

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Meeting:	<u>Board of Directors</u>	Date:	<u>Tuesday, 13 June 2023</u>
Meeting No.:	<u>3/2023</u>	Time:	<u>5.37pm</u>
Chair:	<u>Edwin Vandenberg</u>	Venue:	<u>via Microsoft Teams</u>

Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Robyn George	Board Director/Treasurer
Leisa Harper	Board Director
Phil Drummond	Board Director

Apologies:

Marianne Fontaine	Board Director
-------------------	----------------

In Attendance:

Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant/Minute Taker

Agenda No.	Subject
1.	<p>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.</p>
2.	<p>Appointment Of Positions</p> <p>Time Keeper: Lora Moulton Minute Taker: Lora Moulton</p>

BOARD OF DIRECTORS

Bi-Monthly Meeting

Agenda

Agenda No.	Subject
3.	<p>Declaration Of Conflict Of Interest</p> <p>Nil</p>
4.	<p>Confirmation Of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 27 April 2023, be accepted.</p> <p>Appendix A</p> <p>Moved: Leisa Harper</p> <p>Seconded: Phil Drummond</p>
5.	<p>Matters For Board Discussion & Decision</p> <p><u>5.1 Action List</u></p> <p>Appendix B</p> <p>The Action List was discussed during the meeting, and all items were reviewed and addressed accordingly.</p> <p><u>5.2 2023/24 Budget</u></p> <p>Appendix C</p> <p>Edwin introduced the budget report, providing an overview of the financial status of the organization. Each item was explained in detail by Jenelle, highlighting the anticipated surplus of \$68,000 for the financial year. The increase in superannuation and Workcover costs, were acknowledged as factors beyond our control. The board recognised the importance of the planning work undertaken and the need to address these financial challenges sooner rather than later. It was noted that the organisation would have maintained a reasonable profit if not for the impact of these uncontrollable factors.</p> <p>Motion: That the 2023/24 Budget be accepted.</p> <p>Moved: Debra O'Keefe</p> <p>Seconded: Robyn George</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
	<p><u>5.3 Sale Of Trailer</u></p> <p>Motion: The board acknowledges and supports Jenelle and Edwin to take necessary actions for the sale of the trailer.</p> <p>Moved: Robyn George</p> <p>Seconded: Phil Drummond</p> <p>Actions - Edwin to provide Jenelle with comparable pricing.</p> <p><u>5.6 Resignation Of Bryan Leaf</u></p> <p>The board acknowledged Bryan's resignation and discussed the subsequent actions. It was agreed to present Bryan with a letter, card, and gift card for \$250 in recognition of his contributions.</p> <p>Regarding the minimum number of members required for quorum, the board decided the wise decision was a dual approach.</p> <p>Firstly, Jenelle and Lora were assigned the action to meet with Richard from B D Legal to ensure the correct wording for the email to be sent to financial members for voting. This step will facilitate the proposed constitutional change of reducing the minimum number of members to 6.</p> <p>Secondly, Board members were encouraged to consider potential new members, with Phil utilising his former local government contacts and Robyn having someone in mind.</p> <p>Motion: The board moves to actively seek and consider potential new board members. Furthermore, the board moves to explore a possible constitutional change to reduce the required number of members.</p> <p>Moved: Debbra O'Keefe</p> <p>Seconded: Leisa Harper</p> <p>Actions - Lora to purchase/arrange the above for Bryan.</p> <p>- Jenelle and Lora to meet with Richard from B D Legal to ensure the correct wording for the email to be sent to financial members for voting.</p> <p>- Board members to consider potential new members.</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
6.	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Appendix D</p> <p>Following the CEO report, a brief discussion took place regarding staffing issues, addressing concerns and exploring potential solutions.</p> <p>Motion: That the CEO Report be accepted. Moved: Robyn George Seconded: Debra O'Keefe</p>
7.	<p>Financial Report</p> <p><u>7.1 Balance Sheet</u></p> <p>Appendix E</p> <p><u>7.2 Profit & Loss</u></p> <p>Appendix F</p> <ul style="list-style-type: none"> • April 2023 <p>Appendix G</p> <ul style="list-style-type: none"> • May 2023 <p>Motion: That the Financial Report be accepted. Moved: Leisa Harper Seconded: Debra O'Keefe</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
8.	<p>Other Business</p> <p><u>8.1 Presentation of Funds to Peter Clement</u></p> <p>The board acknowledged the financial difficulties faced by Peter. Peter has been presented with a donation by the Board of \$1000, along with approximately \$200 contributed by the staff.</p> <p>Edwin extended his gratitude to the board for their quick and decisive actions, which enabled him and Jenelle to promptly organise the board's contribution and deliver it to Peter in a timely manner.</p> <p><u>8.2 Planning Work & Next Steps</u></p> <p>Appendix H</p> <p>Appendix I</p> <p>Jenelle sought input from the board on their needs regarding the ongoing planning work. She has been reviewing the NDIS price guide and advised that pricing is contingent upon the participant's plan rather than the specific services provided in regard to the accommodation options previously discussed.</p> <p>Leisa shared a matrix (see Appendix I) as a potential tool to advance the planning work. After considering Leisa's suggestion, the Board decided to schedule another planning session for Tuesday, 1 August, at the Morwell office, with Leisa leading the discussion.</p> <p>Actions - Lora to arrange and send invitations for next planning meeting.</p>
9.	<p>Board Correspondence</p> <p>Nil</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
10.	<p>Next Board Meeting</p> <p>Date: Thursday, 17 August 2023 Time: 5.30pm Venue: The Courthouse, Warragul</p>

Meeting Closed	
Date:	Tuesday, 13 June 2023
Time:	7.26pm
Chair:	Edwin Vandenberg
Signature:	_____
Date signed:	_____

BOARD OF DIRECTORS

Bi-Monthly Meeting

Minutes

Meeting:	Board of Directors	Date:	Thursday, 27 April 2023
Meeting No.:	2/2023	Time:	5.55pm
Chair:	Edwin Vandenberg	Venue:	The Courthouse, Warragul

Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Robyn George	Board Director/Treasurer
Bryan Leaf	Board Director
Leisa Harper	Board Director
Phil Drummond	Board Director

Apologies:

Marianne Fontaine	Board Director
-------------------	----------------

In Attendance:

Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant/Minute Taker

Agenda No.	Subject
1.	<p>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.</p>
2.	<p>Appointment Of Positions</p> <p>Time Keeper: Lora Moulton Minute Taker: Lora Moulton</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
 Minutes

Agenda No.	Subject
3.	<p>Declaration Of Conflict Of Interest</p> <p>Nil</p>
4.	<p>Confirmation Of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 16 February 2023, be accepted.</p> <p>Moved: Leisa Harper</p> <p>Seconded: Debra O'Keefe</p>
5.	<p>Matters For Board Discussion & Decision</p> <p><u>5.1 Action List</u></p> <p>Appendix A pages 6 & 7</p> <p><u>5.2 Mission, Values & Philosophy</u></p> <p>Graphics (static and animated) from Rhiannon. Reviewed by all Board members and Option 2 selected.</p> <p><u>5.5 Sale of Trailer</u></p> <p>Motion: Sell the trailer.</p> <p>Moved: Debra O'Keefe</p> <p>Seconded: Robyn George</p> <p>Action Edwin to look into comparable pricing.</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
 Minutes

Agenda No.	Subject
6.	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Motion: That the CEO Report be accepted. Moved: Leisa Harper Seconded: Robyn George</p>
7.	<p>Financial Report</p> <p><u>7.1 Balance Sheet</u></p> <p><u>7.2 Profit & Loss</u></p> <p>Motion: That the Financial Report be accepted. Moved: Robyn George Seconded: Phil Drummond</p>
8.	<p>Other Business</p> <p><u>8.1 Planning</u></p> <p>Appendix B pages 8 & 9</p> <p>Photograph of whiteboard at conclusion of Planning meeting held on 23 March 2023, from Edwin.</p> <p>Discussion on how best to move forward with ideas in Appendix B. All agree on the need to unpack each of the options to explore what comes next.</p> <ul style="list-style-type: none"> • Accommodation <ul style="list-style-type: none"> ○ Multitude of options ○ Could incorporate holidays • Acquisition/merger <ul style="list-style-type: none"> ○ Noweyung, but there could be other options

BOARD OF DIRECTORS
Bi-Monthly Meeting
 Minutes

Agenda No.	Subject
	<ul style="list-style-type: none"> • Holidays <ul style="list-style-type: none"> ○ Head away with Headway ○ Providing a service, rather than real estate • Allied health <ul style="list-style-type: none"> ○ Hiring/renting out rooms to providers • Employment <ul style="list-style-type: none"> ○ Pathways to employment ○ Services for skills and training ○ Business to provide employment • Day service <ul style="list-style-type: none"> ○ Care/respite for carers
Action	Jenelle to provide Board members with pros and cons for accommodation options, in the next week.
Action	Each Board member to brainstorm and provide a short paragraph outlining what they think could happen, for each topic.
Action	Jenelle to provide the following information for each topic, as soon as she can, to assist with brainstorming from each member. <ul style="list-style-type: none"> • Pricing • Structure • Registrations
Next Meeting	Wednesday, 10 May 2023 4pm til 6pm Boardroom at the Morwell office
	<u>8.2 Performance Assessment</u> Board members agree to make a start on this and be ready for a short discussion on it at the above Planning meeting.

BOARD OF DIRECTORS
Bi-Monthly Meeting
 Minutes

Agenda No.	Subject
	<p><u>8.3 Correspondence from CEO Collaboration Group</u></p> <p>Appendix C pages 10 & 11</p> <p>Letter to Bill Shorten</p> <p>Appendix D pages 12 to 20</p> <p>NDIS Annual Price Review</p> <p>Both were read aloud by Edwin.</p>
9.	<p>Board Correspondence</p> <p>Art Exhibition at Wonthaggi Library, on 31 March 2023. Was attended by Deb.</p>
10.	<p>Next Board Meeting</p> <p>Date: Thursday, 15 June 2023</p> <p>Time: 5.30pm</p> <p>Venue: The Courthouse, Warragul</p>

Meeting Closed	
Date:	Thursday, 27 April 2023
Time:	7.29pm
Chair:	Edwin Vandenberg
Signature:
Date signed:

Minutes Date	Topic	Agenda Item Number	Due	Who	Action Item	Comments	Status	Status Date
16-Feb-23	Members	5.1	next meeting	Edwin & Jenelle	Peter Clement to be presented with gift voucher to thank for years on the Board		Completed	13-Jun-23
16-Feb-23	Board Roles	5.2	next meeting	Edwin	Contact Robyn regarding requirements of Treasurer role		Ongoing	13-Jun-23
16-Feb-23	Director ID	5.4	next meeting	Lora	Follow up completion of Director ID with Bryan, Leisa and Robyn		Ongoing	13-Jun-23
14-Jun-23	Resignation Of Bryan Leaf	5.6	next meeting	Lora	Purchase/arrange card, gift voucher and letter for Bryan.		Ongoing	13-Jun-23
14-Jun-23	Resignation Of Bryan Leaf	5.6	next meeting	Jenelle & Lora	Meet with Richard from B D Legal to ensure the correct wording for the email to be sent to financial members for voting.		Ongoing	13-Jun-23
14-Jun-23	Resignation Of Bryan Leaf	5.6	next meeting	Board members	Consider potential new members.		Ongoing	13-Jun-23
14-Jun-23	Planning Work & Next Steps	8.2	16-Jun-23	Lora	Arrange and send invitations for next planning meeting.		Ongoing	13-Jun-23

Headway Gippsland Inc
Revised Profit Loss Budget Document
2022/23
As at Nov 2022

	2022/23	Actual	Anticipated	2023/24						
	Budget	To 30/4/23	Actual 22/23	Budget	Admin	Plan Mgt	S/Coord.	NDIS	SSP	CEO
INCOME										
3NDIS Packages										
NDIS Plan Man Fees	\$ 1,180,703	\$ 976,152	\$ 1,215,000	\$ 1,253,400		\$ 1,253,400				
NDIS Plan Management Set Up Fee	\$ 133,834	\$ 107,018	\$ 126,500	\$ 97,587		\$ 97,587				
NDIS Packages Income	\$ 2,514,686	\$ 2,048,089	\$ 2,575,588	\$ 2,781,635			\$ 2,781,635			
NDIS SSG Income	\$ 124,839	\$ 98,470	\$ 122,000	\$ 118,800				\$ 118,800		
NDIS Support Co_Ord Fee	\$ 825,353	\$ 645,159	\$ 782,000	\$ 967,621			\$ 967,621			
Home Care Income	\$ -	\$ -	\$ -	\$ 15,300				\$ 15,300		
NDIS Covid Lump Sum	\$ 83,830	\$ 96,984	\$ 83,830	\$ -						
Total 3NDIS Packages	\$ 4,863,245	\$ 3,971,871	\$ 4,904,918	\$ 5,234,344						
Client Contributions										
Client Contributions Latrobe	\$ 2,500	\$ 2,252	\$ 2,700	\$ 2,700					\$ 2,700	
Client Contributions Trafalgar	\$ 2,000	\$ 1,304	\$ 1,600	\$ 1,600					\$ 1,600	
Client Contributions Warragul	\$ 2,500	\$ 1,493	\$ 1,800	\$ 1,800					\$ 1,800	
Client Contributions Wonthaggi	\$ 1,000	\$ 1,059	\$ 1,300	\$ 1,300					\$ 1,300	
Grants Traineeships	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000					
Sponsorships/Fundraising	\$ 200	\$ 238	\$ 200	\$ 200	\$ 200					
Total Client Contributions	\$ 8,200	\$ 6,345	\$ 7,600	\$ 19,600						
Other Funding										
Welshpool House Income	\$ 500	\$ -	\$ -	\$ 500				\$ 500		
Workcover Reimburse	\$ 70,464	\$ 57,399	\$ 57,399	\$ -		\$ -				
Total Other Funding	\$ 70,964	\$ 57,399	\$ 57,399	\$ 500						
Other income										
Dividends	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50					
Donations	\$ 1,000	\$ 555	\$ 1,500	\$ 1,500	\$ 1,500					
Interest	\$ 8,000	\$ 7,201	\$ 8,000	\$ 8,000	\$ 8,000					
Memberships	\$ 200	\$ 245	\$ 200	\$ 200	\$ 200					
Rent Newborough Office	\$ -	\$ 4,146	\$ 4,146	\$ -	\$ -					
Total Other income	\$ 9,250	\$ 12,197	\$ 13,896	\$ 9,750						
Total Income	\$ 4,951,659	\$ 4,047,813	\$ 4,983,813	\$ 5,264,194	\$ 21,950	\$ 1,350,987	\$ 967,621	\$ 2,797,435	\$ 126,200	\$ 0
EXPENSES										
Administration										
Accounting/Bookkeeping	\$ 28,000	\$ 22,075	\$ 28,000	\$ 28,000	\$ 14,000	\$ 14,000				
Accounting Finance Contract	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000					
Advertising General	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 2,000					
Advertising Marketing & Coms	\$ 5,000	\$ 177	\$ 500	\$ -	\$ -					
Auditors Financial	\$ 4,000	\$ 4,150	\$ 4,150	\$ 4,000	\$ 4,000					
Bank Fees & Charges	\$ 2,000	\$ 3,678	\$ 4,000	\$ 4,500	\$ 4,500					
Consultants										
Forward Plan Consultants				\$ -						0
HR & IR Contract	\$ 20,000	\$ 11,453	\$ 15,000	\$ 20,000	\$ 20,000					
IT Consultant	\$ -	\$ -	\$ -	\$ -	\$ -					
Quality Audit Consultant	\$ 10,000	\$ 2,500	\$ 10,000	\$ 10,000	\$ 10,000					
Total Consultants	\$ 30,000	\$ 13,953	\$ 25,000	\$ 30,000						
Governance Expenses										
AGM Expenses	\$ 2,000	\$ 1,379	\$ 1,500	\$ 2,000	\$ 2,000					
Board Meetings Expense/Catering	\$ 2,000	\$ 1,303	\$ 2,000	\$ 2,000	\$ 2,000					
Catering Other Meetings etc	\$ 500	\$ 207	\$ 500	\$ 500	\$ 500					
Governance Training	\$ 10,000	\$ 1,200	\$ 1,200	\$ 5,000	\$ 5,000					
Total Governance Expenses	\$ 14,500	\$ 4,089	\$ 5,200	\$ 9,500						
Insurance										
Insurance Prof Ideminity etc	\$ 18,000	\$ 20,031	\$ 20,100	\$ 22,000	\$ 22,000					
Insurance Drouin	\$ 2,000	\$ 1,898	\$ 1,900	\$ 2,000		\$ 1,000	\$ 200	\$ 600	\$ 200	\$ 0
Insurance Newborough/Morwell	\$ 4,500	\$ 2,853	\$ 2,900	\$ 3,000			\$ 3,000			
Insurance Trafalgar	\$ -	\$ 236	\$ 250	\$ 300			\$ 300			
Insurance Welshpool	\$ 1,500	\$ 1,247	\$ 1,500	\$ 1,500				\$ 1,500		
Total Insurance	\$ 26,000	\$ 26,265	\$ 26,650	\$ 28,800						
Legal Fees										
Lease Costs	\$ 750	\$ 416	\$ -	\$ -	\$ -					
Postage Moe	\$ 4,000	\$ 2,485	\$ 2,700	\$ 3,000	\$ 3,000					
Printing & Stationery	\$ 10,000	\$ 6,629	\$ 8,000	\$ 8,000	\$ 8,000					
Storage of Documents	\$ 800	\$ 635	\$ 800	\$ 800	\$ 800					
Subscriptions/Memberships	\$ 2,400	\$ 3,779	\$ 4,000	\$ 4,000	\$ 4,000					
Client Services										
Accommodation Welshpool	\$ 200	\$ -	\$ -	\$ 200			\$ 200			
Activities LV SSG	\$ 2,000	\$ 2,796	\$ 3,200	\$ 3,200					\$ 3,200	
Activities Trafalgar SSG	\$ 1,500	\$ 2,448	\$ 2,800	\$ 2,000					\$ 2,000	
Activities Warragul SSG	\$ 1,500	\$ 2,495	\$ 3,000	\$ 2,000					\$ 2,000	
Activities Wonthaggi SSG	\$ 1,000	\$ 3,104	\$ 3,400	\$ 3,500					\$ 3,500	
Client Services NDIS Packages	\$ 500	\$ 65	\$ 100	\$ 500			\$ 500			
Total Client Services	\$ 6,700	\$ 10,907	\$ 12,500	\$ 11,400						
Maintenance Repairs										
Maint Computer IT Support	\$ 10,000	\$ 1,219	\$ 1,500	\$ -	\$ -					
Maint Computer Software/Website	\$ 60,000	\$ 48,263	\$ 60,000	\$ 60,000	\$ 60,000					
Maint Service Office Equip	\$ 1,000	\$ 942	\$ 1,000	\$ 1,000	\$ 1,000					
Maint Service Minor Office Equip	\$ -	\$ 473	\$ 500	\$ 500	\$ 500					
Maint Drouin Office	\$ 5,000	\$ 6,687	\$ 8,000	\$ -		\$ -	\$ -	\$ -	\$ -	
Maint Morwell Office Repairs/Clean	\$ 7,000	\$ 4,836	\$ 6,000	\$ 6,000		\$ 2,700	\$ 2,700	\$ -	\$ 600	
Maint Newborough Office	\$ 5,000	\$ 4,097	\$ 5,000	\$ 5,000			\$ 5,000			

Headway Gippsland Inc
Revised Profit Loss Budget Document
 2022/23
 As at Nov 2022

	2022/23	Actual	Anticipated	2023/24	Admin	Plan Mgt	S/Coord.	NDIS	SSP	CEO
	Budget	To 30/4/23	Actual 22/23	Budget						
Maint Trafalgar Office	\$ 500	\$ 160	\$ 500	\$ 500	\$ 500					
Maint Welshpool House	\$ -	\$ -	\$ -	\$ -	\$ -					
Total Maintenance Repairs	\$ 88,500	\$ 66,677	\$ 82,500	\$ 73,000						
Rent										
Rent Drouin Office	\$ 27,000	\$ 24,141	\$ 27,000	\$ 27,000		\$ 13,500	\$ 2,700	\$ 8,100	\$ 2,700	
Rent LV SSG	\$ 1,000	\$ -	\$ 1,000	\$ 1,000					\$ 1,000	
Rent Morwell	\$ 45,000	\$ 39,204	\$ 45,000	\$ 45,000		\$ 20,250	\$ 20,250	\$ -	\$ 4,500	
Rent Trafalgar Office	\$ 500	\$ 550	\$ 500	\$ 500	\$ 500					
Rent Warragul SSG	\$ 1,000	\$ 1,100	\$ 1,100	\$ 1,200					\$ 1,200	
Rent Wonthaggi SSG	\$ 1,600	\$ 1,350	\$ 1,600	\$ 1,600					\$ 1,600	
Total Rent	\$ 76,100	\$ 66,345	\$ 76,200	\$ 76,300						
Salaries Wages & Overheads										
Salary and Wages.										
Salaries & Wages Admin	\$ 1,565,639	\$ 1,176,157	\$ 1,505,000	\$ 1,725,977	\$ 470,829	\$ 348,083	\$ 577,116	\$ 152,961	\$ 11,847	165,141
Salaries & Wages Admin (On Call \$150)	\$ 7,800		\$ 7,800	\$ 7,800	\$ 7,800					
Salaries & Wages Admin (On Call \$100)	\$ 3,900		\$ 3,900	\$ 3,900	\$ 3,900					
Salaries & Wages NDIS	\$ 1,583,264	\$ 1,302,809	\$ 1,641,600	\$ 1,761,585				\$ 1,761,585		
Salaries & Wages LV SSG	\$ 104,588	\$ 79,875	\$ 98,200	\$ 111,521					\$ 111,521	
Salaries & Wages Homecare				\$ 9,000				\$ 9,000		
Annual leave	\$ 167,734	\$ 156,912	\$ 169,000	\$ 178,469	\$ 42,833	\$ 35,694	\$ 53,541	\$ 19,632	\$ 11,600	\$15,170
Annual leave extra on call	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000					
Personal leave	\$ 26,800	\$ 20,815	\$ 25,100	\$ 20,817	\$ 4,996	\$ 4,163	\$ 6,245	\$ 2,290	\$ 1,353	\$1,769
Long Service Leave	\$ 56,117	\$ 46,480	\$ 55,800	\$ 57,218	\$ 8,583	\$ 6,866	\$ 10,299	\$ 26,892	\$ 2,289	\$2,289
Covid 19 Protection	\$ 6,000	\$ -	\$ -	\$ -	\$ -					
Staff Amenities	\$ 10,900	\$ 21,421	\$ 23,000	\$ 15,000	\$ 2,250	\$ 1,800	\$ 2,700	\$ 7,050	\$ 600	\$600
Staff Recruitment	\$ 1,200	\$ 7,661	\$ 8,500	\$ 5,000	\$ 750	\$ 600	\$ 900	\$ 2,350	\$ 200	\$200
Staff Training Meetings & Wages	\$ 20,000	\$ 15,906	\$ 20,000	\$ 10,000	\$ 1,500	\$ 1,200	\$ 1,800	\$ 4,700	\$ 400	\$400
Staff Conferences		\$ 7,362	\$ 7,500	\$ 5,000	\$ 5,000					
Staff EAP			\$ -	\$ 6,000	\$ 6,000					
Superannuation	\$ 365,192	\$ 273,991	\$ 350,100	\$ 417,821	\$ 62,673	\$ 50,139	\$ 75,208	\$ 192,198	\$ 16,713	\$20,891
Workcover Premium	\$ 85,082	\$ 70,900	\$ 70,900	\$ 139,766	\$ 20,965	\$ 16,772	\$ 25,158	\$ 65,690	\$ 5,591	\$5,591
Workcover Top Up	\$ 70,464	\$ 63,563	\$ 60,108	\$ -		\$ -				
Sleep Over Allowances NDIS	\$ 3,000	\$ 480	\$ 800	\$ 2,000				\$ 2,000		
Total Salaries & Wages Overheads	\$ 4,097,680	\$ 3,244,332	\$ 4,067,308	\$ 4,496,874						
Telephone Allowances										
Telephone Allow Admin	\$ 6,500	\$ 3,692	\$ 4,300	\$ 5,000	\$ 5,000					
Telephone Allow LV SSG	\$ 240	\$ -	\$ -	\$ -					\$ -	
Telephone Allowance Traf SSG	\$ 240	\$ 210	\$ 210	\$ -					\$ -	
Telephone Allowance Wa SSG	\$ 240	\$ -	\$ -	\$ -					\$ -	
Telephone Allow Wonth SS	\$ 240	\$ 125	\$ 250	\$ 240					\$ 240	
Total Telephone Allowances	\$ 7,460	\$ 4,027	\$ 4,760	\$ 5,240						
Telephone Costs										
Telephone Office Drouin	\$ 3,500	\$ 2,800	\$ 3,500	\$ 3,500		\$ 1,750	\$ 350	\$ 1,050	\$ 350	
Telephone Office Morwell	\$ 17,000	\$ 12,593	\$ 17,000	\$ 17,000		\$ 7,650	\$ 7,650	\$ -	\$ 1,700	
Telephone Office Newborough	\$ 1,000	\$ 1,200	\$ 1,500	\$ 1,400			\$ 1,400			
Telephone Office Sale										
Telephone Office Trafalgar	\$ 500	\$ -	\$ -	\$ 500	\$ 500					
Total Telephone	\$ 22,000	\$ 16,593	\$ 22,000	\$ 22,400						
Travel Allowance										
Travel Admin plus Vehicle Allowance	\$ 63,000	\$ 48,841	\$ 63,000	\$ 78,000	\$ 3,900	\$ 8,580	\$ 41,340	\$ 3,900	\$ 1,560	\$18,720
Travel Allow Bdale Lakes SSG	\$ -	\$ -	\$ -	\$ -						
Travel Allow LV SSG	\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow Traf SSG	\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow Warragul SSG	\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow Wonthaggi SSG	\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow NDIS	\$ 260,479	\$ 194,192	\$ 237,000	\$ 235,326				\$ 235,326		
Total Travel Allowance	\$ 323,879	\$ 243,033	\$ 300,000	\$ 313,726						
Utilities Costs										
Drouin Council Rates	\$ 1,500	\$ 1,081	\$ 1,200	\$ 1,200		\$ 600	\$ 120	\$ 360	\$ 120	
Drouin Electricity	\$ 1,400	\$ 1,324	\$ 1,400	\$ 1,400		\$ 700	\$ 140	\$ 420	\$ 140	
Drouin Gas	\$ 1,000	\$ 923	\$ 1,000	\$ 1,000		\$ 500	\$ 100	\$ 300	\$ 100	
Drouin Rates-Water	\$ 1,500	\$ 764	\$ 1,000	\$ 1,000		\$ 500	\$ 100	\$ 300	\$ 100	
Rates Council Morwell	\$ 1,000	\$ 3,914	\$ 4,500	\$ 5,000		\$ 2,250	\$ 2,250	\$ -	\$ 500	
Electricity Morwell	\$ 5,000	\$ 3,715	\$ 5,000	\$ 5,000		\$ 2,250	\$ 2,250	\$ -	\$ 500	
Rates - Water Morwell	\$ 1,500	\$ 1,078	\$ 1,500	\$ 1,500		\$ 675	\$ 675	\$ -	\$ 150	
Rates - Council Newborough	\$ 1,300	\$ 93	\$ 500	\$ 500			\$ 500			
Electricity Newborough	\$ 1,000	\$ 704	\$ 1,000	\$ 1,000			\$ 1,000			
Rates - Water Newborough	\$ 1,000	\$ 1,030	\$ 1,500	\$ 1,500			\$ 1,500			
Total Utilities	\$ 16,200	\$ 14,626	\$ 18,600	\$ 19,100						
Motor Vehicle										
Bus /Trailer Expenses	\$ -	\$ 62	\$ -	\$ -						
MV Fuel (5)	\$ 4,000	\$ 1,915	\$ 2,500	\$ 2,500	\$ 500	\$ 250	\$ 1,750	\$ -	\$ -	
MV Rego Ins (5)	\$ 4,500	\$ 4,540	\$ 4,500	\$ 4,600	\$ 920	\$ 460	\$ 3,220	\$ -	\$ -	
MV Rego Reg (5)	\$ 1,500	\$ 1,578	\$ 1,600	\$ 1,600	\$ 320	\$ 160	\$ 1,120	\$ -	\$ -	
MV Repairs (5)	\$ 3,000	\$ 3,864	\$ 4,500	\$ 4,500	\$ 900	\$ 450	\$ 3,150	\$ -	\$ -	
Total Motor Vehicle	\$ 13,000	\$ 11,959	\$ 13,100	\$ 13,200						
Depreciation	\$ 50,000	\$ 28,410	\$ 50,000	\$ 34,000	\$ 34,000					
Total Expense	\$ 4,838,969	\$ 3,796,908	\$ 4,760,968	\$ 5,195,840	\$ 876,418	\$ 543,542	\$ 855,732	\$ 2,498,904	\$ 190,474	\$230,771

Headway Gippsland Inc
Revised Profit Loss Budget Document
 2022/23
 As at Nov 2022

	2022/23	Actual	Anticipated	2023/24						
	Budget	To 30/4/23	Actual 22/23	Budget	Admin	Plan Mgt	S/Coord.	NDIS	SSP	CEO
Net Surplus/(Deficit)	\$ 112,690	\$ 250,905	\$ 222,845	\$ 68,353	-\$ 854,468	\$ 807,445	\$ 111,890	\$ 298,531	-\$ 64,274	-\$230,771
					\$ 68,353					

Board Of Directors - Chief Executive Officer Report

Submitted By: Jenelle Henry
Position: Chief Executive Officer
Meeting Date: Tuesday, 13 June 2023

1. Headway Team

Updates/Changes

As per April report still experiencing a moderately high level of staff turnover, Support Coordination and Plan Management mostly. The most recent resignation from the Support Coordination team indicated joining a friend's business who is providing one on one and support coordination.

Equally our recruitment has been going well and have been filling positions more quickly than in the past.

2. Financials

The financials (April/May) are provided and are positive. Services and services offerings have remained stable and we really look forward to diversifying over the next 12 months.

- April/May Profit and Loss (attached)
- May Balance sheet (attached)

We have increased in one-on-one service delivery but obviously this is off set-in staff wages for the NDIS support work category

Our administration wages are significantly down on what had been anticipated but this is mainly due to the length of time positions have been vacant and our inability at times to recruit to roles, the lag between the person leaving and a new staff starting and then time to add value to the organisation.

- Budget development for 2023/2024 (attached)

It has been a very interesting time developing a budget with a lot of assumptions that are unknown about what will come from the NDIS review being undertaken by Bruce and Lisa.

- Professor Bruce Bonyhady AM
- Ms Lisa Paul AO PSM

This NDIS review report is due to be released in October so without this report and an understanding of where the future of the scheme might land, we had to project our budget on the information that we know and what we currently are delivering and our likely hood to be able continue to deliver this now and into the future.

The NDIS scheme is worth 35 billion dollars and being a part of this scheme allows us as providers to constantly assess what we are delivering and what other opportunities are available.

Board Of Directors - Chief Executive Officer Report

The budget:

- has assumed we will reach registration for specialist support coordination so the registration process is currently underway.
- **acknowledges the increase in superannuation from 10.5% to 11.00%**
- **unfortunately, has been hit with a 50% increase in Workcover premium (42% government-imposed increase, 8% for having made a claim in 2021)**
- **allows for wages to increase by 5%**
- is modestly hopeful of increasing overall service delivery

2021/2022 \$4,863,245.00

2022/2023 \$4,951,659.00

2023/2024 \$5,264,194.00

The budget has not accounted for any other new service delivery (except for Specialist Support Coordination) and modest increases in Plan Management and 1:1 service delivery.

[The Albanese government expects to save more than \\$60 billion](#) over the next decade by [cutting the growth rate](#) of the “unsustainable” NDIS by almost half within three years, and pushing it lower after that.

Prime Minister Anthony Albanese revealed in April that the scheme, which will cost \$35 billion this financial year, would cost \$97 billion a year in another decade, up from the most recent forecast of \$89 billion.

Workcover

Unfortunately, our Workcover premium is approximately \$70,000 more than last year with a combination of increases as below and a claim made in the last two years.

Victorian Chamber of Commerce and Industry chief executive Paul Guerra said the 42 per cent increase in premiums would see businesses with a \$2 million payroll contribute \$12,000 more per year, while those with a \$10 million payroll would have to cough up a further \$60,000.

“Every business supports WorkSafe, but there’s no business that should expect to pay a 42 per cent increase in premiums to keep the system alive,” he said.

Excerpt financial review June 2023.

3. Incidents/Complaints/Quality & Safeguarding

An internal audit is scheduled for early August, in preparation for our accreditation audit which will most likely occur toward the end of the year. Everyone has been working really hard on reviewing all our policy and procedures.

We are adding Specialist Support Coordination as a registration category, and are considering SIL/STA/SDA registration (currently working through pros and cons of each option with the Executive team, following Facebook posts and listening to the market).

Board Of Directors - Chief Executive Officer Report

4. General Updates

Have spoken to and visited Peter about his inability to stay on as part of the Board Of Directors team. I explained the requirements for the attendance that Peter has just not been able to meet. I also explained that we would welcome his attendance at any team even if he was just to join us for a dinner every now and then. Peter was presented with gift voucher and card and also the details of the Go Fund Me, and Peter was super grateful. Organised with marketing to meet with Peter and do a story on him which has been completed.

Attended the DSC conference, at the conference I was fortunate enough to hear from many speakers but some that you might know are shown below.

- **Dr Ben Gauntlett** - Disability Discrimination Commissioner
- Australian Human Rights Commission
- The Future of the NDIS - Keynote
- **Hon Bill Shorten MP** - Minister for the NDIS and Government Services
- New Directions, the Big Review: Interactive Q&A
- **Lisa Paul & Bruce Bonyhady** - NDIS Independent Review Co-Chairs
- A New Leadership Chapter
- **Kurt Fearnley** - NDIA Board Chair

Overall, the conference was very good, my main takeaway is the concern from all the costs of the scheme and whether it is delivering value for not only the participants but also the tax payer. The two-tiered costs were discussed at length with particular emphasis on allied health professionals. The lack of planning and inconsistency of plan values (\$) is highly concerning.

Other concerns around active support and service provision are not occurring along this vein and people are being left without anything meaningful to do and also the scheme was meant to deliver more integrated service but people with disabilities are becoming more isolated than ever.

Jenelle Henry
Chief Executive Officer

Balance Sheet

Headway Gippsland Inc

As at 31 May 2023

Account	31 May 2023	30 Apr 2023	30 Jun 2022
Assets			
Bank	1,171,642.79	1,150,556.78	838,214.07
Current Assets	1,893,301.51	1,898,222.43	1,913,038.47
Fixed Assets	617,247.18	617,247.18	645,653.90
Total Assets	3,682,191.48	3,666,026.39	3,396,906.44
Liabilities			
Current Liabilities	331,617.40	359,484.55	343,430.61
Non-current Liabilities			
Wages Payable - Payroll	82.67	0.00	0.00
Total Non-current Liabilities	82.67	0.00	0.00
Total Liabilities	331,700.07	359,484.55	343,430.61
Net Assets	3,350,491.41	3,306,541.84	3,053,475.83
Equity			
Contributed Equity:Distribution of ca	996,653.22	996,653.22	996,653.22
Contributed Equity:Movement 1	(395,250.32)	(395,250.32)	(395,250.32)
Current Year Earnings	297,015.58	253,066.01	58,017.62
Asset Revaluation Reserve	651,668.80	651,668.80	651,668.80
Opening Bal Equity	217,931.82	217,931.82	217,931.82
Retained Earnings	1,582,472.31	1,582,472.31	1,524,454.69
Total Equity	3,350,491.41	3,306,541.84	3,053,475.83

Budget Vs Actual - Summary

Headway Gippsland Inc

For the month ended 30 April 2023

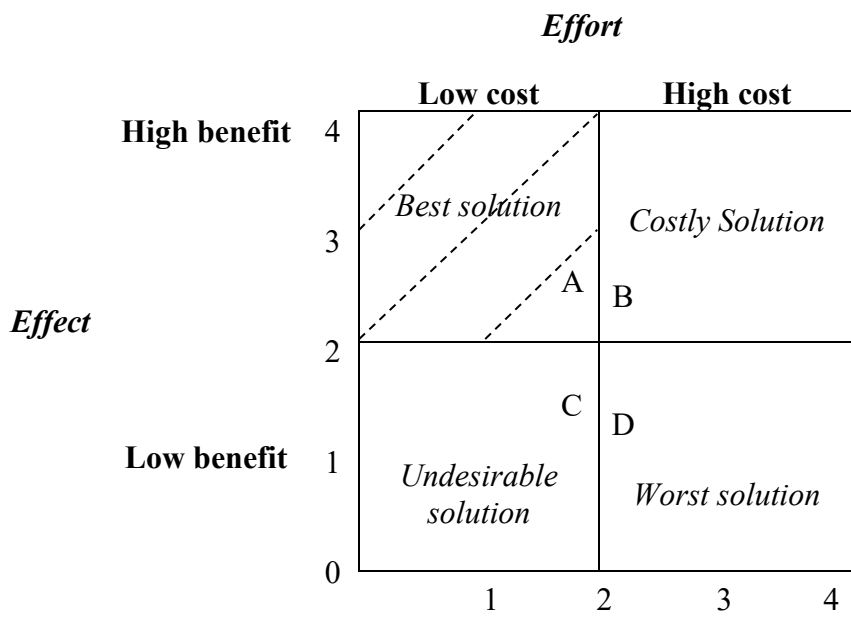
Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	Full Year Budget
Trading Income							
NDIS Services	358,489.44	376,071.00	-4.68%	3,949,460.90	3,977,805.00	-0.71%	4,863,245.00
Client Services	558.00	681.00	-18.06%	6,903.40	6,810.00	1.37%	8,200.00
Other Funding	0.00	0.00	0.00%	0.00	0.00	0.00%	500.00
Other Income	6,385.80	5,922.00	7.83%	69,596.55	67,870.00	2.54%	79,714.00
Total Trading Income	365,433.24	382,674.00	-4.51%	4,025,960.85	4,052,485.00	-0.65%	4,951,659.00
Gross Profit							
	365,433.24	382,674.00	-4.51%	4,025,960.85	4,052,485.00	-0.65%	4,951,659.00
Operating Expenses							
Accounting/Bookkeeping	1,400.00	2,348.00	-40.37%	22,075.00	23,480.00	-5.98%	28,000.00
Finance Contract	0.00	0.00	0.00%	2,500.00	5,000.00	-50.00%	5,000.00
Advertising & Marketing	0.00	582.00	-100.00%	177.06	5,820.00	-96.96%	7,000.00
Auditors	0.00	0.00	0.00%	4,150.00	4,000.00	3.75%	4,000.00
Bank Fees & Charges	390.71	166.00	135.37%	3,677.99	1,660.00	121.57%	2,000.00
Client Services	906.37	540.00	67.85%	11,361.04	5,600.00	102.88%	6,700.00
Consultants	600.00	11,666.00	-94.86%	13,952.94	26,660.00	-47.66%	30,000.00
Depreciation	0.00	4,166.00	-100.00%	28,406.72	41,660.00	-31.81%	50,000.00
Governance Expenses	489.23	207.00	136.34%	4,089.17	14,070.00	-70.94%	14,500.00
Insurance	2,901.48	1,500.00	93.43%	27,163.15	23,000.00	18.10%	26,000.00
Lease Costs	0.00	62.00	-100.00%	(415.65)	620.00	-167.04%	750.00
Legal Services	0.00	0.00	0.00%	0.00	3,000.00	-100.00%	3,000.00
Maintenance Repairs	6,689.47	7,372.00	-9.26%	66,898.57	73,720.00	-9.25%	88,500.00
Postage General	218.18	333.00	-34.48%	2,485.27	3,330.00	-25.37%	4,000.00
Printing & Stationery:Printing Stat Offic	903.34	833.00	8.44%	6,840.09	8,330.00	-17.89%	10,000.00
Rent	6,885.37	6,000.00	14.76%	66,345.76	63,600.00	4.32%	76,100.00
Salary & Wage Overheads	58,371.97	60,661.00	-3.77%	620,185.35	624,649.00	-0.71%	759,026.00
Sleepover Allowance:Sleep Over Allow	0.00	250.00	-100.00%	320.00	2,500.00	-87.20%	3,000.00
Salary & Wages	257,726.21	271,977.00	-5.24%	2,590,337.04	2,658,788.00	-2.57%	3,335,655.00
Storage of Documents	72.11	66.00	9.26%	707.13	660.00	7.14%	800.00
Subscriptions/Memberships	0.00	0.00	0.00%	3,778.64	2,400.00	57.44%	2,400.00
Telephone Allowance	333.82	621.00	-46.24%	4,027.00	6,210.00	-35.15%	7,460.00
Telephone	1,516.31	1,831.00	-17.19%	16,592.69	18,310.00	-9.38%	22,000.00
Travel Allowance	21,675.62	25,319.00	-14.39%	243,033.66	263,209.00	-7.67%	323,878.00
Utilities: Morwell Water Rates	0.00	125.00	-100.00%	1,078.40	1,250.00	-13.73%	1,500.00
Utilities	837.25	1,222.00	-31.49%	13,547.19	12,220.00	10.86%	14,700.00
Vehicle Expenses	1,325.34	583.00	127.33%	12,217.94	11,830.00	3.28%	13,000.00
Salaries & Wages Overheads CEO Cc	707.51	0.00	0.00%	7,362.69	0.00	0.00%	0.00
Total Operating Expenses	363,950.29	398,430.00	-8.65%	3,772,894.84	3,905,576.00	-3.40%	4,838,969.00
Net Profit	1,482.95	(15,756.00)	-109.41%	253,066.01	146,909.00	72.26%	112,690.00

Budget Vs Actual - Summary

Headway Gippsland Inc

For the month ended 31 May 2023

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	Full Year Budget
Trading Income							
NDIS Services	550,657.44	509,349.00	8.11%	4,500,118.34	4,487,154.00	0.29%	4,863,245.00
Client Services	796.00	681.00	16.89%	7,699.40	7,491.00	2.78%	8,200.00
Other Funding	0.00	0.00	0.00%	0.00	0.00	0.00%	500.00
Other Income	1,594.16	5,922.00	-73.08%	71,190.71	73,792.00	-3.53%	79,714.00
Total Trading Income	553,047.60	515,952.00	7.19%	4,579,008.45	4,568,437.00	0.23%	4,951,659.00
Gross Profit							
	553,047.60	515,952.00	7.19%	4,579,008.45	4,568,437.00	0.23%	4,951,659.00
Operating Expenses							
Accounting/Bookkeeping	2,550.00	2,348.00	8.60%	24,625.00	25,828.00	-4.66%	28,000.00
Finance Contract	0.00	0.00	0.00%	2,500.00	5,000.00	-50.00%	5,000.00
Advertising & Marketing	20.35	582.00	-96.50%	197.41	6,402.00	-96.92%	7,000.00
Auditors	0.00	0.00	0.00%	4,150.00	4,000.00	3.75%	4,000.00
Bank Fees & Charges	457.14	166.00	175.39%	4,135.13	1,826.00	126.46%	2,000.00
Client Services	681.21	540.00	26.15%	12,042.25	6,140.00	96.13%	6,700.00
Consultants	440.00	1,666.00	-73.59%	14,392.94	28,326.00	-49.19%	30,000.00
Depreciation	0.00	4,166.00	-100.00%	28,406.72	45,826.00	-38.01%	50,000.00
Gifts & Donations	1,000.00	0.00	0.00%	1,000.00	0.00	0.00%	0.00
Governance Expenses	164.26	207.00	-20.65%	4,253.43	14,277.00	-70.21%	14,500.00
Insurance	2,003.08	1,500.00	33.54%	29,166.23	24,500.00	19.05%	26,000.00
Lease Costs	0.00	62.00	-100.00%	(415.65)	682.00	-160.95%	750.00
Legal Services	0.00	0.00	0.00%	0.00	3,000.00	-100.00%	3,000.00
Maintenance Repairs	5,468.08	7,372.00	-25.83%	72,366.65	81,092.00	-10.76%	88,500.00
Postage General	224.54	333.00	-32.57%	2,709.81	3,663.00	-26.02%	4,000.00
Printing & Stationery:Printing Stat Offic	873.80	833.00	4.90%	7,713.89	9,163.00	-15.81%	10,000.00
Rent	6,435.37	6,000.00	7.26%	72,781.13	69,600.00	4.57%	76,100.00
Salary & Wage Overheads	68,060.09	73,915.00	-7.92%	688,245.44	698,564.00	-1.48%	759,026.00
Sleepover Allowance:Sleep Over Allow	0.00	250.00	-100.00%	320.00	2,750.00	-88.36%	3,000.00
Salary & Wages	386,391.97	404,890.00	-4.57%	2,976,729.01	3,063,678.00	-2.84%	3,335,655.00
Storage of Documents	69.78	66.00	5.73%	776.91	726.00	7.01%	800.00
Subscriptions/Memberships	0.00	0.00	0.00%	3,778.64	2,400.00	57.44%	2,400.00
Telephone Allowance	491.50	621.00	-20.85%	4,518.50	6,831.00	-33.85%	7,460.00
Telephone	1,514.31	1,831.00	-17.30%	18,107.00	20,141.00	-10.10%	22,000.00
Travel Allowance	31,516.30	35,346.00	-10.83%	274,549.96	298,555.00	-8.04%	323,878.00
Utilities: Morwell Water Rates	0.00	125.00	-100.00%	1,078.40	1,375.00	-21.57%	1,500.00
Utilities	128.18	1,222.00	-89.51%	13,675.37	13,442.00	1.74%	14,700.00
Vehicle Expenses	369.04	583.00	-36.70%	12,586.98	12,413.00	1.40%	13,000.00
Salaries & Wages Overheads CEO Cc	239.03	0.00	0.00%	7,601.72	0.00	0.00%	0.00
Total Operating Expenses	509,098.03	544,624.00	-6.52%	4,281,992.87	4,450,200.00	-3.78%	4,838,969.00
Net Profit	43,949.57	(28,672.00)	-253.28%	297,015.58	118,237.00	151.20%	112,690.00



Accommodation

- Owner of short stays – respite? Accommodation
- Landlord for perm accommodation for disabled.
- “air bnb”for disabled – we would be the “owner”
- Purchase SDA facility – house, units & townhouse
- Look at geographical areas where there is limited supply
- SDA – look at types of housing, robust, high physical
- Buy property
- Build a purpose built facility
- Respite only house
- STA property
- Commercial accommodation – buy house or flat
- Sponsorship accommodation
- Life skills education within short term accommodation
- House/Day program
- What types of funding – what is the review going to reveal?
- Return on investment
- Landlord – where
- Activities – type
- Skills – what type
- SDA \$
- Needs

Criteria

- **Meet the needs of Clients**
- **Income generation**

- **Warragul option**
- **Group “modern” option.**

Holidays

- Farm Stay/Beach Property
- Head-Away Booking Service
- Booking Fees – Head -Away
- Borrow Scout accommodation
- Purchase flat where there are local attractions/lots of people – 1:1
- Create holiday packages to sell
- Buy premises for Holidays
- Obtain sponsorships from holiday locations
- Purchase/lease holiday venue
- Website – who pays \$\$ - commission basis- people book into suitable accommodation
- Staffing a holiday outside of our area.
- Do many people have funding for holidays – what funding bucket is used?
- We buy a facility for holidays that accommodates specific needs
- Does this market exist already - eg wotif
- Taking participants on holiday – wherever they choose within budget
- Holiday house – STA -day stay
- Experiential getaways – put out a calendar.
- Travel Agent Service

Criteria

- **Website –**
“service” to assist people – Headway
- **Our Facility**
- **Holiday Services - packages**