

ISSN 1448-6490

**ST. GEORGE  
COMMUNITY HOUSING**

**CO-OP LTD.**

**ANNUAL REPORT**

**1999/2000**

## **Funding Agency**

Office of Community Housing, Department of Housing

## **Joint Ventures**

St George Community Housing has joint ventures with the following organisations via service agreements for tenants with support need.

Apart from the utilisation of existing stock, some joint ventures are successful in getting capital funding for property acquisitions.

Al Zahra Muslim Association  
Bobby Goldsmith Foundation  
CRC Justice and Accommodation Support  
EASY  
GROW  
Handicapped Children Society  
South East Sydney Area Health Service  
Sutherland Shire Rehabilitation Resource Program  
St George Accommodation Service for Youth  
St George Migrant Resource Centre  
St George Womens Housing

## **Referral and Support Agencies**

The following organisations worked with St George Community Housing in delivering a range of housing and support services.

A Women's Place – Mission Australia  
Al Zahra Muslim Association  
Amelie House  
Amberly's Single Women's Refuge Inc.  
Anglicare  
Auburn Migrant Resource Centre  
Australian Arabic Communities Council  
Bankstown Womens Refuge and Resource Centre  
Benevolent Society NSW  
Bobby Goldsmith Foundation  
Bonnie Women's Refuge  
Bosnian Information & Welfare Centre  
Bringa (Manly-Warringah) Women's Resource Centre  
Burwood Community Welfare  
Butler Lodge  
Cancer Care Centre  
Canterbury Family Support  
Centacare-Young Women's Supported Accommodation Program  
Claffy House  
Coptic orthodox Church

CRC Justice Support  
 Cronulla Community Health  
 Dalmar-Wesley Mission  
 Delvena Women's Refuge  
 DOCS-Sutherland  
 E.A.S.Y. (Eastern Area Service for Youth)  
 Edward Eager Lodge  
 Fairfax House-Sydney City Mission  
 Fairfield Migrant Resource Centre  
 First Light Care  
 Foley House  
 Foster House Community Housing Outreach Program  
 G.R.O.W.  
 Gymea Community Aid & Information Service Inc.  
 Handicapped Children Society  
 Hurstville Community Health  
 Innari Women's Housing  
 Inner West Family Support  
 Jacaranda Cottage  
 Jannalli Family Centre  
 Jean's Place  
 Killara Women's Refuge  
 Liverpool Migrant Resource Centre  
 Lone Parent Family Support Service  
 Macedonian Australian Association of Sydney  
 Maltese Community Welfare & Development Service  
 Marian Centre  
 Marian Villa Women's Refuge  
 Mathew Talbott Hostel and Outreach Services  
 Medically Acquired HIV & Hep. C Resource Centre  
 Men's Support Accommodation  
 NESH  
 Orana Lodge-The Salvation Army  
 Ozanam Centre-St Vincent de Paul Society  
 Phoebe House  
 Protective Office of Commission  
 Rockdale Community Health Centre  
 S.T.A.R.T.T.S.  
 Samariatan House  
 Serbian Orthodox Welfare Association  
 South East Sydney Area Health Service  
 Southern Sydney Youth Refuge  
 St George Accommodation Service for Youth  
 St George Backstop Family Support Service  
 St George Migrant Resource Centre  
 St George Womens Housing Company  
 St Marys House  
 Sutherland Shire Rehabilitation Resource Centre  
 The Kogarah Storehouse-Uniting Church  
 The Twenty Ten Association Inc.

## **CHAIRMAN'S REPORT**

1990/00 was another year of rapid growth of St George Community Housing, one which will ensure the organisation is in a position to acquire more housing stock to address the rising housing demand, provide better service to our customers and further develop joint ventures with local support service providers.

Working together as a 7-member team, the Directors brought skills in community welfare, law, financial management, housing and asset management into the organisation. They also brought a strong commitment to the values and role of community housing, and the capacity to put those into action through sound management and decision-making.

The multi-skilling housing management team working closely and consistently with the Board to implement the policies and procedures decided by the Board and is one of the key components for our success this year.

I would like to take this opportunity to share some highlights of the year:

### **The Growth of St George Community Housing**

St George Community Housing has continued to expand its services to the local community. The property portfolio grew from 294 to 389 as at 30 June 2000 – an increase of 32%. The expected increase for 1999/00 in the Business Plan was 17%.

Growth in the last three years is shown in the following table:

	1996/97	1997/98	1998/99	1999/00
No. of Properties	173	226	294	389
Growth rate		30%	30%	32%

Housing stocks acquired by St George Community Housing are from acquisition in the private market, capital properties transferred from the Department of Housing and head-leasing from private landlords. Current housing stocks are within St George and nearby areas including

Auburn, Canterbury, Bankstown and Sutherland Shire local government areas.

St George Community Housing is committed to develop joint ventures with service providers to better serve tenants with support need. Around 10% of current tenancies are under joint ventures with different service providers targeting people with mental illness, people affected by the criminal justice system, people with mental disability, youth and women at risk, homeless males and people with HIV/AIDS.

Apart from the utilisation of existing housing, we are fortunate to have four joint ventures funded under the Supported Housing Projects and Crisis Accommodation Program targeting people affected by the Criminal Justice System, families of humanitarian background and with mental health issues, youth and women at risk.

### **New Funding Sources**

In view of changing circumstances especially the uncertainty of Commonwealth and State Housing Agreement and the change in Community Tenancy Scheme funding methodology, St George Community Housing has decided to explore additional funding sources to help maintain delivery of services in future years.

Five new funding sources have been identified and explored in which three funding submissions were submitted. I am pleased to report that the boarding house relocation project lodged with ADD (Ageing and Disability Department) for 37 boarding house tenants with high support needs and the submission to OCH (Office of Community Housing) for a PICH project (Partnership in Community Housing) have been successful, although the Board is yet to make a final decision about this project.

### **Tenant Participation**

St George Community Housing is also committed to foster tenant involvement in the planning, delivery, evaluation and management of the Co-operative's business. We believe that tenant participation can maximise individual satisfaction, in ways that are appropriate to the needs of all tenants. A tenant participation policy has been implemented successfully.

SGCH has been resourcing the Tenant Forum and Tenant Advisory Group to ensure tenant input can be built into a more formal and regular consultation mechanism. Also quarterly Newsletters have been published to facilitate tenant participation and inform tenants about important issues as they arise.

### **Co-operative Membership**

The number of new members of the Co-operative grew by 30 from 1 July 1999 to 30 June 2000. The total membership was 237 in which 213 are tenant members and 24 are non-tenant members.

### **Financial Position**

The financial position for the organisation for the financial year July to June 1999/00 as outlined in the Annual Financial Statements is sound.

Reduction in rent arrears as percentage of rent rolls from 7.3% in October 1998 to 3.58% in June 2000 is a welcome improvement. Reduction in vacant turn around rate rolls from 9.2% in August 1998 to 1.5% in June 2000 is most gratifying.

### **Support for St George Community Housing**

This year brings to a close my association with St George Community Housing as a Director. It has been a most rewarding time for me and I would like to take this opportunity to thank the following people and organisations for their support:

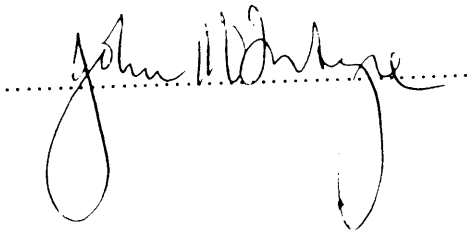
My fellow Directors for being wise, compassionate, innovative, responsive and for providing responsible decision making on all of the issues of major concern.

The staff team headed by Patrick Yeung as the Executive Officer for their extremely hard work and excellent performance in service delivery.

The Office of Community Housing for their support and advice to St George Community Housing over the year, both financial and moral!

The range of local community and government agencies, including the Department of Housing who supported St George Community Housing during the year.

Finally I would like to thank St George Community Housing tenants, especially those who are also the organisation's members, for supporting the Board and the staff in all of our work.

A handwritten signature in black ink, appearing to read 'John McIntyre', is written over a horizontal dotted line. The signature is fluid and cursive, with a large loop at the end.

John McIntyre  
Chairman

## TREASURER'S REPORT

On behalf of St George Community Housing Co-operative I would like to take this opportunity to formally acknowledge and express our gratitude for the continued support from both the Office of Community Housing and from Dr Andrew Refshauge Minister of Housing.

I can share with you that the audited financial statements have been prepared in accordance with the requirements of the National Accounting framework for Community Housing.

The government subsidy via the rent rebate arrangement with our tenants is \$2,159,485. Instead of paying market rents, eligible tenants are paying subsidised rent ranging from 25% to 30% of their household income.

For the year ending June 2000, we received a total of \$919,978 in government grants, an increase of 20% comparing the previous financial year figure of \$765,432. Together with rental income and other income sources. We had a total income for the year of \$2,148,133.

The total expenditure for the year is \$2,097,060, of which \$1,704,406 (81%) is attributed to tenancy and property management, \$238,067 (11%) for management expenses, \$100,359 (4%) for administration expenses and \$54,228 for finance contribution under the Social Housing Subsidy Program.

	1999/00	1998/99	1997/98
Tenancy and property management	81%	78.8%	79.8%
Management Expenses	11%	12.9%	14.5%
Administration Expenses	4%	5.2%	5.7%

The Board is committed to improvements in business efficiency. Percentages of management and administration expenses in relation to the total expenditure have been reduced from 14.5% (1997/98) to 11% and 5.7%(1997/98) to 4% respectively.

The Board is also aware of immense responsibility vested upon with in running business of St George Community Housing. The Board and the staff have put a lot of effort to ensure the organisation maintains a strong financial position.



The following funds have been put aside:

- \$40,000 has been reserved as provision for doubtful debts
- \$10,110 has been written off as bad debts
- Cash of \$136,198 is earmarked as restricted cash for planned maintenance
- Funds available for future utilisation have been accumulated to \$252,101.

The organisation's financial performance for the year was audited by Haywards Chartered Accountants. Their audit statement is included in this report.

In closing I wish to comment that although responsibility for financial management of St George Community Housing rests primarily with the Board, the roles played by both Patrick Yeung, the Executive Officer and Kay Pepper, the Accounting Consultant in ensuring that the organisation's finances are effectively managed have been significant.

Indeed, on behalf of the Board I wish to acknowledge their efforts and thank them for their assistance.

A handwritten signature in black ink, appearing to read 'L Kelly', is written over a horizontal dotted line.

Lindsay Kelly  
Treasurer

## EXECUTIVE OFFICER'S REPORT

I am pleased to present the Executive Officer's report for 1999/2000.

1999/2000 continued being another year of progress and success for St George Community Housing:

- More applicants housed
- More stock acquired
- Efficient and effective service delivery
- Strong finance position
- Decreasing trends of rental arrears and low vacancy rate

### Stock Portfolio Development

St George Community Housing has been approved to manage 389 properties as at 30 June 2000. There has been substantial growth in past three years with average annual growth rates more than 30%.

Program	As at 30.6.00	As at 30.6.99	As at 30.6.98
Leasehold	141	121	99
Capital (including HTS)	160	132	89
SHSP	31	31	31
CHP	5	5	5
MHSHIP	2	1	1
PRS	3	1	1
Lhold-HA	1	3	0
SHP	6	0	0
CAP	11	0	0
LTLP	8	0	0
PICH	1	0	0
ADD	20	0	0
<b>Total</b>	<b>389</b>	<b>294</b>	<b>226</b>

**Note:**

ADD is the Board Housing Tenants Relocation Project

HTS is Housing Stock Transfer

SHSP is Social Housing Subsidy Program

CHP is Community Housing Program

LTLP is Long Term Leasehold Program

MHSHIP is Mental Health Supported Housing Initiative Program

PICH is Partnership in Community Housing

PRS is Program for Redevelopment Stock leased from the DOH

Lhold-HA is Supported Housing Initiative Program for people with HIV/AIDS

SHP is Supported Housing Project

A total of 86 properties have been approved under a variety of housing programs. It is a record for St George Community Housing and the community housing sector as well.

In addition to the core funding provided by the Office of Community Housing under the Community Tenancy Scheme, St George Community Housing has been successful getting new funding from the Boarding House Tenants Relocation Project and the Partnership In Community Housing Program.

For capital acquisition, St George Community Housing is able to purchase 8 dwellings and half of them will be used for supported housing projects. Majority of stock (22 out of 30 properties including SHP) have been allocated from new community housing construction at old public housing sites in which Public Housing Services will have nomination rights except properties designated to specific supported housing projects.

Another achievement is the increase of properties acquired under the Crisis Accommodation Program from 4 to 11 properties this year.

With the extension of our operating boundary, St George Community Housing will manage housing stock within a 10-kilometer radius of the office at Hurstville. St George Community Housing now manages properties in 7 local government areas namely Auburn, Bankstown, Canterbury, Hurstville, Kogarah, Rockdale and Sutherland Shire. I am pleased to report that St George Community Housing acquired 14 properties first time in Auburn this financial year.

## **Housing Services**

### **Access**

As at June 30, 2000, number of eligible applicants reached 516 out of 1,652 applications lodged. If St George Community Housing cannot allocate properties to applicants within a reasonable timeframe with a need-based assessment, these applicants will be informed their applications are not successful. Their records are still kept in our database and reassessment will be done by a team of two Housing Managers if these applicants have changed circumstances.

63 applicants were housed this year including 8 rehousing applications. This is only possible with the continuing substantial growth of St George Community Housing.

To have an overview of St George Community Housing, updated profiles on applicants, tenants, properties and joint ventures as at 30 September 2000 are presented after this report.

### **Repairs and Maintenance**

All properties have been inspected by Housing Managers at least once in this financial year.

Fire Safety Audit Program for housing complex and Planned Maintenance Program for capital properties were implemented. With in-house development of computerised Asset Register database, St George Community Housing is now capable to compile 5-year Planned Maintenance Program and 30-year Planned Maintenance Projection for individual capital properties.

### **Tenant Participation**

Tenant participation is significant for the maximisation of tenants' satisfaction. Tenants' dissatisfaction, if any, can be channeled to make positive changes for service delivery.

The Tenant Participation policy has been implemented. All tenants are encouraged to join the organisation as a Co-op member. It is the standard protocol for Housing Managers encouraging new tenants to apply for the membership during the sign up.

In addition to the Tenants Forum, a Tenant Advisory Group was established to air out their concerns on policies and procedures, and be consulted. Ms Malek Hodroj is the Chairperson of the Tenant Advisory Group and St George Community Housing is resourcing the Tenants Forum and Tenant Advisory Group.

Three issues of Newsletter had been distributed to tenants this year.

## **Closing Remark**

I would like to thank Directors and staffs for their immense efforts contributing to the success of this year, especially Mr John McIntyre, our Chairman.

I enjoyed working with, and being part of this committed and multi-skilling team reaching our common goal – delivering quality housing service to people in need.

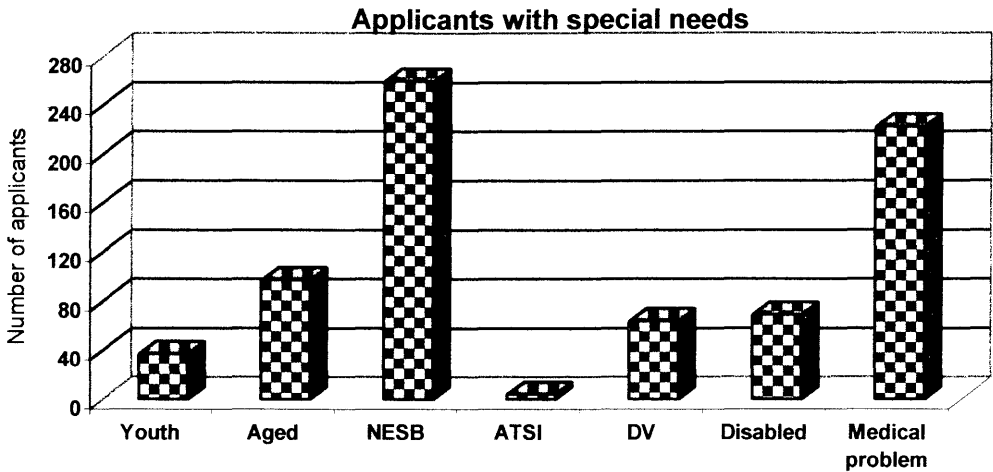
Last but not the least. I would like to thank the support of our funders, service providers and customers.

A handwritten signature in black ink, reading "patrick yeung". The signature is written in a cursive, lowercase style.

Patrick Yeung  
Executive Officer

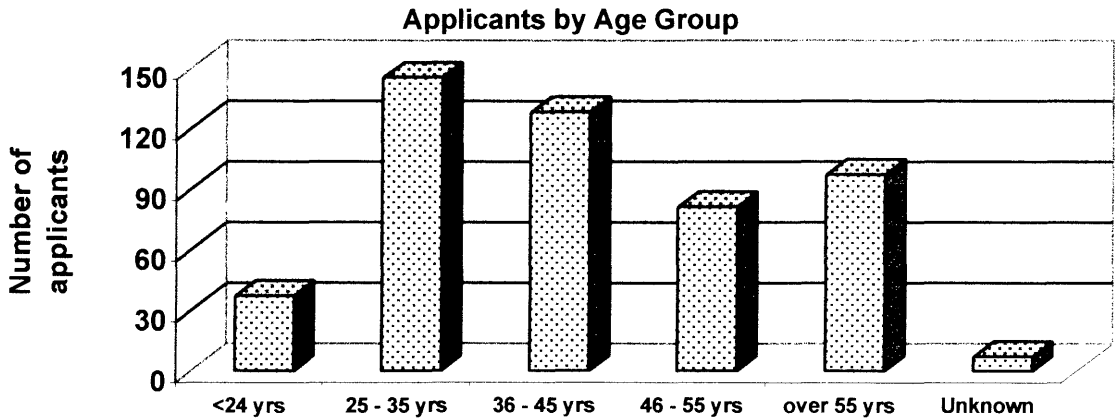
Applicant Profile

	Youth	Aged	NESB	ATSI	DV	Disabled	Medical problem
No.	37	97	259	4	64	69	222



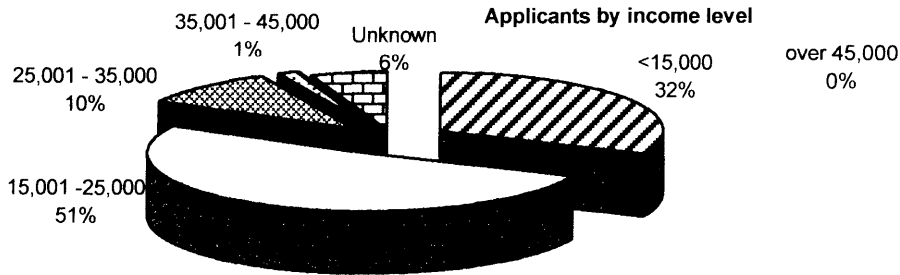
Applicants by Age Group

	<24 yrs	25 - 35 yrs	36 - 45 yrs	46 - 55 yrs	over 55 yrs	Unknown
No.	37	145	128	81	97	7



Applicants by Income Level

	<15,000	15,001 - 25,000	25,001 - 35,000	35,001 - 45,000	over 45,000	Unknown
No.	157	253	50	7	0	28

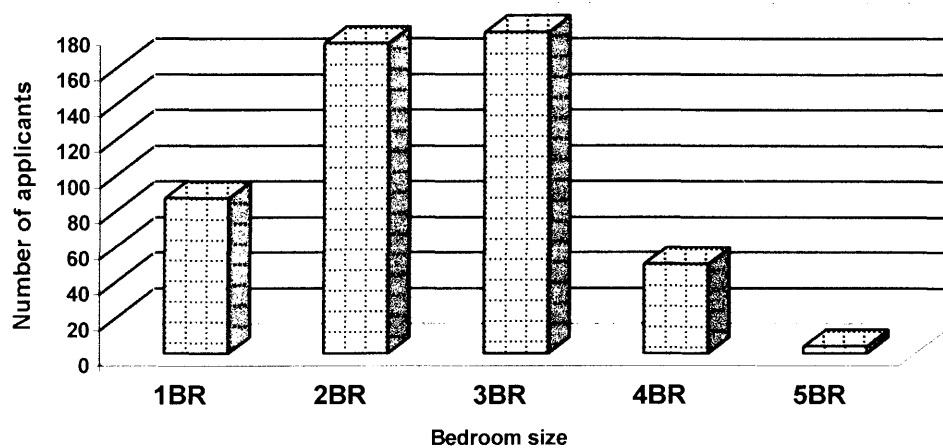


## Applicant Profile

### Application by Bedroom Size

App.	1BR	2BR	3BR	4BR	5BR	Total
No.	87	174	180	50	4	495

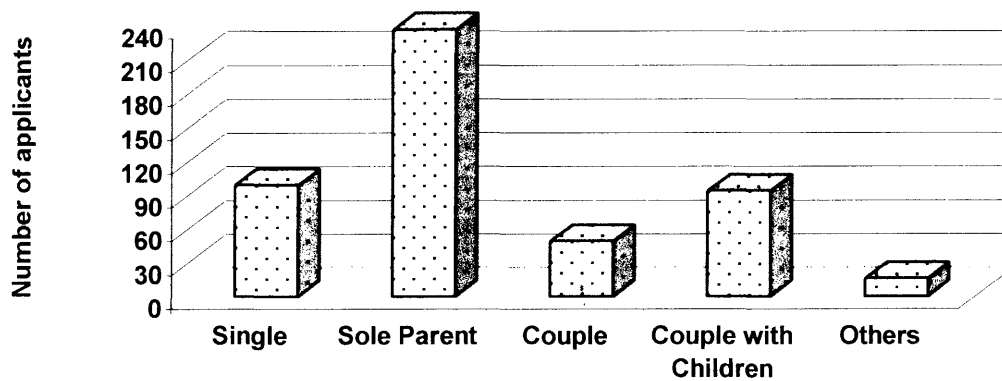
Applicants by bedroom category



### Applicants by Household Type

	Single	Sole Parent	Couple	Couple with Children	Others	Total
No.	99	237	49	94	16	495

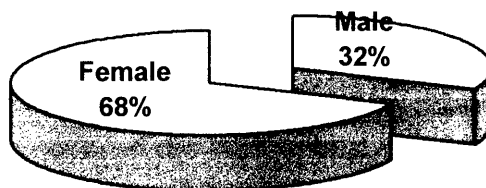
Applicants by household type



### Applicants by Sex

	Male	Female	Total
No.	157	338	495

Applicants by sex

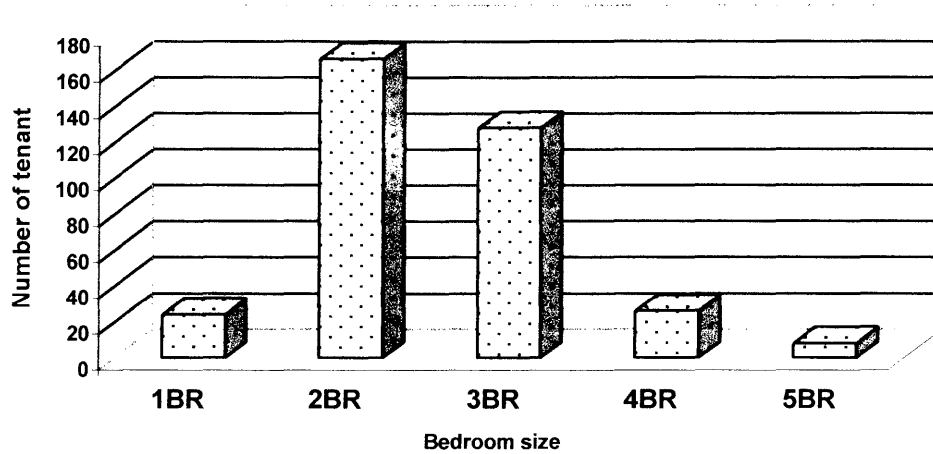


## Tenant Profile

### Tenants by Bedroom Size

Tenants	1BR	2BR	3BR	4BR	5BR	Total
No.	24	166	128	26	8	352

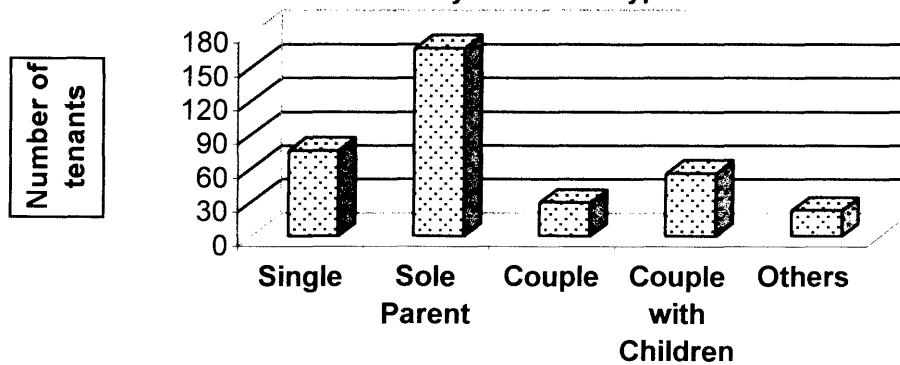
Tenants by bedroom category



### Tenant by Household Type

	Single	Sole Parent	Couple	Couple with Children	Others	Total
No.	76	167	30	56	23	352

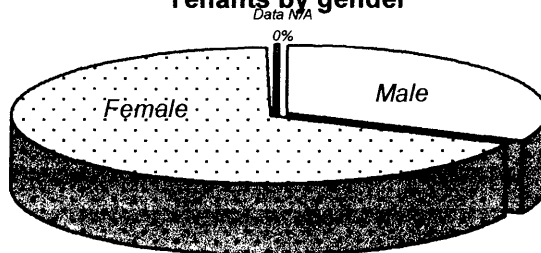
Tenants by household type



### Tenants by Sex

	Male	Female	Data N/A	Total
No.	112	239	1	352

Tenants by gender





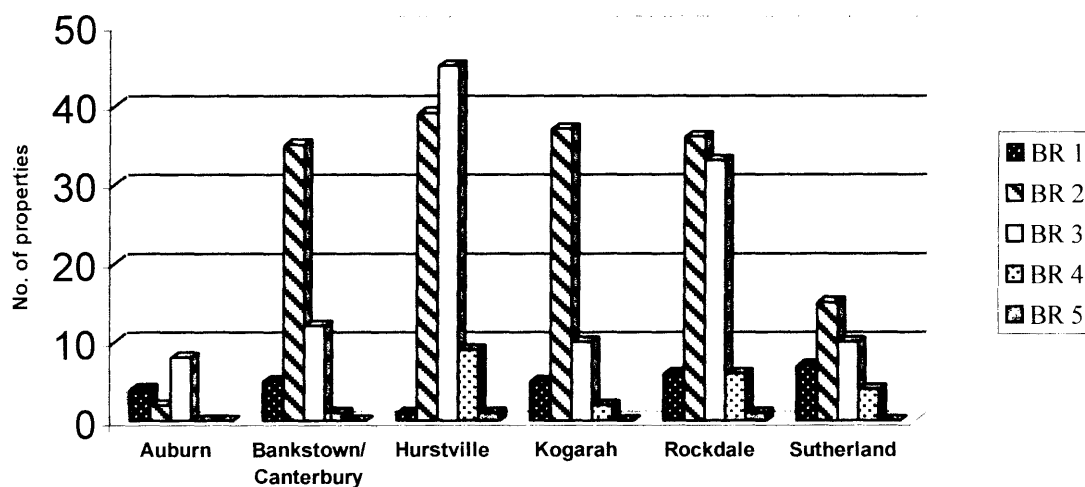
# St George Community Housing

Property Profile							
	Bankstown/						
Properties	Auburn	Canterbury	Hurstville	Kogarah	Rockdale	Sutherland	Total
Capital	6	28	46	42	41	19	182
Leasehold	8	23*	49	12	41	17	150
<b>All</b>	<b>14</b>	<b>53</b>	<b>95</b>	<b>54</b>	<b>82</b>	<b>36</b>	<b>334</b>

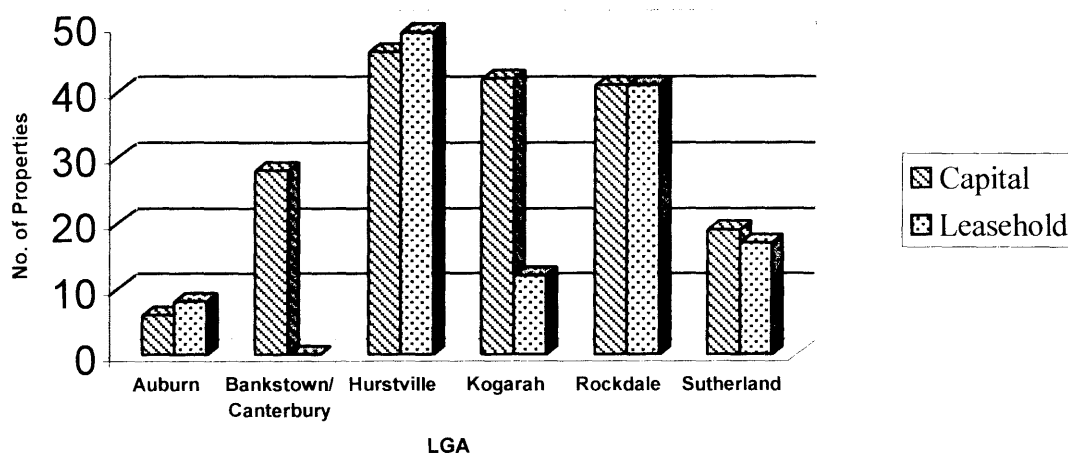
\*includes redevelopment properties

	Bankstown/						
Properties	Auburn	Canterbury	Hurstville	Kogarah	Rockdale	Sutherland	Total
BR 1	4	5	1	5	6	7	28
BR 2	2	35	39	37	36	15	164
BR 3	8	12	45	10	33	10	118
BR 4	0	1	9	2	6	4	22
BR 5	0	0	1	0	1	0	2

## Properties by LGA & Bedroom Size



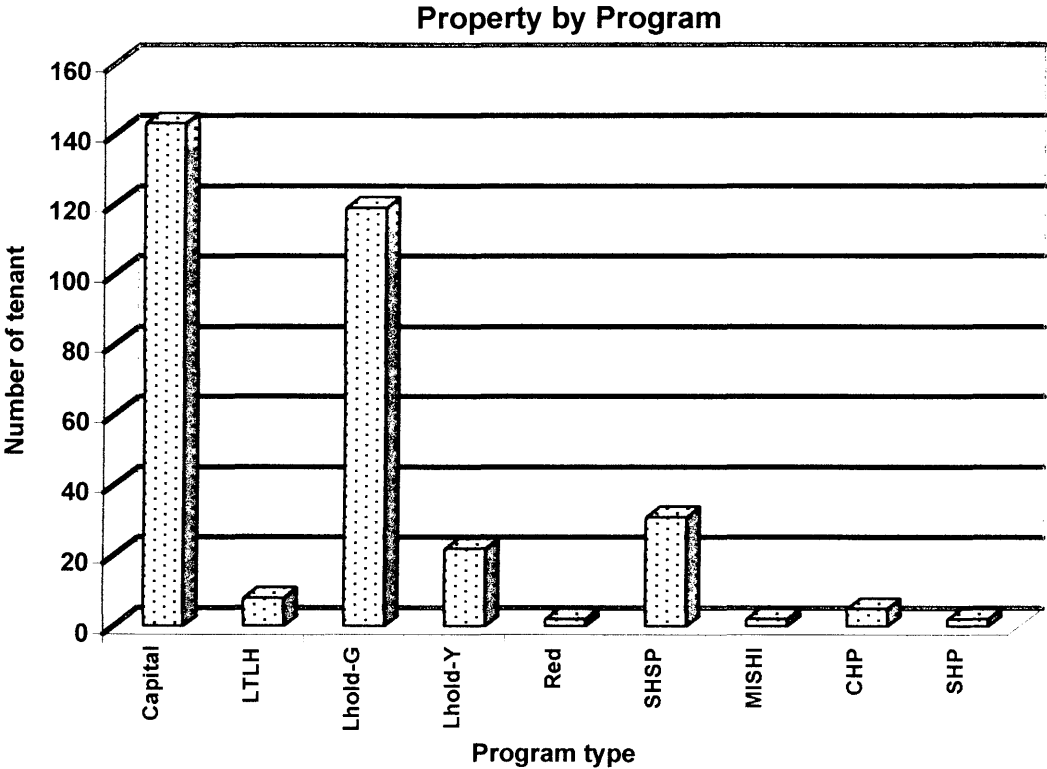
## Properties by LGA



Property Profile

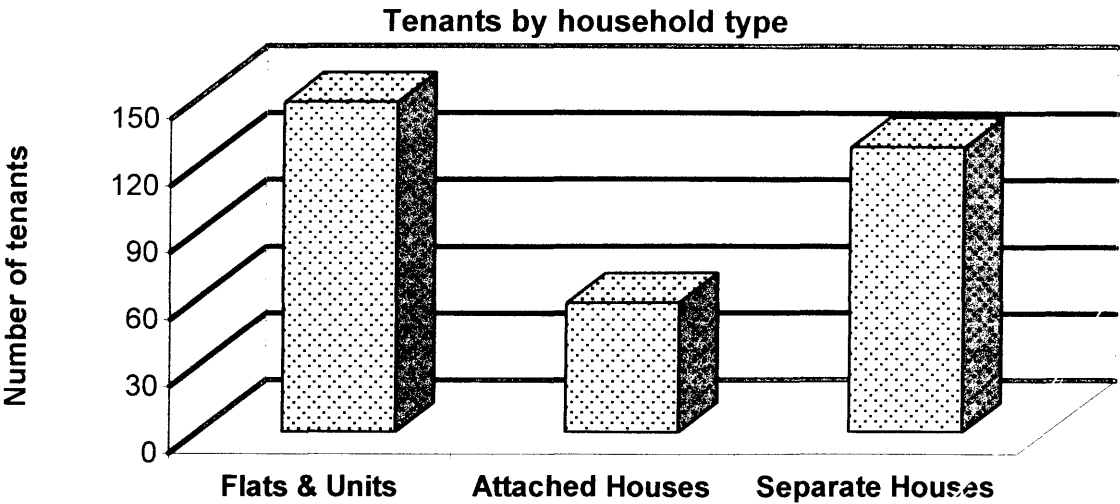
Property by Program Type

	Capital	LT LH	Lhold-G	Lhold-Y	Red	SHSP	MISHI	CHP	SHP
Property	143	8	119	22	2	31	2	5	2



Property by dwelling type

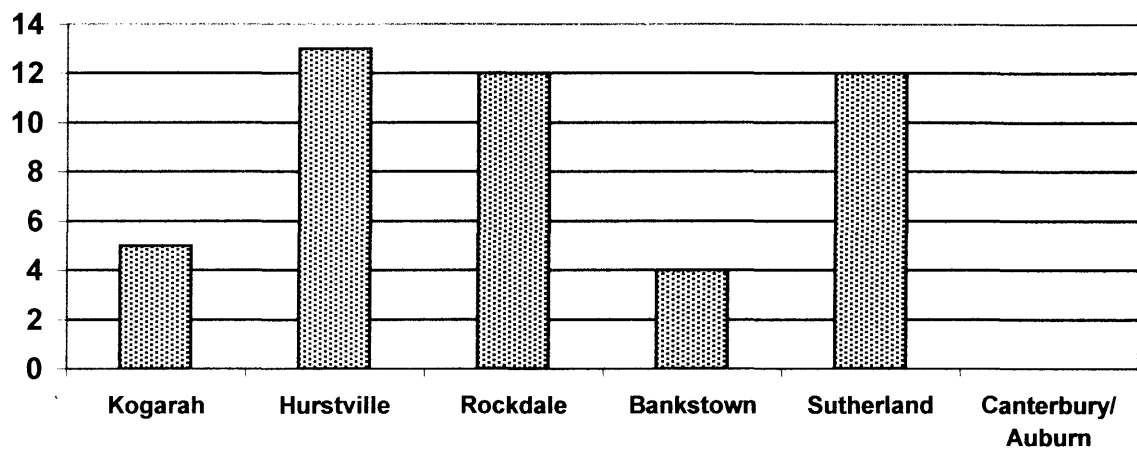
	Flats & Units	Attached Houses	Separate Houses	Total
No.	148	58	128	334



## Joint Venture Profile

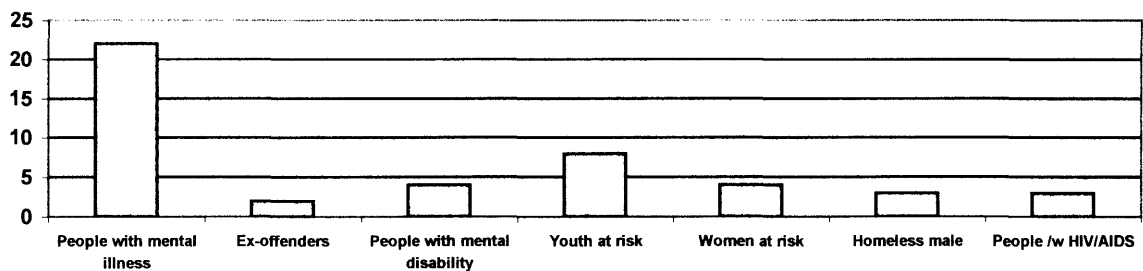
	Kogarah	Hurstville	Rockdale	Bankstown	Sutherland	Canterbury/ Auburn
<b>Total</b>	<b>5</b>	<b>13</b>	<b>12</b>	<b>4</b>	<b>12</b>	<b>0</b>
People with mental illness	2	8	4	4	4	0
Ex-offenders	0	0	2	0	0	0
People with mental disability	0	0	0	0	4	0
Youth at risk	2	2	0	0	4	0
Women at risk	0	2	2	0	0	0
Homeless male	0	0	3	0	0	0
People /w HIV/AIDS	1	1	1	0	0	0

### Tenant w/ support by LGA

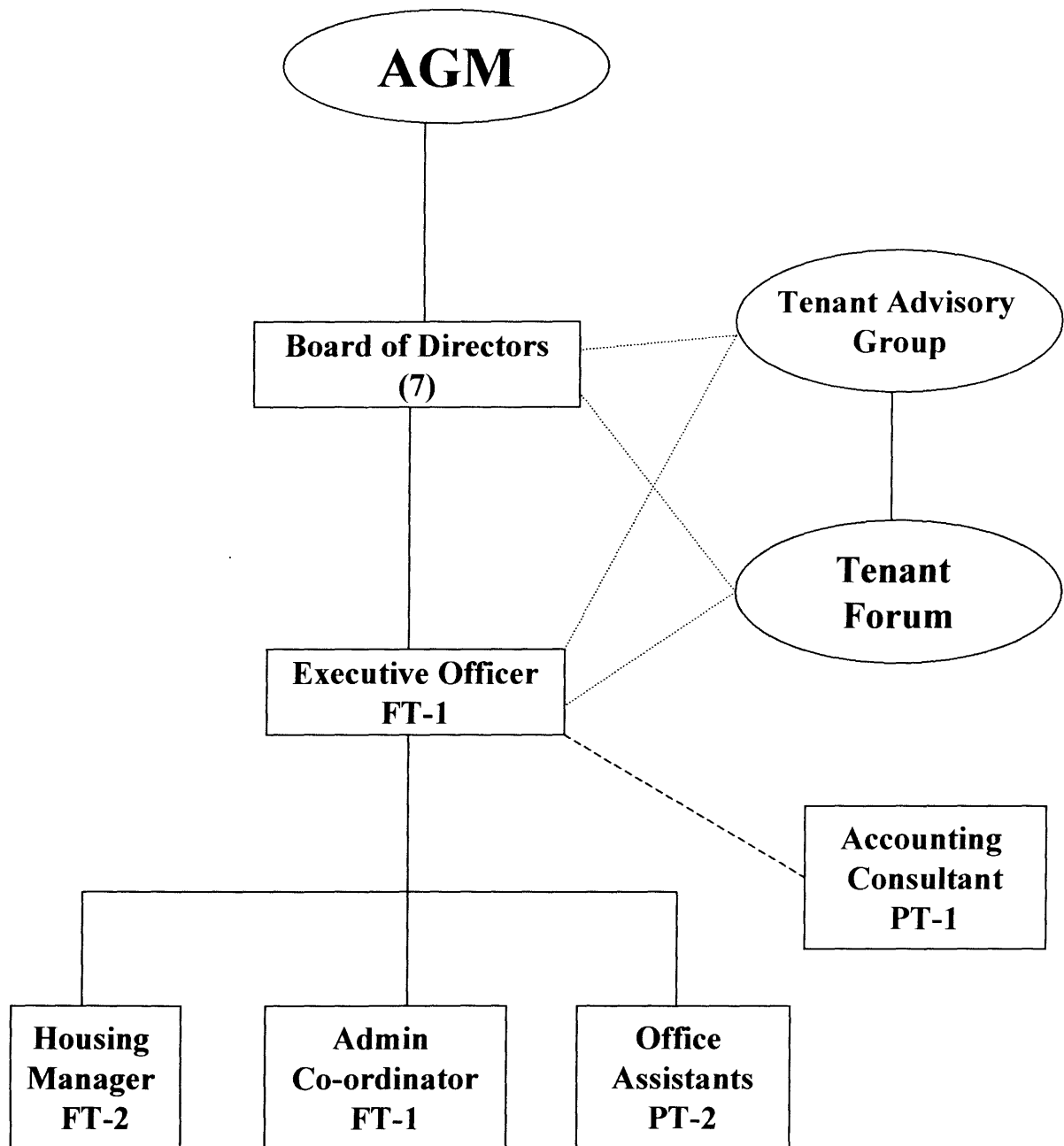


	No. of Bedroom
People with mental illness	22
Ex-offenders	2
People with mental disability	4
Youth at risk	8
Women at risk	4
Homeless male	3
People /w HIV/AIDS	3

### Tenants /w support by No. of Bedroom



# St George Community Housing Organisational Chart



**Note: FT=Full Time; PT=Part Time**

## **DIRECTORS' PROFILE**

### **John McIntyre**

John has been connected with the St. George area since his youth and was educated at Kingsgrove North High School before attending Sydney University to study law.

After admission as a solicitor in 1973 John went into legal practice at Rockdale before moving to Kogarah in 1984 where he continues to practice as the managing partner of Redmond Hale Solicitors.

John is a past president and life member of the St George Sutherland Law Society and is currently a Councillor of the Law Society of New South Wales where he serves on a number of committees and boards. As well as being involved in his profession, John is active in community service and has been the honorary solicitor for the Nurses on Wheels Inc. for more than 20 years.

### **Deborah Georgiou**

Deborah Georgiou has worked in the social housing sector for over 12 years. In the UK she acted as a consultant to public housing authorities that were localising their housing management services and wanted to develop new models of tenant participation.

In Australia she has worked as Senior Resource Worker for the Association to Resource Co-operative Housing, and as Housing Services Manager for the NSW Federation of Housing Associations, and most recently for the Department of Housing as state-wide co-ordinator of the Neighbourhood Improvement Program. She is currently undertaking consultancy work across the social housing sector.

Deborah is also a former Director of NSW Shelter, and of City West Housing, an affordable housing provider in Ultimo/Pymont.

### **Lindsay Kelly, B.Bus., FCPA, FCIS**

Lindsay joined the Board in February 1998.

He has extensive experience in senior finance and operational roles within multi-national manufacturing and distribution business including Directorship positions with those companies.

Involvement with St George Community Housing extends a long-term family involvement with community based organisations.

### **Donna Curtis**

Donna is currently employed as the Coordinator of Eastern Area Service for Youth in Cronulla.

The service is funded through the Supported Accommodation Assistance Program provides accommodation, information, referral, legal and general support to young homeless people. EASY has a dual role of providing and managing accommodation and balancing that with support provision.

Donna has worked in Cronulla for the past six and a half years and prior to that five years in the Mt Druitt area.

Donna completed the Associate Diploma in Youth Work at the UWS in 1989 and is currently studying Degree in Social Work at UWS. She has also completed courses such as counseling accreditation, abuse counseling and is a trainer in conflict resolution.

In the last six years Donna has held a variety of positions on the State youth accommodation peak (YAA). Donna was the Chairperson for two years, the secretary for one year and has held the position of NSW delegate to the National Youth Coalition of Housing for the past 3 years.

### **Mark Powell**

Mark is currently working for the Department of Housing at the Central Sydney Region as a Team Leader.

Mark worked previously as an Area Manager for the Department of Housing. At the Central Sydney Regional Office, Mark's work involved policy development and business improvement strategies with special attention to customer care issues such as appeals against Department of Housing policies and decisions. This also included implementing Team Service Contracts, replying to Minister inquiries, and overseeing the Aboriginal Housing office contract.

At the Broadway office, Mark managed staff who provided a housing management service to tenants, assessed housing assistance applications, and provided a maintenance repair service. There were three teams of staff, in total managing 4,500 properties.

From November 1998 to March 1999 Mark worked for St. George Community Housing as a Housing Worker which Mark enjoyed a lot. Mark is fully committed to community housing and is very impressed by the work that St. George does in the community. During his time at St. George Mark managed a portfolio of properties, and also worked on a system of reviewing the service debt charges. In addition Mark helped review the applicants on the waiting list.

In the UK, Mark worked for the London Borough of Camden Housing Department for three and a half years, Sanctuary Housing Association for a year, and finally for Paddington Churches Housing Association for nearly eight years. During his career in housing Mark has been a housing officer, senior housing officer, and Area Manager responsible for staff and budgets.

Mark is committed to social housing that is affordable. Mark believes St George Community Housing has a lot to offer the local area and it has an important role to play in being a service provider to that community.

### **Colleen Whittle**

Colleen Whittle has a long connection with St. George and surrounding area having been born and raised in the area. Colleen has worked in the area for over twenty years. As a housing worker in the St. George area, Colleen has a commitment in assisting increase and improving safe, secure and affordable housing provision in the local area. Through Colleen's work experience and committee involvement, she has gained

an understanding of the issues and tensions that may arise in working towards achieving a balance between business and social objectives.

Colleen has an understanding of social housing, community housing, public housing, and homelessness, needs based housing provision, client services, social policy and planning, government processes and structures, social services needs assessment and service delivery, community development, user rights, housing advisory services, housing support and crisis housing.

Colleen has experience in organisational planning, review and evaluation, performance monitoring, policy development, staff recruitment and management, developing employment contracts and job descriptions, conducting staff appraisal, support and supervision; training and professional development; organising, minuting and chairing meetings.

Colleen has an applied knowledge of accountability requirements of community organisations, office bearer responsibilities, decision making processes, reporting requirements to directors and members, social justice and equal opportunity principles, employer and employee organisations.

## **Paul Rogers**

### **Qualifications**

- Graduate Certificate in Project Management, University of Technology Sydney
- Associate Diploma in Building Technology, University of South Australia
- Civil Technician Certificate, University of South Australia
- Introduction to Quality Assurance (AS 3900) Panarama TAFE

Paul is working for the Department of Housing as a Project Manager. His current duties include the Project Management of Capital Works programs and projects for several internal and external clients.

The work involves extensive communication, liaison and planning with departmental personnel and external consultants, the supervision of capital improvement programs, both new building works and the maintenance/upgrading of existing stock for the inner West area.



Paul provides technical building, project and contract support including budgeting advise to client service teams and Area Management. Paul also provides Program leads to the Regional Heritage works, and Cyclic Painting program. Paul reports on approximately \$5 million budget per annum.

Paul spent previous two years within a local Client Service Team working and supporting the local team and community in the day to day management of the housing portfolio.

Paul's previous work experience with SA Water Corporation working in the major project area required Paul to manage the construction of engineering and building projects throughout the state, both within a construction team and as an individual. Paul was required to deal with local community groups; communicating and liaising with local departmental and council officers to ensure the project targets and objectives were achieved.

***ST GEORGE COMMUNITY HOUSING  
CO-OPERATIVE LIMITED***

***FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30 JUNE 2000***

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## DIRECTORS' REPORT

Your directors submit the financial accounts of the co-operative for the year ended 30<sup>th</sup> June, 2000.

The names of the directors in office at the date of this report are:

Donna Curtis	
Deborah Georgiou	
Lindsay Malcolm Kelly	
John McIntyre	(Chairperson)
Colleen Whittle	
Mark Powell	
Paul Rogers	

The principal activities of the co-operative during the financial year were:

Provision subsidised housing

No significant change in the nature of these activities occurred during the year.

The net profit after providing for income tax and before extraordinary items amounted to \$51,073.

No dividends were paid during the year and no recommendation is made as to dividends.

No significant change in the state of affairs of the co-operative occurred during the financial year.

No matter or 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 financial years subsequent to the financial year ended 30<sup>th</sup> June 2000.

No director has received or become entitled to receive, during or since the end of financial year, a benefit because of a contract made by the co-operative or a related body corporate with the director, a firm of which a director is a member or a company in which a director has a substantial financial interest.

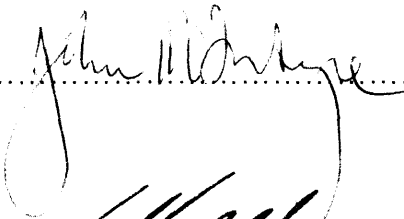
**ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED**

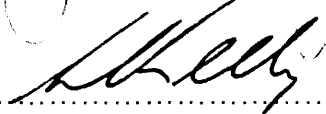
The co-operative has not, during or since the financial year, in respect of any person who is or has been an officer or auditor of the co-operative or of a related body corporate:

indemnified or made any relevant agreement for indemnifying against a liability, including costs and expenses in successfully defending legal proceedings; or

paid or agreed to pay a premium in respect of a contract insuring against a liability for the costs or expenses to defend legal proceedings.

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

Director:  .....

Director:  .....

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2000.

	NOTE	2000 \$	1999 \$
Operating Profit (Loss)	2	<u>51,073</u>	<u>5,865</u>
Operating Profit (Loss) after income tax		51,073	5,865
Profit (Loss) on extraordinary items	3	-	157,916
Retained Profits (Accumulated Losses) at the beginning of the Financial year		<u>201,028</u>	<u>37,247</u>
TOTAL AVAILABLE FOR APPROPRIATION		<u>252,101</u>	<u>201,028</u>
RETAINED PROFITS (ACCUMULATED LOSSES) AT END OF FINANCIAL YEAR		<u>252,101</u>	<u>201,028</u>

The accompanying notes form part of these financial statements.

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## STATEMENT OF FINANCIAL POSITION AS AT 30<sup>TH</sup> JUNE, 2000.

	NOTE	2000 \$	1999 \$
<b>CURRENT ASSETS</b>			
Cash	4	136,198	82,945
Receivables	5	232,899	192,556
		<u>369,097</u>	<u>275,501</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	6	<u>56,596</u>	<u>42,447</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>56,596</u>	<u>42,447</u>
<b>TOTAL ASSETS</b>		<u>425,693</u>	<u>317,948</u>
<b>CURRENT LIABILITIES</b>			
Creditors and borrowings	7	158,630	108,695
Provisions	8	<u>14,738</u>	<u>8,001</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>173,368</u>	<u>116,696</u>
<b>TOTAL LIABILITIES</b>		<u>173,368</u>	<u>116,696</u>
<b>NET ASSETS</b>		<u>252,325</u>	<u>201,252</u>
<b>SHAREHOLDERS' EQUITY</b>			
Share capital	9	224	224
Retained Profits		<u>252,101</u>	<u>201,028</u>
<b>SHARE CAPITAL AND RESERVES</b>		<u>252,325</u>	<u>201,252</u>

The accompanying notes form part of these financial statements.

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2000.

### 1. STATEMENT OF ACCOUNTING POLICIES

These financial statements are a special purpose financial report prepared for use by directors and members of the co-operative and to satisfy requirements of the Funding Agreement. The directors have determined that the co-operative is not a reporting entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements.

The Statements have been prepared in accordance with the requirements of the following Accounting Standards and other mandatory professional reporting requirements including the National Accounting framework for Community Housing.

AASB 1018:	Profit and Loss Accounts
AASB 1025:	Application of the Reporting Entity Concept and Other Amendments
AASB 1031:	Materiality

No other Accounting Standards or other Mandatory professional reporting requirements have been applied.

The statements are prepared on an accruals 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 policies, which are consistent with the previous period unless otherwise stated, have been applied in the preparation of these statements:

- (a) Income Tax  
The scheme is exempt from income tax.
- (b) Employee Benefits  
Provision is made in respect of the company's liability for statutory benefits.
- (c) Property, Plant and Equipment  
Property, Plant and Equipment is capitalised and depreciated over useful life. Leasehold improvements are now capitalised and expensed over the period of the lease.
- (d) Bad Debts  
Provision is made for debts considered doubtful.

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2000

	NOTE	2000 \$	1999 \$
<b>2 OPERATING PROFIT (LOSS)</b>			
Operating profit/(loss) before income tax has been determined after:			
<b>Crediting as Income:</b>			
Interest Received			
Other Persons		6,573	4,101
<b>Charging as Expenses</b>			
Provision-Holiday Pay/LSL/Sick Leave		6,737	3,532
Provision – Doubtful Debts		21,000	9,619
Auditors Remuneration - Audit		4,000	3,600
Finance contribution		54,228	54,234
<b>(b) Operating Revenue</b>			
Included in operating profit are the following items of operating revenue:			
<b>Other Operating Revenue:</b>			
Grants		919,978	765,432
Rent Received		1,202,067	959,885
Interest Received		6,573	4,101
Reimbursements		9,511	6,526
Sundry Income		8,581	85
		<u>2,146,710</u>	<u>1,736,029</u>

### 3 EXTRA – ORDINARY ITEMS

Write back Provisions

- Capital Maintenance	-	115,000
- Capital Maintenance Social Housing program	-	31,000
- Unpaid Rates	-	8,600
- Long Service Leave	-	2,245
- Sick Leave	-	1,071
	-	<u>157,916</u>



# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## NOTES TO AND FORMING PART OF THE ACCOUNTS AS AT 30<sup>TH</sup> JUNE, 2000.

	NOTE	2000 \$	1999 \$
<b>4 CURRENT ASSETS - CASH</b>			
Cash on Hand		144	215
Cash Management Account (Restricted)	11	136,054	82,730
		<u>136,198</u>	<u>82,945</u>
<b>5 CURRENT ASSETS - RECEIVABLES</b>			
Prepayments		93,289	81,867
Trade Debtors		78,235	48,871
Less: Provisions for Doubtful Debts		(44,000)	(23,000)
Bonds Landlord		105,375	84,818
		<u>232,899</u>	<u>192,556</u>
<b>6 NON-CURRENT ASSETS - PROPERTY, PLANT AND EQUIPMENT</b>			
Plant and Equipment		66,089	53,858
Less: Accumulated Depreciation		(26,339)	(19,083)
		<u>39,750</u>	<u>34,775</u>
Leasehold Improvements		19,715	8,700
Less: Accumulated Depreciation		(2,869)	(1,028)
		<u>16,846</u>	<u>7,672</u>
		<u>56,596</u>	<u>42,447</u>
<b>7 CURRENT LIABILITIES - CREDITORS &amp; BORROWINGS</b>			
Trade Creditors		54,365	35,380
Bank Overdraft		3,492	11,279
Accrued Expenses		79,344	43,018
Rent in Advance		21,429	19,018
Funds in Advance – SAAP		-	-
		<u>158,630</u>	<u>108,695</u>

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## NOTES TO AND FORMING PART OF THE ACCOUNTS AS AT 30<sup>TH</sup> JUNE, 2000.

	NOTE	2000 \$	1999 \$
<b>8 CURRENT LIABILITIES – PROVISIONS</b>			
Provision - Capital Maintenance		-	-
Provision - Capital Maintenance Social Housing Programme		-	-
Provision - Unpaid Rates		-	-
Provision for Holiday Pay		14,738	8,001
Provision for Long Service Leave		-	-
Provision for Sick Leave		-	-
		<hr/> 14,738	<hr/> 8,001

### 9 SHARE CAPITAL

Issued and paid up			
224 Ordinary Shares of \$1		224	224

### 10 GOING CONCERN

The accounts have been prepared on a going concern basis. This is on the assumption that ongoing funding and support will be provided by the government.

### 11 RESTRICTED CASH

St George Community Housing Co-Operative Limited has developed a planned maintenance program. Surplus cash has been put aside to fund this program. Planned expenditure is scheduled as follows:

2000/2001	\$35,980
2001/2002	\$25,620
2002/2003	\$42,520
2003/2004	\$229,020
2004/2005	\$179,620

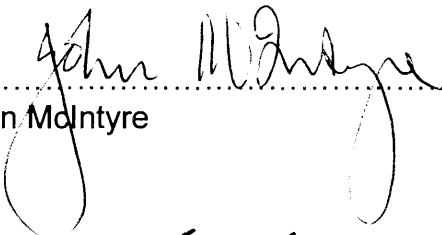
**ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED**

**DIRECTORS DECLARATION**

In the opinion of the directors of the co-operative:

1.     (a)    The accompanying Profit & Loss Account is drawn up so as to give a true and fair view of the profit or loss of the co-operative for the financial year ended 30<sup>th</sup> June, 2000;
- (b)    The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the co-operative as at the end of the financial year; and
- (c)    The funds provided by the office of Community Housing have been invested in accordance with the terms and conditions of the Funding Agreement.
2.     At the date of this statement, there are reasonable grounds to believe that the co-operative will be able to pay its debts as and when they fall due.

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

Director: .....  
John McIntyre

Director: .....  
Lindsay Malcolm Kelly

# **ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED**

## **INDEPENDENT AUDIT REPORT**

**To the St George CHC and Department of Housing**

### **Scope**

We have audited the attached financial statements being a special purpose financial report, of St. George Community Housing Co-operative Limited for the year ended 30<sup>th</sup> June, 2000 incorporating the Profit and Loss Statement, Balance Sheet and Directors Statement. The Co-operative's directors are responsible for the preparation and presentation of the financial statements and the information contained therein, and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the requirements of the Corporations Law, are appropriate to meet the requirements of the Co-operatives Act and are appropriate to meet the needs of the Scheme. We have conducted an independent audit of the financial statements in order to express an opinion to the St George CHC and the Office of Community Housing on their preparation and presentation.

The financial statements have been prepared for the purpose of fulfilling the directors' financial reporting requirements under the Corporations Law, Co-operatives Act and Funding Agreement. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the St George CHC, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Accounting Standards and Urgent Issues Group Consensus Views.

The audit opinion expressed in this report has been formed on the above basis.

### **Audit Opinion**


In our opinion the financial statements of St. George Community Housing Co-operative Limited for the year ended 30<sup>th</sup> June, 2000 are properly drawn up:

- (a) so as to give a true and fair view, in accordance with the accounting policies described in Note 1 to the financial statements of the loss of the Co-operative and, of the matters required by Divisions 4, 4A and 4B of Part 3.6 of the Corporations Law to be dealt with in the financial statements.

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## INDEPENDENT AUDIT REPORT continued

- (b) in accordance with the provisions of the Corporations Law; and
- (c) in accordance with the provisions of the Co-operatives Act; and
- (d) in accordance with applicable Accounting Standards to the extent described in Note 1 to the financial statements
- (e) the funds provided by the Office of Community Housing have been invested in accordance with the terms and conditions of the Funding Agreement.



**John G. Newton**, ACA, Registered Company Auditor:

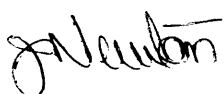
Dated at Sydney on 25<sup>th</sup> day of September 2000.

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## COMPILATION REPORT

The additional financial information presented on the subsequent 3 pages is in accordance with the books and records of St. George Community Housing Co-operative Limited which have been subjected to the auditing procedures applied in our audit of St. George Community Housing Co-operative Limited for the year ended 30<sup>th</sup> June, 2000. It will be appreciated that our audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

In accordance with our Firm policy, we advise that neither the Firm nor any member or employee of the Firm undertakes responsibility arising in any way whatsoever to any person in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.



**John G. Newton**, ACA, Registered Company Auditor

Dated at Sydney on the 25 day of September 2000.

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## OPERATING STATEMENT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2000.

	Notes	2000 \$	1999 \$
<b>REVENUE</b>			
Operating			
Potential rental revenue		3,408,507	2,760,880
Less rent lost through vacancies		(46,955)	(100,417)
Less rental rebates or subsidies *		(2,159,485)	(1,700,578)
Rent received or receivable		1,202,067	959,885
* (includes bad debts \$10,110)			
Government grants	1	919,978	765,432
Other	2	26,088	10,712
<b>Total revenue</b>		<u>2,148,133</u>	<u>1,736,029</u>
<b>EXPENSES</b>			
Tenancy and property management (excluding wages)	3	1,704,406	1,362,637
Administration	4	338,426	313,293
Finance Contribution		54,228	54,234
<b>Total expenses</b>		<u>2,097,060</u>	<u>1,730,164</u>
Operating surplus/(loss)		51,073	5,865
Profit on extraordinary items		-	157,916
Funds available for future utilisation at the beginning of the financial year		201,028	37,247
Funds available for future utilisation at the end of the financial year		<u>252,101</u>	<u>201,028</u>

# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

## NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> JUNE, 2000

	2000 \$	1999 \$
<b>1. GOVERNMENT GRANTS</b>		
Grants - Community Tenancy Scheme (CTS)	918,028	765,432
Grants – Supportive Accommodation Initiative	1,950	-
	<u>919,978</u>	<u>765,432</u>
 <b>2. OTHER</b>		
Non Rent Tenant Reimbursements	9,511	6,526
Interest Received	6,573	4,101
Sundry Income	8,581	85
Profit on disposal fixed assets	1,423	-
	<u>26,088</u>	<u>10,712</u>
 <b>3. TENANCY AND PROPERTY MANAGEMENT</b>		
Rent Paid	1,341,604	1,049,900
Rates and Utilities	159,316	144,138
Repairs and Maintenance	158,438	113,086
Doubtful Debts	21,000	9,619
Depreciation	1,841	1,028
Insurance	18,901	14,590
Strata Levies	1,785	1,728
Non Rent Tenant charges	1,521	27,062
Tenant transfer Costs	-	1,486
	<u>1,704,406</u>	<u>1,362,637</u>



# ST. GEORGE COMMUNITY HOUSING CO-OPERATIVE LIMITED

	2000 \$	1999 \$
<b>4. ADMINISTRATION</b>		
<b>ADMINISTRATION EXPENSES</b>		
Accountancy Fees	8,919	9,721
Audit	4,400	3,600
Advertising	383	627
Bank Charges	595	1,324
Cleaning	1,713	2,551
Conference & Meetings	2,779	445
Consultants	-	3,986
Depreciation	9,559	8,678
Donations	10	25
Electricity	2,292	1,343
General Office Expenses	3,458	5,162
Information Technology	2,838	3,094
Leasing & Associated Costs	2,671	721
Legal Costs	1,603	1,435
Postage	4,871	3,517
Printing and Stationery	8,652	6,447
Rent	26,722	19,993
Repairs and Maintenance	2,148	1,774
Security	1,208	-
Staff Training and Welfare	522	2,203
Subscriptions	885	1,090
Telephone	10,472	9,541
Travelling Expenses	3,659	3,245
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>100,359</b>	<b>90,522</b>
<b>MANAGEMENT EXPENSES</b>		
Fringe Benefits	24,428	21,073
Movement Employee Provisions	6,737	3,532
Salaries and Wages	189,437	166,506
Superannuation Contributions	13,074	12,843
Temporary Staff	-	15,786
Workers Compensation Insurance	4,391	3,031
<b>TOTAL MANAGEMENT EXPENSES</b>	<b>238,067</b>	<b>222,771</b>
<b>TOTAL ADMINISTRATION &amp; MANAGEMENT</b>	<b>338,426</b>	<b>313,293</b>

## **Employees/Consultants 1999/00**

<b>Executive Officer</b>	<b>(permanent full time position)</b>
Patrick Yeung	(permanent full time)

<b>Housing Manager</b>	<b>(permanent full time position)</b>
Mohamed Ibrahim	(permanent full time)
Jo Wirihana	(permanent full time)

<b>Administration Coordinator</b>	<b>(permanent full time position)</b>
Suzan Shuhaiber	(permanent part time)

<b>Office Assistants</b>	<b>(permanent part time position)</b>
Anne Lavender	(casual part time)
Andra Soubris	(casual part time)

<b>Volunteer</b>	
Pat Freeman	(July to December 1999)

<b>Consultant</b>	
Kay Pepper	Accounting Consultant