



# HEADWAY

GIPPSLAND INC.

ABN 16 523 652 920



Volunteers Latrobe Valley SS

Judith Hall, John Gatt, Colina Braniff

Annual Report 2017-2018

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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 and other disabilities, 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 disabilities are individuals who have the inherent right to respect, for their human worth and dignity.
2. People with disabilities and their families have the same rights and responsibilities as all members of society.
3. Services provided for people with disabilities should respond to the 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 disabilities 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

### Services Offered:

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

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

A range of supports are offered including

- One on one support
- Social Support activities
- Community Access
- Support Co-Ordination to implement your plan
- Plan Management as a financial intermediary
- Short stay trips
- Skills development
- Social Evenings

Unless otherwise stated all services offered by Headway are utilising funds within your NDIS Plan.

### Social Support Services:

Social Support Group 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.

### 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 participants. Trained Headway professionals guide and support the volunteers within their roles, ensuring the consistency and quality of support provided to participants.

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

<b>Date:</b>	Monday 8th October 2018
<b>Time:</b>	1:00pm-3pm
<b>Place:</b>	Trafalgar Community Centre

<b>Agenda No.</b>	<b>Subject</b>	<b>Action Officer</b>
<b>1.</b>	<b>Official Welcome by Chairperson and Acknowledgement of Country, Special Guests and Members</b>	Chairperson
<b>2.</b>	<b>Attendance and Apologies</b>	Secretary
<b>3.</b>	<b>Confirmation of Minutes of Previous Annual General Meeting 2016</b>	Chairperson
<b>4.</b>	<b>Chairperson/General Manager's Report</b>	Chairperson G/ Manager
<b>5.</b>	<b>Annual Financial Report (for year ended 30 June 2018)</b>	G/Manager
<b>6.</b>	<b>Appointment of External Auditor</b>	G/Manager
<b>7.</b>	<b>Acceptance of Annual Report</b>	Chairperson
<b>8.</b>	<b>Presentations : Michelle Possingham from Lifeline</b> Acknowledgement of Staff and Volunteers	Guest Speaker Chairperson
<b>9.</b>	<b>Declaration of Positions Vacant</b>	Chairperson
<b>10.</b>	<b>Elections of Board Directors</b> Ballot if required.	Returning Officer
	<b>Light Refreshments will be provided.</b>	

## Minutes of Annual General Meeting 2017

**Meeting:** AGM 2017

**Meeting No.:** 01/2017

**Time:** 1.15pm-2.45pm

**Date:** 22nd October 2017

**Venue:** Trafalgar Community Centre

**Chair:** Maxine Davies

Agenda No.	Subject	Action Officer
1	<p><b><u>Official Welcome</u></b></p> <p>Board Chair, Maxine Davies 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>Maxine Davies 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>	
2.	<p><b><u>Attendance and Apologies</u></b></p> <p><b>2.1 Guest</b></p> <p>Phillip Drummond (Manager of the Bendigo Community Bank in Trafalgar)</p> <p><b>2.2 Attendance</b></p> <p>Maxine Davies, Debbra O'Keefe, Michelle Olsen, Peter Clement, Robert Clough, Bryan Leaf, Jenelle Henry, Nicky Levey, Nuray Ardolli, Dianne Mumford, Kerry Vaughan, Colin Matthies, David Barnes, Emer Boyle, Lyndon Bate, Pat Moutafis, John Page, Heather Hughes, Thelma Kingwill, Laurie Kingwill, Norma Buckton, Trevor Buckton, Darrell Wouters, Jean Wouters, Sam Grima, Tim McMillan, Paul Drew, Martin Rimmer, John Marotta, Carren Sanderink, Trevor Campbell, John Buckton, Frank Falzon, Ann Horner, Paul Bur, Adrian Conyers, Melissa Matthews, Ines McCausland, Les Hecker, John Gatt, Judy Hall, Darren Pickett, Andrew Rieniets, Sandra Van Dufflen, Graham Rees, Veronica Elston, Phillip Drummond, Shirley Cowling</p> <p><b>2.3 Apologies</b></p> <p>Susan Waller, Sarah Lee, Edwin Vandenberg, Debbie Knight(Interchange), Darren Chester MP,</p> <p>Norma Derham, Alison Hurtig,</p>	

	Michelle Meggetto, Glenn Kimm, Judi Griffith , Jennifer Daltry, Marian Adams, Viv Williams, Maureen Rooney, John Rooney, Amparo Miller, Elizabeth Clough, Adrienne Rieniets	
3.	<p><b><u>Confirmation of Minutes of Previous AGM</u></b></p> <p><b>Resolution:</b></p> <p>That the Minutes of the Annual General Meeting held on 24 October 2016 be accepted.</p> <p><b>Moved:</b> Peter Clement                      <b>Seconded:</b> Norma Buckton</p> <p><b>Resolution voted and carried</b></p>	
4.	<p><b><u>Reports</u></b></p> <p><b>4.1 Chairperson's Report</b></p> <p>Maxine Davies thanked the Board, The staff, the participants and volunteers for their efforts and commitment throughout the year. Maxine paid tribute to the three retiring Directors, Elizabeth Meggetto, Fellicity di Toro and Bryan Leaf. Maxine highlighted their efforts and thanked them for their service.</p> <p><b>4.2 General Manager's Report</b></p> <p>Jenelle Henry, with Maxine Davies, paid tribute to Brian Leaf for his assistance to the organisation. Bryan responded that he was very willing to assist Headway in fund raising activities. Jenelle then thanked the office team members, the staff, the participants and the volunteers.</p>	
5.	<p><b><u>Annual Financial Report (for year ended 30 June 2017)</u></b></p> <p><b>5.1 Annual Financial Report – year ended 30 June 2017</b></p> <p>The Chair advised that Board Treasurer, Michelle Olsen, would be delivering the Financial Report.</p> <p>Michelle Olsen advised that the full Financial Report is available in the Annual Report. In her first Annual Financial Report. She</p>	

	<p>highlighted the costs associated with NDIS preparation as investments in the future of Headway. Whilst still making a deficit, there was an increase in income which was thanks to Jenelle Henry and staff. Major expenditure items of IT System and the Bus have ensured that Headway is well placed for the future.</p> <p><b>Resolution:</b></p> <p>That the Audited Financial Statements of Headway Gippsland for the year ended 30 June 2017, as circulated, be received and accepted.</p> <p><b>Moved:</b> Graham Rees      <b>Seconded:</b> Tim McMillan</p> <p><b>Resolution voted and carried</b></p>	
6.	<p><b><u>Appointment of External Auditor</u></b></p> <p>The Headway Board requested approval to delay the appointment of external auditor until prior to the next external audit in 2018</p> <p><b>Resolution:</b></p> <p>That the members of Headway Gippsland Inc. agree to delayed appointment of external until prior to the next external audit in 2018</p> <p><b>Moved:</b> Tim McMillan      <b>Seconded:</b> Jean Wouters</p> <p><b>Resolution voted and carried</b></p>	
7.	<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 2017, as circulated, be received and accepted.</p> <p><b>Moved:</b> Peter Clement      <b>Seconded:</b> Dianne Mumford</p> <p><b>Resolution voted and carried</b></p>	
8.	<p><b><u>Special Resolution – Changes to the Rules(Constitution)</u></b></p> <p>Maxine Davies and Jenelle Henry explained the reasons for each of the requested amendments and answered questions from the floor. Each change was considered separately and voted separately with every change approved by more than 75% majority</p>	

9.	<p><b>Resolution:</b></p> <p><b>That the proposed amendments to the Rules of Association of Headway Gippsland Inc be accepted</b></p> <p><b>Moved:</b> Robert Clough      <b>Seconded:</b> Peter Clement</p> <p><b>Resolution voted and carried</b></p> <hr/> <p><b><u>Presentations</u></b></p> <p><b>9.1 Welshpool – Shirley Cowling</b>  Shirley provided the meeting with a presentation update on the work that has been completed, and some items to be finalised, at the respite house she has created in Welshpool.</p> <p><b>9.2 My Story – Kerryn Vaughan</b>  Kerryn Vaughan, a support worker at Headway, was appointed to the role of Special Projects Facilitator to develop and lead the My Story Project and potential future projects if funding is available. Latrobe Community Health Services provided the funding.  With Nicky Levey, as a volunteer on this project, the project ran for 8 weeks with 8 participants who each developed their personal story of life before and after their acquired brain injury.  Kerryn spoke passionately to her presentation which also involved Trevor Campbell. Kerryn advised that a booklet has been developed with all the stories and will be presented to all members of the group and loaded onto the Headway Gippsland website. A launch is being scheduled.  Jenelle Henry thanked Kerryn for her inspirational presentation and Headway Gippsland provided a cheque to Kerryn for the charity she founded, One Planet Classrooms</p> <p><b>9.2 Certificates of Appreciation for Volunteers</b></p> <p>The Chair thanked volunteers and presented certificates to the following volunteers:</p> <p>Heather Hughes    -Warragul Social Support</p> <p>Colina Braniff      -Morwell Social Support(not present)</p> <p>Sharyn Latham     -Wonthaggi Social Support (not present)</p> <p>John Gatt            -Morwell, Trafalgar and Warragul Social Support</p> <p>Robyn Roulston    -Warragul Social Support(not present)</p> <p>Joanne Watt        - Warragul Social Support(not present)</p>	
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	<p>Judy Hall - Trafalgar and Morwell Social Support</p> <p><b>9.3 Certificates of Appreciation for Staff Members</b>  Nuray Ardolli – 10 years  Tony Colvin – 10 years(not present)</p> <p><b>9.4 Acknowledgements</b>  Jenelle Henry acknowledged the Board Leadership of the Chair, Maxine Davies, and thanked her for strong support</p>																
<b>10.</b>	<p><b><u>Declaration of Positions Vacant/Election of Directors</u></b></p> <p>Phillip Drummond, Branch Manager Bendigo Bank, Trafalgar and District Branch, declared 4 positions vacant on the Board of Directors and with these 4 retiring Directors making themselves available for re-election and no further nominations, declared them all re-elected unopposed.</p> <table> <tr> <th><u>Name</u></th><th><u>Term</u></th><th><u>Nomination</u></th></tr> <tr> <td>Maxine Davies</td><td>3 years</td><td>Re-nomination</td></tr> <tr> <td>Michelle Olsen</td><td>1 year</td><td>Re-nomination</td></tr> <tr> <td>Peter Clement</td><td>3 years</td><td>Re-nomination</td></tr> <tr> <td>Robert Clough</td><td>3 years</td><td>Re-nomination</td></tr> </table>	<u>Name</u>	<u>Term</u>	<u>Nomination</u>	Maxine Davies	3 years	Re-nomination	Michelle Olsen	1 year	Re-nomination	Peter Clement	3 years	Re-nomination	Robert Clough	3 years	Re-nomination	
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Maxine Davies	3 years	Re-nomination															
Michelle Olsen	1 year	Re-nomination															
Peter Clement	3 years	Re-nomination															
Robert Clough	3 years	Re-nomination															
<b>11.</b>	<p><b><u>Closure of the Meeting</u></b></p> <p>The Chair declared the meeting closed at 2.45pm</p> <p>Confirmed</p> <p>Chairperson:.....</p> <p>Date: ...../...../.....</p>																

## Headway Gippsland Strategic Plan

2018 /2021

A snap shot of the Strategic Plan for Headway for the next three years.

### Mission:

Our mission is to provide exceptional services to individuals with an ABI and/ or other disabilities to participate in all aspect of community life.

### Objectives

1.Sustainability

**What will success look like**

- Diverse revenue streams
- We are profitable and in existence
- Outgrown our current premises.

## 2. Clients/participants **What will success look like**

- Our clients/participants are happy
- They are highly satisfied with the service they receive
- We have a greater number of participants/clients
- We have a greater diversity in the people utilising our services.
- Our services are highly sought after
- We have a diverse range of services to offer participants.

## 3. Partnerships **What will success look like**

- We have valued partnerships
- We are valued partners
- We work in collaboration with a wide variety of community groups across the region.

## 4. Organisational capability **What will success look like**

- We recruit highly trained staff
- We have the right mix of people in the organisation
- We have the right mix of people with the right skills
- We have the right staff with the right values.
- Our staff feel valued and respected.

# Chairperson's Report

Dear Members, Friends, Staff and Volunteers

This last year has seen the most rapid growth and change that Headway has seen since its inception. The NDIS has certainly come in with a bang and client numbers have increased at a rate that none of us could have predicted.

Our main focus remains on those clients with an ABI who make up about 90% of our client base but we are now accepting all disabilities and giving them the best services that Headway can provide.

Jenelle and her wonderful staff have worked above and beyond all our expectations to keep up to the rapidly increasing demand for our services.

The Board has worked hard to put the appropriate practices into place and we now only need to meet bi-monthly. We do however need new Board members as we recently lost Sarah Lee who has had to return to the UK. She was a valuable member and we will miss her. So if you feel that you could volunteer for one meeting every second month please contact us..

To conclude, I can't thank Jenelle and her wonderful office staff enough not to mention our amazing field staff and volunteers, they have all given their best and then a bit more. Jenelle has made the work of the board so much easier by her dedicated and professional approach to the running of Headway. The directors and I thank you all very much.

I would also like to thank my fellow directors who have all worked hard to ensure that Headway has had the right processes in place to meet the NDIS as successfully as we have

Wishing all our members the best for the coming year,

Kind Regards

Maxine Davies

Chair, Headway Board of Management .

## General Manager's Report

Flexitarian – A Noun

FLEXATARIAN - a person who has a primarily vegetarian diet but occasionally eats meat or fish.

Flexitarian a noun which was used recently in an article that I was reading. In this article it was related to food but I thought this word perfectly describes the year at Headway, Flexitarian adapting to change, thinking flexibly about the NDIS , ensure work practices are flexible and quickly able to adapt to change.

The NDIS has provided some great opportunities to people with disabilities but not without many challenges as with anything new it will take some time for the scheme to clear the glitches and make

way for what is the intended outcome of the scheme. For some people the NDIS has presented real opportunities and given them greater choice and control over their lives.

As an organisation Headway has grown enormously and has prided itself on working closely with the NDS (National Disability Services), the participants and the NDIA. Our mantra this year has to be to learn as much as possible and reflect on all our current practices and ask ourselves what is important to the person receiving the service.

I am as always indebted to my hard working and supportive team, David Barnes, Nicky Levey, Nuray Ardolli, Dianne Mumford and Colin Matthies. I am truly grateful for the all the Volunteers not only in the programs but those on the Board.

Volunteers give of their time freely for the greater good knowing that they are valued and the work that they do for so many is so important.

Our Life skills support officers are the core of what we do, they are passionate, caring and hardworking, always striving to support the person to achieve their goals and aspirations. It is these individuals that support our participants every day to live their lives as they choose. These individuals make me proud to be involved at Headway.

Come January 2019 we see the commencement of the roll out of the outer Gippsland region, something we are excited about as we believe we have learnt so much over the last year and we cannot wait to support the families and individuals with our new found knowledge.

Jenelle Henry  
General Manager  
Headway.

## Business Development Manager's Report

It's hard to believe another year has passed here at Headway! The lead up to NDIS in Inner Gippsland was a busy time, assisting participants and families with pre planning and ensuring Headway was ready for the change. Throughout this we continued to offer services outside of NDIS such as TAC and other contracted services.

I must say our understanding of being busy was redefined come NDIS rollout! We have worked hard to continue the high quality of service we offer to our existing participants as they have gone across to NDIS. Since the rollout late last year we have had a steady increase in new participants, many of whom arrive at the door with plans in hand eager to put them into action, either through supports at home or in the community, groups, plan management services or through support coordination.

Support coordination and plan management are both new areas to Headway but areas where we feel we provide an exceptional service. There have been some hiccups along the way, but these are

common across the service sector as service providers adapt to the changes and participants begin their plans, have reviews and continue with new plans. We have been in regular contact with the NDIA and the LAC (Local Area Coordination) regarding any queries or issues that arise and continue to attend NDIS information sessions to ensure we keep up to date with any changes.

The introduction of the NDIS has had mixed reviews and each person has a different experience with the new system, however it is important to remember there are many instances where people in the community who have never had funding are now in a position to be able to purchase the supports they require. We have seen people whose lives have changed and independence increased due to the ability to now access equipment, being able to have their homes modified to suit their disability, or even just the simple act of having someone to assist them to do their shopping and budgeting.

We are very thankful to have such a loyal, strong (and steadily growing) staff team who work in the field with our participants on a daily basis, and also the coordinators who run our social support groups. We are also fortunate that the people we supported pre NDIS have chosen to continue with Headway. Outer Gippsland will rollout starting January 2019 and we are working towards being fully ready for this.

Headway has also started working with children and has developed policies and procedures to reflect this change in service provision. You will notice the child safety statements across our documentation and we ensure all staff working with children are screened appropriately.

Often we become so busy we forget to thank those who work with us or work for us so thank you to all Headway members, staff, participants, volunteers and Board for your continued commitment to Headway going into the future.

I look forward to the coming year and all the challenges and growth it will bring.

Nicky Levey

## **Statement by Board Members**

## Headway Gippsland Inc

### Statement by Members of the Committee

For the year ended 30 June 2018

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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 2018 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:



President



Treasurer

# Auditors Report

## **Audit Report – Unmodified Opinion**

To the members of Headway Gippsland Inc.:

### **Report on the Financial Report**

We have audited the accompanying financial report, being a general purpose financial report of the Headway Gippsland Inc. (the association), which comprises of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, notes comprising a summary of significant accounting policies and other explanatory information, and the Committee's Report.

### **Committee's Responsibility for the Financial Report**

The Committee of the association are responsible for the preparation of the financial report, and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012*. The Committee's responsibility also includes such internal control as the Committee determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Independence**

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

### **Audit's Opinion**

In our opinion the financial report of the association has been prepared in accordance with the *Associations Incorporation Reform Act 2012* including:

- (a) giving a true and fair view of the entity's financial position as at 30 June 2018 and of its performance for the year ended on that date; and
- (b) complying with Australian Accounting Standards as referred to in Note 1 to the financial statements.

### **Basis of Accounting and Restriction on Distribution**

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Headway Gippsland Inc. to meet the requirements of the *Associations Incorporation Reform Act 2012*. As a result the report may not be suitable for another purpose.

Signed on : 3<sup>rd</sup> October 2018



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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 2018

	Note	2018 \$	2017 \$
Revenues from ordinary activities		1,119,590.03	755,923.02
Depreciation and amortisation expenses		(33,718.00)	(37,982.62)
Other expenses from ordinary activities		(1,174,876.36)	(823,490.64)
Profit (loss) from ordinary activities before significant items and income tax		(89,004.33)	(105,550.24)
Significant items			25,000.00
<b>Profit (loss) from ordinary activities before income tax</b>		<b>(89,004.33)</b>	<b>(80,550.24)</b>
Income tax revenue relating to ordinary activities			
<b>Net profit (loss) attributable to members of the association</b>		<b>(89,004.33)</b>	<b>(80,550.24)</b>
<b>Total changes in equity of the association</b>		<b>(89,004.33)</b>	<b>(80,550.24)</b>
Opening retained profits		883,330.26	963,880.50
Net profit (loss) attributable to members of the company		(89,004.33)	(80,550.24)
<b>Closing retained profits</b>		<b>794,325.93</b>	<b>883,330.26</b>

## Headway Gippsland Inc

### Statement of Financial Position as at 30 June 2018

	Note	2018 \$	2017 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash assets		634,254.23	609,169.73
Receivables		46,594.67	34,304.54
Other financial assets		500.00	500.00
Other			742.73
<b>Total Current Assets</b>		<b>681,348.90</b>	<b>644,717.00</b>
<b>Non-Current Assets</b>			
Property, plant and equipment		396,064.02	424,378.38
<b>Total Non-Current Assets</b>		<b>396,064.02</b>	<b>424,378.38</b>
<b>Total Assets</b>		<b>1,077,412.92</b>	<b>1,069,095.38</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables	2	142,668.82	28,932.75
Financial liabilities	3	18,390.00	23,527.85
Current tax and payroll liabilities	4	7,939.85	12,256.52
Provisions	5	62,881.43	76,954.00
<b>Total Current Liabilities</b>		<b>231,880.10</b>	<b>141,671.12</b>
<b>Non-Current Liabilities</b>			
Provisions	5	51,206.89	44,094.00
<b>Total Non-Current Liabilities</b>		<b>51,206.89</b>	<b>44,094.00</b>
<b>Total Liabilities</b>		<b>283,086.99</b>	<b>185,765.12</b>
<b>Net Assets</b>		<b>794,325.93</b>	<b>883,330.26</b>
<b>Members' Funds</b>			
Retained profits		794,325.93	883,330.26

## Headway Gippsland Inc

### Statement of Cash Flows For the year ended 30 June 2018

	2018 \$	2017 \$
<b>Cash Flow From Operating Activities</b>		
Receipts from customers	1,094,874.76	699,210.79
Payments to Suppliers and employees	(1,071,673.91)	(778,701.95)
Interest received	12,380.14	19,041.42
Dividends received	45.00	45.00
Net cash provided by (used in) operating activities (note 2)	35,625.99	(60,404.74)
<b>Cash Flow From Investing Activities</b>		
<b>Payment for:</b>		
Other Assets		(46,223.60)
Payments for property, plant and equipment	(5,403.64)	(287,325.55)
<b>Proceeds from disposal of:</b>		
Proceeds from sale of property		7,759.50
Net cash provided by (used in) investing activities	(5,403.64)	(325,789.65)
<b>Cash Flow From Financing Activities</b>		
Proceeds of borrowings		23,460.70
Repayment of borrowings	(5,137.85)	
Net cash provided by (used in) financing activities	(5,137.85)	23,460.70
Net increase (decrease) in cash held	25,084.50	(387,733.69)
Cash at the beginning of the year	609,169.73	996,903.42
Cash at the end of the year (note 1)	634,254.23	609,169.73

## Headway Gippsland Inc

### Statement of Cash Flows For the year ended 30 June 2018

	2018	2017
<b>Note 1. Reconciliation Of Cash</b>		
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
Cash At Bank - Bendigo Bank	96,475.70	78,119.53
Bendigo Bank Term Deposit	535,070.85	523,619.15
Cash on hand	2,707.68	1,019.15
	<u>634,254.23</u>	<u>609,169.73</u>

### Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Operating Profit After Income Tax

Operating profit after income tax	(89,004.33)	(80,550.24)
Depreciation	33,718.00	37,982.62
(Profit) / Loss on sale of property, plant and equipment		(7,759.50)
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in trade and term debtors	(12,290.13)	(29,866.31)
(Increase) decrease in prepayments	742.73	(742.73)
Increase (decrease) in trade creditors and accruals	(1,004.03)	11,625.96
Increase (decrease) in other creditors	114,740.10	(14,729.99)
Increase (decrease) in provision for AL & PL	(14,072.57)	20,464.00
Increase (decrease) in provision for LSL	2,796.22	3,171.45
<b>Net cash provided by operating activities</b>	<u><b>35,625.99</b></u>	<u><b>(60,404.74)</b></u>

## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2018

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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**

## Headway Gippsland Inc

### Notes to the Financial Statements

For the year ended 30 June 2018

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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' market 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.

## **Headway Gippsland Inc**

### **Notes to the Financial Statements**

**For the year ended 30 June 2018**

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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).

## Headway Gippsland Inc

### Notes to the Financial Statements

For the year ended 30 June 2018

	2018	2017
<hr/>		
<b>Note 2: Payables</b>		
Unsecured:		
- Trade creditors	14,464.72	15,468.75
- Funds received in advance	128,204.10	13,464.00
	<hr/> 142,668.82	<hr/> 28,932.75
	<hr/> <b>142,668.82</b>	<hr/> <b>28,932.75</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>Note 3: Financial Liabilities</b>		
Current		
Unsecured:		
- Australian Taxation Office	18,390.00	23,450.00
- Client deposits		77.85
	<hr/> 18,390.00	<hr/> 23,527.85
	<hr/> <b>18,390.00</b>	<hr/> <b>23,527.85</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>Note 4: Tax and Payroll Liabilities</b>		
Current		
GST payable control account	369.16	1,203.84
Salary, wages & super liabilities	7,570.69	11,052.68
	<hr/> <b>7,939.85</b>	<hr/> <b>12,256.52</b>
	<hr/> <hr/>	<hr/> <hr/>

## Headway Gippsland Inc

### Notes to the Financial Statements For the year ended 30 June 2018

	2018	2017
<b>Note 5: Provisions</b>		
<b>Current</b>		
Provision for AL & PL	62,881.43	76,954.00
	<b>62,881.43</b>	<b>76,954.00</b>
<b>Non Current</b>		
Provision for LSL	51,206.89	44,094.00
	<b>51,206.89</b>	<b>44,094.00</b>

## Headway Gippsland Inc

### Income and Expenditure Statement

For the year ended 30 June 2018

	2018 \$	2017 \$
<b>Income</b>		
HACC Funding	240,651.87	239,515.33
DHS Funding	233,711.53	333,828.75
NDIS Packages	251,902.02	
Grants & Submissions	37,578.27	20,000.00
Other Funding	315,895.24	112,503.79
Client Contributions	12,776.83	12,960.76
Dividends - Franked	45.00	45.00
Interest received	12,380.14	19,041.42
Donations	13,356.50	8,462.11
Commission Income	774.54	1,136.36
Membership Income	518.09	670.00
Profit on sale of property, plant, equip		7,759.50
Total income	1,119,590.03	755,923.02
<b>Expenses</b>		
Accountancy	25,698.68	18,083.45
Advertising & promotion	3,175.98	4,416.26
Audit fees	10,580.00	6,769.90
Bank fees & charges	238.27	310.05
Board/Governance Expenses	7,073.29	7,874.78
Cleaning & rubbish removal	2,170.00	2,176.90
Client Services	111,609.13	46,495.94
Computer Support	11,733.76	12,150.45
Consultants fees	12,055.00	13,779.48
Depreciation - Plant	33,718.00	37,982.62
Donations	123.64	140.69
Electricity	1,545.87	3,360.95
Hire/Rent of plant & equipment	6,216.05	9,146.56
Insurance	2,928.87	2,875.33
Legal fees		498.98
Postage	926.04	1,297.60

## Headway Gippsland Inc

### Income and Expenditure Statement For the year ended 30 June 2018

	2018 \$	2017 \$
Printing & stationery	4,155.90	5,162.51
Rates & land taxes	1,740.43	2,388.84
Rent on land & buildings	4,167.27	9,831.45
Repairs & maintenance	2,211.86	13,999.52
Staff amenities	1,042.65	1,120.89
Staff training	7,893.86	10,026.81
Storage	298.24	263.97
Subscriptions	910.91	1,500.00
Superannuation	74,820.46	47,361.59
Telephone	12,819.50	10,320.36
Wages	856,901.22	585,335.16
Workcover	11,839.48	6,802.22
Total expenses	1,208,594.36	861,473.26
Profit (loss) from ordinary activities before significant items and income tax	(89,004.33)	(105,550.24)
Significant items		25,000.00
<b>Profit (loss) from ordinary activities before income tax</b>	<b>(89,004.33)</b>	<b>(80,550.24)</b>
Income tax revenue relating to ordinary activities		
<b>Net profit (loss) attributable to the association</b>	<b>(89,004.33)</b>	<b>(80,550.24)</b>
<b>Total changes in equity of the association</b>	<b>(89,004.33)</b>	<b>(80,550.24)</b>
Opening retained profits	883,330.26	963,880.50
Net profit (loss) attributable to the association	(89,004.33)	(80,550.24)
<b>Closing retained profits</b>	<b>794,325.93</b>	<b>883,330.26</b>

## Bairnsdale Social Support

The Bairnsdale Social Support Group are a tight knit group of individuals who have over a period of time become close friends, who express that they look forward to catching up weekly to socialize.

All the participants have a great sense of humour and frequently joke between each other. . The age group of participants ranges within a 10 year gap so we all have similar taste in music which has become a highlight when travelling around on activities. Participants take it in turns choosing from my cd collection or bringing their own from their collection. Cold Chisel is the group's favourite and the Bus becomes a hub of noise when this is played as we all know 'most' of the lyrics. It's amazing how the memory works and can be stimulated by the slightest melodic content and tones or pitches.

Together the group decides on our activities for the upcoming months. By far the most requested is community access activities such as BBQs and Picnic's held at local parks and rivers and fishing in the warmer months. Participants also visit the local Neighbourhood House and pick items from the free food basket which is a great way of keeping costs of lunch down. We then shop as a group at the local supermarket where budgeting is a theme and the specials usually determine what is on the menu for the day. Often we'll end up with a three course feast for as little as \$4 a head. Another favourite monthly activity is visiting the local Neighbourhood House for their weekly cooked lunch which is supported by volunteers.

During both community access and centre based activities time is taken to speak individually to the participants and ask them of any goals or skill development via the social support group.

Unfortunately in January we lost the room we were able to use through the local hospital where we could play games and undertake any craft activities. We now hire the local library room on these Centre Based Activities days.

Melanie Kirkpatrick



## Trafalgar Social Support

A myriad of activities forms the basis for the Trafalgar Social support group.

Some snippets from the participants about how they feel about the activities they are involved with in the program.

**Social :** “I like coming here, it means I’m not at home alone”, “I like going out with others”, “It’s a place where I know I belong, fit in”, “I like to smile- I smile when I feel I have connection with people” “I like celebrating the birthdays”.

**Recreation :** “gentle exercise is fun, I like the parachute”, “I like trying to beat our word count when we do” create a word”, “I look forward to the weekly Quiz”, “I like helping with the cooking because I learn safety”, “I didn’t think I would like crafts but I actually enjoy it”, “I like the support I get to interact with others more”, “I like the singing and dancing, we have so much fun”.

The participants have and are experiencing change with how they are living and how they make their choices with the NDIS. Many have now got funding for the 1;1 supports they very much needed but are having difficulty in fitting the support hours into their busy schedules. The NDIS is often spoken about in our group, the staff and volunteers always acknowledging the participants feelings and experiences and supporting the participant with any resources available.

Although I am the coordinator of the program it is with the help of many that make programs like ours successful. I would like to take this opportunity to thank my wonderful assistant Emer and of course our wonderful volunteers John and Judy.

Nuray Ardolli

Some snaps of our year;



## Wonthaggi Social Support

The participants of the program are enjoying a range of activities. All activities chosen are reflective of their individual goals and aspirations. The group has thoroughly enjoyed our Art program although our volunteer artist retired from the group at the end of last year due to new work commitments. Even so, our group has created new works. Members have found painting therapeutic and relaxing.

In addition to painting we made face masks and sculpted with wire and clay.



During ABI week, in August last year, we mounted another exhibition at the Wonthaggi Library. This was opened by the Bass Coast Shire Mayor and was attended by the group, friends and other guests.

On one of the outings to the Dandenongs the views were spectacular. The Emerald outing included visiting a cafe for morning-tea, a forest walks and a picnic at Emerald Lake. The participant whose goal it was to travel to the Dandenongs said that he “loved the trip to the Dandenongs because of the walk.” A mystery trip to Crystal World at Devon Meadows met another participants goal. “It is one of the largest wholesalers of crystals and fossils in the world. They have an incredible range of crystals and fossils.”



Our group was saddened by the passing away of Donna Ravelich, Martin Rimmer and Bruce Broadbent. Each made a unique impression and significant contribution to the group in Wonthaggi over many years. Many of the group participants have now moved to the NDIS and for many the process of this transition has been supported by Headway.

Thank you to all staff, especially Pat and the group participants for making it a great year; one of which I personally have thoroughly enjoyed.

Lyndon Bate

## Warragul Westerners Social Support

The Warragul social support group are a very vibrant and interesting assembly of people. There is a wonderful mix of ages, backgrounds, individualised stories of ABI, relationship status, personal interests, talents and essentially we have all come together as a beautiful mix of individuals that have their ABI in common.

There is a perfect quote by Lucius Annaeus Seneca that sums up an underlying purpose of this group:

***“One of the most beautiful qualities of true friendship is to understand and to be understood”***

Group members are the drivers of what we do every week and staff do their best to ensure that as many of their ideas as possible are crammed into our plans every month. Each participant also has an individualised plan that makes certain that they are in control of choices around access, opportunities, pathways, interaction, and involvement and identifies opportunities to access the supports and services they require to achieve their goals whilst at Headway.

We have also had an interesting range of guest speakers and demonstrations on a variety of topics such as Stroke support, Toastmasters and the West Gippsland Healthcare Group. A highlight over the last year was our attendance at the Great Chase Community day. This was held at the Warragul Greyhound Racing Club and we were fortunate to take home first place.



Many of the participants have a goal of maintaining or improving brain function. Every week we enjoy Trev's Trivia, where we often spend the morning straining our brain cells. We have also been busy cooking, celebrating culturally diverse days, bus outings and centre activities.

Thank you to Janet for all the support (and singing) she brings to the group and to our valuable and regular volunteers Heather and John, who are such an important part of our team, both for staff and members.

We have a busy year planned for the remainder of this year and plenty of plans and ideas that we look forward to doing together in the future.

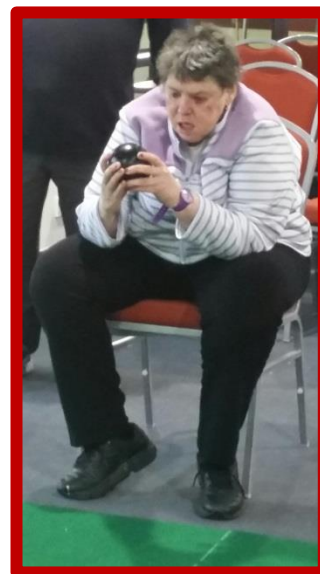
Michelle Meggetto

## Latrobe Valley Social Support

This year has been incredible as we have welcomed many new members to our group, luckily our venue has been large enough with plenty of space, even enough space to have some one on one time with participants.

Again we have focussed on delivering a person centred program that has the goals and aspirations at the forefront of what we do within the program each week.

When we look at an individual's goal, we look at what the person can achieve in the program, taking into consideration their strengths and weaknesses. As an example one participant's goal was to go to an AFL match with other group members back in May. I organised the transport for the group to attend, the participant arranged tickets & seating from the North Melbourne Football club, "we all had a great day" which everyone enjoyed.



One of our participants' wanted to play carpet bowls, but due to issues with her mobility she found it difficult to participate, we encouraged her to sit on a chair and try to bowl this way, and with great coaching from myself and a volunteer, she was able to do this, and now continues to thoroughly enjoy this activity.

Volunteers make a very valuable contribution each week, and without them it would be difficult to offer the great services that we do. I would like to take this opportunity to thank all three volunteers, John, Judy and Colina for going that extra mile within the program.

Also, a big thank you to my assistant Amparo for her help and support throughout the year, the participants and myself are very grateful to have her in our program.

Glenn Kimm

## Donations Cash or in Kind Support 2017-2018

Name	Amount	Allocation
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Wayne Lock	\$10.00	General
Anne Horner / Sam Grima	\$30.00	General
Graham Rees	\$20.00	General
Lyndon Bate	\$90.00	General
Dianne Mumford	\$300.00	Gift Voucher SS Groups
Marie Hall	\$70.00	General
Yarragon Lions Club	\$400.00	Respite House
Warragul Greyhounds	\$1500.00	Warragul SS Group
Susan Waller	\$50.00	General
Joyce / Jim Goss	Raffle Prizes	Christmas Raffle
Moe Traders Assoc.	Raffle Prizes	Christmas Raffle
Steamatic Golf Day	\$375.00	General
TWPS Aust –July17	\$5800.00	PowerPack W/Chair
TWPS Aust-June18	\$4236.50	Refurbish Respite House
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 Community Health	No Bus Rental / Fuel Only	Social Support Bairnsdale
Matthew Henry	Donated Timber /Plants	Community Garden Beds

### **Volunteers**

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	Occassional Volunteer	Warragul Group
Sharyn Latham	Occassional Volunteer	Wonthaggi Group
Judith Hall	Weekly Volunteer	Latrobe Valley and Trafalgar
Robyn Roulston	Occassional Volunteer	Warragul Group
Jim & Joyce Goss	Occassional Volunteers	Fundraising events.



#### Address

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Headway Gippsland Inc.

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