



# HEADWAY

## GIPPSLAND INC.

ABN 16 523 652 920



Cultural Day Trafalgar Social Support: Left to Right ---- Emer- Irish, John- Maltese, Ines- East Timorese, Nuray- Albanian, Adrian- Australian

Annual Report 2016-2017

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## Headway Gippsland Inc.

Headway Gippsland Inc. was established in 1981 and is a not for profit community organisation, assisting people with Acquired Brain Injury between the ages of 18- 64 years and their families.

### Mission Statement:

Our Mission is to provide exceptional services to individuals with an Acquired Brain Injury (ABI) and/or other disabilities to enable participation in all aspects of community life.

### Vision:

Our vision is a society inclusive for all.

### Values:

- The person comes first
- Support carers
- Empower participants
- Inclusion
- Strive for excellence
- Achieve outcomes
- Respect
- Share our knowledge

### The Philosophy of Headway Gippsland Inc.

1. People with an ABI are individuals who have the inherent right to respect, for their human worth and dignity.
2. People with an ABI and their families have the same rights and responsibilities as all members of society.
3. Services provided for people with an ABI should respond to the needs of the individual and support them to attain their full potential in their physical, social, emotional, cognitive, cultural and spiritual development and an optimum quality of life.
4. People with an ABI should have access to all generic services and where specialist services are required, these should provide the same quality, range and choices as for all members of the community.

## Services

### Social Support Services:

Social Support Programs promote the development and maintenance of appropriate social skills. The service provides social and recreational activities in five locations across Gippsland one day per week.

### Great Break Respite:

The Great Break program enhances the relationship between family, carers and people with ABI by providing a much needed break for family members. The program promotes social skills through organised social activities and events which includes one day or one overnight weekend respite activity either monthly or bi monthly. The program covers most costs, enabling people with ABI to access a great variety of events and activities across Victoria

### Services Offered:

Headway services include the Individual Support Program (ISP) and Independent Living Skills Training Program (IDLIT) and encompass the entire Gippsland region. These services provide home visitation, assessment and person centered planning. The individual can elect to use either one on one support, community support or a combination of both.

### Carer Support:

Carer Support Groups provide compassion, empathy and problem solving to family carers across Gippsland. There are Carer Support Groups who meet regularly with guest speakers, pampering days, outings and respite. Carers receive peer support from members who have experienced similar problems.

### Volunteers:

Volunteers bring their many and varied skills and provide valuable assistance in the Social Support Programs. Volunteers assist with client transport, administrative assistance, friendship and as members of the Board of Management. Headway Gippsland supports volunteers with ongoing education giving them insight into ABI, and how best to assist Headway clients. Trained Headway professionals guide and support the volunteers within their roles, ensuring the consistency and quality of support provided to clients.

## 36<sup>th</sup> Annual General Meeting Agenda

<b>Date:</b>	Monday 23rd October 2017
<b>Time:</b>	1:00pm-3pm
<b>Place:</b>	Trafalgar Community Centre

<b>Agenda No.</b>	<b>Subject</b>	<b>Action Officer</b>
1.	<b>Official Welcome by Chairperson and Acknowledgement of Country, Special Guests and Members</b>	Chairperson
2.	<b>Attendance and Apologies</b>	Secretary
3.	<b>Confirmation of Minutes of Previous Annual General Meeting 2016</b>	Chairperson
4.	<b>Chairperson/General Manager's Report</b>	Chairperson G/ Manager
5.	<b>Annual Financial Report (for year ended 30 June 2017)</b>	Treasurer
6.	<b>Appointment of External Auditor</b>	Treasurer
7.	<b>Acceptance of Annual Report</b>	Chairperson
8.	<b>Constitution - (Rules of the Association)</b>	Chairperson
9.	<b>Presentations : My Story –Guest Speaker</b> Acknowledgement of Staff and Volunteers	Guest Speaker Chairperson
10.	<b>Declaration of Positions Vacant</b>	Chairperson
11.	<b>Elections of Board Directors</b> Ballot if required.	Returning Officer
	<b>Light Refreshments will be provided.</b>	

## Minutes of Annual General Meeting 2016

<b>Meeting:</b>	AGM 2016	<b>Meeting No.:</b>	01/2016
<b>Time:</b>	11:10am – 12.27pm	<b>Date:</b>	24 October 2016
<b>Venue:</b>	Trafalgar Community Centre	<b>Chair:</b>	Thelma Kingwill

Agenda No.	Subject	Action Officer
12.	<p><b><u>Official Welcome</u></b></p> <p>Board Chair, Thelma Kingwill welcomed Members, Management and guests to the Annual General Meeting of Headway Gippsland Inc.</p> <p><b><u>Acknowledgement of Traditional Owners</u></b></p> <p>Thelma Kingwill acknowledged the Traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and paid respect to their Elders past and present.</p>	
13.	<p><b><u>Attendance and Apologies</u></b></p> <p><b>13.1 Guests</b></p> <p>Phillip Drummond (Manager of the Bendigo Community Bank in Trafalgar), Belinda Forester (Manager of Community Services at the Baw Baw Shire), Mal Wallace (Program and Service Advisor and Supported Residential Services Authorised Officer   Aged Care Team) , Debbie Knight (CEO Interchange), Roger Threlfall and Kevin Arnold (Yarragon Lions Club)</p> <p><b>13.2 Attendance</b></p> <p>Thelma Kingwill, Laurie Kingwill, Joan Hoeben, Dianne Mumford, Les Hecker, Tim McMillan, Paul Drew, John Marotta, Debbie Knight, Colina Braniff, Lyndon Bate, Robert Clough, Heather Hughes, Trevor Campbell, Norma Buckton, Bill Francis, , Darren Pickett, Sandra Van Dufflen, Maxine Davies, Marilyn Skinner, Graham Rees, Bruce Broadbent, Pat Moutafis, Trevor Buckton, Elizabeth Clough, Jean and Darrell Wouters, Amparo Miller, Norma Derham, Frank Falzon, Nuray Ardolli, Roger Threlfall, Jenelle Henry, Nicky Levey, Mal Wallace, Susan Waller, Bryan Leaf, Andrew Rieniets, Martin Rimmer, Barbara Stoneman, Sam Grima, Michael Wakefield, Darrell Wouters, John Buckton, Ann Horner, Colin Matthies, John Gatt, InesMcCausland,</p>	





	<p>the monthly newsletter.</p> <p>The Chair thanked everyone for their loyalty to Headway Gippsland and expressed that as the NDIS rolls out, the loyalty will need to continue.</p> <p>Thanks was expressed to GM – Jenelle Henry, Staff and Board Directors.</p> <p><b>4.2 General Manager’s Report</b></p> <p>The GM thanked the Board of Directors, staff, volunteers and people who use Headway Gippsland services. The GM stated that her official General Managers Report is available in the Annual Report.</p> <p>Special thanks was given to Board Chair, Thelma Kingwill, for her dedication and commitment to Headway.</p> <p>Two significant events have occurred this year:</p> <ol style="list-style-type: none"> <li>1) Implementation of SupportAbility a new Client Relationship Management System.</li> <li>2) A new bus with modifications, which was available for viewing at the AGM for the first time.</li> </ol>	
16.	<p><b><u>Annual Financial Report (for year ended 30 June 2016)</u></b></p> <p><b>5.1 Annual Financial Report – year ended 30 June 2016 received</b></p> <p>The Chair advised that Board Director Bryan Leaf would be delivering the Financial Report as the Treasurer Ulrich Goetz had resigned due to ill health and was unable to attend the Annual General Meeting. The Chair wished Ulrich a speedy recovery and thanked him for his contribution over the last financial year.</p> <p>Bryan Leaf advised that the full Financial Report is available in the Annual Report.</p> <p>Key Points to be noted were:</p> <ol style="list-style-type: none"> <li>16.1.1 An operating deficit of \$ 43 396 was recorded for the Financial Year 2015/2016</li> <li>16.1.2 A change to the accounting treatment of staff leave provisions, agreed to by the Board and the Auditor, had the effect of reducing the actual operating deficit of \$75 161 by a one off adjustment to \$ 31 765</li> <li>16.1.3 The Board and Management of Headway Gippsland Inc. have taken the initiative of preparing the organisation for the introduction of the NDIS. Additional funds were expended in the area: <ul style="list-style-type: none"> <li>• Audit and Accreditation against the NSDS and HSS Standards</li> </ul> </li> </ol>	



	<ul style="list-style-type: none"> <li>• Purchase and implementation of SupportAbility, an online client relationship management system for use by management and staff</li> </ul> <p>16.1.4 A slight reduction during the year was from the DHHS income due to two clients passing away.</p> <p>16.1.5 There was a slight increase in the HACC funding due to receiving a one off grant.</p> <p>Operating costs remained relatively stable with the exception of the one off costs mentioned.</p> <p>The banking was streamlined and all accounts were transferred to Bendigo Bank. As a result of the transfer, Headway has been successful with a grant application through the Bendigo Bank.</p> <p><b>Resolution:</b></p> <p>That the Audited Financial Statements of Headway Gippsland for the year ended 30 June 2016, as circulated, be received and accepted.</p> <p><b>Moved:</b> Felicity Di Toro                      <b>Seconded:</b> Ann Horner</p> <p><b>Resolution voted and carried</b></p>	
17.	<p><b><u>Appointment of External Auditor</u></b></p> <p>The Headway Board recommended the extension of the appointment of Steve Bertram Accounting as external auditor until the end of the Annual General Meeting 2017.</p> <p><b>Resolution:</b></p> <p>That the members of Headway Gippsland Inc. agree to the appointment of Steve Bertram Accounting as external auditor until the end of the Annual General Meeting 2017.</p> <p><b>Moved:</b> Felicity Di Toro                      <b>Seconded:</b> Jean Wouters</p> <p><b>Resolution voted and carried</b></p>	
18.	<p><b><u>Acceptance of Annual Report</u></b></p> <p><b>Resolution:</b></p> <p>That Annual Report on the business of Headway Gippsland for the year ended 30 June 2016, as circulated, be received and accepted.</p>	

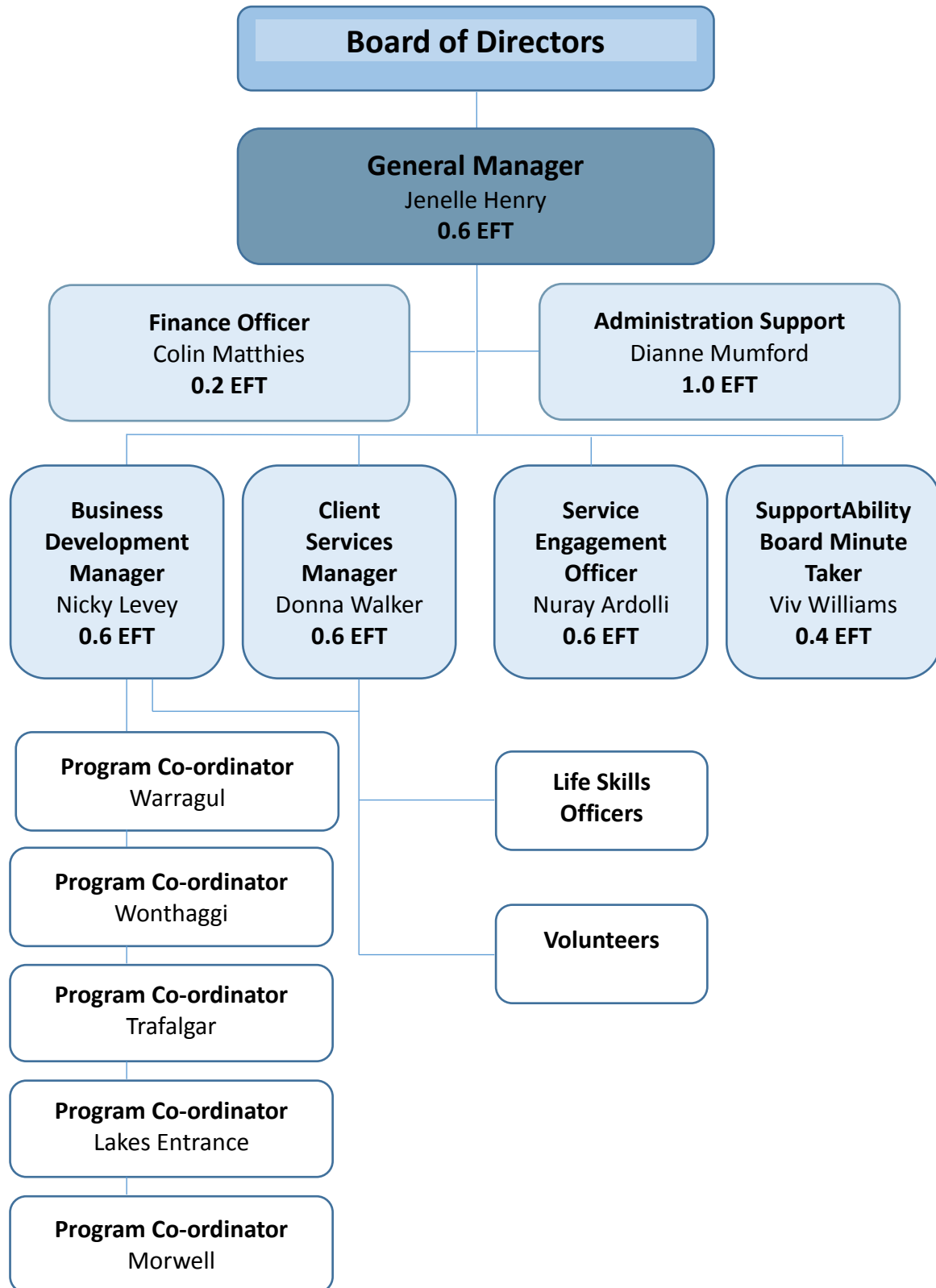




	<p>Ms Sharon Kearns is based in Morwell, and provides community education talks to a variety for people. Ms Kearns discussed the rights as a consumer and as a trader.</p> <p>A booklet is available from Australian Consumer Law: Your consumer rights – A guide for consumers with disability.</p> <p>Ms Kearns advised to register with the Do Not Call Register, however it is only valid for three years.</p> <p>The Little Black Book of Scams is available from the Australian Competition and Consumer Commission which highlight various scams.</p> <p>Anything Consumer Affairs cannot handle, the Dispute Settlement Centre will offer mediation services.</p> <p><b>10.2 Mr Michael Jones</b></p> <p>Michael spoke about the Independent Living Skills Training. Michael joined the program with the hope to learn to cook at the age of 41.</p> <p>Due to severe photo sensitivity epilepsy which can occur up to 3 to 4 times a week, Michael was unable to complete a cooking task. Michael had resorted to frozen food. This lead to an unhealthy diet that existed for many years.</p> <p>Michael managed to replace lights in his home with LED lights, which meant he could join the IDLT program. Michael learnt about hygiene, possible dangers cooking and what could happen to him, which resulted in him thinking better about his cooking tasks and home. Michael says his house is so much more inviting, it begs him to cook, and that he can invite people over and have them for dinner.</p> <p>In addition to rearranging his house, Michael has learnt how to bake/cook: chocolate cake, pasta bolognaise, sweet &amp; sour chicken, lasagne, chicken and veg pie.</p> <p>Nuray has given Michael the confidence to tackle cooking even when she is isn't working with him.</p> <p>The GM presented Ms Sharon Kearns with flowers and Mr Michael Jones a gift, thanking them for their time and presentation.</p>	
11	<p><b><u>Closure of Meeting-</u></b></p> <p>The Chair declared the meeting closed at 12:27 pm.</p> <p>Confirmed</p>	

	Chairperson: ____ Maxine Davies _____  Date: ____ 17/11/2016 _____	
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## Organisational Structure





# HEADWAY GIPPSLAND INC

## Strategic Plan 2015-2018

### Goal 1

Headway will deliver the service that participants want in a flexible person-centered manner

- Ensure person-centered planning and support delivery
- Evaluate services annually for relevance, quality and responsiveness
- Work with participants and funders to identify and fill service gaps
- Set and meet annual goals for service improvement, growth, and extension

### Goal 4

- Headway will ensure that it has the right staff doing the right jobs at the right time and in the right way
- Undertake a full review of current staffing requirements, roles, capabilities and capacity
- Assess and review workforce skills, qualifications and relevance
- Develop a strategic Workforce Plan to ensure optimal recruitment and retention of the best staff.

### Goal 2

Headway will seek out, explore and negotiate new funding opportunities to increase support options for service participants

- Identify, research and assess alternate funding sources such as NDIS, TAC, Slow to Recover, Aged Care, Veteran's Affairs, Supreme Court and WorkCover
- Prepare submissions for approved provider status
- Set and meet annual goals for service growth and extension

### Goal 5

- Headway will ensure effective branding, marketing and communication with current and potential stakeholders
- Research stakeholder knowledge and understanding of Headway
- Develop and implement a Marketing Strategy
- Develop and implement a multi-faceted communication strategy for participants, staff and other stakeholders to ensure up-to-date knowledge and presence.

### Goal 3

Headway will negotiate a contractual arrangement with another organisation to provide administrative and technical expertise

- Develop a brief of required services
- Identify potential supplier organisations
- Undertake an Expression of Interest process
- Negotiate and implement a contract to provide required services

### Goal 6

Headway's Board and Management will have the skills, capacity and capability to lead, govern and manage the organisation in the best interests of all stakeholders

- All Board members will have Governance Training
- The Board will adopt and implement Governance Policies
- The Board, supported by the General Manager, will monitor risks and opportunities, enabling proactive organisational response
- The Board will ensure that all compliance requirements, such as quality accreditation, are met.

Headway Gippsland Inc supporting people with an ABI and other disabilities



## Board of Management

**Chairperson**

Maxine Davies

**Treasurer**

Michelle Olsen

**Secretary**

Susan Waller

Felicity Di Toro

Bryan Leaf

Peter Clement

Robert Clough

Elizabeth Meggetto

Sara Lee

Deebra O'Keefe

Edwin Vandenburg

## Staff

**General Manager:**

Jenelle Henry

**Business Development Manager:**

Nicky Levey

**Administration Officer:**

Dianne Mumford

**Client Services:**

Donna Walker

Nuray Ardolli

**Finance Officer:**

Colin Matthies

**SupportAbility/Board Minute Taker:**

Viv Williams / David Barnes

### Program Co-ordinators

**Trafalgar:**

Nuray Ardolli

Emer Boyle

**Warragul:**

Michelle Meggetto

Janet De Corrado

**Wonthaggi:**

Lyndon Bate

Panagiota Moutafis

**Latrobe Valley:**

Glenn Kimm

Amparo Miller

**Lakes Entrance:**

Kylie Roach / Tanya Garland

### Life Skills Officers

Sue Connelly

John Page

Wendy Bracecamp

Tony Colvin

Susan Cooper

Angela Duffy

Emer Boyle

Janet De Corrado

Andrew Marriner

Stacey Lincoln

Panagiota Moutafis

Tony Reynolds

Jim Hurdstrom

Kerryn Vaughan

Janette Luke

**Headway wishes to thank all our past and present volunteers for all their support.**

## Chairperson's Report

Dear Members

The Board and staff of Headway have had a very busy year. With the NDIS upon us it has been a steep learning curve for all of us but we believe we are now well placed for the future.

Jenelle and her staff have as usual excelled with more clients coming to us which is a great achievement in these changing times.

Our purchase of the new premises has been a great success; the staff now have their own spaces to work from which improves the ability to work without interruption and increases productivity. The little house looks a million dollars painted in Headway colours, if you haven't seen the house please pay a visit.

The Board have undertaken governance training which has helped to confirm to us that we are heading in the right direction and are now in the middle of updating our strategic plan which is a very necessary document for the future direction of Headway.

Work is also being undertaken on our constitution to bring it into the NDIS era.

We are sadly losing three board members this year, Bryan Leaf, Elizabeth Meggetto and Felicity Di Toro. These members will be missed for their expertise and generous input to the Board.

The Board thanks Jenelle and her staff for their commitment to Headway and the enormous amount of work that they have done to place us in the position we are in today.

As chair of the Board I wish to thank the hard working Board members for their expertise and support during what has been a demanding year.

I believe we can now look forward to a bright future for Headway Gippsland.

Maxine Davies

Chairperson

Board of Management

Headway Gippsland

## General Manager's Report

I would like to take this opportunity to reflect on the year that was. Headway has continued to grow from strength to strength. I feel a little bit like part of the furniture now having recently completed two years with the organisation and now heading into my third year.

Headway Gippsland made a significant investment this year and purchased a building for our office space, our home is now located at 30 Monash road Newborough. The building was given a fresh coat of paint in our Headway colours and it feels good to have a place of belonging.

Headway Gippsland worked closely with the National Disability Services during the last 12 months and is now registered to provide services under the National Disability Insurance Scheme. The scheme rolls out in inner Gippsland from the 1<sup>st</sup> of October 2017 and exciting and challenging times are ahead for all involved.

I would like to take this opportunity to thank the staff that work with compassion and empathy, the people who use Headway's service, our funding bodies, our office staff who go above and beyond, and our wonderful volunteers that provide services in some way every day.

Thankyou to the volunteer Board of Management who have the best the interests of Headway and its service users at the fore front of the decisions they make.

Special thanks also to the individuals and organisations who support Headway through donations, families who assist with selling raffle tickets and obtaining goods to be raffled; all of these contributions help shape this great organisation of ours.

Headway Gippsland and its team of wonderful staff, volunteers and service users look forward to a big year ahead as we navigate the challenges in the future.

Jenelle Henry  
General Manager  
Headway Gippsland Inc.

# Statement by Board Members

## Headway Gippsland Inc

### Statement by Members of the Committee For the year ended 30 June 2017

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In the opinion of the Committee the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents fairly the financial position of Headway Gippsland Inc as at 30 June 2017 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



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President



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Treasurer

# Auditors Report

## Headway Gippsland Inc.

### Independent Audit Report to the Members

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#### Scope

We have audited the financial statements of Headway Gippsland Inc. , being the Statement by Members of the Committee, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to Financial Statements for the financial year ended 30 June 2017. The Committee is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the association's financial position and performance as represented by the results of its operations and its cash flows.

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

#### Audit opinion

In our opinion, the financial report presents true and fair view as required by the Associations Incorporations Reform Act 2012 and applicable accounting standards and mandatory professional reporting requirements of the financial position of Headway Gippsland Inc. as at 30 June 2017, and the results of its operations and its cash flows for the year then ended.

Signed on : 17th October 2017



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Jamie Coltman, CPA  
PBA Financial Group  
1/43 Monash Road Newborough Vic 3825

## Headway Gippsland Inc

### Statement of Financial Performance For the year ended 30 June 2017

	Note	2017 \$	2016 \$
Revenues from ordinary activities		755,923.02	596,793.51
Depreciation and amortisation expenses		(37,982.62)	(8,425.34)
Other expenses from ordinary activities		(823,490.64)	(631,763.83)
Profit (loss) from ordinary activities before significant items and income tax		<u>(105,550.24)</u>	<u>(43,395.66)</u>
Pederson Street property donation prior period adjustment		25,000.00	
<b>Profit (loss) from ordinary activities before income tax</b>		<b><u>(80,550.24)</u></b>	<b><u>(43,395.66)</u></b>
Income tax revenue relating to ordinary activities			
<b>Net profit (loss) attributable to members of the association</b>		<b><u>(80,550.24)</u></b>	<b><u>(43,395.66)</u></b>
<b>Total changes in equity of the association</b>		<b><u>(80,550.24)</u></b>	<b><u>(43,395.66)</u></b>
Opening retained profits		963,880.50	1,007,276.16
Net profit (loss) attributable to members of the company		<u>(80,550.24)</u>	<u>(43,395.66)</u>
<b>Closing retained profits</b>		<b><u>883,330.26</u></b>	<b><u>963,880.50</u></b>

The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Statement of Financial Position as at 30 June 2017

	Note	2017 \$	2016 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash assets		609,169.73	996,903.42
Receivables		34,304.54	4,438.23
Other financial assets		500.00	500.00
Other		742.73	
<b>Total Current Assets</b>		<b>644,717.00</b>	<b>1,001,841.65</b>
<b>Non-Current Assets</b>			
Property, plant and equipment		424,378.38	103,811.85
<b>Total Non-Current Assets</b>		<b>424,378.38</b>	<b>103,811.85</b>
<b>Total Assets</b>		<b>1,069,095.38</b>	<b>1,105,653.50</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables	2	28,932.75	32,036.78
Financial liabilities	3	23,527.85	67.15
Current tax and payroll liabilities	4	12,256.52	13,472.07
Provisions	5	76,954.00	56,490.00
<b>Total Current Liabilities</b>		<b>141,671.12</b>	<b>102,066.00</b>
<b>Non-Current Liabilities</b>			
Provisions	5	44,094.00	39,707.00
<b>Total Non-Current Liabilities</b>		<b>44,094.00</b>	<b>39,707.00</b>
<b>Total Liabilities</b>		<b>185,765.12</b>	<b>141,773.00</b>
<b>Net Assets</b>		<b>883,330.26</b>	<b>963,880.50</b>
<b>Members' Funds</b>			
Retained profits		883,330.26	963,880.50

The accompanying notes form part of these financial statements.



## Headway Gippsland Inc

### Statement of Cash Flows For the year ended 30 June 2017

	2017 \$	2016 \$
<b>Cash Flow From Operating Activities</b>		
Receipts from customers	699,210.79	603,286.00
Payments to Suppliers and employees	(803,701.95)	(669,514.00)
Interest received	19,041.42	25,474.00
Dividends received	45.00	
Net cash provided by (used in) operating activities (note 2)	<u>(85,404.74)</u>	<u>(40,754.00)</u>
<b>Cash Flow From Investing Activities</b>		
<b>Payment for:</b>		
Other Assets	(46,223.60)	
Payments for property, plant and equipment	(287,325.55)	(6,846.00)
<b>Proceeds from disposal of:</b>		
Proceeds from sale of property	7,759.50	
Net cash provided by (used in) investing activities	<u>(325,789.65)</u>	<u>(6,846.00)</u>
<b>Cash Flow From Financing Activities</b>		
Proceeds of borrowings	23,460.70	
Net cash provided by (used in) financing activities	<u>23,460.70</u>	
Net increase (decrease) in cash held	(387,733.69)	(47,600.00)
Cash at the beginning of the year	996,903.42	1,044,503.42
Cash at the end of the year (note 1)	<u>609,169.73</u>	<u>996,903.42</u>

The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Statement of Cash Flows For the year ended 30 June 2017

2017

2016

#### Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash At Bank - CBA	6,411.90	131,599.73
Cash At Bank - Bendigo Bank	78,119.53	55,565.08
Bendigo Bank Term Deposit	523,619.15	609,641.59
Gift Fund Term Deposit		199,259.62
Cash on hand	1,019.15	837.40
	<u>609,169.73</u>	<u>996,903.42</u>

#### Report is out of balance by :-

Cash at the end of the year per Cash Flow Statement	609,169.73	996,903.42
Closing balances of Cash (bank) accounts	609,169.73	996,903.42

The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Statement of Cash Flows For the year ended 30 June 2017

	2017	2016
<b>Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Operating Profit After Income Tax</b>		
Operating profit after income tax	(80,550.24)	(43,395.66)
Depreciation	37,982.62	8,425.34
(Profit) / Loss on sale of property, plant and equipment	(7,759.50)	(2,403.35)
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in trade and term debtors	(29,866.31)	3,766.60
(Increase) decrease in prepayments	(742.73)	
Increase (decrease) in trade creditors and accruals	11,625.96	(8,109.24)
Increase (decrease) in other creditors	(14,729.99)	17,729.58
Increase (decrease) in sundry provisions	23,635.45	(16,767.27)
<b>Net cash provided by (used in) operating activities</b>	<b>(60,404.74)</b>	<b>(40,754.00)</b>

The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2017

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#### **Note 1: Statement of Significant Accounting Policies**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Reform Act 2012.

The financial report covers Headway Gippsland Inc as an individual entity. Headway Gippsland Inc is an association incorporated in Victoria under the Associations Act 2012.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### **Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

##### a) Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

##### b) Plant and equipment

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amounts.

##### c) Depreciation

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The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2017

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The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to Headway Gippsland Inc commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to Headway Gippsland Inc are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that ownership of the asset will be obtained or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability. Lease payments received reduce the liability.

#### Investments

Shares in listed companies held as current assets are valued at those shares' cost value at each balance date.

Non-current investments are measured on the cost basis. The carrying amount of non-current investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for listed investments or the underlying net assets for other non-listed investments.

The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

#### Employee entitlements

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

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The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2017

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Contributions are made by Headway Gippsland Inc to an employee superannuation fund and are charged as expenses when incurred.

#### Cash

For the purpose of the statement of cash flows, cash includes cash on hand and in all call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts.

#### Comparative Figures

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

#### Revenue

Interest revenue is recognised on a proportional basis taking in to account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established. Dividends received from associates and joint venture entities are accounted for in accordance with the equity method of accounting.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

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The accompanying notes form part of these financial statements.



## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2017

	2017	2016
<b>Note 2: Payables</b>		
Unsecured:		
- Trade creditors	15,468.75	3,842.79
- Funds received in advance	13,464.00	28,193.99
	<u>28,932.75</u>	<u>32,036.78</u>
	<u><b>28,932.75</b></u>	<u><b>32,036.78</b></u>
 <b>Note 3: Financial Liabilities</b>		
<b>Current</b>		
Unsecured:		
- Australian Taxation Office	23,450.00	
- Client deposits	77.85	67.15
	<u>23,527.85</u>	<u>67.15</u>
	<u><b>23,527.85</b></u>	<u><b>67.15</b></u>
 <b>Note 4: Tax and Payroll Liabilities</b>		
<b>Current</b>		
GST payable control account	1,203.84	9,622.07
Salary, wages & super liabilities	11,052.68	3,850.00
	<u>12,256.52</u>	<u>13,472.07</u>

The accompanying notes form part of these financial statements.



## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2017

	2017	2016
<b>Note 5: Provisions</b>		
<b>Current</b>		
Provision for AL, PL, & LSL	76,954.00	56,490.00
	<u>76,954.00</u>	<u>56,490.00</u>
<b>Non Current</b>		
Provision for LSL	44,094.00	39,707.00
	<u>44,094.00</u>	<u>39,707.00</u>

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The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Income and Expenditure Statement For the year ended 30 June 2017

	2017 \$	2016 \$
<b>Income</b>		
HACC Funding	239,515.33	240,837.07
DHS Funding	333,828.75	260,913.41
Grants & Submissions	20,000.00	
Other Funding	112,503.79	45,360.30
Client Contributions	12,960.76	13,393.45
Dividends - Franked	45.00	45.00
Interest received	19,041.42	25,474.24
Donations	8,462.11	9,011.41
Commission Income	1,136.36	1,113.63
Membership Income	670.00	645.00
Profit on sale of property, plant, equip	7,759.50	2,403.35
Total income	755,923.02	599,196.86
<b>Expenses</b>		
Accountancy	18,083.45	19,009.35
Advertising & promotion	4,416.26	1,390.40
Audit fees	6,769.90	1,818.18
Bank fees & charges	310.05	416.47
Board/Governance Expenses	7,874.78	4,173.67
Cleaning & rubbish removal	2,176.90	2,188.31
Client Services	46,495.94	45,326.22
Computer Support	12,150.45	
Consultants fees	13,779.48	15,314.54
Depreciation - Plant	37,982.62	8,425.34
Donations	140.69	14.00
Electricity	3,360.95	3,633.95
Hire/Rent of plant & equipment	9,146.56	7,938.12
Insurance	2,875.33	2,096.92
Legal fees	498.98	
Postage	1,297.60	2,003.71
Printing & stationery	5,162.51	5,129.20

The accompanying notes form part of these financial statements.

## Headway Gippsland Inc

### Income and Expenditure Statement For the year ended 30 June 2017

	2017	2016
	\$	\$
Rates & land taxes	2,388.84	2,015.15
Rent on land & buildings	9,831.45	15,679.69
Repairs & maintenance	13,999.52	14,099.54
Staff amenities	1,120.89	466.75
Staff training	10,026.81	11,572.71
Storage	263.97	1,573.64
Subscriptions	1,500.00	1,225.45
Sundry expenses		556.46
Superannuation	47,361.59	38,610.92
Telephone	10,320.36	9,576.15
Travel, accommodation & conference		1,273.64
Wages	585,335.16	419,978.86
Workcover	6,802.22	7,085.18
Total expenses	861,473.26	642,592.52
Profit (loss) from ordinary activities before significant items and income tax	(105,550.24)	(43,395.66)
Pederson St property donation not previously recorded	25,000.00	
<b>Profit (loss) from ordinary activities before income tax</b>	<b>(80,550.24)</b>	<b>(43,395.66)</b>
Income tax revenue relating to ordinary activities		
<b>Net profit (loss) attributable to the association</b>	<b>(80,550.24)</b>	<b>(43,395.66)</b>
<b>Total changes in equity of the association</b>	<b>(80,550.24)</b>	<b>(43,395.66)</b>
Opening retained profits	963,880.50	1,007,276.16
Net profit (loss) attributable to the association	(80,550.24)	(43,395.66)
<b>Closing retained profits</b>	<b>883,330.26</b>	<b>963,880.50</b>

The accompanying notes form part of these financial statements.

## Business Development Manager's Report

It's been another busy year, with the NDIS nearly upon us. As you would be aware the NDIS brings many changes to the sector and we have been working closely with families and participants to assist in a smooth transition.

In addition to the ongoing NDIS preparations we have had a number of exciting things happen over the past year, one of these being the rollout of the 'My Story' program. Funding from Latrobe Community Health Service enabled this project to be developed and undertaken with a group of participants interested in sharing their stories.

These stories were developed over a number of weeks under the skilled guidance of facilitator Kerryn Vaughan, who also produced a booklet which will be made available to the participants involved and will be placed on the Headway website. Hours of work went into each of the stories and the topics were often very raw and confronting, but the end result speaks for itself. I would encourage you to read these very personal and powerful stories and would like to thank each person who participated.

The intention is to seek funds to enable us to promote and share this valuable resource with other professionals (medical/disability/welfare), services and schools and with the general public to show the very personal stories and experiences behind ABI. We are planning a launch of the booklets in the near future.

I would like to extend thanks to the volunteers who continue to work tirelessly and bring a unique richness and diversity to the social support programs each week. The social support programs have continued to grow and develop and participants have had some major successes as you will see in the annual reports from the Social Support Co-Ordinators. Thank you to the staff of these programs for their dedication in ensuring we provide a quality service led by the goals of each of the participants.

This year has seen an increase in participants receiving 1-1 support in their homes and in the community and as a result a need to employ more support staff. Welcome to all of our new staff and thank you to everyone for the continued dedication to the people we work with.

I would like to acknowledge each of our participants and carers, this year had some steep learning curves for all of us in terms of NDIS and the changes that are to come. Please continue to ask us if you are unsure about anything and we will do our best to support you through the process.

We will continue to market and promote Headway as a quality service provider in the region and work hard to ensure you receive a high quality and personalised service.

Nicky Levey Business Development Manager

## Individual Support Program

Our Individual Support Program encompasses the entire Gippsland region. The service is targeted at individuals who are in receipt of an Individual Support Package through the Department of Health and Human Services who require assistance to access the supports they require over a longer time period.

The aims of the program are to maximise the abilities of the individual to remain living independently, reintegrate back into community life and to increase their opportunities and choices. This is achieved by recognising the needs of the individual and facilitating the move toward the persons identified goals. The approach used is participative; consumers, staff and family members work together in planning and facilitating access to appropriate supports and services.

One Headway Gippsland consumer in receipt of an Individual Support Package recently commented that the assistance received from the Life Skills Support Officers has enabled them to manage their daily living tasks much better than previously. The consumer also stated it means his family have been able to take a step back in his life and not be as worried about his ability to manage looking after himself and his home.

Another Headway Gippsland consumer said his Life Skills Support Officer has managed to assist him to reduce a large amount of clutter in his home making it easier for him to locate things and feel much happier as his home is neat and organised.

Our Client Services staff were involved in the promotion of Headway Gippsland services and volunteer drive at Farmworld, and Mid Valley Shopping Centre. These events provided staff with networking opportunities and a chance to learn about other supports and services in the region.

The program again hosted 4 medical students from Monash School of Rural Health on Community Based Practice placement. Each student develops an understanding of the 'whole person', particularly the social and economic context of health and illnesses, the impact of social and public policy on people with an ABI and an inter-professional perspective on the application of social equity and models of health.

Headway staff have had the opportunity to participate in ongoing training for Supportability; Headway Gippsland's electronic client database. We revised and implemented a new induction package this year to better reflect the changes in the disability sector for staff and volunteers.

Donna Walker

Client Services Manager

## Independent Living Skills Training

Headway Gippsland acknowledges the support of the Victorian Government in providing individual funding to support our participants to access this service.

The Independent Living Skills Training Program supported 14 participants who were interested in developing new and or relearning their living skills.

Some services included; support with arranging and attending medical appointments, community integration and access activities, support with accommodation resourcing, domestic skills such as vacuuming and laundry, hygiene, cooking and storage of foods, mowing lawns, washing cars, assistance and support in completing various applications including the Departments' Support Register applications in preparation for the NDIS and a variety of other documents which required advocating for participants.

The participants have embraced the program as it has assisted to build their confidence and self- esteem, sharing their feelings of self- worth and accomplishing their individual goals.

One participant successfully obtained a passport and has a holiday planned to reunite with family after several years of no contact. Falls prevention, hygiene and identifying other occupational health and safety concerns has also been achieved by participants within the program.

Nuray Ardolli  
Service Engagement Officer





## Lakes Entrance Social Support

Lakes Entrance has undergone a number of changes over the past year, we have farewelled some staff and participants and welcomed new ones.

The group continue to get out and about in the local community, enjoying a range of activities such as visiting parks for barbeques and the community garden. We have also enjoyed shared lunches at Kooralbyn Aged Care Centre in Bairnsdale where we were meeting for a time during the year.

The group continue to enjoy memory, cognitive and mental reasoning exercises, through games, discussions and use of electronic devices.

Trips we have enjoyed have been to Raymond Island for koala spotting, the Maffra Vintage Car Display, a trip to Orbost's Slab Hut and a river walk.

During May the group set themselves the challenge of completing the Den of Nargun look out walk, with the goal to begin more challenging walks. We have therefore attempted the Bruthen Walking trails challenge with the first of the trails completed successfully.

The Fairy Dell Rainforest walk was very much enjoyed and has been requested again in the future.

We are now utilising a room at Bairnsdale Regional Health Service and have changed our day to Thursdays each week and have been given a raised garden bed at the centre for our own vegetable garden.

We have a wonderful group and we look forward to the future!

Tanya Garland  
Co-Ordinator





## Trafalgar Social Support

The participants in the Trafalgar Social Support Group have had another exciting and busy year, being involved with a regular gardening sessions at the Moe Neighbourhood House as well as playing outdoor games. The participants also had the opportunity to meet new people and to view classes and activities on offer at the House.

We also enjoyed our cooking days and the various foods prepared for lunch and afternoon tea , story sharing, outings to various venues and locations for meals, and also gift making for the important people in their lives.

The group celebrated various holiday and event days in the calendar year such as Naidoc Week, Brain Injury Awareness Week at Lowanna College, Australia Day with the movie “the Castle” and a pub lunch, and various cultural days. We included more music days into these activities which has given the participants the opportunity to share their skills in singing and dancing, playing cards, board games and socialising in the finer weather, including a visit to the new Moe Library.

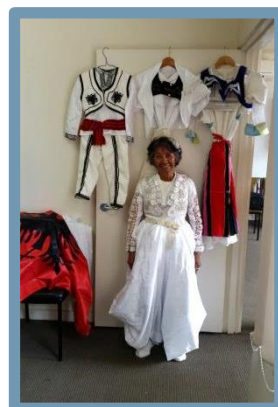
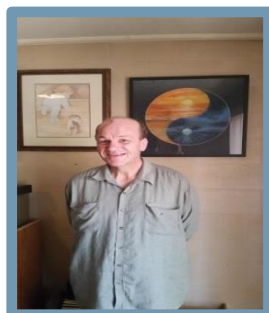
Comments from participants during the year include, “Wouldn’t change a thing, quite satisfactory, compliments and praise for the program, social connectivity, good group, everything is cool as it is, like doing more activities, doing different things, a safe place to be and being with people who understand you.”

The Trafalgar Senior Citizens disbanded during the year and kindly donated their carpet bowl mats and bowls to Headway. We also supported one of our members by attending the Warragul Library where he was holding his first art exhibition.

A special thankyou to our volunteers for all their support, interaction and participation with staff, participants and activities; their skills and ideas have given participants the support they otherwise may miss, especially those that live alone.

I would also like to say thankyou to my assistant Emer, relief workers Stacey and Amparo, the office staff and bus driver Tony Hayes for all their support throughout the year.

Nuray Ardolli  
Co-ordinator



## Wonthaggi Social Support

The South Gippsland Group has continued to enjoy a range of activities and the opportunity to explore new places that our participants have chosen. Our group continues to have an emphasis on supporting one another on a range of issues including medical, social or financial. Discussion time is included in all our in-days at the centre.

Once again the group's main activity for the year was painting. Sharyn Latham, our volunteer artist inspired and instructed our group throughout the year. Members have found painting therapeutic and relaxing. One participant enjoyed "seeing the end product come alive. Sharon makes it look so easy." Another said: "I have gained confidence through doing the art work with assistance from Sharyn and Headway staff."

Each member of the group exhibited a series of paintings at the Wonthaggi Library for ABI week in 2016. Good to do something different. The year culminated in the group exhibiting at the Korumburra Art Show at which Graham Rees won second and Sandra Van Duffelen third prize in their category. We are very grateful once again to Maxine Davies who has given encouragement to the group and organised the hanging of our paintings.

Participants have really appreciated cooking at the centre and have contributed the following statements: "I am hardly able to cook at home and get to eat meals that I otherwise wouldn't." "I enjoy helping cook. I enjoy cooking Chinese food. I get ideas of things to cook at home. I like getting together and cooking with others and talking with others." "I enjoy learning new recipes and making it taste right."

The group has started going on longer outings. We went to Arthur's Seat in May. One member commented that "going on the gondola was crazy." Another participant said that it was "great, would love to do it again. The new ride was the highlight because of the views. I liked the new cafe area – it was really good. 'I really enjoyed the lookout points on the circuit walk.'" Members also voted that they enjoy getting out of Wonthaggi and visiting different places including Leongatha, Foster and Korumburra townships.

My thanks are to the group participants, Pat and our wonderful volunteer Sharon.

Lyndon Bate Co-ordinator



## Warragul Westerners Social Support

The focus of the Warragul group continues to be friendship, participation and fun.

The Warragul group is a delightful mix of personalities, values, beliefs, attitudes, behaviours and abilities, with each member bringing their own unique perspective and character to the group. We have welcomed two new members to the group, which we have enjoyed getting to know better and with group numbers now at twelve, this creates lots of conversation and vibrancy every week.

We have had some great community access outings, which include morning teas, lunches and our special evenings out together. We have enjoyed train travel to various locations such as Traralgon, Pakenham, Moe, Yarragon and Trafalgar.

We have also had an interesting range of guest speakers and demonstrations on a variety of topics such as, mosaics, cultural presentations, jewellery making, community policing, member personal presentations and we all enjoy our weekly dose of Trev's Trivia. This year we have had some members taking holidays on cruise ships and exciting international travel to South Africa, Canada and Japan. We love hearing their stories upon their return. One of our favourite days this year was our Japanese cultural day. As one of our members was going to travel to Japan, we invited Miyuki and her son Soah to our group. We spent the day learning about Japan, how to do origami, how to make Miso soup and a variety of ingredients were prepared to make our own Sushi.

Another exciting day this year was our visit to the Warragul Regional Library to view the art exhibition on display by one of our members. This was Michael's first exhibition and to the delight of Michael, a number of paintings were sold on the day.

Thank you to my assistant Janet for all the support she brings to the group and to our valuable volunteers Heather and John, who are such an important part of our team, both for staff and members. This year we also have the pleasure of adding two more volunteers Robyn and Joanne. These two volunteers have incorporated jewellery making, card making, pom pom making, clay work, salt dough and regular seated exercise sessions to our program. Members and staff have really benefited from their knowledge and experience.

Well done again to the hardworking staff in the office for their work towards the NDIS and ensuring all our members are supported in the preplanning stages of this exciting insurance scheme and keeping us all informed of the processes involved.

Michelle Meggetto Co-ordinator.





## Latrobe Valley Social Support

On reflection back over the past year we have had many great program moments shared in & out of the group, our fire drills have improved taking less time to evacuate our building, “this is probably due to more danger awareness when they are called, a good thing for all concerned.”

We have had some great guest speakers come to the centre to discuss issues that may / will affect most of us, Peter from consumer affairs was talking about crime prevention in & out of your home (very interesting topic with lots of interaction from all), Gloria, Vicki & Uncle Dennis from the Morwell art shed also visited us with some great pieces of art work achieved. Other guests who have visited us over the year were our lovely medical students whom we all felt very fond of, they were all very polite, compassionate & helpful to all, everyone wished them well in their careers as doctors.

Participants enjoyed the bus trips to places like Inverloch, Fountain Gate, and Caribbean Gardens. Old favourite programs this year included our shared lunches with plenty of different foods on offer (not too good for our waist line) but very scrumptious, carpet bowling & Uno are always bought out on games days, the memory board game gets everyone’s memory thinking “even mine” (plenty of laughs also) .

As the year draws to a close we have many things to consider with the NDIS being rolled out in Gippsland in October.

We have had a great year with our volunteers John, Lyn, Nylok & Judy (the newest volunteer), the record number of volunteer hours this year is a great testament to their willingness, care, and participation within the group. Nylok has moved on to other things in her life. We would like to take this opportunity to personally thank our wonderful volunteers, and we look forward to many more fun times with you all.

Lastly but most importantly is my wonderful assistant Amparo for whom I have the most respect for, she just gets on with her work so thankyou Amparo for all your support throughout the year. Thank you to all the participants for another wonderful year, I am looking forward to the coming year ahead with you all.

Glenn Kimm Co-Ordinator



## Carer Respite Programs

### Supporting Older Carers-Direct

The Victorian State Government through the Department of Health and Human Services funds Headway Gippsland to provide the Supporting Older Carers – Direct Program which provides innovative and flexible respite opportunities.

This program has been able to assist 10 of Headway Gippsland's older Carers in a range of ways by using in home respite or community access respite.

Carers have utilised funds to maintain their social / recreational activities with exercise classes, swimming, art and craft classes, Carer weekends away, gardening activities, family visits, internet connections and lessons.

Memberships to sporting clubs or social clubs have also been a positive way for Carers to maintain their own individual pursuits and also reducing their social isolation which helps in maintaining their own health and wellbeing.

Donna Walker  
Client Service Manager

## Great Break Respite Program

The Headway Gippsland Great Break respite program is funded to provide a range of interesting and pleasurable experiences so that the main carer can enjoy some relaxing time knowing that the person that they provide assistance or support to is out and about enjoying themselves. The activities undertaken are all community based and try to accommodate a variety of interests of our participants. Some of these activities are sailing, cars, fishing, gardening, museums and community markets. Many hours of careful planning goes into designing our Great Breaks Programs.

During the year different participants have enjoyed a variety of activities from the Science Works lightning room and Planetarium to the Fire Services Museum, the Vietnam Veterans Museum in San Remo, the Vinter Ljusfest Festival in Walhalla and the Stringybark Sustainability Festival at Rowville.

One of the most enjoyable weekends was at Paynesville. The accommodation was right on the river with a visit to Buchan Caves, dinner in Bairnsdale and attending the Farmers market on the way home.

The Cape Schank weekend involved visiting dinosaur world and a trip on the ferry from Sorrento to Queenscliff to visit the Fort Queenscliff Army Museum which was another amazing experience.

To round off the year a theatre visit to the professional stage production of “Wicked” which was a major highlight and enjoyed by all who attended.

It has been a pleasure to share these experiences with you.

Donna Walker  
Client Services Manager



## Carers Friendship Group

Carers Friendship Group have met monthly during the 2016/17 year.

Activities included Christmas in July at the Yarragon Hotel with Santa paying a visit. Carer Week program, supported by Carers Victoria, saw Carers at Maffra enjoying a meal at the McCallister Hotel in Maffra. South Gippsland Carers met at the RACV club in Inverloch and Trafalgar and District Carers visited the Goat Farm in Yarragon.

Several Carers attended two days of pampering at Cowes, Phillip Island, this respite was funded by Brainlink and a train trip to Melbourne to a movie at the Crown Cinema was supported by Carers Victoria. Christmas Break-up was a BBQ at Acacia Park (Kingwill's) Yarragon

Pampering has been provided by generous volunteers and enjoyed by everyone and we have had a guest speaker from Family Relation Support for Carers (EACH) as well as lunch time outings to Hotels and Cafés.

With the introduction of the NDIS carers have been attending workshops and having discussion to support each other on the transition to the new way of service provision.

Kind Regards

Thelma Kingwill and Joan Hoeben



## Donations Cash or in Kind Support 2016-2017

Name	Amount	Allocation
Wayne Lock	\$10.00	General
Anne Horner / Sam Grima	\$30.00	General
Graham Rees	\$20.00	General
Lyndon Bate	\$90.00	General
Dianne Mumford	\$240.00	Gift Voucher SS Traf
Marie Hall	\$70.00	General
Yarragon Lions Club	\$400.00	Signage Bus
Shine Wing Australia	\$5000.00	Toyota Coaster Bus
Bendigo Community Bank	\$20000.00	Toyota Coaster Bus
Joyce / Jim Goss	Raffle Prizes	Christmas Raffle
Moe Traders Assoc.	Raffle Prizes	Christmas Raffle
Elizabeth Meggetto	Raffle Prizes	Mother's Day Raffle
Nancy Humphrey	Raffle Prize	Christmas Raffle
Baw Baw Shire	Reduced Rental	Social Support Trafalgar
Wonthaggi Tennis Club	Reduced Rental	Social Support Wonthaggi
Senior Citizens Morwell	Free Rental	Social Support Latrobe Valley
Lakes Recreation Reserve	Free Rental	Social Support Lakes Entrance
Lakes Community Health	No Bus Rental / Fuel Only	Social Support Lakes Entrance
Grant Fowler Signs	Passenger Limits	Bus
Latrobe Valley Bus Lines	Non slip instep	Bus
Traf Tractors & machinery	Free Storage	Bus & Trailers
<b>Volunteers</b>		
Colina Braniff	Weekly Volunteer	Latrobe Valley Group
John Gatt	Weekly Volunteer	Latrobe Valley, Warragul and Trafalgar Groups
Heather Hughes	Weekly Volunteer	Warragul Group
Joanne Watt	Weekly Volunteer	Warragul Group
Sharyn Latham	Monthly Volunteer	Wonthaggi Group
Judith Hall	Weekly Volunteer	Latrobe Valley and Trafalgar
Robert Butler	Weekly Volunteer	Bairnsdale Group
Robyn Roulston	Weekly Volunteer	Warragul Group
Nylok Myong	Occasional Volunteer	Latrobe Valley Group





## CERTIFICATE of REGISTRATION

*This is to certify that*

### Headway Gippsland Inc.

ABN 16 623 652 920  
Shop 2, 55 Lloyd Street, Moe, Victoria 3825, AUSTRALIA

*Operates a service delivery system that complies with the requirements of*

### National Standards for Disability Services

*For the following scope*

### Disability Services

Certificate number 451NDS1

Originally issued	29 August 2016
Current Issue	29 August 2016
Expires	28 August 2019

David Hamer  
Managing Director



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