disability Employment Service

Our DES program provides a high quality service that assists people with a disability, mental health issues or workplace barriers to gain long term employment in the open labour market. Our personalised and ongoing support to both employees and employers is second-to-none, ensuring positive outcomes for both parties. The uncapped program is funded through the Department of Social Security (DSS) and has been operational in a variety of forms since 2005.

✔ Lifeskills Plus

Lifeskills Plus encourages people with disability to participate in everyday life by increasing their skills, maintaining existing relationships, developing new ones, and engaging in their community in a valued role. Through our person-centred approach, we work with participants and their family or carer to develop individualised programs to meet the individual's needs and goals, and together we build on the skills they identify as being important.

✔ Respite Services

Respite Services is a Federally funded program that provides a flexible, individualised service to people supporting those with mental health issues, Autism or an intellectual disability. The service allows carers to take a break from their care giving role – we support them to sustain their caring role, maintain their own health and wellbeing and thus continue to provide the best possible care to their loved one. We provide support for any occasion, from needing a break to attending appointments, and are also available in emergencies or unplanned events.

▼ **Holiday Program**

Our Holiday Program promotes social, educational and recreational development for people with a disability through individually tailored holidays. From enjoying the sights around Perth to exploring the east coast of Australia and beyond, we ensure participants experience opportunities they might not usually be able to enjoy at home.

▼ **Training and Development Services**

Intework's Training and Development Service consists of a team of professionals who develop, design and deliver high quality training to all members of the community. Our contemporary and comprehensive courses cover the essential tools and skills for working within the disability sector, in addition to skills training that is transferrable across many sectors. We have also developed courses specifically tailored to people with disabilities or mental health barriers.

▼ **Aboriginal Engagement Program**

The Aboriginal Engagement Program (AEP) aims to engage with local Aboriginal and Torres Strait Islander (ATSI) communities as we continue to work towards increasing opportunities for our ATSI participants and creating a more culturally responsive organisation. We provide culturally appropriate information and tailored support for ATSI people with a disability and/or mental health conditions by working in collaboration with our other services.



LIFESKILLS PLUS SERVICE REPORT



▼ Lifeskills Plus Service Report

The 2014-2015 financial year proved to be an exciting but challenging time for our Lifeskills Plus team, largely due to the ongoing changes in the disability sector, the organisational restructure and the roll-out of the NDIS Perth Hills trial on 1 July 2014, which encompassed our Midland office. While the commencement of the trial meant we delivered services under three different frameworks, our participants remained the most important aspect of the change and we continued to focus on delivering quality, consistent services which created inclusive communities, regardless of where participants lived.

Our journey into the Perth Hills trial was not without its challenges, however we endeavoured to make the transition as smooth as possible by helping participants and their families to navigate the new world in partnership.

Our information and question-answer sessions with the NDIA proved helpful to our participants and their families, and enabled us to advocate on their behalf when plans required amendments to ensure that they reflected the required support.

We also continued preparations for the launch of the WA NDIS My Way trial site in Cockburn-Kwinana, which would affect our Rockingham office as of 1 July 2015. This concurrent trial site resulted in 15 per cent of Intework participants in a WA NDIS My Way trial site, 7 per cent under NDIS, and 78 per cent under DSC individualised funding.

The organisational restructure at the start of 2015 enabled Lifeskills Plus to develop a clear line of reporting with a single point of leadership, and allowed Program Managers to refine strategic goals in line with sector best practice and Intework's new Strategic Plan. Our commitment to continuous improvement helped to identify our need to further build on established person-centred approaches in our service delivery.

Community engagement remained a key focus in 2014-2015. The decreased reliance on centre-based activities promoted the development of programs to support participants' goals while out in their local community. This generated some innovative and exciting ideas and supports to assist in goal achievement, all of which developed natural support networks and increased participants' sense of community belonging.

Lastly, the Eastern Client Advisory Group was established, involving a group of six Midland Lifeskills Plus and ADE participants. The group meets monthly with a Coordinator to discuss and make recommendations to Intework that contribute to improving the quality of services delivered to all our participants, and consider all matters relating to welfare and services for Intework participants. The group recently completed a short video about the National Standards for Disability Services which explored what the Standards meant to them. The video will be launched to all stakeholders in the near future.



Community engagement remained a key focus in 2014-2015. The decreased reliance on centre-based activities promoted the development of programs to support participants' goals while out in their local community.

Lifeskills Plus



Holiday Program

The Holiday Program supported 85 holidaymakers in the 2014-2015 financial year, with more than 20 holidays organised as small group trips to destinations including Margaret River, Busselton, Albany, Kalgoorlie, Cairns and Bali. An increase in the diversity of holidays taken, including cruises, theatre weekends, farm-stay visits, trips to Rottnest Island, music festivals, motocross and camping, was also identified.

In early 2015, the influence of the NDIS and WA NDIS My Way trials prompted us to strategically review how holidays will be delivered in future to fit with an individual's choice, and embrace more holistic service delivery. The next year will see our focus shift towards tailored holidays (as opposed to pre-planned), allowing individuals to choose their holiday type, destination, companions and support staff. This is a very exciting direction that will reflect participants' choices and the NDIS and WA NDIS My Way individual service provision goals.

Respite Services

Our Respite Service delivered essential individualised support to 168 individuals this financial year. The support was unique to each person's circumstances, and was typically provided as a short-term service (up to 20 weeks) which developed and supported carers' short term goals to assist in crisis situations. Our key objectives were to assist carers to be better able to sustain their caring role by increasing their confidence, capacity and choices, improving their wellbeing, and increasing the social and economic participation of both carers and the people they supported.

The introduction of a dedicated Mental Health WA NDIS My Way Coordinator in the Lower South West allowed Respite Services to develop strong partnerships and provide very responsive and flexible support to those who required urgent assistance. Feedback on this partnership has been extremely positive from all stakeholders.

With the roll-out of the NDIS trials across the country in July 2014, organisations were advised that the Federal funding for this program would cease on 30 June 2015 as it would be encompassed into the NDIS. However, in February 2015, Intework was advised that funding would continue for an additional year to allow NDIS processes to be finalised and assist in a seamless transition into the NDIS. This announcement was welcomed by Intework and allowed the program to continue to provide essential respite to carers under this model.

Aboriginal Engagement Program

Throughout the first half of the 2014-2015 financial year, the AEP continued to develop in areas including cultural recognition, employment and networking. In addition to internal events, the program initiated and supported the placement of students from Marr Mooditj Training Inc. to complete the practical hours for their studies.

In early 2015, Intework was unsuccessful in securing Indigenous Advancement Strategy funding which, unfortunately, resulted in the cessation of the AEP. While the program no longer operated as a separate business unit, Intework continued to work towards the advancement and support of ATSI people with disability or mental health issues by incorporating methods into the various business units which were previously conducted in the AEP. In particular, Training and Development Services took responsibility for a large proportion of the program goals, for which Intework commends and thanks them.

With help from Nang, Tan and Blake are learning to cook.



Jake Baker

Lifeskills Plus participant Jake Baker had a dream, and that dream was to get a job. Following some unsuccessful work placements and honest conversation between Jake, his mother and Intework to identify Jake's areas of strength, Intework suggested a work experience opportunity at PD Leading Enterprise, and it was here that Jake's employment journey began!

Between February and April 2015, Jake was supported to complete work tasks including labelling, bottle-capping, file and box management and assembly of medical kits. This support involved gentle reminders and checklists, the establishment of a routine, open communication with Jake's supervisors, and, lastly, increasing the length of his days as his work experience drew to an end.

Jake proved to himself and to PD Leading Enterprises that he was ready to be part of the workforce, and was formally offered employment one day per week soon after completing his work experience placement. Now a fully established member of the team, Jake is very content in his work, and hopes to extend his work days if an opportunity arises.

Outdoor cooking is an enjoyable part of Kylie and Emilys' programs.



Paul Shepherd

Paul Shepherd has been an Intework participant for many years, and currently receives services through East Metro Lifeskills Plus. He is very much an outdoors man, so his program reflects this desire to be active and be outdoors. During a Think and Plan service review with Paul, his mother and his house staff, it was apparent that Paul had a keen interest in Australian Rules football and, with the help of Paul's support team, he recently became a member of the Swan Districts Football Club.

To further increase his involvement with the club and in the greater community, Paul and his Lifeskills Plus Coordinator implemented a strategy to ensure he was given every opportunity to attend club events, socialise with the football community and take advantage of the chance to walk around Steel Blue Oval (the team's home ground), an activity which Paul greatly enjoys.

Paul certainly feels a part of the fabric that makes up the Swan Districts Football Club, and has a greater sense of belonging to his community as a result of his membership, and through the support from Intework.



EMPLOYMENT
SERVICE REPORT –
DES



✔ Employment Service Report - DES

A major review of the Disability Employment Service – Employment Support Service (commonly known as DES) structure took place at the start of 2015, to address the Contract of Service challenges, and to meet the operational needs of the people we work with.

Resources were redeployed toward more effective service delivery, and the management structure was altered to provide a concentration at site level. While this was a time of great change and adjustment for all DES staff, the challenges of this change were quickly overcome and led to stronger performance and evidence of high quality outcomes.

Once again, we upheld our above-national-average Star Ratings under the DSS performance framework, with our South Lake site maintaining a five Star level and our Gosnells site on three Stars. While the effects of the economic downturn were felt as it became more difficult to assist and transition job seekers into employment, the DES team continued to provide individualised assistance to the people we worked with to help find and maintain on-going employment.

In early 2015, Intework was informed that the DSS would offer our DES program a larger market share in the Central West Metro Employment Service Area. The national business reallocation removes business from poorly performing providers and redistributes it to high performers. Intework was successful in gaining additional business from two exiting providers, resulting in over 120 new participants being referred to Intework.

Intework firmly believes that the key to success in providing an Open Employment service lies with employers. To this end, we strive to meet and then exceed expectations, so as to showcase not only the talents of our job seekers, but to confirm our position in the sector as a provider of choice that is committed to best practice and quality outcomes. This approach has enabled us to build close working relationships with many local and national employers, and provided excellent opportunities for participants to identify and gain the closest matched job to meet their needs. Additionally, we are active in a range of forums, networking meetings and Chamber of Commerce associations throughout the metro area, and have fostered links with Local and State Government bodies.

**It is through the dedication, hard work, tenacity and skills of both
Intework staff and the participants that we are at the forefront
of Open Employment in Australia.**

EMPLOYMENT
SERVICE REPORT –
ADE



▼ Employment Service Report - ADE

ADE performed above expectation throughout 2014-2015, exceeding our budgeted sales for the fourth year with contracts exceeding \$1.5 million annually. These include The Art Gallery of Western Australia, and the Western Australian Police (East Perth Headquarters and Joondalup Training Academy). We are very proud of this accomplishment.

Our high quality services and customer satisfaction has resulted in all current contracts being extended for a minimum of 12 months. In addition we achieved extensions on the external/internal Telstra contracts, along with the City of Mandurah awarding us a further five years on the barbeque cleaning and parks maintenance contracts. This is a strong reflection of the positive on-the-job performance feedback of our crews. Many of our successes have come in direct competition with considerably larger commercial enterprises than Intework.

Partnerships have been instrumental in the development and growth of both the ADE program and the supported employees. We have experienced great success from our relationship with the Department of Finance, and our partnership with Lochness Landscape Services (LLS) continues to develop, with the hope of further parks and grounds maintenance contracts to be gained next year.

For the first time, we were able to fund additional training and development opportunities for supported employees: eight keen and committed people successfully completed their Certificate II in Horticulture.

The organisational restructure provided an opportunity for ADE to become stronger and more focused on the provision of quality client services than ever before. We look forward to continuing to work closely with other Intework programs to ensure we provide the right balance of support, training and opportunity.

More than just a job

Our staff strive to provide individualised outcomes to achieve the best fit for supported employees to realise their potential, so we create environments of something special, something that matters, and a sense of belonging for every person in our program. It is so much more than just a job, as there is much more to challenge and inspire our supported employees and staff to achieve.

ADE is committed to ensuring that each and every one of our ADE 'family' are treated equally, fairly, with respect, without judgement and with acceptance. While this past year has been about business, growth, support in employment and the creation of opportunities, it was also about recognition that we can contribute in many areas to enrich the lives of our ADE staff and supported employees. These factors are often less visible than how many contracts we have won, but they are nonetheless equally as important.

▼ Employment Stories

State Government support to ADEs

Two years ago, Intework's ADE team had the opportunity to work with the Department of Finance on how to achieve contract work within the State Government. This initiative allowed the Department's senior procurement staff to focus on helping the State's eight ADEs to access information and tender for Government contracts by, primarily, liaising across all of Government to promote the abilities of our collective workforces.

Through a significant commitment from ADE staff and supported employees, our first successful tenders turned into contracts and our performance in those contracts was applauded across Government.

Through relationships like that of the State Government with disability service providers, perceptions about the abilities of people with disability have continued to change for the better, and have offered our supported employees new skills and responsibilities, ownership, pride, diversity, self-worth, independence, friendships, satisfaction and a sense of belonging - all things that people can often take for granted.

The strength of Intework's relationship with the Department of Finance rivals any other we have experienced over the past two years. Intework has been blessed with a group who, without exception, understand our vision and purpose, and who are prepared to do whatever it takes to help make a difference and create inclusive communities.

Jess is a valued member of one of our ADE internal crews.



Alisha Rigby

Alisha came to Intework's DES program in August 2014 as a shy and anxious young woman, who expressed no desire to work in stressful environments. After much discussion about what type of work she would like, Alisha successfully completed an interview with Grill'd in Victoria Park and commenced work in November 2014.

The support Alisha received from Grill'd was, and continues to be, second to none. In addition to regular contact with Intework, Grill'd also supported Alisha to complete a Certificate III in Hospitality, which included a Responsible Service of Alcohol certificate. Things have improved for Alisha outside work too, thanks to her employment at Grill'd. She recently purchased a car and used this as a catalyst to begin driving lessons, which she had wanted to commence for some time.

Anne Kirkpatrick (DES Coordinator) has supported Alisha since February 2015, and in that time has witnessed Alisha's amazing transformation from a reserved and anxious person who struggled to keep eye contact and speak to her Managers, to a very confident and assured young woman. She recently told Anne that not only did she love her job and want to continue her career with Grill'd, but that it had in fact changed her life.

Alisha working at Grill'd.



*The following is a letter from
DES participant Roberta Hall,
dated 22 December 2014.*

Hi all,

I have been meaning to write this letter for several months however this seems like the appropriate time for me. It is close to Christmas and a time to count your blessings.

I have been a client of Intework for many years. They first took me on when I was struck down with an insidious neurological condition. Initially when I presented to them, I could hardly walk, was in agony and my body was mimicking spasticity. I couldn't hold my head straight and my body just moved involuntarily. I will not lie, this year has been one of the toughest ever, emotionally and physically.

**I would like to thank Joanne
Parker and Geoffrey Evans
recognised for their compassion,
understanding, help and
kindness.**

Seriously, these guys have gone above and beyond their duties. I can't imagine what I would have done without them. To be quite serious I would probably be dead.

Geoff is always there patiently listening... which is sometimes all you need. It is nice to know someone genuinely cares. This is the case with both these angels (Jo was my case manager previously). They are the coffee stop on the side of the road. The hand that helps you up and the ear that listens patiently. Thanks so much to your organisation and the extremely incredible people you employ but especially Geoff and Jo.

Merry Christmas. This is written with respect and appreciation,

Roberta Hall





TRAINING AND DEVELOPMENT SERVICE REPORT





All Intework staff receive contemporary and comprehensive training.



CORPORATE
SERVICES
REPORT

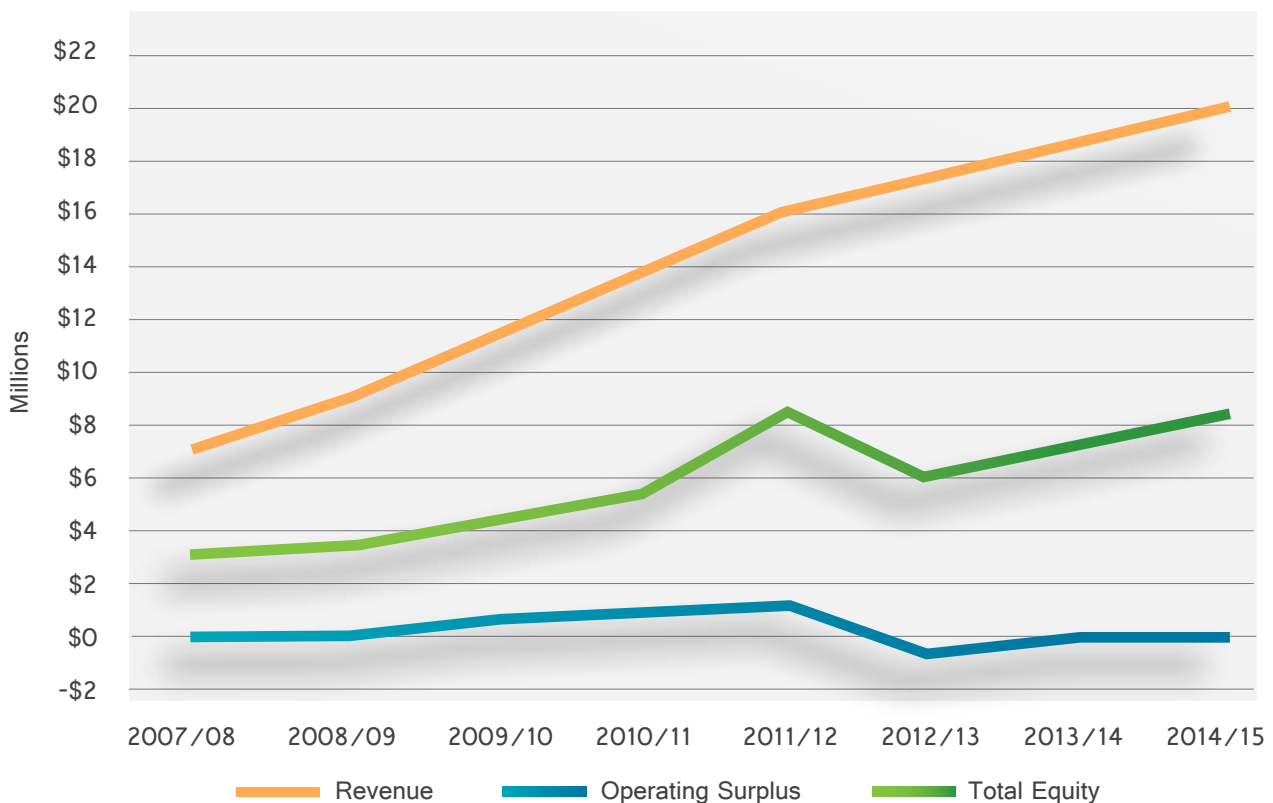


Corporate Services Report

Financial results

Intework achieved an operational surplus before capital grants of \$267,210. Total revenue for the year grew by an impressive \$1.5M to \$19.7. This reflected positive growth in the organisation's core business units. Capital grants of \$93,641 were received during the financial year and were used to purchase and maintain vehicles for program support. Net assets increased by \$360,851 to approximately \$8.7M, which continued to provide Intework with financial stability and security. Intework's cash reserves climbed to \$1,581,115 at the end of the financial year. They continued to be managed prudently to maximise returns to Intework.

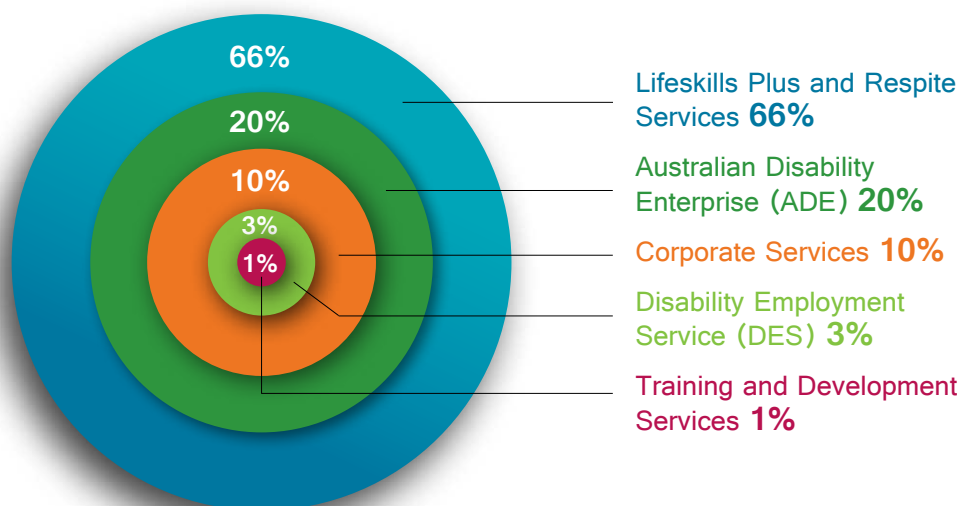
Financial results



Occupational Health and Safety

The introduction of a designated OHS role enabled Intework to focus on providing employees with additional training in Health, Safety and the Environment (HSE) areas. The application of our individualised support together with this strong HSE culture has ensured we have provided and maintained a safer workplace for both employees and participants. Additionally, risk assessment tools were implemented to aid in identifying and reducing risks within our business, and to consider future risks, which has encouraged clear and open communication between participants and Intework.

Staff by program - 2015



Human Resources

Intework experienced a 7.5 per cent increase in employee numbers from 343 employees in July 2014 to 369 in June 2015. However, overall FTE only increased from 233 to 236 during the same timeframe. This is reflective of changes in service delivery, increased demand for one-to-one services in Lifeskills Plus, and an increase in commercial cleaning contracts for our supported employees. Employee turnover for 2014-2015 increased to 21.9 per cent from the 2013-2014 figure of 19.8 per cent, due in part to organisational restructure.

Quality Assurance and Compliance

Our rigorous Quality Assurance (QA) and Compliance system assists us in meeting the ethical, legal and regulatory requirements of a Government-funded organisation, and in complying with and exceeding the National Standards for Disability Services. Our commitment was demonstrated with the successful completion of our external audits, and with positive comments from the auditors. In keeping with the National Standards for Disability Services, Intework reviewed and broadened our internal Policies which promoted and embedded a new direction for the QA and compliance area, and generated a more robust Policy and Procedure manual.

Information and Communication Technology

There were many significant enhancements to Intework's Information and Communication Technology (ICT) services over 2014-2015, including the rollout of new computers and Skype for Business software; migration of the mobile fleet to a new provider; upgrade of Balcatta's internet connection to high speed fibre and deployment of a next-generation firewall; creation of new Policies and Procedures; upgrade and expansion of the network; and implementation of advanced application performance monitoring. The ICT Strategic Plan was also revised to align with the new organisational Strategic Plan.

Transport

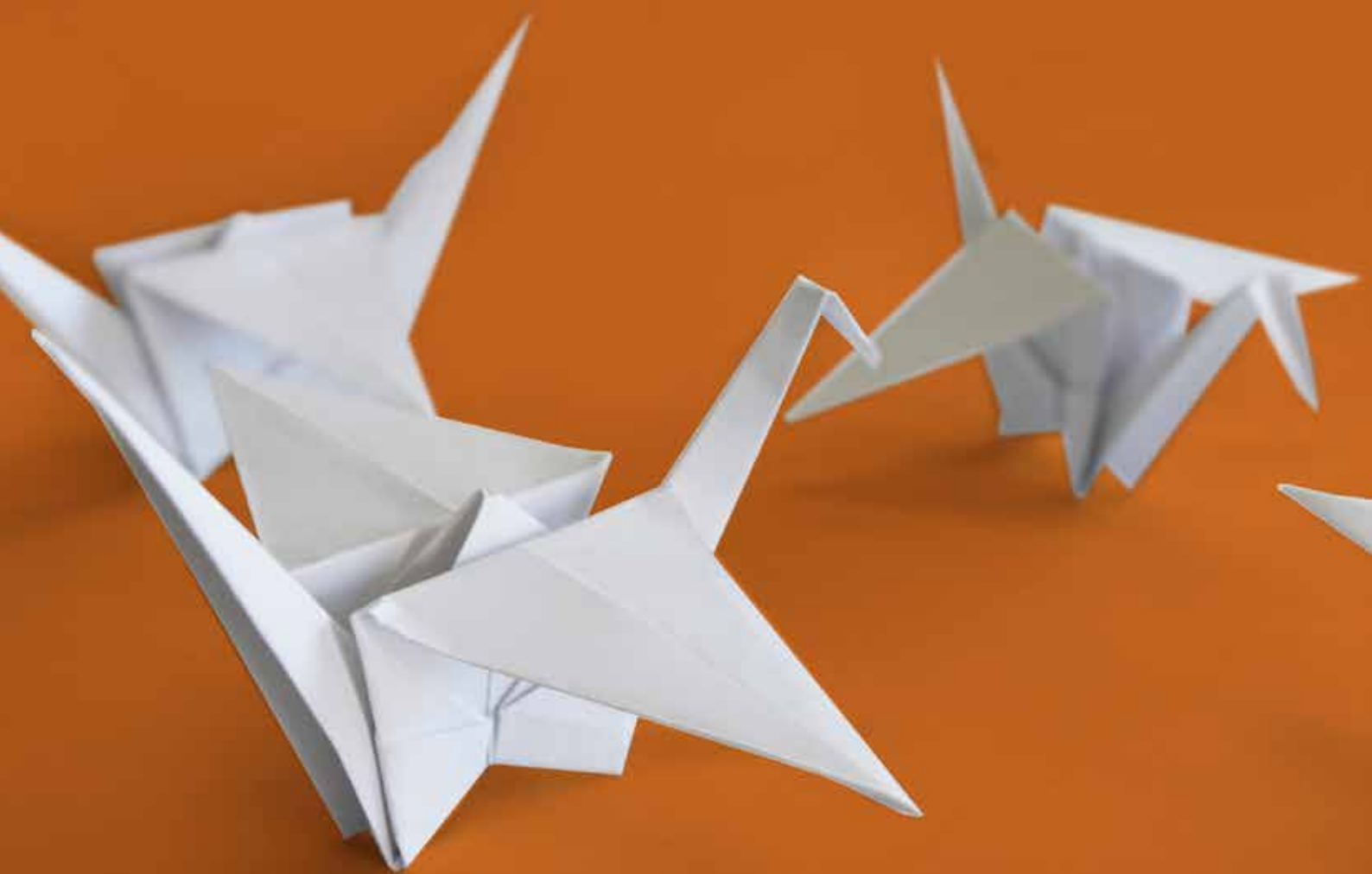
Throughout 2014-2015 Intework provided 74,746 trips for 330 participants, resulting in a decrease of 16.3 per cent in use of the service, with 89,288 trips provided the previous year.

This decrease in percentage represented a fantastic result for the year, as it demonstrated the success of Transport Training undertaken on the program level so that participants could get to and from the Intework offices or their places of work independently.



Intework participants involved in workplace skills development and life skills development opportunities.

AWARDS AND RECOGNITION



▼ Awards and Recognition

The Charlie Rook Award

Congratulations to **Margaret Millar**, who was named as the winner of the inaugural Charlie Rook Award. The Award was created in memory of Intework's inaugural Chairman and Life Member Charlie Rook, who passed away in 2013, and celebrates staff who demonstrate the values of the organisation. Congratulations also to the following five finalists:

Margaret Millar - Winner
Berly Garcia (ADE)
Les Hollingsworth (Lifeskills Plus)
Raelene Mountford (DES)
Stephen Hales (DES)
Sylvia Mason (ADE)

Staff of the Year Awards

It is our pleasure to present the winners and runners-up of the Staff of the Year Awards 2014.

Corporate Services

Radek Vaclavik
Jane Berggy (runner-up)

ADE

Kristy Chubb
Kerry Ball (runner-up)

Lifeskills Plus

Margaret Millar
Emily Bassham (runner-up)
Barbara Compton (runner-up)
Steve Doughty (runner-up)

NDS Employee of the Year Awards

In March 2014, 11 Intework staff members and services were acknowledged at the annual NDS Disability Support Awards, which recognised the outstanding contributions and profound difference that disability support workers made in the lives of the people they supported. Congratulations to all the Intework nominees:

Andy Wormald (Lifeskills Plus)
Chris Wagim (Lifeskills Plus)
Cindy Lin (Lifeskills Plus)
Deanne Young (ADE)
Les Hollingsworth (Lifeskills Plus)
Matthew Mullin (Lifeskills Plus)

Quentin Williams (Lifeskills Plus)
Stephenie Fielding (DES)
Terri Phillips (Corporate Services)
Training and Development Services
Zak Brearley (Lifeskills Plus)

Training and upskilling recognition

Intework was recognised on a State level as being in the top 300 employers supporting staff through apprenticeships and traineeships, due to our commitment to continuous improvement and dedication to providing skills development opportunities through the VET system.

Eastern Client Advisory Group

Intework would like to recognise the outstanding work done by the Eastern Client Advisory Group. The Midland-based group meets regularly to discuss issues important to the participants and stakeholders of Intework, and works to make the services better for individuals at every office.

Supported employee milestones

Supported employees play a huge role in the fabric of Intework. We would like to acknowledge and thank the following supported employees for their outstanding contribution and dedication to Intework, and to the businesses they support as part of their ADE program.

10 to 15 years

Matthew Jones
Tim Martynewycz
Anita Jambanis
Robert Guidi
Dennis Marchesi
Donna Barnsley
Raymond Chan
Chris Kelly
Matthew McAdam
Anthony Murace
Paul Rusconi
Mark Sampson
Warren Sanford
Ebony Roussety
Shayne Skerry
Sandra Gansberg
Kristopher May
John Evans
Leigh Blythe
Katrina Elfer
Charmayne Griffiths
Bridie Hay
Teresa Meharg
Donald Teo
Kia Veenstra
Jackie Chokolich
Alexander Civitico

Anna Diggins
Shaun Evans
Paul Farrell
Emma Harradine
Rebecca Lambert
Christine Lewis
Steven Moloney
Angela Mulcahy
Danika Jade Newton
Peter Sexton
David Burt
Rosa Camarata
Michelle Clune
Andrew Gavigan
Alan Meardi
Stephen Sked
Anika Stellamans
Glenn Sutherland
Megan Turner
David Crossland
Brian Keogh
Natalie Pollard
Tim Tan
Louis Wong
Amelia Taylor
Sarah Bowman

15 years or more

Benjamin Bleakley
Elizabeth Clancy
Manuel Voyatzis
Christopher Walker
Gwenda Drayton
Sarah Fogg
Christopher Fowler
Laura Gallaher
Ryan Harvey
Amanda Lowrie
Trevor Mitchell
Michael Oxtoby
Jodie Riseberry
Michelle Storer
Kelly Thompson
Hong Anh Tran
Nyree Weir
Tony White
Mark Wild
Graham Williams

Les Hollingsworth

Congratulations to Les Hollingsworth (Lifeskills Plus) who won an Outstanding Achievement Award in Disability, and was recognised at the Central Institute of Technology Presentation Night in April 2015.

Grill'd Local Matters

Intework would like to thank Grill'd burger stores for their Local Matters donations throughout the 2014-2015 financial year.

Squire Patton Boggs

Thank you to Squire Patton Boggs for providing exceptional corporate, business and legal knowledge and advice, in light of the organisational restructure.



Alisha working at Grill'd (top); Senator Linda Reynolds learning about an ADE contract from Hodan (bottom).



FINANCIAL
REPORT



Finance Chair Report Paul Finkelstein

2014-2015 Overview

On behalf of Intework's Finance and Audit Committee I present the financial report for the 2014-2015 financial year.

Intework recorded a surplus for the year of \$0.36 million compared to a surplus of \$0.31 million in 2013-2014. Revenue from operations grew by \$1.5 million and reflected the ongoing success of Intework's diverse suite of programs.

The organisation gratefully received \$93,641 from the Disability Services Commission for motor vehicle acquisitions.

During the year efforts have focused on improved financial management, including the adoption of an upgraded budgeting and forecasting system. Whilst there is still a way to go, this will allow Intework to respond to changes in uncertain times.

A key priority this year has been to ensure the organisation is well placed to meet the needs and provide a quality service to our participants in the future. Under the direction of our new CEO we have undergone a restructure to better align the skills and expertise of our team to achieve our goals.

The disability sector has entered into a period of unparalleled change with the introduction of the National Disability Insurance Scheme (NDIS). Whilst this has posed many challenges in financial planning, every effort has been made to ensure the continuation of tight fiscal control and mitigation of financial risks.

The 2015-2016 year will see the commencement of an upgrade of Intework's IT infrastructure and systems. This will provide Intework with a fully integrated system that will more efficiently and effectively meet the needs of the participants and at the same time address the changing sector demands and reporting requirements.

Program sustainability has also been given greater prominence to ensure Intework's financial resources are utilised diligently, responsibly and with maximum impact. The delivery of a sustainable, superior service to all our participants is paramount.

Thank you to Intework's staff and management for their efforts in managing the financial resources of Intework whilst maintaining a high quality of service to all of our participants.

I am confident that Intework remains in a sound financial position as we commence a new financial year.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INTEWORK INC.

Report on the Financial Report

We have audited the accompanying financial report of Intework Inc. (the Association), which comprises the statement of financial position as at 30 June 2015, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Board of Directors.

Directors' Responsibility for the Financial Report

The directors of the Association are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Regime and the Australian Charities and Not-for-profits Commission Act 2012 and for such internal control as the directors determine is necessary to enable the preparation of a financial report that gives a true and fair view and 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 have 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 about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation 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 directors, 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.

CHARTERED ACCOUNTANTS & ADVISORS

Level 3, 15 Labouchere Road
South Perth WA 6151

PO Box 748
South Perth WA 6951

Telephone: +61 8 6436 2888

williambuck.com

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INTEWORK INC.
(CONT)**

Auditor's Opinion

In our opinion the accompanying financial report of Intework Inc. is prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- a) giving a true and fair view of the Association's financial position as at 30 June 2015 and of its performance and cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards – Reduced Disclosure Regime and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of Intework Inc. for the year ended 30 June 2015 included on Intework Inc.'s web site. The Association's directors are responsible for the integrity of Intework Inc.'s web site. We have not been engaged to report on the integrity of Intework Inc.'s web site. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.



William Buck Audit (WA) Pty Ltd
ABN 67 125 012 124



Conley Manifis
Director

Dated this 15th day of September, 2015

INTEWORK INC.

ABN 79 872 326 186

STATEMENT BY THE BOARD OF DIRECTORS

FOR THE YEAR ENDED 30 JUNE 2015

In the opinion of the Board of Directors of Intework Inc:

- 1) at the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable, so long as the Australian Government Department of Social Services (DSS), together with the State Disability Services Commission (DSC) continue to provide funding to the Association as described in note 11; and
- 2) the attached financial statements satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

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



NICOLLE JENKINS
CHAIRMAN



PAUL FINKELSTEIN
DIRECTOR

Dated this 15th day of September, 2015
Perth, WA

BOARD OF DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 2015

The Board of Directors presents the financial statements of Intework Inc. for the financial year ended 30 June 2015.

Board of Directors

The names of the Board of Directors at the date of this report are:

Mr Richard Bevan	Mr Michael Donnelly
Mr Paul Finkelstein	Ms Bronwyn Davies
Ms Nicolle Jenkins	Ms Melanie Kiely
Ms Trudi Chesterton	Ms Jan Macpherson

Principal activities

The Association's principal activity is to develop and promote each of our clients as valued members of the community through life skills development, including employment.

There were no significant changes in the nature of the Association's activities during the year.

Operating result and review of operations

The operating result for the year was a surplus of \$360,851 including capital grants of \$93,641 (2014: surplus of \$314,899 including capital grants of \$178,643). The Association is exempt from income tax.

A detailed review of operations can be found in the annual report.

Significant changes in the state of affairs

In the opinion of the Board of Directors, there are no significant changes to the state of affairs of the Association that occurred during the financial year under review not otherwise disclosed in this report.

Signed in accordance with a resolution of the Board of Directors.



Nicolle Jenkins
Chairman

Dated this 15th day of September, 2015

Statement of Profit or Loss and Other Comprehensive Income for the year ended 30 June 2015

	Note	2015 \$	2014 \$
Revenue	16	19,753,584	18,245,855
Employee Benefits Expense		(14,265,290)	(13,033,912)
Depreciation, Amortisation and Write-off		(1,191,435)	(1,176,327)
Finance Costs		(732)	(791)
Other Expenses		(4,028,917)	(3,898,569)
Surplus / (Deficit) from Ordinary Activities before Capital Grants		267,210	136,256
Capital Grants (Non-Recurrent)	13	93,641	178,643
Surplus / (Deficit) after Capital Grants		360,851	314,899

The statement of profit or loss and other comprehensive income is to be read in conjunction with the attached notes.

Statement of Financial Position as at 30 June 2015

	Note	2015 \$	2014 \$
Current Assets			
Cash and Cash Equivalents	3	1,581,115	734,625
Trade and Other Receivables	4	908,951	941,234
Term Deposits	5	183,243	178,699
Total Current Assets		2,673,309	1,854,558
Non-Current Assets			
Property, Plant and Equipment	6	9,477,092	10,162,192
Total Non-Current Assets		9,477,092	10,162,192
Total Assets		12,150,401	12,016,750
Current Liabilities			
Trade and Other Payables	7	1,352,795	1,015,380
Short Term Borrowings	8	5,000	405,000
Grants in Advance		417,181	606,024
Provisions	9	857,457	878,476
Total Current Liabilities		2,632,433	2,904,880
Non-Current Liabilities			
Provisions	9	790,129	744,882
Total Non-Current Liabilities		790,129	744,882
Total Liabilities		3,422,562	3,649,762
Net Assets		8,727,839	8,366,988
Equity			
Retained Earnings		8,727,839	8,366,988
Total Equity		8,727,839	8,366,988

The statement of financial position is to be read in conjunction with the attached notes.

Statement of Changes in Equity for the year ended 30 June 2015

	Note	2015 \$	2014 \$
Opening Balance		8,366,988	8,052,089
Surplus / (Deficit) after Capital Grants		360,851	314,899
Closing Balance		<u>8,727,839</u>	<u>8,366,988</u>

The statement of changes in equity is to be read in conjunction with the attached notes.

Statement of Cash Flows for the year ended 30 June 2015

	Note	2015 \$	2014 \$
		Inflows / (Outflows)	
Cash Flows from Operating Activities			
Grants Received		16,199,280	15,483,400
Interest received		52,731	50,437
Membership fees		59	78
Receipts from trade customers and clients		3,013,280	2,399,309
Receipts from vehicle usage fees		209,652	195,545
Payments to suppliers and employees		(17,881,713)	(16,874,354)
Interest paid		(732)	(791)
Net cash provided by operating activities	15	1,592,557	1,253,624
Cash Flows from Investing Activities			
Payment for Motor Vehicles		(1,895,263)	(3,004,433)
Payment for Equipment, Fixtures and Fittings		(114,747)	(101,489)
DSC Grants (Motor Vehicles)		93,641	178,643
Proceeds from the sale of motor vehicles		1,574,846	1,921,894
Transfer (from)/to investments		(4,544)	(6,831)
Net cash (used in)/provided by investing activities		(346,067)	(1,012,216)
Cash Flows from Financing Activities			
Drawdown of Bank Loan		0	400,000
(Repayment) of Bank Loan		(400,000)	(250,000)
Net cash (used in)/provided by financing activities		(400,000)	(150,000)
Net increase / (decrease) in cash held		846,490	(391,408)
Cash and Cash Equivalents at the beginning of the financial year		734,625	343,217
Cash and Cash Equivalents at the end of the financial year	3	1,581,115	734,625

The statement of cash flows is to be read in conjunction with the attached notes.

Notes To The Financial Statements for the year ended 30 June 2015

Note 1. Statement of Significant Accounting Policies:

Basis of Preparation

Intework Inc. applies 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 and other applicable Australian Accounting Standards - 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 Australian Charities and Not-for-profits Commission 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 otherwise stated.

The financial statements, except for the cashflow 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) Cash and Cash Equivalents

Cash and Cash Equivalents include cash on hand, bank balances and deposits on call.

(b) Income Tax

The Association is exempt from the payment of income tax pursuant to Division 50 of the Income Tax Assessment Act (1997).

(c) Goods and Services Tax (GST)

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

Cash flows are included in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

Commitments and contingencies are disclosed gross of the amount of GST recoverable from, or payable to the taxation authority.

(d) Property, Plant and Equipment

Basis of measurement of carrying amount

Land and buildings are measured at cost less accumulated depreciation on buildings and less any impairment losses. Plant and equipment is stated at cost less accumulated depreciation and less any impairment losses.

The cost of buildings constructed within the Association includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that the future economic benefits associated with the item will flow to the Association and the cost of the item can be reliably measured. All other repairs and maintenance are charged to the statement of profit or loss and other comprehensive income during the financial period in which they are incurred.

Any property, plant and equipment donated to the Association or acquired for nominal cost is recognised at fair value at the date the Association obtains control of the asset.

Intework has a policy that only items of greater than \$5,000 in value are capitalised in the Statement of Financial Position.

Depreciation

Items of Property, Plant and Equipment (other than land) are depreciated over their useful lives to the Association commencing from the date the asset is purchased. Depreciation is calculated on a straight line basis over the expected useful economic lives of the assets as follows:

Buildings	2.0%
Motor Vehicles	17.5%
Fixtures & Fittings	10.0 - 20.0%
Computer Equipment	33.3%
Other Equipment	20.0%
Low Value Pool Assets	100%

All assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

Notes To The Financial Statements for the year ended 30 June 2015

Note 1. Statement of Significant Accounting Policies (continued):

Impairment

The carrying amount of Property, Plant & Equipment is reviewed annually by the Board to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal.

Impairment exists when the carrying value of an asset exceeds its estimated recoverable amount. In such cases, the asset is written down to its recoverable amount with an impairment loss recognised in the statement of profit or loss and other comprehensive income.

Derecognition and disposal

An item of property, plant and equipment is derecognised upon disposal, when the item is no longer used in the operations of the Association or when it has no sale value. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the statement of profit or loss and other comprehensive income in the year the asset is derecognised.

Any part of the asset revaluation reserve attributable to the asset disposed of or derecognised is transferred to general funds at the date of disposal.

(e) Leased Assets

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the entity are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the entity will obtain ownership of the asset over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor are charged as expenses in the periods in which they are incurred.

(f) Employee Provisions

Short-term employee benefits

Provision is made for the Association's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Association's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, duration of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on corporate bonds that have maturity dates that approximate the terms of the obligations. Any re-measurement of obligations for other long term employee benefits for changes in assumptions are recognised in profit or loss in the periods in which changes occur.

The Association's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Association does not have an unconditional right to defer settlement for at least 12 months after the reporting date, in which case the obligations are presented as current provisions.

(g) 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.

Notes To The Financial Statements for the year ended 30 June 2015

Note 1. Statement of Significant Accounting Policies (continued):

(h) Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. Any consideration deferred is treated as the provision of finance and is discounted at a rate of interest that is generally accepted in the market for similar arrangements. The difference between the amount initially recognised and the amount ultimately received is interest revenue. All revenue is stated net of the amount of Goods and Services Tax (GST).

Revenue from government funding

The Association's Lifeskills, Respite, Supported Employment and Open Employment programs are supported by grants received from the Disability Services Commission, National Disability Insurance Scheme and the Department of Social Services. Grants received on the condition that specified services are delivered, or conditions are fulfilled, are considered reciprocal. Such grants are initially recognised as a liability, and revenue is recognised as services are performed or conditions fulfilled. Revenue from non-reciprocal grants is recognised when received.

Fees from services provided

Revenue from the rendering of services is recognised upon the delivery of services to the customer.

Donations

Donations and bequests are recognised as revenue when received.

Asset sales

The gain or loss on disposal of all non-current assets is determined as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

Interest Revenue

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument.

(i) Deferred Income

The liability for deferred income is the unutilised amounts of grants received on the condition that specified services are delivered or conditions are fulfilled. The services are usually provided or the conditions usually fulfilled within 12 months of the receipt of the grant. Where a liability is incurred, the services or conditions will be satisfied within 12 months of the reporting date.

(j) Expenditure

All expenditure is accounted for on an accrual basis.

(k) Trade and Other Payables

Trade and other payables represent the liability outstanding at reporting date for goods and services received by the Association during the reporting time, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability Goods and Services Tax (GST).

(l) Trade and Other Receivables

Trade and other receivables are measured at amortised cost using the effective interest method less impairment. The effective interest method is a method of calculating the amortised cost of the receivables and allocating interest income over the relevant period.

The effective interest rate is the rate that exactly discounts estimated future cash receipts (including all fees on points paid or received that form an integral part of the effective interest rate, transaction costs and other premiums or discounts) through the expected useful life of the receivables.

The amount of the impairment is the difference between the receivables carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. The carrying amount of receivables including uncollectible trade receivables is reduced by the impairment loss through the use of an allowance account. Changes in the carrying amount of the allowance account are recognised in the statement of profit or loss and other comprehensive income.

(m) Comparative Figures

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

Notes To The Financial Statements for the year ended 30 June 2015

Note 1. Statement of Significant Accounting Policies (continued):

(n) New and Amended Accounting Policies Adopted by the Association

Changes in accounting policies on initial application of Accounting Standards

In the year ending 30 June 2015, the Association has reviewed all of the new and revised Standards and Interpretations issued by the AASB that are relevant to its operations and effective for the current annual reporting period. It has been determined by the Association that there is no impact, material or otherwise, of the new and revised Standards and Interpretations on its business and, therefore, no change is necessary to the Association's accounting policies.

The Association has also reviewed all new Standards and Interpretations that have been issued but are not yet effective for the year ended 30 June 2015. As a result of this review the Board have determined that there is no impact, material or otherwise, of the new and revised Standards and Interpretations on its business and, therefore, no change necessary to the Association's accounting policies.

(o) Significant Accounting Judgments, Estimates and Assumptions

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Key Judgements

Employee benefits

For the purpose of measurement, AASB 19: Employee Benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services.

As the association expects that all of its employees would use all of their annual leave entitlements earned during a reporting period before 12 months after the end of the reporting period, the association believes that obligations for annual leave entitlements satisfy the definition of short-term employee benefits and, therefore, can be measured at the (undiscounted) amounts expected to be paid to employees when the obligations are settled.

(p) Going Concern

The financial report has been prepared on a going concern basis. Intework has been granted over 60% of their funding via a funding agreement from the Disabilities Services Commission which expires on 30 June 2016.

Intework funding sources post 1 July 2016 will be confirmed following the outcome of the NDIS trials which are currently in place.

Should funding not be immediately available, Intework has adequate funds to continue as a Going Concern twelve months from the date of signing the financial report.

Note 2. Related Parties and Related Party Transactions

(a) Directors' Compensation

The directors act in an honorary capacity and receive no compensation for their services.

(b) Transactions with Director-related entities

During the year payments of \$41,719 inc GST (2014: \$34,098) were made to The Hub Marketing Communications, an entity associated with Nicolle Jenkins, for marketing services. These services were provided under normal commercial terms and conditions. No amounts are payable or are receivable from directors or director related entities at the reporting date.

(c) Key Management Personnel Compensation

The names and positions of those personnel as at 30 June 2015 having authority for planning, directing and controlling the Association's activities, directly or indirectly (other than directors), are:

- Fiona Beermier, Chief Executive Officer, and
- Rob Gotti, Chief Finance Officer

Notes To The Financial Statements for the year ended 30 June 2015

Note 3. Cash and Cash Equivalents:

	2015	2014
Note	\$	\$
Cash at Bank and in hand	58,145	141,660
Short Term Deposits	1,522,970	592,965
Total Cash and Cash Equivalents	1,581,115	734,625

Cash at bank earns interest at floating rates based on daily deposit rates.

Short term deposits are made for varying periods of between one day and three months, depending on the Association's cash requirements.

These deposits earn interest at market rates.

Note 4. Trade and Other Receivables:

Trade Debtors	363,923	296,337
Less provision for doubtful debts	(4,649)	(3,304)
	359,274	293,033
Other Receivables	241,763	134,974
Prepayments	307,914	513,227
Total Trade and Other Receivables	908,951	941,234

Note 4. Trade and Other Receivables (continued):

(a) Provision for Doubtful Debts

Past experience indicates that no impairment allowance is necessary in respect of trade debtors 'not past due' and 'past due 0-30 days'. Impairment allowances recognised at the reporting dates have been determined after a review of amounts outstanding at those dates and comprise amounts due from individual suppliers and business services' clients.

The movement in allowance for impairment in respect of trade debtors during the year was as follows:

	2015	2014
Note	\$	\$
Balance at start of financial year	3,304	2,898
Impairment losses recognised	-	-
Increase in provision	1,345	1,802
Amounts written off during the year		(1,396)
Balance at end of financial year	4,649	3,304

Note 5. Term Deposits:

Term Deposits	135,243	130,699
Term Deposits - Corporate Cards	48,000	48,000
Total Term Deposits	183,243	178,699

The effective interest rate on short term deposits was 3.05% pa (2014 - 3.45% pa).

The corporate credit cards of Intework are secured by a term deposit of \$48,000 (2014 - \$48,000).

Notes To The Financial Statements for the year ended 30 June 2015

Note 6. Property, Plant and Equipment:

	2015	2014
	\$	\$
Land, at cost	3,112,753	3,112,753
Buildings, at cost	1,847,247	1,847,247
Less accumulated depreciation (Buildings)	(184,889)	(147,944)
	<u>4,775,111</u>	<u>4,812,056</u>
Motor Vehicles, at cost	4,999,815	5,032,916
Less accumulated depreciation	(1,797,721)	(1,346,462)
	<u>3,202,094</u>	<u>3,686,454</u>
Leasehold Improvements, at cost	203,385	377,923
Less accumulated depreciation	(201,452)	(358,251)
	<u>1,933</u>	<u>19,672</u>
Fixtures and Fittings, at cost	2,152,947	2,130,413
Fixtures and Fittings, WIP	-	5,536
Less accumulated depreciation	(741,824)	(535,290)
	<u>1,411,123</u>	<u>1,600,659</u>
Computer and Other Equipment, at cost	546,911	564,473
Less accumulated depreciation	(460,080)	(521,122)
	<u>86,831</u>	<u>43,351</u>
Total Property, Plant and Equipment	<u>9,477,092</u>	<u>10,162,192</u>

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

Note 6. Property, Plant and Equipment (continued):

	2015	2014
	\$	\$
Land and Buildings		
Opening balance, land	3,112,753	3,112,753
Opening balance, buildings	1,847,247	1,847,247
Closing balance	<u>4,960,000</u>	<u>4,960,000</u>
Accumulated Depreciation		
Opening balance - buildings	(147,944)	(110,999)
Depreciation	(36,945)	(36,945)
Disposals	-	-
Closing balance - buildings	<u>(184,889)</u>	<u>(147,944)</u>
Net Land and Buildings	<u>4,775,111</u>	<u>4,812,056</u>
Motor Vehicles		
Opening balance	5,032,916	4,478,472
Additions	1,895,295	3,004,431
Disposals	(1,928,306)	(2,449,987)
Closing balance	<u>4,999,815</u>	<u>5,032,916</u>
Accumulated Depreciation		
Opening balance	(1,346,462)	(1,189,669)
Depreciation	(881,377)	(825,305)
Disposals	430,118	668,512
Closing balance	<u>(1,797,721)</u>	<u>(1,346,462)</u>
Net Motor Vehicles	<u>3,202,094</u>	<u>3,686,454</u>

Notes To The Financial Statements for the year ended 30 June 2015

Note 6. Property, Plant and Equipment (continued):

	2015 \$	2014 \$
Leasehold Improvements		
Opening balance	377,923	377,923
Additions	-	-
Disposals	(174,538)	-
Closing balance	203,385	377,923
Accumulated Depreciation		
Opening balance	(358,251)	(345,699)
Depreciation	(12,309)	(12,552)
Disposals	169,108	-
Closing balance	(201,452)	(358,251)
Net Leasehold Improvements	1,933	19,672
Fixtures and Fittings		
Opening balance	2,135,949	2,117,411
Additions (including WIP)	16,998	18,538
Closing balance	2,152,947	2,135,949
Accumulated Depreciation		
Opening balance	(535,290)	(331,628)
Depreciation	(206,534)	(203,662)
Closing balance	(741,824)	(535,290)
Net Fixtures and Fittings	1,411,123	1,600,659

Note 6. Property, Plant and Equipment (continued):

	2015 \$	2014 \$
Computer and Other Equipment		
Opening balance	564,473	669,067
Additions	97,749	82,953
Disposals	(115,311)	(187,547)
Closing balance	546,911	564,473
Accumulated Depreciation		
Opening balance	(521,122)	(610,508)
Depreciation	(54,269)	(97,864)
Disposals	115,311	187,250
Closing balance	(460,080)	(521,122)
Net Computer and Other Equipment	86,831	43,351
Total Property, Plant and Equipment	9,477,092	10,162,192

Notes To The Financial Statements for the year ended 30 June 2015

Note 7. Trade and Other Payables:

	2015	2014
	\$	\$
Current		
Unsecured:		
Trade Creditors and Accruals	1,199,927	673,449
Other Creditors	152,868	341,931
Total Trade and Other Payables	1,352,795	1,015,380

Note 8. Short Term Borrowings:

Current		
Secured Bank Loan	5,000	405,000
Total Short Term Borrowings	5,000	405,000

Bank Loan

The bank loan is secured by a mortgage over certain properties owned by the Association. The mortgage secures a facility of \$2,500,000 (2014 - \$2,500,000). The facility is currently drawn to \$5,000 (2014 - \$405,000). The facility expires on 31st December 2016.

The properties held as security are 11 Kirke Street Balcatta WA 6021 and U13/200 Winton Road, Joondalup WA 6027.

Note 9. Provisions:

	2015	2014
	\$	\$
Current		
Annual Leave	621,603	617,474
Long Service Leave	235,854	261,002
Total Current Provisions	857,457	878,476
Non-Current		
Long Service Leave	790,129	744,882
Total Non-Current Provision	790,129	744,882
Movements in provisions		
Opening Balance	1,623,358	1,433,189
Charge for the year	648,016	530,359
Utilised during the year	(623,788)	(340,190)
Closing Balance	1,647,586	1,623,358

Note 10. Commitments:

Operating Lease Commitments

Operating lease expenditure contracted, but not capitalised, for motor vehicles is payable as follows:

Due within one year	-	19,374
Due within two to five years	-	-
	-	19,374

Notes To The Financial Statements for the year ended 30 June 2015

Note 10. Commitments (continued):

Rental lease commitments being for the Midland, Busselton, Gosnells, South Lake and Mandurah premises are as follows:

	2015 \$	2014 \$
Due within one year	234,314	195,412
Due within two to five years	228,096	17,587
	<u>462,410</u>	<u>212,999</u>

All of the properties have options for renewal at the end of the terms.

Capital Commitments

Capital expenditure contracted, but not yet delivered or completed as at end of financial year is as follows:

Motor Vehicles	353,565	231,822
Other Assets	-	-
	<u>353,565</u>	<u>231,822</u>

Note 11. Economic Dependency:

Intework Inc. received significant grants from the Federal Government of Australia and the Western Australian State Government. If these grants were not received, the Association would not be able to maintain the current level of services. The Board of Directors have no reason to believe that the funding from the Australian Government Department of Social Services (DSS) together with the State Disability Services Commission (DSC) will not continue.

Note 12. Contingent Liabilities:

Commonwealth and State Government Grants

Under the terms of various Commonwealth and State Government grants provided to the Association, in certain circumstances the funding bodies are entitled to a refund of the grants in the event of the disposal of the asset to which the grant relates, or they may be entitled to an equity interest in the associated asset, and accordingly would be entitled to a share of the equity proceeds in the event of sale of the asset. Therefore, there exists a contingent liability to the Commonwealth and State Governments, which may become an actual liability if any asset in which either Government has an interest were to be sold.

Sale of Cedric Street & Purchase of Kirke Street Sites

In 2012, the Lotteries Commission (trading as Lotterywest) provided funding to Intework to enable the purchase of premises at 11 Kirke Street, Balcatta. The Commission also approved the sale of Cedric Street to financially assist in the purchase of Kirke Street.

The Commission holds a half undivided share in the Kirke Street property, and holds a caveat over the property to ensure that the site will only be used to provide appropriate services. There is no expiry date on the caveat, however, the Commission may relinquish their interest in the property at any time.

A Deed of Trust was drawn up in relation to the property with the following terms:

- (i) The Trustee (Intework Inc.) holds the property on trust for itself and the Lotteries Commission as tenants in common in the respective number of undivided shares as specified in the Deed schedule.
- (ii) The undivided share in the property is a half undivided share each to the Commission and the Trustee.
- (iii) The Trustee acknowledges that the Lotteries Commission will be under no obligation to undertake or pay for any additions, repairs, alterations or works of any kind (whether structural or otherwise) to the property.

The recorded value of this Kirke Street property, net of depreciation on buildings, as at 30 June 2015 was \$3,429,471 (2014 - \$3,450,271).

Fremantle Road site - Gosnells

In 2007, the Lotteries Commission (trading as Lotterywest) provided \$750,000 of grant funding to Intework to enable the purchase of premises at 10 Fremantle Road, Gosnells. The Lotteries Commission holds a caveat over the property to ensure that the site will only be used to provide appropriate services. The term of the agreement is 15 years from commencement, ceasing at 21st July 2022.

The recorded value of this property, net of depreciation on buildings, as at 30 June 2015 was \$749,660 (2014 - \$756,766).

Separate Building Grant Agreement was drawn up for the Fremantle Road and Kirke Street properties with the following terms:

- (i) The Organisation (Intework Inc.) will use the Grant Funds solely for the Approved Purpose.
- (ii) Should the agreement be terminated due to an Event of Default by the Organisation, the Organisation must pay the Grantor (the Lotteries Commission) an amount ascertainable by the following:

Amount payable =

$$\text{Grant Funds} \times \frac{\text{Number of Days remaining in the Term}}{\text{Total Number of Days of the Term}}$$

- (iii) The Organisation acknowledges that the Grantor will be under no obligation to undertake or pay for any additions, repairs, alterations or works of any kind (whether structural or otherwise) to the Building.

Notes To The Financial Statements for the year ended 30 June 2015

Note 13. Capital Grants (Non-Recurrent):

	2015 \$	2014 \$
Disability Services Commission		
3 Motor Vehicles (2014 – 6 Vehicles)	93,641	178,643
	<u>93,641</u>	<u>178,643</u>

Note 14. Surplus from Ordinary Activities:

Surplus from ordinary activities has been arrived at after including:

	2015 \$	2014 \$
Operating Expenses		
Lease rental expenditure – property	278,784	452,375
Operating lease expenditure – vehicles	15,097	63,884
	<u>293,881</u>	<u>516,259</u>

Note 15. Reconciliation of Net Cash Provided by Operating Activities to Surplus / (Deficit) from Ordinary Activities:

	Inflows /	(outflows)
Surplus / (Deficit) from Ordinary Activities	267,210	136,256
Adjustments for non-cash items:		
Depreciation, amortisation and write-off	1,191,435	1,176,327
(Profit)/Loss on sale of fixed assets	(71,174)	(140,122)
(Increase) / Decrease in receivables	(173,026)	(24,726)
(Increase) / Decrease in prepayments	205,313	(41,353)
(Decrease) / Increase in payables	337,414	(18,618)
Increase / (Decrease) in provisions	24,228	190,169
(Decrease) / Increase in recurrent grants in advance	(188,843)	(24,309)
Net cash provided by	<u>1,592,557</u>	<u>1,253,624</u>

Note 16. Income Statement: Revenue from Ordinary Activities Operational Grants (Recurrent):

	2015 \$	2014 \$
DSS (FaHCSIA) -		
Case Based Funding	3,141,784	3,171,953
Respite	527,273	510,887
Grants – Quality Assurance	6,750	6,750
DSS (DEEWR) -		
Case Based Funding (DES)	764,682	1,031,860
Wage subsidies	27,450	64,382
Other	-	29,997
DSC -		
Lifeskills	11,610,968	9,886,868
Indexation	296,526	332,928
Targeted support	54,791	54,743
GAIN	-	288,604
Other	7,483	153,959
	<u>16,437,707</u>	<u>15,532,931</u>
Revenue - Other		
Work Crews - Business Services	1,912,550	1,356,216
Vehicle usage fees	209,652	195,545
Subscription - Membership fees	59	78
Transport levy	321,828	352,822
Other fees and charges	747,883	617,711
Interest received	52,731	50,430
Non-recurrent grants	-	-
Profit on sale of assets	71,174	140,122
	<u>3,315,877</u>	<u>2,712,924</u>
Revenue from Ordinary Activities	<u>19,753,584</u>	<u>18,245,855</u>

Notes To The Financial Statements for the year ended 30 June 2015

Note 16. Income Statement (continued): Expenditure from Ordinary Activities:

	2015	2014
	\$	\$
Salaries and wages	14,265,290	13,033,912
Vehicle expenses	1,195,563	1,273,452
Marketing	38,799	5,355
Client – individual costs	1,428,291	1,350,089
Administration	393,170	376,333
Office	697,784	808,453
Sundry	275,310	84,887
Total Operating Expenditure	18,294,207	16,932,481
Surplus before Depreciation, Amortisation, Write-off and Interest	1,459,377	1,313,374
Less:		
Depreciation, amortisation and write-off	1,191,435	1,176,327
Interest expense	732	791
Surplus / (Deficit) from Ordinary Activities before Capital Grants	267,210	136,256

Note 17. Segment Reporting

(a) Operating Segment

The Association operates under one operating segment, being employment and support services for people with disabilities.

The Association's principal activity is to develop and promote each of our clients as valued members of the community through life skills development, including employment.

The scope of this operating segment consists of:

- ▶ Supported employment for people with disabilities;
- ▶ Services to locate general employment opportunities, where appropriate, for people with disabilities;
- ▶ Lifeskills community access program; and
- ▶ Respite and Intensive Family Support services.



Participants and supported employees involved in workplace and life skills development opportunities.

intework.org

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For an inclusive community

