



Peter at the Art Exhibition

AGM BOOKLET

HEADWAY GIPPSLAND

Headway Gippsland has been proudly empowering people with acquired brain injury (ABI), other disabilities and their families for over 41 years. A Gippsland-born, not-for-profit organisation, we offer high quality services across Victoria, but with the heart of a true local.

2022-23

www.headwaygippsland.org.au



Acknowledgements

This document is part of Headway Gippsland's digital Annual Report. This document has been co-designed in collaboration with the Headway community, including staff, volunteers, participants and families. This document seeks to visually represent the 2022-2023 financial year, in the spirit of transparency for our stakeholders, and in theme with our company values.

Headway Gippsland Inc. would like to acknowledge the Traditional Owners of Country, and the lands we operate on, including Boonwarrung, Woirworung and Kurnai. We pay our respects to Elders past, present and emerging, and their connection to land, waters, and community.

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Jenelle Henry

CEO of Headway



Welcome Message

I don't really know where the year went, but it is that time again.

Our AGM is a time to reflect on the efforts that have been made by individuals but also collectively as a team, and the true grit and spirit shown by the team and staff at Headway.

Headway, as an organisation, has faced many challenges over the past twelve months, most of these borne from some of the complexities of the scheme. The region of Gippsland has experienced growth in terms of the amount of people and parties now involved in the scheme, but we still believe firmly that not-for-profits still have a role to play in the delivering of high-quality services to individuals in receipt of the NDIS.

Headway has been fortunate enough to be involved with the NDIS review and we, like many, are excited to know how the scheme will look into the future. The scheme holds so much for so many, and Headway firmly believes that with some alterations to the scheme, people within the scheme and future generations entering it, will be well supported.

Headway has continued to deliver Plan Management, Support Coordination, Social Support Groups, overnight trips away and support to live in the community. Headway is proud of the services that it delivers and is proud to be a not-for-profit standing in a space that is increasingly crowded with for-profits. I take this opportunity to publicly thank all the wonderful team at Headway and I thank our participants for choosing and trusting us to deliver on their goals and aspirations. It is certainly a privilege.

I think it will be a watch this space on the NDIS review, but I also believe that Headway has put itself in a good position to be able to operate effectively and efficiently moving forward.

Jenelle

About Headway

Headway Gippsland has been proudly empowering people with acquired brain injury (ABI), other disabilities and their families for over 42 years. A Gippsland-born, not-for-profit organisation, we offer high quality services across Victoria, but with the heart of a true local.

We are a leading provider of services under the National Disability Insurance Scheme (NDIS) and support participants to live the life they choose. Participants who are eligible for the NDIS can exercise choice and control over the services they receive.

We offer a range of services, including:



Plan Management: This service helps participants to get the most from their NDIS plan. A plan manager will pay providers for supports delivered, help monitor funds, and provide financial reporting.



Support Coordination: This service helps participants navigate the NDIS and connect them to the supports they need. Our Support Coordinators know the system and can guide individuals on how to make it work for them.



Individual Supports: We work with participants to determine their individual needs and allocate a support worker to help them with day-to-day living. This might include community access, in-home support and self care assistance.



Social Support Groups: Our Groups hold a variety of fun events and activities for participants to meet with people and be active in the community. Our groups welcome people from all backgrounds, celebrate diversity and are organised by friendly, supportive and well-trained staff.



Mission & Values



Mission

Headway Gippsland's mission is to support and empower people with disabilities to live independent, meaningful and enriched lives.

Values

Respect
Collaboration
Diversity
Innovation
Integrity

Philosophy

- 1 We promote independence, choice, and inclusion for all individuals with disabilities, and empower them to achieve their goals.
- 2 We believe in collaborating with our clients, their families, and the community to provide high-quality services.
- 3 We foster a co-design approach where individuals with disabilities are at the centre of their own care.
- 4 We strive to inspire a society that respects and celebrates human diversity.
- 5 We endeavour to share our knowledge, seek learning opportunities, and grow together.

Milestones

1981

Our origins go back to 1981, when we started as a local support group for people with acquired brain injury (ABI).

2017

The National Disability Scheme was rolled out in inner Gippsland, and Headway Gippsland decided to open it's doors and support all people with disabilities.

2023

Today we have 3 offices across Gippsland, employ 83 staff and volunteers, and support over 1,300 people.

985 plan managed clients

236 support coordinated

140 supported on a 1:1 basis



Did you know? We have Domestic Support Services coming soon! See the next page to find out more.

We look forward to what 2024 will bring.



Megan and Lisa in the office



Nicky in the office

Innovation: **Our Projects**

We have been working towards a number of projects to improve our services, our efficiency and our engagement with the community.

Staff Training Update

Our staff asked – and we listened. We are currently working towards building a tailor-made training program for our staff to be their best, and feel empowered in their roles. Plus, a fully revised and updated Induction with the latest policies, procedures and industry standards to ensure a smooth onboarding process. This training program aims to upskill staff, retain talent, boost morale and enhance performance.

Monash University Student Placement Program

This year, Headway Gippsland collaborated with Monash University, and hosted three medical students as part of their community-based placement program. The students attended the Morwell social support group, and assisted in organising and implementing activities for group members. The rationale behind this program was to give young people a more holistic view of issues that affect people with disabilities.

Expanding to Domestic Support Services

Headway Gippsland is excited to announce that we will be offering Domestic and Home Care Support Services to NDIS participants. Our highly skilled team will help participants achieve their lifestyle goals. Our services will range from complex high care at home to daily living assistance based on individual needs. This service provides peace of mind and respite, as well as dignity, independence and maximum comfort for the participant.

Our People

Our people are one of Headway Gippsland's most valuable assets. Our staff and volunteers come from diverse backgrounds, have a dynamic skillset and help to make everything possible.

Staff

We have diverse, skilled and dedicated staff throughout the organisation who are based across Gippsland.

What unites us is a shared passion for inclusivity and empowering people with disabilities to live independent lives.

Volunteers

Our 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.



Susan and Janet in the garden

Our People

Thank you to everyone who has contributed to Headway Gippsland, and the people we support, this year.

Chief Executive Officer

Jenelle Henry

Executive Assistant

Lora Moulton

General Manager

Wendy Matthews

Operations Manager/HR

Debbie Lee

Finance Manager

Colin Matthies

Finance Assistants

Victoria Kee

Andrea McVicar

Support Coordination Mgr.

Nicky Levey

Snr Support Coordinator

Lisa Kuhne

Support Coordinators

Megan Mathisen

Vannessa Estigarribia

Cheryl Dunn

Shaylah Pitt

Support Coord. Assist

Tiana Arnold

Marketing & Comms

Rhiannon Harasymenko

Client Services Intake

Coordinator

Jemma Dowling

PM/CRM Tech Specialist

Ben Munro

Plan Managers

Keltia Hoath

Charlotte Harvie

Lousie Walsh

Social Support Group

Coordinators

Pat Moutafis

Janet de Corrado

Janette Luke

Lyndon Bate

Quality & Client Services

Team Leader

Amy Comber

Client Services

Engagement Officer

Lisa Patching

Life Skills Officers

Barker, Michelle

Bate, Lyndon

Boyle, Emer

Brew, Paul

Bullard, Sharon

Cahoon, Amy

Castello, Courtenay

Clark, Christine

Colvin, Anthony

Cornish, Ella

Cox, Nicole

Danvers, Tina

Dathan, Pearl

Duff, Chloe

Duffy, Angela

Duffy, Benjamin

Farnaby, Nathan

Farquhar, Rochelle

Foley, Sharon

Hocken, Shelly

Lodge, Janelle

Manis, George

McKay, Brooke

McNeill, Debra

Mintern, Danielle

Molnar, Peter

Moss, Majella

Moutafis, Panagiota

O'Connor, Susan

Patterson, Baylee

Ritchie, Tarryn

Rogers, Kevin

Sefton, Susan

Sinclair, Michael

Sinnott, Katie

Sutherland, Frances

Thatcher, Patricia

Thomas, Debra

van Rossum, Phillip

Vulaono, Cama

Watt, Joanne

Watts, Gregory

Webster, Julie

Webster, Tara

Young, Julie

Volunteers

Sue Box

Judith Hall

James Hartley

Meet The Board



Edwin Vandenberg | Chair

Edwin joined the board in 2016, lending his experience in economics and finance to help the organisation grow.

Edwin enjoys spending time with his family and tending to the animals on their farm, and is a keen on off-road racer.



Debbra O'Keefe | Secretary

Deb joined the board in 2017 already in the industry as a disability support worker after starting her working life as a dairy farmer.

Outside of Headway Gippsland, Deb is a leader at Korumburra Scouts and is involved in Holden HQ racing with her partner.



Robyn George | Treasurer

Robyn has been a board member and the treasurer for 2 years. Currently, Robyn is a mortgage broker with Aussie Home Loans. She enjoys gardening, spending time with her dog Priscilla and volunteering as a Scout Leader at West Traralgon Scout Group.



Marianne Fontaine | Member

Marianne Fontaine joined the board in late-2019 as a strong advocate for people who may be lesser heard.

As a parent to twins, Marianne was previously involved in the Latrobe Valley Multiple Birth Association. She loves the long walks with her dog, cycling and spending time with family.



Leisa Harper | Member

Leisa has over 25 years of experience in education and business development. Leisa has a MA in Business Administration and a MA in Educational Leadership (Psychology), as well as her own company. Leisa loves living in the Gippsland region where she enjoys bushwalking and enjoying time with her family.



Phil Drummond | Member

Phil has served in the local government sector for 23 years. Phil has a degree in Business and post-graduate qualifications in Human Resource Management and Business Administration.

Phill has two adult children and enjoys travelling with his wife. He is also an avid reader and is learning to enjoy gardening.

About Our Year



Edwin Vandenberg | Chair

What got us here, won't get us there.

This annual report shows the many achievements and measurements of the year just gone. For me, my favourite measurement is the smiles. Throughout this report, the smiles of our participants, staff and volunteers, show that Headway is *a people place looking after people*. This is backed up by the financial report, which shows that Headway is in a great financial position.

At this time, as we reflect on the previous year, on behalf of the board I would like to thank the efforts of Jenelle and the team of staff and volunteers, and of course our participants, for the many activities completed, services provided and importantly, the smiles created. It has not been easy as we head away from the previous pandemic years.

All that great work and fantastic results have placed the organisation in a great financial position and got us 'here'. But, that won't get us *there*. Where exactly is 'there'? With a potentially changing NDIS and the ever-present possibility of politically based changes, we need to plan for the future.

Part of the board's role is to guide the organisation into its future. This has involved much discussion on where Headway is and what it could look like into the future. This is of course based on the understanding of the ever-present thought that the NDIS may change in the direction of politicians. The board and senior staff have held a number of meetings this year, to discuss what the future or 'there' might look like.

These discussions have involved developing ideas and dissecting them to ensure that we have explored every angle. This has resulted in some interesting and 'out there' ideas, but we cast a wide net and then worked to narrow these ideas down. Headway has a finite budget and the board needs to invest wisely to consider the sustainability of Headway well into the future, that is 'there'.

This has been my last year as the chairperson and I look forward to someone else taking on the role after this Annual General Meeting. The board is in good hands with a great blend of talent and enthusiasm to continually improve and enhance Headway to provide better services to participants.

A special thanks to Peter Clement and Brian Leaf who needed to leave the board during the year. At this AGM we also farewell Deb O'Keefe, who has been an active board member and involved in Headway for over seven years. We are very thankful for the contribution that Deb has brought to the board based on personal experience.

This brings us to future board members to help Headway get to 'there'. Being on the board is not a difficult job and it doesn't take a lot of time. What the board needs is ideas and commitment to Headway to help shape what 'there' looks like. I encourage anyone even slightly interested in joining the board to contact the Headway office to find out more about what's involved and how you can contribute.

Looking back at my time on the board, I think of how the organisation has grown not only in the profit and loss and balance sheet. The participants, staff and volunteers have also grown, but how the organisation has grown and continues to grow in professionalism and attitude is a further compliment to Jenelle and the team.

Finally, what got us here may not get us 'there,' but the foundation and current status of Headway is looking great and the journey to 'there' is looking very, very good.

Edwin

About Our Year



Wendy Matthews | General Manager

We say it every year, but the time has flown. It really doesn't seem that long since our last AGM.

We reflect back and try to ascertain what we did in that time. Discussions take place and we agree that we all take our roles as a given and don't spend enough time celebrating successes and triumphs.

It has once again been a year of changes: with NDIS guidelines, transport and travel pricing, changes announced to group pricing and challenges with re-pricing. We have worked our way through quite a few, but the next year sees us implementing and embedding these changes into daily services.

We said goodbye to some wonderful staff who chose to move on to the next chapter in their lives. That gave us the opportunity to look at the organisation structure and offer opportunities for staff to move across into new roles, to enhance their knowledge within the industry. That always gives us a lot of satisfaction, believing in people and supporting them to take on new challenges.

We partnered with Monash medical students to give them a better understanding of people with disabilities and vulnerable participants, with a holistic view of what their needs are within the community. All reports stated that this was an outstanding success, as the students got to know the participants and joined in activities with them over the short period of time they were with the Morwell Social Support Group.

Quality

We saw the introduction of a new Quality Portal NGO, which is a Standards and Pathway Portal. It enabled us to self-audit against each standard, providing evidence of that standard, through either policies or forms. Our Quality Coordinator worked tirelessly the second half of the year working through the documents, updating and looking at best practices across the organisation. This has enabled us to be fully prepared for our next external audit, as the expectations of a Registered Provider continue to grow and also go unfunded by NDIS.

1:1 Supports

This has been an area of growth for Headway. Whilst we went through a time of struggling to recruit and not having enough staff to take on new clients, we have now experienced a great turn-around and are now recruiting highly qualified Life Skills Officers and are able to continue to grow Community Support. A large amount of work went into support plans and OHS Assessments to ensure Headway are 100% compliant. Life Skills Officers are now familiar with Brevity (our CRM) and notes are captured on each shift to align with tasks completed and show evidence of participants working towards their goals, captured in real time. This has been very advantageous.

Marketing

Marketing with the skillful eye of our Marketing and Communications Manager who joined us not long before last AGM. Our Facebook pages are now more vibrant and we are regularly updated with what is happening at Headway. We have expanded our social media presence with Instagram. We hope you are enjoying all the wonderful stories that you are reading. Work started on our Staff Training and Induction programs. This will be rolled out in the first half of 23/24. All of our marketing tools, brochures and promotional material now has been updated as we start to get out and promote the services again post-Covid.

Operations

Headway was fortunate to have Deb Lee come on board in January, as HR advisor. It was quickly recognised that Deb had so much more to offer and very quickly became our Operations Manager and joined the Executive team. This has given us the opportunity to work collaboratively, with fresh new ideas and continuing to strengthen the team at Morwell.

A sincere thankyou to the Board of Management and our CEO Jenelle Henry for their constant support. It is truly appreciated. I am truly grateful to my team: Deb, Amy, Lisa and Rhiannon for their continued support and their willingness to go above and beyond.

A huge shout out to Nicky Levey – Manager of Support Coordination who never ceases to amaze me how hard she works for her participants and for her team. Nicky's report is provided separately.

It's a joy to work with such a wonderful team and we all look forward to making 2023-2024 bigger and better than ever.

Wendy



At the Expo in Traralgon



Daffodil Day at the Morwell office

About Our Year



Nicky Levey | Support Coordination Manager

This year has been a big one!

As we know, the NDIS landscape is ever changing. This past year in particular, the media coverage hasn't really been focused on the successes that the program has delivered. I would like to take this opportunity to reflect on the positive outcomes that we have seen throughout the year.

We all know there are issues with the NDIS, and more than ever the people we support have been expressing concern about the difficulties they have faced, or feel they might face in getting the supports they need. With this, and the continued trend for reduction in both support coordination hours and funding in plans, we have had to be as creative as we can, to ensure that those we work with get the supports they need.

As Support Coordinators, we always put the individual at the centre of their supports, to ensure they have a say, and that they have a strong support base around them. We work with our participants and those important to them to help them reach their goals.

Our ultimate aim is to do ourselves out of a job - the hope being that every person is able to reach a point where they don't need a support coordinator. They will be able to either manage their plan on their own, or they have someone trusted in their circle who is able to assist them to do this.

There have been many successes – we have supported young people to move from nursing homes into Supported Disability Accommodation (SDA). We work closely with the NDIS Young People in Residential Aged Care team in this area and will continue to do so. We have seen people gain drivers licences and paid employment, we have seen people move out independently with support, and others have been able to access long awaited equipment or home modifications to assist them in their daily lives.

One particular story I would like to highlight, is that of Michael and Gail Cummins. Michael's disability has seen him experience mobility issues and severe epilepsy his entire life. He has been through it all, over and over again.

Michael's mother, Gail, is his number one support, and has been such a positive force in his life. This year, they made the choice to move Michael from aged care, to SDA in Sale. After 16 years, and as someone who requires complex care, this was not an easy choice to make. Support Coordination, Gail and Michael's entire care team worked tirelessly to make this move happen, and make the transition as gentle as possible. You can read Michael and Gail's full story on page 22, it is truly an inspiring one.

These are just some of the good stories we wish were highlighted in the media – the successes and the changes to people's lives made possible by the NDIS and by dedicated support coordinators, ensuring people are connected to the supports they need.

The role of a support coordinator is not without challenges, and it is not for everyone. There has been some staff movement – we have said goodbye to some, and welcomed new staff to our team.

We send our love to Vanessa, one of our full-time support coordinators who has been off since the start of May on extended sick leave facing serious health challenges. We hope Vanessa is able to return to the role later in 2023.

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We have reintroduced the support coordination assistant role which is proving to be a wonderful training ground for potential new support coordinators. This role provides the SC team with some admin support and is able to help with coverage for participants during staff leave.

The support coordination team continue to work out of our little hub in Newborough – although we are often out and about its nice to have the little blue and white house to come back to and work together as a team.

I would like to say a huge thank you to my team. Despite the challenges of the year, I am truly grateful for your dedication and commitment to doing all you can for the people you support. Your hearts are massive and your genuine want to make a difference is beautiful to see.

Thank you to Jenelle, Wendy, Lisa, the Executive Team and the Board for your ongoing support – it is truly appreciated.

And finally – thank you to the people we support – thank you for choosing Headway to support you through the web that is the NDIS service system.

Nicky



Michael, Gail & Nicky at the housewarming party

About Our Year



Debbie Lee | Operations Manager

I commenced with Headway in January of this year and already there have been many changes to adapt to. After working in Aged Care for the past 6 years and prior to that the Healthcare Sector and Construction Industry there was a new set of Standards, Guidelines, and an Award to learn. I would like to thank the Board, my fellow Executive Staff, and all employees for making me feel welcome and a part of the Headway team.

My focus to date has been on ensuring we are meeting all statutory and compliance requirements for the business by conducting audits, reviewing files, and implementing the required updates. Some of our work to date has been:

- Implementing endorsed changes to pay and conditions by the Fair Work Commission continuing to review all updates as they are published
- Reviewing policies, procedures, and forms to ensure compliance and relevance is maintained
- Assuring that we are meeting our compliance requirements and all documentation is current
- Attending training including Intensive Plan Management Training, SCHADS Award Training and PACE Implementation Training

Plan Management

The Plan Management team have continued to flourish and provide wonderful service and advice to our participants and providers. There have been new systems introduced and streamlining of previous ones in order to improve the processing times of every invoice we receive. Review and discussion of NDIS guidelines that provides the framework they work within in order to ensure participants plans are being utilised for the care and services they are funded for is ongoing.

The upcoming rollout of the new NDIS platform – PACE – will be a major change for us, our providers and our participants and we are preparing our team for this by attending online training and information sessions.

The platform has been trialled in Tasmania and improvements and adjustments based on feedback have been implemented so we are hopeful for a smooth transition. We have welcomed new staff members this year – Keltia Hoath, Charlotte Harvie, Louise Walsh and Belinda Clark and have farewelled Amanda Jacobs and Kara Ley from the Plan Management Team.

CRM

Ben Munro accepted the role of Senior Plan Manager/CRM Technical Specialist this year and has been working tirelessly to train and educate new Plan Management team members, work closely with our Finance Team to streamline the payment processes and be the point of contact for our CRM program Brevity. There have been many improvements to Brevity over this year and he is still working behind the scenes to ensure we are accessing all the available features the program can offer.

Intake

After finding her feet with us in the Plan Management team we have welcomed the move of Jemma Dowling across to the Intake Coordinator role. The introduction of this role was pivotal in ensuring we were collecting the information from our participants that will allow all of our departments to offer the best support possible. This year has seen this role grow and we are now moving towards a greater connection between the Intake role and the Support Coordination team.

Social Support Groups

I have visited all our groups to introduce myself although have not spent as much time as I would like with them. Our wonderful Coordinators, Assistants and volunteers continue to impress me with their dedication, passion and creativity in providing an engaging program for our participants. With the increase in our presence on social media we can see and enjoy the activities and the happiness they bring. We invite you to join us in sharing the joy by following us on Facebook and Instagram.

Working in this sector requires people with passion and empathy and I am impressed by the dedication displayed by our staff towards achieving the best outcomes for our participants. Moving forward I look forward to contributing towards strengthening and consolidating Headway as a provider of choice for participants.

Debbie

Social Support Groups

Our Year

We have four social support groups operating around Gippsland. Our groups facilitate social engagement, welcome people from all backgrounds and are organised by friendly, supportive and well-trained staff.





Pat Moutafis | Wonthaggi

The South Gippsland Social Support Group has continued to enjoy many activities this year, that have been chosen by the participants.

Participants have enjoyed art activities which included jewellery making, painting, tie dying and wood burning. Luke said *"he enjoyed making a bracelet and necklace for his granddaughter"*. Sandra was a little reluctant but once she started, she said *"it wasn't as hard as she thought"*. Other painting activities the group enjoyed was painting flowers using small pom poms, pegs, and cotton buds. The participants enjoyed using different painting techniques. Carren said *"it was fun and didn't realise there are so many different ways to paint"*.

The highlight of the art program, was the Art Exhibition at the Wonthaggi Library, in March. It was launched by Cr Leticia Lang and Sabine Aeshliman. Both spoke really well, which was appreciated by the group. It was great to see the participants get the recognition for the effort they put into their work. Some participants even sold some of their pieces. Peter stated that he *"liked being at the exhibition and having photos taken and seeing everyone happy"*. John stated that he liked having his photo taken for the local paper and *"showing off his artwork"*.

Tie dying was described by Peter as *"fabulous and different"* to what he expected. Sandra said she found the tie dying easy and made a joke about *"getting tied up into knots"*. The spiral technique was the unanimous technique chosen by the group. Everyone was eager to see the results which varied.

The participants enjoyed the quizzes in the paper and listening to music. The group cooked delicious foods ranging from pasties, pizzas, salmon patties, Greek Easter biscuits and rice paper rolls. Carren mentioned she enjoyed making rice paper rolls and that they were a *"healthy lunch"*.

The group was gifted a large T.V. from the Headway office and enjoyed watching movies on it and going through past photos of the group and reminiscing. We also learnt how to cook popcorn in the microwave.

Many outings were enjoyed by the group such as lunches at pubs in different towns, going to cafes and enjoying a lunch put on by Yooralla in Inverloch. Nicole said she *"loved the lunch and enjoyed catching up with people she knew"*. The group went on a Wildlife Cruise from San Remo to Cape Woolamai. Fortunately, it was smooth sailing and the weather was glorious. The group saw seabirds, different rock formations, a bat cave and a solitary seal basking in the sun by a marker post. Paul thought it was *"great"*!

We also welcomed a new member to the group, Jenny. She attended the Morwell group and moved to Wonthaggi recently. She is settling in well and we all appreciate her involvement in the group. I would like to thank Sue, our awesome volunteer, for all her work at the group.

Participants are looking forward to expanding on activities at the group supported by staff and our volunteers.

Pat



Paul



Nicole



At the Art Exhibition



Janet deCorrado | Warragul

On Friday mornings we gather in Warragul. We enjoy a coffee and a good chat. After a coffee we always like to indulge in some trivia. This is a regular component of the day which is organised by Trevor, and is much looked forward to. We often end up sidetracked discussing subjects brought up by the questions, there are always some funny answers thrown in. After trivia, we will often play a game or walk up the street. After lunch we will have a group exercise or craft activity.

Our group really likes their coffee and shopping. Regularly we will meet at one of the local cafes for a coffee before heading back to the Centre for the rest of our day. We often drop into the shops on the way back.

Some of the activities we have had at the Centre this year include:

Wimbledon. We played balloon tennis and made delicious scones with strawberry jam and cream.

Christmas in July. We wore our Christmas outfits and accessories. Enjoyed a roast meal and made an apple crumble for dessert. We played a roll the dice Christmas gift game.

Spaghetti Western Day. Dressed up as cowboys/girls. We watched a western which was chosen by Bill, our film expert. We cooked spaghetti Bolognese for lunch.

Bogan Bingo. We wore our flannel shirts and Ugg boots, played bingo, and Darren rocked a mullet for the day.

One of our craft projects has been knitting squares. This has been an ongoing project that ended in a wonderfully colourful blanket that we presented to Baw Baw Food Relief. They were so grateful and featured us on their website.

This is a cause that we support, donating hamper items at Christmas and raising funds with Christmas crafts.

Once a month we head out for lunch at the various pubs and clubs around town. We managed some outings outside of Warragul when the trains were running. Visiting the Art Gallery at Morwell, shopping day in Traralgon and Yarragon, shopping and lunch at the pub in Drouin.

I would like to thank Tara for assisting the group. She has a positive attitude and is always ready to jump in and give anything a go.

Janet



Donating a hand-knitted blanket



Spaghetti-Western Day



So many fun games



Janette Luke | Morwell

What a year! I cannot believe how fast the year has gone, and how much we have achieved this year.

We started the year welcoming our new assistant coordinator, Tina, to the Latrobe Valley Venturers, and we have not looked back. Tina jumped in straight away, bringing enthusiasm and energy to the group. On our Australia Day BBQ she bravely put herself in the firing line for the great Aussie thong toss. We had a giant Jenga, pin-the-tail-on-the-kangaroo, just to name a few - and lots of yummy sausages sizzling on the BBQ.

Back at our homerooms we have created some wonderful memories of the year with guests who have shared the day with us. We cannot forget the guys from Qu Bah OFHR as their beautiful restored vintage cars came rolling in one after the other. Spud summed it up with "AWESOME!"

We have had our local yogi, Clem, for relaxation and health who regularly donates his time to our group.

Barb, the activities organiser from Bunnings, joined us for Easter projects. Thank you to Barb and Bunnings for all your support with enabling the group to be able to create and make many projects throughout the year. One of our long-term projects were the pot people and lots of fun was had creating and watching them come to life.

We had Roberta Fox O'Dowd join us with her keyboard and singing as we remembered and sung along to some well-known songs. We enjoyed listening to her as she sang some of her own written songs. Thanks to Kellie Vickers for an insightful and more light-hearted look at end of life.

We had three students join us for a short time, getting to know the group and creating new games and bringing lots of ideas and enthusiasm.

Then we had an idea to fundraise in our efforts to have Animals of Oz visit us. A huge thank you to Mr Peri Hortis, who funded the entire event. On the 21st of June we had our close and interactive day as Bridgette from Animals of Oz gave us an insightful talk and pat of many animals: a crocodile, a blue-tongued lizard, an owl, a possum and the favourite python, which we all had the opportunity to hold. We have been able to use photos from the day to create a scrapbook of this wonderful memory.

Whilst transport continues to be challenging for us, we have found ways to be able to bring the community to us and are grateful for the generosity and time all of our wonderful guests give us.

Again, this year we have seen our group numbers decline due to transport issues, and we will continue to find a way to overcome this.

We had our sequel to our visit last year from Constable Clare from the community police, who organised a tour of the Moe Police Station. Steve/Bro stated that it was "the best day ever" as the lights and sirens rang from the police car. A great visit thanks to Sergeant Alison, who took us through on the day, and Clare who organised the tour.

On our homeroom days, we have been able to cook many tasty lunches and biscuits, and Easter chocolate-making is always a hit. This year, one of our wonderful students, Erica, got all the group involved in making delicious chocolates to take home.

We followed up vintage cars with a trip to the Holden Museum - utilising their new BBQ facilities and a tour of the relics. Ten-pin bowling, bocce and croquet are always good fun, and much appreciation to the support of all these groups, who look after us so well. Lunch days at the Moe Coffee Pod, shopping in Moe and Midvalley for the enthusiastic shoppers in our group.



Tim 'Spud' with a python!

We have a variety of games and craft at the rooms, and have added to this by making some horse games - again with the generosity of the community. Thank you to the Bunyip Men's Shed made the race horses for our horse track, and to Mr Darrell Wouters for cutting out the horse's behinds - making an idea into a reality as they had their maiden run on the track at our recent High Tea and Racing Games Day to celebrate Spring. What a great fun day this was.

Thank you to Judy, our volunteer, for all you do. We appreciate all your support. Thank you, Tina, our Assistant Coordinator for your tireless energy and help to make our days run smoothly.

As for me, I cannot believe the end of the year is fast approaching. This has been an amazing, creative, challenging and fun year with the Latrobe Valley Venturers. What will we get up to next year...?

Janette



Vintage cars day



Pot-people project



Group photo at Tenpin Bowling



Janet deCorrado | Trafalgar

On Mondays we come together at Trafalgar to enjoy some fun and friendship. We have a cuppa and a chat, catch up and share our latest news. Then we usually take a walk to the Community Garden and walk to the shops for a browse and to pick up lunch. After lunch we have a selection of card, memory and board games that we play as a group, this usually includes a bit of friendly rivalry and laughter. We are very lucky to have a pool table, and a selection of exercise equipment and activities that we use regularly.

This year we have been lucky to acquire our very own veggie patch at the Community Garden. This has become a regular activity for our group, walking to the garden before lunch to water, weed and tend to our veggies. We plan out what we will be planting for the various seasons, often with the help of other gardeners who are always happy to advise and share their knowledge. We take great pride in tending to our vegetables and have enjoyed picking, cooking and sharing our produce.

Last October, for World Habitat Day, we started building bird boxes. This has been a wonderful activity that has progressed over time. The group has spent many afternoons building, painting and decorating them. We finally have some wonderful new bird homes to be put out into our gardens for the use of our feathered friends.

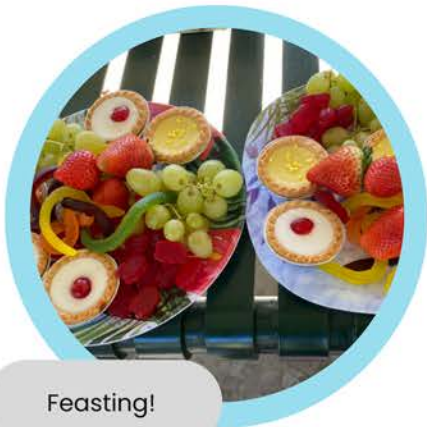
Another of our other regular activities is cooking. We have managed to make some very tasty dishes to share for lunch and afternoon tea. These include: soup with homemade garlic bread, Cuban sandwiches, brownies, scones and homemade sausage rolls.

We also enjoy our monthly outings. When the weather permits, we head to the Moe Botanical Gardens. We have many volunteers to cook a BBQ.

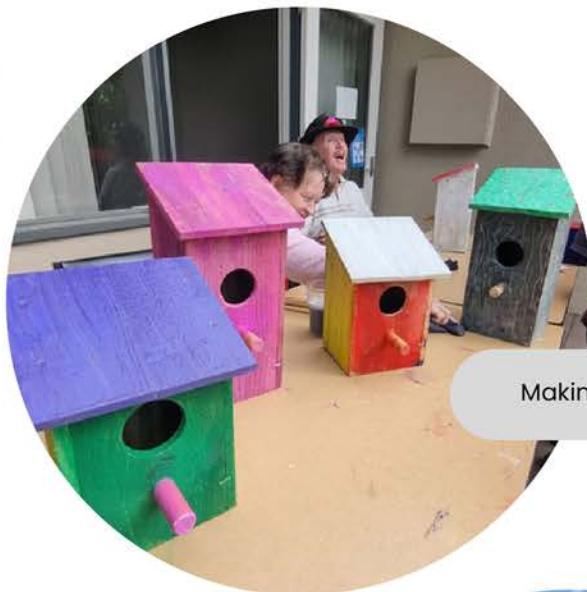
Sometime, we have to share the tongs so that everyone gets a turn! The BBQs are a great opportunity to get outside, soak up some sun, enjoy outdoor activities, walk, talk and of course share some great food. We also love to go bowling, this is an activity enjoyed by all. Sometimes, it can get a bit competitive, but it is great to see everyone encourage each other and cheer when someone gets a strike.

I would like to thank our volunteer, Judy. She is always ready to assist as required. Thank you Kevin, your cheeky sense of humour always brings laughter and fun to the day.

Janet



Feasting!



Making bird boxes



Kevin at the veggie garden



Darren watering the veggie garden



Annita lunching in Cockatoo



Bill cooking at the group

Our Year in pictures

This year saw our community enjoying life, kicking goals and doing the things they love most.



Sandra with her painting



Tim 'Spud' winning games



29
Joan knitting a blanket



Steve in his team colours

Our stories

It is our honor to be able to share some of the heartwarming stories about the inspiring people in our community over the past year.

Michael's Victory

After experiencing mobility issues and epilepsy his entire life, Michael Cummins has endured much, but has never let his health defeat him. Michael is proud to have started a new life chapter this year, moving from aged care, to Supported Disability Accommodation (SDA). After 16 years, and as someone who requires complex care, this was not an easy choice to make. His mother, Gail, and Headway's own, Nicky Levey, joined forces to make it happen, and now Michael is getting the support he needs. "He is surrounded by happy caring staff and the delicious aroma of dinner cooking, he just loves the curry they make here. His personal care is wonderful, his room always tidy. This is his home."



Michael in his new home

Oz Animals Day

This year, the Morwell group worked hard to fundraise a dream of theirs - to have Oz Animals visit them. Generous local business owner Peri Hortis of Nextra Moe kindly donated the full amount to the cause. It was a great day, even ending up in the local paper!

There were reptiles and frogs and an owl - a python, a blue tongue lizard, and even a crocodile. Spud had the python around his shoulders. Steve got to hold a crocodile. Drew loved the feeling of the snakeskin. Tony had the biggest smile the whole time. The tawny frogmouth was popular for its soft feathers and wise eyes. The group's fearless leader, Janette, even held the python too! The day was such a special one - and one to be remembered forever.



Tony & the crocodile!

Spotlight on Megan Mathisen

Megan Mathisen is one of Headway's wonderful Support Coordinators.

Megan loves helping her participants to achieve their goals, and getting the most from their NDIS plans, but she hasn't always been part of the industry.

In fact, Megan has done pretty much everything: banking, business analysis, IT related fields, and has even travelled the world.

Megan started at Headway as a Support Coordination Assistant, but the team immediately saw her natural skill for people shine through. "Having a personal, or lived experience has really helped. It's all about building relationships with people." Today, living in beautiful Gippsland and helping her local community, fills her cup. "We've made such great connections. I love all my participants and their families," says Megan, "seeing people grow is so rewarding."



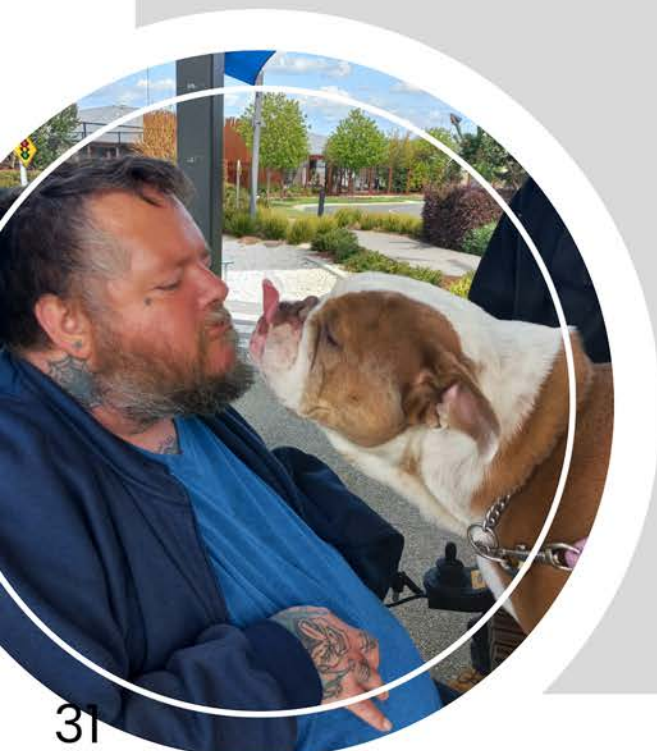
Home sweet home

Grant Prestt is a jovial man, with a sharp sense of humour and a life jam-packed with experiences.

In 2016, Grant had an aneurism which resulted in a brain injury. Ever since, he has been searching for a forever home where he can be supported to live independently, and to just get on with things.

His dream finally came true this year, when Grant moved to a new home. He now has supportive people around him all the time.

Grant is much happier in his new home. When asked what his favourite part about his new place was, Grant thought for a moment, and then said "the peace." He is a man who can now enjoy peace and live life how he chooses.



Supporting Peter Clement

Peter Clement is one of Headway Gippsland's longest serving board members, and offers a voice for people with acquired brain injury. Peter has been involved with Headway Gippsland since 1981.

After a car accident at age 18 resulting in an acquired brain injury, Peter sought fellowship with an organisation he could share his time and skills with, and to find a sense of belonging. We have been blessed with Peter's friendship since then. This year, Peter has been facing some personal hardships.

To thank him for his commitment over the years, Headway of course wanted to help. An appeal was initiated, calling for donations to assist. "It's helped us a lot," Peter said. This experience shows that when a community unites, and people support one another, great change can happen.



Peter & Judith Clement



Annita's photography

*Believe that you are watched over
Spring is here, and the flowers come to life
You are surrounded by the scent
Peace can become chaotic unless you can stop it.
Be yourself and don't mind the smell of judgement.*

- The Scent of Spring, by Annita Tumino

Kathy has turned her life around

After years of struggling on her own, Kathleen 'Kathy' Pepper, Gunaikurnai woman, is proof of the value of support coordination, and having the support of a kindred companion.

Before joining the NDIS, Kathy says she was "usually at home every day." Since choosing support coordination with Headway, Kathy has one-on-one assistance from her Support Coordinator, Megan Mathisen, and her Aboriginal NDIS Support Worker, Justin Kennedy, Wotjobaluk Gunaikurnai.

The two have a special relationship that enables Kathy to connect with her culture, something that is important to us all. Justin has been able to guide Kathy through life, mentoring her in daily activities such as shopping and cooking, which she loves to do. "It took some time, but now she's really engaged, wanting to go places and do stuff." They also go out on country together, visiting sacred sites around Gippsland.

Kathy has now found her place in the world. She is independent, is doing the things she loves, and is planning on making some more changes to her life soon. The future is looking bright. "I will be really happy," she says.



Kathy cooking up a storm!



We hope that you have enjoyed reading these stories as much as we have loved sharing them.

We are honoured to be able to share the every day successes of the people who are the reason for all that we do.

To our wonderful Headway community - if you would like to share your story, please contact us on 03 5127 7166.



The Newborough Office



Minutes & **Financial Reporting**

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

- — ● AGM Minutes 2021-2022
- — ● Independent auditor's report

Annual General Meeting Minutes

Meeting:	Board of Directors	Date:	Monday 14 th November 2022
Meeting No.:	01/2022	Time:	1pm to 3pm
Chair:	Edwin Vandenberg	Venue:	Trafalgar Community Centre

BOARD OF DIRECTOR MEMBERS IN ATTENDANCE:

Edwin Vandenberg	Board Director/Chair
Debbra O'Keefe	Board Director/Secretary
Marianne Fontaine	Board Director
Maxine Davies	Board Director
Robyn George	Board Director

APOLOGIES:

Russell Northe	Member for Morwell
Darren Chester	Federal Member for Gippsland
Bryan Leaf	Board Director
Peter Clement	Board Director
Claudia Stow	Minute Taker

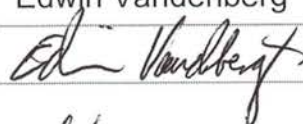
IN ATTENDANCE:

Jenelle Henry	Chief Executive Officer
Torina Johnston	Guest Bendigo bank officiating nominations

Agenda No.	Subject
1.	<p>Official Welcome Welcome Members, Management and guests to the Annual General Meeting of Headway Gippsland Inc.</p> <p>Acknowledgement 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.</p>

2.	Attendance & Apologies Presented by Edwin Vandenberg
3.	Confirmation Of Previous AGM Minutes Motion: That the minutes of the previous Annual General Meeting, held on Monday 25 October 2021, be accepted <ul style="list-style-type: none"> • See Appendix: AGM Booklet page 32 Moved: Debra O'Keefe Seconded: Robyn George
4.	Annual Report Brief overview of physical reports from the AGM booklet <u>Chair Person's report</u> , presented by Edwin Vandenberg <u>CEO report</u> , presented by Jenelle Henry <ul style="list-style-type: none"> • See Appendix: AGM Booklet page 12
5.	Guest Speaker Dr Carla Van Laar
6.	Annual Financial Report – year ended 30 June 2022 Motion: That the Annual Report and Audited Financial Statements of Headway Gippsland for the year ended 30 June 2022, as circulated, be received and accepted. <ul style="list-style-type: none"> • See Appendix: AGM Booklet page 35 Moved: Maxine Davies Seconded: Marianne Fontaine
7.	Appointment Of Positions – If required Running Of Ballot (if required): Torina Johnstone (Branch Manager of Bendigo Bank, Trafalgar)
8.	Election Of Board Of Directors Presented by Edwin Vandenberg <u>Declaration of Positions Vacant / Election of Directors</u> <ul style="list-style-type: none"> • Director retiring: <ul style="list-style-type: none"> ▪ Maxine Davies • Declared 5 positions vacant on the Board of Directors and filled as below: <ol style="list-style-type: none"> 1. Directors making themselves available for re-election. Declared re-elected unopposed: Edwin Vandenberg

	<p>Marianne Fontaine</p> <p>2. Further nominations, accepted by the board:</p> <p>Glenn Kimm Leisa Harper Richelle Rowed</p>
9.	<p>Presentations</p> <p>Staff Years of Service, presented by Jenelle Henry</p> <ul style="list-style-type: none"> ● 15 years - Tony Colvin ● 5 years - George Manis <p>Volunteer Years of Service</p> <ul style="list-style-type: none"> ● 5 years - Judy Hall <p>Recognition and appreciation of volunteers, presented by Jenelle Henry</p> <ul style="list-style-type: none"> ● James Hartley ● Sue Box ● Judy Hall <p>Volunteer Board Leadership; presented by Jenelle Henry</p> <ul style="list-style-type: none"> ● Edwin Vandenberg ● Debra O'Keefe ● John Rochstad-Lim - Apology ● Peter Clement ● Bryan Leaf -Apology ● Marianne Fontaine ● Maxine Davies
10.	<p>Wrap Up & Close Annual General Meeting</p> <p>No questions on notice</p>

Meeting Closed	
Date:	Monday 14 th November 2022
Time:	
Chair:	Edwin Vandenberg
Signature:	
Date signed:	14/10/2022

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 2023.

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 misstatement.

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.

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 2023 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.

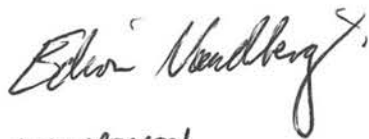
GIPPSLAND ACCOUNTING & FINANCIAL SERVICES

Certified Practising Accountants



JOHN MECKLENBURGH CPA

10 October 2023



CHAIRPERSON

HEADWAY GIPPSLAND INC.

03 5622 1947

PO Box 1354 - 6A Victoria St - Warragul VIC 3820

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ABN: 85 624 957 348



Not-For-Profit - Association Report

Headway Gippsland Inc

ABN 16 523 652 920

As at 30 June 2023

Prepared by Gippsland Accounting Solutions Pty Ltd



Contents

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- 5 Income and Expenditure Statement
- 7 Depreciation Schedule
- 8 Notes to the Financial Statements
- 12 Movements in Equity
- 13 Statement of Cash Flows - Direct Method

Assets and Liabilities Statement

Headway Gippsland Inc As at 30 June 2023

	NOTES	30 JUN 2023	30 JUN 2022
Assets			
Current Assets			
Cash and Cash Equivalents		826,625	838,214
Trade and Other Receivables	3	193,947	214,126
NDIS Expense Clearing Account		(35,465)	(339,090)
GST Receivable		-	16,967
Other Current Assets			
Rental Bonds		6,604	6,499
Investments:Bendigo Term Deposit		2,011,673	2,006,966
Investments:Share Investments		500	500
Total Other Current Assets		2,018,777	2,013,966
Total Current Assets		3,003,884	2,744,183
Non-Current Assets			
Plant and Equipment and Vehicles	5	64,072	96,854
Land and Buildings		548,800	548,800
Other Non-Current Assets		268	24,037
Total Non-Current Assets		613,140	669,691
Total Assets		3,617,025	3,413,874
Liabilities			
Current Liabilities			
Trade and Other Payables	6	60,714	25,348
GST Payable		221	-
Deferred Income	7	-	33,547
Provisions	8	205,677	228,508
Employee Entitlements	9	13,888	72,996
Total Current Liabilities		280,500	360,399
Other Current Liabilities			
Rounding		-	-
Total Other Current Liabilities		-	-
Total Liabilities		280,500	360,398
Net Assets		3,336,524	3,053,476
Member's Funds			
Capital Reserve			
Current Year Earnings		283,048	58,018
Retained Earnings		2,401,807	2,343,789

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

	NOTES	30 JUN 2023	30 JUN 2022
Asset Revaluation Reserve		651,669	651,669
Total Capital Reserve		3,336,524	3,053,476
Total Member's Funds		3,336,524	3,053,476

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 2023

	2023	2022
Income		
Income		
NDIS Funding	4,788,287	4,516,728
Client Contributions	8,650	7,748
Other Income	12,792	30,775
Profit on Sale of Motor Vehicle and Equip	-	31,866
NDIS Extra Payments COVID and PM	96,984	-
Other Funding Workcover Reimb	57,399	64,159
Write off unreclaimed grant monies 2019/20	33,547	-
Wage Subsidy Admin Staff	1,818	-
Total Income	4,999,477	4,651,274
Total Income	4,999,477	4,651,274
Gross Surplus	4,999,477	4,651,274
Expenditure		
Accounting/Bookkeeping	27,200	27,024
Advertising & Marketing	1,600	-
Auditors	4,150	3,100
Bank Fees & Charges	4,571	3,974
Client Services	13,758	7,901
Consultants	17,113	51,007
Depreciation	35,300	49,335
Gifts & Donations	1,000	-
Governance Expenses	4,253	6,579
Insurance	31,169	29,531
Lease Costs	(416)	787
Legal Services	-	1,365
Maintenance & Repairs	79,251	84,214
Motor Vehicles	13,752	10,107
Office Supplies and Postage	16,240	17,301
Rent	79,517	87,620
Salary & Wages	4,043,135	3,904,417
Telephone	24,454	29,109
Travel	295,501	262,852
Utilities	16,500	17,034
Salaries & Wages Overheads CEO Conferences	8,380	-
Total Expenditure	4,716,429	4,593,257

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

	2023	2022
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	283,048	58,018
Current Year Surplus/(Deficit) Before Income Tax	283,048	58,018
Net Current Year Surplus After Income Tax	283,048	58,018

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 2023

COST ACCOUNT	NAME	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Plant & Equipment:Furniture & Equipment:at Cost			223,462	41,908	2,518	-	21,563	22,862
Plant & Equipment:Motor Vehicles:Motor Vehicles at Cost			107,171	54,946	-	-	13,737	41,210
Total			330,632	96,854	2,518	-	35,300	64,072

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 2023

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.

Write off of Unclaimed Grant Monies

During the 2023 it was decided to remove the liability, Unclaimed Grant Monies from 2019/2020, as the required time has passed for them to be recalled.

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

	2023	2022
2. Cash on Hand		
Bank Acc Bendigo:BB General Cash Investment	532	529
Bank Acc Bendigo:BB Gift Fund Cash Investment	503,931	311,484
Bank Acc Bendigo:BB Mastercard Account	1,846	2,895
Bank Acc Bendigo:BB Operations	311,885	511,551
Petty Cash	1,878	634
SSG Funds	6,553	11,121
Total Cash on Hand	826,625	838,214
	2023	2022

3. Trade and Other Receivables

Trade Receivables		
Accounts Receivable	14,362	36,552
NDIS Debtor Unbilled	179,585	177,573
Total Trade Receivables	193,947	214,126
Total Trade and Other Receivables	193,947	214,126
	2023	2022

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
	2023	2022

5. Plant and Equipment, Motor Vehicles

Plant and Equipment		
Plant and Equipment at Cost	223,462	220,944
Accumulated Depreciation of Plant and Equipment	(200,599)	(179,036)
Total Plant and Equipment	22,862	41,908
Motor Vehicles		
Motor Vehicles at Cost	107,171	107,171
Accumulated Depreciation of Motor Vehicles	(65,961)	(52,224)
Total Motor Vehicles	41,210	54,946
Total Plant and Equipment, Motor Vehicles	64,072	96,854
	2023	2022

6. Trade and Other Payables

Trade Payables		

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

Accounts Payable	60,714	25,348
Total Trade Payables	60,714	25,348
Total Trade and Other Payables	60,714	25,348
	2023	2022

7. Deferred Income

Deferred Income Government Grants		
Govt Monies Unspent: COS Monies 19 20	-	33,547
Total Deferred Income Government Grants	-	33,547
Total Deferred Income	-	33,547
	2023	2022

8. Provisions

Provisions:Provision for Annual Leave	170,687	195,983
Provisions:Provision for LSL	10,770	8,829
Provisions:Provision for Personal Leave	24,220	23,696
Total Provisions	205,677	228,508
	2023	2022

9. Employee Entitlements

Payroll Liabilities.:Payroll Liabilities PAYG	-	72,996
Payroll Liabilities.:Superannuation Liability	13,888	-
Total Employee Entitlements	13,888	72,996

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

Movements in Equity

Headway Gippsland Inc For the year ended 30 June 2023

	2023	2022
Equity		
Opening Balance	3,053,476	2,995,458
Increases		
Profit for the Period	283,048	58,018
Total Increases	283,048	58,018
Total Equity	3,336,524	3,053,476

Statement of Cash Flows - Direct Method

Headway Gippsland Inc For the year ended 30 June 2023

	2023	2022
Operating Activities		
Payments to suppliers and employees	(4,286,592)	(4,099,424)
Finance costs	(4,991)	(4,334)
GST	40,936	31,685
Cash receipts from other operating activities	5,022,219	4,618,492
Cash payments from other operating activities	(428,136)	(458,114)
Net Cash Flows from Operating Activities	343,436	88,306
Investing Activities		
Proceeds from sale of property, plant and equipment	-	8,670
Payment for property, plant and equipment	(2,518)	(16,552)
Payment for investments	(4,707)	(506,966)
Other cash items from investing activities	(103,261)	69,426
Net Cash Flows from Investing Activities	(110,486)	(445,422)
Financing Activities		
Other cash items from financing activities	(244,538)	266,321
Net Cash Flows from Financing Activities	(244,538)	266,321
Net Cash Flows	(11,589)	(90,796)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	838,214	929,010
Net change in cash for period	(11,589)	(90,796)
Cash and cash equivalents at end of period	826,625	838,214

Thank you

Thank you to everyone who contributed to Headway Gippsland in 2022/23.



Volunteers

Headway Gippsland wishes to thank the people who volunteer their time to the organisation. Our volunteers are greatly 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, joining in the conversation and sharing their skills.



Donations

We wish to extend a big thank you to everyone who made a donation or offered support to Headway Gippsland during the 2022/23 financial year. Your contribution makes a difference and we greatly appreciate the support in helping us deliver the highest quality services to those living with ABI and other disabilities in Gippsland. Thank you to **Peri Hortis** from Nextra, Moe, for gifting our Morwell group a visit from OzAnimals this year.



Special thanks

Headway would like to thank the following individuals for their commitment to the organisation over the years. Please join us in congratulating them on their milestones

Lisa Kuhne, Sharon Bullard, Susan O'Connor, Michael Sinclair and **Julie Young** are celebrating 5-Year work anniversaries with us this year. We thank you for your ongoing commitment and dedication; your contribution to Headway is truly valued.

Thank you **Edwin Vandenberg** for fulfilling the role of Chairman of the Board for the last seven years. Edwin will be handing over the reigns to the new Chairperson, an important role that is now open for volunteers. To **Deb O'Keefe** for your service as Secretary of the Board for six years. Thank you both for bringing leadership, insight, and knowledge to help drive the organisation forward.



Darren & Janet baking scones

Let's Connect!



Our Contacts



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to visit our website





2023 ANNUAL GENERAL MEETING

Headway Gippsland Inc. is proud to announce our 42nd Annual General Meeting. This year, the meeting will be held online. If you are interested in attending, please RSVP for details. We hope to see you there.



THURSDAY 19 October, 2023



4:00pm - 5:00pm



ONLINE via Zoom/Morwell Office



RSVP to receive online meeting link

RSVP

by September 30

Lora Moulton

l.moulton@headwaygippsland.org.au