



Annual Report

2014

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With thanks to our Patrons

Mr Malcolm McCusker AC CVO QC, Former Governor of Western Australia and Mrs Tonya McCusker



Over the past three years, Activ have been very fortunate to have Mr Malcolm McCusker AC CVO QC, former Governor of Western Australia, and his wife, Tonya, as its official Patrons.

The McCusker family have a long tradition of philanthropy in Western Australia with their support enabling thousands of new projects aimed at helping those in need. It has been with great pride that Activ were able to work alongside the

McCuskers to garner support for its cause and broaden awareness of the significant role people living with disability play in our community. Mr and Mrs McCusker celebrated many milestones with Activ, including the 60th Anniversary of the founding of Activ back in 2011 as well as the opening of the newly refurbished Variety Pelican Centre in 2013, to name just a few.

Activ Board members, staff, volunteers and supporters were invited to Government House to share a Garden Party with the McCuskers, who also welcomed Activ students to a special graduation ceremony at the Government House Ballroom where Mr and Mrs McCusker graciously presented the awards.

As Western Australia farewells Mr McCusker as its 31st Governor, it is with sincere gratitude that Activ extends its thanks to Mr and Mrs McCusker for their ongoing support of Activ over the past three years and for their work in enabling a better life for people living with disability.

Andrew Edwards, Board President Activ (right) alongside the 2013 Mens 4km Winner Jonas Aranda (left)



NDIS pilots
launched 1
July 2013

Australian
Government
commits
\$19.3B

WA pilots
NDIS Hills
and NDIS
My Way

Board President Report

Andrew Edwards, Activ

The past 12 months has seen significant change throughout Activ and also across the Disability Services sector as a whole.

At the heart of these changes is the need for Activ and the wider sector to ready ourselves for the impact of the National Disability Insurance Scheme (NDIS). This is exciting but also challenging.

Under the NDIS, people have control of the services they require - and our challenge is to make sure that Activ is able to deliver high quality services to our clients in an efficient and financially sustainable way.

Our strategy has been developed to enable people living with disability to have life choices as part of the 'new world'.

Another key area of focus in 2013/14 has been Constitutional change. Over the past 5 years, Activ's membership has declined substantially and the low membership base is placing our current governance model under threat. In response, a Constitutional Advisory Committee, comprising of Board members, Honorary Life Governors and Honorary Life Members was formed in late 2013 to explore possible constitutional reform solutions. The Committee has carefully considered various alternative

Constitutional structures and has sought and obtained feedback from members in forming its recommended changes to the Constitution. The proposed changes to the Constitution will be put to members for approval at Activ's annual general meeting in October.

Over the past year we have welcomed a new member to the Activ Board in Craig Knox Lyttle. Craig has a strong background in strategy development and customer-led transformation and we look forward to his contribution as we continue to move forward with implementing Activ's strategy. We said farewell to board member Geoff Klem and I would like to thank Geoff most sincerely for his contribution to Activ.

Finally, on behalf of the Board, I would like to thank our CEO, Tony Vis, the Executive Leadership Team, management, staff and all our valued volunteers for their hard work and commitment during what has been a very busy year for Activ. I would also like to thank my fellow Board members for their valuable contribution and support. The Activ team, with generous assistance from our sponsors and donors, remains committed to our mission of enabling people living with disability to pursue a better life.





“To all our staff, thank you for your hard work and commitment to our cause. Without your dedication it would not be possible to offer our clients such a range of supports in living their lives.” Tony Vis, CEO

Chief Executive Officer Report

Tony Vis, Activ

During the year we worked on our plan for Activ to be ready for the National Disability Insurance Scheme (NDIS). We support the principles behind the scheme – a focus on people living with disability having more choice and control. There is however, an overriding control over supports that people choose must be reasonable and necessary.

We have been watching with interest the trials commenced in other States during the year. In WA the NDIS Hills region trial and NDIS My Way trial in the Lower Southern commenced 1 July 2014. Activ is heavily involved in these regions and therefore we will work with our clients and families as they transition into the new arrangements.

A clear message from the trial regions in the Eastern States is that the application of the “reasonable and necessary” test on supports also tends to apply to the costs for such supports.

Our plan is reflected in “Activ’s Blueprint”, a copy of which is included in this Annual Report. Activ’s proud heritage and commitment to our purpose over the past 63 years continues to drive and inspire us today. We have developed a Vision and Manifesto and refreshed our Values. As well we have four key strategies that will guide our direction.


Change is never easy and in order to do it successfully there needs to be capacity to implement. The introduction of our Service Improvement team is intended to give us capacity to review services and service models and to pilot some of these within parts of our

operation. Work in Esperance is an example and although it is early days we are seeing a more whole of person outcome for our clients.

The City to Surf, our biggest fundraising event of the year, also experienced some positive changes with the first of our regional events held in July/August 2013 in Karratha, Geraldton, Albany and Busselton. These events were very well received and it was fantastic to see our regional clients, supporters and communities out in force. We look forward to this continuing and growing in the years ahead.

I would like to thank our Patrons Mr. Malcom McCusker AC CVO QC, Governor of Western Australia and Mrs Tonya McCusker for their support this year and to wish them well for their future now that their term of office has concluded.

Very importantly, to all our staff, thank you for your hard work and commitment to our cause. Without your dedication it would not be possible to offer our clients such a range of supports in living their lives. Thanks also to our President, Andrew Edwards, our Board, the Executive Team and all management for your guidance, input and efforts during the year. To our volunteers a special thank you for your support and I also acknowledge our funders, sponsors and donors for their support.





Our roadmap to a better future

Why are we changing?

At Activ we're committed to a strong future in which we are best placed to deliver relevant choices and supports to our customers.

We need to respond to the changing NDIS (National Disability Insurance Scheme) landscape.

There will be many more customers, many more providers and a greater range and complexity of services required.

Customers will have freedom of choice and our funding will rely upon whether or not they choose Activ. We need to work together as one team to become the provider that customers come to first to achieve their desired outcomes.

Clearly, changes we make at Activ now, along with our exceptional service and commitment, will go a long way towards helping customers make us their preferred provider.

With or without the NDIS, Activ has to respond to our customers' changing needs to generate the revenue required to re-invest in broadening and improving our supports.

Purpose (drives us)

Enabling people living with disability to pursue a better life

Vision (inspires us)

Choice and freedom for all

Manifesto (binds us)

We are proud of our heritage – those families who had the leadership and passion to build something for generations to come
They had enough courage and vision to know their children deserved better and could offer so much more
These attributes of leadership, passion, courage and vision still drive Activ today
We understand that living and working with disability is both challenging and rewarding
We are at the coalface; we support, we encourage, we develop
We listen loudly to our customers, we learn, we evolve, we get better, we act
We provide the springboard for people to be what they truly can be
Activ honours the capabilities of people with disability and honours their right to choice and freedom to live their life, full of growth and happiness

Values (make us)

At Activ we...



**Share a
passion for
people**



**Are customer
driven**



**Listen
loudly**



**Create
together**



Learn & grow



**Lead with
courage**

Strategies (guide us)

- Deliver integrated service
- Be a social business
- Live a customer driven culture
- Transform through change management

Goal

Within three years, Activ will become the partner people choose to enable them to achieve the life they envisage



3,500
clients
across WA

2,500
staff and
employees

100
service
locations

Activ

enabling people living with disability to pursue a better life

Activ enables people living with disability to reach their full potential and to make real lifestyle choices. We have a person centred approach which enables our clients to select the supports they prefer so they may live the life of their choosing.

Since 1951, Activ has grown to become Western Australia's largest disability services provider with supports extending throughout the Perth Metropolitan area and through various centres of regional Western Australia.

We offer our clients:

- Living supports – shared and independent living options which provide support with everyday living whilst enabling independence.
- Community inclusion and participation – support to enable people to maintain their skills and connection within the community.
- Recreation – social activities, day trips and holidays to interesting and exciting destinations.
- Respite – flexible short term options to support adults and children with disability and their families.
- Employment – meaningful supported employment in diverse businesses across multiple metropolitan and regional locations.
- Transport Assistance – door-to-door bus service supporting clients to get to their place of work and other commitments.
- Training and development– Activ Pathways, our registered training organisation, delivers nationally recognised courses and qualifications enabling participants to develop their work skills and increase opportunities for rewarding employment.
- Alternatives to Employment / Post School Options - encouraging participation in everyday life with real opportunities to learn, contribute and have valued roles in the community.
- Activ Individualised Services - a range of flexible individual options tailored to the clients needs.
- Intensive Family Support - supporting people living with disability through respite, in-home care and community support.



Lifestyle options and supports

There's no place like home



It is clear to all who know Tanya Winmar well that there is a very strong bond between her and her family and the love they have for one another is very special. Tanya's Aunt Lynette, her primary caregiver, along with her nephew and niece, Dwayne and Shelley, will often make the 4 hour round drive to pick up Tanya and take her home to Quairading, east of Perth, for a few nights. So when the planning meeting for Tanya's person centred plan coincided with a weekend she was in Quairading, staff at Ranthus jumped at the opportunity to hold the meeting at a place so important to Tanya. This would provide the perfect opportunity to learn firsthand about Tanya's culture and family history as well as the chance to visit her hometown and relate to Tanya in a whole new way.

The township was quaint, quiet, and very friendly and Tanya's family welcomed our staff with open arms, recalling fantastic stories of Tanya from her younger years. Many laughs and smiles were had as Tanya's family showcased an array of photographs of Tanya throughout the years.

As the meeting flowed, conversation naturally flowed into the extended family and their history. Many of Tanya's aunts and uncles, as well as her grandparents and great grandparents, were born at The Badjaling Mission reserve, created in 1933 for the United Aborigines Mission. There is a long, rich history of Nyungar families living off the land and camping here, making it their home, including Tanya's Aunt Winnie who has recently moved back. The following day our staff were lucky enough to be taken out to Badjaling to talk

to Winnie, labelled 'the storyteller', to learn more about Tanya's family background.

The strength and resilience of Tanya's family, as well as so many others, throughout the hardship and adversity they faced is awe inspiring. Tanya's Aunties have received incredible recognition through their efforts to preserve this part of West Australian history; there is currently a 'Bush Babies Project' display at the WA Museum all about Tanya's family with their portraits painted and their stories told, as well as a number of articles and publications, which is well worth viewing.

It was clear throughout all of the stories just how proud Tanya was of her family as she gazed at photos and smiled or frowned along with everyone. Tanya eagerly lead our staff to various landmarks, such as The Pink Lake and The Rabbit Proof Fence.

This trip was invaluable in creating an understanding of how Activ can better support Tanya to incorporate her Aboriginal culture into her life at Ranthus. With the guidance of her family, we are confident we will be able to ensure Tanya's holistic wellbeing and interests are met and we now have some fantastic ideas to include in the development of Tanya's person centred plan.

Responding to change

In January 2013 in response to consumer demand for more responsive supports from service providers, Activ began to develop an Individualised Service model for delivery of supports to clients. The model gave increased choice and control to clients wishing to better direct their supports in a manner that suited their lifestyle and personal circumstances.

After significant work and development, in June 2013, Activ launched Activ Individualised Services (AIS).

AIS allows people to either:

- *Self-manage their own supports taking full responsibility of all aspects of their support delivery;*
- *Work in partnership with Activ and share the responsibility of operating their supports including the management of their own staff or;*
- *Agree with Activ the type of supports they wish to utilise and engage Activ to provide and manage the supports they have requested.*

The development of the service has not all been smooth sailing as the individualised services methodology challenges Activ's previous manner of operations, internal business processes, how we engage with government in service provision and who is ultimately in control of the services being demanded by our clients in the community.

What we do know is that people living with disability are the best people to know what supports they need and how they should be supported to live a better life. Activ is committed to continuing the roll out of AIS supports throughout all our Accommodation, Community and Business Services to ensure that people gain greater flexibility and receive the supports that will best suit them in their lives over the 2014/2015 year and beyond.



**Listen
loudly**



**Share a
passion for
people**



**Are customer
driven**



Learn & grow

**Service
Development**

**Client
Services**

**Pathways
Training**

Service Improvement Team

In response to the upcoming commencement of the NDIS pilot, Activ identified the need for a Service Improvement team to enhance Activ's capacity to develop and implement the new strategic plan. This team was formed in October 2013.

The team:

- Focuses on individual client development activities and organisational improvement projects.
- Is the first and central point of contact for all clients wishing to explore support options with Activ.
- Through Activ Pathways, provides training to both internal and sector training partners.

Some of the key objectives for 2013/14, were to:

- Identify, develop and implement appropriate support opportunities and improvements consistent with the principles of the NDIS.
- Deliver a sustainable RTO capable of growth and quality outcomes.
- Develop and deliver an individualised service model that allows increased client choice and control of their support options.
- Develop Activ's response in the State operated NDIS My Way initiative in the Lower South West.
- Trial a combined service model of all Activ Services operating in the Esperance region.
- Create a clear organisational response and development activities to the newly introduced National Disability Insurance Scheme.
- Ensure all supports, programs, services and projects are delivered on time and at, or better than, budget.
- This year, Library Services welcomed 338 new members with a total of 317 active borrowers and provided assistance, and responded, to 1,652 queries.
- Library Services supplied 225 journal articles and its Parent Portal attracted 16,090 unique visitors.
- Library Services hosted three workshops with disability specialist speech pathologist, Dolly Bhargava on positive behaviour support, active learner engagement, and promoting emotional literacy. Two workshops were also carried out by Leigh Dix on 'Understanding and supporting children and adults on the autism spectrum (SPELL framework).'
- The Library expanded its services to offer access to Ebsco journal article databases including Medline and CINAHL to all Activ staff and visitors.

Some key performance measures and outcomes for in 2013/14 were:

- Remodel Activ Pathways to maintain registered training accreditation and deliver an operational surplus in the 2014/2015 financial year.
- Demonstrate a viable and sustainable combined operational model to be used as a template for future re-development activities.
- Ensure delivery of all key Strategic Initiatives on time and within budget.



625,000
hours of
support

to

300
people living
with disability

in

60
homes
across WA

Lifestyle and community supports

Activ deliver paid and voluntary service supports to hundreds of individuals and groups across Perth and regional Western Australia. These supports have been delivered in the traditional environment but have also been revised and reviewed as part of the State funded NDIS My Way trial in the Lower South West region, WA's version of the proposed federal National Disability Insurance Scheme.

Supports provided in 2013/14 included:

- Shared living options.
- Short stay accommodation for both adults and children.
- Comprehensive respite.
- Home and community care.
- Alternative to Employment / Post school options (People, Skills and Community).
- Community support.
- Recreation and leisure.
- Intensive family support (Individual support).

Some key objectives in 2013/14, were to:

- Be more customer driven and person-centred.
- Develop greater engagement with families, clients and the sector.
- Further develop operational strategies to align with future sector changes.
- Have a continuous improvement mindset enabling ongoing improvements to systems and processes.
- Ensure contractual compliance is coupled with service quality.
- Ensure sustainability by aligning funding and supports provided.
- Increase accountability and empowerment for managers.
- Undertake succession planning, talent management and training.

In providing supports to clients, our service framework focussed on the following quality criteria:

- The disability service standards 1 to 9.
- The individual's well-being.
- Relationships, social connection and participation.
- Enhancing natural support networks.
- Lifestyle, personal independence and lifelong learning.

Some key performance measures and outcomes in 2013/14 were:

- Maintaining our contractual compliance across services and achieving the 2013/14 budgeted targets.
- Providing over 1.29 million hours of service support to our clients.
- Growing supports by over 4 %, compared to year 2012/2013, and delivering a cumulative increase of 9.2% in the past two years.
- Providing over 625,000 hours of support across over 60 homes across Western Australia for almost 300 people living with disability.
- Providing in-home respite, social support and centred based outcomes for our clients, across most regions of Western Australia -

over 80,000 hours of service to individuals in our communities this year.

- Alternatives to Employment and Post School Options provided voluntary work options, life skills training and social community activities through 144,000 hours of support to clients.
- Adult and Children's Short Stay Accommodation provided over 147,000 hours of respite to families.

Some key achievements in 2013/14 included:

- During the Fremantle Arts festival a number of clients partnered with a mainstream art club and exhibited and sold their work. The staff member who initiated this partnership, Olivia Mcloughlin, was also nominated for the National Disability Service Support Worker Awards and was voted as Activ's Program Champion for 2013 at the Staff Ball held in October 2013.
- The recreation and leisure team, including Activ staff and volunteers, contributed a total of 30,131 hours of support in 2013/14. Without the generous support of our volunteers we would not have been able to provide over 80,000 hours of client chosen leisure and recreation to hundreds of individuals in international, inter state and state run activities. This outstanding contribution was recognised when the recreation team were nominated for the Community Volunteer of the Year awards, achieving the accolade of runners up.
- Staff recognition is essential within any organisation and this year Activ has recognised numerous staff as program or service champions. Nominees have been recognised to consistently demonstrate the vision, purpose and values of the organisation. It is commitment, passion and professionalism like this that facilitates a trust from our families, funders and sector and maintains Activ's reputation as a provider of choice.

1,290,000
hours of
service



Supported Employment

Activ, a contemporary Australian Disability Enterprise, supports over 1,050 employees with a disability by providing meaningful employment opportunities across metropolitan and regional sites in Western Australia.

Employees are able to develop their skills and abilities in a modern working environment where they achieve high levels of competence and independence. Through ongoing support from our professional and dedicated staff, employees are enabled to work towards achieving their personal goals.

Activ employees provide high quality products and services to customers who choose Activ in order to align their businesses with one of Western Australia's longest established community benefit organisations.

Activ has continued to demonstrate its competitiveness in the WA market with over 500 quality products and services provided to over 200 customers.

Manufacturing

Property Care

Industrial Services

Activ operates across three business service streams:

- **Manufacturing:** Over 340 employees are directly involved in manufacturing a wide range of predominantly timber products including:
 - Pallets.
 - Wine crates of various designs.
 - Bed bases.
 - Marine supplies.
 - CNC Routing.
- **Property Care:** Operating across Western Australia for over 25 years Property Care employs approximately 110 employees providing:
 - Landscaping.
 - Rehabilitation.
 - Reticulation.
 - Garden maintenance.
 - Plant Rental.
- **Industrial Services:** Activ provide a wide range of value adding services tailored to each client's logistical needs. Working closely with the market, almost 600 employees deliver contracts on time and in full, integrated with our customers' rigorous supply chain requirements. Services include:
 - General packaging.
 - E.Waste recycling.
 - Product relabeling.
 - Wine delabelling.
 - Collation.
 - Shrink Wrapping.

1,050
employees
with disability



Can't keep up with demand

Activ manufactures high quality timber craypots and related products for both professional and recreational fishers at our Business Services site in Geraldton.

The craypots are one of our most popular and successful products. They are made out of steel and either Jarrah, Karri, Pine or a combination of these timbers. All materials are sourced from Western Australian suppliers and welded, machined and assembled on site by Activ supported employees and staff.

In 2013/14, demand for the craypots exceeded our supply capabilities. Many customers placed their orders up to four months in advance to ensure delivery would be guaranteed in time for the season. However, there were also many who didn't and unfortunately were left disappointed when stock was not available. We continue to strive to meet this growing demand, with the number of pots produced increasing year on year.

The feedback we receive from our customers is constantly positive. Even though our craypots are not the cheapest on the market, we have been told that they are the best quality. We receive numerous enquiries daily from local, Perth metropolitan and south-west customers. We have even received interest from potential customers in New Zealand!

We are very proud of the impact the Activ produced craypots have had on the industry. The success of this product is testament to the skills, dedication and capabilities of our Activ employees.

Our employees provide high quality products and services to our customers

Some key objectives in 2013/14, were to:

- Improve financial sustainability in line with budgets.
- Develop new models of employment that reflect an increasingly dynamic business environment.
- Implement best practice programmes across our operations and adopt a continuous improvement mindset.
- Further develop our person-centred approach.
- Redevelop the management team to meet business objectives.

Some key achievements in 2013/14 included:

- Maintaining a strong and motivated workforce with continued high numbers of people with disability being employed.
- In a challenging sales environment, Activ secured some significant new business contracts, including Telstra and the Public Transport Authority.
- Consolidating the Business Services management team and introducing experienced sales and business development skills.
- The difficult decision to close operations in Manjimup, Narrogin and O'Connor (Perth) to achieve business efficiencies.

- Opening a new purpose built Property Care facility at Hillview in Maida Vale.
- Developing a dedicated Business Services web site to attract potential customers and prospective employees.
- Establishing E.Waste recycling operations on a number of sites and achieving ISO14001 (Environmental Management System) accreditation for these operations.
- Agreeing to a new four year employee Enterprise Bargaining Agreement.
- Commencing the process of implementing the six new disability service standards.

While carrying out this important work, Activ gratefully recognises the ongoing funding and support from the Federal Department of Social Services (DSS).

Manufacturing

Property Care

Industrial Services



480
clients

carried on

22
Activ buses

across

1,200,000
kilometres
of Western
Australia

Transport Assistance & Property Operations

Activ's owns and operates a bus fleet and provides transport for our clients who are unable to access independent means of transport. Through provision of property operations support, Activ manages the building, leasing, maintenance and refurbishment of new and existing Activ homes, facilities, offices and Business Services properties.

Some key objectives in 2013/14, were to:

Transport Services

- Continue the review of the bus runs to ensure all passengers receive the most efficient trip possible.
- End the financial year with a balanced budget and replace the remaining outdated buses.
- Introduce a mobile electronic tracking and fleet management data system, which will streamline transport administration and logistics, deliver efficiencies and improve passenger safety and satisfaction.

Property Operations

- Inspect all Activ's properties and prepare a detailed property condition report outlining current and future repairs and maintenance requirements.
- Finish the financial year with a balanced budget.
- Expand our Property Maintenance Supervisors operational coverage to include regular, cost effective maintenance visits to regional accommodation services.
- Increase focus on providing advice and assistance to Business Service Managers with regard to lease negotiation and capital works.

Some key achievements in 2013/14 included:

Transport Services

- Consolidation and re-structure of Transport Services to deliver a more efficient and effective service to Activ's passengers and drivers.
- Delivery of a balanced budget.
- Over the last two financial years, 20 of the 22 buses in the fleet have been replaced, providing one of the safest and newest bus fleets in the state. All but two of the buses are now fitted with three point seat belts.
- Research of technical systems which will allow Transport to be fully integrated with ActivLink; Activ's newly developed client management system.

Property Operations

- Re-establishment of a successful team of Property Maintenance Supervisors who are able to provide a high level of expertise to Activ homes.
- Process property condition reports for every Activ premises allowing for improved financial planning and forecasting of future property maintenance.
- Assisting Business Services with the provision of expertise and trades to allow relocation of services within the Metro and Country areas, in particular the capital upgrade to East Victoria Park and Palmyra Business Service sites.
- Construction of a new Property Care facility at Hillview Golf Course.

Some key performance measures and outcomes in 2013/14 were:

Transport Services

- A balanced budget was achieved through process consolidation and departmental restructure.
- Research of technical systems which allows Transport Services to be fully integrated with ActivLink. This will streamline Transport Office processes, delivering efficiencies, improved passenger safety and satisfaction. It is anticipated FY14/15 will see the completion of this major project.
- Successful update of the bus fleet to achieve comfortable, safe and efficient service to all Activ's passengers.

Property Operations Division

- Property condition reports on every Activ premises allowing for greater budgetary accuracy for current and future property maintenance, financial planning and forecasting requirements.
- Further enhancement of our property database to provide detailed statistical information for the development of a strategic asset management program.
- Regular engagement with our key stakeholders to ensure a high level of service and strong financial stewardship.

Our people



Central Services

The Central Services team supports Activ to achieve its strategic objectives by providing back office processes and support across many areas including Finance, IT, Human Resources, Communications, Fundraising, Complaints Handling and Risk

Some key objectives in 2013/14, were to:

- Develop a new Strategic Plan for Activ.
- Successfully build on our Health and Safety culture within all areas of Activ.
- Provide supports at a cost that does not unduly impact service delivery.
- Deliver fundraising revenue to support the strategic objectives of the whole organisation.
- Continue to develop systems that support service delivery and create positive outcomes for clients.

Some key achievements in 2013/14 included:

- Development and Board approval of Activ's new Strategic Plan. The Plan was officially launched in the first week of July 2014 with events held across Activ.
- Implementation of extensive communications with Activ staff and

volunteers to support the change program required to achieve Activ's Strategic Goal "to become the partner people choose to enable them to achieve the life they envisage".

- Successful development of new processes and systems to support the implementation of Activ Individualised Services (AIS).
- Successful pilots of both the ActivLink system and Person Centred Approach in Geraldton and full implementations launched.

Some key performance measures and outcomes in 2013/14 were:

- Costs for the team were kept below budget and were consistent with 2012/13 levels.
- Fundraising revenue exceeded budget.
- Lost Time Injuries (LTIs), medication and behavioural incidents all reduced during the year.



City to Surf

5
City to Surf
events

saw

50,610
participants

raise

\$700,000
raised for
charity

This year's Chevron City to Surf for Activ series saw over 50,610 participants take part in the five races across Western Australia.

For the first time, City to Surf events were held in Karratha, Geraldton, Albany and Busselton. The series kicked off in Karratha on 21 July at KEC Oval and saw a crowd of 476 hit the streets in support of Activ.

Following Karratha the race travelled south to Geraldton on 28 July, where 475 participants hit the foreshore for the Sunday morning walk / run.

Albany was next to welcome the series on 4 August and it was great to see so many Activ supporters, 480 to be exact, take to the streets.

The regional series finished up a week later on 11 August for the biggest inaugural regional event in Busselton, when 1100 participants headed to the foreshore for the big event.

The success in the regions with these new events was the perfect lead up to the 39th Chevron City to Surf for Activ in Perth. Sunday 31 August 2013, saw 48,000 participants take part in the Perth Chevron City to Surf for Activ.

Chris Holt and Lee Atwell were the official Activ ambassadors for the 2013 Chevron City to Surf. The two best friends live in an Activ supported home in Atwell, trained every Saturday so they were ready to complete the 4km walk with their families and the Activ team. We are very proud of their efforts and thank them for representing Activ at our biggest event of the year.

Our new Activ mascots, Amy and Alfie were a big hit at each event and much loved by young and old. We look forward to getting them out and about at all future Activ community events.

Activ would like to thank everyone involved, sponsors, volunteers, participants, and fundraisers for making the 2013 Chevron City to Surf for Activ a great success.

Activ Foundation Incorporated

Financials

Statement of Comprehensive Income for the year ended 30 June 2014		
	2014	2013
	\$'000	\$'000
Revenue	84,136	78,725
Other revenue	4,659	4,260
Raw materials and consumables used	(3,931)	(4,158)
Inventories written off	(24)	2
Employee benefits expense	(67,408)	(60,516)
Depreciation and amortisation expense	(2,150)	(2,626)
Finance cost	(62)	(845)
Accommodation household expense	(1,307)	(1,255)
Operating leases	(2,964)	(1,655)
Motor fleet operating expense	(1,461)	(1,532)
Audit, consultancy and legal expense	(1,155)	(663)
Repairs and maintenance expense	(2,351)	(1,865)
Utilities	(886)	(813)
Other expenses	(5,022)	(4,546)
Surplus for the year from operations	74	2,513
Total comprehensive income for the year	74	2,513

This Statement of Comprehensive Income forms part of the Abridged Annual Financial Statements. A complete set of Annual Financial Statements, including Notes to the Financial Statements, is available upon request.

Statement of Financial Position as at 30 June 2014

	30 June 2014	30 June 2013
	\$'000	\$'000
ASSETS		
<i>CURRENT ASSETS</i>		
Cash and cash equivalents	2,688	2,264
Trade and other receivables	2,937	3,238
Term deposits	9,809	12,809
Inventories	1,064	1,069
Other current assets	776	1,464
Total Current Assets	17,274	20,844
<i>NON-CURRENT ASSETS</i>		
Property, plant and equipment	33,871	37,719
Intangible assets	201	176
Other non-current assets	1	4
Total Non-Current assets	34,073	37,899
TOTAL ASSETS	51,347	58,743
LIABILITIES		
<i>CURRENT LIABILITIES</i>		
Trade and other payables	(2,834)	(3,199)
Borrowings	(3)	(1,455)
Provisions	(10,448)	(9,521)
Other Liabilities	(7,521)	(6,684)
Total Current Liabilities	(20,806)	(20,859)
<i>NON-CURRENT LIABILITIES</i>		
Borrowings	-	(7,508)
Provisions	(1,789)	(1,553)
Unearned Revenue	(3,991)	(4,136)
Total Non-Current Liabilities	(5,780)	(13,197)
TOTAL LIABILITIES	(26,586)	(34,056)
NET ASSETS	24,761	24,687
EQUITY		
Reserves	8,355	9,586
Accumulated Surplus	16,406	15,101
TOTAL EQUITY	24,761	24,687

This Statement of Financial Position forms part of the Abridged Annual Financial Statements. A complete set of Annual Financial Statements, including Notes to the Financial Statements, is available upon request.

**Statement of Changes in equity
for the year ended 30 June 2014**

	Accumulated Surplus	Service Development and Expansion Reserve	General Reserves	Total
	\$'000	\$'000	\$'000	\$'000
Balance at 01 July 2012	12,598	7,781	1,795	22,174
Total surplus for the year	2,513	-	-	2,513
Aggregate amount transferred (from) / to reserves	(10)	(157)	167	-
Balance at 30 June 2013	15,101	7,624	1,962	24,687
Total surplus for the year	74	-	-	74
Aggregate amount transferred (from) / to reserves	1,231	(941)	(290)	-
Balance at 30 June 2014	16,406	6,683	1,672	24,761

This Statement of Changes in equity forms part of the Abridged Annual Financial Statements. A complete set of Annual Financial Statements, including Notes to the Financial Statements, is available upon request.

**Statement of cashflow
for the year ended 30 June 2014**

	2014	2013
	\$'000	\$'000
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from grants	70,170	62,352
Receipts from donations and other services	28,201	24,496
Payments to suppliers, staff and employees	(94,031)	(82,533)
Finance revenue received	436	866
Finance cost	(61)	(845)
Net cash provided by operating activities	4,715	4,336
CASH FLOW FROM INVESTING ACTIVITIES		
Proceeds from sale of property, plant and equipment	5,201	444
Payment for property, plant and equipment	(3,532)	(4,435)
Cash withdrawn / (invested in) term deposits	3,000	(1,161)
Net cash from / (used in) investing activities	4,669	(5,152)
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of finance commitments	(8,960)	(303)
Net cash used in financing activities	(8,960)	(303)
Net increase/ (decrease) in cash held	424	(1,119)
Cash and cash equivalents at the beginning of the financial year	2,264	3,383
Cash and cash equivalents at the end of the financial year	2,688	2,264

This Statement of Cashflows forms part of the Abridged Annual Financial Statements. A complete set of Annual Financial Statements, including Notes to the Financial Statements, is available upon request.

Activ Foundation Inc.

Annual Report – 2013/2014

**Financial Statements:
Statement By Chief Executive Officer And Chairman**


We, Tony Vis and Andrew Edwards, being the Chief Executive Officer and Chairman, respectively of Activ Foundation Inc. state that to the best of our knowledge and belief the financial report:

- a. Presents a true and fair view of the financial position of Activ Foundation Inc. as at 30 June 2014, its performance for year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
- b. At the date of this statement, there are reasonable grounds to believe that Activ Foundation Inc. will be able to pay its debts as and when they fall due.

Dated at Perth this 22nd day of September 2014.



Tony Vis
Chief Executive Officer



Andrew Edwards
Chairman

To be read in conjunction with the full financial statements which have been published and are available on request.

www.activ.asn.au

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Governance

Board Role

The role of the Board is to ensure, on behalf of people with disability and their families, that Activ stays true to purpose, is dedicated to meeting all legal and moral responsibilities and requirements and the appropriate performance of services that Activ delivers.

The Board governs with an emphasis on outward vision and strategic leadership. It is committed to the adoption of ethical, business-like and lawful conduct in all areas of Activ and, in doing so, binds Board members to the same principles and practices.

Activ's Board has a governance framework to ensure the organisation complies with relevant legislation and reflects the Board's commitment to the principles of good corporate governance.

The Board has adopted a Board Charter which establishes the relationship between the Board and management and describes their respective functions and responsibilities.

The Chief Executive Officer is appointed by the Activ Board and is appraised by and accountable to the Chairman in conjunction with the full Board.

Board Members

Activ Board of Directors



Andrew Edwards, Chair

Date appointed as Chair: October 2011 (appointed to the Board in October 2008)

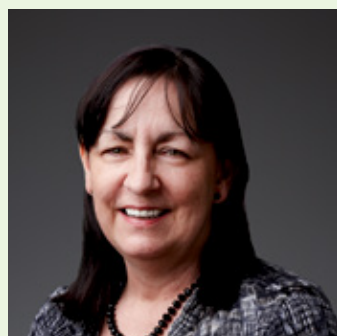
Andrew is a Chartered Accountant by background and professional Company Director with 25 years as a partner at PriceWaterhouseCoopers. His business experience includes a wide range of commercial activities including mergers and acquisitions, business valuations and project reviews and management and Board of Directors leadership roles.



Tina Thomas, Deputy President

Date appointed as Deputy Chair: October 2011 (appointed to the Board in October 2006)

Tina is a Business Consultant and Company Director with a career spanning 20 years in the oil and gas industry. Tina's business experience has included a wide range of leadership roles including human resources, mergers and acquisitions, corporate affairs, indigenous affairs, health, safety and environment, security and emergency management and sustainability. Tina is also on the Governing Council of Challenger Institute of Technology.



Stephanie Black

Date appointed: October 2008

Stephanie is the Executive Director, ICT Commissioning at Fiona Stanley Hospital for the Western Australian Department for Health. She has a broad commercial background and was previously Executive Director, Office of the Director General in the Department of Finance and Chief Executive Officer at United Credit Union. Stephanie is also a member of the Activ Audit and Risk Committee.



Ian Brown

Date appointed: March 2013 (to fill a casual vacancy)

Ian is the Principal at the Ian Brown Group and a Case Manager at Commercialisation Australia. His work focuses on building the capacity of companies to turn their intellectual property and new product development projects into successful commercial ventures. Ian has a background in Business Administration and Management and is a fellow of the Australian Institute of Company Directors and the Australian Institute of Management.

**Neil Guard**

Date appointed: January 2011

Neil has held a number of Senior Executive Roles including the Executive Director of the Drug and Alcohol Office, the WA State Government's Drug and Alcohol Authority. He has significant senior executive experience and has participated in a range of corporate and public sector Senior Executive development programs. Neil is Chair of the Board of the National Drug Research Institute at Curtin University, the Intergovernmental Committee on Drugs and a Board Member of Wheelchair Sports Western Australia.

**Geoff Klem**

Date appointed: March 2013

Date resigned: January 2014

Geoff has a background in urban and regional planning, public policy and project management and has held positions on the WA Planning Commission and the Disability Services Commission. Geoff is a Fellow of the Planning Institute of Australia. Geoff currently works as a Project Manager. He also has a brother with a disability.

**Craig Knox Lyttle**

Date appointed: July 2014 (to fill a casual vacancy)

Craig, Partner at PriceWaterhouseCoopers, has expertise in growth strategy, infrastructure planning, customer-led transformation, commercial due diligence, enterprise performance management and sales and marketing. He has over 21 years of global consulting and industry in strategy development and performance improvement in mining, utilities, mining and oil and gas services, universities, telecom, consumer goods, healthcare and government. Craig has also served not-for-profit organisations with a focus on homelessness.

**Howard Rae**

Date appointed: 2012 (Resigned September 2014)

Howard is a qualified Chartered Accountant with over 20 years experience in the corporate sector including expertise in corporate finance, governance and risk management across a range of organisations operating in Australia and overseas. He has held various Executive Directorships and is a member of the Institute of Chartered Accountants in Australia and the Financial Services Institute of Australasia. Howard has personal involvement in the provision of services to assist people with disabilities.



Leonie Walker

Date appointed: 2005

Leonie, an Honorary Life Governor and Trustee of Activ Foundation Inc. has a wide knowledge and understanding of the needs of people with disability in rural and regional areas. An active member of her community, Leonie has held positions with the Busselton Support Group as well as Treasurer, Secretary and President of the former South West Regional Council Support Group. Leonie helped establish a hostel for special needs children in Wongan Hills and received a number of community service awards including a Centenary Medal. Leonie has two adult sons with intellectual disability.



Tony Vis, Chief Executive Officer

Date appointed: October 2007 (appointed to the Board in October 1998)

Tony served as President of the Board from 2001 to September 2007 before being appointed as CEO of Activ in October 2007. Tony has extensive executive and commercial experience with a diverse range of organisations. He is a Fellow of the Australian Institute of Company Directors.

Board Meeting Attendance

Board Members	Board	Audit & Risk	Governance & Nominations Committee	Services Advisory Committee	Constitutional Advisory Committee	Awards & Recognition Committee	Employee Advisory Committee
Andrew Edwards	10/10	4/4	4/4		3/3		1/1
Tina Thomas	10/10		4/4		3/3		1/1
Tony Vis	9/10	4/4	3/4	1/3	3/3		2/2
Leonie Walker	8/10		3/3			1/1	2/2
Stephanie Black	6/10	2/4					0/0
Howard Rae	7/10	4/4					2/2
Neil Guard	9/10		2/2				1/2
Ian David Brown	9/10		2/2				1/1
Geoff Klem ⁽¹⁾	4/5			1/2			0/1
Total Meetings Held	10	4	4	3	3	1	11

⁽¹⁾ Board Member resigned 15 January 2014

Note - Board Members attend Employee Advocacy Committee Meeting on a rotational basis

Board Composition

Members of the Board are appointed in accordance with the Constitution and shall comprise of members with a range of backgrounds and experience.

In accordance with the Board Charter, the Board must consist of a majority of non-executive directors who are independent as assessed under the Director Independence Policy and Procedures.

New Board members are appropriately inducted and agree to be bound by Activ's Constitution, Code of Conduct and Board Charter.

In accordance with the Constitution the Activ Board will consist of:

- Two members elected by country area members;
- Three members elected by metropolitan area members;
- Four members appointed by the Board and endorsed by members at the Annual General Meeting;
- An Executive Director who is the Chief Executive Officer of Activ.

Information on our current Board members is included in this Annual Report and on our website www.activ.asn.au.

Board Committees

The Board has established standing and ad hoc Committees which assist in carrying out its responsibilities. Each Committee has Board-approved Terms of Reference setting out its role, composition, powers and responsibilities, structure, resourcing and administration.

Audit and Risk Committee

Assists the Board in the effective discharge of its fiduciary, stewardship, leadership and control responsibilities by reviewing and

monitoring internal control, risk management and compliance and ensuring the delivery of an effective and efficient audit function within Activ.

Governance and Nomination Committee

Provides advice and assistance to the Board in relation to maintenance and continuous improvement of governance processes, board succession and board performance.

Employee Advocacy Committee

Advises the Board on matters of concern for employees with disability and ensures those employees are involved in decision-making processes. The Committee meets monthly. The Committee membership is comprised of representatives from each of Activ's Business Services operations. Directors attend the Employee Advocacy Committee on a rotational basis

Service Advisory Committee

Assists the Board in its understanding of the expectations of clients and families and their relationships with Activ; current service levels and issues; the potential need for change in service requirements and the impact of policies and strategic directions on clients and families.

Awards and Recognitions Committee

Is comprised of the Honorary Life Governors of Activ and recommends individuals for internal and external awards.

Constitutional Advisory Committee

Established in 2013 to provide advice and guidance on the proposed constitutional reform and comprised of representatives from Honorary Life Governors, Honorary Life Members, past Board and current Board Members.

Legal Framework

Activ is a not-for-profit organisation incorporated under the Associations Incorporation Act

Incorporation Act 1987. The general object of Activ is to offer opportunities to people with Developmental Disability and their families to enjoy full participation in the community.

In 2014, Activ assessed its governance practices against the Australian Charities and Not-For-Profits Commission (ACNC) Governance Standards, which came into effect on 1 July 2013, and the Australian Securities Exchange (ASX) Corporate Governance Council's Corporate Governance Principles and Recommendations with 2010 Amendments (2nd Edition) as follows:

ACNC Governance Standards

- | | |
|------------|---|
| Standard 1 | Purposes and not-for-profit nature of a registered entity |
| Standard 2 | Accountability to members |
| Standard 3 | Compliance with Australian Laws |
| Standard 4 | Suitability of responsible persons |
| Standard 5 | Duties of responsible persons |

Activ considered each standard provided in the ACNC Governance Standards, taking into account factors such as the size, purpose, members, activities, funding and existing governance and processes of the organisation. These standards have been met by Activ and are outlined in Activ's Corporate Governance Statement.

ASX Principles And Recommendations

- | | |
|-------------|---|
| Principle 1 | Lay solid foundations for management and oversight; |
| Principle 2 | Structure the Board to add value; |
| Principle 3 | Promote ethical and responsible decision-making; |
| Principle 4 | Safeguard integrity in financial reporting; |

- | | |
|-------------|--------------------------------------|
| Principle 5 | Make timely and balanced disclosure; |
| Principle 6 | Respect the rights of shareholders; |
| Principle 7 | Recognise and manage risk; and |
| Principle 8 | Remunerate fairly and responsibly. |

Activ considered each recommendation provided in the ASX Principles, taking into account factors such as the size of the organisation and the Board, resources available and its activities. Where, after due consideration, Activ's corporate governance practices depart from the ASX Principles, the Board has offered full disclosure of the nature of, and reason for, the adoption of its own practice.

A copy of Activ's Corporate Governance Statement is available from the Corporate Governance section of the Organisation's website www.activ.asn.au.

Executive Team

Activ



Tony Vis – Chief Executive Officer

Tony was appointed Chief Executive Officer in October 2007. He was previously elected to the Board as metropolitan elected member in October 1998 and served as President from 2001 to September 2007. Tony has extensive executive and commercial experience with a diverse range of organisations and is a Fellow of the Australian Institute of Company Directors.



Mark Furr – General Manager Accommodation & Community Services

Mark Furr joined Activ in January 2012 as Manager Community Services Metro, was promoted to Accommodation and Community Services (ACS) Manager Metro in January 2013, and promoted to General Manager ACS in January 2014. Mark is responsible for the Disability Services Commission funded services provided by Accommodation, Respite, Intensive Family Support, Alternatives to Employment (People, Skills & Community) and Recreation, as well as HACC services funded by the Commonwealth through the Department of Health.



Vincent Long – General Manager Business Services

Appointed in November 2008, Vincent is responsible for the development and management of Activ's Business Services and Employee Services, which supports over 1,250 employees and staff in 15 worksites across the state. Prior to joining Activ, Vincent has extensive executive and project management experience in the international Healthcare Services & Pharmaceutical sector. Vincent is a Graduate Member of The Australian Institute of Company Directors (AICD) and an Associate Fellow of the Australian Institute of Management (AIM).



Shane Mauger – General Manager Service Improvement

Shane joined Activ in July 2011 as General Manager of Accommodation and Community Services, a responsibility he maintained until January 2014 when he was asked to take on the newly created role of General Manager Service Improvement. Service Improvement's primary function is to work in partnership with General Managers to support Activ's business activities and develop new services and support initiatives to embed into the organisation to meet the needs of our clients.



Danielle Newport – General Manager Strategy and Finance

Danielle is a qualified Accountant and Company Secretary and has over 10 years' experience working in senior finance and corporate roles. At Activ, Danielle leads a number of corporate support teams including human resources support, financial processing, payroll, internal and external reporting, internal audit, risk management, governance, fundraising and communications, information management, IT helpdesk. Danielle also monitors and supports delivery of Activ's Strategic Plan. Danielle is a Graduate Member of The Australian Institute of Company Directors (AICD) and an Associate Fellow of the Australian Institute of Management (AIM).



Jonathan Thomas – General Manager Assets

Jonathan joined Activ in 1986 in Business Services. He moved to Activ Property Services and, for more than 25 years, has worked as Planning and Safety Officer, Property Manager and Karingal Green Manager. As General Manager Assets, Jonathan is responsible for overseeing the extensive property portfolio of Activ including Accommodation and Business Services properties, leasehold and investment properties. In addition to this, he also oversees subdivisional work and construction projects such as the construction of the Activ Central Services building in Cambridge Street. He also manages Activ's Transport Services.

Acknowledgements

Honorary Officers

Patrons

- His Excellency Malcolm McCusker AC CVO QC, Governor of Western Australia and Mrs Tonya McCusker

Vice Patrons

- Mayor Sylvan Albert City of Bayswater
- Mayor Russell Aubrey City of Melville
- Shire President Wade DeCampo Shire of Manjimup
- Mayor John Gangell Town of Bassendean
- Mayor Dave Griffiths City of Gosnells
- Mayor Heather Henderson City of Subiaco
- Mayor Max Hipkins City of Nedlands
- Mayor Logan Howlett City of Cockburn
- Mayor Giovanni Italiano JP
- Mayor Brad Pettit City of Fremantle
- Mayor Troy Pickard City of Joondalup
- Commissioner Linton Reynolds City of Canning
- Mayor Tracey Roberts City of Wanneroo
- Mayor Barry Sammels City of Rockingham
- Lord Mayor Lisa Scaffidi City of Perth
- Mayor Ian Stubbs City of Busselton
- Mayor Trevor Vaughan Town of Victoria Park
- Mayor Dennis Wellington City of Albany
- Mayor Simon Withers Town of Cambridge
- Mayor Ron Yuryevich RFD AM City of Kalgoorlie-Boulder
- Mayor Henry Zelones City of Armadale

Honorary Life Governors

- Murray Blanchard AM, JP
- Ken Booth
- Colin Carle
- Hazel Costigan OAM MSEA CD
- Dawn Daw
- John Francks
- Maxine Hebiton
- Jill Hollett
- Vernon Hollett
- Lorna Mitchell MBE, OAM
- Ernest Pearce
- Ray Reeves
- Maida Stern
- Leonie Walker
- Chris Walter

Trustees

- Murray Blanchard AM, JP
- Colin Carle
- Hazel Costigan OAM MSEA CD
- John Francks
- Mike Gurry
- Tony Howarth
- Lorna Mitchell MBE, OAM
- Ray Reeves
- Maida Stern
- Leonie Walker

Thank You

We are sincerely grateful to the organisations and individuals who have supported us throughout the year. Your generosity means we can continue to provide quality services to people with disabilities and their families in Western Australia.

- WA Disability Services Commission
- Australian Department of Social Services
- WA Home and Community Care (Department of Health)
- Local Government Authorities
- Australian Department of Education

- Australian Department of Employment
- WA Lotteries Commission, Lotterywest
- Channel Nine
- Appealathon
- Rockwell Olivier
- Jardine Lloyd Thompson Pty Ltd
- Hyundai Motor Company Australia
- Travelkey
- Lease Plan
- Forest Grove Technology
- Datacom
- Amplify Consulting
- KPMG

Chevron City to Surf for Active Sponsors

- Chevron - Naming Rights
- WIN
- The Sunday Times
- Perth Now.com.au
- Spirit FM, Radio West Network
- Healthway
- IGA
- Medibank
- City of Greater Geraldton
- City of Busselton
- Bayview Geographe Resort
- Eventscorp
- Jetts Fitness
- Westpac
- Channel Nine
- Southern Cross Austereo (94.5)
- Asics
- Rebel Sports
- Medibank
- Vivid Wireless
- Gu
- Welltech
- Powerade
- Pan Pacific
- Australian Institute of Fitness
- Toll
- Town of Cambridge
- City of Perth
- City of Nedlands
- City of Subiaco



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