



**41ST
ANNUAL
GENERAL
MEETING**

**Annual
Report**

2021 - 2022

Front page: Jenny with Siena, May 2022

This page: Jackie, February 2022



Headway Gippsland Inc.

headwaygippsland.org.au

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01

About us

Headway Gippsland was established in 1981 and is a not-for-profit community organisation, assisting people with acquired brain injury (ABI) and other disabilities, and their families.

Our mission

Our mission is to provide exceptional services to individuals with ABI and/or other disabilities to enable participation in all aspects of community life.

Our vision

Our vision is an inclusive society for all.

Our values

- the person comes first
- support carers
- empower participants
- inclusion
- strive for excellence
- achieve outcomes
- respect
- share our knowledge

Our philosophy

- 1 People with disabilities are individuals who have the inherent right to respect for their human worth and dignity.
- 2 People with disabilities and their families have the same rights and responsibilities as all members of society.
- 3 Services provided for people with disabilities should respond to the need of the individual and support them to attain their full potential in physical, social, emotional, cognitive, cultural and spiritual development and an optimal quality of life.



Mark at Morwell

Volunteers

Volunteers bring their extensive and varied skills, and offer valuable assistance in our social support groups. Volunteers assist with client transportation, administration, friendship and are on the Board of Directors.

Headway Gippsland supports volunteers with ongoing education, giving them insight into ABI and other disabilities, and how to best assist participants.

Trained Headway Gippsland professionals guide and support our volunteers within their roles, ensuring consistency and a high quality of support provided to participants.

Janette Luke

Services

Participants who are eligible for the National Disability Insurance Scheme can exercise choice and control over the services they receive.

Headway Gippsland is a leading provider of services under the NDIS scheme and is able to support participants to live the life they choose.

We offer a range of supports, including:

- one-to-one support
- social support groups
- community access
- support coordination to implement participant plans
- plan management as a financial intermediary
- short-stay trips
- skills development
- social evenings

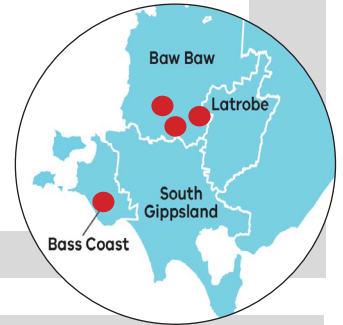
We provide services across Gippsland



Image credit: Regional Development Victoria

Social Support Groups

Our social support group coordinators, assistants and volunteers provide fun and engaging activities to allow participants to access the community and maintain a vibrant social life. Our groups are located in: Trafalgar, Warragul, Morwell and Wonthaggi.



Support Coordination

Our Support Coordinators are proud to help participants exercise choice and control over their lives.

They do this by acting as a facilitator or intermediary to help participants put their NDIS plans into action.



Support at Home: 1:1 Services

Our Life Skills Officers enjoy working with participants and assisting with their everyday needs. Our team support participants to live independently whilst encouraging an active life in the community.

Plan Management

Our Plan Management team pride themselves on helping participants get the most out of their NDIS funding budgets.

Our goals

Four themes from our Strategic Plan 2020-2024



Our participants

Our participants have the support to get out in the community and reach their goals.



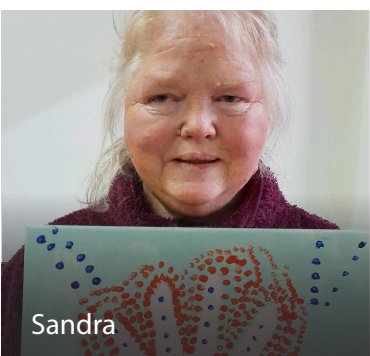
Our people

Our staff are diverse and have the right skills and energy to drive our goals.



Our sustainability

We are strong and we grow in Gippsland.



Our community connectedness

We are leaders across Gippsland and have a strong voice.



02 Our Staff



Chief Executive Officer

Jenelle Henry

Executive Assistant/HR

Claudia Stow

Operations Manager

Wendy Matthews

Marketing & Communications

Rhiannon Harasymenko

Business Systems Administrator (CRM)

David Martin

Client Services Coordinator

Stephanie McKay

Service Engagement Coordinator

Amy Comber

OH&S & Quality Coordinator

Danielle Cuthbertson

Administrator Officer

Lisa Patching

Acting Plan Management Leader

Ben Munro

Plan Management Assistants

Margaret Wilson

Amanda Jacobs

Finance Manager

Colin Matthies

Finance Assistants

Victoria Kee

Andrea McVicar

Administration

Dianne Mumford

Support Coordination Manager

Nicky Levey

Senior Support Coordinator

Lisa Kuhne

Support Coordinators

Jodie Creed

Leonie Bartlett

Vannessa Estigarribia

Megan Mathisen

Linda McDill

Social Support Group Coordinators

Trafalgar

Janet DeCorrado

Warragul

Michelle Meggetto

Latrobe Valley

Janette Luke

Wonthaggi

Lyndon Bate

Life Skills Officers

Michelle Barker

Ruth Beeby

Emer Boyle

Paul Brew

Sharon Bullard

Courtenay Castello

Christine Clark

Anthony Colvin

Nicole Cox

Tina Danvers

Jade Downey

Chloe Duff

Angela Duffy

Benjamin Duffy

Susan Eaton

Nathan Farnaby

Rochelle Farquhar

Shelly Hocken

Lisa Hoddy

Gillian Keily

Janelle Lodge

Janette Luke

Bryley MacKinlay

George Manis

Danielle Mintern

Peter Molnar

Patricia Morecroft

Majella Moss

Panagiota Moutafis

Susan O'Connor

Gavin Proctor

Tarryn Ritchie

Kevin Rogers

Susan Sefton

Sachin Sharma

Michael Sinclair

Katie Sinnott

Frances Sutherland

Jone Tamanibola

Patricia Thatcher

Debra Thomas

Cindy Walker

Joanne Watt

Gregory Watts

Julie Young

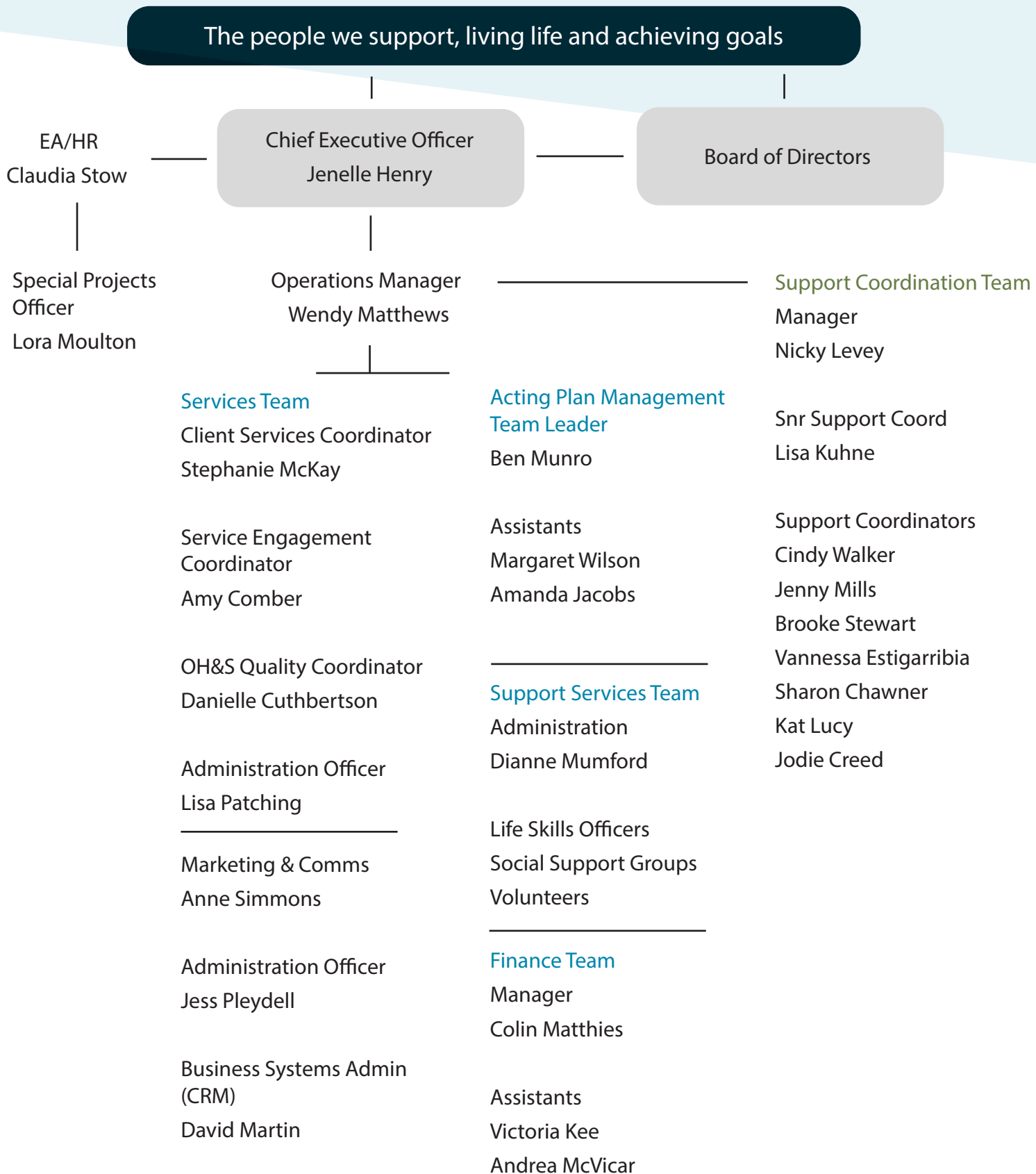
Volunteers

Sue Box

Judith Hall

James Hartley

Organisational Chart



Board of Directors



Chairperson

Edwin Vandenberg

A family man and off-road racing enthusiast, Edwin has brought extensive experience in economics and finance to help the organisation grow.



Secretary

Debbra O'Keefe

A proud Disability Support Worker for 14 years and mother of 4 children, one which has a disability. She has been on the Board of Headway Since November 2016.



Treasurer

John Rochstad-Lim

Originally from Singapore, John and his family now call Latrobe Valley home. An experienced accountant, John has spent many years working in public service.



Member

Bryan Leaf

Retired Bank manager and resident of Trafalgar. Involved with Headway for over 10 years and feels strongly about assisting others in our community.



Member

Maxine Davies

A business owner and mother of two, Maxine joined Headway in 2014 and is proud to have watched Headway grow in the sector.



Member

Marianne Fontaine

A mother of 4, Marianne is an advocate for equal access to others in the community. She works in the disability sector and is also a Seeing Eye Dog puppy trainer.



Member

Peter Clement

Our longest serving board member, Peter has been with, and contributed to Headway since 1981. He enjoys playing chess in his spare time.

A message from the Chairperson

Participants and staff have emerged from the COVID pandemic into a different world.

Headway is about people assisting people. This obviously makes it extremely challenging to do what we do and how we would normally do it. For this reason, on behalf of the board, I would like to give a huge thank you to the clients and staff of Headway. To clients for their patience, and staff for their persistence.

During the year, the organisation was faced with the unusual and difficult process of re-budgeting in the middle of the year. A credit to the staff and Jenelle for realising, acting on and implementing these changes. The result, as you will see, reflects the additional structural changes required for an organisation the size and rate of growth of Headway. An optimist would say these are great problems to have. The challenge is in the implementation, and staff ensured software implementations were done successfully.

In the last 12 months, we have seen a change of federal government, which will no doubt include changes to NDIS policies and possibly direction. We wait to see what will unfold throughout this year.

The end of our 2021/2022 year sees the organisation poised for great things. My belief in this is based on the three key areas: our participants, our team of staff and our ability to look into new areas of service. Headway Gippsland is well-structured and well-financed to grow and develop new areas of service for our clients.

The board is exploring many new potential



channels of service provision for clients, but for this we need your help. We need to know what you believe participants need, and what we could, in turn, provide. These ideas can come to me as Chairperson or to Jenelle, our CEO.

This year, John needed to resign from the board, and as I write we are looking at potential replacements. Additionally, last year I wrote about farewelling Maxine who was leaving the board. Maxine agreed to stay on and help, and as always, has done so admirably. If you would like to contribute to the growth and development of Headway - we would love to hear from you. If you know someone who you believe would make a great board member, please let us know.

We are looking for people with fresh ideas to help us shape our future by increasing the range of services Headway provides to participants.

Edwin Vandenberg

Chairperson

[Board of Directors](#)

Chief Executive Officer

I really can't believe it's AGM time again.

I'm hoping each and everyone enjoyed the second half of the year, with less lockdowns and the ability to see and do more.

Christmas was the turning point, with the first six months of the year heavily impacted by the COVID pandemic. We are now learning to live with our changed world.

The first part of the year - July to December - was extremely challenging for Headway, as it was for everyone in society. The lockdowns again impacted our ability to deliver services and make progress on our strategic planning goals.

We continued to abide by and stay ahead of the pandemic laws and changes, whilst balancing the public health orders, the needs of the workforce and those who rely on our services.

The government enforced mandatory vaccinations for staff working in the disability and health sectors, so Headway was again under additional strain with some staff opting out of working in the industry with the mandatory vaccination. This, in turn, impacted our ability to deliver services, particularly in East Gippsland.

Although our service offerings did not change in the 2021/2022 year, they remained strong and we continued our upward trajectory despite a very difficult climate and the enormous number of new providers continuing to enter the market.

Our new CRM is operational and is providing many benefits to our business. We continue to refine, understand and tailor our CRM to our needs. It has strengthened so many parts of our business and in reflection, we really have made a huge amount of progress.

Our Support Coordination team has continued to provide invaluable service to participants, even as worker shortages bite. The team is to be commended on their ability to continue to place participants at the forefront of all that they do.

Our Plan Management services have continued to remain strong and our CRM has really supported us in strengthening this service. The Plan Management team has stayed strong and committed during this time.

One-on-one service delivery has also grown. We are offering many more one-on-one shifts and this has been significantly enhanced with our new CRM and the appointment of the full time Client Services Engagement Coordinator.

AGM time is an opportunity to express gratitude to all of those individuals who work day in and out to make our organisation wonderful.

Again, I would like to thank our tireless volunteers, including all of those on our board, who continue to support the organisation and always consider the business in the context of those who are the recipients of our service, as well as finding a way forward in an ever-changing business environment.

My heartfelt thanks go to all involved with Headway.

Jenelle Henry

Chief Executive Officer





Operations Manager

to participants and stakeholders with the click of a button. Coming updates to Brevity promise features that can streamline the processing of invoices, and much more.

It has been a turbulent 12 months full of change and challenges, but it has also been exciting to know that every day is bringing us closer to a better Headway for everyone."

We introduced new staff members Amanda Jacobs and Lisa Patching to Plan Management as well as Amy Comber into the new coordination role. Adding the additional role has enabled us to grow our 1:1 supports, ensuring support plans are current and relevant. We are working towards building our 1:1 services, and now have 123 participants.

Intake

Building new relationships with participants and Life Skills Officers has allowed us to increase support for new and renewing participants, and build Headway's name in the community. A future challenge will be building our marketing material base to start attending open days, expos and stalls locally.

Social Support Groups

Groups have enjoyed being back together and going on outings. We thank them for sharing their photos to be posted on Facebook for us to enjoy. A huge thankyou to Michelle, Lyndon, Janet, Janette and also Tanya who was coordinator at the Morwell group for the most part of the year.

Wendy Matthews
Operations
Manager

As I look back on last year's report and what we hoped to achieve in the coming year, I was pleased to see that we had succeeded in reaching our goals.

The roll out of Brevity, removing paper timesheets, mobile app for staff, rosters in real time, and having support plans accessible to staff, have all proved incredibly successful. It has also reduced workloads across operations, allowing more time to move onto the next stage, consolidate services and concentrate on growth.

Although there were many challenges and hurdles along the way, I want to thank all staff involved for their efforts, feedback and suggestions to make Headway what it is today.

Quality and OHS

With Danielle leading the way, we reviewed 58 policies and procedures over the last financial year and have created 26 new ones. We have also reviewed 58 forms and created 22 new forms to suit the changing needs of the business.

Plan Management

The growth of Plan Management has continued and the ability to offer other services to our participants has received positive feedback.

"12 months ago, sending statements to our participants was something that had to be done manually, one at a time, and this could only be completed when there were no other competing priorities.

Today, thanks to Brevity, we can email statements

Support Coordination Manager

I can't believe another year has passed us by! The world seems to be spinning much faster since Covid first hit.

This year has seen the closure of our Sale office and the reopening of our old home, the Newborough office, which is now known as the Support Coordination hub. The little blue and white house feels like a return home to where our Support Coordination team first began.

Our team, like many others, has had a number of staff changes, bringing some new and fresh faces to the team, working alongside those of us who have been with Headway for some time. We are looking forward to what's to come in this post-covid world, moving forward and providing the best service we can to the people we support.

Over the year, we have seen some people experience a reduction in their Support Coordination hours, in line with the NDIS intention to reduce hours as people build capacity. For some, this is great news, as they are building new skills and capacity, and no longer need our support. For others, we will continue to work with you and advocate for the supports you need within your plan and assist you to access these services and supports.

We've supported young people to move out of nursing homes, and into Supported Disability Accommodation with significantly higher staffing ratios and with other people closer to their own age. We will continue to work with the NDIS on this for a number of our participants, and can't wait to see more positive changes like this in people's lives.

We've seen some beautiful wins and heart-warming stories throughout the year, and some of these you'll see reflected in this booklet. It's the wins that keep us going, it's the smiles, the access to new opportunities, the ability

for people to live a life they deserve, with the supports they need. This is what makes our hearts sing.

Day after day, we try to find ways to be creative, to source services and supports in a market that is short staffed. But we have hope, because we love the work we do and we have a strong desire to make a difference.

I came to Headway when it was tiny, before the NDIS rolled out, with the intention to stay a year or so because it was a bit of a drive from where I lived. Seven years later I'm still here. I'm here because of the heart of this organisation, and because I'm lucky enough to work with a beautiful team of staff dedicated to the work they do.

But mostly I'm here because of you – the people we support – because we want to see you utilising your NDIS plans to their full potential, and achieving your goals. Thank you for trusting us to help navigate your NDIS plans, thank you for continuing to show us why we do what we do.

We're ready to rise to the challenge of whatever the next year brings!

Thank you to Jenelle, Wendy and the board for your ongoing support. To Senior Support Coordinator Lisa and my team, your hearts are huge and your desire to make a difference is what is needed in this sector.

Nicky Levey

Support
Coordination
Manager




03



Our stories

The following pages contain heartwarming stories about the inspiring people who drive everything we do at Headway Gippsland.



New friendly faces

Tracey and David in Morwell

David and Tracey are a local couple who have lived in Gippsland for many years. The pair have a great sense of humour and a loving companionship in which they share the workload, especially when it comes to housework.

"I like baking" Tracey says, "I like to do things around the house. I can't sit around and do nothing."

"And going out to see her friends in Traralgon," David adds with a laugh.

"I like everything," Tracey adds, "I've got a Nintendo Switch; I like playing on that. I play Spyro, Donkey Kong, there are a few games I like playing."

David is a wonderful support for his wife. "She's very independent," he says, but he is always there to help when she needs it.

We've only been [with Headway for] a couple of months, and it's amazing what we've had. In that short time, Headway's helped us get a house cleaner come in, we've got people coming in to mow the lawns for us, and Tracey's new [walking] sticks. I would not have had a clue what to do.

It was a serious moment that had them searching for local support providers. "After her fall, we got in with the NDIS," David says, "[who] made recommendations on providers, and the first we rang was Headway. They actually answered the phone, which is very important." Used to dealing with voicemails and answering machines, the couple were impressed by the service. When

they met the team face-to-face to discuss Tracey's plan, it "was organised that week, everything was done straight away."

"They were so over the moon about helping us, and it's worked the whole time."

One of Tracey's favourite activities is going to the pool in Traralgon, as she finds it easier to walk around in the water.

"I love it. I like to go as often as I can, except when all the kids are there," Tracey laughs, as the pool can get crowded.

David and Tracey say that the best part about Headway is the service. "They pick up the phone... they're happy to meet with you... that's the beauty – people get to know you, know your needs, and your needs are being filled every time."

They are also grateful for the highly knowledgeable team. "They understand the NDIS plans. You ask them and they know. They know straight away, because they're so trained. They keep us in the loop, and there are no stupid questions, that's just great."

David and Tracey are looking forward to the future, now that life has been simplified from the support of Headway. "We give [Headway] 11/10. I'd recommend them to everyone. They did so much for us. Keep doing what you're doing."

Spotlight on

Hilton Campbell

There aren't many of us who could match the active lifestyle of Hilton Campbell. From gardening to cooking, swimming to fishing, there isn't much he can't do. We caught up with Hilton and his support worker Michael to chat about his latest interests and plans to get his driver's license.

Hilton lives in Lakes Entrance and has been with Headway for four years. He remembers when Michael joined the organisation, and the pair have been great companions ever since.

A man of many talents, Hilton has hobbies that keep him busy. A keen gardener, he has a large plot filled with raised beds, brimming with veggies and herbs, surrounded by bountiful fruit trees.

"Cooking is [also] one of the things that we do, with the vegetables we've grown," says Michael, "we make a lot of stir fries and veg lasagne."

Like all great chefs, Hilton uses a lot of garlic in his dishes. "I had over 200 garlic plants growing," he says, so he uses them generously. "Most of my veggies I do cook with."

Hilton also enjoys fishing, which they hope to do more of once the weather improves. "Michael could not believe it when I took him fishing..." says Hilton, "I dropped my line down and less than a couple minutes I brought it back up again!"



"Hilton caught 11 [fish]... I caught two. Same hook, same bait... and sitting next to each other, and he's pulling them up, one after another," Michael laughs.

After an incident when fishing, Hilton decided he wanted to learn how to swim. So now he attends swimming lessons, taking the opportunity to learn something new. "And if I'm not doing swimming, I'm doing jigsaw puzzles," he says.

As if that wasn't enough, Hilton is also active in his local community. He volunteers with the Men's Shed, and in the last few weeks, the group have been servicing bicycles for seasonal fruit pickers. "Because when they come to Australia, they need transport," says Hilton, so he prepares the bikes for them. "I'm part of the Lion's Club as well, [and] last Sunday we did a sausage sizzle in Bunnings. I've got no time to be bored!"

From bicycles to cars, Hilton has also been working towards getting his driver's licence.

Firstly, he had to get his learner's permit and sit a Hazard Perception Test. Together, they went through the book and practised the answers before passing both tests with flying colours.

"After that, we started doing lessons," says Michael, "but they've been broken up by things like Covid," so it's been a lengthy process for them both. However, Hilton has taken it all in his stride, and persevered with a positive attitude.

"Last week when I went for my P's and I failed because of a mistake I made...," Hilton says, "but I'm booked in for next month." Showing an unwavering resilience, he is determined to keep practising until he passes.

"It might take two or three times, but every time you'll get better and better," says Michael, "when he gets it, it will be a big celebration."

Hilton explains that getting his licence would make a huge difference to his life.

"More freedom because I don't expect people to come and pick me up. And I'm nearly 5km out of town. I've always got a plan A and plan B."

Michael has been instrumental in helping Hilton achieve his goals, as has Headway. Both have given him the support he needs to be an active member of the community. "Headway have always bent over backwards to do as much as they could," says Michael.

Hilton says he is now on the home stretch for getting his licence, for which we will all be cheering him on from the sidelines.

[If you had some advice for anyone going for their licence, what would it be?](#)

"Don't give in!"



Hilton and Michael in Sale, 2022



The Star of Stratford

Graham 'Robbie'

Upon entry to Segue Café in Stratford, the charming Graham 'Robbie' Roberts is there to greet all, with plenty of hugs and smiles.

Volunteering four days a week at the café, Robbie welcomes the customers, takes their orders, and serves the cakes, making sure to keep one aside for his tea break. He is popular in the community and has regulars who come specially to visit him.

On his break he can be found sitting by the window – with a thick slice of banana bread and a “cappuccino - no sugar” he says. He enjoys watching the traffic go by, including the trucks and caravans of people passing through town.

The work at Segue Café is something that his Headway Support Coordinator Jodie Creed has worked to organise through another service provider. She emphasises the importance of “support coordinators working as a team with other stakeholders and organisations” to achieve the best outcome for people. “Coming here has allowed [Robbie] to learn some new skills and really enjoy his days,” she says.

Since joining Headway and receiving Support Coordination, Robbie is thriving and engaging with his local community. Jodie has worked tirelessly to advocate a happy and social lifestyle for Robbie, working with his support providers to get the most from his NDIS plan.

Robbie tells of his own recent trip to Lakes Entrance. He visited the beach and went fishing

with his friends. Fortunately, the weather was “very good, it was warm,” he says. He went out for dinner, ordering “spaghetti bol, pub meal, and wine,” in true style.

Having caught the travel bug - Robbie is working towards going to Sydney for a holiday. He has planned everything, from the car he will travel in, the more scenic road to take, and of course seeing the “Opera House, Harbour Bridge [and] the market,” he says.

Recently, thanks to the hard work and persistence of Jodie and the team, a new plan for Robbie has been approved which will make this holiday a reality!

This is something Robbie has been dreaming of for some time, and is widely known in the community. We are all ecstatic for him and his upcoming adventure!

“It shows what a holistic approach like working together with other people can achieve,” says Jodie.



Jodie and Robbie

Social support groups

04

Headway Gippsland has four social support groups that operate once a week throughout the region.

The programs provide opportunities for participants to develop and maintain social skills while enjoying community and recreational activities.

The groups have faced significant disruption during the pandemic.

Fortunately, our group coordinators have been able to keep our participants socially connected in this time.

Here are the group coordinators' reports from the 2021/22 financial year.

Trafalgar

Magnificent Minions

On Mondays we come together in Trafalgar to enjoy some fun and friendship. It is nice to have a cuppa and a chat, catching up and sharing our latest news. We are very lucky to have a pool table, and it gets used regularly. Card games and board games are also enjoyed by all. After lunch we go for a walk around town, then have some memory games we play as a group - this usually includes a bit of friendly rivalry and laughter.

We also like to celebrate special days. Some highlights of our celebrations include: The Melbourne Cup where Susan won Best Hat. Oreos Day, we made fudge and had a competition to guess the number of cookies in a jar, which Michael won! World Laughter Day, we shared a joke or funny story. Valentine's Day, we made a pamper pack for someone special. On American Independence Day we played music, ate hot dogs and ice-cream sundaes.

World Music Day, where we discovered that there is no instrument that Kevin cannot play! Kevin played his guitar and we all sang 'Hallelujah' together. Last but not least, we had a wonderful day where we travelled back in time to Gilligan's Island. Everyone dressed up as castaways and we had such a great time. We shared a tropical themed morning tea and played some games. Robert won the fishing competition by hooking two at once! We had some trivia and of course sang the Gilligan's Island theme song.

The group has enjoyed some great outings. When the weather permits, we head to the Moe Botanical Gardens. We have many volunteers to cook the barbeque - sometimes we have to share the tongs so everyone gets a turn! The barbeques are a great opportunity to get outside, soak up some sun, enjoy outdoor activities, walk, talk, and of course share some





Castaways Kevin and Janet

great food. We also love to go bowling - this is an activity enjoyed by all. Sometimes it can get a bit competitive, but it is great to see everyone encourage each other and cheer when someone gets a strike. Last time we played, Robert managed to get four strikes in one game!

I would like to thank our volunteer, Judy. She is always ready to play a game or have a chat. Thank you to Kevin, you bring endless enthusiasm every week and you always brighten the day.

Janet DeCorrado
Social Support Group
Coordinator



Robert after a 4 strike win!



Sandra, Nicole, Paul, John, Ashley, Carren and Luke with their fabulous foil paintings

Wonthaggi

South Coasters

It wasn't exactly post-Covid last financial year but participants of the Wonthaggi Group were happy for activities to be closer to normal. We went through another lockdown but knew how to Zoom and could go to the Guide Park for BBQs when restriction levels permitted.

We started going on outings again last November to Loch, Meeniyah, Phillip Island, Mirboo North and Foster. Carren said that she "loves going to Mirboo North and being in the bush."

One highlight was on an outing to Venus Bay where we met a man, Velay, whose property backed onto the park we were having a look at. We returned with our lunches and then Velay produced table tennis gear for Paul and Peter to have a game on the community table. They showed that they hadn't lost their touch. Both said, "It was fun playing table tennis."

The group had several lunches at the Dumpling Plaza Chinese Restaurant. Sandra "enjoyed chatting to other participants and

enjoyed the dumplings." Sandra's lunch was a bit spicy and staff were happy to change her order without charge. What a great gesture.

Some of the things we have done at the centre include cooking and artwork. This year we have cooked a great range of meals such as: pizzas, chicken soup, chow mein, muffins and spanakopita, zucchini slice. The group also continue to enjoy woodburning and word searching, card games, quizzes, watching films and going on walks. Foil painting was another highlight which involved dabbing colours onto the canvas with scrunched up aluminium foil. Luke says he finds the art sessions "relaxing and good to be able to be creative."

The group celebrate Mabo and Sorry Days as well as Naidoc week this year.

On the 30th anniversary day of the Mabo ruling, participants painted a hand in an indigenous style and talked about the significance of the event. On Sorry Day, we

watched the film "Bran Nue Dae" and listened to songs of Yothu Yindi.

We have caught up by phone with ex member Sarah who was travelling in outback NSW at the time.

We participated in the Headway Olympic Games, that Warragul Coordinator Michelle kindly organised that corresponded with the Tokyo Olympics. Nicole said that this was her favourite activity; it included decorating biscuits in Olympic Ring colours as well as sports, such as throwing ping pong balls into cups, which she was especially good at.

The group was saddened by the death of Graham Rees. He was a long-time member of the group and well known to other participants of Headway Gippsland. He was quite a character and a story about him featured in the newsletter earlier in the year. We were really happy that he was able to come to our Christmas lunch with his sister Janet.

Participants are looking forward to expanding on activities that we do and will be further supported by our new volunteer Sue Box, whom we warmly welcome.

Lyndon Bate

Social Support Group
Coordinator



In memory of
Graham Rees

Paul, Pat, Nicole, Carren, Sandra and Luke



Latrobe Valley

Valley Venturers

The year has seen challenges with Amparo and Tanya farewelling the group.

Amparo, our former assistant coordinator retired at the start of the year after 17 years of working alongside the group, followed by Tanya the coordinator who farewelled the group in July. I had the wonderful opportunity to first fill in for Amparo, then Tanya. The group have welcomed me aboard first as assistant and now as coordinator as we continue to find new ideas in our homerooms and out in the community.

Thanks to the tireless energy from our volunteers who come in each week and support the participants and staff with games, cooking, crafts and funny stories to tell and make each Wednesday run smoothly.

The role of coordinator has been an amazing opportunity to work alongside the group, learning from each and every one, supporting and listening to the participants and having

fun along the way. I love the group and their amazing can-do attitude, who are always willing to have a go at different crafts and games with lots of energy.

The group love accessing community-based activities, bocce, croquet and lawn bowls to name a few. Earlier in the year, the RSL in Traralgon gave the group a lovely day. A start with coffee in the lounge and a game of lawn bowls with the sun coming out to play was followed by a nice lunch, and completed with something yummy to eat for those with a sweet tooth. The group are looking forward to more sunshine and BBQs over the next few months. Shopping at Midvalley and going to the movies are always a must for the shoppers in the group!

Guest speakers are always made to feel very welcome. The Rebels from Latrobe Valley line dancing were met with much foot stomping, clapping, and cheering at their demonstration,

Robert making chocolate, 2022





Stephen and Constable Clare

some of the participants getting up onto the dance floor and joining in. Another highlight was a visit from the Proactive Police where a very enjoyable two hours of Senior Constable Clare's time was spent happily chatting to the group and offering to try to organise a tour through the Moe Police Station. A date we are currently organising and the group are very much looking forward to.

Our rooms are well set up for cooking where we often cook lunch - with mini pizzas, soups and pasties on top of the list. Chocolate-making at Easter with Tanya was as hit. We have a great variety of games and crafts in well-stocked cupboards for the group to choose from, and we are lucky to have access to a pool table and carpet bowls in the rooms, which are always popular.

Unfortunately, the group has had limited community access due to a lack of transport, and some clients cannot access the group now that staff and volunteers can no longer pick them up, hence why numbers are falling. The group would love to see the introduction of a small bus or converted car for a wheelchair that staff would be able to drive to pick up and take-home participants who for some is their only day out. Having this would create opportunities to travel further afield with the group accessing their community and able to experience new

activities on the outings that they love so much.

I am looking forward to continuing to support the group with their goals and their involvement in the community. Always a great group, very supportive to one another as well as staff and our volunteers.

Janette Luke
Social Support
Group
Coordinator





Christmas in July, 2022

Warragul

Baw Baw Buddies

Humans certainly are adaptable! And this has been shown over and over again the last few years by all members of Warragul Social Support Group and humanity in general. Spending time with others has been challenging, but the importance of staying connected with family and friends that enrich our lives and impact our mental health, happiness and sense of belonging has been reinforced to all. Making the effort to stay connected has certainly moved up the priority list for most Australians.

The events of the last few years have impacted a lot of the activities we undertook the last twelve months. We finally celebrated significant milestone birthdays that were missed in lockdowns and were able to resume community access with morning teas, lunches and visits to parks and towns. In-house we had engaging conversations and weekly trivia, games, craft, football tipping, activities, theme days, dress ups, cooking and worked on scrapbooking our last five years of photos into keepsake albums. We acknowledged the companionship our animals gave us through lockdowns with a 'bring your pet day' and BBQ at the park and

chose to celebrate Christmas at our own centre, away from crowds and with individual platters – members were able to take their platters home and continue grazing on these over the following days... delicious!

We also looked at the wellbeing of ourselves and others, reflecting on the positive impact we can make to those around us. In particular, we celebrated World Kindness Day, acknowledging that compassion for others is what binds us all together. Members wrote kindness notes for strangers and committed to the Baw Baw Food Relief reverse advent Christmas hamper, supporting families and individuals in need. With the aim to fill one hamper, we ended up with three due to the generosity of members and we took great satisfaction in donating these.

This collaboration urged us to find other ways we could support others in the community. Putting our creative skills to the test we started making Christmas decorations, cards and gift tags to sell to raise money for local families. Wow, were we creative! We spent weeks creating these, continually thinking of new things to

make and members were frequenting op-shops to buy more buttons! Our creations were sold to members, families and community members and also at the Headway combined end-of-year luncheon. Thanks to the generosity of all, we were able to 'pay it forward' to five families with five \$10 donations to give each family a trolley load of food and the necessities of life.

Another lesson learned during these times was the value of technology to keep us connected. Whilst in lockdown, we were using our phones to send group messages to keep in touch and play games together. We also learnt to Zoom and would catch up through this conferencing resource. These interactions showed the benefits of technology to keep social connections with each other in the group, but also the wider community and the world wide web. We were successful in our application to the Warragul Country Club Community grant to buy a smart TV and have a special lockable cabinet built. Having remote internet access will enable us to connect with other groups, join virtual classes, workshops, online games and events and due to the size of the screen, we now have the ability for our iPad activities to be projected, so all the group can see and participate at once. This provides a safe method for social connections and improves our skills and use of technology, which is a goal for many. It also sets us up for the future if members are unable to attend due to illness, as we can have them join us virtually and we will be able to see them on the big screen. Who knows what the future will involve, so we've put things in place that utilise technology to keep us connected and allows us to connect more broadly with the community.

**In poverty and other misfortunes,
true friends are a sure refuge**

Aristotle

With the postponed Olympic Games finally able to run in 2021, we participated in an Intergroup competition with the Trafalgar and Wonthaggi groups. We had a month of games, undertaking both physical and mental challenges with trivia, craft, sock throwing,



card games, dice rolling, ping-pong ball rolling and bouncing and multiple-choice questions. It was a lot of fun and we were quite competitive! Winning the inaugural event, we look forward to participating in this again next year for the Commonwealth Games edition.

Unfortunately, earlier this year, we lost our long-serving volunteer Heather Hughes. Heather was a regular volunteer and knew a lot of the history of Headway and the group. She always welcomed new members and took a genuine interest in everyone who attended. Being a devoted Geelong supporter, we have named our yearly AFL football tipping competition after her, to honour her contribution.

This year has offered more consistency for the group with regular weekly Friday sessions going ahead. Members catch up with everyone on events of that week, supporting each other through changes in their lives - celebrating the good times and showing genuine concern for each other when required. The pillars of friendship are acceptance, trust and support and I am witness to these in the group. We accept our friends the way they are, open up to build connections, and are there in hard times. I would really like to thank Janet for all her support as she does so much of the



In memory of
Heather Hughes

work that goes into the smooth operation of the day. I'd also like to acknowledge the regular external support workers we have attend, who often offer support beyond whom they are working for.

Michelle Meggetto

Social Support Group
Coordinator



A special thanks to Aperloo's Family Bakery, Warragul who donate our morning tea each week



Jenny, Glenice, Barbara, Janet, Katrina & Heather learning from Glenice how to crochet!



Minutes & Financial Reporting

The following pages contain Headway Gippsland's fiscal reporting and performance statement for the previous financial year.

**BOARD OF DIRECTORS
Annual General Meeting
Minutes**

Meeting:	Board of Directors	Date:	Monday the 25 th of October
Meeting No.:	01/2021	Time:	3.30pm (via Zoom)
Chair:	Edwin Vandenberg	Venue:	Zoom

MEMBERS IN ATTENDANCE:

Edwin Vandenberg	Board Director/Chair
John Rochstad-Lim	Board Director/Treasurer
Marianne Fontaine	Board Director
Maxine Davies	Board Director
Peter Clement	Board Director

APOLOGIES:

Bryan Leaf	Board Director
Russell Northe	Member for Morwell
Darren Chester	Federal Member for Gippsland
Debra O'Keefe	Board Director/Secretary

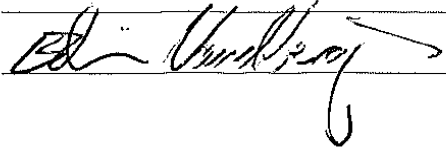
IN ATTENDANCE:

Jenelle Henry	Chief Executive Officer
Claudia Stow	Minute Taker

Agenda No.	Subject
1.	<p>Official Welcome & Acknowledgement</p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging. Presented by Maxine Davies.</p>
2.	<p>Attendance & Apologies</p> <p>Presented by Edwin Vandenberg</p>
3.	<p>Confirmation Of Previous Minutes</p> <p><i>Motion: That the minutes of the previous Annual General Meeting, held on Thursday, 29 October 2020, be accepted (see attached).</i></p> <p>Moved: Maxine Davies</p>

	Seconded: John Rochstad-Lim
4.	<p>Chair Person & General Manager's Reports</p> <p>Brief overview of physical reports.</p> <p><u>Chair Person's report</u>, presented by Edwin Vandenberg</p> <p><u>CEO report</u>, presented by Jenelle Henry.</p> <p><u>Annual Report</u>, presented by Jenelle Henry</p> <p>Moved (with financial report): Maxine Davies</p> <p>Seconded (with financial report):: Marianne Fontaine</p>
5.	<p>Annual Financial Report</p> <p>Report presented by John Rochstad Lim.</p> <p><i>Motion: That the annual report for the year ended 30 June 2021, be accepted (see attached).</i></p> <p>Moved: Maxine Davies</p> <p>Seconded: Marianne Fontaine</p>
6.	<p>Appointment Of Positions</p> <p>Running Of Ballot: Torina Johnstone (Branch Manager of Bendigo Bank, Trafalgar)</p> <p>Minute Taker: Claudia Stow</p> <p>Nominations:</p> <ul style="list-style-type: none"> ● Edwin Vandenberg 1 year term nominated by Debra O'Keefe and Marianne Fontaine ● Debra O'Keefe 1 year term nominated by Edwin Vandenberg and Marianne Fontaine ● Bryan Leaf 2 year term nominated by John Rochstad-Lim and Edwin Vandenberg ● Marianne Fontaine 2 year term nominated by Debra O'Keefe and Bryan Leaf ● Maxine Davies 1 year term nominated by Debra O'Keefe and Edwin Vandenberg ● Peter Clement 1 year term nominated by

	Debra O'Keefe and Edwin Vandenberg
7.	Election Of Board Of Directors Presented by Edwin Vandenberg and Ballot run by Torina Johnston was not required
8.	Presentations Years Of Service, presented by Jenelle Henry <ul style="list-style-type: none"> ● Dianne Mumford 25 years ● Tony Hayes 10 years ● Michelle Meggetto 5 years ● Janet DeCorrado 5 years ● Janette Luke 5 years Recognition and appreciation of volunteers, presented by Jenelle Henry <ul style="list-style-type: none"> ● Heather Hughes ● Jo Jones ● James Hartley ● Judy Hall
9.	Wrap Up & Close Annual General Meeting No questions raised by attendees No questions on notice

Meeting Closed	
Date:	Monday the 25 th of October
Time:	4.10
Chair:	Edwin Vandenberg
Signature:	
Date signed:	



**TO THE COMMITTEE MEMBERS OF THE
HEADWAY GIPPSLAND INC**

Scope

We have audited the Financial Statements, consisting of income and expenditure statements and associated schedules of the HEADWAY GIPPSLAND INC for the year ended 30th June 2022.

The members of the Association are responsible for the preparation and presentation of the financial statements and the information contained therein. We have conducted an independent audit of the financial statements in order to express an opinion on them to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included 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, these financial statements are presented fairly in accordance with Australian Accounting Standards and other professional reporting requirements, so as to present a view of the entity which is consistent with our understanding of its financial position and the results of its operation.

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

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian auditing standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance that the financial report is free from material mis-statement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material mis-statement of the financial report that presents fairly in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the members as well as evaluating the overall presentation of the financial report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

6A Victoria St, Warragul
reception@gafs.com.au
03 5622 1947



Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Opinion

In our opinion, the financial report of HEADWAY GIPPSLAND INC gives a true and fair view of the HEADWAY GIPPSLAND INC financial position as at 30th June 2022, and of its financial performance and its cash flows for the year then ended on that date and complies with Australian accounting standards to the extent described in the financial reports.

Basis of accounting and restriction on distribution

Without modifying our opinion, we draw attention to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the members financial reporting responsibilities under the constitution and the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.

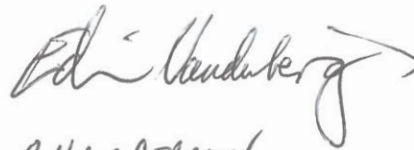
GIPPSLAND ACCOUNTING & FINANCIAL SERVICES

Certified Practising Accountants



JOHN MECKLENBURGH CPA

6 October 2022



CHAIRPERSON
HEADWAY GIPPSLAND INC.

Not-For-Profit - Association Report

Headway Gippsland Inc

ABN 16 523 652 920

As at 30 June 2022

Prepared by Gippsland Accounting Solutions Pty Ltd

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- 5 Income and Expenditure Statement
- 6 Depreciation Schedule
- 7 Notes to the Financial Statements
- 11 Movements in Equity
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Assets and Liabilities Statement

Headway Gippsland Inc

As at 30 June 2022

	NOTES	30 JUN 2022	30 JUN 2021
Assets			
Current Assets			
Cash and Cash Equivalents		838,214	929,010
Trade and Other Receivables	3	214,126	100,408
NDIS Expense Clearing Account		(339,090)	879,179
GST Receivable		16,967	11,177
Other Current Assets			
Rental Bonds		6,499	6,375
Rent paid in Advance		-	2,250
Investments:Bendigo Term Deposit		2,006,966	1,500,000
Investments:Share Investments		500	500
Total Other Current Assets		2,013,966	1,509,125
Total Current Assets		2,744,183	3,428,900
Non-Current Assets			
Plant and Equipment and Vehicles	5	96,854	170,078
Land and Buildings		548,800	548,800
Other Non-Current Assets		24,037	-
Total Non-Current Assets		669,691	718,878
Total Assets		3,413,874	4,147,778
Liabilities			
Current Liabilities			
State Trustee Funds		-	70
Trade and Other Payables	6	25,348	767,143
Accrued Expenses EOY		-	1,822
Deferred Income	7	33,547	69,866
Provisions	8	228,508	209,862
Employee Entitlements	9	72,996	103,557
Total Current Liabilities		360,399	1,152,320
Other Current Liabilities			
Rounding		-	-
Total Other Current Liabilities		-	-
Total Liabilities		360,398	1,152,320
Net Assets		3,053,476	2,995,458
Member's Funds			
Capital Reserve			
Current Year Earnings		58,018	1,031,704
Retained Earnings		2,343,789	1,312,085

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

	NOTES	30 JUN 2022	30 JUN 2021
Asset Revaluation Reserve		651,669	651,669
Total Capital Reserve		3,053,476	2,995,458
Total Member's Funds		3,053,476	2,995,458

Income and Expenditure Statement

Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
Income		
Income		
CHSP Funding	-	32,513
NDIS Funding	4,516,728	4,439,975
Client Contributions	7,748	5,503
Government Grants	-	198,604
Other Funding	-	266
Other Income	30,775	391,641
Profit on Sale of Motor Vehicle	31,866	-
Other Funding Workcover Reimb	64,159	-
Total Income	4,651,274	5,068,502
Total Income	4,651,274	5,068,502
Gross Surplus	4,651,274	5,068,502
Expenditure		
Accounting/Bookkeeping	27,024	26,240
Advertising & Marketing	-	453
Auditors	3,100	4,000
Bank Fees & Charges	3,974	2,226
Client Services	7,901	7,544
Consultants	51,007	106,571
Depreciation	49,335	58,143
Governance Expenses	6,579	12,335
Insurance	29,531	7,428
Lease Costs	787	3,036
Legal Services	1,365	2,030
Loss on Disposal of Equipment	-	117
Maintenance & Repairs	84,214	83,257
Motor Vehicles	10,107	14,954
Office Supplies and Postage	17,301	15,225
Rent	87,620	65,279
Salary & Wages	3,904,417	3,444,766
Telephone	29,109	29,319
Travel	262,852	139,663
Utilities	17,034	14,214
Total Expenditure	4,593,257	4,036,798
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	58,018	1,031,704
Current Year Surplus/(Deficit) Before Income Tax	58,018	1,031,704
Net Current Year Surplus After Income Tax	58,018	1,031,704

Depreciation Schedule

Headway Gippsland Inc For the year ended 30 June 2022

COST ACCOUNT	NAME	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Plant & Equipment:Furniture & Equipment:Motor Vehicles at Cost			220,944	65,046	7,882	-	31,020	41,908
Plant & Equipment:Motor Vehicles:Motor Vehicles at Cost			237,575	105,032	-	31,771	18,315	54,946
Total			458,519	170,078	7,882	31,771	49,335	96,854

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Notes to the Financial Statements

Headway Gippsland Inc For the year ended 30 June 2022

1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2022	2021
2. Cash on Hand		
Bank Acc Bendigo:BB General Cash Investment	529	528
Bank Acc Bendigo:BB Gift Fund Cash Investment	311,484	561,079

Bank Acc Bendigo:BB Mastercard Account	2,895	1,428
Bank Acc Bendigo:BB Operations	511,551	356,232
Petty Cash	634	1,119
SSG Funds	11,121	8,622
Total Cash on Hand	838,214	929,010
	2022	2021

3. Trade and Other Receivables

Trade Receivables		
Accounts Receivable	36,552	33,468
NDIS Debtor Unbilled	177,573	66,940
Total Trade Receivables	214,126	100,408
Total Trade and Other Receivables	214,126	100,408
	2022	2021

4. Land and Buildings

Buildings		
Buildings at Cost	548,800	548,800
Total Buildings	548,800	548,800
Total Land and Buildings	548,800	548,800
	2022	2021

5. Plant and Equipment, Motor Vehicles

Plant and Equipment		
Plant and Equipment at Cost	220,944	213,062
Accumulated Depreciation of Plant and Equipment	(179,036)	(148,016)
Total Plant and Equipment	41,908	65,046
Motor Vehicles		
Motor Vehicles at Cost	107,171	237,575
Accumulated Depreciation of Motor Vehicles	(52,224)	(132,543)
Total Motor Vehicles	54,946	105,032
Total Plant and Equipment, Motor Vehicles	96,854	170,078
	2022	2021

6. Trade and Other Payables

Trade Payables		
Accounts Payable	25,348	767,143
Total Trade Payables	25,348	767,143
Total Trade and Other Payables	25,348	767,143

2022 2021

7. Deferred Income

Deferred Income Government Grants

Govt Monies Unspent: COS Monies 19 20	33,547	33,547
Govt Monies Unspent: COS Monies 20 21	-	36,319
Total Deferred Income Government Grants	33,547	69,866
Total Deferred Income	33,547	69,866

2022 2021

8. Provisions

Provisions:Provision for Annual Leave	195,983	163,395
Provisions:Provision for LSL	8,829	25,050
Provisions:Provision for Personal Leave	23,696	21,417
Total Provisions	228,508	209,862

2022 2021

9. Employee Entitlements

Payroll Liabilities.:Payroll Liabilities PAYG	72,996	65,202
Payroll Liabilities.:Superannuation Liability	-	38,355
Total Employee Entitlements	72,996	103,557

Movements in Equity

Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
Equity		
Opening Balance	2,995,458	1,820,981
Increases		
Profit for the Period	58,018	1,031,704
Retained Earnings	-	2,773
Asset Revaluation Reserve	-	140,000
Total Increases	58,018	1,174,477
Total Equity	3,053,476	2,995,458

Statement of Cash Flows - Direct Method

Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
Operating Activities		
Payments to suppliers and employees	(4,099,424)	(3,608,724)
Finance costs	(4,334)	(2,470)
GST	31,685	23,168
Cash receipts from other operating activities	4,618,492	5,286,236
Cash payments from other operating activities	(458,114)	(418,599)
Net Cash Flows from Operating Activities	88,306	1,279,611
Investing Activities		
Proceeds from sale of property, plant and equipment	8,670	3,539
Payment for property, plant and equipment	(16,552)	(195,285)
Payment for investments	(506,966)	(439,624)
Other cash items from investing activities	69,426	(226,278)
Net Cash Flows from Investing Activities	(445,422)	(857,649)
Financing Activities		
Other cash items from financing activities	266,321	(52,510)
Net Cash Flows from Financing Activities	266,321	(52,510)
Other Activities		
Other activities	-	(307,909)
Net Cash Flows from Other Activities	-	(307,909)
Net Cash Flows	(90,796)	61,544
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	929,010	867,466
Net change in cash for period	(90,796)	61,544
Cash and cash equivalents at end of period	838,214	929,010



Thank you

06



Paul, Luke, John and Peter in Corinella

Volunteers

Headway Gippsland wishes to thank the people who volunteer their time to the organisation. Our volunteers are highly valued and play a key role in helping us deliver high quality services. We have volunteers on the Board of Directors and those who come along to the social support groups and join in the conversations and share their own skills.

Thank you to everyone who contributed to Headway in 2021/22.

Donations

We wish to extend a big thank you to everyone who made a donation or offered support to Headway Gippsland during the 2021/22 financial year.

Your contribution makes a difference and we highly appreciate the support in helping us deliver the highest quality services to those living with ABI and other disabilities in Gippsland.

Special thanks

Headway would like to recognise and thank the following individuals for their services to the organisation over the years. Please congratulate them on their milestones with us.



Board of Directors

Edwin Vandenberg	Maxine Davies
Debra O'Keefe	Peter Clement
John Rochstad-Lim	Bryan Leaf
	Marianne Fontaine
	Paul Bur



Years of Service: Staff

15 years	5 years
Tony Colvin	George Manis



Social Support Group Volunteers

James Hartley
Sue Box
Judy Hall



Years of Service: Volunteers

5 years
Judy Hall



Headway Gippsland is a registered National Disability Insurance Scheme provider.

Organisation ID 4050006369

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Constitution of
Headway Gippsland Inc.
(Rules of Association)

Incorporation Document 1993

Revised 2015

PHILOSOPHY

THE PHILOSOPHY OF HEADWAY GIPPSLAND INCORPORATED

1. People with acquired brain injury are individuals who have the inherent right to respect, for their human worth and dignity.

2. People with acquired brain injury and their families have the same rights and responsibilities as all members of society.

3. Services provided for people with acquired brain injury should respond to the needs of the individual and support their attaining full potential for physical, social, emotional, cognitive, cultural and spiritual development and an optimum quality of life.

4. People with acquired brain injury should have access to all generic services and where specialist services are required; these should provide the same quality, range and choices as for all members of the community.

Associations Incorporation Reform Regulations 2012

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Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is "Headway Gippsland Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are:

- To provide support, information and training for individuals, carer /family members and the general community.
- To provide information and referrals to appropriate service providers.
- To assist people with acquired brain injury in identifying their individual needs.
- To encourage community involvement.
- To ensure the financial stability of the organisation.
- To support people with Acquired Brain Injury in learning social and independent living skills in order to enable them to expand their options within a community of their choice.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June each year.

4 Definitions

In these Rules—

absolute majority, of the Board, means a majority of the board members currently holding office and entitled to vote at the time (as distinct from a majority of board members present at a board meeting);

associate member means a member referred to in rule 14(1);

Chairperson, of a general meeting or Board meeting, means the person chairing the meeting as required under rule 46;

- Board** means the Board having management of the business of the Association;
- Board meeting** means a meeting of the Board held in accordance with these Rules;
- Board member** means a member of the Board elected or appointed under Division 3 of Part 5;
- disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 23(3);
- disciplinary meeting** means a meeting of the Board convened for the purposes of rule 22;
- disciplinary committee** means the committee appointed under rule 20;
- financial year** means the 12 month period specified in rule 3;
- general meeting** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;
- member** means a member of the Association;
- member entitled to vote** means a member who under rule 13(2) is entitled to vote at a general meeting;
- special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;
- the Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;
- the Registrar** means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit in consultation with professional advice;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.

- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 members.

8 Who is eligible to be a member

Any person over 16 years of age who supports the purposes of the Association is eligible for membership.

9 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application in the form contained in appendix A hereof —
- (2) The application—
 - (a) must be signed by the applicant and be nominated by a member of the Association; and
 - (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Board must decide by resolution whether to accept or reject the application.
- (2) The Board must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Board rejects the application, it must return any money accompanying the application to the applicant.

- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Board—
- (a) pass a resolution to accept the membership and record in the minutes of the Board meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
- (a) the Board approves the person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) Annual subscriptions shall be set and made payable on the first day of July in each year, the amounts to be determined by the Annual General Meeting of the Association.
- (2) Office Holders of the Association may at their discretion waive all or part of the subscription fees for any member having regard to questions of disadvantage or other necessitous circumstances.
- (3) The rights of a member (including the right to vote) who has not paid the annual subscription within 3 months of the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
- (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to be eligible to vote at a general meeting after being a paid up member for at least 10 days; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a member other than an associate member; and
 - (b) the member's membership rights are not suspended for any reason.
 - (c) the new membership has been paid 3 months before the AGM.

14 Alternate membership

- (1) **Family** membership with only one member entitled to vote. This voting member is to be nominated at the time of joining. The family may from time to time appoint an alternative member subject to notice in writing being given to that effect to the Board approving such alternative voting member.
- (2) **Associate** or any other category of member as determined by special resolution at a general meeting.
- (3) **Register of Affiliate Member Associations.**
 - (a) The Secretary shall keep and maintain a register of Affiliate member Association including name, address and date of entry of the Association.
 - (b) Office Holders may require from time to time:-
 - (i) the imposition of annual subscription;
 - (ii) proof of incorporation.
 - (c) Members of the Affiliate Member Association are not excluded from applying for separate membership of Headway Gippsland in accordance with Rule 3 herein.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the board.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Board; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

20 Disciplinary committee

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary committee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary committee—
 - (a) may be Board members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and

- (c) specifying the date, place and time of the meeting at which the disciplinary committee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary committee at that meeting;
 - (ii) give a written statement to the disciplinary committee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) At least 14 days' notice must be given before the disciplinary meeting is held.

22 Decision of committee

- (1) At the disciplinary meeting, the disciplinary committee must—
- (a) allow the member to have an advocate present
 - (b) give the member an opportunity to be heard; and
 - (c) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary committee may—
- (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period;
or
 - (iii) expel the member from the Association.
- (3) The disciplinary committee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary committee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
- (a) to the disciplinary committee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.

- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Board must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
 - (d) the person whose membership has been suspended or who has been expelled may have an advocate present and the advocate given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Board;
 - (c) a member and the Association.

- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Board of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Board; or
 - (ii) if the dispute is between a member and the Board or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow the member to have an advocate present; and
 - (c) allow due consideration by all parties of any written statement submitted by any party; and
 - (d) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Board must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Board may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Board on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
 - (c) to elect the members of the Board;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) To elect an auditor for the ensuing year.
- (6) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or an appeal meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 5 members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Board does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Board has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Secretary of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

35 Use of technology

- (1) A member not physically present at a general meeting, the members may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is 5 members who are entitled to vote and are physically present or participate by teleconference.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Board at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a board member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Board must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—

- (a) the names of the members attending the meeting; and
- (b) proxy forms given to the Secretary of the meeting under rule 34(6); and
- (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
- (d) the certificate signed by two board members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
- (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Board

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Board.
- (2) The Board may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Board may—
 - (a) appoint and remove a General Manager;
 - (b) appoint and remove staff in consultation with the General Manager;
 - (c) delegate responsibilities and duties in a letter of appointment to the General Manager;
 - (d) establish committees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Board may delegate to a member of the Board, a committee or the General Manager, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Board and duties of members

44 Composition of Board

The Board consists of—

- (a) A minimum of seven members elected at the Annual General Meeting up to a maximum of twelve.
- (b) The Board membership should endeavour to reflect a preference for members with an Acquired Brain Injury elected in accordance with rule 53.
- (c) These elected board members will elect from their numbers:
 - i. a Chairperson; and
 - ii. a Deputy-Chairperson; and
 - iii. a Secretary; and
 - iv. a Treasurer.
- (d) The Board may recruit members of the community with the appropriate skills to either fill the vacancies or provide specialist advice to the Board as required from time to time.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Board, each board member must become familiar with these Rules and the Associations Incorporation Reform Act 2012.
- (2) The Board is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.
- (3) At the first meeting of the new Board, elections are to be conducted to appoint the Executive being a Chairperson; a Deputy Chairperson; a Secretary; and a Treasurer.
- (4) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- (5) Board members must exercise their powers and discharge their duties—
 - i. in good faith in the best interests of the Association; and
 - ii. for a proper purpose.
- (6) Board members and former Board members must not make improper use of—
 - i. their position; or
 - ii. information acquired by virtue of holding their position—
 - 1. so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

2. Note

See also Division 3 of Part 6 of the Associations Incorporation Reform Act 2012 which sets out the general duties of the office holders of an incorporated association.

- (7) In addition to any duties imposed by these Rules, a board member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chairperson and Deputy-Chairperson

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy-Chairperson is the Chairperson for any general meetings and for any board meetings.
- (2) If the Chairperson and the Deputy-Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
- (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a board meeting—a board member elected by the other board members present.

47 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
- (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48 Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and

- (d) ensure cheques and electronic transfers are signed and approved by at least 2 board members or any two staff members (or a combination of those) authorised by the board to perform that function.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other board member has access to the accounts and financial records of the Association.
- (4) The Treasurer may delegate the day to day functions and responsibilities under Rule 48(1) to a paid employee of the Association operating under the supervision of the General Manager, but cannot delegate the ultimate responsibility of Treasurer under Rule 48(2).

Division 3—Election of Board members and tenure of office

49 Who is eligible to be a Board Member

A member is eligible to be elected or appointed as a board member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting; and
- (c) not a current employee of Headway Gippsland Inc.

The General Manager will attend the Board meeting for the purpose of making a report but will not be a Board member.

50 Positions to be declared vacant

- (1) This rule applies to—
 - (a) the first annual general meeting of the Association after its incorporation; or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Board vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations

- (1) Prior to the election of positions, the Chairperson of the meeting must call for nominations to fill the positions.

- (2) An eligible member of the Association may—
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.

52 Election of Board Executive

- (1) At the annual general meeting, elections must be held for board. At least seven members are elected (under rule 53). The seven board members will elect from their numbers at their first board meeting:
 - i. a Chairperson; and
 - ii. a Deputy-Chairperson; and
 - iii. a Secretary; and
 - iv. a Treasurer

53 Election of ordinary members

- (1) At the annual general meeting, elections must be held for seven board members, with an aim, but not a requirement, that two Board positions will be filled from members with Acquired Brain Injury (or consumer group).
- (2) If up to or equal to two members with an Acquired Brain Injury and five members are nominated for the position of ordinary committee member, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (3) If more than 12 members are nominated, a ballot must be held.
- (4) A third of the elected Board Members will have the option of:
 - i. nominating for a one year term;
 - ii. nominating for a two year term; and
 - iii. nominating for a three year term.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to any member who is entitled to vote; -
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Term of office

- (1) Subject to sub rule (3) and rule 56, a board member holds office for the term they were elected until the next relevant annual general meeting.
- (2) A board member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a board member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or Chairperson of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the Chairperson may give a copy of the representations to each member of the Association or, if they are not so given, the member may

require that they be read out at the meeting at which the special resolution is to be proposed.

56 Vacation of office

- (1) A board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a board member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive board meetings (other than special or urgent board meetings) without leave of absence under rule 67.

Note

A Board member may not hold the office of secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Board may appoint an eligible member of the Association to fill a position on the Board that—
 - (a) has become vacant under rule 56; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Board must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any board member appointed by the Board under subrule (1) or (2).
- (4) The Board may continue to act despite any vacancy in its membership.

Division 4—Meetings of Board

58 Meetings of Board

- (1) The Board must meet at least 4 times in each year at the dates, times and places determined by the Board.
- (2) The date, time and place of the first board meeting must be determined by the members of the Board as soon as practicable after the annual general meeting of the Association at which the members of the Board were elected.
- (3) Special board meetings may be convened by the Chairperson or by any 4 members of the Board.
- (4) The Board Executive must meet monthly.

59 Notice of meetings

- (1) Notice of each board meeting must be given to each board member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.

- (4) If a special board meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each board member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology

- (1) A board member who is not physically present at a board meeting may participate in the meeting by the use of technology that allows that board member and the board members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a board member participating in a board meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a board meeting is the presence (in person or as allowed under rule 62) of a majority of the board members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a board meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a board meeting, each board member present at the meeting has one vote.

- (2) A motion is carried if a majority of board members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A board member who has a material personal interest in a matter being considered at a board meeting must disclose the nature and extent of that interest to the Board.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66 Minutes of meeting

- (1) The Board must ensure that minutes are taken and kept of each board meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Board may grant a board member leave of absence from board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the board member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Board.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Maintaining the Gift Fund
 - (a) The Association must maintain for its principle purpose a fund (the “Gift Fund”);
 - i. to which gifts of money or property for that purpose are to be made; and
 - ii. to which any money received by the organisation because of such gifts is to be credited; and
 - iii. that does not receive any other money or property; and
 - iv. the Board must authorise all monies spent from the Gift Fund.
- (3) Limits on use of the Gift Fund
 - (a) The Association must use the following only for its principle purpose;
 - i. gifts made to the Gift Fund;
 - ii. any money received because of such gifts.
- (4) Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.
- (5) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) for ordinary business expenditure in accordance with board approved budgets, without requiring approval from the Board for each item in the approved budgets on which the funds are expended.
- (6) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members or by any two board appointed Association staff nominees. (see financial policy)
- (7) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (8) With the approval of the Board, the Treasurer or the Treasurer’s Association staff nominee may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The records are secured and maintained at the office of Headway Gippsland and the day to day control is delegated to the General Manager, as authorised by the Treasurer and Board.
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Board.

71 Financial statements

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Board;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of two board members;
 - (c) the common seal must be kept in the custody of the General Manager and held at the Office of Headway Gippsland.

73 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address—
the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a board member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Board may be given—
 - (a) by handing the notice to a member of the Board; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Board determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Board meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Board may refuse to permit a member to inspect records of the Association that relate to contracts, confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.

(4) Subject to sub-rule (2), a member may make a copy of any of the other records of the Association referred to in this rule with prior written approval of the Secretary and the Association may charge a reasonable fee for provision of a copy of such a record.

(5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Life Membership

- (a) The Board of Management will consider the granting of a Life Membership of the Association after receiving a nomination signed by five financial members of Headway Gippsland Inc.
- (b) Consideration will be given to the contribution of the nominee to the Association.
- (c) Acknowledgement of the past and future life members

78 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar.
If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

**BOARD OF DIRECTORS
Annual General Meeting
Minutes**

Meeting:	<u>Board of Directors</u>	Date:	<u>Monday the 25th of October</u>
Meeting No.:	<u>01/2021</u>	Time:	<u>3.30pm (via Zoom)</u>
Chair:	<u>Edwin Vandenberg</u>	Venue:	<u>Zoom</u>

MEMBERS IN ATTENDANCE:

Edwin Vandenberg	Board Director/Chair
John Rochstad-Lim	Board Director/Treasurer
Marianne Fontaine	Board Director
Maxine Davies	Board Director
Peter Clement	Board Director

APOLOGIES:

Bryan Leaf	Board Director
Russell Northe	Member for Morwell
Darren Chester	Federal Member for Gippsland
Debbra O'Keefe	Board Director/Secretary

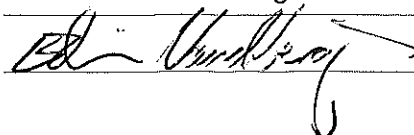
IN ATTENDANCE:

Jenelle Henry	Chief Executive Officer
Claudia Stow	Minute Taker

Agenda No.	Subject
1.	<p>Official Welcome & Acknowledgement</p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging. Presented by Maxine Davies.</p>
2.	<p>Attendance & Apologies</p> <p>Presented by Edwin Vandenberg</p>
3.	<p>Confirmation Of Previous Minutes</p> <p><i>Motion: That the minutes of the previous Annual General Meeting, held on Thursday, 29 October 2020, be accepted (see attached).</i></p> <p>Moved: Maxine Davies</p>

	Seconded: John Rochstad-Lim
4.	<p>Chair Person & General Manager's Reports</p> <p>Brief overview of physical reports.</p> <p><u>Chair Person's report</u>, presented by Edwin Vandenberg</p> <p><u>CEO report</u>, presented by Jenelle Henry.</p> <p><u>Annual Report</u>, presented by Jenelle Henry</p> <p>Moved (with financial report): Maxine Davies</p> <p>Seconded (with financial report):: Marianne Fontaine</p>
5.	<p>Annual Financial Report</p> <p>Report presented by John Rochstad Lim.</p> <p><i>Motion: That the annual report for the year ended 30 June 2021, be accepted (see attached).</i></p> <p>Moved: Maxine Davies</p> <p>Seconded: Marianne Fontaine</p>
6.	<p>Appointment Of Positions</p> <p>Running Of Ballot: Torina Johnstone (Branch Manager of Bendigo Bank, Trafalgar)</p> <p>Minute Taker: Claudia Stow</p> <p>Nominations:</p> <ul style="list-style-type: none"> ● Edwin Vandenberg 1 year term nominated by Debra O'Keefe and Marianne Fontaine ● Debra O'Keefe 1 year term nominated by Edwin Vandenberg and Marianne Fontaine ● Bryan Leaf 2 year term nominated by John Rochstad-Lim and Edwin Vandenberg ● Marianne Fontaine 2 year term nominated by Debra O'Keefe and Bryan Leaf ● Maxine Davies 1 year term nominated by Debra O'Keefe and Edwin Vandenberg ● Peter Clement 1 year term nominated by

	Debra O'Keefe and Edwin Vandenberg
7.	Election Of Board Of Directors Presented by Edwin Vandenberg and Ballot run by Torina Johnston was not required
8.	Presentations Years Of Service, presented by Jenelle Henry <ul style="list-style-type: none"> • Dianne Mumford 25 years • Tony Hayes 10 years • Michelle Meggetto 5 years • Janet DeCorrado 5 years • Janette Luke 5 years Recognition and appreciation of volunteers, presented by Jenelle Henry <ul style="list-style-type: none"> • Heather Hughes • Jo Jones • James Hartley • Judy Hall
9.	Wrap Up & Close Annual General Meeting No questions raised by attendees No questions on notice

Meeting Closed	
Date:	Monday the 25 th of October
Time:	4.10
Chair:	Edwin Vandenberg
Signature:	
Date signed:	

Not-For-Profit - Association Report

Headway Gippsland Inc

ABN 16 523 652 920

As at 30 June 2022

Prepared by Gippsland Accounting Solutions Pty Ltd

Contents

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- 5 Income and Expenditure Statement
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- 11 Movements in Equity
- 12 Statement of Cash Flows - Direct Method

Assets and Liabilities Statement

Headway Gippsland Inc As at 30 June 2022

	NOTES	30 JUN 2022	30 JUN 2021
Assets			
Current Assets			
Cash and Cash Equivalents		838,214	929,010
Trade and Other Receivables	3	214,126	100,408
NDIS Expense Clearing Account		(339,090)	879,179
GST Receivable		16,967	11,177
Other Current Assets			
Rental Bonds		6,499	6,375
Rent paid in Advance		-	2,250
Investments:Bendigo Term Deposit		2,006,966	1,500,000
Investments:Share Investments		500	500
Total Other Current Assets		2,013,966	1,509,125
Total Current Assets		2,744,183	3,428,900
Non-Current Assets			
Plant and Equipment and Vehicles	5	96,854	170,078
Land and Buildings		548,800	548,800
Other Non-Current Assets		24,037	-
Total Non-Current Assets		669,691	718,878
Total Assets		3,413,874	4,147,778
Liabilities			
Current Liabilities			
State Trustee Funds		-	70
Trade and Other Payables	6	25,348	767,143
Accrued Expenses EOY		-	1,822
Deferred Income	7	33,547	69,866
Provisions	8	228,508	209,862
Employee Entitlements	9	72,996	103,557
Total Current Liabilities		360,399	1,152,320
Other Current Liabilities			
Rounding		-	-
Total Other Current Liabilities		-	-
Total Liabilities		360,398	1,152,320
Net Assets		3,053,476	2,995,458
Member's Funds			
Capital Reserve			
Current Year Earnings		58,018	1,031,704
Retained Earnings		2,343,789	1,312,085

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

	NOTES	30 JUN 2022	30 JUN 2021
Asset Revaluation Reserve		651,669	651,669
Total Capital Reserve		3,053,476	2,995,458
Total Member's Funds		3,053,476	2,995,458

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Income and Expenditure Statement

Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
Income		
Income		
CHSP Funding	-	32,513
NDIS Funding	4,516,728	4,439,975
Client Contributions	7,748	5,503
Government Grants	-	198,604
Other Funding	-	266
Other Income	30,775	391,641
Profit on Sale of Motor Vehicle	31,866	-
Other Funding Workcover Reimb	64,159	-
Total Income	4,651,274	5,068,502
Total Income	4,651,274	5,068,502
Gross Surplus	4,651,274	5,068,502
Expenditure		
Accounting/Bookkeeping	27,024	26,240
Advertising & Marketing	-	453
Auditors	3,100	4,000
Bank Fees & Charges	3,974	2,226
Client Services	7,901	7,544
Consultants	51,007	106,571
Depreciation	49,335	58,143
Governance Expenses	6,579	12,335
Insurance	29,531	7,428
Lease Costs	787	3,036
Legal Services	1,365	2,030
Loss on Disposal of Equipment	-	117
Maintenance & Repairs	84,214	83,257
Motor Vehicles	10,107	14,954
Office Supplies and Postage	17,301	15,225
Rent	87,620	65,279
Salary & Wages	3,904,417	3,444,766
Telephone	29,109	29,319
Travel	262,852	139,663
Utilities	17,034	14,214
Total Expenditure	4,593,257	4,036,798
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	58,018	1,031,704
Current Year Surplus/(Deficit) Before Income Tax	58,018	1,031,704
Net Current Year Surplus After Income Tax	58,018	1,031,704

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Depreciation Schedule

Headway Gippsland Inc For the year ended 30 June 2022

COST ACCOUNT	NAME	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Plant & Equipment:Furniture & Equipment:Furniture & Equipment at Cost			220,944	65,046	7,882	-	31,020	41,908
Plant & Equipment:Motor Vehicles:Motor Vehicles at Cost			237,575	105,032	-	31,771	18,315	54,946
Total			458,519	170,078	7,882	31,771	49,335	96,854

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Notes to the Financial Statements

Headway Gippsland Inc For the year ended 30 June 2022

1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

These notes should be read in conjunction with the attached compilation report.

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2022	2021
2. Cash on Hand		
Bank Acc Bendigo:BB General Cash Investment	529	528
Bank Acc Bendigo:BB Gift Fund Cash Investment	311,484	561,079

These notes should be read in conjunction with the attached compilation report.

Bank Acc Bendigo:BB Mastercard Account	2,895	1,428
Bank Acc Bendigo:BB Operations	511,551	356,232
Petty Cash	634	1,119
SSG Funds	11,121	8,622
Total Cash on Hand	838,214	929,010
	2022	2021

3. Trade and Other Receivables

Trade Receivables		
Accounts Receivable	36,552	33,468
NDIS Debtor Unbilled	177,573	66,940
Total Trade Receivables	214,126	100,408
Total Trade and Other Receivables	214,126	100,408
	2022	2021

4. Land and Buildings

Buildings		
Buildings at Cost	548,800	548,800
Total Buildings	548,800	548,800
Total Land and Buildings	548,800	548,800
	2022	2021

5. Plant and Equipment, Motor Vehicles

Plant and Equipment		
Plant and Equipment at Cost	220,944	213,062
Accumulated Depreciation of Plant and Equipment	(179,036)	(148,016)
Total Plant and Equipment	41,908	65,046
Motor Vehicles		
Motor Vehicles at Cost	107,171	237,575
Accumulated Depreciation of Motor Vehicles	(52,224)	(132,543)
Total Motor Vehicles	54,946	105,032
Total Plant and Equipment, Motor Vehicles	96,854	170,078
	2022	2021

6. Trade and Other Payables

Trade Payables		
Accounts Payable	25,348	767,143
Total Trade Payables	25,348	767,143
Total Trade and Other Payables	25,348	767,143

These notes should be read in conjunction with the attached compilation report.

	2022	2021
7. Deferred Income		
Deferred Income Government Grants		
Govt Monies Unspent: COS Monies 19 20	33,547	33,547
Govt Monies Unspent: COS Monies 20 21	-	36,319
Total Deferred Income Government Grants	33,547	69,866
Total Deferred Income	33,547	69,866

	2022	2021
8. Provisions		
Provisions:Provision for Annual Leave	195,983	163,395
Provisions:Provision for LSL	8,829	25,050
Provisions:Provision for Personal Leave	23,696	21,417
Total Provisions	228,508	209,862
	2022	2021

9. Employee Entitlements		
Payroll Liabilities.:Payroll Liabilities PAYG	72,996	65,202
Payroll Liabilities.:Superannuation Liability	-	38,355
Total Employee Entitlements	72,996	103,557

These notes should be read in conjunction with the attached compilation report.

Movements in Equity

Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
Equity		
Opening Balance	2,995,458	1,820,981
Increases		
Profit for the Period	58,018	1,031,704
Retained Earnings	-	2,773
Asset Revaluation Reserve	-	140,000
Total Increases	58,018	1,174,477
Total Equity	3,053,476	2,995,458

Statement of Cash Flows - Direct Method

Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
Operating Activities		
Payments to suppliers and employees	(4,099,424)	(3,608,724)
Finance costs	(4,334)	(2,470)
GST	31,685	23,168
Cash receipts from other operating activities	4,618,492	5,286,236
Cash payments from other operating activities	(458,114)	(418,599)
Net Cash Flows from Operating Activities	88,306	1,279,611
Investing Activities		
Proceeds from sale of property, plant and equipment	8,670	3,539
Payment for property, plant and equipment	(16,552)	(195,285)
Payment for investments	(506,966)	(439,624)
Other cash items from investing activities	69,426	(226,278)
Net Cash Flows from Investing Activities	(445,422)	(857,649)
Financing Activities		
Other cash items from financing activities	266,321	(52,510)
Net Cash Flows from Financing Activities	266,321	(52,510)
Other Activities		
Other activities	-	(307,909)
Net Cash Flows from Other Activities	-	(307,909)
Net Cash Flows	(90,796)	61,544
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	929,010	867,466
Net change in cash for period	(90,796)	61,544
Cash and cash equivalents at end of period	838,214	929,010