
BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Meeting:	Board of Directors	Date:	Thursday, 28 November 2024
Meeting No.:	6/2024	Time:	5.03pm
Chair:	Phil Drummond	Venue:	The Courthouse Restaurant, Warragul

Members In Attendance:

Phil Drummond	Board Director/Chair
Leisa Harper	Board Director/Secretary
Gary Dore	Board Director
Jo Harris (left at 5.57pm)	Board Director
Kate Yeowart	Board Director

Others In Attendance:

Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant (& Minute Taker)

Apologies:

Emma Vandenberg	Board Director
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Agenda No.	Subject
1.	Acknowledgement <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.	Appointment Of Positions <p>Time Keeper: Lora Moulton Minute Taker: Lora Moulton</p>
3.	Declaration Of Conflict Of Interest <p>Nil</p>
4.	Confirmation Of Previous Minutes <p>Motion: That the minutes of the previous meeting, held on Thursday, 17 October 2024, be accepted.</p> <p>Appendix 4.1a</p> <p>Moved: Leisa Harper Seconded: Kate Yeowart All in favour.</p>
5.	Matters For Board Discussion & Decision <p><u>5.1 Action List Review</u></p> <p>Appendix 5.1a</p> <p>The document was reviewed, with the status of each action item updated to reflect the current progress as of the meeting date, as well as an update on both items.</p> <p><u>5.2 Audit & Risk Subcommittee</u></p>

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	<p><i>Update provided by Gary:</i></p> <p>The Audit & Risk Subcommittee met last Wednesday. Colin Matthies attended online, which was greatly appreciated. The subcommittee initiated a rough schedule for moving forward, including policy review. Some policies are joint responsibilities with the Governance Subcommittee. Potential auditors were also discussed with the Board about some candidates. Jo provided an update to the Board on the financial discussions from the meeting and shared new insights from Colin regarding financial reports.</p> <p>The most recent meeting paperwork will be available via the online portal shortly.</p> <p>Motion: To receive the report from the Audit & Risk Subcommittee.</p> <p>Moved: Kate Yeowart</p> <p>Seconded: Leisa Harper</p> <p><u>5.3 Governance Subcommittee</u></p> <p><i>Update provided by Leisa:</i></p> <p>Appendix 8.3a - Purpose Statement</p> <p>Two key items were discussed: changes to the purpose statement and proposed changes to the constitution. The subcommittee aims to remain true to the organisation's origins and the feedback received. The updated purpose statement now needs to be reviewed by lawyers to determine if the inclusion of aged care needs to be explicitly mentioned or if item 6 in the purpose statement sufficiently covers it.</p> <p>Conversation about the “nature” of a purpose statement occurred as well as ensuring the wording provides flexibility for Headway Gippsland. No decision was made at this meeting.</p> <p>JH will draft her suggestions in writing for the Board to review and make a decision, then provide the purpose statement back to Jenelle for delivery to the lawyers.</p> <p>The second item discussed was the proposed changes to the constitution. LH explained each change in detail for the Board to discuss.</p> <p>Motion: To present the updated purpose statement and proposed constitutional changes for submission to B D Legal.</p> <p>Moved: Leisa Harper</p>

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	Seconded: Gary Dore
6.	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Appendix 6.1a</p> <p>There were brief discussions regarding conflicts within the organisation stemming from recent NDIS changes.</p> <p>Gary provided an update on Workcover and our premiums, and whether there is anything we can do about them. He will be working on this issue further.</p> <p>Regarding the Welshpool property, JH contacted Shirley about the cost of the land tax bill and suggested that the costs were not worth it for Headway. Shirley indicated she had a resolution but has not been able to be contacted.</p> <p>In terms of the marketing role, the successful applicant lasted only two weeks as the role did not match his skills, and he felt it was beneath him. Today, an ideal candidate who had previously accepted another job contacted us after resigning from that position. We interviewed her today, and the consensus is that she is exceptional. We hope to offer her the position this week.</p> <p>LH provided an explanation on how to move forward with the Strategic Plan. The Board will discuss this at the next meeting to produce a manageable document.</p> <p>A draft of the Op Shop Business Plan was provided to the Board, and queries were discussed, including discussion about the possibilities of proceeding with plans to find ideal premises and staff.</p> <p>Motion: That the CEO Report be accepted.</p> <p>Moved: Gary Dore</p> <p>Seconded: Leisa Harper</p>
7.	<p>Financial Report</p> <p><u>7.1 Balance Sheet</u></p> <p>Appendix 7.1a - Balance Sheet (full) - October 2024</p> <p><u>7.2 Budget vs Actual</u></p> <p>Appendix 7.2a - Budget vs Actual (YTD, detailed) - September 2024</p> <p>Appendix 7.2b - Budget vs Actual (YTD, detailed) - October 2024</p> <p>Motion: That the Financial Report be accepted.</p>

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Agenda No.	Subject
	<p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>
8.	<p>Other Business</p> <p><u>8.1 Strategic Planning</u></p> <p>Appendix 8.1a - DRAFT - Strategic Plan - Nov-24</p> <p>Appendix 8.1b - DRAFT - Business Plan - Op Shop - Nov-24</p> <p><u>8.2 2025 Calendar</u></p> <p>Appendix 8.2a - DRAFT - Calendar 2025</p> <p>There was a brief discussion on the calendar for 2025, focusing on scheduling subcommittee meetings, bi-monthly board meetings, and a calendar of obligations. It seems all dates are open for discussion and may need to be driven by finance reporting. The current calendar document could be used, with subcommittee meeting dates and obligations added.</p> <p>The meeting scheduled for April 17th will be moved to April 10th. Jenelle has a document listing some of these obligations.</p> <p>LM and JH will have this ready by the end of this year or by the February meeting.</p>
9.	<p>Board Correspondence</p> <p>Nil</p>
10.	<p>Next Board Meeting</p> <p>Date: Thursday, 20 February 2025</p> <p>Time: 5.30pm</p> <p>Venue: The Courthouse Restaurant, Warragul</p>

Meeting Closed	
Date:	Thursday, 28 November 2024
Time:	6.47pm
Chair:	Phil Drummond

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Signature:

Date signed:

Board Of Directors - Action List
Business Arising/Action Items From Minutes



Item No.	Minutes Date	Topic	Due	Who	Action Item	Comments	Status	Status Date
15	24-Aug-23	Constitutional changes		All Board members	Commit to reviewing constitution and further changes.	Currently being addressed by the Board, CEO, and subcommittees.. Update provided in CEO report.	In Progress	28-Nov-24
32	18-Apr-24				New policies, strategic & business plans, business opportunities - to be further discussed and itemised on this list.	Ongoing work involving the Board, CEO, and subcommittees.	In Progress	28-Nov-24

Not Started
In Progress
Completed

0
2
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Board Of Directors - Chief Executive Officer Report

Submitted By: Jenelle Henry

Position: Chief Executive Officer

Meeting Date: Wednesday, 19 February 2025

1. NDIS Developments

After much anticipation, Bill Shorten has officially concluded his tenure as the Minister for the NDIS. It's unfortunate that he declined my invitation to meet for lunch and catch up before his departure. With his exit, the new minister has been appointed, though the transition period has been marked by an unusually quiet atmosphere. This could be due to the looming election, which is creating a sense of uncertainty and caution across the sector as parties prepare for potential changes. In the meantime, we continue to monitor developments closely, but at this stage, there's little action to report.

2. Financial Update

The Profit & Loss statements for November and December are appendices to the agenda.

Unfortunately, the data from the Australian Charities & Not-For-Profits Commission (ACNC) is still incomplete at this time. Several not-for-profit organisations have yet to submit their reports, and as a result, we're unable to provide a full report for that period. We will update you as soon as this data becomes available.

3. Incidents, Complaints, Quality & Safeguarding

Gary is leading an in-depth analysis of our Workcover premiums to explore the possibility of negotiating a more favourable outcome. We are hopeful that we can identify areas where we might secure better terms for our coverage, potentially improving both our financial position and our overall risk management strategies.

Additionally, we've received several requests from the Audit & Risk Committee:

- Leave Balances: As requested, leave balances have been provided.
- Revised Projected Budget: Work is ongoing to revise projections and ensure the financial outlook is accurately reflected.
- Expression Of Interest (EOI) For Auditing Services: A request was made to develop an EOI to seek external auditing services.
- Internal Process Review: Particularly as they relate to changes in the Fair Work Act regarding casual workers. We have consulted with an external advisor to ensure compliance with the new regulations and information has been provided to the Audit & Risk Committee.

WorkCover Update

- 2021 Claim: We received correspondence from Minter Ellison regarding David Barnes' serious injury claim, which has been denied. We promptly communicated this decision to the Board Chair at the time of receipt.

Attachment 1

Board Of Directors - Chief Executive Officer Report

- 2024 Claim: Positive updates have been received regarding this current claim. The employee in question has begun their return-to-work program and is currently on a gradual return, with progress being monitored closely.

4. General Updates

Welshpool Correspondence: A VCAT hearing has been scheduled for the 29th April, where we'll engage in mediation regarding ongoing matters related to the property. We're prepared for this next step and will keep you informed of any developments.

Talent & Art Expo: The Talent & Art Expo, held on the 4th December, was a remarkable success. This event was made possible through the generous donation from Tilt Renewables, and we are grateful for their support. It was wonderful to have Phil attend and engage with the participants. From my perspective, the expo achieved its goal of showcasing the incredible talents of individuals with disabilities and reinforcing our commitment to fostering inclusion.

Annual Christmas Lunch: In December, we hosted our annual Christmas lunch, which was an excellent opportunity for staff, former committee members, past participants, and current participants to come together and celebrate. The event was filled with laughter, camaraderie, and thoughtful giveaways. A special thanks to the Board members who attended and contributed to making the event such a success.

Newborough Building/Quote For Morwell: We're progressing with plans related to the modifications at Morwell. A detailed quote for proposed changes at our Morwell location is on the table for discussion tonight and also a discussion on possible future options for our Newborough building.

Loss Of Long-Term Client: It is with deep sadness that we note the passing of one of our long-term clients. The impact on service provision will be assessed, and we will ensure the continuity of care and support for those involved.

Marketing Role: We are pleased to announce that Krista Mountford has officially joined us as our new Marketing Coordinator. Krista started with us in mid-December, and we're already excited about the fresh perspective and energy she brings to the team. Her skills and vision will help elevate our communications and outreach efforts in the coming months.

Resignation Of Support Coordinator: Megan Mathisen who works as a Support Coordinator has been with us for approximately three years.

5. Strategic Planning

Looking ahead to 2025, we are strategically aligning our actions with the successful hiring of our new marketing person. With her expertise, we plan to document and execute key initiatives designed to further our mission.

- Virtual Reality Headsets/Soft Launch At Expo: We are in the process of finalising waivers, and risk assessments, giving participants a chance to experience this innovative technology. We will continue to refine the details, and I will talk to the action plan at the meeting.
- Trilogy Aged Care: Another key focus area for 2025 is the collaboration with Trilogy Aged Care. We are currently developing a plan for the rollout, and I will talk about this further at the meeting.

Board Of Directors - Chief Executive Officer Report

- Constitutional: Changes were provided to Richard Bridge from BD Legal. He notes “I’ve had a high-level review of the proposed changes and I don’t have any issues with them. I have not addressed the questions that are posed in the document, just focused on the actual amendments.”

MinterEllison.

5 December 2024

BY EMAIL

j.henry@headwaygippsland.org.au

Jenelle Henry
CEO
Headway Gippsland Inc
PO Box 117
MOE VIC 3825

Dear Jenelle

Employer:	Headway Gippsland Inc
Worker:	David John Barnes
Claim No:	09 21 0015982
LAID:	217430

We refer to the above worker's common law application dated 10 April 2024.

It has been determined that the worker does not have a serious injury within the meaning of the *Workplace Injury Rehabilitation and Compensation Act 2013*.

The worker's serious injury application has therefore been denied.

If the worker disagrees with this determination, they may instruct their lawyers to dispute this serious injury determination in Court. Should that occur, we will keep you informed of any developments.

Should you have any queries, please do not hesitate to contact Geoff Weston.

Yours faithfully
MinterEllison



Contact: Geoff Weston T: +61 3 8608 2282
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Partner: Stephen Talbot
OUR REF: GPW SMT 1493683

Balance Sheet

Headway Gippsland Inc

As at 31 December 2024

Accrual Basis

Account	31-Dec 2024	30-Nov 2024	30-Jun 2024
Assets			
Bank			
Bank Acc Bendigo:BB General Cash Investment	539	538	537
Bank Acc Bendigo:BB Gift Fund Cash Investment	339,620	339,397	338,265
Bank Acc Bendigo:BB Mastercard Account	2,281	3,774	2,448
Bank Acc Bendigo:BB Operations	367,292	149,494	308,538
Petty Cash LV SSG	269	354	178
Petty Cash Trafalgar SSG	182	89	199
Petty Cash Wonthaggi SSG	332	283	570
SSG Funds Banked:Bank Latrobe V SSG	5,285	5,143	4,760
SSG Funds Banked:Bank Trafalgar SSG	18	554	2,079
SSG Funds Banked:Bank Wonthaggi SSG	2,507	2,557	1,418
Total Bank	718,325	502,184	658,992
Current Assets			
Accounts Receivable	119,164	124,690	69,606
Insurance Paid in Advance	12,325	14,378	24,643
Interest Receivable TD	75,798	63,165	0
Investments:Bendigo Term Deposit	2,431,085	2,431,085	2,431,085

Account	31-Dec 2024	30-Nov 2024	30-Jun 2024
Investments:Share Investments	500	500	500
NDIS Income Accrued but not received	121,131	96,732	102,185
Rental Bond - Drouin Office	2,704	2,704	2,704
Rental Bond - Morwell Office	3,750	3,750	3,750
Rental Bond - Wonthaggi SSG	150	150	150
Workcover paid in Advance	68,980	80,480	0
Total Current Assets	2,835,587	2,817,633	2,634,623
Fixed Assets			
Fixed Assets:Buildings:Buildings - Donated Property	284,000	284,000	284,000
Fixed Assets:Buildings:Buildings - Newborough	470,000	470,000	470,000
Plant & Equipment:Furniture & Equipment:Furniture & Equipment Accum Dep	(206,322)	(206,322)	(204,080)
Plant & Equipment:Furniture & Equipment:Furniture & Equipment at Cost	228,444	228,444	219,246
Plant & Equipment:Motor Vehicles:Motor Vehicles Accum Dep	(79,502)	(79,502)	(76,263)
Plant & Equipment:Motor Vehicles:Motor Vehicles at Cost	107,171	107,171	107,171
Total Fixed Assets	803,790	803,790	800,073
Total Assets	4,357,703	4,123,607	4,093,688
Liabilities			
Current Liabilities			
Accounts Payable	15,793	66,545	74,343
GST	(9,265)	(6,415)	(2,400)
Payroll Liabilities.:Payroll Liabilities PAYG	51,460	0	0
Payroll Liabilities.:Superannuation Liability	31,794	31,988	28,528
Provisions:Provision for Annual Leave	159,459	159,158	176,305

Account	31-Dec 2024	30-Nov 2024	30-Jun 2024
Provisions:Provision for LSL	30,188	27,470	14,653
Provisions:Provision for Personal Leave	8,808	(2,373)	8,826
Rounding	(1)	(1)	0
NDIS Clearing - Brevity	328,522	124,087	174,693
Total Current Liabilities	616,757	400,460	474,948
Non-current Liabilities			
Wages Payable - Payroll	1,457	0	0
Total Non-current Liabilities	1,457	0	0
Total Liabilities	618,214	400,460	474,948
Net Assets	3,739,489	3,723,147	3,618,740
Equity			
Asset Revaluation Reserve	856,869	856,869	856,869
Current Year Earnings	120,749	104,408	77,016
Retained Earnings	2,761,871	2,761,871	2,684,855
Total Equity	3,739,489	3,723,147	3,618,740

Profit and Loss

Headway Gippsland Inc

For the month ended 30 November 2024

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Trading Income							
NDIS SERVICES							
3NDIS Services:NDIS Plan Man Fees	97,254	102,256	-5%	496,576	511,280	-3%	1,227,079
3NDIS Services:NDIS Plan Man Set Up Fees	8,132	9,294	-13%	49,629	46,470	7%	111,528
3NDIS Services:NDIS Personal Services	212,262	210,600	1%	1,055,041	1,157,400	-9%	2,737,990
3NDIS Services NDIS Home Care	3,648	2,326	57%	17,182	12,794	34%	30,240
3NDIS Services:NDIS SSG Income	10,237	8,833	16%	53,835	48,581	11%	108,000
3NDIS Services:NDIS Support Co_Ord Fee	50,487	53,000	-5%	291,355	290,000	0%	676,946
Total NDIS SERVICES	382,020	386,309	-1%	1,963,618	2,066,525	-5%	4,891,783
PARTICIPANT CONTRIBUTIONS							
Client Contributions:Client Contributions Latrobe	198	166	19%	1,656	830	100%	2,000
Client Contributions:Client Contributions Trafalgar	166	208	-20%	732	1,040	-30%	2,500
Client Contributions:Client Contributions Wonthaggi	189	266	-29%	1,128	1,330	-15%	3,200
Client Contributions:Sponsorships/Fundraising	0	16	-100%	0	80	-100%	200
Total PARTICIPANT CONTRIBUTIONS	553	656	-16%	3,516	3,280	7%	7,900
OTHER FUNDING							
Other Funding:Welshpool House Income	0	0	0%	0	0	0%	500
Other Funding Workcover Reimb	1,696	0	0%	9,412	0	0%	0
Total OTHER FUNDING	1,696	0	0%	9,412	0	0%	500

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
OTHER INCOME							
Other income:Dividends	65	0	0%	65	0	0%	75
Other income:Donations	0	63	-100%	0	2,052	-100%	2,500
Other income:Interest	10,073	10,500	-4%	70,137	52,500	34%	126,000
Other income:Memberships	0	0	0%	45	200	-77%	200
Total OTHER INCOME	10,138	10,563	-4%	70,248	54,752	28%	128,775
Other Funding Expo Funding TILT	0	0	0%	4,000	0	0%	0
Total Trading Income	394,407	397,528	-1%	2,050,793	2,124,557	-3%	5,028,958
Gross Surplus	394,407	397,528	-1%	2,050,793	2,124,557	-3%	5,028,958

Operating Expenses

ADMINISTRATION							
Accounting/Bookkeeping	2,482	2,500	-1%	13,650	12,500	9%	30,000
Accounting Finance Contract	0	0	0%	800	0	0%	5,000
Advertising & Marketing:Advertising General	173	166	4%	173	830	-79%	2,000
Advertising & Marketing:Marketing & Communication	0	416	-100%	0	2,080	-100%	5,000
Disability Expo Expenses	1,309	0	0%	1,309	0	0%	0
Auditors:Auditors Financial	0	0	0%	3,800	4,000	-5%	4,000
Bank Fees & Charges	466	375	24%	2,358	1,875	26%	4,500
Legal Services	1,864	0	0%	1,864	0	0%	3,000
Postage General	172	250	-31%	1,149	1,250	-8%	3,000
Printing & Stationery:Printing Stat Office Supplies	508	666	-24%	2,929	3,330	-12%	8,000
Storage of Documents	80	66	22%	397	330	20%	800

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Subscriptions/Memberships	0	0	0%	0	4,000	-100%	7,500
CONSULTANTS							
Consultants:HR & IR Contract	463	1,000	-54%	3,600	5,000	-28%	12,000
Consultants:Quality Audit Consultant	0	0	0%	0	5,000	-100%	8,000
Total CONSULTANTS	463	1,000	-54%	3,600	10,000	-64%	20,000
GOVERNANCE							
Governance Expenses:AGM Expenses	0	1,000	-100%	225	1,000	-78%	1,000
Governance Expenses:Board Meetings Expense/Catering	163	166	-2%	653	830	-21%	2,000
Governance Expenses:Catering Other Meetings etc	0	41	-100%	0	205	-100%	500
Governance Expenses:Governance Training	0	416	-100%	0	2,080	-100%	5,000
Total GOVERNANCE	163	1,623	-90%	878	4,115	-79%	8,500
INSURANCES							
Insurance Liability Cover	2,053	2,166	-5%	10,265	10,830	-5%	26,000
Insurance:Insurance Drouin	0	0	0%	1,716	2,500	-31%	2,500
Insurance: Morwell	0	0	0%	0	1,500	-100%	1,500
Insurance:Insurance Building Newborough	0	0	0%	0	2,000	-100%	2,000
Insurance Trafalgar	0	0	0%	0	300	-100%	300
Insurance:Insurance Building Welshpool	0	0	0%	0	1,500	-100%	1,500
Total INSURANCES	2,053	2,166	-5%	11,981	18,630	-36%	33,800
Total ADMINISTRATION	9,732	9,228	5%	44,888	62,940	-29%	135,100
PARTICIPANT SERVICES							
Client Services:Accommodation Welshpool	0	0	0%	0	0	0%	200
Client Services:Activities LV SSG	179	266	-33%	1,507	1,330	13%	3,200
Client Services:Activities Trafalgar SSG	295	200	48%	2,262	1,000	126%	2,400

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Client Services:Activities Wonthaggi SSG	247	291	-15%	1,764	1,455	21%	3,500
Client Services:Client Services NDIS Packages	0	41	-100%	30	205	-85%	500
Total PARTICIPANT SERVICES	722	798	-10%	5,562	3,990	39%	9,800
MAINTENANCE/REPAIRS							
EQUIPMENT							
Maint Repairs Computer IT Support	0	0	0%	586	0	0%	0
Maint Repairs:Computer Software/Website	6,445	5,166	25%	25,985	25,830	1%	62,000
Maint Repairs:Office Equip/Minor Purchases	0	83	-100%	55	415	-87%	1,000
Total EQUIPMENT	6,445	5,249	23%	26,625	26,245	1%	63,000
BUILDINGS							
Maint Repairs:Drouin Office	338	500	-32%	2,726	2,500	9%	6,000
Maint Repairs Morwell Office	450	350	29%	1,810	1,750	3%	4,200
Maint Repairs:Building Newborough	1,200	416	188%	2,352	2,080	13%	5,000
Maint Repairs:Trafalgar Office	0	41	-100%	0	205	-100%	500
Maint Repairs:Welshpool House	0	0	0%	0	0	0%	500
Total BUILDINGS	1,988	1,307	52%	6,887	6,535	5%	16,200
Total MAINTENANCE/REPAIRS	8,432	6,556	29%	33,513	32,780	2%	79,200
RENTS							
Rent:Rent Drouin Office	2,580	2,500	3%	12,842	12,500	3%	30,000
Rent:Rent LV SSG	0	500	-100%	0	500	-100%	1,000
Rent Morwell Office	4,098	4,166	-2%	20,489	20,830	-2%	50,000
Rent:Rent Trafalgar Office	0	0	0%	550	500	10%	500
Rent:Rent Wonthaggi SSG	0	0	0%	0	800	-100%	1,600
Total RENTS	6,678	7,166	-7%	33,881	35,130	-4%	83,100

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
SALARIES AND ONCOSTS							
Salary and Wages.: Administration	107,951	115,794	-7%	575,513	636,868	-10%	1,555,330
Salary and Wages.: NDIS	143,808	135,490	6%	707,602	745,196	-5%	1,761,382
Salaries & Wages:Homecare Services	2,248	1,661	35%	10,801	9,136	18%	21,600
Salary and Wages.: Social Support Groups	7,555	6,662	13%	37,173	36,641	1%	86,607
Salaries & Wages Overheads:Personal leave	3,337	3,109	7%	16,685	15,545	7%	37,316
ABI Specialised Network Support	0	0	0%	0	0	0%	10,000
Salaries & Wages Overheads:Long Service Leave	0	0	0%	12,472	13,454	-7%	53,816
Salaries & Wages Overheads:Staff Amenities	546	1,000	-45%	2,905	5,000	-42%	15,000
Salaries & Wages Overheads:Staff Recruitment	415	250	66%	800	1,250	-36%	3,000
Salaries & Wages Overheads:Staff Training Meetings & W	613	833	-26%	5,426	9,165	-41%	20,000
Salaries & Wages Overheads Staff:Employee Asist Prog	0	0	0%	3,000	5,000	-40%	5,000
Salaries & Wages Overheads:CEO Conferences	0	666	-100%	0	3,330	-100%	8,000
Salaries & Wages Overheads:Superannuation	30,972	31,765	-2%	161,900	174,707	-7%	412,945
Salaries & Wages Overheads:Workcover Medical Costs	0	0	0%	855	0	0%	0
Salaries & Wages Overheads:Workcover Premium	11,495	10,910	5%	57,482	54,550	5%	130,923
Salaries & Wages Overheads:Annual leave	14,460	15,157	-5%	72,300	75,785	-5%	181,887
Salaries & Wages Overheads:Workcover Top Up	1,536	0	0%	11,445	0	0%	0
Sleepover Allowance:Sleep Over Allowances NDIS	0	166	-100%	0	830	-100%	2,000
Total SALARIES AND ONCOSTS	324,936	323,463	0%	1,676,358	1,786,457	-6%	4,304,806
TELEPHONES AND ALLOWANCES							
TELEPHONES COSTS							
Telephone:Telephone Internet Drouin	280	333	-16%	1,400	1,665	-16%	4,000
Telephone Internet Office Morwell	194	1,166	-83%	4,655	5,830	-20%	14,000

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Telephone Internet Office Newborough	120	116	3%	600	580	3%	1,400
Telephone:Telephone Office Trafalgar	0	41	-100%	0	205	-100%	500
Total TELEPHONES COSTS	594	1,656	-64%	6,655	8,280	-20%	19,900
TELEPHONE ALLOWANCES							
Telephone Allowances:Telephone Allow Admin	314	416	-25%	1,717	2,080	-17%	5,000
Telephone Allowances:Telephone Allow Wonth SS	20	20	0%	110	100	10%	240
Total TELEPHONE ALLOWANCES	334	436	-23%	1,827	2,180	-16%	5,240
Total TELEPHONES AND ALLOWANCES	928	2,092	-56%	8,482	10,460	-19%	25,140
TRAVEL ALLOWANCES							
Travel Allowance:Admin	5,769	5,538	4%	31,731	30,460	4%	72,000
Travel Allowance: NDIS	16,303	16,393	-1%	86,565	90,162	-4%	213,116
Travel Allowance: SSG	0	33	-100%	0	165	-100%	400
Total TRAVEL ALLOWANCES	22,072	21,964	0%	118,296	120,787	-2%	285,516
UTILITIES							
Utilities:Drouin Council Rates	0	100	-100%	0	500	-100%	1,200
Utilities:Drouin Electricity	143	133	7%	817	665	23%	1,600
Utilities:Drouin Gas	0	133	-100%	848	665	27%	1,600
Utilities:Drouin Water Rates	0	100	-100%	33	500	-93%	1,200
Utilities Morwell Council Rates	0	416	-100%	1,134	2,080	-45%	5,000
Utilities Morwell Electricity	0	0	0%	1,531	1,000	53%	4,000
Utilities: Morwell Water Rates	0	125	-100%	382	625	-39%	1,500
Utilities:Newborough Council Rates	0	83	-100%	892	415	115%	1,000
Utilities:Newborough Electricity	0	100	-100%	459	500	-8%	1,200
Utilities:Newborough Water Rates	0	125	-100%	370	625	-41%	1,500

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Utility Expenses Rates Welshpool House	0	0	0%	1,044	1,800	-42%	1,800
Total UTILITIES	143	1,315	-89%	7,509	9,375	-20%	21,600
VEHICLES EXPENSES							
Vehicle Expenses:Motor Vehicle:Fuel MV	142	125	14%	723	625	16%	1,501
Vehicle Expenses:Motor Vehicle:Insurance MV	0	0	0%	5,980	3,400	76%	3,400
Vehicle Expenses:Motor Vehicle:Registration MV	0	166	-100%	408	830	-51%	2,000
Vehicle Expenses:Motor Vehicle:Repairs & Maintenance M	0	208	-100%	279	1,040	-73%	2,500
Total VEHICLES EXPENSES	142	499	-71%	7,389	5,895	25%	9,401
Depreciation	1,241	1,666	-26%	5,480	8,330	-34%	20,000
Total Operating Expenses	375,026	374,747	0%	1,941,357	2,076,144	-6%	4,973,663
Net Surplus/(Deficit)	19,381	22,781	-15%	109,436	48,413	126%	55,295

Profit and Loss

Headway Gippsland Inc

For the month ended 31 December 2024

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Trading Income							
NDIS SERVICES							
3NDIS Services:NDIS Plan Man Fees	104,975	102,256	3%	601,551	613,536	-2%	1,227,079
3NDIS Services:NDIS Plan Man Set Up Fees	9,294	9,294	0%	58,923	55,764	6%	111,528
3NDIS Services:NDIS Personal Services	218,085	210,600	4%	1,273,126	1,368,000	-7%	2,737,990
3NDIS Services NDIS Home Care	2,737	2,326	18%	19,918	15,120	32%	30,240
3NDIS Services:NDIS SSG Income	10,511	8,833	19%	64,346	57,414	12%	108,000
3NDIS Services:NDIS Support Co_Ord Fee	48,164	49,000	-2%	339,519	339,000	0%	676,946
Total NDIS SERVICES	393,765	382,309	3%	2,357,383	2,448,834	-4%	4,891,783
PARTICIPANT CONTRIBUTIONS							
Client Contributions:Client Contributions Latrobe	140	166	-16%	1,796	996	80%	2,000
Client Contributions:Client Contributions Trafalgar	91	208	-56%	823	1,248	-34%	2,500
Client Contributions:Client Contributions Wonthaggi	49	266	-82%	1,177	1,596	-26%	3,200
Client Contributions:Sponsorships/Fundraising	0	16	-100%	0	96	-100%	200
Total PARTICIPANT CONTRIBUTIONS	280	656	-57%	3,796	3,936	-4%	7,900
OTHER FUNDING							
Other Funding:Welshpool House Income	0	500	-100%	0	500	-100%	500
Other Funding Workcover Reimb	2,496	0	0%	11,908	0	0%	0
Total OTHER FUNDING	2,496	500	399%	11,908	500	2282%	500

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
OTHER INCOME							
Other income:Dividends	0	75	-100%	65	75	-13%	75
Other income:Donations	0	63	-100%	0	2,115	-100%	2,500
Other income:Interest	10,066	10,500	-4%	80,203	63,000	27%	126,000
Other income:Memberships	0	0	0%	45	200	-77%	200
Total OTHER INCOME	10,066	10,638	-5%	80,314	65,390	23%	128,775
Other Funding Expo Funding TILT	0	0	0%	4,000	0	0%	0
Total Trading Income	406,607	394,103	3%	2,457,401	2,518,660	-2%	5,028,958
Gross Surplus	406,607	394,103	3%	2,457,401	2,518,660	-2%	5,028,958

Operating Expenses

ADMINISTRATION

Accounting/Bookkeeping	2,423	2,500	-3%	16,073	15,000	7%	30,000
Accounting Finance Contract	0	1,350	-100%	800	1,350	-41%	5,000
Advertising & Marketing:Advertising General	0	166	-100%	173	996	-83%	2,000
Advertising & Marketing:Marketing & Communication	0	416	-100%	0	2,496	-100%	5,000
Disability Expo Expenses	1,527	0	0%	2,836	0	0%	0
Auditors:Auditors Financial	0	0	0%	3,800	4,000	-5%	4,000
Bank Fees & Charges	387	375	3%	2,744	2,250	22%	4,500
Legal Services	0	0	0%	1,864	0	0%	3,000
Postage General	273	250	9%	1,422	1,500	-5%	3,000
Printing & Stationery:Printing Stat Office Supplies	669	666	0%	3,598	3,996	-10%	8,000
Storage of Documents	80	66	22%	478	396	21%	800

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Subscriptions/Memberships	0	0	0%	0	4,000	-100%	7,500
CONSULTANTS							
Consultants:HR & IR Contract	250	1,000	-75%	3,850	6,000	-36%	12,000
Consultants:Quality Audit Consultant	0	0	0%	0	5,000	-100%	8,000
Total CONSULTANTS	250	1,000	-75%	3,850	11,000	-65%	20,000
GOVERNANCE							
Governance Expenses:AGM Expenses	0	0	0%	225	1,000	-78%	1,000
Governance Expenses:Board Meetings Expense/Catering	0	166	-100%	653	996	-34%	2,000
Governance Expenses:Catering Other Meetings etc	0	41	-100%	0	246	-100%	500
Governance Expenses:Governance Training	0	416	-100%	0	2,496	-100%	5,000
Total GOVERNANCE	0	623	-100%	878	4,738	-81%	8,500
INSURANCES							
Insurance Liability Cover	2,053	2,166	-5%	12,318	12,996	-5%	26,000
Insurance:Insurance Drouin	499	0	0%	2,215	2,500	-11%	2,500
Insurance: Morwell	499	0	0%	499	1,500	-67%	1,500
Insurance:Insurance Building Newborough	3,304	0	0%	3,304	2,000	65%	2,000
Insurance Trafalgar	273	0	0%	273	300	-9%	300
Insurance:Insurance Building Welshpool	0	0	0%	0	1,500	-100%	1,500
Total INSURANCES	6,628	2,166	206%	18,609	20,796	-11%	33,800
Total ADMINISTRATION	12,236	9,578	28%	57,125	72,518	-21%	135,100
PARTICIPANT SERVICES							
Client Services:Accommodation Welshpool	0	0	0%	0	0	0%	200
Client Services:Activities LV SSG	488	266	83%	1,995	1,596	25%	3,200
Client Services:Activities Trafalgar SSG	733	200	267%	2,995	1,200	150%	2,400

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Client Services:Activities Wonthaggi SSG	147	291	-49%	1,911	1,746	9%	3,500
Client Services:Client Services NDIS Packages	0	41	-100%	30	246	-88%	500
Total PARTICIPANT SERVICES	1,368	798	71%	6,930	4,788	45%	9,800
MAINTENANCE/REPAIRS							
EQUIPMENT							
Maint Repairs Computer IT Support	0	0	0%	586	0	0%	0
Maint Repairs:Computer Software/Website	4,200	5,166	-19%	30,184	30,996	-3%	62,000
Maint Repairs:Office Equip/Minor Purchases	0	83	-100%	55	498	-89%	1,000
Total EQUIPMENT	4,200	5,249	-20%	30,825	31,494	-2%	63,000
BUILDINGS							
Maint Repairs:Drouin Office	86	500	-83%	2,812	3,000	-6%	6,000
Maint Repairs Morwell Office	240	350	-31%	2,049	2,100	-2%	4,200
Maint Repairs:Building Newborough	661	416	59%	3,013	2,496	21%	5,000
Maint Repairs:Trafalgar Office	0	41	-100%	0	246	-100%	500
Maint Repairs:Welshpool House	0	0	0%	0	0	0%	500
Total BUILDINGS	987	1,307	-24%	7,875	7,842	0%	16,200
Total MAINTENANCE/REPAIRS	5,187	6,556	-21%	38,700	39,336	-2%	79,200
RENTS							
Rent:Rent Drouin Office	3,369	2,500	35%	16,210	15,000	8%	30,000
Rent:Rent LV SSG	0	0	0%	0	500	-100%	1,000
Rent Morwell Office	4,221	4,166	1%	24,709	24,996	-1%	50,000
Rent:Rent Trafalgar Office	0	0	0%	550	500	10%	500
Rent:Rent Wonthaggi SSG	0	0	0%	0	800	-100%	1,600
Total RENTS	7,589	6,666	14%	41,470	41,796	-1%	83,100

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
SALARIES AND ONCOSTS							
Salary and Wages.: Administration	107,703	115,794	-7%	683,216	752,662	-9%	1,555,330
Salary and Wages.: NDIS	147,200	135,490	9%	854,802	880,686	-3%	1,761,382
Salaries & Wages:Homecare Services	1,872	1,661	13%	12,672	10,797	17%	21,600
Salary and Wages.: Social Support Groups	7,560	6,662	13%	44,733	43,303	3%	86,607
Salaries & Wages Overheads:Personal leave	19,611	3,109	531%	36,296	18,654	95%	37,316
ABI Specialised Network Support	0	10,000	-100%	0	10,000	-100%	10,000
Salaries & Wages Overheads:Long Service Leave	15,208	13,454	13%	27,679	26,908	3%	53,816
Salaries & Wages Overheads:Staff Amenities	3,122	4,000	-22%	6,027	9,000	-33%	15,000
Salaries & Wages Overheads:Staff Recruitment	0	250	-100%	800	1,500	-47%	3,000
Salaries & Wages Overheads:Staff Training Meetings & Wε	661	5,833	-89%	6,087	14,998	-59%	20,000
Salaries & Wages Overheads Staff:Employee Asist Prog	0	0	0%	3,000	5,000	-40%	5,000
Salaries & Wages Overheads:CEO Conferences	0	666	-100%	0	3,996	-100%	8,000
Salaries & Wages Overheads:Superannuation	30,794	31,765	-3%	192,694	206,472	-7%	412,945
Salaries & Wages Overheads:Workcover Medical Costs	0	0	0%	855	0	0%	0
Salaries & Wages Overheads:Workcover Premium	11,500	10,910	5%	68,982	65,460	5%	130,923
Salaries & Wages Overheads:Annual leave	9,287	15,157	-39%	81,587	90,942	-10%	181,887
Salaries & Wages Overheads:Workcover Top Up	1,892	0	0%	13,337	0	0%	0
Sleepover Allowance:Sleep Over Allowances NDIS	0	166	-100%	0	996	-100%	2,000
Total SALARIES AND ONCOSTS	356,410	354,917	0%	2,032,768	2,141,374	-5%	4,304,806
TELEPHONES AND ALLOWANCES							
TELEPHONES COSTS							
Telephone:Telephone Internet Drouin	280	333	-16%	1,680	1,998	-16%	4,000
Telephone Internet Office Morwell	138	1,166	-88%	4,793	6,996	-31%	14,000

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Telephone Internet Office Newborough	233	116	100%	833	696	20%	1,400
Telephone:Telephone Office Trafalgar	0	41	-100%	0	246	-100%	500
Total TELEPHONES COSTS	651	1,656	-61%	7,306	9,936	-26%	19,900
TELEPHONE ALLOWANCES							
Telephone Allowances:Telephone Allow Admin	314	416	-25%	2,031	2,496	-19%	5,000
Telephone Allowances:Telephone Allow Wonth SS	20	20	0%	130	120	8%	240
Total TELEPHONE ALLOWANCES	334	436	-23%	2,161	2,616	-17%	5,240
Total TELEPHONES AND ALLOWANCES	985	2,092	-53%	9,466	12,552	-25%	25,140
TRAVEL ALLOWANCES							
Travel Allowance:Admin	5,769	5,538	4%	37,500	35,998	4%	72,000
Travel Allowance: NDIS	15,540	16,393	-5%	102,105	106,555	-4%	213,116
Travel Allowance: SSG	0	33	-100%	0	198	-100%	400
Total TRAVEL ALLOWANCES	21,309	21,964	-3%	139,604	142,751	-2%	285,516
UTILITIES							
Utilities:Drouin Council Rates	0	100	-100%	0	600	-100%	1,200
Utilities:Drouin Electricity	68	133	-49%	885	798	11%	1,600
Utilities:Drouin Gas	175	133	31%	1,022	798	28%	1,600
Utilities:Drouin Water Rates	0	100	-100%	33	600	-95%	1,200
Utilities Morwell Council Rates	0	416	-100%	1,134	2,496	-55%	5,000
Utilities Morwell Electricity	1,211	1,000	21%	2,743	2,000	37%	4,000
Utilities: Morwell Water Rates	385	125	208%	767	750	2%	1,500
Utilities:Newborough Council Rates	0	83	-100%	892	498	79%	1,000
Utilities:Newborough Electricity	110	100	10%	569	600	-5%	1,200
Utilities:Newborough Water Rates	387	125	210%	758	750	1%	1,500

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	2024/25 Budget
Utility Expenses Rates Welshpool House	0	0	0%	1,044	1,800	-42%	1,800
Total UTILITIES	2,337	2,315	1%	9,846	11,690	-16%	21,600
VEHICLES EXPENSES							
Vehicle Expenses:Motor Vehicle:Fuel MV	78	125	-37%	802	750	7%	1,501
Vehicle Expenses:Motor Vehicle:Insurance MV	0	0	0%	5,980	3,400	76%	3,400
Vehicle Expenses:Motor Vehicle:Registration MV	822	166	395%	1,229	996	23%	2,000
Vehicle Expenses:Motor Vehicle:Repairs & Maintenance M\	0	208	-100%	279	1,248	-78%	2,500
Total VEHICLES EXPENSES	900	499	80%	8,289	6,394	30%	9,401
Depreciation	1,282	1,666	-23%	6,762	9,996	-32%	20,000
Total Operating Expenses	409,604	407,051	1%	2,350,961	2,483,195	-5%	4,973,663
Net Surplus/(Deficit)	(2,997)	(12,948)	-77%	106,439	35,465	200%	55,295

Bendigo Bank Signatories

To Be Updated

Employee	Role	Operations	SSP	Investment General	Investment Gift Fund	Term Deposit
Colin Matthies	Finance Manager	Yes	Yes	Yes	Yes	Yes
Courtenay Castello	SSP Coordinator	No	Yes	No	No	No
Edwin Vandenberg	Board Of Directors - Chairperson (previous)	Remove	No	No	Remove	Remove
Janette Luke	SSP Coordinator	No	Add	No	No	No
Jenelle Henry	Chief Executive Officer	Yes	Yes	Yes	Yes	Yes
Jo Harris	Board Of Directors - Treasurer	No	No	Add	No	No
Lyndon Bate	SSP Coordinator (previous)	No	Remove	No	No	No
Michelle Meggetto	SSP Coordinator (previous)	No	Remove	No	No	No
Pat Moutafis	SSP Coordinator	No	Add	No	No	No
Phil Drummond	Board Of Directors - Chairperson	No	No	No	Yes	Yes
Tanya White	SSP Coordinator (previous)	No	Remove	No	No	No
Victoria Kee	Finance Assistant	Yes	Yes	No	Yes	No

Name Phil Drummond

Role In The Organisation Chairperson - Board Of Directors

Signature _____

Date _____