



Tripoli & Mena Association  
**AGM Report**  
جمعية طرابلس والمينا الخيرية 2012



*With you through all stages of your life*



**Tripoli and Mena Association**  
AGM Report 2012





## Table of Contents

|  |    |
|--|----|
| TMA Overview.....  | 2  |
| Our People.....  | 11 |
| TMA Organisation Chart.....                              | 13 |
| Chairperson's Report.....                                | 14 |
| General Manager's Report.....                            | 16 |
| 2010/2011 Yearly Statistical Overview.....               | 21 |
| Community Aged Care Packages.....                        | 26 |
| Arabic Australian Child Care Centre.....                 | 29 |
| Tripoli and Mena Canterbury Centre - Based Day Care..... | 32 |
| Tripoli and Mena Bankstown Centre - Based Day Care.....  | 36 |
| Community Partners Program (CPP).....                    | 38 |
| Lakemba Arabic Community Hub.....                        | 40 |
| Arabic Language Project.....                             | 45 |
| Photo Galery .....                                       | 46 |
| Treasurer's Report .....                                 | 49 |
| Statutory Accounts.....                                  | 51 |

|          |  |
|----------|--|
| ٧ .....  | جمعية طرابلس والميناء الخيرية.....                                     |
| ٨ .....  | الخدمات والأنشطة.....  |
| ١٥ ..... | تقرير رئيس مجلس الإدارة.....   |
| ٢٢ ..... | تقرير المدير التنفيذي.....   |
| ٣٤ ..... | تقرير برنامج الرعاية النهارية للمسنين لمنطقتي كانتربري و ماركفيل ..... |
| ٤٣ ..... | تقرير منسقة برنامج التنمية الاجتماعية.....                             |
| ٤٥ ..... | مشروع اللغة العربية.....   |
| ٥٠ ..... | تقرير أمين الصندوق.....  |



# Tripoli and Mena Association

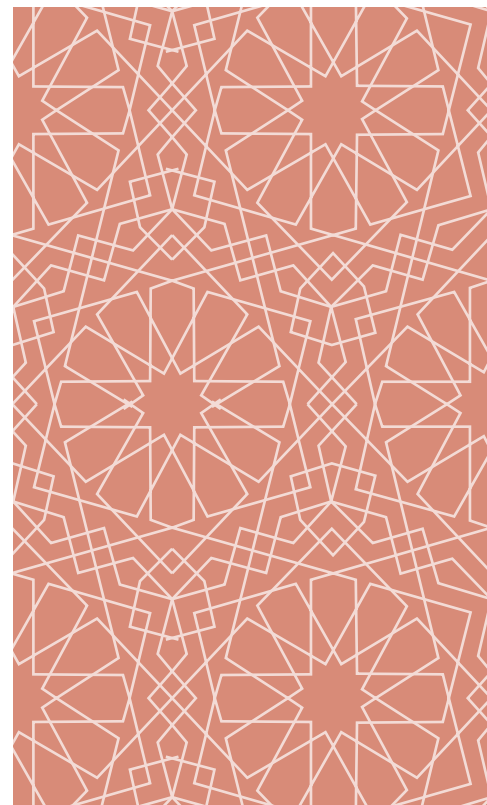


## *Vision*

A vibrant Australian-Arabic speaking community by working with you through all the stages of your life, and where no-one is isolated or left behind.

## *Mission*

Our mission is to provide a quality service to the people of our community through a range of services and programs designed to strengthen our community and promote community connectedness, wellbeing and empowerment.



## The TMA Values:

### *People*

Tripoli and Mena (TMA) respects and values each person. It accepts and supports a diverse range of individuals and encourages them to develop as significant contributors to the community as a whole. It treats all people with honesty, integrity and dignity.

### *Teamwork*

Organisations are much stronger and more efficient and effective when working as a team. The TMA is committed to building teamwork, respect and trust among staff and with clients.

### *Excellence*

The TMA is committed to providing excellence in service provision to the Arabic speaking community and to each other. It promotes a supportive environment, where high performance, accountability, efficiency, effectiveness and commitment to the work of The TMA are consistent characteristics.

### *Collaborative Partnerships*

The TMA recognises that strong partnerships with our community are vital to quality service delivery and we foster cooperation and trust to sustain and promote community relationships.

### *Equality of Access*

The TMA is committed to a high level of physical, social and economic access to its programs and facilities. The TMA provides service without prejudice and promotes understanding and respect among all races, religions and cultures.

## Aims

1. To develop community services which implement our vision and purpose.
2. To act as a focal point for local community activities and initiatives to ensure that the service is operated on a community basis and encourages maximum community participation.
3. To identify needs and where possible and appropriate, initiate and operate programs to meet those needs.
4. To resource members of the community in identified areas of need where appropriate.
5. To network with other services, individuals and groups for mutual benefit.
6. To work on identified community issues and needs and advocate on behalf of individuals, organisations and groups where relevant.
7. To raise awareness of community issues.
8. To assist in the relief of poverty, sickness, destitution, suffering and misfortune, within the funding guidelines of the Service.
9. To be accountable to the community for provision of a quality service.
10. To apply for and receive such funds as will facilitate the work of the Centre.

## Who We Are

The Fraternal Society of Tripoli and Mena is a community based, nonprofit welfare organisation. It was humbly established in 1975 by a group of young Arabic speaking migrants. Their main vision was to help people from their community with everyday welfare needs. Meeting these needs enabled the Arabic speaking community to progress and integrate into Australian society.

Since its establishment, Tripoli and Mena has expanded and become a unique, little organisation that has achieved big things. Its resource base and service provision are as diverse as the community they endeavour to serve. These resources and services are continually developing to meet the changing needs of the Arabic speaking community.



# Current services

- Community Aged Care Packages
- Arabic Australian Child Care Centre
- Centre Based Day Care – Canterbury/Marrickville
- Centre Based Day Care - Bankstown
- Community Partners Program
- Lakemba Arabic Community HUB
- Arabic Language Program (Saturday School)



## Community Aged Care Packages (CACP)

Community Aged Care Packages are planned and coordinated packages of low care services provided to assist elderly people with their care needs. These packages are unique to each care recipient's needs and are designed to assist elderly people remain in their homes. These services include personal care, domestic care, light home and garden maintenance, transport and respite. The services provided are flexible and change as the individual's needs change. The CACPs provided by Tripoli and Mena cater for the Arabic speaking Muslim aged community, and service the Sydney metropolitan area.

Eligibility for a CACP is determined by an ACAT assessment. If you require further information please contact the CACP coordinator on **9758 1366**.

## Arabic Australian Child Care Centre

The Child Care Centre is a multicultural and community based / not for profit long day care centre providing care and education for (39) children ranging from ages six weeks to six years old. It has been in operation since its official opening in January 1985.

The centre provides children with educational programs, sleeping facilities, halal and nutritious meals and recreational activities. It is open to children of all backgrounds hence; multiculturalism is integral to the daily operation of the child care. This is demonstrated through the day to day activities.

Parents are also encouraged to participate in the running of the centre by either becoming actively involved in the management committee or providing suggestions to the Director of the Centre.

The centre is consistently providing a High Quality of Service and is accredited by the National Child Care Accreditation Council. The operating hours are from 7am to 6pm Monday to Friday.

For further information, please contact the Director on **9758 2256**.



## Arabic Day Care Program

The Program is a HACC funded initiative which pays homage to Arabic speaking elderly. The service provides welfare support as well as Centre Based Day Care for the frail aged from Monday to Thursday, open to Arabic speaking elderly from the Canterbury Council LGA. It also provides Dementia specific Day Care every Friday, open to Arabic speaking elderly from the Canterbury/ Marrickville Council LGAs. and Bankstown City Council on Tuesdays.

The Centre Based Day Care is a social support service that provides leisure activities to the Arabic speaking frail aged. It works to reduce the risk of social isolation by encouraging clients to meet new people, socialise, participate in planned events and activities and hence, lead an active lifestyle. Information sessions, activities and excursions are run on a monthly basis with morning tea provided. Centre transport is available upon request (a small fee applies).

The centre also provides a computer kiosk readily available for the elderly to use and lessons are provided free of charge.

## Dementia Specific

Tripoli and Mena proudly runs a Centre Based Dementia Specific Day Care group. It runs every Friday between 9am - 2pm and a small fee applies. The service aspires to support Arabic speaking elderly with dementia through culturally and religiously appropriate care. The facility caters for the safety needs of its dementia clients. Nutritious meals and leisure activities form the basis of this group. Tripoli and Mena has its own bus which picks up and drops off each client upon request.

The Day Care is run by Arabic speaking staff. The Centre is located at:

54A Railway Parade St  
Lakemba, NSW 2195.

For further information please contact the Centre Coordinator on **9759 3436**.



# جمعية طرابلس والميناء الخيرية



## من نحن

جمعية طرابلس والميناء الخيرية منظمة عربية

اجتماعية لا تهدف للربح ،تأسست في عام ١٩٧٥ وبكل تواضع من قبل مجموعة من الشباب المهاجرين الناطقة بالعربية. وكانت رؤيتهم الرئيسية لمساعدة الناس من أبناء وطنهم باحتياجاتهم اليومية. تلبية هذه الاحتياجات يمكن الجالية الناطقة بالعربية على التقدم والاندماج في المجتمع الاسترالي وهي متمسكة بالتعددية الثقافية وأسس العدالة الاجتماعية والمساواة بين جميع أفراد المجتمع الأسترالي والحرية الدينية وحقوق الإنسان والمساواة في فرص العمل وفي مقدمة هذه المبادئ الاحترام والتقدير بين عناصر المجتمع على اختلاف أصولهم الأثنية والثقافية .

منذ تأسيسها ، نمت جمعية طرابلس والميناء لتصبح منظمة اجتماعية حققت الكثير من الأعمال والأنشطة و الخدمات المختلفة للمجتمع الذي تسعى لخدمته. هذه الموارد والخدمات في تطور مستمر وذلك لتلبية الاحتياجات المتغيرة للجالية الناطقة باللغة العربية

## الخدمات الحالية :

مركز الرعاية الاجتماعية  
المركز العربي الأسترالي للعناية بالأطفال  
برنامج تنمية المجتمع  
حزم رعاية المسنين المسلمين العرب  
برنامج شركاء الجالية للمسنين العرب  
المركز العربي للمسنين  
مركز الرعاية النهارية للمسنين  
مجموعة دعم الأمهات  
برنامج اللغة العربية (مدرسة السبت)

## Community Partners Program (CPP)

The Community Partners Program is a Federal Government funded initiative designed to increase and sustain access of elderly people from Culturally and Linguistically Diverse Backgrounds into mainstream aged care services.

CPP aims to increase this access by identifying what are the barriers that hinder access of CALD elderly into aged care services. CPP then aims to identify solutions to breakdown the barriers. This is achieved by working with service providers and CALD elderly to meet a common ground.

The Community Partners Program at Tripoli and Mena caters for the Arabic speaking Muslim aged community. Currently, Tripoli and Mena has two CPP Project Officers who cover four geographical regions. The areas covered are South East Sydney, Inner West Sydney, Western Sydney and South West Sydney.

To contact the CPP Project Officer for SWS and WS, call **9759 3436**  
To contact the CPP Project Officer for IW and SES, call **9758 1366**



## Lakemba Arabic Community HUB

Community Development is an integral part of Tripoli and Mena which aims to support people to work together to gain control over resources, knowledge and information, social relationships and decision-making. It also promotes the development of existing support groups and services assisting the Arabic speaking community, particularly families and children from disadvantaged socioeconomic backgrounds.

Tripoli and Mena's Community Development aspires to facilitate leadership, pride, independence, and capacity building via community consultations.

As a result, insight into the needs of the Arabic speaking community is provided which is used to determine planning, policies, and resource provision. If you require further information please contact the Community Development Officer on **9758 1366**.

## Arabic Language Program (Saturday School)

Tripoli and Mena has been providing Arabic language classes at Wiley Park Girls High School since 1977. The classes cater for students at all levels and are provided to students ranging from the ages of five years and over.

The classes take place every Saturday (excludes school holidays) from 9.30am-1.30pm. All classes are provided free of charge.

To enrol your child, please contact the Social Welfare Centre during business hours on **9758 1366**.

## رؤيتنا

جمعية عربية استرالية حيوية تعمل معكم ولأجلكم خلال جميع مراحل حياتكم

## رسالتنا

نسعى جاهدين لتوفير ما يكفي من المساعدة الاجتماعية للمجتمع الناطق باللغة العربية من أجل تحقيق أقصى قدر من الإمكانيات البشرية والرفاه للمشاركة الناجحة في المجتمع الاسترالي.

## الأهداف والغايات

- تلبية الاحتياجات المتغيرة باستمرار للمجتمع الناطق باللغة العربية.
- تقديم المعلومات والإحالة وخدمات الدعم.
- مساعدة الأفراد من الجالية الناطقة بالعربية لتقوية أنفسهم وأسرهم ومجتمعهم
- زيادة القدرة على التكيف في المجتمع العربي ، وبناء قدرات اجتماعية.
- تشجيع الحفاظ على الثقافة العربية واللغة العربية.
- تعزيز وتشجيع المبادرات المتعددة الثقافات وتعدد الثقافات والأنشطة.
- مناصرة ، وتقوية أبناء الجالية العربية.
- تقديم خدماتنا وفقا لمبادئ العدالة الاجتماعية ، التواصل ، العدالة ، الحقوق والمشاركة ، تعزيز القدرات الفردية ، والشمولية ، والدفاع ، احترام واجب الرعاية ، والقيم والأخلاق.
- التواصل مع ، وتنمية وتطوير الشراكة المستدامة مع المنظمات الأخرى والخدمات ذات الصلة لتحسين الخدمات الاجتماعية.



## الخدمات والأنشطة

### مركز الرعاية الاجتماعية

يقدم المركز الاجتماعي في جمعية طرابلس والميناء الخيرية مجموعة واسعة من الخدمات المحددة والخاصة التي تلبي احتياجات المجتمع الناطق بالعربية ، مع التركيز بشكل خاص على الأطفال والنساء والمسنين.

مشاريع التنمية المجتمعية والخدمات والبرامج هي جزء لا يتجزأ من عمل جمعية طرابلس والميناء الخيرية. وتستخدم هذه البرامج لتلبية الاحتياجات المحددة للمجتمع الناطق باللغة العربية. مشاريع مثل حزم رعاية المسنين ، برنامج الشركاء على وجه التحديد لضمان رفاه المسنين المسلمين الناطقين باللغة العربية والتنمية الاجتماعية لتقوية وتعريف أبناء الجالية على حقوقهم ودعم العائلة لتأمين سلامة الأطفال وحمايتهم

ويقع المركز على العنوان التالي:  
48-50 Taylor Street , Lakemba NSW

إذا كنت تحتاج إلى مزيد من المعلومات أو ترغب في زيارة المركز يرجى الاتصال بنا على الرقم التالي:  
9758 1366 .

### حزم رعاية المسنين (CACP)

حزمة رعاية المسنين مخططة ومنسقة لمساعدة

المسنين ذوي الاحتياجات الأولية المتدنية ورعايتهم. هذه الحزم هي فريدة من نوعها لتتناسب مع احتياجات متلقي الرعاية ، وهي مصممة لمساعدة كبار السن للبقاء في منازلهم. وتشمل هذه الخدمات الرعاية الشخصية ، والرعاية المنزلية الخفيفة وصيانة الحدائق ، والنقل والراحة. الخدمات المقدمة تتسم بالمرونة وتتغير مع تغير احتياجات الفرد. وحزم الرعاية للمسنين CACPs التي تقدمها جمعية طرابلس والميناء الخيرية تلبي احتياجات المجتمع المسلم الناطق باللغة العربية في مناطق سيدني الكبرى.

يتم تحديد الأهلية لحزمة الرعاية CACP من قبل فريق تقييم متخصص في إحدى المستشفيات

### المركز العربي للمسنين برنامج الرعاية النهارية للمسنين

برامج المركز العربي للمسنين ممول من قبل دائرة خدمات المسنين والمعوقين والعناية المنزلية للمسنين المتحدثين باللغة العربية. مركز المسنين يضم منسق/منسقة الرعاية النهارية والعاملين في دعم مركز المسنين. تشمل الخدمات التي يقدمها مركز الرعاية النهارية والعناية بالأشخاص المتقدمين في السن من الأثنين إلى الخميس ويشكل مكان للتلاقي بين المسنين والمسنات العرب المقيمين في منطقة بلدية كانتربري لممارسة مختلف الأنشطة .

ويوفر المركز خدمات خاصة للمسنين الذين يعانون من ضعف في الذاكرة ومن سكان بلديتي كانتربري وماركفيل وذلك كل يوم جمعة.

وانطلاقاً من مركز الرعاية النهارية تقدم خدمة الدعم الاجتماعي الذي يوفر الأنشطة الترفيهية إلى الناطقين باللغة العربية من الطاعنين في السن ومن الذين يعانون من القصور الذهني. وكذلك العمل على الحد من مخاطر العزلة الاجتماعية ، وبرنامج الرعاية النهارية يشجع أساساً إلى التعرف على اصدقاء جدد ويؤدي إلى أسلوب حياة أكثر نشاطاً .

البرنامج يقدم طعام الافطار وطعام الغذاء بكلفة زهيدة ، والمواصلات مؤمنة من المنزل الى المركز ومن المركز الى المنزل.

ويوفر المركز أيضاً كشك الكمبيوتر للمسنين لاستخدامه بصورة فردية ويتم توفير دروس ودورات تدريبية مجانية للمسنين من الجنسين وذلك من خلال موظفي الخدمات في المركز . بقي أن نؤكد لمن يريعى مسنا ان أحبائهم سيكونون معنا في بيئة ودية ودافئة كما لو كانوا في المنزل. حيث سيتناولون وجبات طعام مغذية ورحلات شهرية الى اماكن متفرقة . يقع مركز المسنين التابع لجمعية طرابلس والميناء الخيرية على

### المركز العربي الأسترالي للعناية بالأطفال

مركز رعاية الطفل هو مركز اجتماعي متعدد

الثقافات لايهدف الى تحقيق اي ربح. مركز الرعاية يوفر الرعاية والتعليم لتسع وثلاثون طفلاً في اليوم (٣٩) من الذين تتراوح أعمارهم بين ستة أسابيع إلى ست سنوات من العمر. وقد بوشر العمل في هذا المركز رسمياً في كانون الثاني (يناير) 1985.

ويوفر مركز العناية للأطفال برامج تعليمية ومرافق النوم ، ووجبات طعام حلال ومغذية وأنشطة ترفيهية. والمركز يستقبل الأطفال من جميع الخلفيات الأثنية ويتم تقديم البرامج المختلفة من خلال الأنشطة اليومية.

كما يتم تشجيع أولياء الأمور للمشاركة في برنامج المركز ، والمشاركة بنشاط في لجنة الآباء أو تقديم الاقتراحات إلى مديرة المركز.

المركز يقدم باستمرار خدمات على درجة عالية من الحرفية ومعترف بها من قبل المجلس الوطني لتقييم عمل مراكز رعاية الأطفال.

ساعات العمل من 7:00 صباحاً وحتى 6:00 مساءً من الاثنين إلى الجمعة.

لمزيد من المعلومات ، يرجى الاتصال بالمديرة على الرقم 9758 2256.





تعليم اللغة العربية في ثانوية توالي بارك الرسمية للبنات منذ العام ١٩٧٧. الصفوف متوفرة لطلاب المرحلتين الابتدائية والثانوية وذلك كل يوم سبت من الساعة التاسعة صباحا وحتى الواحدة والنصف بعد الظهر. لمزيد من المعلومات يرجى الاتصال على الرقم التالي : 97581366

### مصادر التمويل

يتم تمويل برامج جمعية طرابلس والميناء الخيرية من المصادر التالية:  
\* دائرة الخدمات الاجتماعية في ولاية نيو ساوث ويلز - برنامج التنمية الاجتماعية ومركز رعاية الأطفال.

\* دائرة المسنين والمعوقين والعناية المنزلية في ولاية نيو ساوث ويلز - برنامج الرعاية النهارية للمسنين  
\* دائرة التعليم في ولاية نيو ساوث ويلز - برنامج اللغة العربية (مدرسة السبت)  
\* دائرة الصحة والمسنين في الحكومة الفدرالية - برنامج خدمات المسنين المسلمين وبرنامج شركاء الجالية للمسنين .

\* دائرة العائلة والخدمات الاجتماعية في الحكومة الفدرالية - برنامج رعاية الأطفال

اما المصادر الثانوية الأخرى فهي كالتالي :  
رسوم العضوية  
التبرعات  
جمع تبرعات



العنوان التالي:  
54A Railway Parade  
Lakemba, NSW  
ويمكنكم الاتصال بنا على الأرقام التالية:  
97596343 أو 9758 1366

### برنامج شركاء الجالية

برنامج شركاء الجالية برنامج ممول من دائرة الصحة والمسنين في حكومة الكمونولث لتقديم خدمات للمسنين العرب المسلميتمتاشى مع عاداتهم وتقاليدهم وذلك في المناطق الجنوبية الغربية والغربية الداخلية والجنوبية الشرقية والمناطق الغربية في سدني .

يهدف البرنامج الى تسهيل وتشجيع ومساندة المسنين المسلمين العرب في الحصول على خدمات العناية الملائمة في مراكز خدمات المسنين وذلك من خلال تذليل العقبات التي تحول دون ذلك من خلال تقديم الدعم لمراكز خدمات المسنين تتمتاشى مع العادات والتقاليد العربية والاسلامية .

لمزيد من المعلومات يرجى الاتصال بالأرقام التالية:

جنوب شرق سدني ومناطق غرب سدني الداخلية  
9758 1366

جنوب غرب سدني ومناطق سدني الغربية  
97596343

### برنامج اللغة العربية (مدرسة السبت)

(السبت)

تقدم جمعية طرابلس والميناء الخيرية فصول

## Our People

### Board Of Directors

**President**

Abdallah Dannawi

**Vice President**

Jalal Hamoui

**Secretary**

Mohamad Tissine

**Treasurer**

Mustapha Merhi

**Board Member**

Yasser Aboulahaf

**Board Member**

Iman El-Sayed

**Board Member**

Riad Zahra

**Board Member**

Fadi Kurdi

**Board Member**

Jamal Asmar

### Personnel

**General Manager**

Abdul Majid Zahra

**CACP Coordinator**

Zeinab Rizk

**CACP – Support Workers**

Maha Alamddine

Salma Al Abbasi

Suzan Al Abbasi

HachmiehMohamad

Hanan Charafeddine

Sahar Raad

Bilal Raad

Sahar Dib

Khodr Chith

Mounira Kassem

Samia Jaber

Imen Assaf

Delianarti





# Our People

## CBDC Coordinator

Canterbury/Marrickville

CBDC Support Workers

CPP Project Officer

CPP Project Officer

Community HUB – Coordinator

CBDC Coordinator – Bankstown

CBDC Support Workers

Reception

Bookkeeper

## Volunteers

Ahmad Jumah

Sabria Haje

Wafa Basal

Iman ElSayed

Azizeh Marashdeh

Kawkab Hawari



## Arabic Australian Child Care Centre

Child Care Supervisor

Administration Officer

Early Childhood Teacher

Child Care Worker – Qualified

Child Care Worker – Qualified

Child Care Worker – Qualified

Language & Islamic Instruction

Advanced Child Care Worker-Qualified

Advanced Child Care Worker-Qualified

Advanced Child Care Worker-Temp

Support Worker – Cook

Siham Elkaddour

Souad Daizli

Nada Faysal

Amal Yaccoub

Roewaa Elsayed

Sarah Kamhieh

Hiam Dannawi

Ramia Barbour

Nadien Sayed

Yanhui Huang

Yanka Petera

Amany Eldelmallawy

Sophie Berner

BaheahKouayder

Shaista Parveen

Elham Benshatwan

Lisa Pham

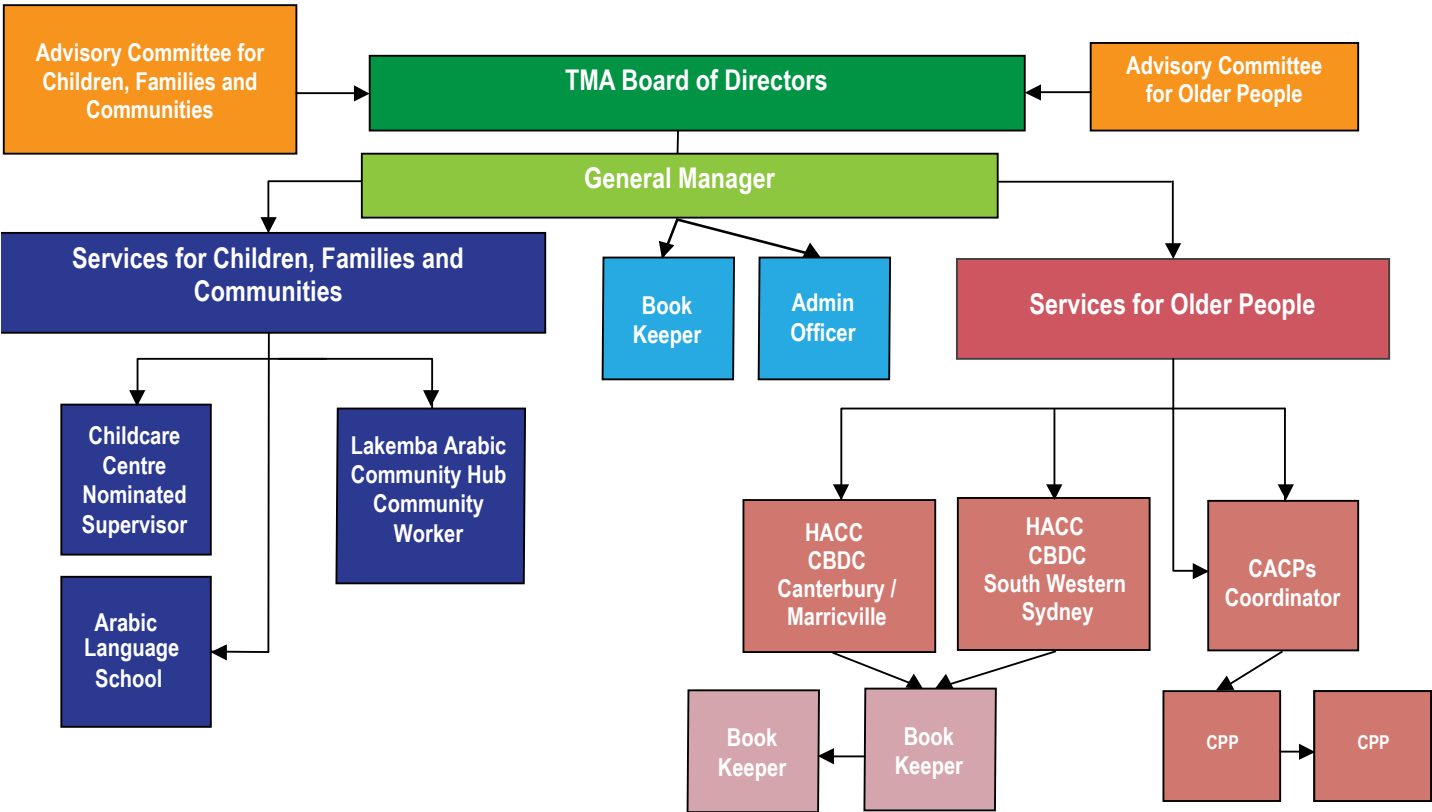
Maymouna Adra

MarwaFarhat

Fatima Dannawi



# Tripoli & Mena Association Organisational Chart





## Chairperson's Report

Welcome and thank you for attending our 2012 Annual General meeting. It is an honour and a great pleasure for me to present the Tripoli and Mena Association Limited 2011 – 2012 Annual Report. It has been a privilege to be a member of this Society and I am proud of the steps taken forward by the board of governance and team of staff at Tripoli and Mena Association. All have worked tirelessly and effectively steering the organisation throughout the year to achieve positive outcomes for the community.

As a sector we need to continue to raise our profile. We need to increase the understanding of our work at the "grass roots" and the important part it plays in developing and sustaining communities. Let's not be shy and retiring when it comes to our significant achievements!

We need to continue to look ahead and try to ensure that the valuable work we do in community centres and neighbourhood houses is appropriately funded so that our sector is sustainable into the future. The Board is devoting considerable time to developing and implementing a strategy for engaging with people and decision makers who can support our sector in our important contribution to, grass roots work in communities throughout Sydney Suburbs.

Our position as an information central for the Arabic speaking community, stable financial position, and our developed networks have helped TMA become a leader and long term stakeholder within the Arabic community.

Some of the areas the organization will work on are increasing the profile of the organization, responding to changing community needs, increasing community participation and the challenge of working in the changing funding environment and I look forward to the challenges and opportunities of 2013

In the Annual Report the various coordinators and project officers of Tripoli and Mena's programs have provided a detailed account of the activities during the year.

The TMA staff team continues to go from strength to strength. The team has demonstrated its capacity to deliver the business as usual services. It also adds that extra dimension by coming up with new, fresh and innovative ideas. There is much to be said for a team that is as enthusiastic and committed as the TMA team.

Special thanks and applause must be given once again to the TMA Manager Abdul Majid Zahra, who has led the team with tenacity and great leadership, and continues to raise the profile of the Organisation, promote essential projects and programs and achieve results that positively impact on the community and on individuals.

Every year we thank the volunteers, but every year we cannot thank them enough. They play critical and key roles in every aspect of Tripoli and Mena Centre and in every program and project we deliver. We thank you.

I am immensely grateful for the hard work and cohesiveness of the Board during the past year. I have enjoyed working with this committed and dedicated board and I commend it for its efforts in the past twelve months in endeavouring to secure the future of the organisation.

The Board also wishes to acknowledge and thank the funding bodies and other partner organisations that have supported the organisation through the provision of core funding and essential one off program and project funds. These include: Department of Health and ageing, Department of Family and Community Services, NSW Family and Community Services, NSW Family and Community Services Ageing, Disability & Home Care, NSW Education and Communities, Canterbury League Club, Strengthening Families Resourcing Parents, Canterbury City Council.

**Abdallah Dannawi**  
TMA President

## تقرير رئيس مجلس الإدارة

عبد الله الضناوي



انه لمن نواحي سروري البالغ أن أقدم تقريرتي نيابة عن اللجنة الإدارية لجمعية طرابلس والميناء الخيرية على التقدم الناجح الذي حققته في العام الماضي. العام الفائت كان عاما مليئا بالنشاطات المختلفة، حيث واصلت اللجنة الإدارية والعاملين في الجمعية على تقديم خدمات عالية الجودة لأبناء الجالية على مختلف أعمارهم وتلبية متطلبات المساهمة من هيئات التمويل المختلفة.

نحن محظوظون في الحصول على دعم قوي من الشركاء الذين يدعمون الأنشطة الكثيرة للجمعية: الحكومات الأسترالية الفدرالية والمحلية؛ مجلس مدينة كانتربري. هذه العلاقات هي عامل إيجابي للغاية وتتسم بالاحترام المتبادل والتعاون. رغم ذلك ما زلنا نواجه عددا من التحديات في المستقبل مع تزايد الطلب على خدماتنا في حين تواجه الحكومات طلبات للحصول على تمويل للخدمات في مناطق عديدة من المجتمع.

خلال هذا العام تم انجاز مايلي على صعيد الإدارة:

- الانتهاء من وضع برنامج التوعية والتوجيه للمجلس الإداري للتعريف بعمل الجمعية ولوضع أسس متينة للإدارة؛

- تعزيز وتطوير المونة الإلكترونية لتقديم المعلومات إلى أفراد المجتمع حول خدماتنا وتحقيق الكفاءة التجارية؛

- تنمية وتطوير سياسات وقوانين الجمعية والمراجعة المستمرة للسياسات القائمة،

- التدريب المستمر للموظفين وتطوير مهاراتهم في مواضيع متنوعة وتنمية قدراتهم العملية لضمان تقديمهم خدمات عالية الجودة.

في التقرير السنوي يوجد وصفا تفصيليا للأنشطة مقدم من مختلف منسقي وموظفي الجمعية للأنشطة خلال العام.

فريق العمل في جمعية طرابلس والميناء الخيرية تواصل الانتقال من قدرة إلى قدرة.

أثبت فريق العمل قدرته على تقديم الخدمات والأعمال الأخرى المعتادة بكفاءة. كما أنه يضيف بعدا جديدا واستحداث أفكار جديدة، جديدة ومبتكرة. هناك الكثير مما يمكن قوله عن الفريق المتحمس والمتزعم كفريق يعمل ضمن جمعية طرابلس والميناء الخيرية.

ولا يسعني هنا إلا أن اتقدم باسمي وباسم اللجنة الإدارية بالشكر الخاص والتقدير إلى مدير الجمعية الأخ عبد المجيد زهرة على المثابرة والقيادة العظيمة لفريق العمل، والمثابرة في رفع مكانة الجمعية، وتعزيز المشاريع والبرامج الأساسية، وتحقيق النتائج التي تؤثر إيجابا على المجتمع وعلى الأفراد.

في كل عام نشكرا للمتطوعين، ولكن في كل عام كذلك لا يمكن أن نشكرهم بما فيه الكفاية. أنهم يلعبون أدوارا حاسمة وأساسية في كل جانب من جوانب العمل وفي كل البرامج والمشاريع التي تقدمها الجمعية. شكرا لكم.

وأنا ممتن كثيرا للعمل الشاق ولتماسك المجلس الإداري خلال السنة الماضية. لقد استمتعت بالعمل مع هذه الأثرية المخلصة والمتفانية وأثنى على الجهود التي بذلتها في الأشهر الاثني عشر الماضية في السعي لتأمين مستقبل الجمعية.

وأود كذلك باسم المجلس أيضا أن نعترف ونشكر هيئات التمويل والمنظمات الشريكة الأخرى التي دعمت المنظمة من خلال توفير التمويل الأساسي للبرامج والمشاريع. وهذه تشمل: وزارة الصحة والشيخوخة، وإدارة خدمات الأسرة والمجتمع، نيو ساوث ويلز الأسرة والخدمات الاجتماعية، نيو ساوث ويلز الأسرة والمجتمع خدمات شيخوخة والعجز والرعاية المنزلية، نيو ساوث ويلز التعليم والمجتمعات، ومجلس بلدية كانتربري.



# General Manager's Report

At the completion of another successful year, it makes me proud to present the 2012 AGM Report. Tripoli and Mena has particularly concentrated in establishing itself as a CALD (Culturally and Linguistically Diverse) service provider in order to provide service to this group of people in the community.

2011/12 was the first year that our funding from the New South Wales Government was directed through the Community Builders program. We worked closely with NSW Family & Community Services staff to develop our contractual specifications and learn more about changes to reporting and data collection. While any change in the way we do things will always require fine-tuning, the Government and the sector are on this journey together, and we believe that this can only be of benefit to the sector as a whole in the longer term.

They reach the stage of entering Residential Care, thus the Federal Government will encourage them to remain in their own home for as long as possible and allocate extra funding in this area.

The changes and transition of the responsibilities between the state and federal governments to aged and disability care instituted last year, were finally resolved by the state and federal governments. The aged over 65 years are now the responsibility of the Department of Health and Ageing who are now funding the HACC program.

There have been many information services and documentation circulated regarding the many changes planned in the next few years due to the Aged Care Program and the Productivity Commission Report. This will mean that we cannot be complacent about the future; we need to ensure that our staff is well prepared for the changes as well as know how and best to represent the needs of our Community in this overhand of service provision.

Through our collaboration with other like-minded community organisations, we strengthen the outreach of our services to benefit people in need.

## Governance

Board meetings were held either every month or every two months. One of the key issues for the Board in the last year was adopting a new job classification framework, the process of which ran alongside changes to the new Modern Award for paid staff.

Early next year the Home and Community Care Program and the Community Aged Care Packages Program will be audited. We have completed the Community Care

Quality Reporting Self-Assessment in October this year.

We are updating our policies and procedures to be in line with the Community Care Common Standards, Work Health and Safety, and Fairwork Australia Legislation.

Our major income stream remains our government funding and wages continue to be the main part of the organisation expenditure indicating that a high percentage of our funding is for direct service delivery to our clients

## Activity Report

Once again, we report on a wide variety of Centre programs. TMA staff and volunteers form a great team and the Arabic speaking community benefits from their commitment and enthusiasm. (Please refer to staff reports of this Annual Report)

## Highlights

### Celebrating Neighbourhood Centre Week 2012

The Tripoli and Mena Association held a community event where residents and community members from all cultural background were encouraged to share us a cup of coffee and tell us what they think about community centres and their role in improving the life of people.

### Celebrating National Volunteer Week 2012

We held a private celebration for our volunteers to formally acknowledge and thank them for the fantastic work they do in providing their services to our community.

## Broadband for Seniors (BFS)

The BFS program has been continued; its funding from FAHCSIA, was originally



scheduled to end sometime around mid 2012 but will now continue for two more years. We benefit not only in having the two NEC machine that comprise the publicly accessible kiosk, but from a considerably enhanced usefulness in the computers themselves.

## Information and Referral

The TMA Community HUB continues to provide information on a wide number of topics, but with the increasing use of the internet, this function is changing. More people are using the internet to get information about the TMA and community services and are communicating by email. In spite of this, many people still seek information and the depth of local knowledge means that there are very few questions are unanswered.

TMA reception still has a wide range of printed information. People often come in and browse through the display stands and check out the notice board for information about community events and services and volunteering opportunities.

While the profile of TMA within the community is high, there are still many people (especially new arrivals) who are not aware of what the TMA does. A comment often heard is "I knew about the Tripoli and Mena, but I had no idea you did all those things."

The TMA and the Community the development of a 'Pull-up Banner'



to be displayed at external events to further promote the TMA a Marketing Plan has commenced but is yet to be finalised. New Brochures for all programs and other promotional material is continually being developed with a conscious effort to ensure the information is provided with consistent branding of the Hut logo and colours.

Website development has been an ongoing project, information is consistently updated and a new look is being explored which will provide easier access to find information and be more flexible for in house updating.

### *Justice of the Peace*

The Centre receives a steady stream of enquiries from local residents needing the services of a Justices of the Peace (J.P.). Often residents need a J.P. to witness numerous documents relevant to immigration matters, employment or various other government forms. Additional assistance also required with filling out forms, and further photocopying.



### *Young Parents group*

This year we delivered three parenting programs with assistance from small grants received through the Strengthening Families and Resourcing

Parents Inner West Grants Scheme. These programs enable parents to gain information to assist them in their parenting role, share their stories and parenting tips, as well as meet other parents in a relaxed and friendly environment. Child minding was provided to assist parents attend and a celebratory excursion was provided on the last session.

### *Community Event*

During 2010-2011 the Organisation celebrated many community and cultural events:

1. The Prophet (SAW) Birthday.
2. The end of the Holy month of Ramadan (Eid Elfitr)
3. Eid ElAdha
4. International Women's Day
5. Haldon Street Festival
6. Seniors Citizens Week

A glance at the statistics in the appendix shows just how many volunteer hours are put into the community and how many people benefit from our services.

### *TMA Volunteers & Students*

Our volunteers are amazing! They get involved in anything and everything they can be:

- Short term, looking for confidence.
- Long term, with some volunteers having been with us for many years.
- All ages – from teens to eighties
- Coming with different reasons; putting something back to the community.
- Students on placement.

They assist in every area and we know that Tripoli and Mena Centre would not offer all the activities it does without their support. On behalf of all the staff, we would like to say thank you to all the

volunteers and let you know how much we appreciate the work you do.

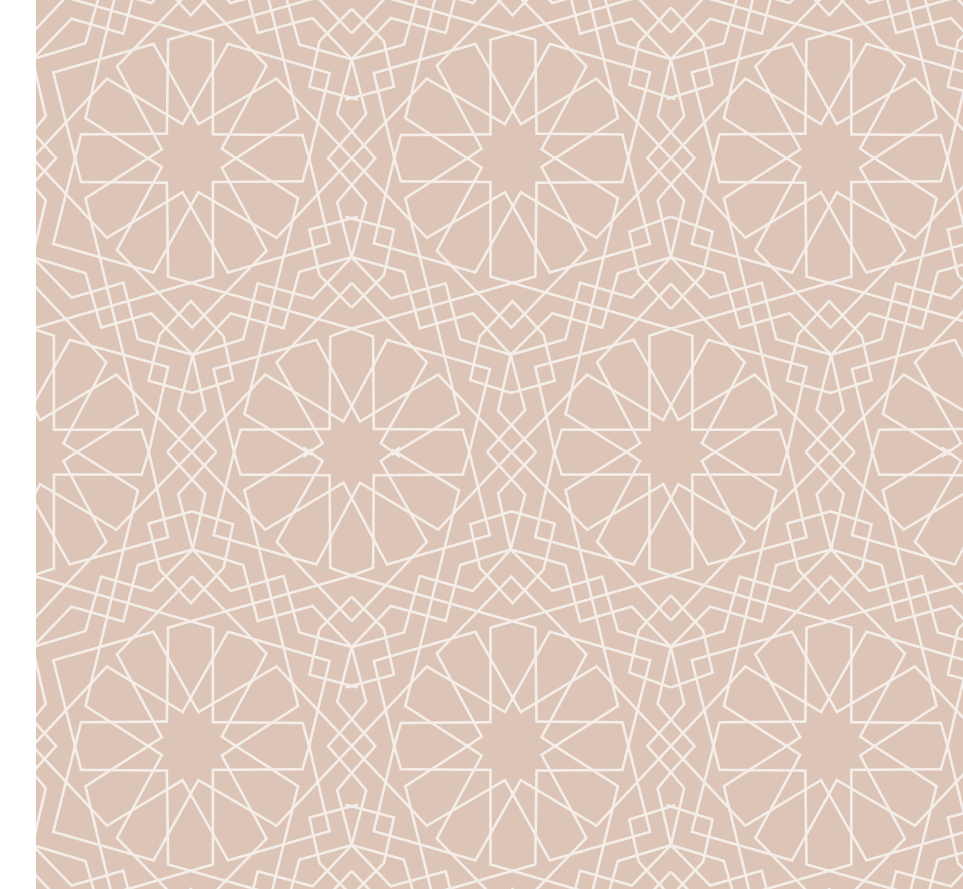
### *Linkages & Partnerships*

The programs continued to maintain links with agencies and support networks. Staff continue active involvement in networks such as:

- Ethnic Child Care, Family and Community Services;
- Canterbury/Marrickville/St George Managers Forum;
- Arabic Workers Network;
- Community Partners Advisory Committee;
- Haldon Street Events Committee;
- Canterbury Bankstown Migrant Interagency;
- Canterbury City Council Multicultural Advisory Committee;
- CPP/PICAC Network;
- Canterbury/Marrickville HACC Forum;
- Marrickville Aged Service Interagency;
- Inner West HACC Forum;
- Dementia Advisory Committee;
- Canterbury – Bankstown ACAT/CACP;
- Camperdown – Concord ACAT/CACP;
- Canterbury Drug Action Team;
- Canterbury Domestic Violence Liaison Committee;
- Canterbury Child and Family Interagency,
- NCOSS
- LCSA
- ACS

### *Issues*

The NSW government's move towards self centred approach to funding is one way to ensure that people with disabilities will have the control of their funding and to use it to cater for their own and their carer's and families individual needs.



Another issue of concern to CALD communities is the lack of access to interpreters to meet their needs, lack of information on interpreting services by mainstream services and their reluctance to use qualified interpreters.

Another highlight for the year has been the decision by Fair Work Australia in the landmark equal pay case for community sector who are predominantly women who are paid under the SACS Award. This decision will support the viability of our sector as pay increase are brought in over the next eight years.

The Federal and State governments are to be commended for agreeing to have the National Quality Framework for Early Childhood Education and have agreed on the various issues of its implementation in all children's services. However, there is a need to continue providing support to children's services to incorporate the cultural and linguistic aspects of early childhood education.

This year has been one of remarkable achievement. Each day I come to work, I am astounded at the dedication and hard work shown by the Staff, Volunteers, and Program Coordinators who put their heart and soul into ensuring our





community is a better place to live.

There has been a great sense of achievement with our successes and there has also been many difficult times throughout the year, where we have had to say goodbye to two staff members.

*Thanks*

This brings me to our Board, a group of committed community-minded people who willingly make themselves available to oversee the operations of the organisation. It is both an honour and pleasure to work beside you all. The organisation does appreciate your contribution and I genuinely respect your generosity of time and spirit in collaborating to make Tripoli and Mena the organisation that it is.

There are so many people to thank for contributions to The TMA's outcomes over the year. On behalf of all our clients and members who are better off because of The TMA I would like to thank our funding bodies:

- Department of Health and ageing,
- Department of Family and Community Services,
- NSW Family and Community Services,
- NSW Family and Community Services
- Ageing, Disability & Home Care,
- NSW Education and Communities,
- Canterbury League Club,
- Strengthening Families Resourcing Parents,
- Canterbury City Council,
- The non-government organisations with whom we partner in delivering all of our services.

These partnerships and collaborations

are essential to our existence and ongoing development. TMA has many established partnerships and we continue to strengthen these and target our efforts where we can make a difference to peoples' lives, influence policy and planning and actively participate in locally planned activities.

I also would like to pay tribute to this community for the support they have always shown to the TMA. Thank you for wanting to get more involved with your community by becoming a member of the Centre, volunteering, attending a group, or just being interested in the Centre. I would especially like to thank the service users who are always appreciative and committed to the Centre.

Last but not least, I want to express my sincere appreciation to the very talented and committed staff at The TMA. Not only are they professionals but fun people to work with, making The TMA a great place to work. It is my privilege to work with such a fantastic team who show tireless commitment to furthering the interests of individuals and the community.

*Conclusion*

This report highlights a tremendous range of activities that are coordinated by the TMA. There is generally a program offered that suits the needs of most in some way or another, these programs running fairly independently due to the skills of the Program Coordinators. Without these Coordinators the programs would not run so smoothly and may not occur at all. Thank you all so much for the work that you do to make these programs so successful.

**Abdul Majid Zahra OAM**  
General Manager

2011/2012 Yearly Statistical Overview

*Number of people visited the centre for direct service and inquiries:*

| Service Required         | Phone | Walk-In | Total |
|--------------------------|-------|---------|-------|
| Government Departments   | 312   | 67      | 379   |
| Financial                | 112   | 76      | 188   |
| Employment               | 29    | 14      | 43    |
| Education and Training   | 11    | 8       | 19    |
| Overseas Qualifications  | 4     | 1       | 5     |
| Child Care               | 101   | 70      | 171   |
| Aged Care                | 69    | 81      | 150   |
| Youth Issues             | 5     | 7       | 12    |
| Domestic Violence        | 2     | 3       | 5     |
| Legal Issues             | 21    | 16      | 37    |
| Interpreting/Translating | 154   | 167     | 321   |
| Tenancy Issues           | 170   | 178     | 348   |
| Drugs and Alcohol        | 1     | 0       | 1     |
| Family/Child Support     | 19    | 17      | 36    |
| Counselling              | 2     | 1       | 3     |
| J P                      | 310   | 163     | 473   |
| Marital                  | 5     | 7       | 12    |
| Information              | 910   | 508     | 1418  |
| Health                   | 9     | 11      | 20    |
| Referrals                | 166   | 39      | 205   |
| Other                    | 56    | 29      | 85    |
| Total                    | 2468  | 1463    | 3931  |

| Total Number of clients Handled | New | Old  | Female | Male |
|---------------------------------|-----|------|--------|------|
| 3931                            | 964 | 2967 | 2810   | 1121 |



## تقرير المدير التنفيذي

### عبد المجيد زهرة

الجمعية ، فضلا عن وضع السياسات والمراجعة المستمرة للسياسات القائمة.

وقد أثرى كل عضو من أعضاء المجلس وكل فرد من أفراد فريق العمل الجمعية بمهارات وخبرات معينة وهذه الخبرات سارت بالجمعية بخطى ثابتة على طول الرحلة بأنها «موفر خدمة ذات جودة عالية». نسعى من خلال عملنا إلى أن نكون أكثر كفاءة وامتلاكنا لمركزين يجعلنا أكثر استدامة وأمنا في المستقبل.

عمل فريقنا اليومي انطلاقا من رسالة الجمعية يشجع متلقي الخدمات من أفراد الجالية الناطقة بالعربية على المشاركة على قدم المساواة في حياة المجتمع وتوفير الخدمات التي تلبي احتياجاتهم.

فريق عملنا يذهب إلى أبعد مما هو متوقع منهم و يفعلون ذلك لأنهم يتحسسون ويهتمون بالجالية .

التدريب المستمر وتطوير الموظفين في مجموعة متنوعة من الموضوعات لضمان الموظفين لديها حتى الآن المهارات والمعارف اللازمة لتقديم خدمات عالية الجودة.

نستمر في توفير فرص للعاملين لدينا في الرعاية المجتمعية لاستكمال الشهادة الثالثة في رعاية المسنين دون أي تكلفة ، وبالتالي ضمان أن الخدمات المقدمة هي من مستوى عال. ويتضح هذا أيضا من النتائج الكبيرة اكتسبها من خلال عمليات المراجعة لدينا لبرنامج حزم رعاية المسنين.

العام ٢٠١١/١٢ كان عاما مثيرا وحافلا بالتحديات بالنسبة لجمعية طراباس والميناء الخيرية.

يمكن للأعضاء مرة أخرى أن يكونوا فخورين بمساهمة المتطوعين والموظفين في تحسين ورفاهية الجالية العربية. كان عاما ناجحا بكل المقاييس ، مع بعض المراحل والتحديات.

لقد كان عام الإنجازات وزيادة عبء العمل بالنسبة لكثير من موظفينا. الزيادة في التمويل والخدمات المجتمعية لاختبار واستمرار عملياتنا الإجرائية. الرصد والتقييم المستمر لتوفير الخدمة تسمح لنا بإعادة هيكلة البرامج لتلبية زيادة الطلب على الخدمات التي نقدمها.

### الخدمات الإدارية

شهد عام ٢٠١٢ تطور جديد لجمعية طراباس والميناء الخيرية وذلك في وضع خطة استراتيجية للسنوات الثلاث القادمة. كان هذا مشروعا ضخما حيث شارك معظم أعضاء المجلس الإداري تبادل المهارات والخبرات اللازمة لتعزيز الخدمات في الاستجابة للاحتياجات المتغيرة ، والشراكات المتنامية حتى تتمكن من الاستمرار في تنمية وتطوير الخدمات التي نقدمها ، وضمان السلامة المالية والاستدامة للجمعية ، ومواصلة تعزيز القدرات القيادية والإدارية للجمعية.

كان ذلك فرصة لأعضاء المجلس الإداري ليكونوا على بينة من التغييرات في العديد من التشريعات من خلال المشاركة في التدريب على انجع الطرق لإدارة الجمعية وعلى مايتصل ذلك بواجب الرعاية وأفضل الممارسات.

الانتهاء من وضع برنامج التعريف العملي الخاص بالمجلس الإداري، لأرساء أساس قوي لإدارة

### المعلومات والإحالة

مركز خدمات الجالية (Community HUB) يواصل تقديم المعلومات عن عدد واسع من المواضيع ، ولكن مع الاستخدام المتزايد للإنترنت ، أصبحت طريقة إعطاء المعلومات متغيرة. أكثر الناس يستخدمون الإنترنت للحصول على معلومات عنالجمعية والخدمات المجتمعية والتواصل عبر البريد الإلكتروني. وبالرغم من هذا ، كثير من الناس ما زالوا يبحثون عن المعلومات والغوص في عمق المعرفة للخدمات المحلية يعني أن هناك أسئلة لم يتم الرد عليها وهي قليلة جدا. مركز الاستقبال في الجمعية لا يزال لديه مجموعة واسعة من المعلومات المطبوعة. الناس غالبا ما تأتي لكي تلقي نظرة وتستعرض من خلال البحث في خزانة المعلومات للحصول على المعلومات حول الأنشطة العامة والخدمات وفرص العمل التطوعي.

وفي حين أن صورةالجمعية داخل المجتمع مرتفعة ، لا يزال هناك الكثير من الناس (وخاصة القادمين الجدد) الذين لا يدركون ما تقدمه الجمعية من خدمات متنوعة.وكثيرا ما سمعت هذا التعليق «كنت أعرف عن جمعية طراباس والميناء ، ولكن لم يكن لدي أي فكرة أن الجمعية تقدم هذا الكم الكبير من الخدمات».

### الكمبيوتر لكبار السن

«برنامج استخدام الكمبيوتر لكبار السن» لديه جهازي كمبيوتر من ماركة NEC مثبتين في غرفة الكمبيوتر في مركز المسنين للجمعية وذلك منذ آب / أيلول ٢٠٠٩ .

ويهدف البرنامج إلى تشجيع كبار السن الاستراليين للتعلم ومواكبة اليوم في عالم التكنولوجيا المتزايد ، ومساعدتهم للبقاء على اتصال مع العائلة والأصدقاء.



لقد شهدنا خلال العام الماضي أن هناك طلبا على خدمات خاصة والأسر تقدر الرعاية التي تقدمها الجمعية ، وقد أبدوا استعدادا نحن لدفع تكلفة الخدمات الخاصة لتمكين ذويهم في البقاء في المنزل لأطول فترة ممكنة وبالتالي عدم اضطرابهم لتلقي العناية في دور الرعاية للمسنين في وقت مبكر.

### الصحة والسلامة المهنية

انه لمن دواعي السرور انه خلال العام الفائت تسجل أي حوادث من المتطوعين والموظفين وجميع المشاركين في البرنامج.

### العمل الصحي الجديد وقوانين

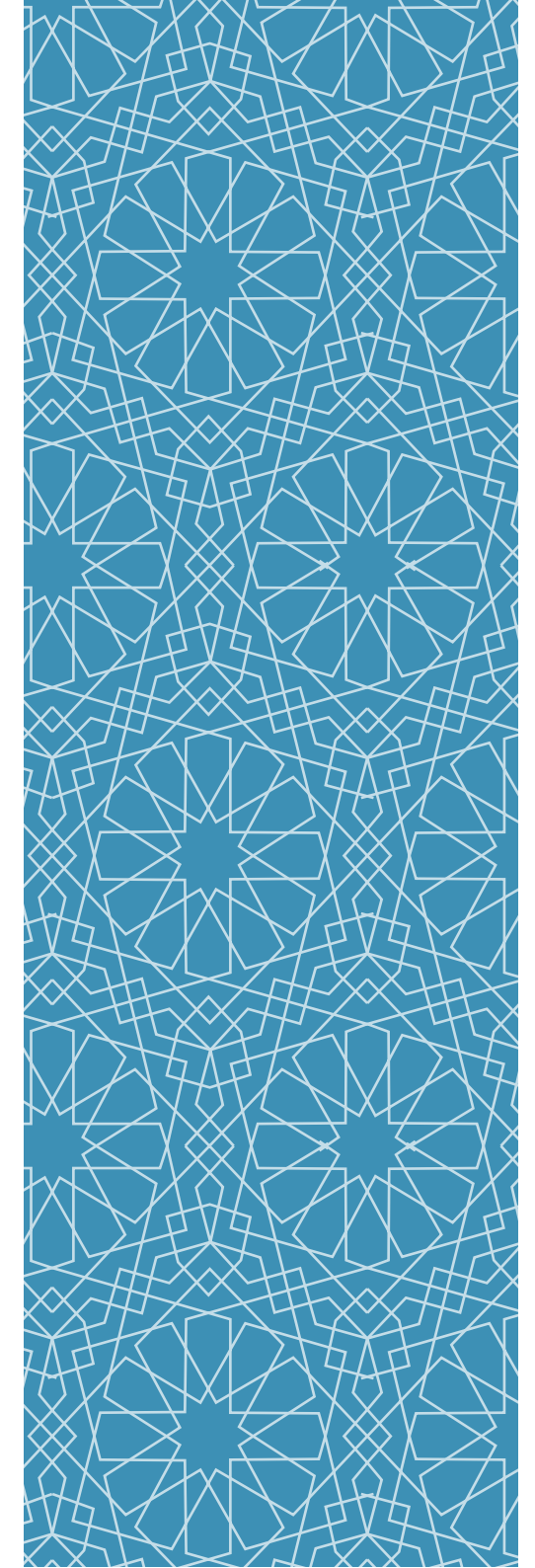
### السلامة في ٢٠١٢

(WHS) سيصبح نافذ المفعول اعتبارا من ١ يناير ٢٠١٢. سوف تحل محل القوانين WHS الصحة والسلامة المهنية (الصحة والسلامة المهنية) في نيو ساوث ويلز. وهذه القوانين الجديدة ستطبق في جميع أنحاء أستراليا.

### تقريرعن أنشطة متنوعة

مرة أخرى نلقي الضؤ في هذا التقرير على مجموعة واسعة من برامج المركز. الموظفون والمتطوعون يشكلون فريقا عظيما والجالية الناطقة بالعربية تستفيد من التزامهم وحماستهم. (يرجى الرجوع إلى انجازات الموظفين في هذا التقرير السنوي)





هذه الشراكات والتعاون أمر أساسي لوجودنا وللتطوير المستمر لجمعية طرابلس والميناء .  
لدينا العديد من الشراكات القائمة ونواصل تعزيز هذه الجهود وتوجيهها حيث يمكننا ذلك من أن نحدث فرقا في حياة الناس ، والتأثير على السياسات والتخطيط والمشاركة بفعالية في الأنشطة المخططة محليا .

كما أود أن أشيد واشمن الدعم الكبير والالتزام من أبناء جاليتنا العربية على الدوام لجمعي طرابلس والميناء الخيرية. أشكركم على رغبتكم الدائمة في المزيد من المشاركة مع جمعيتكم في انتسابكم اليها لتصبحوا أعضاء فيها ، كالعمل التطوعي ، أو حضور مجموعة نشاطات ، أو مجرد اهتمامكم في مركز الجمعية. وأود أن أشكر بشكل خاص متلقي الخدمات الذين يقدرون دائما عمل الجمعية والتزامهم بها .

أخيرا وليس آخرا ، أود أن أعرب عن خالص تقديري لموظفي الجمعية الموهوبون جدا والمتزعمون في جمعية طرابلس والميناء . ليس فقط لأنهم محترفون مهنيين ولكن لكون العمل متعة معهم ، مما يجعل مركز جمعية طرابلس والميناء مكانا رائعا للعمل. إنه لمن دواعي واعتزازي أن أعمل مع هذا الفريق الرائع الذي يظهر التزاما دؤوبا لتحقيق مصالح الأفراد والمجتمع.

ونياية عن جميع متلقي الخدمات وأعضاء الجمعية الذين أصبحوا أفضل حالا بسبب جمعية طرابلس والميناء. أود أن أتوجه بالشكر الى هيئات التمويل : وزارة الصحة والشيخوخة ، إدارة خدمات الأسرة والخدمات المجتمعية - نيو ساوث ويلز ، خدمات الأسرة والمجتمع والشيخوخة والعجز والرعاية المنزلية - نيو ساوث ويلز، دائرة التعليم والمجتمعات ، مجلس بلدية كانتربري، نادي تعزيز الأسرة و توفير الموارد ، والمنظمات غير الحكومية الشريكة لنا في دعم كافة الخدمات التي نقدمها.

## التدريب على الكمبيوتر

يقدم المركز التدريب على جهاز الكمبيوتر للمبتدئين على أساس شخص واحد لكل حصة إلى أي شخص مهتم وعادة ما تكون الحصة لمدة ساعة واحدة فقط .

## مجموعة الأمهات صغار السن

عدد الأمهات في المجموعة يختلف من فترة الى أخرى وذلك بسبب أن الأمهات الأوائل أصبحت أولادهم في المدرسة. هذه الخدمة لا توفر اللعب الجماعي للأطفال وإنما يتم التركيز على الأمهات من خلال توفير مكان للقاء حيث الأمهات الصغار معا بشكل غير رسمي للتعارف والردشة حول مواضيع مختلفة .

## الاحتفال بالمناسبات المختلفة

خلال ٢٠١١-٢٠١٢ احيت جمعية طرابلس والميناء الخيرية مناسبات متنوعة ذات طابع ديني واجتماعي :

١. الاحتفال بمولد الرسول صلى الله عليه وسلم
٢. الاحتفال بعيد الفطر السعيد
٣. الاحتفال بعيد الأضحى المبارك
٤. الاحتفال بيوم المرأة العالمي
٥. التنظيم والمشاركة بمهرجان هالدون ستريت
٦. الاحتفال بأسبوع المسنين
٧. الاحتفال بيوم التناغم الاجتماعي
٨. الاحتفال بأسبوع المتطوعين
٩. الاحتفال بأسبوع المراكز الاجتماعية

وتكشف نظرة سريعة على الإحصاءات في التذييل يبين كيف أن العديد من ساعات العمل التطوعي ووضعتها في المجتمع وكيفية العديد من الناس على الاستفادة من الخدمات التي نقدمها .

## المتطوعين والطلاب

الطلاب والمتطوعين من خلال عملهم التطوعي واكتساب المهارات العملية يساهمون في تحسين الخدمات التي نقدمها. انهم يساعدون في كل المجالات ، ونحن نعترف ان جمعية طرابلس والميناء لم تكن لتقدم كل هذه الأنشطة بدون دعمهم. نيابة عن جميع الموظفين ، نود أن نقول شكرا لجميع المتطوعين ومعرفة كم نحن نقدر العمل الذي تقومون به.

## شكرا

هذا يقودني إلى المجلس الإداري للجمعية ، هذه المجموعة من أفراد المجتمع ذوي التفكير المجتمعي الملزمين الذين قدموا أنفسهم طوعية بتوفير وقتهم للإشراف على عمل الجمعية. انه لشرف وسرور لي أن أعمل بجانبكم جميعا. الجمعية تقدر مساهمتكم وأنا أحترم حقا كرمكم من توفير الوقت وروح التعاون فيما بينكم لجعل جمعية طرابلس والميناء عما هي عليه الآن.

هناك الكثير من الناس الذين أود أن أشكرهم لمساهماتهم في تحقيق نتائج باهرة على مدار السنة.





# Community Aged Care Packages (CACP) For the Arabic Muslim Aged Community

*Source of Funding: Department of Health & Ageing  
2012*

For the Arabic speaking Muslim Community, like any other community, growing older and living in the comfort of their home is vital. Community care has been a growing element of aged care for almost two decades and Community Aged Care Packages is the overwhelming preference of most people who need support to live in their own homes.

Tripoli and Mena's Community Aged Care Packages program provides support to elderly Arabic Muslim people with complex needs living at home. The CACP Coordinator visits people in their own homes, helps them to assess their individual needs and develops a Care Plan with them.

The Care Plan can include assistance with meal preparation, cleaning, personal care, gardening, accompanying clients to medical appointments, shopping, organised respite, companionship as well as transport and linkages with community services and community groups. The goal is to support people in their choices to maximise their independence in their own homes.

We supported 35 participants this year and we are especially proud of our great team who value working together to build quality relationships with our clients, their families and carers. We are strongly committed to maintain the well being of all our clients. We strive to provide our clients with high quality support services. This enables many

older members of our Arabic speaking Muslim community to remain in their own homes while supported and connected to the community for as long as possible.

I constantly liaise with clients, carers and families giving them the opportunity to participate in the planning of care services and setting realistic agreed goals for the client by way of implementing an individually tailored Care Plan. One of the most important goals is to support the independence of our clients and to improve their quality of life. To achieve this goal we used some enablement approaches such as referring and providing transport for eligible clients to attend falls prevention program, as well as introducing adaptive equipment to enable client to walk and shower independently.

The Care Plan is reviewed regularly and adjusted to meet the client's changing needs, as well as ensuring appropriate care services are delivered and to obtain care recipients' feedback to evaluate and improve service delivery of CACP. We received exceptional feedback due to our ability to respond to clients' unique individual needs.



Over the years we have built a special bond with our clients and as expected when servicing the elderly, we witnessed unfortunately the passing away of a number of care recipients. I commend those workers who maintained contact with the family of the deceased and provided them with support during their time of sorrow and mourning.

We remain up to date in providing accurate and timely information to remain at the fore front of service delivery excellence. We do this to stay up to date with information, policies and legislation that affect our clients. This is achieved through ongoing networking with government and non government service providers including, General Practitioners, ACAT, geriatric staff from hospitals, CACP coordinators networks and other aged service providers, social workers as well as other community organisations.

Unfortunately, funding constraints obstruct our capacity to provide assistance to everyone who needs it. We therefore continue to have extensive waiting lists with some referrals waiting up to more than 12 months before we are in a position to offer a package. Attempts were made to refer clients to other services however the majority of clients refused as other service providers do not provide appropriate cultural and religious care services for their special needs

Ongoing recruitment and training continued to be a major factor for the Community Aged Care Packages program. Throughout the year we have maintained a good number of community care workers who are in touch with the needs of the care recipients. Four training sessions are held during the year which are designed to enhance and improve knowledge in the areas of Manual Handling,





# Arabic Australian Child Care Centre

*Source of Funding: Department of Family & Community Services  
and NSW Community Services*

## Director's Report

Professional Boundaries & Duty of confidentiality, Duty of Care & Dignity of Risk, as well as Understanding Difficult Behaviour in Dementia. By continuing to enhance workers' knowledge and skills, Tripoli and Mena Association can be confident that their care recipients are receiving the best possible care.

Tripoli and Mena invited our care workers for a catered lunch to show our appreciation for their hard work and to strengthen the relationship among them.

I would like to thank those who contributed to the success of this service starting with care recipients and their families, service providers, the federal government and the boards of directors of Tripoli and Mena. Special thanks to the Manager Abdul Majid Zahra for his continuous support.

Zeinab Rizk  
CACP Co-ordinator



Reflecting on a past year I realised that yet again, our centre developed further and our program became even better. In recent years we are seeing growing importance and focus on early years. Families with young children, childcare, education are becoming an election issue. In December 2009, all Australian Governments agreed to a new National Quality Framework for Early Childhood Education and Care. The Framework helps providers improve their services in the areas that impact on a child's development and empower families to make informed choices about which service is best for their child.

### **The National Quality Framework includes:**

- A national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- A National Quality Standard
- An assessment and rating system
- A regulatory authority in each state and territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.
- The Australian Children's Education and Care Quality Authority (ACECQA).

The National Quality Standard was informed by research about best practice and the way in which high quality education and care contributes to positive outcomes for children. It comprises quality areas, standards and elements. The seven quality areas in the National Quality Standard are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

The National Quality Standard is linked to national learning frameworks that recognise children learn from birth and outline practices to support and promote children's learning.

A children's service such as our centre, is much more than a collection of individuals committed to working together. It is an organisation with





structures, policies, procedures, and a history, a vision for the future, and its own culture or way of currently operating. The relationships and connections that exist between management and staff, among people who work in the service and between professionals in the service and those outside are very important in influencing the practice with children and families.

We have had some changes to our team this year that put a strain on us, however our new team bonded well and I am impressed by the warmth, creativity and ardour of our new AACCC team of staff. We have sustained and grown our reputation over many years and when you think we cannot possibly get any better than we surprise you with another accomplishment.

Our centre had been going through a dynamic change the way it operates. In partnership with the families we have reviewed and updated our Philosophy. Due to many changes in legislation and National Regulation we updated our policies and procedures.



Our physical environment had developed and transformed over the years. Human behaviour is greatly influenced by the physical environment. The environment teaches, affords opportunities to make meaning and connections, affects mood, guides children's behaviour, and influences interactions. The environment is a major contributor to children's experience in a centre.

The quality of service reflects in the environment. The learning is made visible. There is evidence that children are seen as capable and resourceful. It is clear that this is a place that supports a range of appropriate opportunities for learning.

The environment must work not only for the children who use it. If the service is a community, then the environment, while focused primarily on wellbeing of children, is comfortable for parents and professionals as well. Our environment is sending a strong message of welcome and belonging to parents by providing places for adults to meet for discussion and warm physical interactions between adults and children.

At our centre we aim to provide meaningful learning experiences for children rather than educational activities. Children's learning experiences are related to their making meaning of life in context. Children's engagement is most meaningful when it has a genuine purpose. When child expresses the interest, the professional's role is to consider what to do with the interest, where to take it.

To extend children's experiences we have organised last year many successful visits/events: African Drums show, Koomurri Aboriginal Culture show, Street Sense program, Mouse's Tale of



friendship show, Pyjama Party, Graduation party, Eidul Fitr party, Local shops excursion, School transition excursion, Cynthia – the Storyteller, Kindifarm visit, CSIRO Early Childhood Science Lab.

Last year our staff took part in attending numerous training sessions, which were tailored to our needs. This resulted in implementing with confidence principles of Early Years Learning Framework and we gained a good understanding of new National Quality Framework.

Our service also collaborated successfully with a number of other agencies in the community, such as Ethnic Child Care Bilingual Workers Pool, SDN children's services, KU Inclusion Support, local TAFE and High Schools.

During the summer holidays, we upgraded the floor in dining area and veranda. With new tiles it is easier to maintain cleanliness. We are continuously maintaining the building and centre premises in a good repair and order.

Finally, our success is measured by satisfaction of families using our centre and a size of our waiting list. Families return with each new child and refer our service to others and that is the best indicator of good quality. To provide better transparency of our program and for easier communication and connection with NSB families, we installed a big screen in one of the classroom where we have a daily slideshow of photos of activities taken throughout the day. Parents can see their children engaged in play and learning.

Our vision is to be a positive learning community that builds on quality relationships and developing inquiring minds. Learners will feel valued and safe



to explore opportunities with confidence, and be passionate about their learning in readiness for the future challenges.

To everyone who has supported the Arabic Australian Child Care community in a positive way this year I thank you. The hardest thing in writing this report is to name the people I want to thank, because I realised how easily I could miss someone. People get involved with the centre to support their children, staff, community; they do it to create a better pathway for their children one better than their own and working together that's exactly what we do. We will continue to follow this path with the support of everyone involved.

Thank You.

**Yanka Petera**  
Director/Nominated Supervisor





# Tripoli And Mena Canterbury Centre-Based Day Care

*Source of Funding: Department of Ageing, Disability & Home Care (ADHC)*

It has been another successful year for Tripoli & Mena's Centre Based Day Care Program and it gives me great pleasure to have been part of it.

It has also been such a rewarding experience for me this year because I learnt more about my elderly clients, their personalities, their likes and dislikes and I learnt more about their needs as seniors. The daily interaction that I had with my clients gave me the opportunity to establish rapport and build successful relationships with them that were based on trust, care and responsibility.

This year was also a busy year for me at TMA because I was involved in the organization of several events such as Senior's Week which was held at

Lakemba Senior Citizen's Hall Students from Hampden Park Public School & Punchbowl Public School amused us with their groovy belly dancing performances. The elderly were also pampered with free hand massages from beauty therapist Ms Saja Alsalmari. The event was closed with an enjoyable Trivia activity that was facilitated by colleagues Hiam and Ramia and a delicious Lebanese lunch was served.

We also provided the elderly with a variety of activities that catered for their general wellbeing. Some of these activities involved Tai Chi and gentle exercise classes. Tai Chi instructor Ms Robyn Suttor conducted Tai Chi & gentle exercise classes once every month for our seniors. It gave our seniors the opportunity to keep active and healthy. Some of the exercises involved using therabands that worked on strengthening their muscles and balance. The most important part of it was that our seniors enjoyed themselves.

It was also vital to provide our elderly with education and information seminars on issues relating to the Aged. With the assistance of my colleague Sarah, we were able to deliver some very useful information to our seniors such as updating them about the different health services that are available for them in the community. This talk was presented by Sanaa Guirguis from Marrickville Community Health Centre.

We also provided seniors with information on Wills and Planning ahead which was presented by Legal Aid. This gave our seniors the opportunity to learn more about the process of making a will

under the Australian law system. Talks on pension payments were also presented to the elderly by Centrelink. This also gave the elderly an opportunity to learn more about their rights and responsibilities as centrelink customers.

Many picnics and outdoor activities were organised this year for our seniors. They enjoyed picnics to East Hills Park, Georges River National Park and Rhodes. This year, our seniors were involved in a biodiversity photo competition which was organised by Ethnic Communities Council. Our seniors were taken to Gough Whitlam Park and learn all about Australia's native plants. They were also given the opportunity to take photos of different native plants. This was an educational as well as a recreational event and was enjoyed by all the seniors who attended.

I was also involved in attending many training programs that further enhanced my knowledge about aged care. I learnt a lot from the 'Duty of Care & Dignity of Risk' training because it gave me a clear understanding of the duty of care that I have towards my clients and towards my senior clients in particular. I also learnt a lot from the 'Professional Boundaries' training because it also gave me a better understanding of my role as a professional and the professional boundaries that I need to maintain with my colleagues and clients.

I also attended meetings and forums and was involved in networking with other service providers from different community organisations. Some of the meetings I attended were Inner West 5 Centre-Based Day Care meetings, Canterbury/Marrickville HACC Forums

and the Dementia Network Meeting. These meetings also gave me the opportunity to promote our day care program and activities.

Overall, it has been a very busy and successful year for Tripoli & Mena's Centre Based Day Care Program. The skills and experience that I have gained since my employment at TMA have been invaluable. I would like to extend my thanks to my manager Abdul Majid Zahra for all his support throughout the year. I would also like to extend my gratitude to my work colleagues for their contribution and support. Finally, I would like to thank our senior clients whom I learnt a lot from.

Siham Elkaddour  
Canterbury  
CBDC Coordinator





## تقرير برنامج الرعاية النهارية للمسنين لمنطقتي كانتربري و ماركفيل عبد المجيد زهرة

الخدمات التي نقدمها في جمعية طرابلس والمينا مثل برنامج الخرف الذي نقدمه كل يوم جمعة الى جانب أنشطتنا الأخرى.

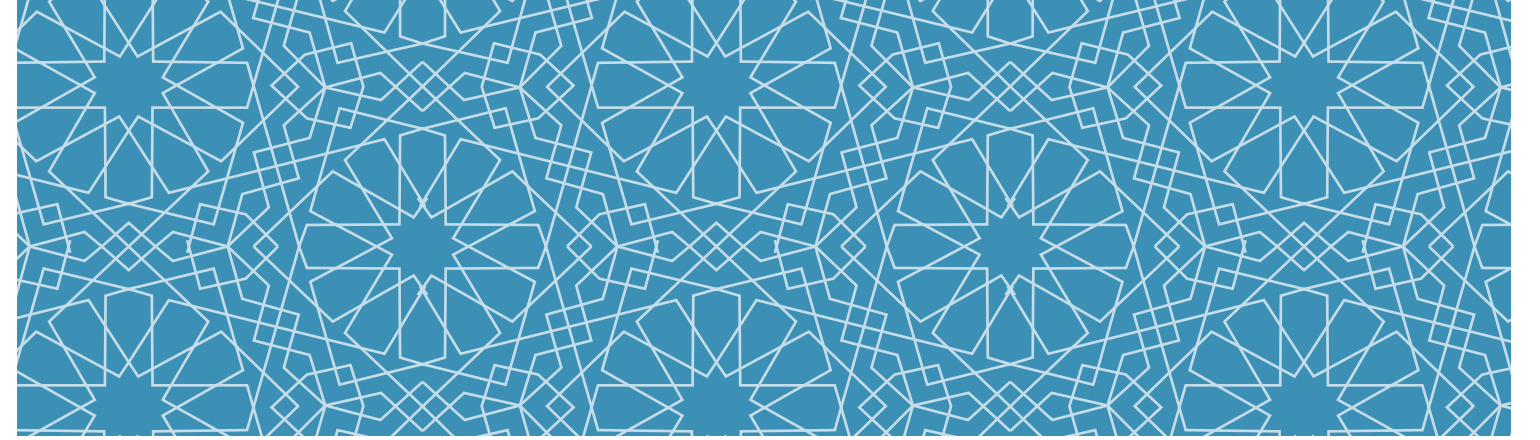
العام ٢٠١٢ كان عاما مثمرا زائرا بالنشاطات المختلفة لجمعية طرابلس والمينا وموظفي الرعاية النهارية والعملاء كما كان لدينا بعض الرحلات الممتعة جدا لخليج واتسون ، وركوب العبارة إلى مانلي ونزهة في نهر جورج. تم تسليط الضوء على الرحلة التي قمنا بها إلى مزارع مدينة فيرفيلد (التي تم تمويلها من قبل مجلس بلدية كانتربري). استمتع كبار السن في هذه الرحلة الحافلة ، برؤية الحيوانات وركوب القطار في جولة حول المزرعة.



يسرني أن أعلن أن 2012 هي السنة الأولى لي في جمعية طرابلس والمينا . بدأت بصفة منسقة لمركز الرعاية النهارية للمسنين في يناير 2012 ومنذ ذلك الحين تم العمل مع فريق داعم للغاية من الزملاء والمتطوعين الذين قدموا لي كل مساعدة وأشعروني بأني موضع ترحيب للغاية. كمنسقة كنت مسؤولة عن تخطيط وتسهيل مجموعات الرعاية النهارية مع تقديم المساعدة والدعم من زملائي للمسنين الناطقين بالعربية الذين تتراوح أعمارهم بين سن 65 عاما وما فوق ، بما في ذلك الأشخاص الذين يعانون من الخرف.

لقد كانت سنة رائعة بالنسبة لي في جمعية طرابلس والمينا ولقد تم حضور الدورات التدريبية والدورات التدريبية التي من شأنها تعزيز المعرفة وخبرتي في العمل مع كبار السن من الجالية الناطقة بالعربية وبما أنني لم يسبق لي العمل مع هذه الفئة العمرية قبل ذلك ، أجد ذلك مكافأة لي للعمل مع كبار السن من مجتمعي. و بعض التدريبات وجدتها مفيدة للغاية عند التعامل مع المسنين الضعفاء في مجتمعي «التصدي لاحتياجات كبار السن الذين يأتون من خلفيات اثنية». ورشة عمل حول «منع السقوط للمسنين» وجدتها هامة للغاية انها تحفظ أمنهم وسلامتهم وبالتالي تؤدي أنماط الحياة الصحية.

أواظب أيضا بحضور المنتدى المشترك بين مراكز خدمات المسنين. أعطت هذه الاجتماعات الفرصة لي للتواصل مع الغير من مقدمي خدمات الرعاية المنزلية والمجتمعية ، فضلا عن تعزيز



بالنسبة لي كان شرفا كبيرا للعمل مع أعضاء من أبناء بلدي. لقد كانت بالتأكيد سنة مثيرة جدا للاهتمام بالنسبة لي و كنت أتعلم أشياء جديدة كل يوم. أستمتعت بالعمل مع كبار السن ويشرفني أن أكون جزءا من فريق داعم للغاية. وأود أن أشكر الإدارة والموظفين والمتطوعين وجميع متلقي الخدمات لما قدموه من مساعدة ودعم . وإنني أطلع إلى مستقبل أكثر إشراقا لجمعية طرابلس والمينا الخيرية.

**سهام قدور**  
منسقة برنامج الرعاية النهارية لمنطقتي كانتربري وماركفيل

واحدة من إحدى أنجح اعمال هذا العام كان الاحتفال بأسبوع المسنين في نيو ساوث ويلز حيث شارك طلاب من كلية الرسالة بأصواتهم الساحرة وطلاب من مدرسة بانثيول العامة التي قدمت الرقص الفولكلوري التقليدي.

علاوة على ذلك ، زميلتي سارة مسؤولة برنامج التنمية الاجتماعية، وأنا نظمنا ونفذنا آخر حدث هام ، وهو يوم الوثام والتسامح. وكان هذا الحدث منابا لعامة الجمهور للمشاركة حيث حضر ما مجموعه نحو خمسين فردا بما في ذلك حضور بعض رجال الشرطة بما في ذلك . استمتع طلاب من مدرسة هامبدن بارك العامة مع جوقة جميلة من الوثام وأداء الأغاني العربية. عقب ذلك وجبة غداء متنوعة الثقافات من بلدان مختلفة : لبنان - الهند - تركيا - اليونان - الصين وأستراليا.

بمساعدة متطوعينا الرائعين ، أنشأنا مجموعة الحياكة من نساء كبار السن الذين يلتقون كل اثنين في مركز المسنين، وقد أكملت المجموعة عملها من الحياكة التي شملت القبعات والأوشحة الصوفية التي توضع حول أعناقهم بفصل الشتاء. لدينا أيضا خطط للمستقبل تشمل الأعمال الفنية والحرفية ورحلات التسوق لكبار السن .



## Tripoli And Mena Bankstown Centre Based Day Care

This is our second consecutive year of implementing the Bankstown Centre Based Day Care centre program for the Arabic speaking community in the Bankstown LGA that runs successfully from Yagoona Senior Citizen Centre.

The program has been so popular that the number of the clients increased from twelve to seventeen clients which is more than the number allocated, with three clients on the waiting list. The five extra clients that joined the program were able to do so because they have their own transport. Currently we have six men and eleven women that come from different cultural and religious background.



This year we made few changes to the program. This occurred after consultation and feedback from our clients. The program still focuses on providing seniors with new skills through offering educational, recreational and social activities with the focus on the enablement approach.

As for the educational activities, we ran many information sessions about important topics such as nutrition, osteoporosis Breast cancer, Macular degeneration, water saving, and energy saving. We also ran a positive thinking program for six weeks which in turn leads to positive ageing. This program has brought motivation and change of thinking to many members of the group.

Reminiscing is always seen very important to seniors who were involved in a program called show and tell where the clients talked about their stories and incidents that shaped their lives. This program is important as it provides seniors with the opportunity to express their ideas and share their feelings and memories with their fellow members of the group. This exercise has been enjoyed by everyone and created bond among the members of the group.

Seniors also had the opportunity to be involved in arts and craft program for four weeks where they learnt Arabic calligraphy. Seniors learnt how to do the alphabet and eventually every client wrote their own name in a calligraphic way. This course was enjoyed by everyone as it allows seniors to relax and have fun.

We also ran guessing game competition during the month of Ramadan. This was followed by Eid celebration which everyone loved. We also had other celebrations throughout the year such as mother's Day, Easter, and Christmas by surprising the clients with a big party. The group has also attended the Bankstown end of year Senior Celebration.

Improving our seniors' health is on our agenda so we have implemented exercise as part of our weekly program

through a walking program. We are fortunate enough to have a park next to the centre so seniors walk every time for half an hour. We follow this with a nutritious lunch that everyone enjoys.

As for the recreational activities, excursions are very much enjoyed by the seniors so we had outings to Wollongong, Brighton-Le-Sand, picnic Point, Chester Hill, Lake Gillawana, and La Perouse. The group also went to the fish Market, had many outings to restaurants and cafeterias for lunch which everyone enjoyed.

The group also was also involved with the biodiversity program that Canterbury council organised. The seniors went to a park and learnt about native plants. The seniors had the opportunity to take pictures of these plants and two of the group photos were in the third runners up.

Finally indeed it has been another fruitful year not just for the seniors but also for the staff that learnt so much from such a wonderful experience in life. Hence I would like to thank the manager Abdul Majid and the management committee for their consistent support. I would also like to thank the support worker Ramzia, the two committed volunteers, Wafa and Azizeh because without their support, dedication and hard work the program would not run as efficient as it is. Finally I would like to thank my dear clients who believe in the program and whose consistent presence have brought success to the program.

### Hiam Dannawi

Bankstown Day Care Centre  
Coordinator





# Community Partners Program-2012

Source of Funding: Department of Health & Aging

Over the last year, the Community Partners Program has continued with its earnest efforts to break down existing barriers that elderly Arabic speaking Muslims face regarding the access of mainstream aged care services. Project Officers have kept busy working with both the community and the service providers who serve them.

Information sessions alongside information and referrals have continued to be organised and provided to the elderly, promoting much awareness of existing services, thus causing many

Arabic speaking Muslim elderly to access mainstream services, with the reassurance they will be looked after in a culturally and religiously appropriate manner. This has surely challenged the slowly-changing stereotypes of the community which it holds against mainstream services, i.e. they will not accommodate for, or respect, their cultural or religious needs.

Simultaneously, Project Officers have worked just as hard with service providers to ensure they are willing to work with this client group and if they are, to make sure they are properly equipped with all the necessary information and resources to make this process as easy and comfortable as possible, for both the provider and their service user. Typically this has included the provision of cultural awareness training and related practical resources that have proven to be extremely effective and beneficial support tools for aged care service providers across the board.

Furthermore, regular contact has been maintained with all organisations and networks whom we have working partnerships with, continuing to provide our support throughout the year.

Additionally, we have also attended various community forums, training sessions and workshops for the purpose of capacity building regarding skills and knowledge development. These mediums have also given us the opportunities to expand our networks and partnerships.

Unfortunately, despite all the positive work and high achievements this project has gained over the years, it is with great sadness we report the end of the Community Partners Program, which will cease to exist by the end of the 2011-2012 Financial Year. Under the new Aged Care Service Improvement and Healthy Ageing Fund, the Department of Health and Ageing has decided to discontinue funding this programme for this particular target community (Arabic speaking Muslim elderly).

It must be said that although this project has come to an abrupt end, we would like it to be remembered for the countless positive outcomes it has achieved since its commencement and, the impressionable difference/ effect it has had on the lives of those concerned, both our community and the services who have worked with them. For seven very successful years, Tripoli and Mena has used this programme to advocate for our community among aged care services in order to get their voice and their needs heard and addressed.

All the past CPP Project Officers have worked really hard to lay the ground work for the project including the establishment of five Memorandums of

Understanding between our community and key community aged care services, as well as many resources including the original Cultural brief.

Amal and I have been particularly responsible for the last two and a half years of this project and are very proud of the work we have accomplished. This includes having contact and working partnerships with over fifty aged care service providers as well as local councils and hospital Aged Care Assessment Teams and nursing homes.

Furthermore, we successfully developed a new Cultural Brief (cultural awareness training) which we have presented approximately thirty five times to thirty different services and forums and, a DVD adaptation of the Brief titled 'Quality Care: Working with Arabic speaking Muslim Elderly', which was received extremely well by our community, aged care service providers and the Department of Health and Ageing, with over one hundred and forty two copies distributed among sixty nine different service providers.

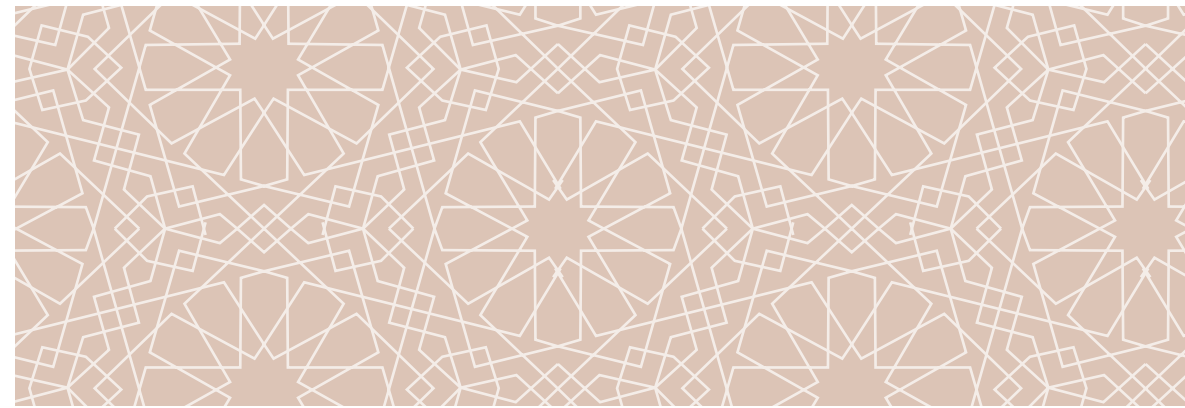
Moreover, we have developed fifteen purpose-made resources that we combined to create the Resource Development Portfolio which is an impressive catalogue of practical support tools that are aimed at helping services to work more effectively with Arabic speaking Muslim elderly. Approximately, ninety copies have been distributed among sixty five different service providers.

Overall, it has been an honour to serve the elderly of our community and the services who support them but mostly, it's been a delight to work at the Tripoli and Mena Association with all the fantastic staff (past and present). Amal and I have really enjoyed the work we have done as we constantly witnessed firsthand the effect it had on services and the consequential benefits our community received from it.

The programme was a one of a kind project that helped the cause of our elderly and even though it will no longer exist, we are sure Tripoli and Mena will endeavour to continue its commitment to our elderly through its other projects.

Signing off for the last time as Project Officers for the CPP,

**Roewaa Elsayed and Amal Yaccoub**  
Project Officers





# Lakemba Arabic Community Hub

*Source of Funding: NSW Family and Community Services*

This year marks my 3rd year in my role as the Arabic Community Worker. My passion lies in serving my Arabic speaking community and addressing their issues through various initiatives, which have been consistently implemented throughout the year. My aim is to provide a culturally appropriate service in my client's first language (Arabic) as NESB clients struggle to address their immediate needs as a result of language barriers. It is a fulfilling feeling to know that at the end of the day, I have contributed to eliminating barriers in my clients' life.

As the community worker, I am proud to help my clients access a better life and help them engage within their local community. I strive to ensure their needs are met and that they leave my office with a smile on their face.

I have been involved in applying for funding to further our association's potential in benefiting its beloved community within a boarder scale.

In July 2011, I was successful in obtaining \$8,900 from 'community development support expenditure program' to fund a new bus for HACC day care program. I have also obtained funding twice from "Strengthening families inner west small grants scheme" to fund 2 TIPS parenting programs for the local Arabic speaking community. City of Canterbury council granted the association funding to assist in delivering the popular Arabic



Women's Social Group.

I have been active in attending interagency meetings regularly as a means of keeping updated on local issues affecting the community; the CALD community in particular. As a result of the CCFI interagency, I engaged in the 'Building relationships between schools and service providers in the Canterbury LGA working party. The aim was to develop an expo of community services to showcase to Canterbury LGA based school staff. The event involved months of planning which was evident in its 16th July 2012 implementation.

I have been involved in providing information and referral services. It has been an honour to assist the Arabic community and witness the difference an act of helping one human to another can make in a person's life.

## **The main issues faced in 2011-2012 were:**

- Public housing issues
- Advocacy
- Language barriers increasing the demand for advocacy
- Assisted referrals
- Centrelink applications

I have organised monthly community information sessions which I promoted within the community and through the interagencies I am involved in. All sessions were delivered with the aid of an Arabic interpreter. The purpose of the sessions was to raise awareness around issues of importance within the community. The sessions also help link up community members to information they had difficulty accessing due to language barriers.

## **Some of the sessions included:**

- Cancer Council NSW- Reducing cancer risk (Healthy lifestyle)
- Resilience around migration/

- acculturation
- Wills- planning ahead (Legal Aid).
- NSW Fair trading
- Health services available in the community
- Community Safety – Campsie Police
- Falls prevention.

Planning and implementing the community events was one of my favourite activities that I engaged in. It was wonderful being a part of the bigger picture by seeing how a community event could provide so much happiness, local engagement, joy and community spirit among each and every participant.

## **The community events implemented included:**

- National Law Week 2012: Guardianship and Powers of Attorney (presented by Legal Aid)
- Neighbourhood Houses and Centre Week: Meet and greet Harmony Day
- International Women's Day
- Multicultural Health Week 2012: Prostate Cancer (Men's Health)
- International Volunteer's Day 2012
- National Law Week 2012
- Neighbourhood Houses and Centre Week: Meet and greet
- International Volunteers Day 2012

My role in the community involves getting out in the community to find out about the local issues and often involves collaborations with like minded organisations to work on delivering the same goal.

I have been engaged within various partnerships the whole year round. My The Listening @ Lakemba Consultation as a result of being on the Housing Working Party. In collaboration with the organiser (Canterbury City Community Centre), the Housing Working Party was active in surveying the local community about their housing needs/issues in



which the surveys were returned back to the community centre and collated into a concise report.

I was involved in a partnership between Ethnic Communities' Council NSW on a composting/worm farming workshop for the Arabic speaking community where participants learnt about contributing to a more sustainable/ecological environment.

The partnerships involving delivering the 123 Magic parenting programme with Canterbury Family Support and the TIPS parenting programme (with Marrickville Health Centre) aimed to develop the parenting skills of local Canterbury LGA women whom attended the sessions. Parenting sessions are hard to access in Arabic and in families where English is a 2nd language, it is important to increase awareness in their native language.

Being involved in the Haldon St Festival Reference Group and participating on the day was one of my milestones as the Arabic Community Worker. Tripoli and Mena Association has long been a part of the Haldon St Festival where local organisations/representatives work as a team to brainstorm a festival to connect the community on a closer scale. Contributing my ideas and resources to a local community festival and seeing the results was wonderful in seeing how the event brought together a mix of cultures and people from all walks of life. It was wonderful to see this transform in Lakemba within a few hours and to see everyone in the community completely participating with big smiles on their faces.



## تقرير منسقة برنامج التنمية الاجتماعية



Two community consultations were carried out: the strategic planning consultation in collaboration with other TMA team members, and the Arabic Women's Consultation. Connecting with the community on a broader scale through consultations are pivotal in improving service delivery, establishing un-met needs, and developing ways to better serve the community. It is always inspiring to listen to clients and learn about what is missing in the community from their point of view. Consultations enable clients to be more involved in their community as influential persons in the decision making processes that exist in community organisations.

The first consultation aimed to gain feedback from community members regarding their satisfaction rates and views of the services being delivered at the organisation. The women's consultation asked local women what they wished to see implemented in the local community and to determine their un-met needs. The feedback was collated into reports to further guide our service delivery to better serve our community.

It has been delightful to continue my work in organising activities within the community. Social groups are a way for migrants to connect with others, as migrants often feel socially isolated when finding themselves living in a new country with few contacts and little English. The Arabic Women's Social

Group has seen the implementation of sessions revolving around aroma therapy, massages, skincare/makeup workshops, an outing to Carrs Park, aerobics classes, parenting programs such as TIPS and 123 Magic, end of term luncheons, an optometrist visit by Bexley Eye Clinic, environmental sessions, a cervical health workshop, and an Eid sweets tea party. This year has seen an enormous growth in attendees who have made many friends and each session is filled with laughter and a positive aura all year round.

The computer one-on-one tutorial sessions have been provided on an occasional basis to community members who wish to hone in on their basic computer skills.

The Tripoli newsletter was regularly being implemented on a quarterly basis with its audience base being primary the centre clients. We are very determined to continuously keep our community updated on agency news and promote our updates through them.

I have had a wonderful year serving my community and it has been an absolute pleasure working in a close-knit environment where making a difference in our client's life is our number one priority. It is hoped with time, services will continue to grow and help our clients on a broader scale.

I would like to thank the manager Abdul Majid Zahra and my TMA team members for their wonderful teamwork, their community spirit and for their consistent support.

**Sarah Kamhie**  
Arabic Community Worker

وقد ساعد حضوري الاجتماعات المشتركة بين مقدمي الخدمات في أن أبقى على صلة بقضايا المجتمع الراهنة وهو أيضا فرصة للتواصل مع أعضاء المجموعة الآخرين. حاليا أشارك في الاجتماعات التالية : فريق كاتربري لمعالجة قضايا المخدرات ، العنف المنزلي كاتربري ، لجنة الاتصال بين مقدمي خدمات الأسرة والطفل في كاتربري ، ولجنة المهاجرين لمنطقتي كاتربري/ بانكستاون. وقد ساهم حضوره هذه الاجتماعات الفرصة لي للمشاركة في الشراكة بين الوكالات. لقد قمت بتنظيم ندوات شهرية التي تم الإعلان عنها في وسائل الإعلام المجتمعية المحلية الناطقة بالعربية. هذه الدورات مهمة في الحفاظ على المجتمع على اطلاع على أي تغييرات سياسة للحكومة المحلية ، وكذلك زيادة الوعي العام حول المسائل الهامة. تناولت هذه الندوات حتى الآن ما يلي :

- الحفاظ على العلاقات الأسرية السليمة (خدمة الصحة النفسية عبر الثقافات)
- التدخين / النرجيلة وتأثيرها على الصحة العامة (مركز ماركفيل الصحي)
- انقطاع النفس أثناء النوم / (خدمة الصحة النفسية عبر الثقافات)
- ندوة السكري (المجلس الأسترالي لالدياء السكري ) سنترلينك
- المساعدة القانونية نيو ساوث ويلز
- التجارة العادلة- حماية المستهلك
- المكتب الاسترالي للإحصاء

لجنة المرأة العربية تسير على ما يرام ، وتجتمع كل اربعاء (باستثناء العطل المدرسية). ساعدت في ادارة الفريق بمساعدة مساعدة وبعض المتطوعين. وتقدم المجموعة محورا مركزيا للنساء المعزولة اجتماعيا من منطقة كاتربري لتكوين صداقات جديدة ، والانخراط في مجتمعاتهم المحلية من خلال برنامج يتعاطى بحساسية تجاه الثقافات المتعددة للوصول إلى المعلومات ذات الصلة ، وزيادة قاعدة معارفهم حول القضايا الهامة. كل

ال ١٢ شهرا الماضية كانت، تجربة بناءة ومثمرة. كعامل اجتماعية للجالية العربية ، عملت جاهدة من أجل الحفاظ على قيم المجتمع المحلي في دعم الجالية الناطقة بالعربية. وقد فعلت ذلك من خلال توظيف سلسلة من المبادرات وذلك لغرس العلاقات المجتمعية ، وصلات المجتمع ، والتمكين ، واحترام خصوصية متلقي الخدمات.

وقد هدفت إلى : تعزيز الترابط الاجتماعي وتعزيز فرص الحصول / الأسهم / إدراج / التعلم المستمر ، والدعوة نيابة عن موكل متلقي الخدمات ، وتشجيع مشاركة المجتمع المحلي ، وتمكين العملاء من تحقيق الثقوة والاستقلالية ، والمشاركة في مبادرات بناء المجتمع ، وبناء شبكات التواصل . وقد ساعدت موكل في المسائل والقضايا الغير معقدة كل اثنين وخميس في بعض القضايا

الرئيسية التي تواجهها:

- سنترلينك
- قضايا الصيانة المنزلية
- الدفاع عن حقوقهم
- المعلومات والإحالة
- الترجمة
- الصحة
- الإسكان
- الإيجار
- القضايا القانونية

خلال العام تقدمت بطلب للحصول على تمويل بعض الأنشطة مع نتائج ناجحة : تعزيز الأسر توفير الموارد الداخلية للأمهات - برنامج المنح الصغيرة ، مجلس بلدية كاتربري برنامج المساعدة المالية والنفقات لدعم التنمية المجتمعية. وسوف تستخدم المنحة المقبلة في تطوير برنامج تربية الأطفال ودعم لجنة المرأة العربية ، وكذلك منحة لتكوين رافعة لباص الجمعية من أجل تسهيل صعود ونزول العجز. التمويل يساعد على توسيع إمكانيات جمعيتنا ، والتي أعتقد أنه ينبغي دائما أن تسعى بنشاط من أجل تلبية احتياجات مجتمعنا.





# Arabic Language Project

Source of funding: NSW Education and Community

This program targets young school children from Arabic speaking backgrounds. The aim of the program is to teach the Arabic Language to children at primary and secondary levels.

The Association has started this program in 1976, there are 8 classes accommodating students from different public primary and secondary schools. The classes are held at Wiley Park Girls High School and taught by qualified and trained Arabic Language Teachers.

The classes are held on Saturdays from 9:30 am to 1:30 pm. Since the project was initiated in 1976, the response from students and their parents have been tremendous.

I would like to thank our students, their parents and the teachers for their commitment to the Arabic Language.

**Iman Elsayed**  
Principal



## مشروع اللغة العربية

**مصدر التمويل : وزارة التربية والتعليم والتدريب على اللغات برنامج المدارس نيو ساوث ويلز**

يهدف هذا البرنامج تشجيع طلاب المدارس ذوي الخلفية العربية لتعلم اللغة العربية في المرحلتين الابتدائية والثانوية. جمعية طرابلس والميناء بدأت هذا البرنامج في عام ١٩٧٦، ويوجد الآن ٩ فصول لأستيعاب الطلاب من مختلف المدارس الرسمية الابتدائية والثانوية. تقام الفصول في ثانوية وايلي بارك للبنات وتدرس من قبل المعلمين المؤهلين والمدرسين في اللغة العربية. تدريس اللغة العربية يقام في أيام السبت من الساعة ٩:٣٠ صباحاً إلى ١:٣٠ مساءً.

منذ بدأ المشروع في عام ١٩٧٦، كانت الاستجابة مشجعة وكبيرة من الطلاب وأولياء أمورهم وأود أن أشكر طلابنا وأهاليهم والمعلمين للالتزامهم تعلم وتعليم اللغة العربية.

ايمان السيد  
مديرة المدرسة



تجمع هو تجربة مثيرة للاهتمام لعملائنا ويتركون الجلسات برضى. في مجال التخطيط لكل فصل دراسي ، أتشاور مع شبكة الوكالات المحلية والوكالة الرئيسية لتقديم دورات هامة.

الجلسات تتناول ما يلي :

- دورة تدريبية للوالدين المعروفة ب Triple P
- سرطان عنق الرحم التوعية حول سرطان / الثدي
- ورشة عمل سلامة المجتمع
- من المدرسة المحلية ضابط اتصال عربي لمناقشة النظام المدرسي
- العنف العائلي
- إكتئاب ما بعد الولادة
- نزهة إلى حديقة وايلي بارك
- الاحتفال بيوم الأم
- الأسبوع الوطني للأسرة (المراهقين ومستشار زيارة العائلة).
- أسبوع القانون (المساعدة القانونية)
- الاضطرابات السلوكية عند الأطفال التخريبية
- ورش عمل بيئية
- التدخين وآثاره على وحدة الأسرة
- سلامة الطفل
- العناية بالبشرة / ورشة الوجه

مناسبات اجتماعية مثلاً أسبوع العائلات الوطني ، واليوم الدولي للمتطوعين في، وأسبوع القانون ، والذي كان الغرض منه نشر الوعي حول المسائل القانونية ذات الصلة / الأسرة. كان فكرة التطوع فرصة لنكافئ فيه المتطوعين الذين يعملون بجد لساعات طويلة في المساهمة في نجاح برامجنا.

نظمتنا يوم الوثام والتسامح واليوم العالمي للمرأة بمساعدة زملائي. هذه المناسبات تدفع فريق العمل في الجمعية لمساعدة بعضهم البعض لجعل نشاطاتنا لا تنسى وقد تكلفت كلها بنجاح وكانت فرصة رائعة لتوحيد نشاطات المجتمع المحلي ،

والتمتع بها والاحتفال بحياة اجتماعية. تعاونت مع زملائي في بناء العلاقة بين المكتب الاستراتيجي للإحصاء وجمعية طرابلس والميناء من خلال تنظيم «دورة ملء استمارة» تعداد ٢٠١٢ للناطقين باللغة العربية .

في عام ٢٠١٢ بدأنا نشاط جديد : تعليم مهارات الحاسوب الآلي (الكمبيوتر) للناطقين بالعربية. هذا البرنامج النشاط يتيح المجال للناطقين باللغة العربية فرصة لتعلم المهارات الأساسية ، وبالتالي توسيع مجموعة معلوماتهم، وهذا يعزز تنمية المهارات في أوساط المجتمع. استقبل البرنامج استقبالا حسنا من قبل المشاركين فيه. كل مشارك يحصل على شهادة الجدارة عند الانتهاء من جلسات العمل الخاصة بهم .

وأخيرا أود أن أتقدم بالشكر والتقدير لمديرتنا وزملائي في العمل ، والمتطوعين على دعمهم وتوجيههم.

سارة قمحية  
منسقة برنامج التنمية الاجتماعية





# Photo Gallery





# Photo Gallery



# Treasurer's Report



I hereby provide the Treasurer's report for the year 2011- 2012. This report provides the financial position of The Fraternal Society of Tripoli and Mena inc (TMA), including the Income and Expenditure and the Contingencies Accounts together with the Auditor's report.

Tripoli and Mena , despite the challenges of increased costs, is in a well placed financial position to operate effectively in the future. Our budget control worked efficiently resulting in our programs operating with these financial controls. We have forwarded audited statements to the respective funding bodies as per requirement.

Our part-time bookkeeper Yanhui Huang continues to prepare our monthly financial reports and he has been working very hard. I would like to extend our gratitude to her and also to our Auditor, John Chahoud.

The Centre's main sources of income are from the following Funding Bodies;

- \* Commonwealth Department of Health and Ageing
- \* Commonwealth Department of Family and Community Services
- \* NSW Family and Community Services, Ageing, Disability and Home Care
- \* NSW Family and Community Services
- \* NSW Education and Community

I would like to extend our grateful appreciation to these funding bodies who have become our faithful partners in supporting the valuable delivery of

our services to the various and indeed growing needs within our community.

I thank my colleagues on the Board for working together to provide important decisions and outcomes especially in the efficient use of our funds in providing our services.

I would also like to thank Abdul Majid Zahra, our Manager and to all the staff at the Centre for their continuing hard work and for setting and achieving new benchmarks and goals in order to improve our services. Thank you all for your continued support and assistance during the year.

Mustapha Merhi  
Treasurer



## تقرير أمين الصندوق

TRIPOLI & MENA ASSOCIATION LIMITED

(A COMPANY LIMITED BY GUARANTEE)

ABN 24 001 347 691

### FINANCIAL REPORT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012

#### INDEX

#### STATUTORY ACCOUNTS

|                                    | Page |
|------------------------------------|------|
| BALANCE SHEET                      | 1    |
| INCOME AND EXPENDITURE STATEMENT   | 2    |
| CASH FLOW STATEMENT                | 4    |
| INCOME STATEMENT                   | 5    |
| STATEMENT OF CHANGES IN EQUITY     | 6    |
| DIRECTORS' REPORT                  | 7    |
| NOTES TO THE ACCOUNTS              | 8    |
| DIRECTORS' DECLARATION             | 9    |
| AUDITOR'S INDEPENDENCE DECLARATION | 10   |
| AUDITOR'S REPORT                   | 11   |

يسرني أن أقدم تقرير أمين الصندوق لعام ٢٠١١ — ٢٠١٢. ويأتي هذا التقرير الضوئي على الوضع المالي لجمعية طرابلس والميناء الخيرية، بما في ذلك الإيرادات والمصروفات والحسابات المنظورة جنباً إلى جنب مع تقرير مراقب الحسابات.

جمعية طرابلس والميناء وعلى الرغم من التحديات التي تواجهها في زيادة التكاليف، هي في وضع مالي جيد مما يساعدها على العمل بفعالية في المستقبل. عملنا على السيطرة في إدارة برامجنا بكفاءة مع هذه الضوابط المالية. لقد أرسلنا البيانات المدققة للهيئات التمويل وفقاً لمتطلبات كل منها.

لدينا محاسبة بعض الوقت لإعداد التقارير المالية الشهرية، وأود أن أعرب عن امتناننا لها وكذلك للسادة اذوارد وجون شحود مدققي الحسابات القانونيين.

مصادر الدخل الرئيسي هي من هيئات التمويل التالية :

\* وزارة الصحة والشيخوخة - دائرة الكمونولث  
\* دائرة خدمات الأسرة والمجتمع - الكمونولث  
\* دائرة الأسرة والخدمات الاجتماعية، الشيخوخة والعجز والرعاية المنزلية - نيو ساوث ويلز  
\* دائرة الأسرة والخدمات الاجتماعية - نيو ساوث ويلز  
\* دائرة التربية والتعليم والمجتمع - نيو ساوث ويلز

وأود أن أعرب عن تقديرنا بالامتنان لهيئات التمويل هذه الذين أصبحوا شركائنا المخلصين في دعم تكاليف الخدمات التي نقدمها للاحتياجات المختلفة والمتنامية في داخل مجتمعنا.

أشكر زملائي في المجلس الإداري للعمل معاً

مصطفى مرعي  
أمين صندوق

لتقديم قرارات ونتائج هامة وخاصة في كفاءة استخدام أموالنا وفي توفير الخدمات التي نقدمها. وأود أيضاً أن أشكر عبد المجيد زهرة، المدير العام لدينا وإلى جميع العاملين في المركز لعملهم الدؤوب والمتواصل لوضع وتحقيق معايير وأهداف جديدة من أجل تحسين الخدمات التي نقدمها. أشكركم جميعاً على دعمكم المتواصل ومساعدتكم خلال العام.



TRIPOLI & MENA ASSOCIATION LIMITED

A B N 24 001 347 691

**BALANCE SHEET  
AS AT 30 JUNE 2012**

|                                   |   |                            |
|-----------------------------------|---|----------------------------|
| <b>2,011.00</b>                   | <b>Members Account</b>                    | <b>2,012.00</b>            |
| 312,309.22                        | Opening Balance 1.7.2011                  | 438,356.98                 |
| 126,047.76                        | Net Surplus                               | 140,815.44                 |
| 924,713.34                        | Al-Faiha Funds                            | 924,713.34                 |
| <b><u>1,363,070.32</u></b>        |   | <b><u>1,503,885.76</u></b> |
| <b><u>Current Assets</u></b>      |   |                            |
|                                   | National Australia Bank - Lakemba         |                            |
| 363,798.04                        | Cheque a/c 970 2727                       | 495,005.16                 |
| 36,723.47                         | Term Deposit A/C 28 580 1038              | 38,596.85                  |
| 86,617.48                         | Term Deposit Provision a/c 811178590      | 99,871.85                  |
| 107,534.48                        | Business Mgt a/c 56 439 4631 Al-Faiha a/c | 107,929.95                 |
| 500.00                            | Petty Cash                                | 500.00                     |
| <b><u>595,173.47</u></b>          |   | <b><u>741,903.81</u></b>   |
| <b><u>Non Current Assets</u></b>  |   |                            |
|                                   | Land & Buildings At Cost                  |                            |
| 195,338.22                        | 48-50 Taylor street lakemba               | 195,338.22                 |
| 615,061.89                        | 54a Railway parade Lakemba                | 615,061.89                 |
| 87,033.91                         | Motor Vehicle at cost                     | 103,579.37                 |
| - 23,497.00                       | Accumulated Depreciation Motor Vehicle    | - 24,610.00                |
| <b><u>873,937.02</u></b>          |   | <b><u>889,369.48</u></b>   |
| <b><u>1,469,110.49</u></b>        | <b>Total Assets</b>                       | <b><u>1,631,273.29</u></b> |
| <b><u>Current Liabilities</u></b> |   |                            |
| 89,111.85                         | Provision for Staff Entitlements          | 103,574.69                 |
| 7,000.00                          | Provision for Car replacement             | 7,000.00                   |
| 6,716.19                          | PAYG Withholding Tax Payable              | 6,911.19                   |
| - 1,660.31                        | GST Payable                               | 4,827.69                   |
| 4,872.44                          | Superannuation Payable                    | 5,073.96                   |
| <b><u>106,040.17</u></b>          | <b>Total Liabilities</b>                  | <b><u>127,387.53</u></b>   |
| <b><u>1,363,070.32</u></b>        | <b>Net Assets</b>                         | <b><u>1,503,885.76</u></b> |

TRIPOLI & MENA ASSOCIATION LIMITED

ABN 24 001 347 691

**INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2012**

| 2011                     | INCOME   | 2012                       |
|--------------------------|--|----------------------------|
|                          | Government Grants & Subsidies  |                            |
| 92,162.91                | NSW Dept. of Community Services<br>Arabic Community Worker           | 89,689.17                  |
| 25,000.00                | Dept of Ageing, Disability & Home Care<br>Arabic Aged Welfare Worker | -                          |
| 249,376.24               | Day Care Project   | 282,409.08                 |
| 451,673.44               | Dept of Health & Aged Care<br>Community Aged Care Prog. (CACP)       | 468,229.97                 |
| 98,940.00                | Community Partners Program (CPP)                                     | 100,918.18                 |
| 15,720.00                | NSW Dept of Education & Training<br>Ethnic school                    | 17,295.60                  |
| -                        | Australian Nursing Home Foundation                                   | 63,775.00                  |
|                          | Canterbury Bulldogs ( CDSE )   | 8,900.00                   |
| 13,627.00                | Ethnic School - School fees  | 7,587.00                   |
| 1,537.27                 | Membership fees  | 336.36                     |
| 3,363.64                 | Parenting Fund Canterbury Council                                    | 3,000.00                   |
| 4,019.64                 | Employment subsidy   | -                          |
| -                        | Workcover wages reimbursement  | 3,345.00                   |
| -                        | Sale of Motor Vehicle  | 8,636.36                   |
| 5,089.90                 | Sundry Income  | -                          |
| 30.00                    | Donations  | 453.20                     |
|                          | Interest Received  |                            |
| 114.85                   | Cheque a/c A/C 970 2727  | 28.53                      |
| 1,421.40                 | Term Deposit A/C 28 580 1038   | 1,873.38                   |
| 775.46                   | Bus Mgt a/c Al-Faiha a/c   | 635.47                     |
| 2.09                     | Term Deposit Prov. for staff entitleme                               | -                          |
| <b><u>962,853.84</u></b> | <b>Gross Income</b>  | <b><u>1,057,112.30</u></b> |



**TRIPOLI & MENA ASSOCIATION LIMITED**  
A B N 24 001 347 691  
**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2012**

| 2011       |  | 2012         |
|------------|--|--------------|
| 962,853.84 | <b>GROSS INCOME</b>                          | 1,057,112.30 |
|            | <b>LESS: EXPENSES</b>                        |              |
| 3,163.38   | Administration                               | -            |
| 5,320.15   | Advertising                                  | 529.28       |
| 3,300.00   | Audit & Accounting Fees                      | 3,500.00     |
| 382.73     | Award & Trophies                             | 230.91       |
| 245.00     | Bank Charges                                 | 252.00       |
| 12,764.19  | Cleaning                                     | 6,767.81     |
| 710.00     | Community Expenses                           | -            |
| 15,440.91  | Consultant                                   | 16,100.00    |
| 54,215.14  | Contractor                                   | 57,061.43    |
| 4,464.47   | Day Care                                     | 972.30       |
| 16,497.00  | Depreciation                                 | 19,113.00    |
| 1,664.50   | Donations                                    | 2,764.88     |
| 3,208.51   | Electricity                                  | 2,884.90     |
| 41.00      | Filing & Lodgement Fees                      | 556.45       |
| 873.59     | Functions                                    | -            |
| 8,209.58   | Insurance - General & volunteers             | 7,603.96     |
| 14,663.64  | - Workers Compensation                       | 13,428.38    |
| 570.00     | Interpreting & Translating                   | 472.73       |
| 1,532.29   | Membership & subscriptions                   | 3,336.83     |
| 2,103.13   | Meeting Expenses                             | 1,757.33     |
| 733.40     | Office expenses                              | 2,493.17     |
| 1,411.75   | Parenting expenses                           | 429.95       |
| 15,055.59  | Plant & Equipment                            | 15,513.50    |
| 918.63     | Police clearance certificates                | 512.09       |
| 929.49     | Postage                                      | 982.02       |
| 22,276.63  | Printing & Stationery                        | 13,370.55    |
| 5,464.82   | Project Activities                           | 11,467.01    |
| 2,910.00   | Polices & Procedures and OH&S                | 225.00       |
| 4,300.05   | Rates - Council                              | 4,470.85     |
| 2,710.85   | - Water                                      | 1,932.70     |
| 1,305.24   | Rent   | 1,975.18     |
| 2,648.80   | Refund Unspent Grant                         | -            |
| 9,549.36   | Repairs & Maintenance                        | 17,146.00    |
| 1,070.90   | Sundry                                       | 1,652.55     |
| 1,249.83   | Staff amenities                              | 1,526.12     |
| 10,506.82  | Staff Training                               | 6,681.51     |
| 37,085.57  | Superannuation                               | 42,890.73    |
| 18,125.00  | Techers Allowances                           | 22,510.00    |
| 4,365.13   | Teaching Material & Books                    | -            |
| 10,114.29  | Telephone                                    | 14,128.98    |
| 44,923.36  | Travel & transport                           | 67,925.72    |
| 37,968.22  | Transfer to Provision for staff entitlements | 14,462.84    |
| 150.91     | Volunteer costs                              | 813.18       |
| 434,233.42 | Wages & Salaries                             | 519,641.19   |
| 999.76     | Water  | 721.29       |
| 3,702.10   | Website / Art Design                         | 793.64       |
| 300.00     | Workshop & Seminars                          | 406.36       |
|            | Motor Vehicles & Bus                         |              |
| 979.67     | - Green Slip                                 | 453.76       |
| 4,056.04   | - Insurance                                  | 4,917.67     |
| 3,926.42   | - Petrol                                     | 5,060.33     |
| 1,503.00   | - Registration Fee                           | 1,727.36     |
| 1,261.82   | - Repair & Maintenance                       | 1,882.51     |
| -          | - Road Services                              | 250.91       |
| 700.00     | - Hire fees                                  | -            |
| 836,806.08 | <b>Total Expenses</b>                        | 916,296.86   |
| 126,047.76 | <b>Operating Profit</b>                      | 140,815.44   |

**TRIPOLI & MENA ASSOCIATION LIMITED**  
A B N 24 001 347 691

**STATEMENT OF CASH FLOWS**  
**FOR YEAR ENDED 30 JUNE 2012**

| 2011              | <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   | 2012              |
|-------------------|---|-------------------|
| 960,540.04        | Receipts from customers   | 1,054,574.92      |
| 783,332.38        | Payments to suppliers & employees   | 875,836.50        |
| <u>177,207.66</u> | <b>Net cash provided by operating activities</b>  | <u>178,738.42</u> |
|                   | <b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>  |                   |
| 2,313.80          | Interest received   | 2,537.38          |
| - 47,033.91       | Payment for property, plant & equipment   | - 34,545.46       |
| - 44,720.11       | <b>Net cash used for investing</b>  | - 32,008.08       |
|                   | <b><u>CASH MOVEMENT DURING YEAR</u></b>   |                   |
| 132,487.55        | Net increase /(-decrease) in cash held  | 146,730.34        |
| 462,685.92        | Cash at beginning of reporting period   | 595,173.47        |
| <u>595,173.47</u> | <b>Cash at end of reporting period</b>  | <u>741,903.81</u> |
|                   | <b><u>RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING PROFIT</u></b> |                   |
| 126,047.76        | Operating profit /(-loss) after tax   | 140,815.44        |
|                   | <b>add /(-less) items classified as non-operating activities</b>                              |                   |
| - 2,313.80        | Interest received   | - 2,537.38        |
| <u>123,733.96</u> | <b>Cash derived from operating activities</b>   | <u>138,278.06</u> |
|                   | <b>add /(-less) non cash items</b>  |                   |
| 16,497.00         | Depreciation  | 19,113.00         |
| <u>140,230.96</u> |   | <u>157,391.06</u> |
|                   | <b><u>CHANGES IN ASSETS &amp; LIABILITIES</u></b>   |                   |
| 37,968.22         | (Decrease) Increase Staff Entitlements  | 14,462.84         |
| -                 | (Decrease) Increase provision for Motor Vehicle replac  | -                 |
| - 3,232.57        | (Decrease) Increase GST A/c   | 6,488.00          |
| 1,232.00          | (Decrease) Increase in PAYG Withholding tax payable   | 195.00            |
| 1,009.05          | (Decrease) Increase in Super payable  | 201.52            |
| <u>177,207.66</u> | <b>Net cash provided by operating activities</b>  | <u>178,738.42</u> |



**INCOME STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2012**

|  | <b>2012</b>    | <b>2011</b>    |
|--|----------------|----------------|
| Revenue                                | 1,057,112      | 962,853        |
| Employee benefits expenses             | - 590,423      | - 523,951      |
| Depreciation and Amortisation          | - 19,113       | - 16,497       |
| Service expenses                       | - 196,125      | - 165,975      |
| Occupancy expenses                     | - 42,781       | - 42,048       |
| Administration expenses                | - 63,437       | - 82,950       |
| Other expenses                         | - 4,417        | - 5,384        |
| <b>Surplus before Income Tax</b>       | <b>140,815</b> | <b>126,048</b> |
| Income Tax expense                     | -              | -              |
| <b>Surplus / (Loss) for the period</b> | <b>140,815</b> | <b>126,048</b> |

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012**

|   | <b>Retained<br/>Earnings<br/>\$</b> |
|---|-------------------------------------|
| Balance at 1 July 2010                        | \$ 1,237,022.56                     |
| Surplus / ( deficit ) attributable to members | 126,047.76                          |
| Balance at 30 June 2011                       | <u>\$ 1,363,070.32</u>              |
| Surplus / ( deficit ) attributable to members | 140,815.44                          |
| <b>Balance at 30 June 2012</b>                | <b><u>\$ 1,503,885.76</u></b>       |



## DIRECTORS' REPORT

The directors of the Tripoli and Mena Association Limited herewith submit their report on the Financial Statements for the year ended 30 June 2012

## DIRECTORS

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

|             |         |            |           |
|-------------|---------|------------|-----------|
| 1) Abdallah | DANNAWI | 6) Mohamad | TISSINI   |
| 2) Jalal    | HAMOU   | 7) Yasser  | ABOULAHAF |
| 3) Riad     | ZAHRA   | 8) Iman    | EL-SAYED  |
| 4) Mustapha | MERHI   | 9) Jamal   | ASMAR     |
| 5) Fadi     | KURDI   |            |           |

## PRINCIPAL ACTIVITIES

The principal activities of the company during the financial year was that of a Non Profit ethnic social welfare service.

## FINANCIAL RESULTS

The Associations activities for the financial year resulted in a **Surplus of \$ 140,815.44** (2011 Surplus \$ 126,047.76)

## SIGNIFICANT CHANGES.

There was no significant change in the activities of the Association during this financial year.

## SIGNIFICANT POST BALANCE DATE EVENTS.

No matter or circumstance has arisen since the end of the financial year to the date of this report which has significantly affected or may significantly affect the activities of the Association, the results of those activities or the state of affairs of the Association in the ensuing or any subsequent financial year.

## DIRECTORS BENEFITS.

Since the ended of the previous financial year ,no director of the company has received or become entitled to receive a benefit by reason of a contract made by the company with any director or with a firm of which any director is a member or with a company in which any director has a substantial financial interest.

## AUDITOR'S INDEPENDENCE DECLARATION

The Auditor's Independence Declaration is included on page 7 of the Annual Report.

This report is signed for and on behalf of the directors in accordance with a resolution of the directors.

  
Mustapha Merhi – Director

  
Abdallah Dannawi- Director

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2012

## NOTE 1 : SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

## (A) Basis of Accounting

This financial report is a special purpose financial report prepared for use by the directors and members of the company. The directors have determined that the company is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards.

AASB1025: Application of the Reporting Entity Concept and Other Amendments  
No other Australian Accounting Standards, or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous year unless otherwise stated, have been adopted in the preparation of these statements:

## (B) Depreciation

Items of property, plant and equipment, other than freehold property and land ,are depreciated over their estimated useful lives using the prime cost method or diminishing value method.

## (C) Income Tax

The company has tax exemption status.

## (D) Members' Guarantee

The company is limited by guarantee. If the company is wound up, the articles of association state that each member is required to contribute a maximum of \$50 each towards meeting any outstanding obligations of the company.



17th September 2012

**DIRECTORS' DECLARATION  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012**

The Directors  
Tripoli and Mena Association Ltd  
P.O Box 130  
Lakemba NSW 2195

Dear Directors

**RE: AUDITOR'S INDEPENDENCE DECLARATION  
TRIPOLI & MENA ASSOCIATION LTD**

In accordance with section 307C of the Corporations Act 2001,  
I am pleased to provide the following declaration of independence  
to the Directors of **TRIPOLI AND MENA ASSOCIATION LTD**

As auditor responsible for the audit of the financial statements of  
**TRIPOLI AND MENA ASSOCIATION LTD**  
for the financial year ended **30 June 2012**,  
I declare that to the best of my knowledge and belief ,  
there have been no contraventions of:

- (i) the auditor independence requirements of the Corporations Act 2001  
in relation to the audit; and
- (ii) any applicable code of professional conduct in relation to the audit.

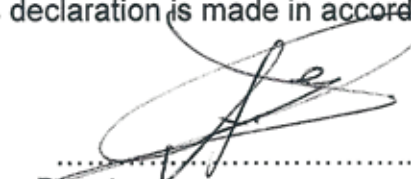
Yours Sincerely


  
.....  
**John Chahoud**  
Registered Company Auditor Reg No. 4287  
469 Burwood road, Belmore NSW 2192  
Phone/Fax 9759 4676

The directors of the company declare that:

1. The financial statements and notes, as set out on pages 1 to 12:
  - a) Comply with the Accounting Standards and the Corporations Law; and
  - b) Give a true and fair view of the company's financial position as at **30 June 2012**  
and it's performance for the financial year ended on that date.
2. In the directors' opinion there are reasonable grounds to believe that the  
company will be able to pay it's debts as and when they become due  
and payable.

This declaration is made in accordance with a resolution of the Board of Directors:

  
.....  
Director

  
.....  
Director

Dated this \_\_\_\_\_ day of September 2012



## AUDITOR'S REPORT

To the members of :

### TRIPOLI and MENA ASSOCIATION LIMITED

We have audited the financial statements for the year ended **30 June 2012**, consisting of the Balance Sheet, Profit & Loss statement and accompanying notes . The Company's directors are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the company.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures include examination ,on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether ,in all material respects, the financial statements are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view which is consistent with our understanding of the company's financial position and the results of its operations.

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

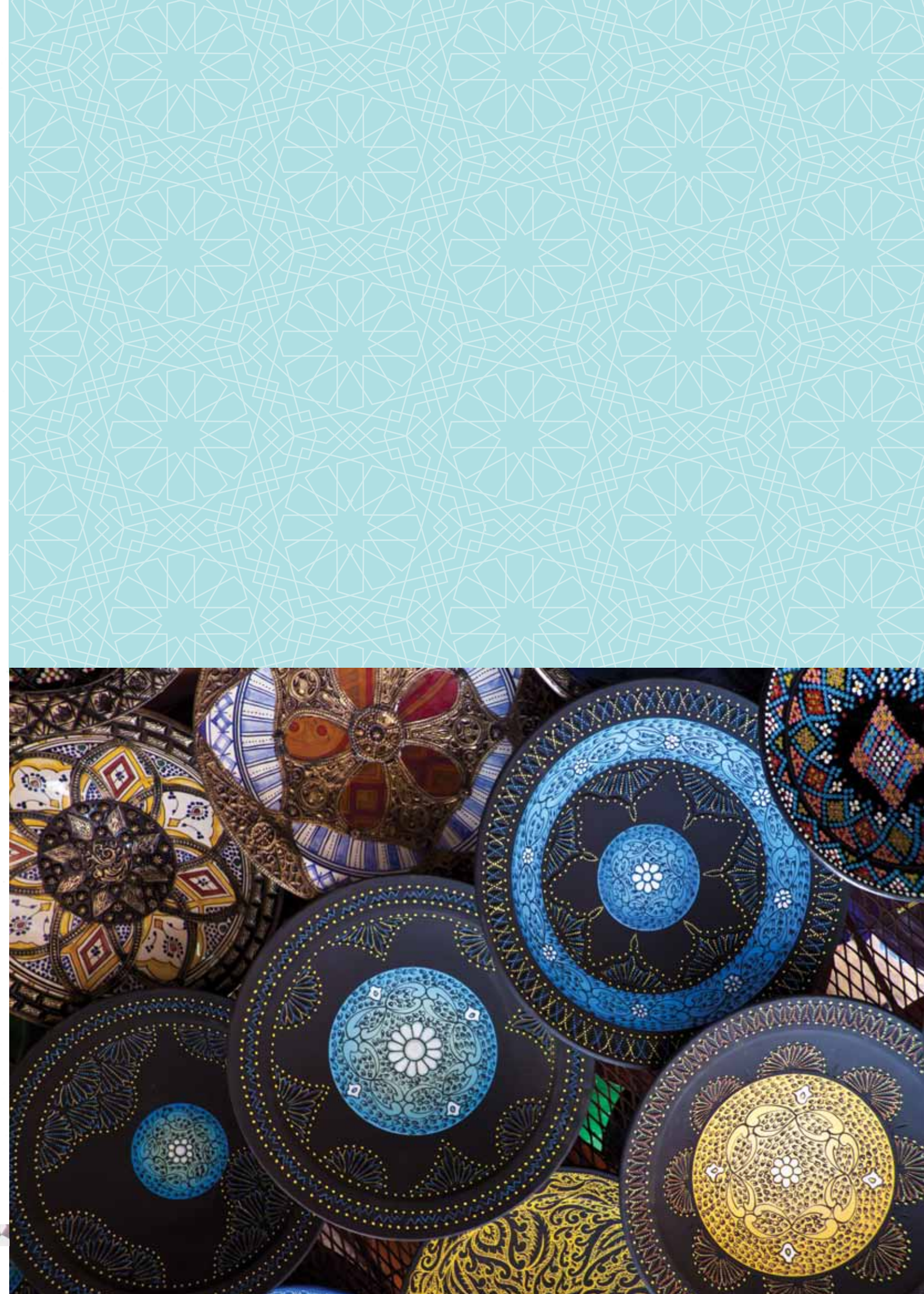
### AUDIT OPINION

In my opinion the accompanying accounts, which have been prepared under the Historical Cost convention are properly drawn up :

- a) So as to give a true and fair view of :
  - 1) The state of affairs of the company as at **30 June 2012** and of the results of the company for the year ended on that date; and
  - ii) The other matters required by Divisions 4,4A and 4B of Part 3.6 of the Corporations Law to be dealt with in the accounts; and
- b) in accordance with the provisions of the Corporations Law ;and
- c) in accordance with Statements of Accounting Concepts and Applicable Accounting Standards.



16/09/2012  
JOHN. C. CHAHOUD Registered Company Auditor No.4287







## **Social Welfare Centre**

48-50 Taylor Street  
PO Box 130  
Lakemba, NSW, 2195

**T** : 02 9758 1366

**F** : 02 9740 6057

**E** : [info@tripolimena.org.au](mailto:info@tripolimena.org.au)

**W**: [www.tripolimena.org.au](http://www.tripolimena.org.au)

*“Serving the Arabic speaking community since 1975”*