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Staehr Street Incorporated trading as Employment Directions Annual Report 2012

1994



1995



March 2012



2011



April 2012—The New Gawler Site





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Employment Directions started in 1978 as a small Barossa Valley based organisation delivering the Community Youth Support Scheme to disadvantaged youth in the community. Over the last 30 years we have changed, grown and developed to an organisation delivering State and Federally funded government employment and training programs to jobseekers and disadvantaged members of the Gawler, Barossa Valley, Mid North, Yorke Peninsula and Port Pirie regions.

Purpose

Employment Directions will:

- Provide a range of quality services to the community to assist people to gain and maintain employment;
- Respond to the needs of highly disadvantaged people in the local Labour market; and
- Operate in a financially sustainable manner.

In addition to meeting all contractual requirements Employment Directions seeks to aid the highly disadvantaged who do not receive the services they need in the community. We are morally obligated to utilise government funding and program funding wisely and prudently for their benefit.

Values

Employment Directions will work with the local community to meet its needs while ensuring every interaction values the individual. It will do this by displaying the following values:

- Ethical, Honest, Transparent, Respectful
- Innovative, Flexible, Responsive, Professional

Our Strengths

- Professional and committed employees
- Exemplary reputation
- Community base
- Relationships with Employers
- Networks and connections
- Participant flow
- Business Partners – existing and new



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The Board

David Evans (Chair), John Banfield, Tristan Watson, David Perry, Tim Kroehn, Phil Schluter

Senior Management

CEO

Rhia Vines

Community Services

Peter Orvad

Employment and Youth Services

Kadina Site and
Port Pirie ESA

Geoff Brand

Clare Site and
Gawler ESA

Sheryl Pawley (Deputy CEO)

Finance

Steve Mardle

Human Resources

Helen Wood

Corporate Services

Kahla Abley

Site Managers

Anthea Elworthy, Belinda Schilling, Cathy Dyer, Emma Stephens, Graham Gulin, Paul Chapman, Stephanie McCallum

Vacancy Brokers

Brenton Clarke, Dawn Robinson, John Boon, Rachael Morrison, Sandra Gordon, Tiffany Corfield (Coordinator), Zoie Ashman

Consultants

Andrew Quin, Ashlee Bloffwitch, Carolyn O'Callaghan, Charisse Peterson, Claire Bradley, Dawn Robinson, Del Chadburn, Gemma McLean, Greg Dalton, Jeremy Stanway, Julie O'Connor, Karen Simmons, Kerry Caputo, Kirstie Barr, Laura Menzel, Lyn Burgess, Matt Goodfellow, Michelle Brown, Michelle Holthouse, Robyn Kennedy, Ruth Whittle, Victoria Tamke, Wendy Turner, Yana Bruce

Program Administration

Ann Marie Orvad, Ashleigh Bussenschutt, Chantel Brown, Charisse Peterson, Janine Dearden, Kelly Gerschwitz, Kerry Evered, Natasha Boxall, Ros Catford, Selina Postil, Stephanie Bishop

Youth Connections / ICAN

Allison Auld, Amie Johnson, Cy Ann Neuendorf, Donna Neuendorf, Emma Stephens, Francesca Martin-Bizzai, Kevin Pawley, Kirstie Barr, Tracey Thompson, Stephanie Bishop

Finance

Karen Steed, Judy Thomas, Sandra Boundy

SA Works / Training

Anne Bridge, Claire Bradley, Joanne Ruddy, Yana Bruce

Work for the Dole

Robert Harrison, Edwin Aylett, Kirk Newchurch, Ray James

Occupational Health & Safety

Ashlee Bloffwitch, Carolyn O'Callaghan, Charisse Peterson, Emma Stephens, Helen Wood, Kahla Abley, Paul Chapman, Peter Orvad, Rhia Vines, Robyn Kennedy

Cleaning & Maintenance

Chris Forbes (Volunteer), Jeanette Forbes, Robert Burgess

Barossa (Head Office)

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(PO Box 198)
NURIOOTPA SA 5355
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Clare

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Gawler

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Fax: (08) 8523 8290

Kadina

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KADINA SA 5554
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Peterborough

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PETERBOROUGH SA 5422
Phone: (08) 8651 2980
Fax: (08) 8651 2980

Port Pirie

52 Florence Street
PORT PIRIE SA 5540
Phone: (08) 8633 9300
Fax: (08) 8633 9390

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NURIOOTPA SA 5540
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www.employmentdirections.com.au



It is my privilege to report on Staehr Street Incorporated trading as Employment Directions ("Employment Directions") for the financial year ended on the 30th of June 2012.

As part of the process of compiling my report for the Annual Report I review the minutes of the Board meetings for the year about which I am writing. I also review the last couple of Annual Reports so in this instance I reviewed the 2010 and 2011 Annual Reports. Reviewing previous annual reports allow allows me to place some perspective on current circumstances.

On this occasion, inexplicably, I also reviewed the 2005 and 2006 Annual Reports probably because they were there, on my computer, in front of me.

There were no real surprises in the 2010 and 2011 Annual Reports probably because I recalled or had a vague recollection of the contents and the actual events. What was surprising about the 2005 and 2006 Annual Reports was the similarity in tone and a catalogue of difficulties large and small that the organisation had confronted and ultimately resolved.

A charitable view of the contents of all of those reports would suggest that this report should be entitled "managing the current crisis in an ongoing sea of crises".

Perhaps it is naive to suggest that a year without crisis, a year of consolidation, and a year without significant external pressure would be good for the organisation.

What is naive is the idea that an organisation in our particular circumstances in our particular industry and beholden to the great variety of government with which we deal and which, to varying extent, rule us, we would ever get a year without crisis.

It appears that we have become very good at managing crisis, it appears we have an organisation which is light on its feet and flexible and composed of people who must give more of themselves that it might reasonably be expected that they would, or we would have come to a crashing halt years ago. This is, in some reasonably significant respects, miraculous.

Everyone involved is to be congratulated not just that we have survived but that we have prospered to a modest degree, that we have helped many people in many different ways, and that we remain close to the communities we serve.

It is to our credit that we still talk about fairness, respect, and the human dimension to the things that we do in the same way that we did in what might fairly be described as simpler times.

When I speak of simpler times I mean times when the payments we receive for the services that we provide on behalf of the government were not on what appears to be an inescapable downward trajectory.

How this can be so, or fair, in circumstances where all costs are rising, where the same Government supervises increases in the costs of personnel, and complains fairly regularly about the increasing costs it pays, is inexplicable.



When I speak of simpler times I mean times when our principal contractual partner, the Federal Government of Australia, was less inclined to speaking of the sector as either good or bad rather than dealing with the shortcomings or otherwise of individual organisations. It appears that our principal contractual partner might be in need of a nuance transplant.

When I speak of simpler times I speak of times when good news stories were not demanded of us with short timeframes in order to combat unfortunate press in the Eastern States.

When I speak of simpler times I speak of times when there was patience and courtesy in the resolution of disputes and a genuine respect between the parties. There were no group punishments and no lack of civility and no absence of the benefit of the doubt. Fairness and dispassion all appear to be on the same trajectory as the payments we receive for services.

It appears to me that the result of the last federal election leaving a hung parliament with the daily possibility of a change of government has created a federal politics of anger, dismissive disregard of opponents, disrespect in both large and small things and a shortness of patience which appears to have transmitted itself, by osmosis, to the Federal public service. (I'm inclined to leave alone the appearance of the new misogyny (which is probably only a pressured and desperate clone of the old routine misogyny) as not relevant to this report – though it would be an unhappy day if the either form of misogyny appeared in our organization.)

We are left with a government the Ministers of which are very anxious not to be the one whose program becomes the occasion of a vote of no confidence and a loss of power. It appears the no room for genuine error mindset has become pervasive.

This politics has hardly been helped by an Opposition focused it as it has been on wrecking the government and not providing one helpful or useful indication as to its likely direction if one of these days the government does fall (and that is the reality). This can hardly be considered a proper or responsible course for a government in waiting which is only one bad vote for the Government in the House away from power.

If we add to all this the economic uncertainties in Europe, what appears to be an economic contraction in China, the extraordinary swing in emphasis and operation that a change of President in the United States may bring then I think this all qualifies as a crisis.

I cannot help but note that in the space of three days the rhetoric about the Australian economy slipped from boom to basket-case-in-waiting. This is in circumstances where recent reportage has only been about the fast part of the economy which is about to join the rest of us. One thing seems certain; unemployment seems likely to rise.

One answer for us, to some of this, is the answer given by an athlete who was extremely competent in a particular field. When asked how they controlled their fear, or nervousness, or anxieties about competition in a large arena they said that they set about controlling the things that they could control and allocating little or no attention to the things that they couldn't.



BASIS OF THIS REPORT

I will report against the Review Policy for the Board and the Organisation which has been in operation for some years.

REVENUE AND FINANCIAL PERFORMANCE

It is unfortunate to have to report a deficit for this year.

However there were significant operational reasons for the deficit. They included the purchase and operation of the new premises in Gawler and the demolition and clean up of the old premises at Willaston. Both of these involve significant one-off costs.

There was also a long period in the course of the year when flows of jobseekers did not meet the projections built into the budget. The organisation is unable to affect those flows and can only deal with those jobseekers allocated to us.

STAKEHOLDERS CUSTOMERS REPUTATION VISION

DEEWR

Our organisation has at its heart the precepts of fairness and fair dealing, respect, and a scrupulous honesty.

The routine observance of these notions has cost the organisation money from time to time. There are always decisions to be made as to whether a claim is fair, whether the work has been done as reported, or whether an approach that the organisation has taken is appropriate in the light of its values. Those decisions are always taken to err on the side of fairness.

Notwithstanding the erosion of these precepts elsewhere this organisation has resolved to continuing to operate in a scrupulous and fair and respectful manner.

THE BOARD

The Board continues to operate with a critically low number of members.

I have made the observation repeatedly that greater numbers are needed for the Board. The Board presently does not have a cushion of membership to guard against the effects of casual absences. It is to be expected that the normal complications of life will lead to missed meetings. It does not assist the orderly conduct of the business of the Board and the organisation when meetings cannot proceed due to the lack of a quorum.

Notwithstanding this, members of the present Board have continued to assist the organisation despite business pressures, family pressures, and significant life events and I thank them for their efforts on behalf of the organisation.

The Board has benefited again this year from visits from senior members of the organisation in leadership positions in various programs, and with special expertise, who describe how the organisation goes about meeting its contractual obligations in respect of the various programs in which they are involved. These sessions help acquaint the members of the Board with the day to day operations of the organisation and allow for better strategic decision making.



John Banfield

I must note with regret the acceptance by the Board of the resignation of John Banfield.

John has been with the Board for many years and has made great contributions to the operations of the Board, in particular, to the governance arrangements for the organisation and the Board. Indeed, the board is presently embarked on a review of policies suggested by John.

John has a particular interest in governance issues and a long experience of selfless community involvement.

Apart from his interest in governance John has been a valuable Board member often asking the questions that others might have considered but were reluctant to ask. His experience has been especially valuable to me personally as a sounding board.

The Board on behalf of the organisation wishes John a happy and contented retirement in the full knowledge that he will continue with other of his interests and that what looks to John like retirement will look to the rest of us like a very busy life

Penny Johnston

The Board has been fortunate to welcome Penny Johnston as a new member. Penny has significant experience at senior levels of TAFE and in local government.

STRATEGIC PRIORITIES AND VALUES

The board is aware of the narrowness of its partner base. The board has long recognised that diversification is desirable.

The organisation is blessed with people possessing a broad range of skills. The organisation quickly moves to adapt to changes in our circumstances. This depth of skills is to be both fostered and safeguarded.

The possibility of diversification into the provision of some forms of emergency accommodation, especially for youth, and possibly even accommodation for the young chronically ill has been canvassed.

RISKS

I have addressed the question of risks earlier in this report.

PROGRESS ON ACTIONS

The Willaston site has been cleared and the new Gawler site is now in full operation.

Consideration is being given to expanding the Kadina site given the new work allocated to the organisation.

Human Resources Management and Financial Management continue in their usual competent and efficient way under respectively Helen Wood and Steve Mardle.



RELEVANCE OF PLAN

The Board has begun the process of reviewing the plan to ensure that it accords with our needs both now and into the future.

This process will take time and will require the input of members of the Board and members of senior management.

It is hoped that the new plan will fit well with the sort of dynamic environment in which the organisation operates.

ISSUES ARISING

None not already mentioned.

CONCLUSION

The Board wishes to acknowledge the following initiatives and actions (listed in no particular order) which have occurred during the course of the year of report, and some a little later than the end of the year of report, and such acknowledgement carries with it the congratulations of the Board to each member of the organisation involved and to each of their managers: –

1. The new initiatives at Father's Farm;
2. The relocation from Willaston to Gawler;
3. The maintenance and improvement of star ratings;
4. The Second Street project and youth programs, especially those which lead to the re-engagement of young people with education, and the facilitation of education;
5. The prompt and efficient taking up of reallocated business by the Kadina branch.

The Board wishes to thank everyone in the organisation for their splendid efforts in this past year and in particular: –

1. Rhia Vines for her calm and inclusive leadership;
2. The senior managers for their efficiency and adaptability in times of change;
3. The members of the organisation, the administrators for their efficiency and support and the operators for their most significant effort.

David Evans
Chairman
October 2012



Welcome to another year at Employment Directions as we move into our 35th year of operations. In last years report I commented on what we were hoping to achieve in the year ahead, which was to both strengthen existing services and to increase Youth oriented support programs to help make a difference to our communities. Looking back over the year, did we achieve this?

Job Services Australia, our major contract, moved into the final year of its initial three year period and in March we were offered two very important contracts. These were important for not only the organisations' future but also for recognition of the quality and amount of work involved by all staff. One offer was the extension to our JSA general stream services contract until June 2015 across all our Employment Service Areas. The other was through the business reallocation process and we were asked to deliver the JSA specialist services contract for People with a Disability in the Kadina/ Clare ESA. For the organisation, to commence delivery of services to a specialist client group was something that while we had not expected, was an area we had always wanted to venture into. Of course we said yes to both.

You are not offered extended business or additional business if the funding body does not believe you are performing or providing quality services and for this thanks go to Geoff Brand and Sheryl Pawley as the program managers and to their teams for all their work in securing this.

Our youth services are continuing to go from strength to strength, with the DEEWR funded Youth Connections program exceeding all targets and the DECD funded ICAN program numbers increasing. Feedback from funding bodies and schools was very positive and the collaborative working relationships that case managers have formed with the students, parents and schools is to be commended. We also commenced activities at the Tanunda Based community learning centre of Fathers Farm. This project was possible thanks to the funding received via ICAN and while we are just in the beginning phase, the next year will consolidate activities and have a fully operational space for young people to receive alternative learning and mentoring.

With a downturn in employment opportunities yet the increased requirements from DEEWR to provide Work Experience activities for our clients, the task to find, develop, commence and maintain our multiple client activities is not for the faint hearted. Yet we were blessed to have Peter Orvad continue to achieve the sometimes unachievable to ensure our clients had an activity to go to. Peter is one of the most respected WfD and Work Experiences managers in the business and when you look at the work that goes into each activity and the seemingly (but not actual) effortless way in which they are managed, it is easy to see why.

With thousands of highly disadvantaged clients being supported by all staff over an extremely large geographical area, maintaining a safe, happy and healthy work environment and encouraging and assisting all staff to have a work/life balance is paramount. In addition to this there are the complexities of ensuring everyone has the skills, tools, infrastructure, guidance and in some cases performance management to continue success. It is not easy, foolproof or a one size fits all and I thank the stars that Helen Wood is the ultimate professional who continues to support myself, senior managers and all staff in a range of areas and to varying degrees.

As you will see from our audited statements, our end of year position was not as expected. There is no blame, fault or excuses. While there was a downturn in available jobs and job placements which is not in our control, there was also a major event that occurred which was the move from our Willaston site to our newly purchased premises in Gawler which was costly but very necessary.



While we may miss the open spaces and remoteness of the old site, we will not miss the OHS concerns, wildlife, sloping buildings, floods, very large and sometimes aggressive spiders, leakages and of course the ever present anticipation that the toilets would detach from the building while in use or as did occur, the door happily swings open while occupied. After 20 operational years at Willaston, there were some – including myself – who had a lump in the throat when the buildings came down which, I have to say, was very short lived when we moved into our new building. The months and days leading up to the actual move was, to put it brief, madness with 20 years of files, furniture and other equipment from all sites that had been stored at Willaston having to be documented, sold, removed, destroyed, boxed and shifted. Thanks to all the staff at the site for just doing what needed to be done and working above and beyond to get us settled into the new location

So while I am speaking of finances and assets, it is a perfect time to highlight the support, advice, smooth operations, assistance, drawdown's and not forgetting the footy tipping competition management that is so competently delivered by Steve Mardle and his finance team. I have said this before but so often we look at the cold face of operations and don't necessarily think of the work that goes on behind the scenes to ensure everyone can do what they do with the minimum of fuss and trouble and for this I thank the Finance team.

The role of a Board member is a difficult one in this industry and requires a genuine commitment to the community and in supporting the organisation. My sincere thanks go to the Board for their time, commitment, comments, assistance, support and patience over the last year. Thanks again to Kahla Abley for all her work with the Board, meetings, our IT, fleets, equipment and generally everything that needs to be done.

Employment Directions prides itself on its motto – "Putting People First". We are an organisation that is committed to treating everyone as an individual and in tailoring services and support to suit the individual. In the program managers reports you will see numbers, whether they be percentages, star ratings, staff, dollars or attendances. I would like to highlight some different numbers for the year which I believe gives a different perspective on the scale of what we do.

- 7,451 – Purchase orders completed by finance for costs utilising the EPF
- 7,500 – Hours the youth consultants directly supported young people
- 22,050 – Hours for one on one interviews with clients for JSA
- 45,600 – Appointments booked for interviews
- 511,587 – Kilometers travelled in undertaking our programs

We run very high labour intensive programs and do so over a geographical area of nearly 20,000 sq kilometers – and are incredibly fortunate to have dedicated and amazing staff in all areas that help us to do so.

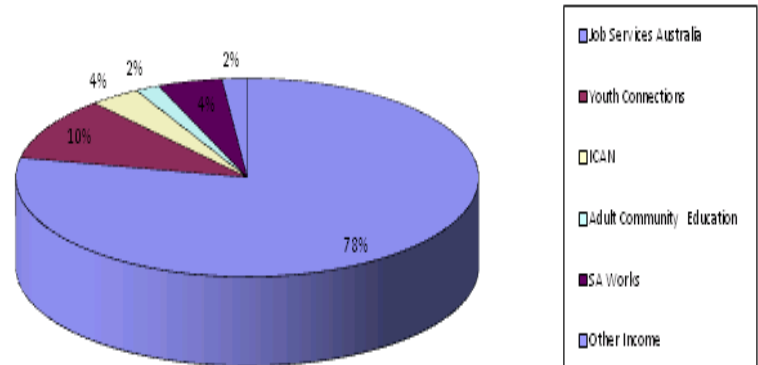
2012 - 2013 will have similar challenges for us - we must maintain high performance, provide clarity in the red tape muddle and achieve targets. But more importantly we will work successfully in our communities and with our collaborative partners to continue to support our clients and assist them in achieving a positive social and economic outcome.

Thank you
Rhia Vines

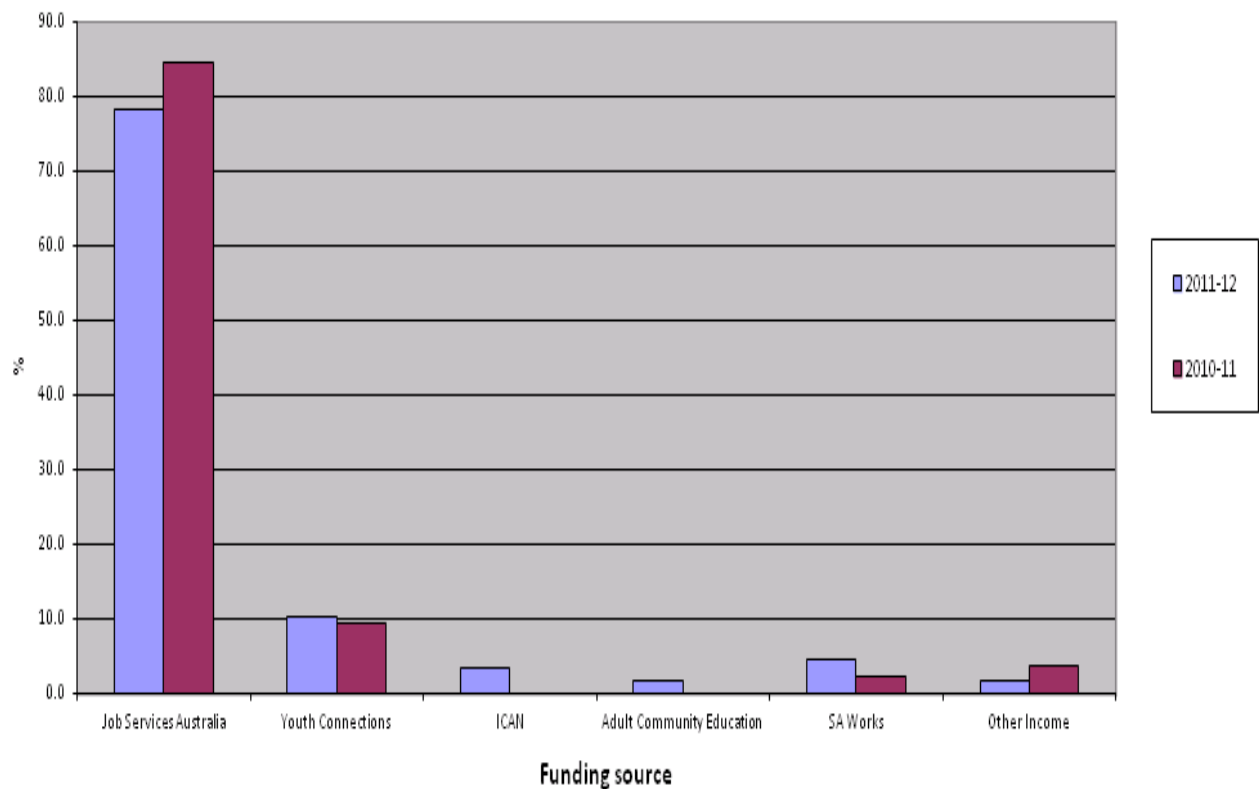


Funding / Year	2011-12	2010-11
Job Services Australia	78.2	84.3
Youth Connections	10.3	9.5
ICAN	3.5	0.0
Adult Community Education	1.7	0.0
SA Works	4.5	2.3
Other Income	1.8	3.8

Funding 2011-12



Funding 2011-12 vs 2010-11





Another year has flown by and here we are at the beginning of yet another Stream Services (Job Services Australia) contract. Our previous performance was such that we were offered an extension of our contract covering the next three years, beginning July 1st 2012 and ending June 30th 2015. Of course the JSA contract is not the only contract we deliver as we were also offered an extension of our Youth Connections contract until end of 2013. We deliver a variety of services and are always keen to broaden our scope with complimentary services, which in the main has been beneficial to Employment Directions as we are better placed to meet the needs of the disadvantaged within our communities.

Much of the Human Resources role consists of supporting/advising staff and management, dealing with industrial relations issues, reviewing systems and policies, overseeing the performance appraisal process undertaking the recruitment and induction of new staff and identifying professional and personal development needs across the organisation.

We have seen a turnover of staff during this period. Nine employees have left the organisation for a variety of reasons. Some of these have included moving interstate, preferring part time employment, family matters, changing roles and gaining higher levels of employment.

Eleven new staff have joined the organisation with nine being employed due to role vacancies and two roles which were introduced to cater for additional client numbers or additional programs/services being delivered at the specific sites.

We have had three work cover claims during the year. All of which were resolved.

Employment Directions continues to strongly drive the ongoing professional development of staff; to this end training has been undertaken in a number of areas including the following.

- Frontline Management, Employment Services Certificate 4, Youth Work Certificate 4, Child Safe Environments, Drug and Alcohol Awareness, Empathy not Sympathy, Mental Health First Aid, Coaching Young People for Success, Certificate 4 in Career Development, Training and Assessor Certificate 4, Suicide Prevention.

All staff are required to undertake Police reference checks and Child Safe Environments as a mandatory obligation when delivering our contracts.

Annual Skills Audits and Performance Appraisals are undertaken, highlighting individual strengths, professional development requirements, salary adjustments, and positively reinforcing individual performance. We have experienced some outstanding dedication to Employment Directions from staff and a commitment to meeting the standards set by the organisation. It is always heartening to witness the ongoing strength of staff who are instrumental in driving the success of the organisation.

Performance monitoring measures are actively implemented across the organisation in order to positively reinforce the need to continue to reach targets and budgets, achieve outcomes, maintain the high levels of administration and data entry required to meet contractual obligations. Reports are submitted weekly, audits are undertaken quarterly, meetings occur daily and are aligned with other strategies which effectively measure good practice and proactively combat areas of concern.



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The contracts we deliver are uncompromising and often challenging and need to be stringently adhered to. We are extremely fortunate to have both people and systems in place which drive compliance which ultimately leads the success of the organisation.

Sound Occupational Health and Safety practices are embedded in policy and procedure, culminating in the organisation being a safe and healthy workplace. We are well represented by the OHS&W Committee representatives, and I extend my appreciation to them for the time and energy expended on such a necessary aspect of workplace safety. Site audits are undertaken annually, accidents and incidents are reported and preventative action is undertaken. I also acknowledge the First Aid and Fire representatives who voluntarily represent us in these capacities. Thank you all for all that you do for the organisation.

Employment Directions is a workplace that includes a broad scope of individuals who are dedicated to the organisation, their individual teams, the clients and to the contracts they deliver. Through the many challenges faced there always seems to be a way forward. This is credited to a strong desire to work with those who are disadvantaged in our communities and to robustly support each other at our individual sites and to keep Employment Directions at a competitive level of performance in the application of all of the contracts we deliver.

The Employment Directions ethos impacts not only on the application of a wide range of skills for the benefit of clients, but also applies to the staff and volunteers themselves. As the “ED team” they are a fine example of practice collaboration and diversity.

Our Site Managers are instrumental in ensuring that the sites function smoothly and this incorporates all aspects of “site wellness” including budgets, compliance, team cohesiveness, and all that managing the daily of operation of the sites incurs. They are to be congratulated on the achievements obtained across the ESA’s.

I acknowledge and congratulate the Board for their continued attendance at meetings, ongoing work, support and commitment which is exceptional. Their generosity in committing their time and sharing their expertise is always appreciated.

I feel privileged to be a part of the Senior Management team who are strong and committed leaders. I extend my sincere thanks to them all and to our CEO Rhia Vines who guides and navigates us all through the peaks and troughs we experience.

Helen Wood
Human Resource Manager



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A challenge was set for the 2011-12 year to emulate the performance and growth from the previous year's results. The task was to maintain a level of performance to guarantee the opportunity to be offered a contract roll over for years 2012 to 2015; the required achievement rate being 3 stars or above at the Employment Service Area (ESA) level. The level of performance across sites remained in line with the National Average performance level. National Average growth in outcome claims only over the 12 month period to 30/6/12 was significantly lower than the previous year and Employment Directions performance mirrored these results. It was a difficult and slow 12 months as all of Australia experienced a downturn in growth, less employment opportunities, less outcomes and less job placements accompanied by a stagnant unemployment rate.

Attaining 3 Stars or above in the Star Ratings cumulated in the offer and subsequent acceptance of a 'rollover' contract until 2015 from the Department of Education Employment and Workplace Relations (DEEWR). This gave staff a reliable option for employment through to 2015 and the opportunity for Employment Directions to continue the work we do for the disadvantaged and unemployed, a significant and integral role within our communities.

Further to the rollover of the existing contract in the Kadina / Clare ESA Employment Directions received an option for addition Business Share through the Business Reallocation process conducted by DEEWR towards the end of 2011. In April 2012 a new specialist 'People with a Disability' contract was commenced. The additional business for the ESA was a further 10% increase in business share allocation. The handover was commenced 3 months early in April and not July 2012 due to the previous JSA provider electing not to continue until the end of the current contract. This business in actual jobseeker numbers was approximately 110 new participants under the Kadina Site. All participants were commenced into the service several months ahead of the scheduled due date. This is credit to the staff at Kadina and the team effort required to complete this task.

Financially both Kadina and Port Pirie ESA did not reach budget in Job Placement, Outcome Claims and Commencement / Service Fees. This is a disappointing result but does reflect the current economic climate not just in these regions but nationally. Job Placement and Outcome Claims at both sites were responsible for the majority of the budget deficit. The actual deficit at the Kadina Sites was \$37,034 against a budgeted surplus of \$106,000 while in the Port Pirie ESA the actual deficit was \$19,756 against a budgeted surplus of \$73,000.

It is important to recognize some significant factors relating to the deficits in Outcome Claims and Job Placement Claims. The decrease in jobseeker commencements from 2010-11 to 2011-12 at both Sites is a notable influence. Kadina commencements in Stream 2, 3, 4 and Work Experience Phase (the jobseeker is eligible for outcome claim) the total number was 424 in 2010-11 and 410 in 2011-12; the later figure includes a total of 105 transitioned jobseekers to Kadina between April and June 2012 through the new 'People with a Disability' Specialist Contract. In Port Pirie the total commencements were 504 in 2010-11 and 380 in 2011-12 in the same categories. These are dramatic decreases in the number of commencements at Kadina and Port Pirie and we have no control over the referral system of jobseekers to a Job Services Australia (JSA) provider. The flow on affect from a decrease in commencements is the reduction in the number of new jobseekers services at the sites which in turn lessens jobseeker numbers accessible to place into employment vacancies. Couple this with the downturn in the economy and business confidence in the regions there are less vacancies being made available from employers and business.



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On a very positive note Employment Directions received funding from Regional Development Australia Yorke and Mid North (RDYMN) for a total of 3 projects, Peterborough, Port Pirie and Yorke Peninsula. The Peterborough project was in response to the lack of trained volunteers to maintain the SA Ambulance Service in the Peterborough community. Funding was \$12000 to project manage participants to complete Certificate 2 in Medical Emergency First Response. Five participants completed the training and made themselves available to be a trained volunteer. The projects in Port Pirie and Yorke Peninsula both had funding for \$40,000 to run the 'Creating Opportunities' program. The program included the 'Empathy not Sympathy' course run by Steve Cain. This five day course was run at Yorketown and Kadina plus 2 courses delivered from our Port Pirie office. Total funding was \$92000 for the 3 projects.

Another positive result was the inclusion of Employment Directions to the 'Panel of Preferred Providers' for the Innovative Community Action Network (ICAN) program designed for youth at risk while still at school. The Yorke ICAN area incorporates both our Kadina and Port Pirie sites in providing services to all schools in the Yorke Peninsula and Port Pirie. While there have only been a handful of students referred to Employment Directions to date this is still a very important and significant step towards developing greater relationships with the ICAN Coordinators and local school communities.

With the 'rollover' of the current Contract through to 2015 there has been considerable change to the services delivered along with major change by DEEWR to processes and procedures as from 1st July 2012. While they do not come into effect until this date it has been necessary to complete a substantial amount of preparation work by Senior Management in conjunction with the Site Managers to have all the correct standards, policies and documentary requirements in place to assist all staff be well prepared for the future. I would like to thank everyone for there involvement and valuable input with the decisions that were made, I am sure it is appreciated by every employee. As we always say the most valuable asset and organisation can have is the employee; Employment Directions is no exception and to everyone who works with this great organisation I extend my congratulation and appreciation for the hard work you all continue to give.

Kadina Site

Site Manager
Staff

Belinda Schilling
Vacancy Broker
Program Administration
3.7 Employment Consultants

Outreach Sites

Maitland – every Monday
Yorketown – every Wednesday and Thursday
Point Pearce – every second Tuesday
Minlaton – every second Tuesday

Star rating on 30th June 2012 – 3 Stars.



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Port Pirie

Site Manager	Graham Gulin
Community Services Manager	Peter Orvad
Staff	2 Vacancy Brokers
	2 Program Administration (Shared – 2 days / 3 days)
	3 Employment Consultants

Peterborough – Part Time 7 days per fortnight	
Staff	1 Consultant

Outreach Site	Gladstone – every 1 st and 3 rd Tuesday of month
---------------	--

Star rating on 30th June 2011 – 3 Stars.

Finally I would like to give my appreciation to all the Senior Managers you have been a great support and I feel privileged to work with you. To the board members and Chairperson thank you for the fantastic commitment and contribution you make to the success of Employment Directions and the support given to everyone. All the Site Managers continue to work hard with their teams and I enjoy working with them and appreciate their efforts. A big thank you to Rhia Vines the CEO, your support is second to none and I have appreciated your guidance and assistance in at times difficult circumstances; you have always been reliable and available and continue to be an outstanding contributor to the success and direction of Employment Directions.



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Employment Directions has always had a strong focus on servicing the needs of local employers which both aligns with DEEWR's priorities and positions us well due to the strength of our relationships with employers, community groups and our commitment to always servicing vacancies. ED continues to be highly regarded throughout the local communities in which we operate and also within JSA, which reflects on the quality of staff engaged by us. Like all employers, ED faces the challenges of a tightening labour market.

The demands on Employment Service providers continue to grow in all facets of service delivery, with compliance being a high priority. Meeting all of the compliance standards requires immense dedicated time from our Employment Consultants.

Gawler Site

Cathy Dyer - Site Manager - 3 star ratings

The Gawler site has endured many staff changes. This has lead to many hours of internal and external training which is ongoing and unfortunately the surrounding regions is experiencing the effects of the economic downturn.

Budget: \$661,247 Actual: \$ 151,137 under budget

Nuriootpa Site

Anthea Elworthy - Site Manager - 4 star ratings

The Nuriootpa site also endured staff changes. Nuriootpa commenced outreach services to Kapunda 1 ½ day a week due to participant demand in the area.

Budget: \$574,659 Actual: \$ 43,067 under budget

Clare site

Paul Chapman - Site Manager - 3 star ratings

Clare site had one new staff member commence employment and are fortunate to have staff who have many years of knowledge and experience this enhances them as a team.

Budget: \$533,903 Actual: \$ 13,045 over budget

It was unfortunate that the outcome results did not meet budget over the financial year for Gawler and Nuriootpa, resulting in a significant short fall in the overall income for ED. The down turn in the economy has impacted on the suitable vacancies for our clientele. I would sincerely like to thank the Site Managers and staff for all their efforts and commitment

The decision to purchase the new Gawler Site at Adelaide road was necessary and a huge thank you to the CEO Rhia Vines for all her time and efforts in this being a successful transition.



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Our future challenges in Employment Services includes maintaining our performance, through the delivery of a high quality service , contractual compliance, maintaining and expanding our local business networks, remaining viable while we have no CPI increase from DEEWR until 2015. Our staff have worked tirelessly in a very challenging industry which will only continue to focus on compliance and red tape. The input that an Employment Consultant endures does not always reflect the outcome of the sites performance

I would like to acknowledge and thank the Board, the Chief Executive Officer, HR, Senior Managers, Site Managers and all staff for their support, contribution, and for their successes.



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Employment Directions maintained their assistance to communities throughout the three Employment Services Areas by the delivery of a range of work experience projects in partnership with a variety of community organisations. These activities provided significant benefit to disadvantaged community members and community organisations. The projects were delivered through Work for the Dole, a component of the Work Experience Program.

Significant projects conducted during the period included:

- **The commencement and completion of a project for the Barossa and Districts Housing Association (BDHA), refurbishing Youth and Disabled Housing Units at Nuriootpa.**

BDHA are a community housing agency with approximately 100 properties throughout the region, providing low cost accommodation for people on low income, homeless, aged and people with a disability. Assistance included the replacement of old fencing with colourbond sheeting, the removal of interior walls and the building of stud walls, the construction of a meeting room, replacement of damaged timberwork, the plastering and painting of interior walls.

The activity provided participants with valuable general building work experience in the use of hand and power tools, carpentry, fencing, plastering, preparation and painting and the assembly and disassembly of scaffolding. Training and supervision was provided by an experienced qualified builder and painter and decorator.

- **The commencement and completion of a project for the National Trust of South Australia Gawler Branch, to construct an office, storage and workshop area at their Museum.**

The improvements assisted the Gawler Branch to make the museum more suitable for the display of historic community memorabilia. The social dividend includes helping the museum to be better able to serve the community, especially children, by portraying local history with stories and objects in context. Tasks completed included the building and fitting out of an office, storage and workshop area. The installation of a ceiling, work benches, open shelving, drawers, cupboards, preparation and painting, tiling, minor building alterations and general maintenance of the museum building.

The activity provided participants with valuable general building work experience in the use of hand and power tools, carpentry, tiling, plastering, preparation and painting and the assembly and disassembly of scaffolding. Training and supervision was provided by an experienced qualified builder and painter and decorator.

- **The ongoing Computer Recycling projects conducted at Willaston and Port Pirie.**

During the year 335 computers were donated to Uniting Care Wesley Port Pirie Low Income Support Program, Gawler Community House, Lutheran Community Care at Nuriootpa and Red Cross in Port Pirie. They distributed the computers to their clients from the Gawler region, Barossa Valley, Clare Valley, Peterborough, Mid North, Port Pirie and the Yorke Peninsula.



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Individual recipients included Disability, Aged, Carer and Veterans Pensioners and single parents, as well as low income and unemployed people. Community organisations that benefited included Clare Stanley Scouts, Kapunda Men's Shed, Renmark Community Centre and the Barossa Bush Gardens. Examples of donors include schools, TAFE, councils, businesses, the state government supported Computer Recycling Scheme and individual members of the community.

Work for the Dole participants were also placed in additional projects and with hosts at various locations including Kapunda, Balaklava, Yorketown, Maitland, Red Hill, Peterborough, Terowie, Gladstone and Burra, as well as the major centres of Kadina, Clare, Port Pirie, Nuriootpa and Gawler. Participants had the opportunity to gain work experience with a wide variety of not for profit organizations including schools, councils, charities, sporting clubs, Men's Sheds, tourism facilities, museums, progress associations, community welfare associations and aged care facilities.

As at the 30th of June 2012, 676 jobseekers were commenced into the Work Experience Phase throughout the three Employment Service Areas. This compared to 545 at the 30th June 2011. The vast majority of jobseekers meet their work experience obligations through paid or voluntary work or accredited training whilst others are suspended from service through exemptions. Only 58 (65 in 2011) jobseekers were participating in WfD activities at the 30th June, however a total of 293 (259 in 2011) jobseekers had been referred to WfD activities throughout the 12 months period. The introduction of the Compulsory Activity Phase from the 1st July 2012 is expected to significantly increase participation numbers on Work Experience Activities, including Work for the Dole.

Peter Orvad
Community Services Manager



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Adult Community Education (ACE) is a term used to describe a wide range of non-formal learning opportunities for adults, and in July 2011, Employment Directions was awarded ACE contracts for Multi-Literacies and Foundation Skills to deliver Literacy and Numeracy programs. Titled “For the Community; By The Community”, the program incorporated a wide array of accredited and non accredited activities utilising components from Certificate I in Introductory Vocational Education (IVEC). Catering for 25 participants for Multi-Literacies (non accredited) and 50 participants for Foundation Skills (accredited), activities were offered across all Employment Directions servicing regions.

As early as November 30th 2011, both projects had exceeded targets in commencement with 155 participants commenced by project end in June 2012.

Target	Enquiries Received	Multi-Literacies	Foundation Skills
75	189	80	109

Program response from Community: (Foundation Skills and Multi-Literacies combined)

Multi-Literacies: ‘The Count Read Write Initiative: Literacy and Numeracy for Everyday Life’

The focus of this project was to provide individualised learning opportunities with everyday reading, writing, using a computer and strengthening reading and verbal skills through conversational English workshops as well as individual tutoring sessions. By providing this support and individualised assistance, participants gained the skills required to enhance their everyday life and skills in basic literacy and numeracy applications. Basic Computing and Individual Tutoring exceeded our original expectations in terms of response to need, thus exceeding their targets, and Group Literacy and Numeracy was moderately successful, exceeding targets but with lower attendance. However, the Conversational English Workshop did not meet our expectations in recruitment. We had expected 16 places to be filled for the activity and from our research expected the majority of this quota to be from our Southern Flinders ranges where we have previously worked with migrants. Unfortunately the program only attracted five enrolments with three completions. Our response to this was to increase placements and servicing of existing participants in Basic Computing and Individual Tutoring as the demand was there.

Learning Activity Breakdown

<i>Learning Activity</i>	<i>Target</i>	<i>Activity Completions</i>
<i>Individual Tutoring</i>	15	18
<i>Basic Computing</i>	25	33
<i>Con. Eng Workshop</i>	16	3
<i>Group Lit/Num</i>	16	19
Totals	72	73



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Foundation Skills: 'The Tune Up Program: For the Community, By the Community'

The Tune-Up Project design - accumulating four clusters of holistic learning activities with additional individualised mentoring and support sessions, was delivered in partnership with TAFESA who were the aspiring RTO. As the project name suggests, the aim upon completion for all participants was to have not only have received a rewarding experience, but to have 'tuned-up' – to have gained modern skills and knowledge, confidence, experience, motivation, self worth and establish goals to move forward in their chosen education and/or career pathways.

Feedback received from participants and community has been positive and most supportive of participant's needs and the project's ability to deliver to these needs. The true success to this project however came down to two things: the participants and the staff who made their journey with this program possible. Every participant achieved some type of outcome which is commendable. Staff involved in this project included Basic Computing facilitator's Ray, Chantel and Ros, with caseload management and bulk facilitation carried out by Jo. Warm appreciation and thanks are extended to each of these staff for their dedication, hard work, flexibility, warm and engaging approach in delivering the program.



The Youth Team comprises of 8 staff working across the Mid North, Nuriootpa and Gawler regions delivering Youth Connection and Innovative Community Action Networks (ICAN) programs. Youth Connections are funded by DEEWR and ICAN is funded by DECD

Both programs are designed to support and assist young people who are disadvantaged, at risk, at risk of leaving school, homeless or at risk of becoming, have mental illnesses and many other complex and significant barriers

Youth Connections achieved their yearly contracted target of 100- 140 outcomes. The program also achieved high positive feedback from DEEWR at their audit.

With the ICAN program we are very much reliant on referrals from the schools which determine the numbers of young people we work with. We were fortunate enough to receive Exceptional Circumstance and FLO referrals through out 2011- 2012. We deliver a high quality service to our young people and schools in our communities.

Our staff go far way beyond what they are contracted to deliver to assist the young people out in our communities. They are to be commended for this, while acknowledging that we have experienced many ups and downs during the year which has impacted on the team. Both the Youth programs which Employment Directions delivers reaps the successes due to the tireless work undertaken by the staff and the connections made within the community leading to referrals to external resources to source the relevant assistance for young people.

I would like to acknowledge and thank the Board, the Chief Executive Officer, HR for all their support, and assistance throughout the year.



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1

Attendance:

Board Members: David Evans, Tristan Watson, Tim Kroehn,

Staff: Peter Orvad, Helen Wood, Lyn Burgess, Rob Burgess, Sheryl Pawley, Carolyn O'Callaghan, Kirstie Barr, Chris Forbes, Stephanie McCallum, Paul Chapman, Graham Gulin, John Boon, Cathy Dyer, Karen Steed, Steve Mardle, Laura Menzel, Emma Stephens, Kahla Abley, Rhia Vines,

Community: Phil Schluter (Phil Schluter Consulting), Maria Koba (ICAN), David Pedler (Light Electoral Office), Heather McInnes (Faith Lutheran Church),

2

Apologies: Bill O'Brien (Mayor – Light Regional Council), Gavin Kramer (Principal Faith Lutheran School), Lynn Martin (Principal Xavier College), Liz Panell Principal Peterborough High School), Cheryl Glenie (Principal Snowtown Area School), Margaret Harris (The Barossa Council), Rob Knight (Clare High School), Nick Hatley (Principal Trinity College), Steve Harrington (Personnel Placement Consultancies), Peter Kennelly (Light Regional Council), Diane Fraser (Town of Gawler), Scott Fraser (Town of Gawler), Brian Thom (Town of Gawler), Mike Skevington (Light Regional Council), Des Ellis (Light Regional Council), Lynette Reichstein (Light Regional Council), Allan Aughey (Mayor – Clare & Gilbert Valleys Council), Sue Wurst (Clare & Gilbert Valleys Council), Richard Miller (Barossa Council), Bob Sloane (Barossa Council), Kathryn Bruggeman (DECS), Ivan Venning (MP), Andrea Leggerini (Fusion), Heather Bitter (DECS), Liz Wilson (Principal – Yorketown Area School), Dianne Schwartz (Clare & Gilbert Valleys Council), Jodie Gregg-Smith (ICAN), Helen Perry (Clare & Gilbert Valley Council), Leanne Hutton (Uniting Care Wesley), Denise Rigby-Meth (Port Broughton Area School), Karen McColl (District Council of Mallala), Tony Piccolo (MP), Peter Norde (Kapunda High School), John Banfield (Board Member), David Perry (Board Member) Sandra Gordon (Employment Directions), James Wood, Courtney Wood, Tracey Thompson (Employment Directions)

3

Welcome

We would like to acknowledge this land that we meet on today is the traditional lands for Peramangk people and that we respect their spiritual relationship with their country. We also acknowledge the Peramangk people as the custodians of this region and that their cultural and heritage beliefs are still as important to the living Peramangk people today.

David Evans welcomed all attending to the Annual General Meeting of Employment Directions for 2011.

Rhia Vines welcomed all attending the Annual General Meeting of Employment Directions for 2011. Rhia informed attendees about the Youth Centre which was opened 12 months ago & is utilised to assist and support young people who may have disengaged in their education. Rhia explained that some of the youth students were invited to help with the preparing & catering of the food for this afternoon, however due to some unfortunate recent events which have occurred, they cannot be a part of this occasion.



4 Minutes of the Previous Meeting

Moved Tristan Watson, seconded Sheryl Pawley that the minutes of the Annual General Meeting of Employment Directions held on 25th October 2011 be accepted.

Carried

5 Business Arising

5.1 Election of Board Members

The Board Members were elected to the Board for a 2 year term at the AGM in 2010 which means they would not need to stand down for re-election this year. David welcomed any new volunteers to participate in the Board with all nominations being considered. Phil Schluter (Phil Schluter Consulting) expressed his interest in joining the Board and with all in favour his nomination was accepted.

6 Reports

6.1 Chairperson / Treasurer's Report

David reported on the previous years performance. The Financial Result for the year was a surplus of \$562,187.00. This is an excellent result and all of the organisation should be proud of it. It represents a great deal of effort in the work of delivering services and in the containment of costs. All of the organisation and the senior managers are to be congratulated on the professionalism with which they continue to conduct business with our principal government partner.

The Board has continued to enjoy and appreciate briefings from members of staff and managers about sites and programs and continues to consider the broader questions of governance and strategic direction. The Board also took part in a Strategic planning meeting which helped members of both the Board and the management team communicate concerns directly and also clarify direction for the organisation and consider operational alternatives and new possibilities. Despite significant recruitment activity the Board continues dangerously down in number.

The Board thanks all of the staff and Managers and Senior Managers for their contribution to an outstanding financial result which reflected the fine efforts of everyone in the course of this year.

6.2 Chief Executive Officer's Report

Our desire to achieve and the continuous effort by all staff at Employment Directions is acknowledged and appreciated. Whilst the year held the normal challenges that are part of our everyday operations, we were blessed with not having the uncertainties of a continued employment services business, major tenders or those interesting learning curves that come with implementing new support programs.



In July 2010 we moved into our second year of the Jobs Services Australia contract and had the benefit of a year's trials and errors to direct our performance. Staffing had consolidated, performance was strengthening and, as evidenced in the ES manager's reports, all sites not only achieved their yearly budgets but increased their performance.

We opened our dedicated Youth centre based in Nuriootpa in March. This centre not only provides a base for the delivery of our Youth Connections program but also incorporates a supported learning environment for young people who are not connecting with main stream education. A special thank-you to the Community Store for our wonderful premises on Second Street. The help from the Community Store is greatly appreciated and has allowed us to establish an office where we can provide support and assistance to young people in our community.

I would like to mention the tireless efforts and support of Lyn and Rob Burgess who have a great passion for our organisation. It is wonderful to see Lyn and Rob attend meetings or events outside of work hours. At the end of the year we say our goodbyes to our Site Manager from Kadina, Steph McCallum. Steph is a wonderful person and has most certainly been a great role model for her staff. She will be sorely missed. A special thank you to our hard working volunteer Chris Forbes. Chris has been with our organisation for 15 years and we would be truly lost without him.

Rhia thanked all guests for attending. A huge thank you to the staff, the board and to our community partners because together we continue to achieve what we set out to do and will continue to do so in the years to come.

Appointment of Auditor

Moved Lyn Burgess, seconded Sheryl Pawley that Dean Crook of Grant Thornton be appointed as Employment Directions' Auditor for the 2011 – 2012 financial year.

Carried

Close

Being no further business the Annual General Meeting was declared closed at 4:30pm.



STATEMENT BY COMMITTEE OF MANAGEMENT

The Committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in note 1 to the financial statements.

In the opinion of the Committee:

- 1 The financial report presents fairly, in all material aspects, the financial position of Staehr Street Inc as at 30 June 2012 and its performance for the year ended on that date.
- 2 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 fall due.

In accordance with section 35(5) of the Associations Incorporations Act, 1985, the members of the committee of Staehr Street Inc T/As Employment Directions hereby states that during the financial year ended 30 June 2012:

- (a)
 - (i) no officer of Staehr Street Inc T/As Employment Directions;
 - (ii) no firm of which an officer is a member; and
 - (iii) no body corporate in which an officer has a substantial financial interest;

has or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and Staehr Street Inc T/As Employment Directions.

- (b) no officer of Staehr Street Inc T/As Employment Directions has received directly or indirectly from Staehr Street Inc T/As Employment Directions any payment or other benefit of a pecuniary value other than those who are employees and remunerated under normal commercial terms.

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


Signature

12/10/12
Date

DAVID LUKE EVANS
Name
CHAIRPERSON



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF STAEHR STREET INC T/AS EMPLOYMENT DIRECTIONS

We have audited the accompanying financial report, being a special purpose financial report, of Staehr Street Inc T/As Employment Directions (the "Association"), which comprises the statement of financial position as at 30 June 2012, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information to the financial report and the statement by the Committee of Management.

Responsibility of the Committee of Management for the financial report

The Committee of Management of the Association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial report, which form part of the financial report, are appropriate to meet the requirements of the Associations Incorporation Act 1985 (SA) and the needs of the Members. This responsibility includes such internal controls as the Committee of Management determine are necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

Auditor's responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

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In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, 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.

In conducting our audit, we have complied with the applicable independence requirements of the Accounting Professional and Ethical Standards Board.

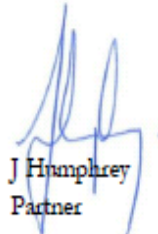
Auditor's Opinion

In our opinion,

- a the financial report of Staehr Street Inc T/As Employment Directions presents fairly, in all material respects, the Association's financial position as at 30 June 2012 and of its performance and cash flows for the year then ended in accordance with the accounting policies described in Note 1.

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GRANT THORNTON SOUTH AUSTRALIAN PARTNERSHIP
Chartered Accountants



J Humphrey
Partner



**T/AS EMPLOYMENT DIRECTIONS
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2012**

	2012	2011
	\$	\$
<u>INCOME</u>		
<u>Commonwealth Government Funding (DEEWR)</u>		
Job Services Australia	3,183,495	3,694,596
Work for the Dole	19,415	17,267
Youth Connections	422,643	420,195
	<u>3,625,553</u>	<u>4,132,058</u>
<u>State (SA) Government Funding</u>		
Adult Community Education	70,000	-
ICAN	144,552	-
SA Works	184,400	101,575
	<u>398,952</u>	<u>101,575</u>
<u>Other Income</u>		
Business & Community	25,571	133,435
Bank Interest	1,436	-
Rental of Offices	5,566	28,033
Wage Subsidies	39,500	6,750
	<u>72,073</u>	<u>168,218</u>
TOTAL INCOME	<u>4,096,578</u>	<u>4,401,851</u>
<u>EXPENDITURE</u>		
Staff Costs	2,917,066	2,658,637
Accommodation	249,962	215,110
Program Resources	150,949	133,669
Administration		
- Advertising & Promotion	51,841	73,105
- Amortisation of Leased Assets	90	1,076
- Audit Fees	11,300	16,625
- Bank Charges	7,926	2,894
- Computer Expenses	93,073	87,009
- Depreciation of Fixed Assets	54,827	44,788
- Depreciation of Motor Vehicles	97,108	105,906
- Depreciation of Computer Network	19,095	24,437
- Depreciation of Telephone System	5,887	8,410
- Loss on Disposal	114,203	-
- Equipment (Minor Purchases) & Repairs	3,569	10,909
- Insurance	36,460	35,407
- Interest - Finance Lease	1	189
- Interest - Building Mortgage	44,234	28,473
- Motor Vehicle & Staff Travel Expenses	137,199	143,214
- Photocopying Costs	7,363	7,441
- Stationery & Postage	54,544	54,606
- Subscriptions	11,867	12,192
- Telecommunications	178,841	161,913
- Other	11,118	13,654
TOTAL EXPENDITURE	<u>4,258,523</u>	<u>3,839,664</u>
SURPLUS FOR THE YEAR	<u>(161,945)</u>	<u>562,187</u>
Other comprehensive income for the year	-	-
TOTAL COMPREHENSIVE INCOME	<u>(161,945)</u>	<u>562,187</u>



STAEHR STREET INC.
T/AS EMPLOYMENT DIRECTIONS
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2012

	Note	2012 \$	2011 \$
<u>CURRENT ASSETS</u>			
Cash on Hand		2,268	1,900
Cash at Bank		96,669	716,813
Receivables		159,310	86,151
Prepayments		202,082	119,391
Accrued Income		75,048	16,020
<i>Total Current Assets</i>		<u>535,377</u>	<u>940,275</u>
<u>PROPERTY, PLANT AND EQUIPMENT</u>			
Building at Valuation		-	150,000
Less Provision for Depreciation		-	(33,466)
Building at Cost		1,407,858	719,468
Less Provision for Depreciation		(92,348)	(74,867)
Building Improvements at Cost		622,106	622,106
Less Provision for Depreciation		(58,134)	(46,624)
Plant & Equipment at Valuation July 2000		28,163	28,163
Less Provision for Depreciation		(25,762)	(25,295)
Plant & Equipment at Cost		441,903	428,285
Less Provision for Depreciation		(329,085)	(306,047)
Leased Plant & Equipment		92,083	92,083
Less Provision for Depreciation		(92,083)	(91,993)
Motor Vehicles at Cost		459,921	430,149
Less Provision for Depreciation		(116,001)	(166,885)
Computer Network at Cost		286,289	278,519
Less Provision for Depreciation		(237,218)	(218,123)
Telephone System at Cost		89,615	89,615
Less Provision for Depreciation		(75,879)	(69,992)
<i>Total Property, Plant and Equipment</i>		<u>2,401,428</u>	<u>1,805,096</u>
TOTAL ASSETS		<u>2,936,805</u>	<u>2,745,371</u>
<u>CURRENT LIABILITIES</u>			
Payables		111,682	220,444
Accrued Expenses		104,706	104,526
Income Received in Advance		-	61,000
Lease Liability	2(a)	-	127
Leave Provisions		488,654	408,937
GST		49,716	78,943
Mortgage Finance	2(a)	149,952	126,412
Equipment Loan Finance	2(a)	-	-
Building Mortgage		66,082	29,333
<i>Total Current Liabilities</i>		<u>970,792</u>	<u>1,029,722</u>
<u>NON-CURRENT LIABILITIES</u>			
Lease Liability	2(a)	-	-
Mortgage Finance	2(a)	43,858	22,267
Building Mortgage		743,276	324,190
Leave Provisions		28,476	56,844
<i>Total Non-Current Liabilities</i>		<u>815,610</u>	<u>403,301</u>
TOTAL LIABILITIES		<u>1,786,402</u>	<u>1,433,023</u>
NET ASSETS		<u>1,150,403</u>	<u>1,312,348</u>
<u>MEMBERS' FUNDS</u>			
Opening Accumulated Funds	3	1,201,207	639,020
Surplus for the Year		(161,945)	562,187
	3	<u>1,039,262</u>	<u>1,201,207</u>
General Reserve		52,087	52,087
Asset Revaluation Reserve		59,054	59,054
TOTAL MEMBERS' FUNDS		<u>1,150,403</u>	<u>1,312,348</u>



**STAEHR STREET INC.
T/AS EMPLOYMENT DIRECTIONS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	2012 \$	2011 \$
<u>CASH FLOW FROM OPERATING ACTIVITIES</u>			
Operating Income		3,970,880	4,856,110
Operating Grant Receipts		438,847	111,732
Payments to Suppliers & Employees		(4,600,000)	(3,969,482)
Interest Received		1,436	-
Finance Costs		(44,234)	(28,473)
<i>Net Cash Inflow/(Outflow) from Operating Activities</i>	2	<i>(233,071)</i>	<i>969,887</i>
<u>CASH FLOW FROM INVESTING ACTIVITIES</u>			
Building Purchases		(688,390)	-
Fixed Asset Purchases		(13,618)	(58,909)
Motor Vehicle Purchases		(132,634)	(199,248)
Computer Network Purchase		(7,770)	(10,425)
Telephone System Purchase		-	(7,540)
<i>Net Cash Inflow/(Outflow) from Investing Activities</i>		<i>(842,412)</i>	<i>(276,122)</i>
<u>CASH FLOW FROM FINANCING ACTIVITIES</u>			
Repayment of Finance Leases & Equipment Loans		(128)	(9,920)
Repayment of Building Mortgage		455,835	(31,053)
<i>Net Cash Inflow/(Outflow) from Financing Activities</i>		<i>455,707</i>	<i>(40,973)</i>
<i>Net Increase/(Decrease) in Cash Held</i>		<i>(619,776)</i>	<i>652,792</i>
Cash at the beginning of the financial year		718,713	65,921
Cash at the end of the financial year	1	98,937	718,713

CASH FLOW NOTES

1. Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at bank. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows :-

	2012 \$	2011 \$
Cash at Bank	96,669	716,813
Cash on Hand	2,268	1,900
	<u>98,937</u>	<u>718,713</u>

2. Reconciliation of Net Cash flow from Activities to Surplus :-

	2012 \$	2011 \$
Operating Surplus	(161,945)	562,187
Cash Flows excluded from Operating Surplus		
Interest Paid	1	189
Non Cash Flows In Operating Surplus		
Depreciation / Amortisation	177,007	184,617
Changes in Assets & Liabilities		
(Increase)/Decrease in Receivables	(73,158)	17,115
(Increase)/Decrease in Prepayments	(82,691)	(11,691)
(Increase)/Decrease in Accrued Income	(59,028)	34,793
Increase/(Decrease) in Payables	(108,762)	143,482
Increase/(Decrease) in Accrued Expenses	180	19,518
Increase/(Decrease) in Income Received in Advance	(61,000)	(25,025)
Increase/(Decrease) in Provisions	51,349	18,623
Increase/(Decrease) in GST	(29,227)	26,079
Net Cash Inflow from Operating Activities	<u>(347,274)</u>	<u>969,887</u>



**STAEHR STREET INC.
T/AS EMPLOYMENT DIRECTIONS
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2012**

	Accumulated Funds \$	General & Revaluation Reserves \$	Total \$
Balance at 1 July 2010	639,020	111,141	750,161
Total Comprehensive Income for the Year	562,187	-	562,187
Balance at 30 June 2011	<u>1,201,207</u>	<u>111,141</u>	<u>1,312,348</u>
Total Comprehensive Income for the Year	(161,945)	-	(161,945)
Balance at 30 June 2012	<u>1,039,262</u>	<u>111,141</u>	<u>1,150,403</u>



STAEHR STREET INC.

T/AS EMPLOYMENT DIRECTIONS

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2012

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (SA) 1985.

The Committee of Management has determined that the association is not a reporting entity.

The financial report has been prepared on an accrual basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Income Tax

The association is specifically exempt from paying income tax under section 50-5 of the Income Tax Assessment Act.

(b) Property, Plant and Equipment

Freehold land and buildings are brought to account at cost or at independent or Board valuation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

<i>Class of Fixed Asset</i>	<i>Depreciation Rate</i>
<i>Plant & Equipment</i>	<i>15% - 30%</i>
<i>Leased Plant & Equipment</i>	<i>20%</i>

(c) Leases

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

Lease payments under 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.



STAEHR STREET INC.
T/AS EMPLOYMENT DIRECTIONS
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2012

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Employee Benefits

Amounts that are expected to be paid out to employees in respect of their pro-rata entitlements to long service leave and annual leave are accrued annually at current pay rates in accordance with various applicable State and Federal Awards. The Committee has resolved that a nominal provision for sick leave of \$5,000 be accrued.

The present value of non-current employee benefits has not been calculated as the difference between nominal value and present value is considered to be immaterial.

The policy on non current long service leave entitlements is to accrue on the basis of 70% of liability for service between 3 ½ and 5 years and 85% between 5 and 7 years.

(e) Impairment of Assets

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

(f) Revenue

Revenue is measured at the fair value of the consideration received or receivable. Interest revenue is recognised using the effective interest rate method.

Grant income is recognised when the entity obtains control over the funds which is generally at the time of receipt.

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

(g) 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 Tax Office. In these circumstances, the GST is recognised as part of the cost of the acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statements are shown inclusive of GST.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and deposits held at call with banks.



STAEHR STREET INC.

T/AS EMPLOYMENT DIRECTIONS

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2012

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Adoption of New and Revised Accounting Standards

In the current year the Entity has adopted all of the new and revised Australian Accounting Standards and Interpretations issued by the AASB that are relevant to its operations and effective for the current annual reporting period. There have been no changes to the 2011 comparatives to those presented in the 30 June 2012 financial statements.

Note 2: LEASING COMMITMENTS

Finance Leases

Finance leases are capitalised in the accounts in accordance with the accounting policies defined in Note 1 (c).

	2012	2011
Payable	\$	\$
Not later than one year	160,827	133,917
Later than one year but not later than two years	45,106	22,880
Later than two years but not later than five years	-	-
Minimum lease payments	205,933	156,797
Less future finance charges	12,123	7,991
Total lease liability	<u>193,810</u>	<u>148,806</u>

Other Leases

	2012	2011
Payable	\$	\$
Not later than one year	71,628	84,214
Later than one year but not later than two years	39,576	40,015
Later than two years but not later than five years	30,987	8,487
	<u>142,191</u>	<u>132,716</u>