



Families in Partnership Cooperative Ltd

Annual Report

2006 - 2007

Our Mission is to create, develop and maintain a network of support and services for people who have a disability in the Macarthur Region through partnerships between families and professionals using a whole of life approach.

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AGENDA

Annual General Meeting

16th November 2007

Harrington Park Community Centre

Commencing at 12.30pm

1. Welcome
2. Apologies
3. Special Presentation – Gay Horsburgh, Senior Planner Area Health
Area Health's Carers Action Plan
4. Confirmation of minutes of previous Annual General Meeting 2006
5. Chairperson's Report
6. Community Development Coordinator's Report
7. Director's Report 2006/2007
8. Financial Report for the year 2006/2007
9. Appointment of Auditors for the year 2007/2008
10. Election of Board of Directors
11. General Discussion
12. Close

Minutes
Annual General Meeting
Held 17th November 2006

Welcome to all present by Chairperson Christine Hughes who asked people to introduce themselves to others.

1. Present

Ken Patterson
Karyn Ingram
Christine Hughes
Lesley Lee
Pauline Watson
Ally Dench
Angela Lonergan

Erin de Ray
Lisa Smith
Michael Prouting
Lyn Bearlin
Chris Hayes MP
Bob Lester
Tim Wills

2. Apologies

Received from the following members

Patricia Coombes, Peter Botsman, Annamaria Wood and Lisa Schaper

Also received from Geoff Corrigan, Graham West, Peta Seaton, Mata Hum, Chris Paterson, Phil Costa, Patricia Ceulen, Kim Forner, Margaret Jones, Justin Duggan, Geoff Berry, Pat Thompson, Elizabeth Coleman, Kim Smith, Brian and Beulah Midson, Ann Thorn, and Alice Woods

3. Guest Speaker

Christine welcomed Tim Wills the Project Director of the UWS School of Medicine to the meeting and to present his information on the status of the school. Tim thanked the Co-operative for the opportunity to tell the community what has been happening over the past three years to get the school up and operating within the University.

Tim presented information on what has been taking place, how students are being selected and the opportunities for community members to be involved with the School of Medicine. Following his very informative presentation he fielded questions from the floor which included how issues of disabilities and family relationships could be included in the schools curriculum.

There will be opportunities for families to make presentations to student, for students to have placements in the community and for community members to be involved in developing the curriculum for years 3-5 years. Bob is currently a member of the schools Community Council and is a good access point for information and input.

Christine thanked Tim for his presentation and ensured him that the Co-operative supports the new school and how the community can be involved.

4. Confirmation of minutes of the AGM held 18th November 2005

Moved Karyn Ingram Seconded Lesley Lee that the minutes be accepted CARRIED

5. Chairperson's Report

Christine Hughes gave a verbal report on activities undertaken by the Co-operative over the past 12 months and thanked all members for supporting her in her role. She is happy to continue in her position and finds it fulfilling to assist the Co-operative in its endeavours. Christine stated that Bob has done a wonderful job throughout the year for the Co-operative and local families. She thanked him for his help to her personally in her role as Chairperson.

Providing information to families, services and governments remains an important part of what the Co-operative does. A local mother of a child with a disability had said to her recently that the advocacy training the Co-operative did a few years ago was one of the turning points in her life and support of her child

6. Coordinator's Report

Bob Lester provided a presentation on the many activities and projects that he has worked on over the past twelve months. A display was provided on information available, key project areas, and support provided to families.

Bob thanked all members of the current Board for their input and guidance and the involvement of family members in projects that interest them. While the Co-operative faces a number of issues next year regarding its long term resources, it has a good resource base for the coming year.

Bob also thanked the local service providers who supported the Co-operative and contributed to the success of its work.

Current funding of the Co-operative is through the SSW Area Health Service with additional funding soon to be announced by the Minister that will take the Community Development Project that enables the Co-operative to employ and resource the Coordinator through to the end of 2007. Bob thanked Lyn for her efforts in securing this additional funding.

7. Directors Report

Christine drew people's attention to the Director's Report included in the 2006 Annual Report and moved that it be accepted and signed by the Treasurer and herself

Moved Karyn Ingram and Ally Dench CARRIED

8. Financial Report

The Treasurer Ken Patterson presented the Financial Reports included in the 2006 Annual Report. All reports and finances have been audited and requirements of Health Funding met. The finances remain stable with sufficient funds available and expected through Health to fund the Coordinator's position until June 2007 – not including additional funds not yet approved. Moved that the reports be accepted

Moved Ken Patterson Seconded Lesley Lee CARRIED

Pauline Watson expressed her thanks for Ken in ensuring the financial side of the Co-operative operations was kept in order and on track.

9. Appointment of Auditors

Motion that Warby Kehlet and Noble be reappointed as auditors for the coming year

Moved Ally Dench Seconded Lesley Lee CARRIED

10. Election of Board

Bob Lester undertook the role of returning officer and advised that all eight current members of the Board have nominated to be re-elected. This leaves two vacant positions for either a family or a professional member under the rules of the Co-operative ie at least 5 family members required on a Board of ten members.

There being no further nominations the following members were elected as Board members for the following year

Christine Hughes	Family	Lesley Lee	MDTFC Representative – as per Co-operative Rules
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Pauline Watson Professional	Ally Dench	Family
Patricia Coombes Professional	Lisa Schaper	Family
Ken Patterson Family	Karyn Ingram	Family

Office Bearers will be elected from Board members at the next board meeting. Bob congratulated all Board members on their election.

11. General Discussion

The success of the Advocacy courses in passed years needs to be repeated next year – to be a priority for the Co-operative.

A Forum is to be held in April/May next year to raise local issues in disabilities. Happening as a partnership with the Macarthur Disability Network and is supported by the regional office of DADHC. An opportunity for people who have a disability carers and family members to attend with presentations by state federal and local government on what they are currently doing or planning to do in their area of influence.

Health needs to focus more on people who have a disability who are over 18years but need child focused services. Many younger people with a disability can be better cared for within child and adolescence wards at hospitals.

Transition to high School has been main a directive of the department for all schools to have an effective process. Hopefully the advocacy by the Co-operative last year influenced this decision. Need for the Co-operative to monitor how this works for local families next year.

Lyn Bearlin from Area Health indicated that the Co-operative should not have any problems with gaining the additional funding from Health previously mentioned by the Coordinator. She thanked the members of the Board for their time and the efforts in sustaining the Co-operative and would be available for assisting the Co-operative work through the challenges that may be faced next year.

Attracting additional members was discussed including how to get them involved as a true Co-operative should. Suggestion that it was not just “bums on seats’ or numbers but families being involved in attending support groups like the Aspergers and ABI groups and receiving newsletters and other information. Need to look at how the Co-operative can continue to influence issues for people who have a disability, families and local services.

Christine thanked everyone for attending and participating in the discussion and invited people to join her in refreshments. Meeting closed 12.00 pm

Coordinator's Report 2006/2007

Major activities I have undertaken in the last 12 months

- Continued facilitation of the Aspergers Syndrome Support Group for Families
 - Over 100 families now on mailing list as well as a number of professionals and service providers. Group meets twice a month and receives a regular news sheet of information on issues and resources. Small library of books purchased and available for loan by families and guest speakers attended group on Dore program, behaviour management and Occupational Therapy.
 - Six family members were sponsored to attend a seminar at Richmond presented by Prof. Tony Attwood
 - In conjunction with Aspect Aust a 8 week Social Skills Program held for children
 - Successful application through Campbelltown RSL Club for funding to develop and print an Information Kit for families
 - Co-operative has become a contact point for families and services seeking information on Aspergers and related issues
- Aids and Equipment Expo – held in **March 2007** at the Campbelltown with over 70 people attending displays and information sessions.
 - Annual Kites for Kids Day – **August 2007** celebrating Early Childhood Intervention Awareness Week in conjunction with the local ECI Network
 - Ongoing discussions with families to develop their ideas on starting up a support group around autism. Created links with existing support groups in Fairfield and Richmond.
 - MacAbility events as part of **3rd December 2006** International Day of People with disAbilities –Wollondilly Shire luncheon and MacAbility Poster awards
 - Positively Macarthur Conference – active member of Macarthur Disability Network group in developing , planning and facilitating the successful conference held in **October 2007**
 - Co-operative Web Site
 - Development/launch and promotion of site www.fip.org.au in **June 2007**. Site regularly updated with news and additional links to sites of interest to families
 - Site provides the Co-operative with a presence on the Internet and an additional means of communication with families, services and the wider community
 - Co-operative Newsletter – produced 4 times a year with over 120 copies distributed to families, services and community members. Also now available through our web site.
 - Supporting families at school meetings and liaising with local education services on disability issues
 - Supporting families on a range of issues including early intervention services, diagnosis and assessment, Centrelink, general information on services and resources

Working in partnership with other services

- Northcott Family Links and Resource program - advisory group member and participant in Warragamba Play Links launch
- UWS School of Medicine – member of its Community Council providing local input into the school's development and advocating for inclusion of issues on disabilities
- SWS Carers Support and Information Service and AFFORD – development of a Carers Interagency in Macarthur for services focusing on Carers. Co-operative hosted 3 meetings held at Harrington Park.
- Camden Council Access Committee – improve access for people who have a disability and the community
- Local School Counsellors – presentation on Co-operative and ongoing provision of information and awareness.
- DADHC and Councils on community supported living and the provision of additional group homes occurring in Macarthur. Raising community awareness of need
- Campbelltown City Council Access Subgroup – transport options and planning

Local Networks that I participate in

- Macarthur Disability Network – meets monthly to raise issues and advocate with people who have a disability

- Respite Forum in Macarthur and Wingecarribee – act as Forum facilitator to increase cooperation and collaboration between local respite services.
- Early Childhood Intervention Coordination Program Macarthur
- Macarthur Ageing and Disability Forum – HACC
- Macarthur Children and Families Network – Families NSW initiative dealing with early intervention with children and families
- National Disability Services (NDS) Southern Regional Meetings – peak organisation in disabilities
- Macarthur Community Forum – seminars and workshops on small rural service, ways of services/council working together

Health Service involvement

- Macarthur Health Access and Disability Committee – development and implementation of the Disability Action Plan at Campbelltown and Camden Hospitals
- Macarthur Health Community Representative Network and the Community Council – raising issues facing people who have a disability and families.
- Children’s Assessment Team at Campbelltown Hospital – liaison with social worker
- Community Health Professional Development Day – Speech and Occupational Therapists on behaviour issues and service of Co-operative
- Submission of Registration of Interest for funding under NGO Program
- Area Health Carer’s Action Plan – along with Co-operative family member, involved in ongoing development of the plan due in Feb 2008

Training and conferences I have attended

- Aspergers Syndrome – Prof. Tony Attwood through Autism and Aspergers Support Group
- Behaviour Management – Macarthur Community Forum Steve Walker
- Playgroups NSW – Supported playgroups conference
- Carers NSW – Carers conference on supporting carers
- Campbelltown City Council – community development
- Autism Awareness Conference and Expo
- Shelter NSW Conference – accommodation options for people who have a disability

Special thanks to:

- ✓ Kathy Heron - the bookkeeper for the Co-operative
- ✓ Camden Area Community Resource Centre - Printing and photocopying
- ✓ Macarthur District Temporary Family Care - O. H & S reviews of office
- ✓ Camden Council – Centre Management
- ✓ Michael Prouting and Brian Atkins – computer help!!
- ✓ Amena and staff at Michelle’s Patisserie Harrington Park Plaza - A good cup of coffee

Directors' Report - for the year ended 30th June 2007

Your Directors have pleasure in presenting their report to members on the accounts of the Co-operative for the year ended 30th June 2007. The names of the directors in office at the date of this report are:

Christine Hughes	Chairperson	Ally Dench
Patricia Coombes	Secretary	Karen Ingram
Ken Patterson	Treasurer	Lisa Schaper
Pauline Watson		Carmel Flavell
Lesley Lee		

The Co-operative made a profit for the year of \$14,333 (2006 Profit \$12,648)

The Co-operative is exempt from income tax under section 50-45 of the Income Tax Assessment Act 1997. No significant changes in the Co-operative's state of affairs occurred during the financial year.

The principle activities of the Co-operative during the course of the financial year were the creation development and maintenance of networks of support and services for people who have a disability and their families. No significant change in the nature of these activities occurred during the year.

Matters of circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Co-operative, the results of those operations, or the state of affairs of the Co-operative in the subsequent financial years. Recurrent Funding through the Area Health Service has ceased with accumulated funds available for current level of operation to continue until June 2008.

The Co-operative is a non-trading co-operative limited by guarantee and in accordance with its rules is not allowed to pay dividends.

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the Co-operative.

Meetings of Directors for the Financial Year ended 30th June 2007

Director's Name	No. of meetings eligible to attend	No. of meetings attended
Christine Hughes	6	5
Ally Dench	6	1
Pauline Watson	6	6
Ken Patterson	6	3
Leslie Lee	6	4
Patricia Coombes	6	4
Carmel Flavell – elected February 2006	3	2
Karen Ingram	6	2
Lisa Schaper	6	5
Reg Robinson – resigned November 2007	3	Nil

Signed in accordance with a resolution of the Board of Directors

Christine Hughes _____ Ken Patterson _____

Dated this _____ day of _____ 2007

Financial Report

Warby Kehlet and Noble have audited the financial affairs of the Co-operative from information supplied by the Board of Directors. A copy of the full **Independent Audit Report** is available for inspection by members and interested community representatives at the AGM and afterwards at the office of the Co-operative.

What follows is an abridged version of this report and a Profit and Loss Statement that does not form part of the Auditor's Report. A separate Financial Report has been prepared for the Health Department in line with their funding requirements and guidelines for the acquittal of their funds.

Families in Partnership Co-operative Ltd

Profit and Loss Statement for the year ended 30 June 2007

Income	2007	2006
Health Dept NGO Recurrent Grant	82,100.00	79,500.00
Membership Fees	160.00	110.00
Other Income	142.60	225.00
Credit Union/Bank Interest	2,628.96	1,991.69
Total Income	85,031.56	81,826.69
Expenses		
Audit & Accountancy Fees	1,760.00	1,727.28
Bank/Credit Union Fees	9.25	4.77
Computer Equipment	183.64	245.49
Computer-Internet Fees	363.64	181.82
Internet Web Development	940.27	
Equipment Purchases	56.05	183.09
Interpreter Services	280.67	386.36
Insurance	2,537.80	3,276.15
Meetings	524.13	520.03
Memberships & Subscriptions	164.18	336.37
Postage	653.23	672.36
Printing	498.38	886.33
Stationery	519.41	971.12
Telephone	955.60	1,102.78
Wages & Salaries	47,113.65	44,146.46
Workers Compensation Insurance	1,487.60	2,008.55
Training	608.82	715.64
Superannuation Guarantee Levy	4,171.77	3,928.84
Provision for Employee Entitlements	865.40	(550.00)
Projects & Programs	2,030.80	3,363.95
Education and Training	90.91	
Rental	2,691.82	2,814.55
Travel	2,190.93	2,257.36
Total Expenses	70,697.95	69,179.30
Profit for the year	14,333.61	12,647.39

Families in Partnership Co-operative Ltd

Balance Sheet as at 30th June 2007

Assets	2007	2006
S10 Money Market - Community FCU	15,142.43	23,471.15
S7 Assess Account - Community FCU	23.61	17.81

I 11 Term Deposit – Community FCU	21,862.00	
I 3 Term Deposit - Community FCU	22,141.65	20,000.00
I 91 Term Deposit – Community FCU	21,862.00	21,862.00
Credit Union Shares	2.00	2.00
Petty Cash/Advances	200.00	200.00
	<u>81,233.6</u>	
Total Assets	9	65,552.96
Liabilities		
GST Collected	2,247.50	1,987.90
GST Paid	<u>-211.16</u>	<u>- 267.28</u>
Total GST Liabilities	2,036.34	1,720.62
Payroll Liabilities - PAYG Tax	2,918.20	2,752.20
Provision for Employee Entitlements	<u>4,191.52</u>	<u>3,325.24</u>
Total Liabilities	9,146.06	7,798.06
Net Assets	72,087.63	57,754.90
Equity		
Retained Earnings	57,754.02	45,106.02
Current Earnings	14,333.61	12,648.00
Total Equity	72,087.63	57,754.02

Co-operative Membership

Membership of the Co-operative is open to families, local professionals and community members interested in being involved in achieving our vision and in the activities undertaken through it's community development program.

As at the time of this report, membership of the Co-operative consisted of:

Family Members **23**

Professional Members **24**

Registration of Interest – NSW Health Department

Identified Needs and Goals

Carers and family members needing localized support and information to improve their well being, and access to health services and options for improved health of the person they are caring for.

Families need to be aware of what is available to them and their family members, how they can access primary, allied and community health services, options for support in dealing with disability and health issues, and education and training to improve their skills and capacity as carers and/or parents.

People who have a disability and their carers generally have a lower health status than other sections of the community. Increased access to health care and related services will address this inequity.

Target Group

Carers and families who have a member who has a disability.

Geographic reach of project

The Macarthur region of South West Sydney, consisting of the local government areas of Campbelltown, Camden and Wollondilly.

Objectives

- To work in partnership with carers, families and local service providers to ensure information and resources are available to people in their caring and family roles for people who have a disability
- To increase support networks, services and education opportunities for carers and families
- To raise and maintain professional and community awareness of issues and needs of carers, families and people who have a disability
- To ensure carers and families have a voice in the planning, development and delivery of services and support networks for carers, families and people who have a disability

Activities proposed

- *Information and Resources* – to carers, families, services and the community on health and related disability issues
- *Community Linkages* – linking carers and families with the community and services
- *Advocacy* – with individuals and across the health system, and on broader disability related issues
- *Education and training* – enhancing carers and family's capacity and skills to carry out their roles, and education service providers and community organisations in carer and disability issues and needs
- *Participation and collaboration* - creating engagement opportunities for carers and families within the local health system and the wider community planning structures and processes
- *Community Development* – developing local support networks for carers and families and creating partnerships within the community to develop activities and events

Relationship to government objectives

NSW Carers Action Plan

- Services for carers and the people they care are improved
- Carers are partners in care
- Hidden carers are identified and supported

NSW State Health Plan – towards 2010

- Make prevention everybody's business – In collaboration with other agencies promote health and wellness of children and young people and assist parents to meet children's developmental needs.
- Create better experiences for people using health services – Ensure patients and their carers are informed and involved in health care decisions and treated with respect. Role of Carers recognised, communication with carers improved, provide information and training opportunities and link them with carer support services. Community Engagement with carers to gain their participation in planning, policy development and delivery of patient journeys.
- Strengthen primary health and continuing care in the community – help people access most of the health care they need
- Build regional and other partnerships for health – Collaboration with NGO's providing advocacy for health consumers especially around equity issues for disadvantaged groups. Reducing the health gap for disadvantaged communities

NSW Stronger Together Plan

- Supporting carers and families of people who have a disability
- Providing options for service delivery

Performance measures

- Key performance Indicators are developed for all service areas and for individual community development activities undertaken
- Program meets its service plan timeframes
- Carers and families satisfaction with the service meets their needs and expectations within resource constraints

Evaluation

- Yearly review of activities against projected service plan
- Individual activities evaluated by participants, service partners and the Co-operative Board

Consultation/co-operation

Program will work in partnership with a range of government agencies, non-government services, community organisations, carer support groups and community individuals, to achieve its objectives.

What issues should the Co-operative focus on during the next 12 months?

ISSUE
What action should the Co-operative be taking on this issue?
What partners should the Co-operative be working with on this issue?

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