



DISABILITY INFORMATION & RESOURCE CENTRE INC

ANNUAL REPORT

2004 - 2005

195 GILLES STREET, ADELAIDE SA 5000

Telephone 8236 0555

Facsimile 8236 0566

SA Country 1300 305 508

TTY 8223 7579

Email: dirc@dircsa.org.au

URL: <http://www.dircsa.org.au>

www.enable.net.au

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ROLE, STRUCTURE, LEGISLATION

The vision of the Disability Information and Resource Centre (DIRC) is of a society where disability is universally accepted as a valued aspect of the diversity and uniqueness of humanity.

The mission of the Disability Information and Resource Centre is to enhance the status of people with a disability and develop community awareness and understanding of disability related issues by providing accurate, impartial, relevant, timely and appropriately formatted information on all aspects of disability.

Objectives

- To provide an information and referral service to people with a disability and their families, care providers, organisations who work on their behalf and the community.
- To provide a Centre where the needs of people with a disability have priority and where they feel valued.
- To support, promote and where practicable resource the activities of organisations which work on behalf of people with a disability, and in particular to assist self-help organisations without major resources of their own.

Management

The overall responsibility for DIRC's operation and direction is vested in a Board of Management with members appointed by the Minister for the Arts.

During the report period the following people have served on the Board:

The Chairperson (and representative of Arts SA):

Tracy Crisp

Deputy Chairperson

Cheryle Hocking

Members appointed for their personal experience of disability:

Peter Barnes (to June 2005)

Helen Scott

Ashley Halliday

Robert Tinker

Sue Martens

Members appointed for their special interests, knowledge or skills relevant to the Association:

Alicia Dean (to March 2005)

Dorothy Wanganeen (to April 2005)

Moss Politis

Steven Goodman

Barry Mackie

The Board membership covers a broad spectrum of disabilities viz physical/neurological, sensory, intellectual, psychiatric and brain injury.

The Board meets monthly to review the operations of the service, to inspect reports on the finances of the organisation, to discuss and develop policy and to give direction to the organisation.

Vale Neville Kennedy – Disability Pioneer

The passing of Neville Kennedy, a respected disability activist and supporter of DIRC has been a sad loss to the sector. Neville's courage and determination saw him be amongst the first South Australians to embark upon independent living in the 1970s - an era in which the concept of home support or attendant care was not on anyone's agenda. This lack of support did not deter Neville, however, who went on to not only live independently, but to advocate for, and support others wishing to do so. As expressed in his eulogy "Neville showed what was possible and took the risks to do what people said could not be done." We are grateful for his contribution and he is greatly missed.

Staffing

The Department for the Premier and Cabinet, through **Arts SA** provide DIRC with an annual grant, part of which is directed towards employment of four staff. An annual grant is also received from **Disability Services Office** – Department of Family and Communities under the Commonwealth, State and Territories Disability Agreement, a portion of which is used to employ four staff.

Director	Neil Lillecrapp
Information Coordinator	Janet Williams
Information Technology Coordinator	David Wallace
Administration and Information Officer	Sandy Newman
Information and IT Officer	Phil McLeod
Information and IT Officer (Part time 0.4 FTE)	Wendy McLeod
Library and Information Officer (Part time Contract)	Carolyn Gerhardy
Library and Information Officer (Part time Contract)	Jane Hyde

Most members of staff have a personal experience of disability either as a person with a disability or as a parent/family member of a person with a disability.

Volunteers

A talented group of volunteers, all of whom have a personal experience of disability, play an invaluable role in the provision of DIRC's services to the community. In recognition of their contributions DIRC staff host quarterly Volunteer Afternoon Teas and a End of Year Celebratory Luncheon.

Cathy Nirta	One ½ day per week in the library on Internet research and video reviews
Damien Lynch	Three days per week, working on <i>Pamphlets</i> database and library duties
Di Workman	Two ½ days per week, developing <i>Access ..we're getting there</i> database
Helen Scott	One ½ day per week, working on access issues and library duties
Michael Lloyd	One morning per week, gardening
Lynette Willcocks	One ½ day per fortnight, working on library tasks
Cheryl O'Brien	One ½ day per week, working on library tasks.

Contract Workers

DIRC contracted a number of Information & Communication Technology specialists, (Viz Wallace McGee, Peter Wallace, Michael Pearson and Copy World) from July 2004 to June 2005 to assist in the on-going development of *EnableNet* and to assist in the maintenance of Servers. DIRC paid these contract workers \$5,958 for their services.

ACHIEVEMENTS AND INITIATIVES

Electronic Information Services

There has been a noticeable trend over the past few years of people accessing DIRC's information electronically via the Internet in preference to the more traditional mode of using the telephone. There has been a 25% increase over the last report period in the number of hits to DIRC's homepage (338,959/270,131) and a 10% increase in the number of hits to EnableNet (649,809/593,261).

DIRC's presence on the Internet – DIRC's homepage and EnableNet

DIRC's homepage on the Internet focuses on informing the public about DIRC's services, role and function. Databases produced by DIRC are accessible from the homepage. DIRC's homepage focuses on DIRC itself, while EnableNet fulfils the role of "one-stop-site" for information on all aspects of disability. During the report period the EnableNet website was redesigned to improve its functionality and corporate image. A similar upgrade of the DIRC homepage is almost complete and the *Disability Speaks All Languages* (DSAL) Website is in its beta testing phase of development.

Initiatives undertaken within the redesign and improved functionality of EnableNet included:

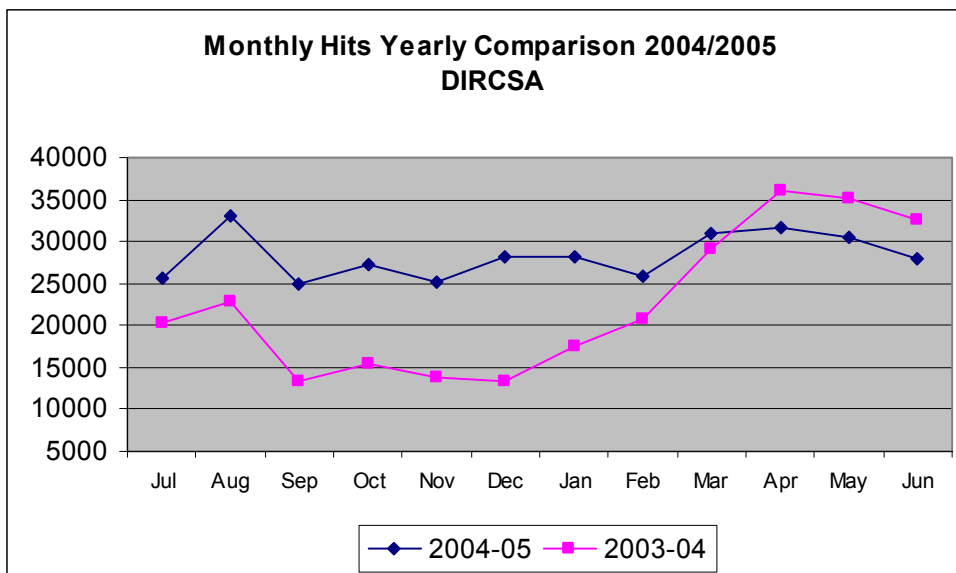
- A previous feature *Random Site Highlights* has been removed as it had served its function of educating users about the site. This has allowed us to give *Hot Topics* more prominence on the front page.
- News – the syndicated news has focused on Australian content as well as expanding on international content. The process of using RRS feeds to distribute news content on the Internet has been implemented. Thus, DIRC has made use of this emerging technology to tap into sources of information related to disability and disability issues.
- Redevelopment of the sites has seen more use of CSS for standards and accessibility compliance and consistency between sites.
- Accessibility features have been designed to allow a visitor to tailor the sites to their viewing abilities.
- Databases have been modified so as to provide consistency in style with each other and the DIRC sites.
- A 'Print friendly' format and facility for emailing 'this page' have been implemented.
- Events – An Awareness day/week/month calendar has been developed in response to many requests from people using EnableNet. DIRC has received positive feedback on this initiative.
- On-line Chat has been rationalised and for the purposes of simplification and interaction has been linked to use the text chat facilities of the Common Ground BBS.

There are currently 1,632/1,353 registered EnableNet members with some 345 of these using EnableNet on a regular basis during the report period.

Electronic Information Services (cont ...)

Tracking of hits to DIRC's homepage during the report period shows the following hits:

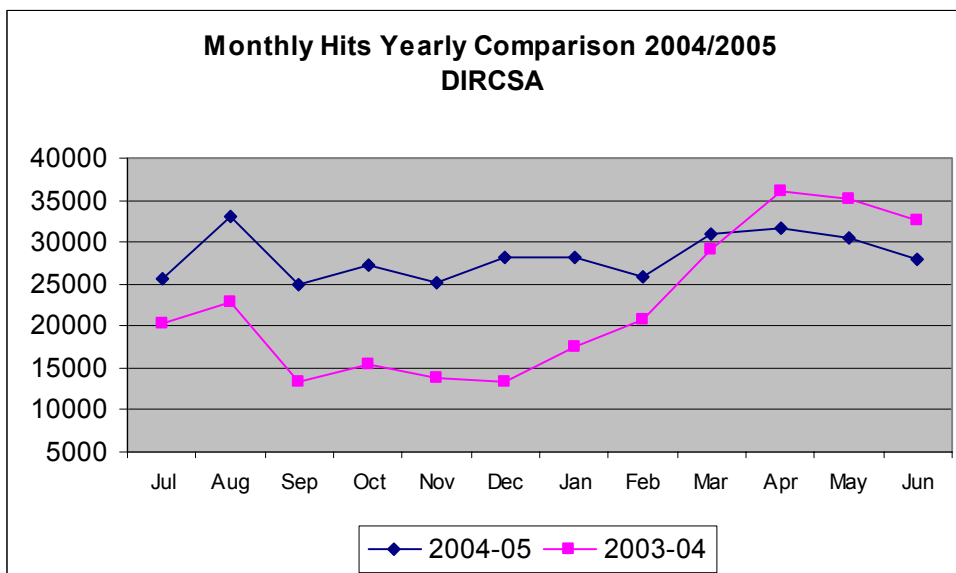
Month	dircsa.org.au hits
July	25543
August	33008
September	24955
October	27185
November	25118
December	28212
January	28066
February	25820
March	30978
April	31625
May	30489
June	27960
Total	338959



Electronic Information Services (cont ...)

Tracking of hits to EnableNet during the report period shows the following hits:

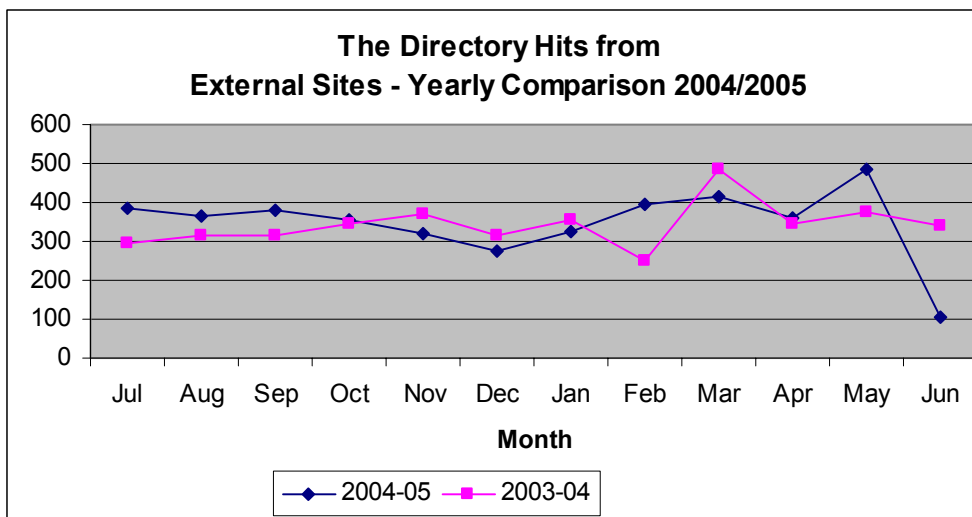
Month	enable.net.au hits
July	53521
August	45392
September	54581
October	62598
November	74761
December	57683
January	40016
February	43567
March	51016
April	45849
May	70845
June	49980
Total	649809



Electronic Information Services (cont ...)

This was the second year during which The Directory was published on EnableNet. Numbers of hits compared to the previous period remained much the same. Tracking of hits to The Directory during the report period shows the following unique external hits:

Month	Directory - Unique external hits
July	383
August	366
September	380
October	353
November	321
December	277
January	323
February	396
March	415
April	361
May	486
June	105*
Total	4166



* Incomplete stats collected during this month due to technical difficulties

Electronic Information Services (cont ...)

Databases

The following databases have been developed and are maintained by DIRC using *DB/Textworks*:

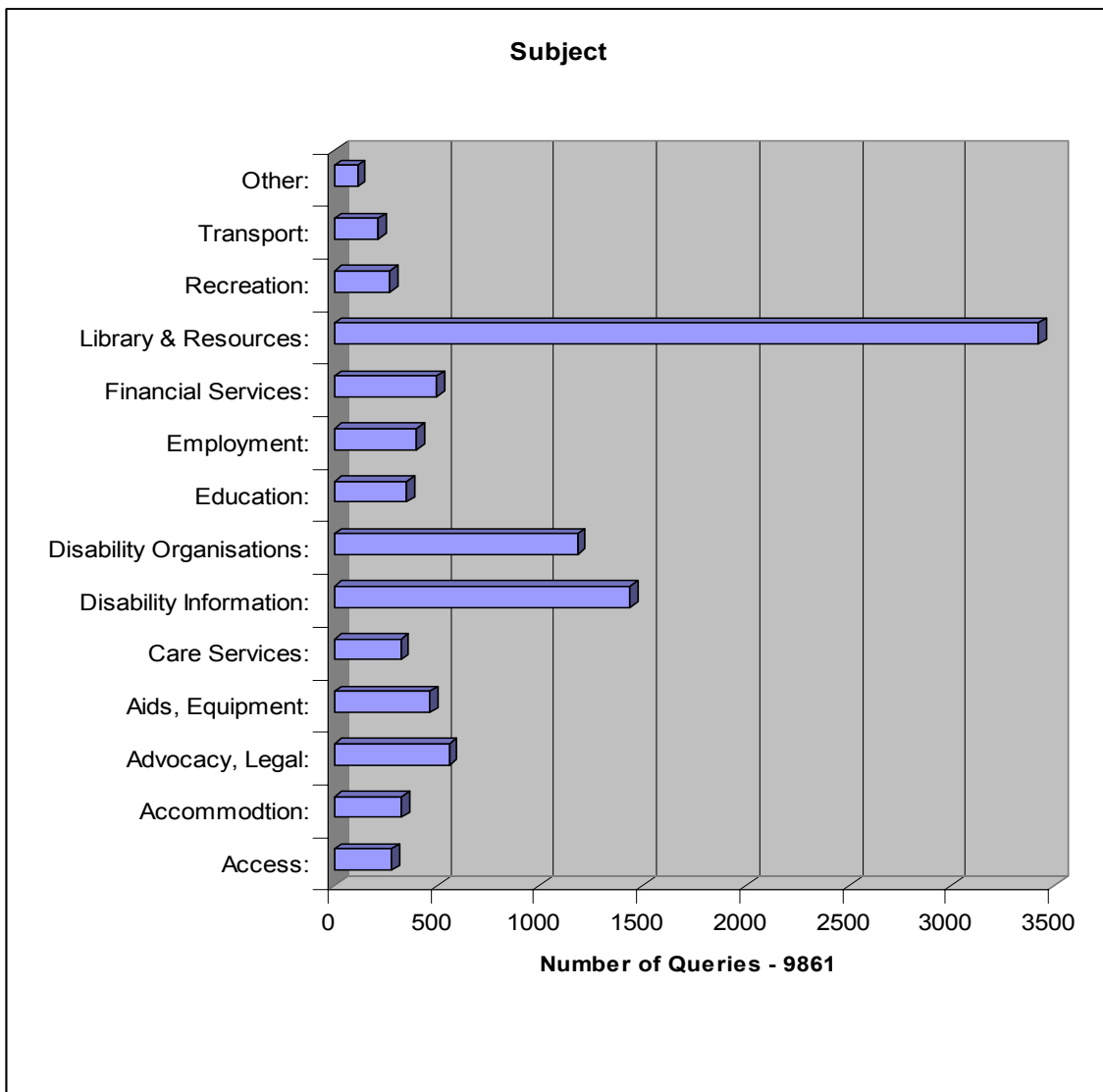
- Disability services in SA, containing **922/886** records
- Catalogue of materials held in the DIRC Library containing **2,835/2,550** records
- Selective index of articles held in the DIRC library and other disability libraries, containing **1,881/1,875** records.
- Access to accommodation and tourist facilities for people with mobility impairments, containing **702/704** records
- Speakers and trainers available in the disability field, containing **99/108** records
- Community newsletters, aimed at providing contact points for government and non-government services to distribute information via newsletters to organisation memberships, containing **153/155** records
- Pamphlet Collection, containing **320/293** records
- Events Database – this has a fluctuating number of records depending on events scheduled to be held over the next 12 month period
- EnableNet Links database, containing **3,526/3,419** records

Information Services

Requests for Information

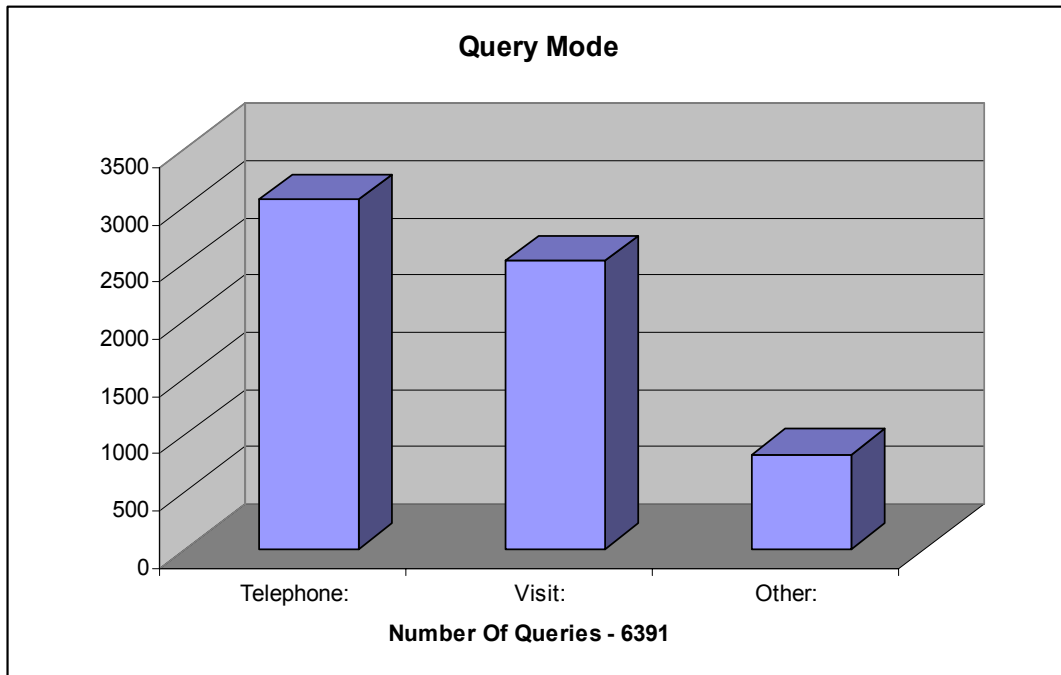
A broad range of people make contact with DIRC seeking information about disabilities and the range of services, benefits and organisations that are available to assist people with a disability and their parents/families/carers/support workers. An online statistics package is used to collate data under the areas of **Subject, Query Mode, Origin, Source** and **Category** as follows (**current year/previous year**):

Subject: This area refers to the subject of enquiries. Enquiries are often made about more than one subject, so these figures (**9,861/11,079**) best reflect the number of requests for information. **Access (278/297), Accommodation (330/358), Advocacy/Legal (559/645), Aids & Equipment (468/502), Library & Resources (3424/3876), Disability Organisations (1183/1316), Disability Information (1439/1606), Education (354/381), Employment (403/435), Financial Services (497/541), Care Services (325/393), Recreation (274/286), Transport (213/221), Other (114/206).**

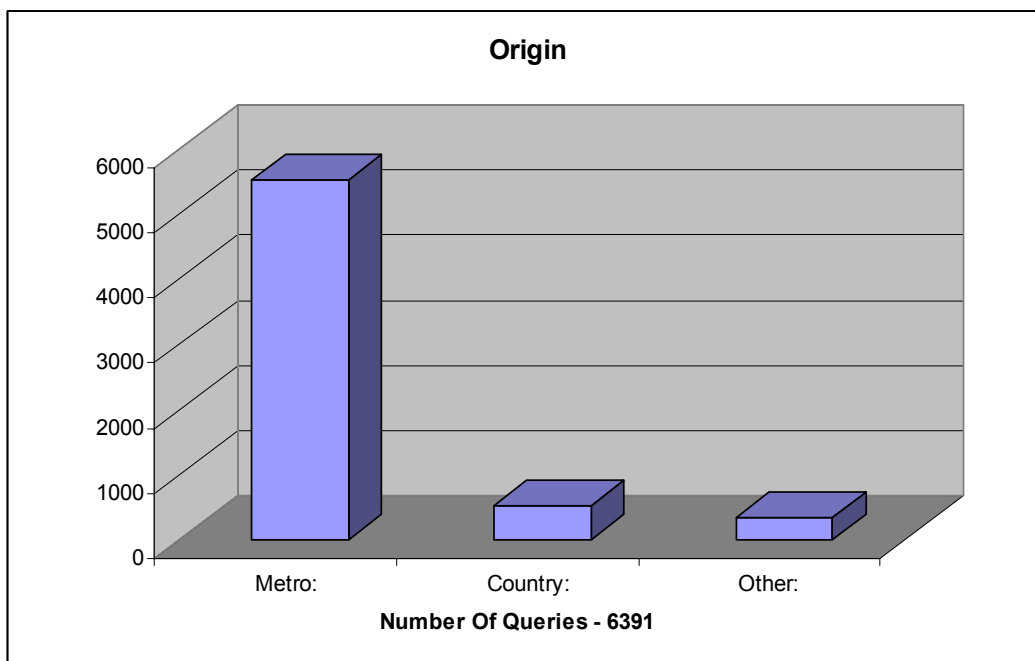


Requests for Information (cont ...)

Query Mode: This refers to the way in which the enquiry is made, ie by **telephone (3051/3814)**, by a **visit to the Centre (2514/3143)**, or **Other** eg email, letter or fax (**826/990**), giving a total of **6391/7947** enquiries.

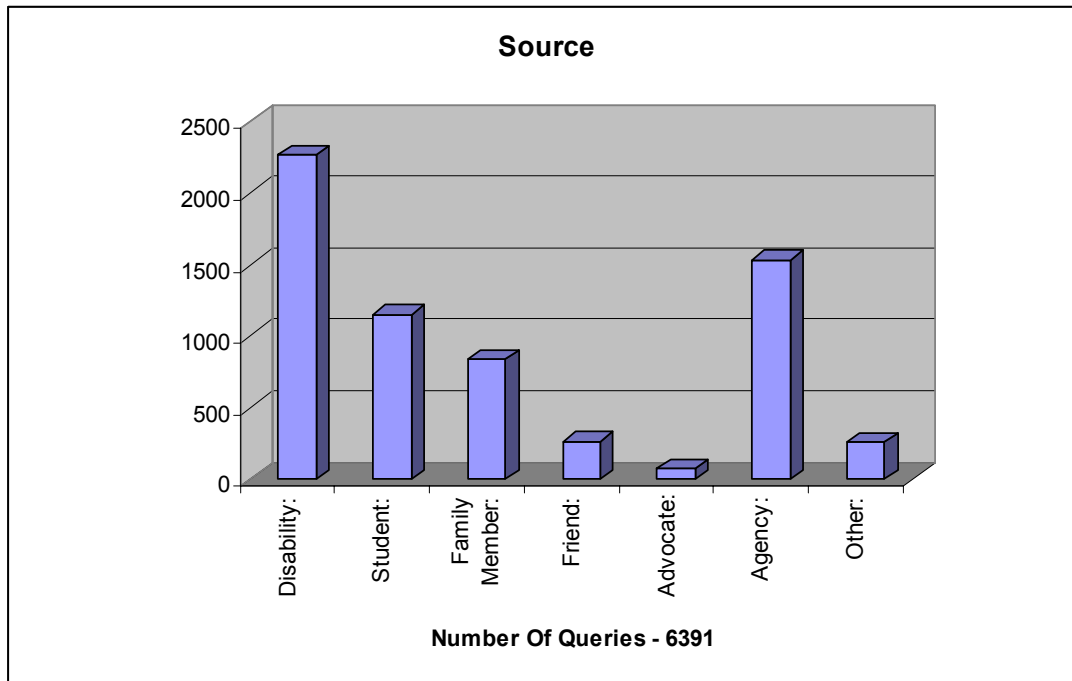


Origin: This refers to where the enquirer is located, ie **metropolitan Adelaide (5528/6910)**, **Country SA (525/632)**, **Other** which includes national and international enquiries (**338/405**).

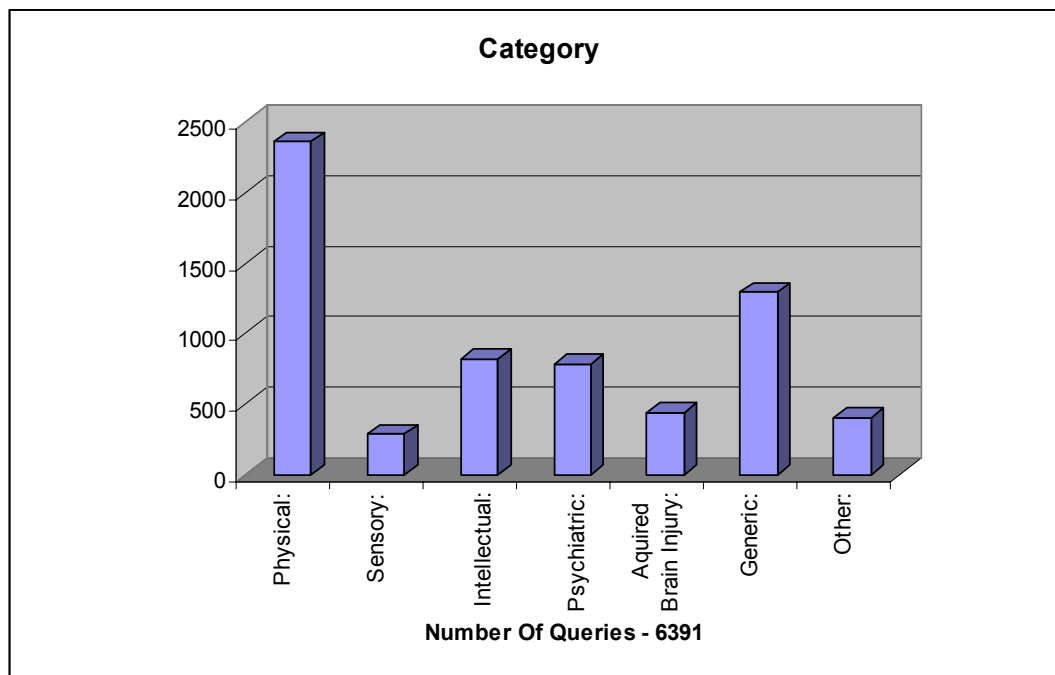


Requests for Information (cont ...)

Source: Refers to the background of the person making the enquiry, ie **Disability (2268/3186)**, **Student (1154/1358)**, **Family member (840/989)**, **Friend (268/357)**, **Advocate (72/95)**, **Agency (1531/1735)**, **Other - (258/431)**.



Category: This is the diagnostic category to which the enquiry refers. **Physical (2358/3105)**, **Sensory (288/321)**, **Intellectual (818/1023)**, **Psychiatric (788/985)**, **Acquired Brain Injury (441/490)**, **Generic persons with a disability in general (1295/1333)**, **Other (403/689)**.



Requests for Information (cont ...)

Referrals: 6,929/7,532 referrals to other services were made during the report period.

Disability Information and Awareness Talks, Events and Activities

Staff members give 'one-off' talks & present as guest speakers at seminars & workshops to a wide range of audiences. During the year **42/36 talks** were given, to over **685/715 people**.

KOREAN DELEGATION

In collaboration with the Min Gyo Group in Sydney, DIRC coordinated a 24 person delegation from Korea. The delegation spent 4 days in Adelaide to study and observe employment opportunities for people with a disability in South Australia. The delegates spent one day at DIRC where they had the opportunity to interact with people from a range of disability related organisations.

DIRC participated in a number of disability related Expos and like events including:

- Lifestyle Options Expo
- Stall in the Mall – Mental Health Awareness Week event
- Neurological Council of SA Expo at Royal Adelaide Hospital
- International Day of People with a Disability Expo
- Julia Farr Services *Finding Community Forum* (at which the Director was the facilitator)

DISABILITY AWARENESS MATRIX

The Training Framework, a project initiated by the Strategic Planning and Policy Division, Dept for Families and Communities to provide disability awareness training throughout the Public Sector was launched at DIRC. The audience included Public Sector Human Resource personnel and people involved in providing disability awareness training.

Subsequent to the launch DIRC became an inaugural member of *The Disability Awareness Matrix* which was convened under the auspice of the Community Living Project Inc. The Matrix is a unique consortium which brings together 6 individuals and 4 organisations that are all deeply passionate about ensuring people who have a disability are actively welcomed and included in our community. The Matrix will deliver the highest quality training on disability issues in South Australia. The inaugural organisations comprising The Matrix are: Community Living Project, DIRC, Flinders University Department of Disability Studies and the Australian Institute of Social Relations (formerly COPE)

Library

The aim of the DIRC library is to make information on disabilities and disability related issues readily available in appropriate language levels and formats. It is primarily a non-medical Collection on disability and consists of **2,552/2,550** catalogued items.

The Library holds **143/220** journals, newsletters and occasional papers from around Australia and overseas. A significant weed of journal and newsletter subscriptions occurred as materials ceased to be relevant to the Collection, where journals ceased to be published and where newsletters were deemed to contain little or no information suitable for indexing for the Current Awareness Service.

Other resources on site include a photocopy service (10c per A4 copy) and study desks, four of which have a height adjustment mechanism to accommodate people who use electric wheelchairs. An extensive collection of pamphlets and posters is maintained. The Library offers users access to six on-line public access terminals, one of which has a 20" monitor and is equipped with assistive technology for people with a vision impairment. These give access to the Library catalogue, indexed journal articles, the Internet and EnableNet. Users are also able to book time for word processing. Staff members are available for limited user education.

POSTER COLLECTION

DIRC has a collection of circa 350 disability related posters and other photographic / pictorial material that has been assembled over many years from diverse sources. The collection includes international, national and locally produced works and illustrates changes in the way in which people with a disability have been viewed by society as a whole and portrayed by the media over the past two decades. This material has been inadequately stored in a cabinet and not used for fear of damaging it. Funding for a project *Preserving And Promoting The History Of People With A Disability Through Posters* has been provided through the Disability Services Office, Department for Families and Communities.

The project will see this valuable collection being appropriately catalogued (using the EnableNet Thesaurus subject headings), digitally photographed (so that the catalogued collection can be viewed on the EnableNet website), laminated and then stored within multiframe plastic containers in a mobile storage unit. The collection will then be made available to disability related organisations and the general community through the library lending service. Particular themes or issues portrayed in the collection will also be put on display at DIRC.

Clientele served

The DIRC Library provides a range of services aimed at a variety of clientele. One focal point is the provision of resources relevant to the needs of people with a personal interest in disability, ie people with a disability, family members, carers and friends. Another area of emphasis is the collection of materials pertinent to the needs of people working in the disability field to enable them to better support and inform their clients. The Library also caters for the information needs of students and educators and people training for employment in the disability field.

Library (cont...)

Subject areas covered

▪ **NATIONAL ORGANISATION OF FOETAL ALCOHOL SYNDROME AND RELATED DISORDERS (NOFASARD) AWARENESS DAY**

DIRC hosted the launch of NOFASARD Awareness Day. At the launch a collection of 33 books on this subject were donated by Sue Miers, Coordinator of NOFASARD. This syndrome has only recently been acknowledged and thus there is a paucity of literature on the subject. This means that the collection that DIRC holds on the syndrome and related disorders is a significant one.

In selecting subject areas to be represented, criteria applied include relevance to the lives of people with a disability, currency and the reputation of the source. For the purpose of collection development, disability is considered to be any condition which can restrict an individual's abilities or opportunities. The scope therefore covers any physical, intellectual, psychiatric or sensory impairment and also includes conditions such as cancer, HIV/AIDS, allergies, alcoholism, substance abuse etc. In an effort to better serve students and educators, collection development in the areas of sociology and psychology continues to occur.

Particular collection strengths include:

- ◆ Attention Deficit Hyperactivity Disorder (ADHD)
- ◆ Children with amputations
- ◆ Foetal Alcohol Syndrome and related disorders
- ◆ ME/CFS Myalgic Encephalomyelitis / Chronic Fatigue Syndrome
- ◆ Migraine
- ◆ Neurological disabilities, diseases and disorders
- ◆ Parkinson's Disease
- ◆ Siblings
- ◆ Sociology of disability

Access to the Collection

▪ **PROVISION OF AFTER HOURS RETURN BOX**

Following the trial of extended opening hours conducted from May 18 to August 17 2004, the library has purchased and installed an after hours return box, located at the rear of the building. It is hoped that the provision of this service will further encourage use of the library and facilitate the borrowing process for patrons.

DIRC has **1,583/1,424** registered borrowers. **1,138/1,391** items were loaned during the report period via both direct and inter-library loan. The availability of the catalogue on the Internet gives users the opportunity to email the Library to request that particular items be placed on hold.

Library (cont...)

Materials lodged by disability organisations and individuals

Disability organisations are encouraged to hold items within the DIRC library to facilitate use and borrowing of material from one central point. Seven organisations, viz **Attention Disorders Association of SA Inc (ADASA), Limb Kids SA, ME/Chronic Fatigue Syndrome Society SA, Migraine Society of Australia (SA)** [no longer operating], **Prader-Willi Syndrome Association SA, Talkback Association for Aphasia** and the **Neurofibromatosis Association of SA Inc** currently include their holdings in the DIRC Library.

Cooperative relationships with other libraries

▪ **CATALOGUING OF TALKBACK ASSOCIATION FOR APHASIA LIBRARY**

In keeping with both DIRC's mission to resource and support smaller organisations and its commitment to establishing EnableNet as the "one-stop-disability-information-site" on the Internet, Library staff undertook the organisation and cataloguing of books, videos, pamphlets and resource kits belonging to Talkback Association for Aphasia. The cataloguing details were subsequently entered into the Library catalogue database at DIRC. Whilst housed at 23a King William Rd, Unley, the collection is now accessible to all South Australians via the DIRC Library catalogue on EnableNet.

DIRC maintains close working relationships with the AIDS Council of Australia, the Autism Association of SA Inc, Julia Farr Services Library, Intellectual Disability Services Council Library, Toy and Therapy Library - Novita Children's Services (formerly Crippled Children's Association Inc), the Special Education Resource Unit Library, the State Library of SA and Sexual Health Information Networking and Education South Australia (SHine SA). Through this interaction and communication, DIRC avoids collecting works in the subject strength areas of these libraries.

DIRC hosts the catalogue of the Darling House Community Library for the AIDS Council of South Australia, Novita Children's Services Library, SHine SA and Victim Support Service Inc (VSS) Library on the Internet. These catalogues are accessible via both *EnableNet* and discrete Web addresses.

Current Awareness Service (CAS)

This bi-monthly publication contains:

A list of journal articles on disability issues from a wide range of Australian and international journals. Over **60** articles are cited per issue. The articles have a broad scope covering issues relating to specific disabilities, new developments in research, education, recreation, employment, self help, normalisation principles, service models etc. Copies of these articles can be ordered by completing a Copyright Declaration Form. The subscription (currently \$33 including \$3 GST) includes up to 10 free photocopies per issue.

An up to date listing of disability related seminars, conferences and other events around Australia.

A list of recent additions to the DIRC Library. Most of these are available for loan.

Updates on disability agencies. Gives information on changes to existing services, on new services and any closures of services. This acts as a useful adjunct to the Disability Information Directory.

CAS is aimed at people with a personal interest in disability, parents/carers, advocates, students, educators, researchers and workers in the field. While maintaining this broad appeal, the service is primarily consumer orientated. This means that although many articles included are aimed at workers, anything indexed will also be of interest and relevance to people with a more personal interest in disability.

CURRENT AWARENESS SERVICE (CAS) DELIVERED ELECTRONICALLY

During the report period library staff worked on producing the CAS in electronic format. The electronic copy is now provided as both a word document and a PDF (Portable Document Format). This offers subscribers the choice of receiving the publication via email or in traditional hard copy. Almost one third of current subscribers chose to take advantage of electronic delivery.

CAS Subscription and Photocopying Statistics

During the report period, **155/175** people subscribed to this service and the profile of photocopying required is as follows:

CAS # 95	July 2004	278/301 articles photocopied
CAS # 96	September 2004	259/307 articles photocopied
CAS # 97	November 2004	269/248 articles photocopied
CAS # 98	January 2005	219/332 articles photocopied
CAS # 99	March 2005	250/270 articles photocopied
CAS # 100	May 2005	225/257 articles photocopied
Total		1,500/1,715 articles photocopied

Disability Information Directory SA

A major initiative to ensure that information is available at the local community level is the publication of the Disability Information Directory SA which lists details of 679/631 South Australian disability related services, selected interstate organisations (13/14 records) and national bodies (67/62 records). The Directory also contains information about education options for children with a disability (83/83 records), regional health services (49/44 records) and community health services (19/26 records). It is produced on an annual basis from the Disability Services database maintained by DIRC and is published in both hard copy and electronically on DIRC's Homepage www.dircsa.org.au and on EnableNet www.enable.net.au. The Directory can be purchased at the GST inclusive cost of \$33 + \$6.60 postage and handling. (This includes \$3.60 GST).

The Directory provides an overview of services, programs and benefits provided by organisations for the disability sector. In addition, the Directory covers locally based support groups and appropriate commercial agencies often outside the scope of other directories.

Service entries in the Directory can be accessed using the following indices:

The Service and Disability Index: Services and disabilities are listed alphabetically. Relevant organisations are listed under each subject heading. Subject headings may be further subdivided into type of disability or age group.

The Organisation Index: Organisations and their acronyms are listed alphabetically.

The Regional Index: This index lists disability related organisations based at, or with offices in specified regions.

The Yellow Pages section lists:

Other Useful Services

- Community Health Centres - Metropolitan
- Regional Health Services
- Education options for children with a disability
- Interstate based disability information services
- Key national disability organisations, which may have their headquarters based interstate.

282/316 directories were sold during the year. The decrease in sales from previous years is directly attributable to publication of The Directory on EnableNet. There were over 4,160 unique (not DIRC) domain hits to The Directory on EnableNet during the report period.

Organisational support and networking

Networking is one of the Centre's most important pro-active strategies for gaining access to information, keeping abreast of changing needs and informing other groups about issues of importance in the disability field.

DIRC staff took an active role in the following formal networks and committees:

- Adelaide Festival Centre, Patron's Reference Group Committee
- Arts in Action Inc, Board Member
- Community Information Strategies Australia Inc (CISA), Board Member
- Disability InnovationSA *creativity, local expertise, global opportunities*
- Independent Living Centre Inc, Board Member
- Ministerial Disability Advisory Committee of South Australia (DAC)
- National Regional Disability Liaison Officer Reference Group
- State Advisory Committee for Accessible Transport (SACAT)
- YMCA – Disability Discrimination Action Plan Advisory Group

Members of DIRC staff act in a consultative role in a number of areas. These include:

- development of information services, especially in the disability area
- use of appropriate terminology in the provision of information regarding disability
- use of technology in the provision of information

Resource Services

Meeting Rooms

DIRC has 3 meeting rooms separated by bi-fold doors that allow 1 large room to be formed. There are 3 charging categories: Category 1: Self-help groups; Category 2: Organisations that provide services to people with a disability; Category 3: All other non-disability related organisations/groups. The facilities are hired out at very reasonable rates which reflect DIRC's objective "to support, promote and where practicable resource the activities of organisations which work on behalf of people with a disability, and in particular to assist self-help organisations without major resources of their own."

Rooms are set up in Boardroom, Theatre or Workshop styles as requested by the hiring organisation. A full range of audio-visual equipment (VCR, OHP, slide and data projectors and tape recorders) is available. Each room is equipped with a whiteboard and an audio loop system for people with a hearing impairment. A fully functional kitchen is adjacent to the meeting rooms. During the report period the Café-Bar facilities which served instant coffee was upgraded to a new *Espresso Essential* machine which gives a variety of coffee styles using coffee beans.

During the year about **5,440/5,874** people attended the **359/376** meetings held at the Centre.

The breakdown of these figures by category is as follows:

- Category 1 166 meetings with 2,275 attendees.
- Category 2 134 meetings with 2,283 attendees.
- Category 3 59 meetings with 882 attendees.

- **Clerical, Office Space and Associated Services**

DIRC provides photocopying, word processing and a mailing list service at very reasonable rates to people with a disability and associated self-help groups and like organisations.

A mail box service is provided to *Narcolepsy and Overwhelming Daytime Sleep Society SA (NODSS)*, *Neurofibromatosis Association of SA Inc*, *LimbKids SA Inc* and *Disability Services Organisation*.

EXECUTIVE EMPLOYMENT, STAFF EMPLOYMENT AND OTHER HUMAN RESOURCES MATTERS

Executive and staff employment

Staff members are employed under the South Australian Public Sector Salaried Employees Interim Awards and have employment terms, conditions and practices that are modelled on the *Public Sector Management Act*. There are no appointments at the Executive stream level.

Position	Stream and Level	Gender	Employment Arrangements
Director	Administrative ASO5	Male	Full-time / Ongoing / Permanent
Information Coordinator	Professional PSO1	Female	Full-time / Ongoing / Permanent
Information Technology Coordinator	Administrative ASO4	Male	Full-time / Ongoing / Permanent
Administration and Information Officer	Administrative ASO2	Female	Full-time / Ongoing / Permanent
Library and Information Officer	Administrative ASO2		Part-time / Ongoing / Permanent
Library and Information Officer	Administrative ASO2	Female	Part-time Twelve month contract
Library and Information Officer	Administrative ASO2	Female	Part-time Twelve month contract
Information and Information Technology Officer	Administrative ASO2	Male	Full-time / Ongoing / Permanent

Leave management

Average number of sick leave days taken per FTE: **2004-05 (7.6)**, 2003-04 (9.5), 2002-03 (8).

Occupational Health, Safety and Welfare (OHS&W) information

During the report period no incidents occurred. Three staff members undertook First Aid training which brings the number of staff with current First Aid Certificates up to six. A designated First Aid Officer has been appointed.

The Centre has one Health and Safety representative who undertook a half day training program conducted by Arts SA. OHS&W is a standing Agenda item at Board of Management and staff meetings. *Material Safety Data Sheets* on Photocopy toner, cleaning products and like chemical substances have been collected and are maintained by the representative.

Emergency Evacuation policies and procedures have been developed and evacuation drills are being practiced on a regular basis.

Ergonomic assessments of employee work stations have been undertaken and necessary remedial action implemented.

Disability Action Plan

DIRC, acting upon its responsibilities under the Commonwealth Disability Discrimination Act (DDA) 1992, developed a Disability Action Plan which will ensure that all services and programs provide equitable access for people with a disability. The Action Plan was developed through a process of consultation and review and was lodged with the Human Rights and Equal Opportunity Commission on the 16 February 2005

Up to 10 years has been allowed to carry out some capital-intensive aspects of the Action Plan. The evaluation section of the Plan recommends, however, that implementation progress be reviewed biennially, and the entire plan be extensively reviewed at each five-year milestone. Systematic implementation of the Plan will help reduce the chances of a successful formal complaint being made.

A major issue identified in the consultation process and addressed in the Plan were some difficulties associated with accessing DIRC's premises and facilities.

During the report period an automatic sliding door was fitted to the largest toilet facility. This mechanism will facilitate ease of access for people with a range of disabilities, and particularly for those with a physical disability who use a wheelchair.

Another identified issue was the difficulty people with a vision impairment experience in navigating their way around the Centre. In order to rectify this DIRC has commissioned a graphics artist with expertise in access issues to design appropriate signage. A submission for grant funding to implement this project will be submitted in the forthcoming financial year and progress will be documented in next year's Annual Report.

Staff Training and Development

During the report period 3 staff undertook First Aid training. All staff and most Board members participated in an Indigenous Cultural Awareness Workshop. Two staff were involved in an Adaptive Technologies and Website Accessibility Training Programs. Three staff attended the ***Connecting Up Information and Communications Technology for Australian Communities*** Conference (These three staff members also presented a paper at the Conference – “EnableNet ~ the Aladdin’s Cave of information on disability”) One staff member attended a disaster management forum in relation to library services this person also attended the *New Librarians Symposium 2* which was conducted by Australian Library & Information Association (ALIA). One staff member attended the *NovitaTech Fest*, a two day conference which focused on innovative responses to technology and disability.

Account payment performance

Particulars	No of accounts Paid	%age of accounts paid (by no.)	\$A value of A/c Paid	%age of A/cs paid by value
Paid by due date	312	100%	\$366,305	100%
Within 30 days or less of due date	0	0%	\$0	0%
More than 30 days from due date	0	0%	\$0	0%

DISABILITY INFORMATION AND RESOURCE CENTRE INC.

FINANCIAL REPORT

FOR THE YEAR ENDED

30 JUNE 2005

**DISABILITY INFORMATION AND RESOURCE CENTRE INC.
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2005**

	NOTE	2005	2004
		\$	\$
RECEIPTS			
Grant – Arts SA		173,000	173,000
Grant – Disability Service Office		197,710	192,712
Directory and Publications		10,082	11,500
Meeting Room Hire/Conference		21,781	21,162
Photocopying Service		816	1,159
Word Processing Service		236	149
Bank Interest		23,267	21,619
Auspice Support Groups – Administration Fee		11,712	11,265
Sundry Receipts	1	10,546	2,820
Current Awareness		4,470	5,550
Telephone help line grant		-	33,685
Donations		264	408
Donation Account Interest		14	484
Grant - Recreation and sport		4,800	-
Grant - Disability speaks all languages		8,000	-
		<hr/> <hr/>	<hr/> <hr/>
Total Receipts		466,698	475,513
		<hr/> <hr/>	<hr/> <hr/>

The Statement of Receipts and Payments is to be read in conjunction with the notes to the financial statements.

**DISABILITY INFORMATION AND RESOURCE CENTRE INC.
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2005**

	NOTE	2005	2004
		\$	\$
PAYMENTS			
Salaries		155,568	147,429
Long Service Leave		13,752	2,527
Annual Leave		4,134	2,783
Superannuation		22,344	19,762
Printing and Stationery		8,945	8,219
Library		10,889	8,095
Insurance		7,237	7,585
Telephone Expenses		4,900	4,858
Travelling, Accommodation and Vehicle Expenses		599	353
Postage		2,407	2,403
Cleaning		4,518	4,692
Power and Water		8,066	8,037
Advertising		2,126	1,627
Equipment, Furniture and Leasehold improvements		7,189	35,839
Repairs and Maintenance		121	2,312
Photocopying		9,798	12,374
Audit Fees, Registration Miscellaneous		7,899	8,731
Maintenance Contract		1,185	1,133
Sundry Expenses		3,414	2,150
Meeting Rooms		3,037	443
WorkCover		5,004	3,393
Disability Service Office – EIS		195,427	160,372
Telephone Helpline		-	30,065
		<hr/>	<hr/>
Total Payments		479,560	475,182
Surplus/(Deficit) for the year		(12,862)	331
		<hr/> <hr/>	<hr/> <hr/>

The Statement of Receipts and Payments is to be read in conjunction with the notes to the financial statements.

**DISABILITY INFORMATION AND RESOURCE CENTRE INC.
STATEMENT OF RECEIPTS AND PAYMENT
FOR THE YEAR ENDED 30 JUNE 2005**

	2005	2004
	\$	\$
Surplus/(Deficit) for the year	(12,862)	331
Add Accumulated funds at the beginning of the year	209,191	208,860
Total Available for Appropriation	<u>196,329</u>	<u>209,191</u>
Less Transfer to Asset Replacement Reserve	-	-
Accumulated Funds at the End of the Year	<u><u>196,329</u></u>	<u><u>209,191</u></u>

The Statement of Receipts and Payments is to be read in conjunction with the notes to the financial statements.

**DISABILITY INFORMATION AND RESOURCE CENTRE INC.
STATEMENT OF ASSETS AND LIABILITES AS AT 30 JUNE 2005**

	Note	2005 \$	2004 \$
FUNDS AND RESERVES			
Accumulated Funds		196,329	209,191
Asset Replacement Reserve	3	151,862	151,862
		<u>348,191</u>	<u>361,053</u>
Represented by:			
ASSETS			
Petty Cash Float			
Tower Trust Cash at Bank		100	100
Tower Trust Common Fund		191,098	182,797
Donations Account		264,248	243,126
Reimbursement receivable		2,531	2,353
GST debtor		33,803	25,574
Prepayment	1	6,557	9,571
		1,143	-
		<u>499,480</u>	<u>463,521</u>
Less: LIABILITIES			
Bank SA Cheque Account		63,921	13,431
Accounts Payable		10,847	12,800
PAYG Payable	1	4,764	3,800
Provision for Long Service Leave	1	52,237	56,421
Provision for Annual Leave		20,150	16,016
		<u>151,289</u>	<u>102,468</u>
NET ASSETS		<u>348,191</u>	<u>361,053</u>

The Statement of Assets and Liabilities is to be read in conjunction with the notes to the financial statements

**DISABILITY INFORMATION AND RESOURCE CENTRE INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2005**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report of the Centre is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1985. The Board of Management has determined that the Centre is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 1985 and the following Australian Accounting Standards:

AAS 5	Materiality
AAS 8	Events Occurring after reporting date
AAS 17	Accounting for Leases

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is prepared on a cash basis consistent with the methods of funding which is by way of periodic grants from the State Government of South Australia except for the provision for Long Service Leave and Annual Leave.

As a liability is progressively incurred for long service leave, a provision is included in the statement of assets and liabilities. An amount of \$52,237 (2004: \$56,421) reflects the potential legal liability for long service leave at 30 June 2005.

A provision for annual leave has also been included in the statement of assets and liabilities. The legal liability for annual leave as at 30 June 2005 is \$20,206 (2004: \$16,015). With the exception of the above, all other items in the financial report are based on cash transactions.

The entity has revised the financial statement treatment in relation to the reimbursement of expenses relating to Auspice Support Groups from the Disability Services Office.

DISABILITY INFORMATION AND RESOURCE CENTRE INC.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

2. FIXED ASSETS

Fixed Assets are written off in the financial report in the year of purchase. A separate Fixed Assets Register is maintained by the Centre to control these assets. The Fixed Assets Register is reviewed annually and adequate insurance cover affected.

Details of the financial effect of Fixed Asset purchases are as follows:-

	2005	2004	2003	2002
	\$	\$	\$	\$
Plant & Equipment	<u>9,400</u>	<u>60,008</u>	<u>47,325</u>	<u>28,464</u>

3. REPLACEMENT RESERVE

	ASSET 2005	2004
	\$	\$
Opening Balance	151,862	151,862
Add - Interest/Transfer	-	-
	<u>151,862</u>	<u>151,862</u>

4. COMMITMENTS AND CONTINGENCIES

The Centre entered into an agreement during the year with Konica for the lease of two photocopiers, one for the Centre and one for the Auspice Support groups. Total cost of the lease over 54 months is \$115,830 at an annual charge of \$25,740.

Lease payments under operating leases such as that for premises are charged as expenses in the period in which they are incurred for the Gilles Street premises.

A four year property lease at an annual fee of \$53,102 was entered into on 18 June 2003. The lease was entered into by DIRC on behalf of Auspice Support Groups. A Service Activity Agreement with Department for Families and Communities extinguishes the resulting commitment on a re-imbusement basis.

There were no other operating lease commitments at 30 June 2005.

DISABILITY INFORMATION AND RESOURCE CENTRE INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2005**

**5. IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO
INTERNATIONAL FINANCIAL REPORTING STANDARDS.**

For reporting periods beginning on or after 1 January 2005, the Association must comply with Australian equivalents to International Financial Reporting Standards (AIFRS) as issued by the Australian Accounting Standards Board.

This financial report has been prepared in accordance with the Australian accounting standards and other financial reporting requirements (Australian GAAP) applicable for reporting periods ended 30 June 2005.

Transition management

The Association has established an implementation project to assess the impact of transition to AIFRS and to achieve compliance with AIFRS reporting for the financial year commencing 1 July 2005.

The Association is expected to be in a position to fully comply with the requirements of AIFRS for the 30 June 2006 financial year.

DISABILITY INFORMATION AND RESOURCE CENTRE INC.

STATEMENT BY MEMBERS OF THE BOARD

The Board of Management has determined the Centre is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in the Note 1 to the financial statements.

In the opinion of the Board of the Disability Information and Resource Centre Incorporated, the financial report as set out on pages 2 to 8:

1. (a) Presents fairly the financial position of the Centre as at 30 June 2005 and its performance for the year ended on that date.
(b) At the date of this statement, there are reasonable grounds to believe that the Centre will be able to pay its debts as and when they fall due.
2. Since the end of the previous financial year no Officer of the Centre, no firm of which an Officer is a member, and no body corporate in which an Officer has a substantial financial interest, has received or become entitled to receive any benefit as a result of a contract between the Officer, firm or body corporate and the Centre.
3. Since the end of the previous financial year no Officer of the Centre has received directly or indirectly, any payment or other benefit of a pecuniary value.

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

.....
Chairperson

.....
Director

Dated at Adelaide this 12th day of September 2005