

Project Description - as in your original application

Create and maintain socially inclusive jobs for people with disabilities that deliver on the community's obligations under the United Nations Convention on the Rights of Persons with Disabilities.

We will:

*conduct an intensive campaign with an outcome of creating new socially inclusive jobs for people with disability through Bushlink on school grounds. We will employ people with disability while also securing needed support for them to retain their jobs.

*develop a Framework for Best Practice and establish new Bushlink teams in a wider geographic area.

*develop interactive teaching resources, adding further value and links to key learning areas for schools.

ABOUT YOUR PROJECT

You had the opportunity to list up to five project goals in your application. Here are the project goals you listed:

Goal 1

Creating and implementing an intensive campaign on inclusion of people with disabilities into our communities; with a particular focus on employment enablement for people with disabilities through the creation of socially inclusive jobs for people with disabilities in school grounds across Northern Sydney area.

KPI/Timeline 1

Completion of video

Video watched by 200 principals (either individually or at forums)

Goal 2

To use the success of the current Supported Open Employment Bushlink model and utilise hands-on past experience to develop a framework for a best practice and procedural model for efficient and effective set up and running of satellite Bushlink teams. Include development of training workbooks for new teams.

KPI/Timeline 2

Success will be in the form of a best practice online and printed manual for new teams and printed training workbooks for people with disability that includes all information needed to set up and operate a successful and sustainable Bushlink team.

Goal 3

To build onto the existing product/service, items that add value - such as interactive resources for teachers that link to key learning areas. The teaching resources will show how our program relates to inclusion, diversity and the environment. By adding these valuable items we cover our costs.

KPI/Timeline 3

We have interactive online content that is available for teachers to use in lessons, that relate to environmental and social inclusion curriculum based learning outcomes.

Goal 4

Establish two new satellite teams in geographical areas based on results of campaign and distance from head office (Brookvale). Provide support to set up through induction, training and equipment and support funding.

KPI/Timeline 4

One satellite team (5 days per week) fully independent, operational and sustainable by end of 2017.

One further satellite team (5 days per week) fully operational and sustainable by end of 2018.

Goal 5

KPI/Timeline 5

1. Did the project achieve its goals?

Address each of the above listed goals separately. If relevant, please provide quantitative data about your project. For example: How many people were involved in the project? How many workshops were delivered? Etc.

While most of the goals have already been achieved it should be noted that we are submitting this Final Report early, as agreed with Dr Alberto Furlan.

Goal 1/ A consultant was engaged to carry out market research with schools and stakeholders. The research gathered resulted in a 'brand blueprint' which became the main marketing tool used to produce a promotional video, marketing material and re-develop the website. The video was sent to almost 300 school Principals across the Northern Sydney District. School bookings have increased from 7 schools to 31 schools during the project.

Goal 2/ We have developed a practice and procedural framework which is both printed and available online for satellite teams. This working document has assisted us in setting up remote operations. In addition, we are utilising Cloud Based information and document sharing services to enable real time information sharing between teams and head office. Training workbooks using Plain English and communication pictures for team members with disability have been developed and are being utilised on training days.

Goal 3/ We have re-developed our website to provide information to our clients, which includes schools. As mentioned in our progress report, we had discussions with various stakeholders regarding teaching resources and determined that the most valuable resource for teachers would be Activity Sheets that show how the on-ground activities we carry out with students, fit within the school curriculum. We engaged a teaching consultant to identify syllabus links and suggested activities and have draft Activity Sheets and Weed Fact Sheets prepared which will be uploaded to our website before the commencement of school in 2018.

Goal 4/ We established one satellite team in March this year. The team operate 2-3 days per week out of a rented space in Chatswood, the Dougherty Community Centre.

2. What did you learn?

For example: improvement areas, reasons for success or challenges, unanticipated outcomes, ideas for how you will apply learnings to future projects.

We learnt a great deal during this project and will apply our learning to future projects. We have applied for further funding for 2018/2019 from the Ian Potter Foundation that seeks to address needs that we discovered during this project.

During the campaign creation and implementation, we learnt that there is genuine interest in supporting inclusion of people with disability into our communities. Many schools showed interest the program and there was a groundswell of support during that intensive marketing period. The challenge came in having teams, Supervisors and employees with disability, trained and ready to work at the same time as the higher level of interest.

Developing the framework for best practice and procedural manual identified areas for improvement. In-depth flow charts and analysis of our daily processes led to streamlining of systems and set up and use of cloud based information sharing of sites and clients, schedules and work records.

Schools are very busy places and there are a large amount of resources available to teachers. As many teachers have commented, it can be overwhelming trying to choose from the multitude of available teaching resources. We

identified that the most effective resource would be to link curriculum with the activities that we carry out as part of our Schools Inclusion Program.

We continually learn from our operational and sustainable satellite team. One of the major learnings is the need to provide a pathway into working/employed Bushlink teams, hence our current application for 2018/2019.

In general, the rollout of the National Disability Insurance Scheme has raised awareness of the need for inclusion and employment for people with disability. At the same time it presented a number of challenges along the way as our program is innovative and it took some time to identify where we fit within the system.

3. Was the project completed within the proposed timeframe? Maximum 30 words.

This report is submitted early as agreed with Dr Alberto Furlan. There is still work to do to finalise some aspects but most end of 2017 goals have been fully achieved.

4. Did you make any changes? If so, why?

i.e. changes to the original proposal, reasons for them and how they affected the project.

During the project period we approached the Ian Potter Foundation and received approval of our request for changes to the original proposal. This was due to an unexpected and welcome grant of \$20,000 from the NSW Premier and Cabinet's Office. The former NSW Premier Mike Baird had approved this grant on his final day in office and requested it be directed towards purchase of a new Bushlink vehicle for the new remote team.

The Ian Potter Foundation approved re-direction of those funds and we were able to work on some areas we had identified as needing further resources. We used funds to recruit and induct a larger pool of Bushlink Supervisors, provide intensive on-the-job training of new team members, run an Inclusive Bushcare Workshop (7 sessions) at Lane Cove National Park and work further on streamlining processes and developing the teaching resources.

It should be noted that the second satellite team to be established by the end of 2018 (Goal 4 KPI) related to our original application for \$300,000 over 3 years, it is understood that the Year 3 funding is not available. Instead we have applied for 'Invitation Only' funding based on the learning of the past two years.

5. In your application you identified the following (up to 5) long term outcomes:

Note: if you applied prior to June 2015, we have selected (up to five) outcomes based on goals stated in your application.

Improved financial sustainability--
Improved health and wellbeing--
Improved operational capacity/capability--
Increased community capacity/engagement--
Increased financial security / economic participation--

5a. Did you collect any measurements on long-term outcome 1?

If so, explain. If not, explain why not/future plans.

Improved financial sustainability was measured at the beginning and end of the project through the following areas.
December 2015; October 2017

Annual Sales/Income from trade: \$76,417; \$219,182

Bookings from schools: \$17,000; \$99,950

NDIS progress investigating; 13 out of 15 have funding support through NDIS plans.

5b. Did you collect any measurements on long-term outcome 2?

If so, explain. If not, explain why not/future plans.

Improved health and well-being was measured at the beginning and end of the project through the following areas.

December 2015; October 2017

people supported 6; 15

hours of support per week 96; 228

% sick leave taken 0.002%; 0.001%

Behaviour management required 10%; 30% This increase was due to an individual developing a mental illness and requiring a greater level of support for a period of time. It also reflects time spent with new team members joining Bushlink.

5c. Did you collect any measurements on long-term outcome 3?

If so, explain. If not, explain why not/future plans.

Improved operational capacity/capability was measured at the beginning and end of the project through the following areas.

December 2015; October 2017

#Supervisors 1; 6

#worksites/contracts 12; 36

geographic reach (clients) Northern Beaches; Northern Sydney District

#facebook/twitter followers 234,118; 369,224

5d. Did you collect any measurements on long-term outcome 4?

If so, explain. If not, explain why not/future plans.

Increased community capacity/engagement was measured at the beginning and end of the project through the following areas.

December 2015; October 2017

#School bookings p.a. 7; 31

#Corporate events p.a. 4; 15

#Ambassadors/Patron Jamie Durie; Jamie Durie, Tracey Spicer, Mike Baird - Former NSW Premier (to be announced)

New collaborations with Landcare Australia, Northern Beaches Council for corporate event bookings and underway with Q Station.

Have joined networks including AAEE, AABR, Manly Community Reference Group -- Health and Community Services

5e. Did you collect any measurements on long-term outcome 5?

If so, explain. If not, explain why not/future plans.

Increased financial security/economic participation was measured at the beginning and end of the project.

December 2015; October 2017

#people long term employment (52 weeks) 6; 9

people medium term employment (26 weeks) 0; 11

Other employees have only recently been employed.

Note that 5 employees have been employed for 5 years+

6. Were you able to leverage Foundation's funding to gain other support?

e.g. such as grants from other sources, on-going funding, other forms of support, or other benefits.

Yes

Please enter the \$ amount leveraged from government sources.

\$106,000

Please enter the \$ amount leveraged from non-government sources.

If applicable, please state the organisation(s) and amount(s). Maximum 255 characters.
NSW Family and Community Services \$66,000; NSW Minister for Disability \$20,000; NSW Dept of Premier and Cabinet \$20,000 plus in-kind private consultants

Next steps

FINAL REPORT

7. Will the project continue beyond the grant period?

Yes

If continuing, please outline the future of the project.

Bushlink will continue to operate sustainably at the current level. Bushlink is now financially sustainable and has the framework in place to continue operations efficiently. However, there were notable gaps and issues that arose during the project period and these will need to be addressed prior to expanding further geographically or in numbers of people we support. In order to expand further we have submitted a funding application to address the needs that we identified during this project.

The valuable marketing and operating resources we developed during this project will continue to be utilised into the future.

8. Have the project outcomes already been shared with others? If so, how?

e.g., newsletters, conference presentations, public launch, publication of report

The progress of this project and its outcomes has been shared throughout the project period via a range of media. This includes our own newsletter, annual report, blog and social media along with local newspapers in the Northern Beaches and City of Ryde areas.

Our campaign and the outcomes were shared with Northern Sydney District schools and State Government departments via mail and email along with a number of presentations at individual schools, school networks groups, community and business groups and Councils. We will present the final outcomes of the project at our Annual General Meeting and publish a report for distribution to our database.

FEEDBACK

Do you have any suggestions of ways in which we could improve our processes? Any general comments?

The Ian Potter Foundation have always been a great support to us and easy to get in contact with. It is wonderful to have our program recognised and have the ability to build on what we know to be an innovative and valuable employment model. We appreciated being able to share our progress with the Ian Potter Foundation during the project period and being able to re-direct funding as needed.

Financial statement

FINANCIAL STATEMENT

Please attach a statement of **total project income and expenditure** (not just the expenditure of the Foundation's grant). It must account for the total income and expenditure of the project and it **must** be signed and dated by the relevant authorised person (e.g. CEO, CFO, Research/Grants Management Accountant) with itemisation of:

- the amount received from The Ian Potter Foundation
- the cash financial contribution received from your organisation
- other funding sources and amounts received from them

- amounts expended and
- the balance (if any) remaining at date of this report.

Note: You should comment on any significant changes in budget items from the original budget proposed.

In order for us to get a complete understanding of how your project went, we need a financial report in the same format as the budget you submitted in your application. Please include in the income and expenditure sections columns titled "*estimated*" **and** "*actual*" (as in the report template).

If you used your own budget template when you applied, please use the same cost headings, adding additional headings and rows to account for unanticipated costs.

If you used the Foundation's budget template when you applied you may like to use the [IPF FINANCIAL REPORT TEMPLATE](#). You should add additional headings and rows where necessary in order to provide as complete an itemised financial report as possible.

Print a copy of the completed financial statement and arrange for it to be **signed and dated** by the relevant authorised person (see above). Then scan it and upload it as an attachment.

Financial Report attachment

[IPF Final Report Financial Statement.pdf](#)

Attachments

Title	File Name
Report / newsletter / other 1	Project Evaluation Report.pdf
Report / newsletter / other 2	Testimonials SIP.docx
Photo / image 1	New school Castle Cove Public.JPG
Photo / image 2	Mark with students.JPG
Photo / image 3	Weeding with students.jpg