



Annual Report 17/18

celebrating



years



**South Port Day Links aims to improve the lives of older people and people with a disability by providing community transport and a range of support programs that enable independent living.**



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South Port Day Links Inc. is endorsed by the Australian Taxation Office as a deductible gift recipient for donations of \$2 or more.



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## Committee of Management 2017-18

### Chair

Lea Pope

### Deputy Chair

Joanne Lye

### Treasurer

Frank Ragusa

### Secretary Public Officer

Mario Galante

### Committee Members

Fernando Paul

Alec Tarshis

Leanne Cecchello (resigned February 2018)

Mary Kikas (commenced July 2018)

## Sub Committee Members 2017-18

### Marketing & Fundraising Sub Committee

Lea Pope

Mario Galante

Rimmi Singh

Janette Williams

### Policy Sub Committee

Lea Pope

Joanne Lye

## Staff

### General Manager

Robert Menzies (resigned August 2018)

Russell Shields (commenced August 2018)

### Volunteer Program Coordinator

Rimmi Singh

### Transport Coordinator Job Share

Michael Pope

Patricia Rivero

### Transport Backfill

William Hanlon

### Bookkeeper

Desiree Garnier

# The beginnings of South Port Day Links

South Port Day Links Inc (SPDL) was incorporated in 1991, however, the organisation's foundation was celebrated in 1988 when the DayLinks set of objectives were developed and subsequently launched in July 1989.

These were the result of meetings, planning, consultation and hard work by a group of dedicated aged care workers, residents and volunteers in the Cities of Port Melbourne and South Melbourne, led by Beris Campbell, who was the Senior Social Worker at the City of Port Melbourne. Social models had emerged for people who were older or living with a disability and the City of Port Melbourne along with Beris recognised the need for a transport service.

It is recognised that by enabling people to live at home it provides a sense of independence. It is then vitally important to retain the connection to the community, which might exist through social activities or health and medical appointments. We can achieve positive outcomes both physically and psychologically if we empower people to live independently and retain community connections.

We refer to these concepts today as "Ageing in Place" and "Wellness and Reablement". Research now demonstrates that the more active an older person or person with a disability is, that it improves their health outcomes, personal sense of wellbeing and life expectancy.

The services offered by SPDL address these needs of the community. Programs such as the DayLinks community transport service, GardenMates, PetMates and WalkMates, through the incredible support of volunteers have allowed many people in the community to maintain independent living.

As SPDL achieved 30 years of service in July 2018, we take this opportunity to recognise the dedication of so many people over the years, in making a significant positive difference to the lives of people living in the City of Port Phillip.

South Port Day Links Inc. acknowledges the funding it receives from the Victorian Department of Health and Human Services, Australian Government Department of Health, the City of Port Phillip, and all of our generous sponsors and donors.

## Key achievements 1988 to 2018

1988	DayLinks kit and objectives launched.
1989	DayLinks Coordinator Position established, Julie Statkus appointed.
1991	South Port DayLinks Incorporated.
1992	First AGM held.
1993	Launch of the first community car.
1994	DayLinks receives the Innovation and Excellence Award in Primary Health.
2000	SPDL joins the Executive of the Victorian Community Transport Association.
2006	We celebrate SPDL's 18th Birthday finally reaching adulthood.
2007	First ever Home and Community Care (HACC) audit scores 20/20.
2009	21st Birthday for SPDL a Picnic in the Park.
2013	25 years of service celebrated with a High Tea. SPDL completes and implements its first Business and 5 Year Action Plan.
2014	First Honda People Mover purchased. Project Manager appointed to expand DayLinks to the entire City of Port Phillip.
2015	Pilot expanded service established January and made permanent in November.
2016	Webpage updated with online volunteer, client registrations and donations available. SPDL upgrades its entire fleet to Honda People Movers.
2017	Major IT upgrade completed of SPDL's computers systems.
2018	Transitioned to operating within the My Aged Care system.



# Chair's Report

## Lea Pope



**In what has been South Port Day Links' 30<sup>th</sup> year of operation, we have continued to serve our community with reliable and highly needed support services, while planning for our future to ensure service continuity and growth.**

2017/18 was another fruitful year in all our programs and I thank our dedicated staff and volunteers who work so hard to make sure our services are always available for those who need them. We have continued to work hard to grow our services in the St Kilda and Elwood areas. Although there have been small increases in the number of clients and the number of DayLinks car trips over the year, we still have more work to do in promoting our services in this part of the municipality, so that we are truly recognised as being a provider for the whole of the City of Port Phillip. We will continue to focus on this in the coming year.

One of the big changes that has happened this year is our move onto the Commonwealth My Aged Care system. My Aged Care is the main entry point to all Australian aged care services funded by the Commonwealth Government. As our funding for clients over 65 years has now transitioned from the Victorian Government to the Commonwealth, we are required to work within this system for every new client over 65 years. The aim of My Aged Care is to make it easier for older people to access information on ageing and aged care, have their needs assessed and be supported to find and access the services they need.

This change has not affected existing clients, but all new clients wanting to access any of our services have to now do so through My Aged Care. SPDL is currently looking at how this will impact our referrals as well as the changing workloads for our small team in the office. Our main message to anyone looking for our services who isn't sure what to do, is to phone us so we can provide guidance.

We carried out a number of projects to improve the overall governance of SPDL during the year. One was the completion of a Business Continuity Plan. We are confident that we are well prepared to ensure our services will continue with minimal disruption in the event of unexpected incidents affecting our premises, infrastructure or people. An Instrument of Delegation was developed to ensure that the delegations from the Committee to our management and staff are clear and unambiguous. In addition, a Code of Conduct as well as a Committee of Management Charter, which detail the responsibilities of the Committee were approved. Both of these align with the SPDL Rules of Association.

I take this opportunity to acknowledge and thank our funders – Victorian Department of Health and Human Services, the Commonwealth Department of Health, and the City of Port Phillip. We greatly appreciate the practical support provided by all levels of government, without which we would not be able to do what we do. We are grateful to government officers as well as parliamentarians and councillors who always make themselves available for advice and support.

SPDL has many generous sponsors and donors on whom we depend for that 'extra' assistance. From local businesses to individual private donors, your generosity is really appreciated. In-kind donations are extremely helpful to an organisation our size with an example being the loan of a Honda vehicle from the Honda Foundation for a full year which enabled us to delay the purchase of a fourth vehicle until this year.

I would also like to acknowledge the work and skills of one of our volunteer drivers Cheryl Song, who, in her working life is a graphic designer and who redesigned all of our promotional material – pamphlets, information booklets, car decals and banners.

Cheryl did much of this work free of charge and this was obviously of great assistance. Also, Sharon Staines, a volunteer who continues to work with us to do policy and research work, plus the volunteer team who have assisted with organising the AGM and the Annual Report.

Without all of our volunteers, SPDL would not exist. Their commitment and ongoing enthusiasm to providing great service is highly valued. We thank you all on behalf of our clients and the community in general. I thank our small staff team who achieve so much year after year. We were very sad to farewell Robert Menzies who had been our General Manager for 5 years. Robert departed just after the end of the financial year and has contributed to this annual report before his departure. Robert oversaw many changes and improvements to SPDL services and his skills and engaging personality will be missed by all.

We have been very fortunate to recruit a new General Manager, Russell Shields who comes with excellent experience and credentials and has settled into the role quite seamlessly. I would like to also acknowledge all who were involved in organising and making SPDL's 30th Anniversary celebrations such a success – staff, volunteers who helped transport clients on the day, volunteer entertainers and photographer.

Also, thanks to our local state member of Parliament, Hon Martin Foley and City of Port Phillip Mayor, Bernadene Voss and Councillor Katherine Copsey who gave their time to participate in the celebrations.

Thank you to the Committee of Management. We have achieved a lot this year and everyone's commitment and hard work is greatly appreciated. The majority of our Committee members work full time and I am so heartened by the efforts that are put in over and above in evenings and on weekends.

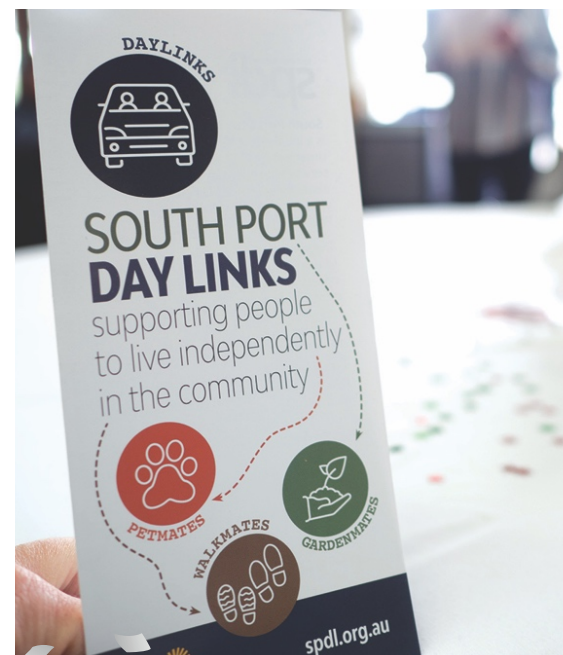
We welcomed a new member in August, Mary Kikas who works in the Occupational Health and Safety area and is a Physiotherapist. Mary brings a lot of experience and skill and we will enjoy working with her.

We look forward to another successful year ahead and we are confident of continuing to meet the growing and changing needs in our local community.

  
Chair  
Lea Pope



Hon. Martin Foley MP at the SPDL 30<sup>th</sup> Birthday Celebration



# Treasurer's Report

## Frank Ragusa

The operations for the financial year to 30 June 2018 resulted in a net profit of \$9,216 compared to \$52,891 the previous year. The Net Assets of the organisation increased from \$384,274 in 2017 to \$393,490.

During the year the organisation incurred some major expenditure with the acquisition of a new vehicle and an upgrade to the IT Systems. Investment in these items will provide long-term benefits to SPDL as it continues to develop and grow the business. The overall expenditure on the administration of the service was contained with further improvements on savings across several cost sectors. Additional efforts were directed towards marketing and promotional activities that led to an increase in general donations making up 22% of total revenue.

The loan vehicle continued to provide client services at a greater capacity by having the additional vehicle in the fleet. The agreement with Honda ensured that part of the costs of insurance and servicing of the vehicle would continue to be met by Honda with the savings directed towards further funding initiatives by the organisation

The overall financial position continues to be manageable and the results enabled the organisation to invest in additional key resources to offer financially viable services.

**I look forward to catching up with my Monday regular passengers and also meeting up with new or intermittent ones. I feel enriched by my participation. It is a pleasure driving with SPDL.**



**Judy**  
Volunteer driver for 2 years

## Trends in Revenues and Expenditures

### Income

Total income decreased from \$419,365 in 2017 to \$375,497 in 2018. The major items contributing to the decrease were:

- Funding from Government Subsidies including the Commonwealth Home Support and the Department of Health.
- Continual support from existing Grants such as the Community Grant and the South Melbourne Community Chest.
- Contributions from the City of Port Philip and local community sponsors including Bendigo Bank and Albert Park Rotary.
- Client Donations exceeding the previous year's targets.

### Expenses

Total expenses remained stable with expenditure savings of \$193 in 2017/18. The key movements in material expense categories were:

- Depreciation expense increased by \$9,635 as a result of the new vehicle in the fleet.
- Investment in technology upgrades increased the Equipment Replacement and Maintenance budget.
- Motor vehicle expenses for the maintenance and servicing of the fleet.
- General increases relating to the day to day running of the business, in particular, insurance and software licence fees.

### Changes in the Composition of Assets and Liabilities

Net Assets increased from \$ 384,275 to \$ 393,490.

#### Changes in Assets

The major change was the increase in Non-Current Assets due to the purchase of the new vehicle in the fleet.

#### Changes in Liabilities:

The major change was the increase in the provision for leave entitlements following the appointment of additional staff during the year.

# General Manager's Report

**Robert Menzies** (up to August 2018)



*L-R Rimmi Singh, Michael Pope, Robert Menzies, William Hanlon, Desiree Garnier*

In the past twelve months SPDL turned thirty, a significant milestone for a volunteer-based community organisation. SPDL has remained dedicated to its original vision in supporting the local community in providing services that aim to overcome social isolation by keeping people and communities connected and to maintain their ability to live independently at home.

To achieve this, SPDL relies on its volunteers to deliver its services. Volunteers are at the very heart of our organisation in delivering high quality services and most importantly in the relationships they establish with our clients, making them feel a valued part of the community.

You are as good as your team and in my role as General Manager over the past 5 years I have been very fortunate to have an outstanding team of volunteers and dedicated staff who perform their duties to the highest standards.

One of the key elements in undertaking the role has been to be able to work well with our volunteers. This being my last annual report, I hope I have achieved this goal with sincerity and been able to demonstrate a genuine level of appreciation of the hard work they undertake.

I can honestly say working with our volunteers has been one of the most satisfying parts of my role. I want to express to each volunteer my sincere appreciation for your support of SPDL and would like you to know the

hardest part of leaving SPDL has been having to say goodbye to you all.

SPDL is also very fortunate to have an excellent team of professional staff who over the past twelve months continued to work very hard to ensure the delivery of our services to the community, in at times challenging conditions that require patience, compassion and a keen eye for accuracy.

I take this opportunity to thank the team for working beyond the call of duty, for their support and in making sure our services are delivered sustainably to the community.

All community organisations need a committee of management to operate. I have again been very fortunate to be able to work with a committee that has evolved and grown over the years, that has worked hard to ensure the development, growth and expansion of SPDL.

I thank all those who have volunteered to be on the committee over the years. A special note of thanks to the Chair of the committee Lea Pope who has a challenging role and completes the role brilliantly, generously, with an excellent sense of humour.





## Main achievements in the last 12 months

With the team of management, staff and volunteers all working together we managed some substantial achievements over the past 12 months, some of which are note below:

The continued consolation and development of the expansion of service.

Transition to new Commonwealth funding, registration of SPDL onto the My Aged Care portal and establishment of a new referral system.

The continued internal audit of the Home Care Quality Standards, resulting in the continuous improvement of policies, risk analysis, administration systems and documenting of processes to maintain SPDL's adherence to the standards.

Completion of an update of SPDL's IT system, improving the functionality, back up, security of SPDL IT systems and business continuity.

Purchase of a fourth Honda to support the expanded service, due to the return of the Honda Foundation vehicle.

Implementation of the SPDL Marketing Plan July 2017 to June 2018.

Completion of successful applications for funding; Elwood Bendigo Bank, CoPP Community Grants and South Melbourne Community Chest.

Implementation of the review of the Companion Programs.

Substantive donations received through Albert Park Rotary, The Brian J Sutton Foundation and an anonymous donor.

Revision of the Transport Officer role and recruitment of two new team members through a job share arrangement, improving service sustainability.

Refresh of SPDL logo and update of marketing materials.

Successful completion of WorkSafe and Transport Victoria Bus Operator audits, demonstrating SPDL's high standards in its operation and service delivery.

Completion and Implementation of the SPDL Business Continuity Plan.

Establishment of a transport service in partnership with Alfred Health, Caulfield Hospital campus to support residents being able to attend physiotherapy appointments and with CoPP to establish a swimming program, supporting members of the Linking Neighbours network.

Signed a three year funding agreement with the CoPP.

In conclusion, I say my goodbye and wish you all the very best in the future and again thank you all for your incredible support over the years. I trust that in your future endeavours you find great success, achievement and maintain a great passion for supporting the community.

# General Manager's Report

## Russell Shields (from August 2018 onwards)



It was with much excitement I joined the team at SPDL and I look forward to working with the management team and assiduous volunteers who over 30 years have provided such caring and committed support to the local community

My first trip out in an SPDL vehicle highlighted just what a key role we play in supporting older people and people with a disability to live independently. Our vision of healthy, engaged and connected communities is evident in the trust and value that our clients have in the service we provide.

Upon arrival at SPDL it was evident the organisation is strong and well respected in the community while heading into a phase full of challenges and opportunities. Being true to our values and understanding the vital role we play in the community will ensure we are well placed to work through the emerging My Aged Care framework.

It is already clear that we have a great team of volunteers that continue to go above and beyond for the people we exist to serve. Our Committee of Management is ensuring we are strategically working towards the future while ensuring the day to day team have the resources and support to fulfil their roles, and the management team are full of talent and enthusiasm for the work we do.

### Our Challenge

More than 15 per cent of the state's population are older Victorians and with an ageing population the number of people in our state aged 65 and above is set to treble by 2058. Alongside this growth is the knowledge that currently one in twelve older Australians experience significant financial or social disadvantage and almost 15,000 older Australians experience homelessness or are at risk of homelessness.

A report by the Department of Health and Human Services also found that 10 per cent of people over 60 in Victoria experience chronic loneliness. The role of community transport and companion programs is clearly needed to support older people to stay healthy and connected, and this need is only going to increase in the coming years.

The Government has also announced sweeping changes to the aged care sector funding model across Australia that will come into effect as of July 1<sup>st</sup> 2019.

### Our Future

Our impact is evident – with a team of nearly 100 volunteers we provided over 12,000 trips and 2000 companion programs activities last year. And as we look to the future, we will build on the strength of our existing operations by continuously improving our services and the overall client experience. We will review and define our service offering, seek to create more efficient scheduling in our transport model, improve our external communications, and grow and develop our team of volunteers. As we adapt to the funding changes with the new My Aged Care model we believe we are well placed to grow our impact and work with our local community to provide the best care available.

In a changing sector it is with great optimism that we work together to provide community transport and support programs for older people and people with a disability so they may live a more healthy and connected life.

**“...it is with great optimism that we work together to provide community transport and support programs for older people and people with a disability so they may live a more healthy and connected life.”**



# Volunteer Program Coordinator's Report

## Rimmi Singh



Congratulations SPDL for completing 30 years of operation and I would like to take this opportunity to thank everyone involved. Special mention for all the volunteer support and dedication in ensuring that we continue to work together to deliver quality services to make a real difference to people's lives in the community. Without our volunteers SPDL would not be operational.

We continue to have many enquires and new volunteers joining SPDL. There are some who have been with us over many years and we acknowledge all our long service volunteers for their ongoing support and commitment.

The major activities that I have coordinated and developed during the period include:

Transition to the My Aged Care (MAC) platform and setting up SPDL as a service provider on the MAC Portal. This has been a major change to implement within SPDL as we transition from HACC to the Commonwealth Home Support Programme (CHSP).

Development with the Caulfield Hospital and SPDL Partnership for the Alfred Health Community Rehabilitation Program.

Implementation of the recommendations from the review of the Mates programs.

Setting up SPDL on the newly developed City of Port Phillip Volunteer portal through "Be Collective".

Ongoing development and delivery of the Safe Seniors Driving Program funded through the City of Port Phillip Seniors Festival Grants.



Continuing orientation and training of new volunteers and direct marketing in the community to recruit new volunteers.

Organised Diversity Training: LGBTI Aged Care & Cultural Awareness Training.


Contributed to SPDL's fundraising activities in supporting the raffles, BBQ and other events.

SPDL grand birthday celebration for completing 30 years of operation.

It has been another successful year in relation to growing the number of volunteers and clients in the Mates programs. Client and volunteer Mates program numbers for 2017/18 are as below.

	 CLIENTS	 VOLUNTEERS
WalkMates	2	2
PetMates	12	19
GardenMates	19	11
<b>TOTAL</b>	<b>33</b>	<b>32</b>

The period of July 2017 to June 2018 has seen an increase in the number of active volunteers. Detailed below the number of volunteers by program.

	 VOLUNTEERS
Total DayLinks Volunteers	42
Total Mates Program Volunteers	32
Other Programs	20
<b>TOTAL</b>	<b>94</b>

*Please note: With the review and survey of the Mates Program, the client and volunteer numbers have changed.*

In conclusion, I thank all the volunteers, staff and those who have been involved in supporting SPDL for 30 years.

# Strategic Planning and Key Achievements



## Key Achievements 2017/18

- ✓ Transitioned to Commonwealth My Aged Care system for clients over 65 years.
- ✓ Purchased a 4<sup>th</sup> Honda following return of Honda Foundation loan vehicle.
- ✓ Completed upgrade of IT systems to provide greater security, an up-to-date operating environment and new equipment.
- ✓ Developed partnership with Alfred Health, Caulfield Hospital campus to support residents attending for physiotherapy appointments.
- ✓ Completed and implemented Business Continuity Plan.
- ✓ Updated information and promotional materials for SPDL services to ensure clarity for clients and promotion within the community.
- ✓ Successful Worksafe and Transport Victoria Safety Audits.



## Priorities for 2018/19 and beyond

- Engage with clients and other stakeholders to better understand current and emerging service needs to assist with future service planning.
- Identify and plan new transport service models to meet current and future needs, identifying vehicle requirements to provide safe, reliable services.
- Undertake a unit costing analysis to better understand the cost of service delivery across all SPDL programs.
- Further updating of SPDL Social Media sites – Facebook and LinkedIn to ensure promotion of SPDL services and achievements.
- Closely monitor transition to My Aged Care and modify administrative processes as required.
- Review SPDL Rules of Association to ensure they meet all future requirements (for presentation at 2019 AGM).



# South Port Day Links Services

The programs delivered by South Port Day Links are designed to support older people and people with a disability to engage through an Active Service Model. It connects people to the local community and enables people to live independently. SPDL supports participation in individual and social activities essential to everyday living, maintaining social, emotional and physical wellbeing.

Our goal is to enhance our clients' independence, autonomy and personal sense of community connection. SPDL volunteers provide the links, assisting our clients in the following range of volunteer community-based programs.



## DayLinks Community Transport

Provides local transport for people unable to access public transport or who require physical support. The DayLinks program keeps people connected by enabling access to access medical and health appointments, recreation programs, shopping, physical fitness groups and with our new expanded service access to specific Alfred and Caulfield hospital appointments.



## PetMates

An innovative program which helps older people and people with a disability care for their companion animal at home. Current research indicates that having animals at home increases physical and mental health and improves our sense of personal wellbeing.

To remain happy and healthy, a dog needs regular exercise. If illness, injury or some other constraint prevents owners from walking their dogs, a volunteer may be able to assist through our PetMates program by providing regular dog walking. Occasional pet grooming and pet transport is also provided.

*STATS > 1300 occasions volunteers assisted owners to care and exercise their pets.*



## WalkMates

Links a suitable volunteer walking companion to an elderly person or person with a disability who needs some form of support, either physical or encouragement, to get outdoors and stretch their legs with a leisurely physical and social walk.

*STATS > 364 occasions assisted people with our WalkMates program.*



## GardenMates

GardenMates volunteers assist older people and people with a disability in the care and enhancement of their garden.

*STATS > 412 occasions were able to assist people with their gardens.*



## DriverLinks

The service offers volunteer Mini bus drivers to registered local community groups who need support to access transport when using a mini bus, with the help of a volunteer driver to provide transport to local activities.



## Betty's Bus Trips

Recreational activities offered once per month to registered SPDL clients, the program aims to get people out and about in a group setting to help reduce the sense of isolation and enjoy lunch and events with friends.

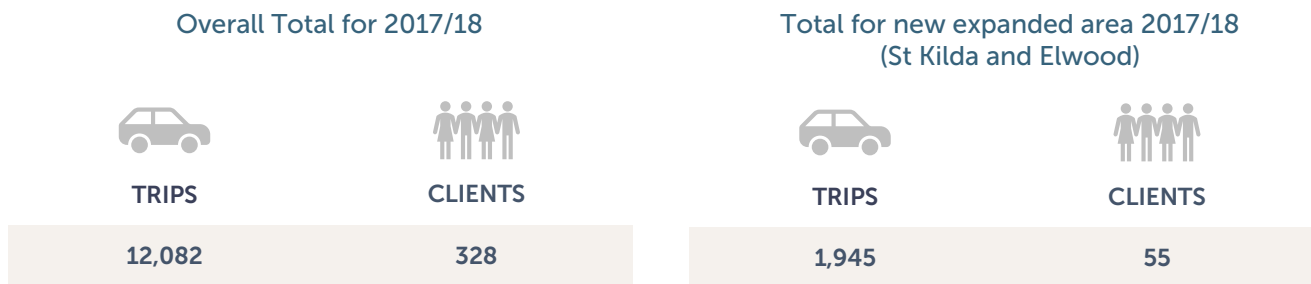
# Our Impact

July 2017 – June 2018

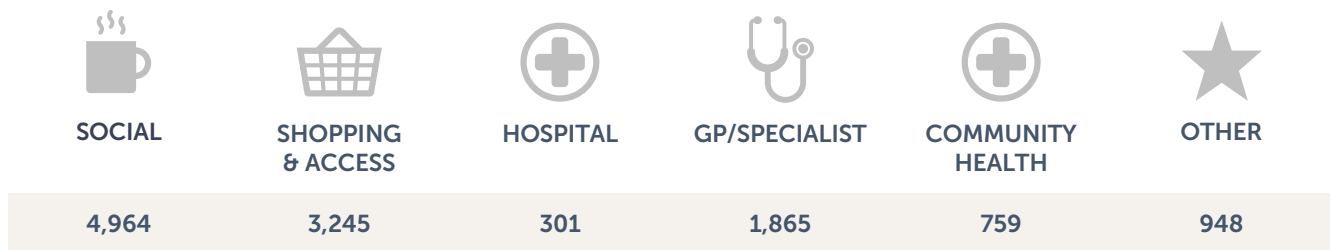
## DayLinks • Community Transport Service

The DayLinks program continued to transport a considerable number of residents, expanding the boundaries of its service area permanently as of November 2015 to service the entire City of Port Phillip (CoPP). In December 2016 the decision was made to expand the new area service from 3 days to 5 days per week. While the service continues to grow, it is recognised that it will take time and support to build the expanded program in the new neighbourhoods.

### Trips and Clients for DayLinks 2017/18



### Purpose of Journey for DayLinks Trips 2017/18



## Companion Programs Statistics

### PetMates, GardenMates, WalkMates

During the period SPDL continued to deliver active ageing opportunities to local residents through its other volunteer programs.

#### July 2017 to June 2018 Stats



**520 times**

volunteers came into our office,  
managed our reception desk



**65 times**

members of the committee of management  
met and supported fundraising events



**1300 occasions**

our PetMates volunteers assisted  
owners to care and exercise their pets



**412 occasions**

our GardenMates program volunteers  
assisted people with their garden



**364 occasions**

our WalkMate volunteers assisted  
people with companion walks

#### The Reception Team



Our reception volunteers continued to support the day to day delivery of our services. With a team of ten, they efficiently registered over 12,000 trips and juggled the daily demands of a complicated logistical operation.

#### Recreational Program (Betty's Bus Trips)



12 recreational trips were conducted during the period, each trip being supported with a driver and jockey, accommodating up to 9 people per trip.

#### Volunteer Hours 2017/18 (HACC Service Report)

	HOURS
Transport (DayLinks)	7,280
Volunteer Reception Booking Service	2,000
Recreational Programs (Betty's Bus Trips)	84
Other Programs (WalkMates, GardenMates, PetMates)	1,198
Committee and Other	132
<b>TOTAL</b>	<b>10,694</b>

# VALE Brian J Sutton

30.9.36 – 19.9.18



Brian was a prolific donor through the Brian J. Sutton Foundation to South Port Day Links, he also generously volunteered his time and in later years he also used the service. His impact was so great that the Brian J Sutton Award was created and named in his honour in 2011 and is given to volunteers who have provided 15 years' service to SPDL.

Brian grew up in the Thornbury/Northcote area and commenced his schooling at St Mary's Primary School in Thornbury. He participated in the choir which led to many school concerts. He also sang in St. Patrick's choir. His working life commenced in the family business (a garage and service station) from 14 to 18 years which he was not fond of, and at the age of 18 he was drafted into National Service and trained at Watsonia Barracks as a non-commissioned officer.

At the age of 22 years, Brian sailed to England to seek fame and fortune. He became a member of British Equity and was in several productions, returning to Australia in 1962.

Brian commenced psychiatric nursing in 1966 and over the 23 years of nursing he worked at Royal Park, Willsmere, Larundel and Mont Park and met many interesting people during his nursing career. During this time he still remained active in the performing arts space.

He then started his volunteer career which included Cabrini Health in a new unit at Prahran for inpatient Palliative Care. He did this for 12 years and was awarded a gold badge for his involvement. He then volunteered at the Community House, Port Melbourne and spent many years with us at South Port Day Links.

Brian will be sorely missed by all his friends and associates, and his warmth, generosity and humour will always be remembered here at SPDL.

**"Brian was always aiming to 'fill a gap' and made a major contribution to SPDL as a Committee Member, volunteer, and significant benefactor. We will always remember him with such great affection."**

Lea Pope, Chair





## Awards for Donations 2017-2018

Each year SPDL recognises the valuable donations received from individuals, businesses and organisations. This recognition is for financial and in-kind donations provided during the period by our supporters.



### Platinum Certificate \$10,000 and over

Anonymous Donor  
Brian J. Sutton Foundation



### Gold Certificate \$5,000 and over

Rotary Club Albert Park



### Silver Certificate \$1,000 and over

South Melbourne Community Chest Inc.  
Bendigo Bank Community  
Enterprise Foundation  
City of Port Phillip



### Bronze Certificate \$500 and over

Linda Davey  
Beris Campbell  
Glenda Beale  
The Wachsmuth-Auden Foundation  
Brewsters Port Melbourne  
Brighton Honda

## Awards for Volunteers 2017-2018

### Continuous Years of Volunteer Service

For 2017-2018 the following Awards for continuous years of volunteer service are:



### Arthur Rowan Award for 5 Years of Continuous Service



Reception  
Ann Gibson



Daylinks  
Graeme Latham



PetMates  
Ramona Headifen  
Penny Hatzibousios



### Brian J Sutton Foundation Award for 15 Years of Continuous Service



PetMates  
Christine Paton

# Funding Providers, Sponsors, Donors and Supporters

South Port Day Links Inc. acknowledges the support of our funders, sponsors and donors, whose contribution supports the delivery of our service, we thank them for their generosity and good will.

## Government Funders



Health and Human Services

**Victorian Government**  
Department of Health and Human Services  
Home and Community Care (HACC)



**Australian Government**  
**Department of Health**

**Australian Government**  
Commonwealth Home Support Program (CHSP)



**City of Port Phillip**  
Provides SPDL with grants funds, provision of office accommodation and community grants

## Sponsors, Donors and Supporters

- Albert Park Rotary
- Blue Illusion (Port Melbourne)
- Bendigo Community Bank (Elwood)
- Bendigo Bank (South Melbourne)
- Brighton Honda
- Brian J Sutton Foundation
- Honda Foundation
- Excel Drive
- POD Homewares (Port Melbourne)
- Port Melbourne Veterinary Clinic
- Annual Bunnings BBQ Fundraiser
  - Brewsters Fresh Food
  - Coles
  - Enhance Fuel
  - The Port Bake House
  - Woolworths
- Sandridge Motors
- South Melbourne Community Chest Inc
- SNAP Printing (Port Melbourne)
- State Trustees
- Toyota Community Foundation





# 30<sup>th</sup> BIRTHDAY CELEBRATION







**Financial Statements**  
for the year ended 30 June 2018

## Balance Sheet as at 30 June 2018

Equity	2018 \$	2017 \$
Retained Earnings	393,490	384,274
	<b>393,490</b>	<b>384,274</b>
Represented by:		
<b>Current Assets</b>		
Cash and Funds at Call	84,429	87,205
Investment – Funds Not at Call	60,022	58,217
Committed Funds	185,863	181,272
Sundry Debtors	–	2,009
Trade Debtors	698	2,397
Prepayments	933	–
Provision for GST	289	–
	<b>332,233</b>	<b>331,100</b>
<b>Non-Current Assets</b>		
Plant and Equipment	14,295	14,295
Less Accumulated Depreciation	13,535	13,327
	<b>760</b>	<b>968</b>
Motor Vehicles	132,776	98,243
Less Accumulated Depreciation	52,383	28,983
	<b>80,393</b>	<b>69,260</b>
Office Equipment	49,740	49,740
Less Accumulated Depreciation	35,697	31,604
	<b>14,043</b>	<b>18,136</b>
	<b>95,195</b>	<b>88,363</b>
<b>Intangible Assets</b>		
Patents and Trademarks	150	150
<b>Total Assets</b>	<b>427,579</b>	<b>419,614</b>



## Balance Sheet as at 30 June 2018 (continued)

	2018	2017
	\$	\$
<b>Current Liabilities</b>		
PAYG Payable	6,868	6,935
Trade Creditors	4,321	7,006
Provision for Leave Entitlements	22,899	16,580
Provision for GST	–	2,946
Income in Advance	–	1,873
<b>Total Liabilities</b>	<b>34,088</b>	<b>35,340</b>
<b>Net Assets</b>	<b>393,490</b>	<b>384,274</b>

The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Audit Report.

## Statement of Cash Flows for the year ended 30 June 2018

	2018	2017
	\$	\$
<b>Cash Flows from Operating Activities</b>		
Receipts from Customers	370,660	403,362
Payments to Suppliers and Employees	(340,118)	(387,017)
Interest Received	7,612	9,498
<b>Net Cash InFlow from Operating Activities</b>	<b>38,155</b>	<b>25,843</b>
Payment for Motor Vehicles	(34,535)	(32,830)
Payment for Computers	–	(13,712)
Proceeds from Sale/Trade-In Motor Vehicles	–	7,000
	<b>(34,535)</b>	<b>(39,542)</b>
Net Increase in Cash Held	3,620	(13,699)
Cash and Cash Equivalents as at 1 July 2017	326,694	340,393
<b>Cash and Cash Equivalents as at 30 June 2018</b>	<b>330,314</b>	<b>326,694</b>

The accompanying notes form part of these financial statements.  
These financial statements should be read in conjunction with the attached Audit Report.

## Subsidiary Report for Notes for the year ended 30 June 2018

Notes to the Statement of Cash Flows	2018 \$	2017 \$
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### Note 1. Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

#### a. Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash	330,314	326,694
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#### Reconciliation of Cash Flow from Operations with Profit after Income Tax

Profit after Income Tax	9,216	52,891
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#### Adjustments for Non-Cash Components in Profit

Depreciation	27,703	18,068
Net Gain on Disposal of Property, Plant and Equipment	–	(7,000)

#### Changes in Assets and Liabilities

Increase in Trade and Other Receivables	(459)	(4,282)
Decrease in Trade and Other Payables	(4,624)	(20,460)
Increase in Provisions	6,319	(13,373)

<b>Net Cash Increase in Cash Held</b>	<b>38,155</b>	<b>25,843</b>
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## Profit and Loss Statement for the year ended 30 June 2018

Income	2018 \$	2017 \$
Interest Received	7,612	9,498
Transport Service	–	900
Other Revenue	85,568	84,038
Government Subsidies	282,317	317,929
Profit on Sale of Non-current Assets	–	7,000
	<b>375,497</b>	<b>419,365</b>
Expenditure		
Administration Other	2,112	2,683
AGM/Meeting Expenses	948	1,772
Annual/LSL Leave Provision	17,808	22,366
Audit and Accounting Fees	1,756	1,600
Bad Debts Written Off	325	–
Bank Charges	812	776
Client Support	–	102
Computer Software and IT Support	10,854	4,345
Depreciation	27,703	18,068
Equipment Replacement and Maintenance	5,970	12,083
General Expenses	757	1,336
Insurance	4,468	4,645
Interest Paid	6	3
Internet	–	712
Motor Vehicle Expenses	17,282	23,111
Printing and Stationery	2,378	3,092
Project Officer Cost	1,616	15,872
Promotion	4,177	1,094
Rent	3,197	6,394
Salaries	201,489	185,895
Staff Recruitment and Backfill	2,944	2,649
Staff Training	1,248	2,916
Subscriptions and Memberships	2,153	1,107
Superannuation Contributions	20,530	20,499
Telephone	1,126	872
Travel Expenses	20,078	20,567
Volunteer Expenditure	(2)	59
End of FY Variances	5,201	4,702
Workcover		
	<b>366,281</b>	<b>366,474</b>
<b>Profit before Income Tax</b>	<b>9,216</b>	<b>52,891</b>

*The accompanying notes form part of these financial statements.*

*These financial statements should be read in conjunction with the attached Audit Report.*

## Statement of Appropriations for the year ended 30 June 2018

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	2018 \$	2017 \$
Retained Earnings – Beginning of the Year	384,274	331,384
Surplus/(Deficit) for year	9,216	52,891
<b>Retained Earnings at 30 June 2018</b>	<b>393,490</b>	<b>384,274</b>

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## Notes to the Financial Statements for the year ended 30 June 2018

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### 1. Summary of Significant Accounting Policies

#### a. Basis of Preparation

The Committee of Management have prepared the financial statements on the basis that the Association is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the needs of members.

The financial statements have been prepared in accordance with the significant accounting policies disclosed below which the Committee of Management have determined are appropriate to meet the purposes of preparation. Such Accounting policies are consistent with the previous period unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes.

#### b. Cash and Cash Equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Bank overdrafts also form part of cash equivalents and presented within current liabilities on the balance sheet.

#### c. Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.



#### **d. Employee Benefits**

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

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows. Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the balance sheet if the Association does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

#### **e. Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or Committee of Management valuation. All assets excluding freehold land, are depreciated over their useful lives to the Association. Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

#### **f. Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied. Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates. All revenue is stated net of the amount of goods and services tax (GST).

##### **Sale of Goods**

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

##### **Interest Revenue**

Interest is recognised using the effective interest method.

##### **Other Revenue**

Other revenue is recognised when the entity is entitled to the funds.

#### **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 Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

## Notes to the Financial Statements for the year ended 30 June 2018

	2018 \$	2017 \$
<b>2. Surplus (Loss) for the Year</b>	<b>9,216</b>	<b>52,891</b>

Surplus (Loss) for year from continuing operations includes the following specific income and expenses

<b>Recording as Income</b>		
Government and other subsidies		
Department of Health	57,898	80,518
Commonwealth Home Support	169,578	164,874
Community Grant	1,873	20,127
COPP Grant	47,768	46,960
S.M.Community Chest	3,500	3,500
Bendigo Bank Grant	1,000	1,500
Other	700	450
	<b>282,317</b>	<b>317,929</b>

<b>Other Revenue</b>		
Donations Transport	29,322	32,873
Donation Supporters	39,029	28,523
Donations from Volunteers	8,895	8,675
Albert Park Rotary	5,000	5,000
Donations in kind	–	4,050
Fundraising – Other	3,304	4,804
Sundry income	18	113
	<b>85,568</b>	<b>84,038</b>

<b>Charging as Expense</b>		
Finance Costs	–	–
Movements in Provisions		
Depreciation		
– Depreciation of Property, Plant and Equipment	27,703	18,068
<b>Net Expenses Resulting from Movement in Provisions</b>	<b>27,703</b>	<b>18,06</b>
Remuneration of the Auditor : Audit Fees	1,756	1,600
	<b>1,756</b>	<b>1,600</b>



## Notes to the Financial Statements (continued)

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	2018	2017
	\$	\$
<b>3. Cash and Cash Equivalents</b>		
Cash and Funds at Call	84,429	87,205
Investment – Funds Not at Call	60,022	58,217
Committed Funds	185,863	181,272
	<b>330,314</b>	<b>326,694</b>

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## Statement by Members of the Committee

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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, the financial statements,

1. presents fairly the financial position of South Port Day Links Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. at the date of this statement, there are reasonable grounds to believe that South Port Day Link Inc will be able to pay its debts as and when they fall due.

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



Chair  
Lea Pope



Treasurer  
Frank Ragusa

# Independent Auditor's Report to the Members of South Port Day Links Inc.

## Opinion

We have audited the accompanying financial report, being a special purpose financial report, of SOUTH PORT DAY LINKS INC. (SPDL), which comprises the financial position as at 30<sup>th</sup> June 2018, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including summary of significant accounting policies and managements assertion statement.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of SOUTH PORT DAY LINKS INC. as at 30<sup>th</sup> June 2018, and its financial performance and its cash flows for the year then ended in accordance with Associations Incorporation Reform Act 2012.

## Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditors Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

## Emphasis of Matter-Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist SPDL to meet the requirements of *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

## Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *applicable legislation* and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.



**Lionel R. Arnold**

Director, J.L. Collyer & Partners

Dated in Glen Waverley on 20th September 2018





# DONATE

to support your local community

## PLEASE ACCEPT MY DONATION TO SPDL

### CHEQUE / MONEY ORDER

Enclosed is my cheque/money order made payable to SOUTH PORT DAY LINKS INC. for:

Amount \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone/Mobile \_\_\_\_\_

### DIRECT DEPOSIT

Direct deposits can be made at any branch of the **BENDIGO BANK** (when donating through Bendigo Bank, please keep your deposit slip as a record for taxation deduction purposes).

Please contact SPDL with details of your direct deposit and we will forward a tax receipt after we receive confirmation of your donation through Bendigo Bank.

**BSB 633 000      Account no. 150 385 003**

### ONLINE DONATIONS

Online donations can be made at our website through GiveNow at [spdl.org.au](http://spdl.org.au)

### BEQUESTS

I am interested to be contacted regarding bequests to SPDL.

 **SOUTH PORT DAY LINKS**  
Liardet Community Centre  
Level 1, 154 Liardet St,  
PO Box 199, Port Melbourne 3207  
(cnr of Nott and Liardet St)

☎ (03) 9646 6362    📠 (03) 9646 6606    ✉ [info@spdl.org.au](mailto:info@spdl.org.au)

Registered number A0023984F    ABN 82 957 361 749

SPDL acknowledges its funding providers



Supporters



This report has been kindly prepared by the awesome team at Wagtail Designs.  
Thank you!!

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🌐 [www.wagtaildesigns.com](http://www.wagtaildesigns.com)



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💻 [www.spdl.org.au](http://www.spdl.org.au)