

ANNUAL REPORT 2004 – 2005



Independent Living Centre NSW

Vision Statement



Our vision is that technologies

and environments are designed

for people of all abilities.



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Supported by:

- *Department of Ageing Disability & Home Care*
- *Donations*

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ABN: 56 486 236 348

ACN: 103 681 572

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Notice of Annual General Meeting

The Board of Directors takes pleasure in inviting you to attend the

Annual General Meeting to be held **3.30 pm Thursday 3 November 2005** at

No 1 Fennell Street, Parramatta

ILC Profile

The concept of establishing Independent Living Centres in Australia followed recommendations set out in the Woodhouse Meares Report of 1974.

Concerned that the idea would be lost with a change of government, the Australian Association of Occupational Therapists encouraged state associations to support the concept. Planning for the Independent Living Centre NSW began officially in 1976 when a meeting was convened by the Executive Director of ACROD with representation from a number of organisations.

In April 1981 the Independent Living Centre NSW was opened in the grounds of the Ryde Rehabilitation Centre Sydney. In 1991 the Centre became an incorporated association with a board of directors and was registered as a charity. In 2003 the Centre became a company limited by guarantee, and in 2004 relocated to new premises in Parramatta.

The Centre provides a display, information and educational service about products, equipment, environmental design and resources to assist people with daily living activities.

Excluding website help, more than 14,000 people received assistance in the 2004-2005 financial year. The Centre is open five days a week for visitors to view the display, obtain information, and discuss their needs with a health professional.

Other services include:

- Info-Line Service
- Product trial by appointment with a health professional
- ILC Training
- ILC Access
- ILC Medico-Legal
- ILC Magic subscription service
- Publication of information/fact sheets
- Publication of a quarterly journal, *Independent Living*

- Product and equipment evaluation for other organisations
- Participation in major expos and displays
- Supporting Independent Living Centres Australia Inc
- Publication of a Web site containing ILC Magic database
- Developing information services across rural NSW

Staff and Volunteers

The Centre employs health professionals and administrative staff. Volunteers make a significant and invaluable contribution to core activities.

The Centre is governed by a voluntary board of directors drawn from the community.

Our Mission

“ Our Mission is to inform, advise and educate about environmental designs and assistive technologies to improve options and choices in accomplishing everyday activities. ”



Report from the Chair

The last financial year saw the ILC consolidate after a year of transition and change and make significant progress with the new strategic direction set in 2004/2005.

After so much of the previous year was taken up with the preparations for and actual move to our new premises, this year saw us settling into our new environment, establishing our new display area and making the myriad of fine adjustments to practices and procedures that are required when any business or service relocates. Our new display room demonstrates equipment and products in purpose designed areas such as a kitchen and bathroom and has been well received by clients. This valuable service is only possible due to the generous support of suppliers who make their products available for display.

In line with the decision taken last year to support the setting up of a national centre for issues related to accessible and inclusive design, our Executive Director, Jane Bringolf undertook a six week international investigative tour of such centres with the aid of a Churchill Fellowship. By the end of the year the Board had reviewed and revised its strategy for establishing what we are now calling DesignAU.

Another initiative in line with our new emphasis on engaging and positively influencing a broader community involved in accessible design can be found in the decision to invest in a training project officer to specifically work with key partners in the construction industry. We plan to contribute to the development of training programs for the industry that focus on the competencies relevant to designing and building accessible environments.

The downturn in the building industry has had a negative impact on the amount of work being undertaken by ILC Access and we will need to wait and see if the recent removal of the vendor tax stimulates the sector. At the same time our training initiative with that industry should promote a far greater awareness of the valuable contribution that our staff can bring to a range of building and construction projects.

Centre-Based Services remain at the heart of our operations, they are our most public face and provide an essential direct link with people needing our services. The group tours, individual visitors and phone enquiries keep us abreast of client needs and concerns and lead to an ongoing cycle of developing new resources and fact sheets, writing journal articles and adding frequently asked questions to the website.

All the staff and volunteers are to be commended for all the hard work that has been involved in settling in to the new premises and the team work that sees so many valuable services delivered with limited resources.

The Board apart from grappling with the need to make major decisions around DesignAU and ILC Training, has embarked on a process to review its governance procedures. My thanks to fellow board members for their commitment to the ILC and their determination to see the organisation both fully achieve its potential through new initiatives while at the same time maintaining vital existing services and ensuring the long term viability of the ILC.

Finally I would like to thank our Executive Director, Jane. It was a hectic and exhausting year and her enthusiasm, focus and leadership has been a critical factor in all that has been achieved.

Michael Sheargold
Chair

Board of Directors

Board of Directors of the Independent Living Centre NSW

The members of the Board
of Directors as at 30 June
2005 are:

Mr Mike Sheargold
(Chair)

Ms Lesley Cherry
(Vice Chair)

Mr Han Phan
(Treasurer)

Dr Lindy Clemson

Mr Howard Williams

Ms Jane Woodruff

Ms Jane Bringolf
(Executive Director
& Secretary)

New Appointments:

Ms Britta Bruce
appointed 28/9/04

Ms Carol Barnes
appointed 24/11/04

Retirements:

Ms Liz Henderson
retired 24/11/04

Mr Nic Jools
retired 24/11/04



Carol Barnes

is a registered nurse with an extensive background in nurse education, staff development and patient education. She has a Master of Arts degree and currently works part-time for the Arthritis Foundation NSW as an education advisor. Appointed 24 November 2004. Ms Barnes attended 3 out of 4 directors' meetings.



Lesley Cherry

has extensive experience in health services in Australia and overseas. Lesley is the Director of Occupational Therapy for Sydney South West Area Health Service (East Zone), and has qualifications in occupational therapy and a Masters of Public Health. Director since 2003. Ms Cherry attended 4 out of 6 directors' meetings.



Dr Nic Jools

has a background in obstetrics and gynaecology, recently specialising in menopause and osteoporosis. Published several articles, currently works in general practice. Director since 2003. Retired as a director on 24 November 2004. Dr Jools attended 0 out of 2 directors' meetings.



Howard Williams

is a qualified accountant with commercial and professional accounting experience in corporate management, finance, taxation, risk management and fraud investigation. As a result of an accident, Howard sustained spinal cord injury and paralysis. The years of rehabilitation continue to provide personal experience of many issues related to disability. Director since 2003. Mr Williams attended 6 out of 6 directors' meetings.



Jane Bringolf

has a diverse background spanning more than twenty-five years within the community sector in various roles and organisations. Jane has degrees in social science and management, and was awarded a Churchill Fellowship in 2004. Director since 2003. Ms Bringolf attended 6 out of 6 directors' meetings.



Dr Lindy Clemson

has a background in occupational therapy with a PhD in epidemiology and is a Research Fellow at The University of Sydney. Lindy has research interests in ageing, in particular in the areas of home safety, falls prevention, independence, and culture and disability. Director since 2003. Dr Clemson attended 6 out of 6 directors' meetings.



Han Phan

is a qualified electrical engineer and has a Master of Science in Industrial Design. His experience is in electronics, telecommunications and building services. He is currently a Senior National Planner with Telstra. Han has a keen interest in all forms of technology, particularly, technology that can enhance people's lifestyle. Director since 2004. Mr Phan attended 6 out of 6 directors' meetings.



Jane Woodruff

Jane Woodruff is CEO of Uniting Care Burnside and has qualifications in social science. Jane has occupied a number of key positions in Government and not for profit sectors covering direct service provision, management, policy advice, development, research, community consultation, planning and change management. Director since 2003. Ms Woodruff attended 4 out of 6 directors' meetings.

Staff & Volunteers as at 30 June 2005



Britta Bruce

has held senior positions in a variety of industries including electronics, information technology and education. Britta has

a Bachelor of Business and completed post graduate studies in Information Technology. She is a member of the Australian Institute of Company Directors and a Fellow of the Australian Society of Certified Practising Accountants. Appointed 28 September 2004. Ms Bruce attended 4 out of 4 directors' meetings.



Liz Henderson

(former Chair) is an Occupational Therapist who has worked in the public and private sectors in clinical and

management roles including Manager Business Improvement at MS Society of NSW, and a member of the Australian Institute of Management. Director since 2003. Retired as a director on 24 November 2004. Ms Henderson attended 1 out of 2 directors' meetings.



Mike Sheargold

has extensive experience in community services, particularly in the disability sector and in family support services.

Mike has occupied a number of direct service, policy, planning and senior management positions. He has degrees in social work and administration and a Masters in Public Policy. He is currently the director of a child protection service. Director since 2003. Mr Sheargold attended 5 out of 6 directors' meetings.

Current Staff:

Annette Gardiner	Occupational Therapist
Christy Conners	Team Leader Centre Based Services
Goretti Kee	IT and Network Manager
Jane Bringolf	Executive Director
Jenny Foreman	Information Manager
Joan Pack	Executive Assistant
Lara Oram	Occupational Therapist
Laura Walker	Centre Based Services Assistant
Lorrae Collins	Accountant
Marcelle Alam	Manager ILC Access
Maureen McGrath	Administration Assistant
May Ho	Accounts Clerk
Patricia Santarelli	Administration Assistant
Sarah Hobson	Occupational Therapist
Sue Slattery	ILC Access Consultant and Trainer

Staff who left during the year were:

Andrea Rottensteiner	Occupational Therapist (locum)
Ann Wilson	Occupational Therapist
Brooke Sainsbery	Occupational Therapist (locum)
Mary Jackson	Occupational Therapist (locum)

Volunteers:

Angela Perkes
Amy Wang
Ann Gibson
Dorothy Platt
Jane Phillips
Laurie Hardacre
Linda Hagar
Trish Lapsley

Executive Director's Report



The official opening of our new premises in August heralded a new era for visitors who now enjoy a display area that is much more conducive to finding the information and advice they are seeking. This year, our information and advice was also in demand for the development of public policy and product innovation, raising our profile to a new level with key decision-makers.

Although ILC Access ended the year with a disappointing financial result, staff participated in several consultative and advisory committees, contributing to the promotion of accessible built environments and maintaining ILC Access in the public eye.

ILC Training continued to conduct courses for health professionals, but this market is not profitable and other markets are being sought. Next year, we will bring together the capabilities of ILC Access and ILC Training to provide education programs to the building design and construction industries.

The slight drop in Info-Line callers was offset by significantly more visitors to the product database on

our website. Call centre telephone technology along with a dedicated 1300 number has provided further efficiency gains for the Info-Line.

Independent Living is in its twentieth year and has national and international subscribers. Thanks to the increase in advertising sales by Joan Pack we were able to publish in full colour this year. Other publications include the website and the many brochures and guidelines to assist buyers of assistive technology – all of which can be downloaded from the website.

The highlight of my year was being awarded a Churchill Fellowship which allowed me to investigate overseas organisations set up to promote and educate on accessible environments, assistive technology and universal design. At the end of the financial year, the board decided to build on the knowledge gained from the Fellowship and take the lead in establishing a national accessible and universal design initiative to be known as “DesignAU”. The aim of DesignAU is to bring together the collective wisdom in Australia on universally designed environments and technologies.

ILC NSW is a member of Independent Living Centres Australia Inc (ILCA) – the national body for ILCs in

Australia. With only seven members and no paid staff, each ILC contributes skills and resources to ILCA. In return we have a national presence that is of benefit to all members. Two long-awaited ILCA milestones were reached this year: the launch of a national website providing search capabilities across all ILC product databases; and a national 1300 telephone number that connects callers with their local ILC.

Finalising the relocation, learning to work differently in an open-office environment, and maximising ever diminishing resources were significant challenges for staff this year. There is no space here to thank individuals, but each played a significant role and a strong team spirit was maintained throughout the year. I am indeed indebted to the professionalism and commitment of staff for their ongoing support.

My thanks to the board for their foresight, leadership and support, all of which make my job easier, and also to volunteers who greatly enhance the services we provide to the public. I look forward to yet another challenging year.

Jane Bringolf
Executive Director

Review of Operations

Centre-Based Services

Despite the remainder of the fitout being carried out in the display area in the first two months, visitor and caller interest remained strong. In fact, the year started with a record 1002 Info-Line calls in July. Staff put in a tremendous effort in managing all the procedural changes brought on by the relocation.

We established new relationships with organisations not traditionally associated with the ILC. ABC TV's The New Inventors program asked for advice on several inventions; we helped the RTA with a photo shoot for their new brochure on powered mobility; and facilitated a focus group between Unilever Packaging and people with arthritis. Our relationship with Australian Consumers Association remains strong – conducting six separate product assessments on major appliances for their publication Choice.

Because of the increasing use of our website, we focused our efforts on adding to the website this year. We added a frequently asked questions section, a "Home Tour" where users can go through "rooms" for equipment ideas, updated all the brochures and fact sheets into formats suitable for screen reading, devised seven new fact sheets, and created a guide to navigating the website.

This year the team participated in two major equipment expos, one in Sydney and the other in Dubbo, and promoted ILC at the statewide ACAT symposium. We displayed equipment at eight smaller local equipment expos and presented at eight community forums.

Several medico legal and home modification reports were completed on request. We expect to have more staff trained in home modification advice and will offer home visits on a fee for service basis in the future.

Client Service Provision

Enquires to telephone, fax, email and mail information service	9318
Therapist appointments and assistance to visitors	906
Group tour participants	569
Total people visiting the display	2889

Referral source

Again, previous contact with the ILC (37%) is the most common source of referral to our telephone InfoLine, followed by referrals from health professionals (15%), and then equipment suppliers (14%). For visitors to the Centre, health professionals make the most referrals (32%) followed closely by previous users of the Centre (31%). Relatives and friends are the third most common referral source (10%).

Nature of enquiry

For the fourth year running, wheelchairs and building design are the two most frequently requested items for information and trial. Personal hygiene equipment replaced household seating as the third most requested product group this year.

Service users

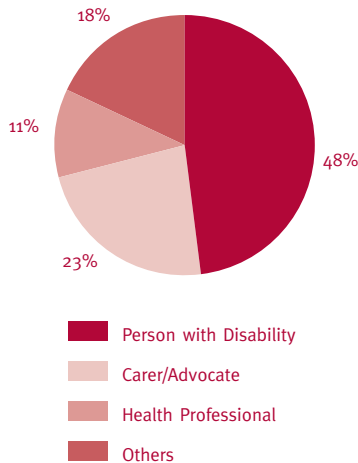
Once again, females predominated as both visitors and callers (54% and 52%). More than half of visitors and callers were 60 years of age or older. Neurological condition was the most recorded disability for both visitors and callers (22% and 25%) followed by age related changes for visitors



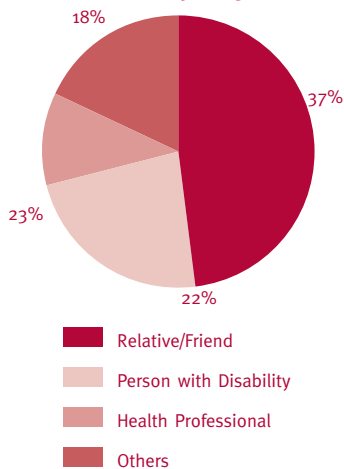
Centre Based Services Team: Back Row: Left to Right – Jenny Foreman, Lara Oram, Maureen McGrath, Laura Walker, Sarah Hobson. Front Row: Left to Right – Ann Wilson, Christy Connors.

Review of Operations

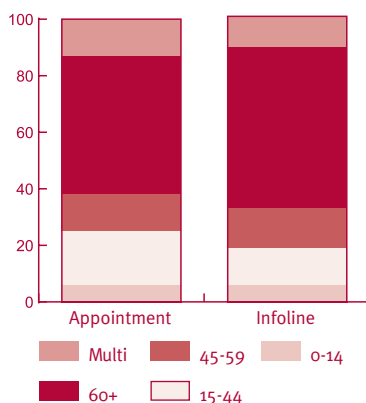
**Consumer Profile
Visitors to ILC
(2004-2005)**



**Consumer Profile
Infoline Enquiries to ILC
(2004-2005)**



**Consumer Profile
Contacts by Age
(2004-2005)**



(19%) and orthopaedic conditions for callers (18%). This year relatives and friends were the most frequent callers (37%) followed by health professionals (23%) and person with a disability (22%). Individuals looking for equipment solutions for themselves were the most frequent visitors to the Centre (44%) followed by relatives and friends (28%).

Students

We declined to take student placements this year while we settled into our new premises. Submissions for next year's OT students will be offered next financial year. We acted as external advisors for two fourth year industrial design students from UTS, and we supported University of Sydney fourth year occupational therapy students at their Occupational Therapy Job Expo by attending with an information and product display. The display remains a popular destination for students to visit. Many occupational therapy students who are on placement at other locations always make a day to come and explore the ILC.

Christy Connors
Centre Based Services Team Leader

ILC Access

Many local government authorities are increasing their demands on developers to meet both the intent of the Disability Discrimination Act and the needs of an ageing population. This policy shift by local councils has provided ILC Access with a steady

stream of requests for advice on adaptable housing and public access to premises by developers and building designers.

Local councils are demanding that developers of medium and high density housing include the features of adaptable housing to better meet the needs of an ageing population. They are also concerned to meet the intent of the Disability Discrimination Act so that people with disabilities have easy access to public buildings and facilities. This has provided some challenges for small commercial and not for profit organisations, which are still unaware of their obligations under the Act.

BCA consultants continue to regularly ask advice to decipher the continuing discrepancies between the Building Code of Australia (BCA) and the Disability Discrimination Act. We are also noticing an increase in private and council-based town planners requesting advice.

The construction industry in NSW took a downturn in activity this year and this allowed us to review administration and documentation systems. We have been making the most of opportunities to identify other services we can provide to potential clients and have been working with ILC Training in this endeavour.

Sue Slattery was formally recognised as an Associate member of the Association of Consultants in Access Australia whilst I maintained my Accreditation status with the same



View of new display area

organisation. I also completed the access consulting course with the Centre for Accessible Environments in London. We are grateful for the continued support and expertise of ILC Life Member Ann Gibson, who generously gives of her time.

As in previous years, we worked with new and existing clients to provide access advice on office buildings, shopping centres, medium and high-density residential developments, recreational and sporting facilities, university facilities and aged care facilities.

Marcelle Alam
Manager ILC Access

Volunteers

Volunteers are an integral part of our operations helping to provide high quality services to clients. Linda Hagar continued to assist ILC Access with organising their reference library; and Amy Wang, Dorothy Platt, and Jane Phillips each contributed

to database updating. The journal received the ongoing benefits of Angela Perke's sub editing skills and Laurie Hardacre's contribution to the mail-out tasks. Special thanks to Trish Lapsley who has capably represented ILCs on the Standards Australia committee for AS1428, chairing the Part 2 Working Party. In June, after five years of commitment to this position, Trish handed the role to Marcelle Alam to continue ILC representation. Also special thanks to Ann Gibson, who in her retirement, continues to provide valuable technical advice to ILC Access staff.

Volunteers help our resources to go the extra mile in delivering our services to the community. I, the board and paid staff extend sincere thanks to all ILC volunteers for their valued assistance this year.

ILC Training

ILC Training had mixed success this year. We continued to run our standard ten courses, some half

day, some full day, for health professionals. The Care Comfort and Cushions course continued to be fully subscribed, but Taking the Manual out of Handling, was not run this year due to lack of interest. In previous years this was well attended and we have been unable to discern any reason for this trend but will offer the course again next year. Nevertheless, we continued to run several manual handling courses for care workers and volunteers at their workplace.

Other courses conducted away from the Centre included a full day at Tamworth for therapists in the New England region, and a three hour evening session at Liverpool CentaCare on manual handling and wheelchairs. We were contracted by Northcott to train their staff and volunteers in manual handling on a monthly basis. The manual handling training is nationally recognised and we issued Statements of Attainment to participants. We hope to continue providing this training to Northcott personnel in the future.

Other education activities included a lecture to first year occupational therapy students as part of their Human Occupations course focusing on the benefits of assistive technology for older people and people with a disability.

The Summer School program was run in conjunction with a small equipment expo featuring a different type of equipment each week for the five weeks of the School. This was to encourage therapists to come and

Review of Operations

visit our new premises as well as viewing the most up-to-date equipment available. During the year I completed Certificate IV in Assessment and Workplace Training. All ILC trainers have completed their qualifications to comply with RTO standards.

Sue Slattery
ILC Training

Educational & Promotional Activities

Training and education links closely with promotional events and the ILC was involved in several conferences and presentations during the year that provided good opportunities to display our knowledge and skills. We were invited to speak on the topics of the Therapeutic Goods Act and occupational therapy practice; product development and marketing to the baby boomer generation; and kitchen and bathroom modifications. Two staff were interviewed for radio programs on assistive technology and accessible parking.

We had discussions with the NRMA about running some motorised scooter training using their scooter safety package. This has been slow to get established and at present we are working with the Post Polio Network to run sessions for their members who are thinking of purchasing a scooter.

We had a stand at two major expo events: The biennial IRSA Expo and

the IDEAS Expo at Dubbo. We used both events to promote both our move to Parramatta and the type of information available on the website and database, particularly in relation to home modifications.

In the first week in June we ran an “Arthritis in the Kitchen” week to promote the ILC in the Parramatta area and to encourage people to come into the Centre.

Sue Slattery
Service Development

Information Management

More than 400 new products were added to our database this year. The database contains just under 6000 items, most of which were updated for availability, price and information during a twelve month period. Approximately 2400 supplier contacts and organisations are currently listed.

The Centre product display contains just over 1000 items for inspection and trial by visitors. The relocation from Ryde has allowed us to consolidate the new display area which is regularly reviewed for improvements and changes. Absorbing new information can be difficult for some visitors who can be overwhelmed by the array of assistive technology available. Consequently we have designed the display to minimise “information overload” so that visitors can absorb the information they need more easily.

Keeping the database and display current requires continuous communication with equipment suppliers. The industry is constantly changing with mergers, takeovers, location and staff changes. Suppliers regularly visit to demonstrate new products to staff, and twice yearly staff visit a major supplier at their “home base” to better view and assess their product lines.

Product proformas are proving increasingly useful in providing suppliers with a guide to the type detail that is required for inclusion in the database. The submission of relevant information from a supplier saves considerable time when entering products onto the database. Having the database on our website also prompts suppliers to provide product information updates.

An ILC database milestone was achieved this year with the public launch in Adelaide of the Independent Living Centres Australia website. The national homepage provides a direct link to each state ILC’s product database so that Australia-wide product searches can be made from the one site. A private area on the website allows ILC staff to view the combined ILC databases. Any product written up by one ILC can be downloaded to another ILC’s database. Thus duplication is avoided and time is saved and efficiencies for each ILC are realised.

Jenny Foreman
Information Manager

Information Technology

Benefits from the office relocation continued to flow to IT infrastructure in 2004-05, and we implemented a major network upgrade with minimum disruption. We also installed email security software, and configured a new terminal server to provide remote access for staff. The latter allows the executive director to maintain contact with the office whilst travelling on business, and allows me to provide technical support when not on duty at the office.

In parallel with the network upgrade, we commissioned a major upgrade to convert the main database from Access 97 to an SQL platform. PCs with Windows 98 are no longer compatible, so further software upgrades were required. Staff can now search without encountering 'database freeze'. With five ILCs in Australia utilising the same database software platform some costs are shared for upgrades and enhancements.

The website revamp gave us improved editing capabilities so that we could broaden our scope of service via the website. At completion of the network and software upgrade, I started to implement new web functions where staff regularly contributed new materials for publication on the website. New functions implemented included: Frequently Asked Questions; Polls to survey client types using the website, and areas in

which users are most interested; and downloadable fact-sheets and guidelines. The website is now our largest single publication and has been included in the agenda of the Publications Committee.

Thanks to the consultants, developers and technical support group for their readiness to provide assistance and advice on network or web issues.

Special thanks also to Paul Coster for a PC and extra hardware components; Marc Hemmett of Kensington Computer Services for free telephone support and donation of time and skill to help us with network issues; and Microsoft for twelve software licences through their Unlimited Potential program.

Information and communications technology unlocks the value of time, enabling multi-tasking, multi-media, and multi-channelling; allowing community organisations like the ILC to share the global highway with the multi-nationals. Whilst we are unable to afford cutting-edge technology and the time and luxury to trial experimental software, we always utilise relevant, advanced but affordable information technology and telecommunications in our service delivery, reaching out to the community, making everyday living easier our primary objective.

Goretti Kee
Information Technology
and Network Manager

Independent Living Centres Australia Inc

All ILCs in Australia have been working together for several years to achieve a common dream – a national website and database. With the assistance of a one-off grant from Telstra Disability Services, this dream was achieved, and the website and database was launched in June in Adelaide. The site acts as a gateway with links to all ILCs. The website provides web users a convenient way to search for products across the databases of all ILCs in Australia.

I was appointed as project officer to oversee the project from specifications and design to testing, and I coordinated the web and database contractors. With five ILCs utilising the same database platform and with much collaboration and patience, costs were minimised and we were able to achieve the dream within the \$40,000 budget.

While the web and national database development was moving full-steam ahead, I also supported the information managers in each state to establish a standard set of product classification codes for the national database. The information managers and the tech team worked tirelessly during the year through many teleconferenced discussions to consolidate and standardise the set of codes.

Goretti Kee
ILCA Project Officer

Treasurer's Report



The financial report includes both the costs and benefits of relocating to the Northcott Building. Additional funding from the Department of Ageing Disability and Home Care offset the rental costs. The sharing of reception facilities and telecommunications infrastructure with Northcott provided synergies for both organisations. We are grateful to both Northcott and the Department for their support.

The results for the year showed continued growth in journal income \$50,935 (\$47,078), mostly due to strong advertising sales. Professional fees from ILC Training remained steady. These results were countered by some slowing of growth in ILC Access with professional fees for the year at \$132,756 (\$174,219). Unanticipated copyright income from reproduction of ILC publications of \$5,662 represented a small windfall this year. With an increase in funding to cover the additional rental expenses, government funding now makes up 67% (65%) of total revenue.

Total expenditure of \$961,221 (\$854,530) included: increases in rental costs for the first full year of \$61,400 (\$25,000); the additional

costs of producing the journal in full colour, \$17,681 (\$13,311); and staff costs of \$712,928 (\$638,662). Non-recurrent funding for rental costs was received to cover the period February 2005 to January 2006. This has continued from the application of the excess relocation funds in 2004 to the rent expense, and results in a benefit to the ILC performance of \$61,400 (\$25,000).

Whilst the positive trends of the previous three financial years could not be sustained, the ILC stands in good stead for the future. The net deficiency for the year of \$13,076 (surplus \$26,987) was mainly due to the slower than anticipated billings for ILC Access.

The ILC maintained a similar level of cash and short-term investments at \$223,653 (\$224,143). The statement of financial position shows a surplus in funds available after covering all liabilities and provisions of \$21,841 (\$40,722). During the year plant and equipment to the value of \$57,578 (\$99,609) was purchased.

These results indicate a more difficult year. However, the board's decision to invest in our training capabilities in 2005-06 should increase the ILC's

ability to broaden its scope of training to generate more income. The board recognises that this strategy places additional pressure on the balanced budget position and will monitor the situation to minimise exposure to risk.

These statements also record the anticipated effect of the full adoption of Australian Equivalents to International Financial Reporting Standards for reporting periods commencing on or after 1 January 2005. The adoption of these standards will ensure that the ILC complies with all statutory requirements.

In closing, the ILC was able to meet all the financial challenges of 2004-05, had sufficient funds to pay all its debts, and has a projected net cash position of \$171,000 at 30 June 2006. This can only be achieved as a result of the due diligence of staff, executive director and the board. I should particularly thank our new accountant, Lorrae Collins, for her hard work and dedication in building on the excellent work inherited from our previous accountant Terry Gaughan, who retired in March 2005.

Han Phan
Treasurer

EXTRACT FROM CONCISE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2005

The following financial statements and other disclosures have been extracted from Independent Living Centre NSW ("the company") concise financial report for the financial year. Information included in the concise financial report is consistent with the company's full financial report.

This extract from the concise financial report does not, and cannot be expected to, provide as full an understanding of the financial performance, financial position and financing and investing activities of the company as the concise or full financial report. A copy of the company's 2005 Concise Annual Report will be sent upon request, by calling (02) 9890 0940 or by enquiring at www.ilcnsw.asn.au.

Financial Reports

INDEPENDENT LIVING CENTRE NSW

ABN 56 486 236 348

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2005

	2005	2004
	\$	\$
The Statement of Financial Performance, shows a net loss for the year ended 30 June 2005 of \$13,076 compared with a profit of \$26,987 in 2004. The decrease is mainly due to a decline of \$41,993 in the revenue for ILC Access Consulting to \$132,756 for the year (2004: \$174,219), partly offset by increases in Journal Advertising Revenue to \$34,130 (2004: \$28,709) and Copyright Income of \$5,662 (2004: \$nil).		
INCOME		
Centre Tours	5,011	5,385
Copyright income	5,662	0
Donations	7,114	4,986
Government Funding	633,112	563,003
Transfer from Provision for Rent	61,400	25,000
ILC Magic Database – Fees & Subscriptions	6,503	6,544
Interest Received	11,998	12,059
Advertising & Sales Revenue - Journal	50,935	47,078
Membership Subscriptions	555	360
Postage Fees Received	203	1,247
Professional Fees for Specialist Services		
ILC Access	132,756	174,219
ILC Training	28,112	27,350
OT Association Competency Standards	450	4,618
Centre Based Services	3,715	4,777
Publications Sales	2,460	7,734
Rents Received	0	445
Sundry Income	332	230
TOTAL INCOME	950,318	885,035
EXPENDITURE		
Advertising, Exhibitions & Publicity	4,123	5,902
Amortisation of Reg Training Org Establishment Costs	3,682	3,682
Audit Fees	4,705	4,204
Bad Debts	986	0
Bank Charges	1,646	2,136
Books & Subscriptions	4,677	4,203
Cleaning	6,060	6,207
Computer Expenses	2,621	687
Contractor Fees	29,438	61,207
Depreciation – General	22,138	17,695
Electricity	4,562	397
General expenses	516	777
Independent Living Centres Australia Expenses	1,177	1,403
Insurance - Property & Commercial	12,926	12,256
Meeting & Annual Report Expenses	4,011	4,248
Motor Vehicle Costs	11,534	3,783
Postages & Courier	2,990	3,567
Printing, Photocopying & Stationery	11,993	8,500
Publishing Costs – Journal	34,944	28,991
Relocation Provision	0	1,050
Rent	61,400	25,000
Repairs & Maintenance	1,194	725
Room hire	1,550	0
Security Services	0	463
Staff Costs	712,928	638,662
Telephones & Fax	15,964	16,266
Training & Education Materials	1,153	1,120
Travelling Expenses	2,303	1,399
TOTAL EXPENDITURE	961,221	854,530
OPERATING (DEFICIT)/SURPLUS	(10,903)	30,505
Loss on Disposal of Non-Current Assets	(2,173)	(3,518)
NET (DEFICIT)/SURPLUS	(13,076)	26,987

The information presented is an extract from the Concise Financial Report of the company.

INDEPENDENT LIVING CENTRE NSW

ABN 56 486 236 348

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2005

	2005	2004
The company's total assets increased by \$5,312 to \$410,206 (2004: \$404,892) over the year. The increase in total assets principally comprised an increase in plant and equipment due to the replacement and acquisitions of motor vehicles and replacement of office equipment.	CURRENT ASSETS	\$
	Cash assets	76,717
	Receivables	54,689
	Other Financial Assets	146,936
	TOTAL CURRENT ASSETS	278,342
	NON-CURRENT ASSETS	
	Plant and equipment	128,182
	Intangibles	3,682
	TOTAL NON-CURRENT ASSETS	131,864
	TOTAL ASSETS	410,206
Total liabilities increased by \$18,389 to \$201,812 (2004: \$183,421) over the year. The majority of this can be attributed to an increase in the annual leave provision of \$14,437 to \$43,588 (2004: \$29,151), the long service leave provision of \$9,039 to \$46,192 (2004: \$37,108), offset by the full utilisation of the provision for relocation of \$10,423.	CURRENT LIABILITIES	
	Payables	72,306
	Provisions	83,314
	TOTAL NON-CURRENT LIABILITIES	155,620
	NON-CURRENT LIABILITIES	
	Provisions	46,192
	TOTAL NON-CURRENT LIABILITIES	46,192
	TOTAL LIABILITIES	201,812
	NET ASSETS	208,394
	EQUITY	
	Reserves	2,018
	Retained profits	206,376
	TOTAL EQUITY	208,394

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2005

	2005	2004
The increase in cash flows provided by operating activities has largely been influenced by the increased receipts from Government Sources.	CASH FLOWS FROM OPERATING ACTIVITIES	\$
	Receipts from Government Sources	696,438
	Dividends Received	332
	Interest Received	11,998
	Receipts from Other Sources	367,135
	Payments	(1,035,860)
	NET CASH PROVIDED BY OPERATING ACTIVITIES	40,043
The statement of cash flows is to be read in conjunction with the foregoing discussion and analysis and the accompanying notes to the financial statements.	CASH FLOWS FROM INVESTING ACTIVITIES	
	Purchase non-current assets	(59,784)
	Proceeds on disposal of non-current assets	19,250
	NET CASH (USED IN) INVESTING ACTIVITIES	(40,534)
	NET (DECREASE)/INCREASE IN CASH HELD	(491)
	Cash at beginning of the Financial Year	219,659
	CASH AT THE END OF FINANCIAL YEAR	219,168

The information presented is an extract from the Concise Financial Report of the company.

INDEPENDENT LIVING CENTRE NSW

ABN 56 486 236 348

EXTRACT FROM CONCISE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2005

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

	2005	2004
	\$	\$
1 BASIS OF PREPARATION OF CONCISE FINANCIAL REPORT		
The concise financial report has been prepared in accordance with the Corporations Act 2001, Accounting Standard AASB 1039 Concise Financial Reports and applicable Urgent Issues Group Consensus Views. The financial statements and specific disclosures required by AASB 1039 have been derived from the company's full financial report for the financial year. Other information included in the concise financial report is consistent with the company's full financial report. The concise financial report does not, and cannot be expected to, provide as full an understanding of the financial performance, financial position and financing and investing activities of the company as the full financial report.		
It has been prepared on the basis of historical costs and except where stated, does not take into account changing money values or fair values of non-current assets.		
These accounting policies have been consistently applied by the company and, except where there is a change in accounting policy are consistent with those of the previous year.		
A full description of the accounting policies adopted by the company may be found in the company's full financial report.		
2 REVENUE FROM ORDINARY ACTIVITIES		
Government Funding	633,112	563,003
Dividends received – other parties	332	192
Interest revenue – other parties	11,998	12,059
Total Other Revenues	304,876	309,781
Total revenue from ordinary activities	950,318	885,035
3 DEFICIT/SURPLUS FROM ORDINARY ACTIVITIES		
Loss from ordinary activities has been arrived at after charging/(crediting) the following items:		
Rent received	0	(445)
Interest received from other persons	(11,998)	(12,059)
Depreciation – on non-current assets	27,935	17,695
Amortisation of Reg Training Org Establishment Costs	3,682	3,682
Loss on disposal of non-current assets	2,173	3,519
Transfer from Provision for Relocation/Rent	(61,400)	(25,000)
Net expense from movements in provision for:		
Relocation	Nil	1,050
Employee Entitlements	26,236	2,545
4 INFORMATION TO BE FURNISHED UNDER THE CHARITABLE FUNDRAISING ACT 1991.		
Gross Proceeds from Fundraising		
General Donations	7,114	4,986
	7,114	4,986
Less Total Cost of Fundraising		
Donations	0	0
Net Surplus from Fundraising	7,114	4,986
Statement showing how funds received were applied to Charitable Purposes.		
Purchase of product display fittings	7,114	4,986
List of all forms of Fundraising conducted during the financial year:		
General Donations		

The information presented is an extract from the Concise Financial Report of the company.

EXTRACT FROM CONCISE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2005

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005 (CONT)

5 IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS

For reporting periods beginning on or after 1 January 2005, the company 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 Australian accounting standards and other financial reporting requirements (Australian GAAP) applicable for reporting periods ended 30 June 2005.

The board intends to establish a formal 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.

Impact of transition to AIFRS

The impact of transition to AIFRS, including the transitional adjustments disclosed (in the reconciliations from current Australian GAAP to AIFRS, and the selection and application of AIFRS accounting policies), are based on AIFRS standards that management expect to be in place, or where applicable, early adopted, when preparing the first complete AIFRS financial report (being the year ending 30 June 2006).

The significant changes in accounting policies expected to be adopted in preparing the AIFRS reconciliations and the elections expected to be made under AASB 1 are set out below:

(a) Reclassifications

Non-current assets classified as held for sale and the assets and liabilities of a disposal group classified as held for sale will be presented separately from other assets and liabilities on the balance sheet. A non-current asset (or disposal group) is classified as held for sale if its carrying amount will be recovered principally through a sale transaction rather than through continuing use, the asset (or disposal group) is available for immediate sale in its current condition, and its sale is highly probable.

For the company this is expected to result in \$23,976 being reclassified from plant and equipment at 1 July 2004 and \$25,317 at 30 June 2005.

(b) Plant and equipment

Plant and equipment will be measured at cost under AIFRS. However, as permitted by the election available under AASB 1, at transition date certain items of plant and equipment are expected to be recognised at deemed cost, being a revalued amount prior to transition date that approximates the fair value as at the date of transition. Any asset revaluation reserve balance relating to these assets will be derecognised at transition date and adjusted against retained earnings.

Under AIFRS the gain or loss on the disposal of plant and equipment will be recognised on a net basis as a gain or loss rather than separately recognising the consideration received as revenue. For the company an amount of \$2,173 will continue to be shown as an expense for the financial year ended 30 June 2005.

(c) Intangible assets

Software assets developed for internal use will be reclassified from property, plant and equipment to intangible assets on transition to AIFRS. This is expected to result in a reclassification of \$ Nil in the company as at 1 July 2004 and \$2,236 as at 30 June 2005.

Amortisation

Amortisation will be recognised on a straight-line basis over the estimated useful lives of the intangible assets, unless such lives are indefinite. Intangible assets with an indefinite useful life will not be subject to amortization but tested for impairment annually.

Changes in useful life on transition to AIFRS will be accounted for prospectively. The estimated useful lives for 1 July 2004 are expected to be as follows:

	AIFRS AGAAP	Current
Registered Training Organisation Establishment Costs	2 years	2 years
There is no impact expected for the company.		

The information presented is an extract from the Concise Financial Report of the company.

EXTRACT FROM CONCISE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2005**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005 (CONT)****5 IMPACT OF ADOPTING AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (CONT)****(d) Impairment**

Under current Australian GAAP the carrying amounts of non-current assets valued on a cost basis are reviewed at reporting date to determine whether they are in excess of their recoverable amount. If the carrying amount of a non-current asset exceeds its recoverable amount the asset is written down to the lower amount, with the write-down recognised in the income statement in the period in which it occurs.

Under AIFRS, the carrying amount of the company's non-current assets will be reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, the asset will be tested for impairment by comparing its recoverable amount to its carrying amount.

If there is any indication that an asset is impaired (or for those tested annually), the recoverable amount will be estimated for the individual asset. If it is not possible to estimate the recoverable amount for the individual asset, the recoverable amount of the cash generating unit to which the asset belongs will be determined.

Intangible assets will be tested for impairment as at transition date.

Calculation of recoverable amount

Under current Australian GAAP, the recoverable amount of non-current assets was assessed at an entity level using undiscounted cash flows.

The impact of the change in the basis of impairment testing for trade receivables is expected to result in a reduction in the doubtful debts provision recognised of \$5,000 for the company as at 1 July 2005 and \$5,000 as at 30 June 2004, with an associated increase in profit for the year of \$5,000.

The impact of valuing other assets at fair value will be to reduce the Listed Shares Revaluation Reserve as at 1 July 2004 by \$2,018 with an associated increase in Retained Profits. At 30 June 2005 the adjustment to the other assets will be a further gain of \$906.

(e) Long Service Leave

Long service leave which is non-current will be calculated using present value. The financial effect of this on the company is a gain of \$6,439 (2004 – gain \$3,580).

Summary of impact of transition to AIFRS on retained earnings

The impact of the transition to AIFRS on retained profits as at 1 July 2004 is summarised below:

	2004
	\$
Retained earnings as at 1 July 2004 under AGAAP	219,453
AIFRS reconciliation:	
– transfer from asset revaluation reserve	2,018
– write back provision for doubtful debts	5,000
– present value of long service leave provision	3,580
Retained earnings as at 1 July 2004 under AIFRS	<u>230,051</u>

INDEPENDENT LIVING CENTRE NSW

ABN 56 486 236 348

EXTRACT FROM CONCISE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2005

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005 (CONT)

Summary of transitional adjustments

The following table sets out the expected adjustments to the statements of financial position of the company at transition to AIFRS as at 1 July 2004 and for the AIFRS comparative period balance sheet as at 30 June 2005.

	Note	1 July 2004 Transition			30 June 2005 Transition		
		AGAAP \$	Impact \$	AIFRS \$	AGAAP \$	Impact \$	AIFRS \$
CURRENT ASSETS							
Cash assets		55,279		55,279	76,717		76,717
Property, plant and equipment	5(a)		23,976	23,976		25,317	25,317
Receivables	5(d)	50,194	5,000	55,194	54,689	5,000	59,689
Other Financial Assets	5(d)	168,864		168,864	146,936	906	147,842
TOTAL CURRENT ASSETS		274,337		279,337	278,342		309,565
NON-CURRENT ASSETS							
Plant and equipment	5(a) 5(c)	123,191	(23,976)	99,215	128,182	(25,317) (2,236)	102,865
Intangibles	5(c)	7,364		7,364	3,682	2,236	3,682
TOTAL-NON CURRENT ASSETS		130,555		130,555	131,864		106,547
TOTAL ASSETS		404,892		409,892	410,206		416,112
CURRENT LIABILITIES							
Payables		71,434		71,434	72,306		72,306
Provisions		74,879		74,879	83,314		83,314
TOTAL CURRENT LIABILITIES		146,313		146,313	155,620		155,620
Provisions	5(e)	37,108	(3,580)	33,528	46,192	(6,439)	39,753
TOTAL NON-CURRENT LIABILITIES		37,108		33,528	46,192		39,753
TOTAL LIABILITIES		183,421		179,841	201,812		195,373
NET ASSETS		221,471		230,051	208,394		220,739
EQUITY							
Reserves	5(d)	2,018	(2,018)	0	2,018	(2,018)	0
Retained profit	5(d)	219,453	5,000+	230,051	206,376	7,018+	220,739
	5(d), 5(e)		2,018+3,580			906+6,439	
TOTAL EQUITY		221,471		230,051	208,394		220,739

Reconciliation of profit for the financial year ended 30 June 2005

The following table sets out the expected adjustments to the statement of financial performance of the Company for the year ended 30 June 2005.

The information presented is an extract from the Concise Financial Report of the company.

	Note	1 July 2004 Transition			30 June 2005 Transition		
		AGAAP \$	Impact \$	AIFRS \$	AGAAP \$	Impact \$	AIFRS \$
INCOME							
Centre Tours – Client Services		5,385		5,385	5,011		5,011
Copyright income		0		0	5,662		5,662
Donations		4,986		4,986	7,114		7,114
Fair value of shares	5(d)	0	2,018	2,018	0	906	906
Government Funding		563,003		563,003	633,112		633,112
Transfer from Provision for Rent		25,000		25,000	61,400		61,400
ILC Magic Database – Fees & Subscriptions		6,544		6,544	6,503		6,503
Interests Received		12,059		12,059	11,998		11,998
Advertising & Sales Revenue – Journal		47,078		47,078	50,935		50,935
Membership Subscriptions		360		360	555		555
Postage Fees Received		1,247		1,247	203		203
Professional Fees – for Specialist Services							
• Access Consultancy		174,219		174,219	132,756		132,756
• Education & Training		27,350		27,350	28,112		28,112
• OT Association Competency Standards		4,618		4,618	450		450
• Client Services		4,777		4,777	3,715		3,715
Publications Sales		7,734		7,734	2,460		2,460
Rents Received		445		445	0		0
Doubtful debts write back	5(d)		5,000	5,000	0		0
Sundry Income		230		230	332		332
TOTAL INCOME		885,035	7,018	892,053	950,318	906	951,224
EXPENDITURE							
Advertising, Exhibitions & Publicity		5,902		5,902	4,123		4,123
Amortisation of RTO Costs		3,682		3,682	3,682		3,682
Audit Fees		4,204		4,204	4,705		4,705
Bad Debts		0		0	986		986
Bank Charges		2,136		2,136	1,646		1,646
Books & Subscriptions		4,203		4,203	4,677		4,677
Cleaning		6,207		6,207	6,060		6,060
Computer Expenses		687		687	2,621		2,621
Contractor Fees		61,207		61,207	29,438		29,438
Depreciation – General		17,695		17,695	22,138		22,138
Electricity		397		397	4,562		4,562
General Expenses		777		777	516		516
ILCA Expenses		1,403		1,403	1,177		1,177
Insurance – Property & Commercial		12,256		12,256	12,926		12,926
Meeting & Annual Report Expenses		4,248		4,248	4,011		4,011
Motor Vehicle Costs		3,783		3,783	11,534		11,534
Postage & Courier		3,567		3,567	2,990		2,990
Printing, Photocopying & Stationary		8,500		8,500	11,993		11,993
Publishing Costs – Journal		28,991		28,991	34,944		34,994
Relocation Provision		1,050		1,050	0		0
Rent		25,000		25,000	61,400		61,400
Repairs & Maintenance		725		725	1,194		1,194
Room Hire		0		0	1,550		1,550
Security Services		463		463	0		0
Staff Costs	5(e)	638,662	(3,580)	635,082	712,928	(6,439)	706,489
Telephones & Fax		16,266		16,266	15,964		15,964
Training & Education Materials		1,120		1,120	1,153		1,153
Travelling Expenses		1,399		1,399	2,303		2,303
TOTAL EXPENDITURE		854,530	(3,580)	850,950	961,221	(6,439)	954,782
OPERATING (DEFICIT) /SURPLUS		30,505	10,598	41,103	(10,903)	7,345	(3,558)
Loss on Disposal of Non-Current Assets		(3,518)		(3,518)	(2,173)		(2,173)
NET (DEFICIT)/SURPLUS		26,987	10,598	37,585	(13,076)	7,345	(5,731)

The information presented is an extract from the Concise Financial Report of the company.

ILC Members 2004 – 2005

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ILC NSW welcomes your support.

Support could be in the form of:-

- *financial assistance*
- *a donation of your time and expertise in areas where we require specialist skills to match specific jobs*

*For more information please contact the Executive Director on (02) 9890 0969
email: jane@ilcnsw.asn.au*

Thank you!



Independent Living Centre NSW



Independent Living Centre NSW

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