



# 41ST ANNUAL GENERAL MEETING

Annual  
Report

2021 - 2022



Front page: Jenny with Siena, May 2022

This page: Jackie, February 2022



Headway Gippsland Inc.

[headwaygippsland.org.au](http://headwaygippsland.org.au)

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01

# About us

Headway Gippsland was established in 1981 and is a not-for-profit community organisation, assisting people with acquired brain injury (ABI) and other disabilities, and their families.

## Our mission

Our mission is to provide exceptional services to individuals with ABI and/or other disabilities to enable participation in all aspects of community life.

## Our vision

Our vision is an inclusive society for all.

## Our values

- the person comes first
- support carers
- empower participants
- inclusion
- strive for excellence
- achieve outcomes
- respect
- share our knowledge



## Our philosophy

- 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 need of the individual and support them to attain their full potential in physical, social, emotional, cognitive, cultural and spiritual development and an optimal quality of life.



Mark at Morwell

## Volunteers

Volunteers bring their extensive and varied skills, and offer valuable assistance in our social support groups. Volunteers assist with client transportation, administration, friendship and are on the Board of Directors.

Headway Gippsland supports volunteers with ongoing education, giving them insight into ABI and other disabilities, and how to best assist participants.

Trained Headway Gippsland professionals guide and support our volunteers within their roles, ensuring consistency and a high quality of support provided to participants.



Janette Luke

## Services

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 participants to live the life they choose.

We offer a range of supports, including:

- one-to-one support
- social support groups
- community access
- support coordination to implement participant plans
- plan management as a financial intermediary
- short-stay trips
- skills development
- social evenings

We provide services  
across Gippsland

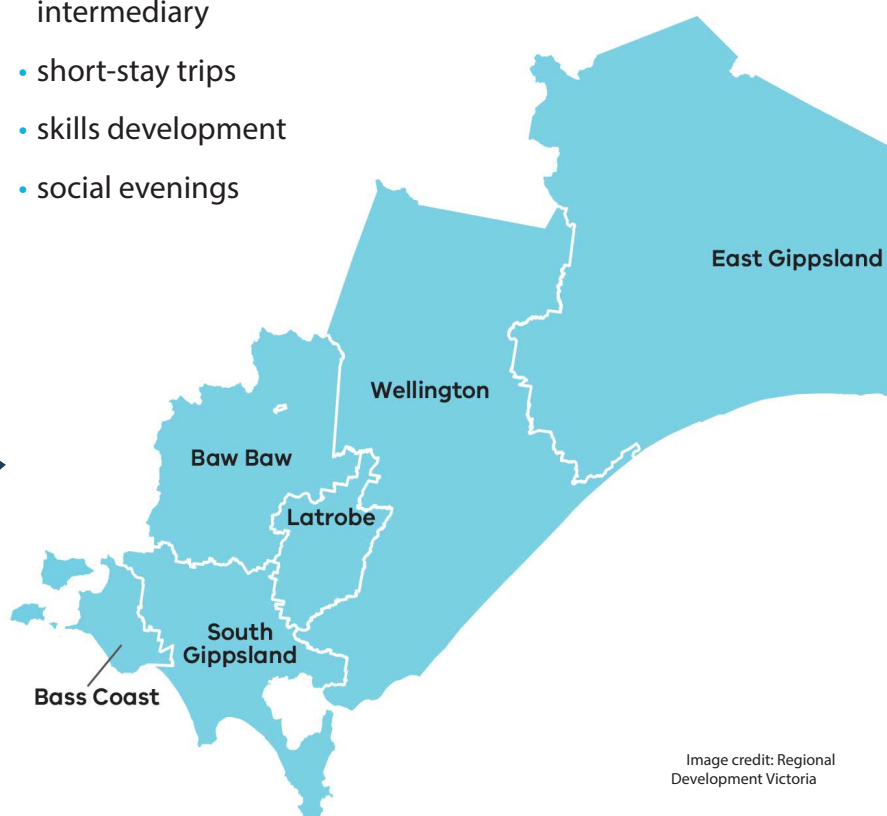
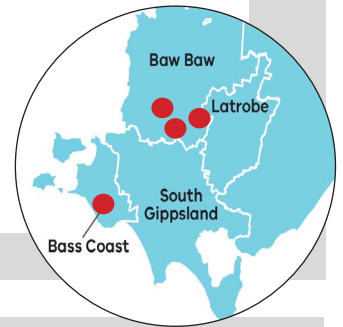


Image credit: Regional  
Development Victoria



## Social Support Groups

Our social support group coordinators, assistants and volunteers provide fun and engaging activities to allow participants to access the community and maintain a vibrant social life. Our groups are located in: Trafalgar, Warragul, Morwell and Wonthaggi.



## Support Coordination

Our Support Coordinators are proud to help participants exercise choice and control over their lives.

They do this by acting as a facilitator or intermediary to help participants put their NDIS plans into action.



## Support at Home: 1:1 Services

Our Life Skills Officers enjoy working with participants and assisting with their everyday needs. Our team support participants to live independently whilst encouraging an active life in the community.

## Plan Management

Our Plan Management team pride themselves on helping participants get the most out of their NDIS funding budgets.



# Our goals

Four themes from our Strategic Plan 2020-2024



## Our participants

Our participants have the support to get out in the community and reach their goals.



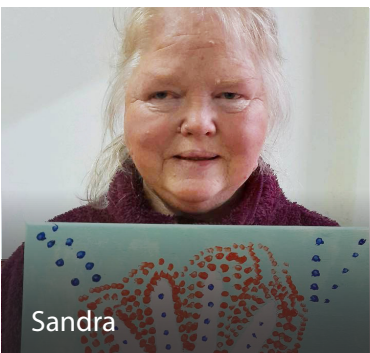
## Our people

Our staff are diverse and have the right skills and energy to drive our goals.



## Our sustainability

We are strong and we grow in Gippsland.



## Our community connectedness

We are leaders across Gippsland and have a strong voice.





# 02 Our Staff

## Chief Executive Officer

Jenelle Henry

## Executive Assistant/HR

Claudia Stow

## Operations Manager

Wendy Matthews

## Marketing & Communications

Rhiannon Harasymenko

## Business Systems Administrator (CRM)

David Martin

## Client Services Coordinator

Stephanie McKay

## Service Engagement Coordinator

Amy Comber

## OH&S & Quality Coordinator

Danielle Cuthbertson

## Administrator Officer

Lisa Patching

## Acting Plan Management Leader

Ben Munro

## Plan Management Assistants

Margaret Wilson

Amanda Jacobs

## Finance Manager

Colin Matthies

## Finance Assistants

Victoria Kee

Andrea McVicar

## Administration

Dianne Mumford

## Support Coordination Manager

Nicky Levey

## Senior Support Coordinator

Lisa Kuhne

## Support Coordinators

Jodie Creed

Leonie Bartlett

Vannessa Estigarribia

Megan Mathisen

Linda McDill

## Social Support Group Coordinators

Trafalgar

Janet DeCorrado

Warragul

Michelle Meggetto

Latrobe Valley

Janette Luke

Wonthaggi

Lyndon Bate

## Life Skills Officers

Michelle Barker

Ruth Beeby

Emer Boyle

Paul Brew

Sharon Bullard

Courtenay Castello

Christine Clark

Anthony Colvin

Nicole Cox

Tina Danvers

Jade Downey

Chloe Duff

Angela Duffy

Benjamin Duffy

Susan Eaton

Nathan Farnaby

Rochelle Farquhar

Shelly Hocken

Lisa Hoddy

Gillian Keily

Janelle Lodge

Janette Luke

Bryley MacKinlay

George Manis

Danielle Mintern

Peter Molnar

Patricia Morecroft

Majella Moss

Panagiota Moutafis

Susan O'Connor

Gavin Proctor

Tarryn Ritchie

Kevin Rogers

Susan Sefton

Sachin Sharma

Michael Sinclair

Katie Sinnott

Frances Sutherland

Jone Tamanibola

Patricia Thatcher

Debra Thomas

Cindy Walker

Joanne Watt

Gregory Watts

Julie Young

## Volunteers

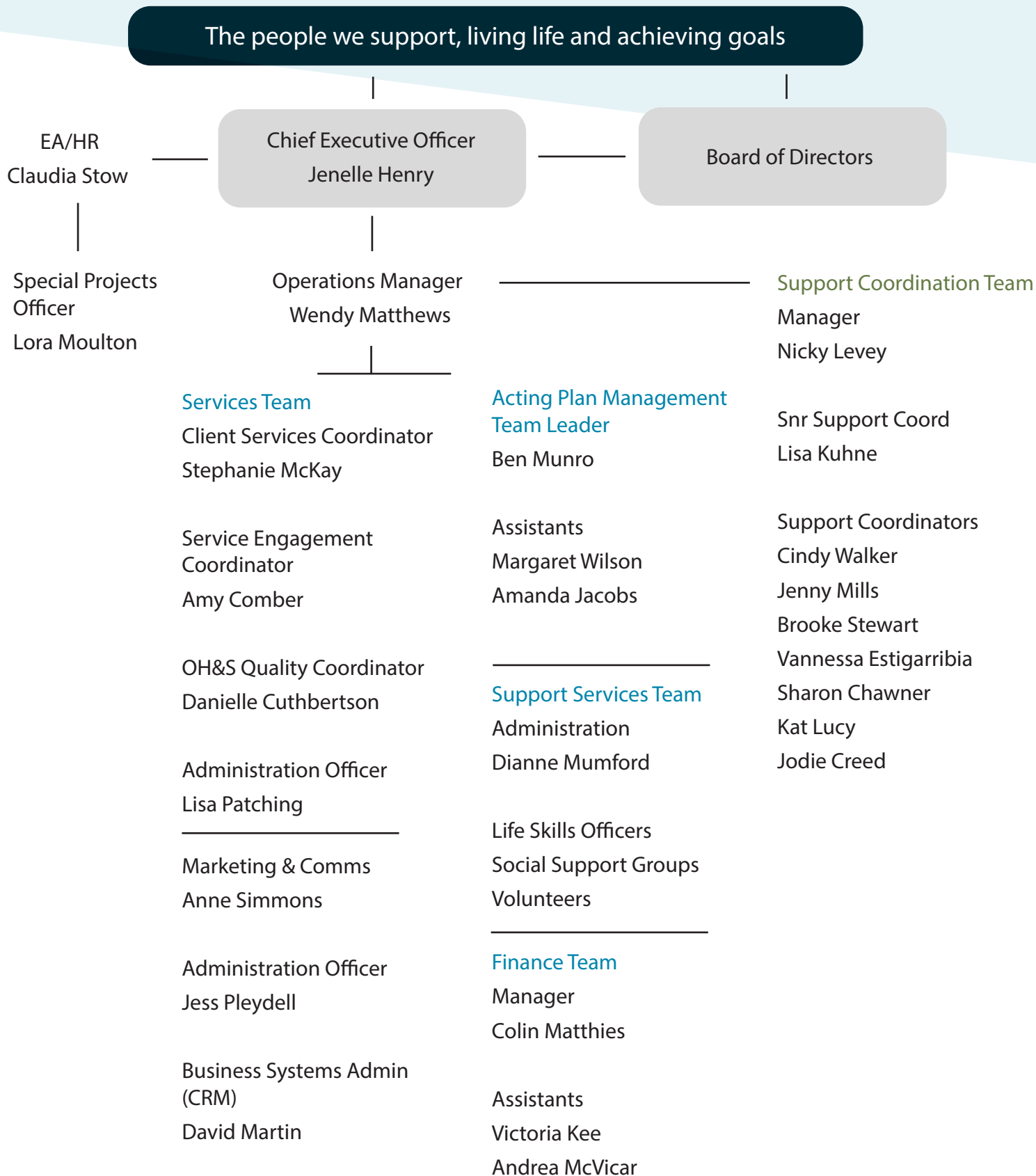
Sue Box

Judith Hall

James Hartley



# Organisational Chart



# Board of Directors



## Chairperson

Edwin Vandenberg

A family man and off-road racing enthusiast, Edwin has brought extensive experience in economics and finance to help the organisation grow.



## Secretary

Debbra O'Keefe

A proud Disability Support Worker for 14 years and mother of 4 children, one which has a disability. She has been on the Board of Headway Since November 2016.



## Treasurer

John Rochstad-Lim

Originally from Singapore, John and his family now call Latrobe Valley home. An experienced accountant, John has spent many years working in public service.



## Member

Bryan Leaf

Retired Bank manager and resident of Traralgon. Involved with Headway for over 10 years and feels strongly about assisting others in our community.



## Member

Maxine Davies

A business owner and mother of two, Maxine joined Headway in 2014 and is proud to have watched Headway grow in the sector.



## Member

Marianne Fontaine

A mother of 4, Marianne is an advocate for equal access to others in the community. She works in the disability sector and is also a Seeing Eye Dog puppy trainer.



## Member

Peter Clement

Our longest serving board member, Peter has been with, and contributed to Headway since 1981. He enjoys playing chess in his spare time.



# A message from the Chairperson

Participants and staff have emerged from the COVID pandemic into a different world.

Headway is about people assisting people. This obviously makes it extremely challenging to do what we do and how we would normally do it. For this reason, on behalf of the board, I would like to give a huge thank you to the clients and staff of Headway. To clients for their patience, and staff for their persistence.

During the year, the organisation was faced with the unusual and difficult process of re-budgeting in the middle of the year. A credit to the staff and Jenelle for realising, acting on and implementing these changes. The result, as you will see, reflects the additional structural changes required for an organisation the size and rate of growth of Headway. An optimist would say these are great problems to have. The challenge is in the implementation, and staff ensured software implementations were done successfully.

In the last 12 months, we have seen a change of federal government, which will no doubt include changes to NDIS policies and possibly direction. We wait to see what will unfold throughout this year.

The end of our 2021/2022 year sees the organisation poised for great things. My belief in this is based on the three key areas: our participants, our team of staff and our ability to look into new areas of service. Headway Gippsland is well-structured and well-financed to grow and develop new areas of service for our clients.

The board is exploring many new potential



channels of service provision for clients, but for this we need your help. We need to know what you believe participants need, and what we could, in turn, provide. These ideas can come to me as Chairperson or to Jenelle, our CEO.

This year, John needed to resign from the board, and as I write we are looking at potential replacements. Additionally, last year I wrote about farewelling Maxine who was leaving the board. Maxine agreed to stay on and help, and as always, has done so admirably. If you would like to contribute to the growth and development of Headway - we would love to hear from you. If you know someone who you believe would make a great board member, please let us know.

We are looking for people with fresh ideas to help us shape our future by increasing the range of services Headway provides to participants.

Edwin Vandenberg

Chairperson

[Board of Directors](#)

# Chief Executive Officer

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I really can't believe it's AGM time again.

I'm hoping each and everyone enjoyed the second half of the year, with less lockdowns and the ability to see and do more.

Christmas was the turning point, with the first six months of the year heavily impacted by the COVID pandemic. We are now learning to live with our changed world.

The first part of the year - July to December - was extremely challenging for Headway, as it was for everyone in society. The lockdowns again impacted our ability to deliver services and make progress on our strategic planning goals.

We continued to abide by and stay ahead of the pandemic laws and changes, whilst balancing the public health orders, the needs of the workforce and those who rely on our services.

The government enforced mandatory vaccinations for staff working in the disability and health sectors, so Headway was again under additional strain with some staff opting out of working in the industry with the mandatory vaccination. This, in turn, impacted our ability to deliver services, particularly in East Gippsland.

Although our service offerings did not change in the 2021/2022 year, they remained strong and we continued our upward trajectory despite a very difficult climate and the enormous number of new providers continuing to enter the market.

Our new CRM is operational and is providing many benefits to our business. We continue to refine, understand and tailor our CRM to our needs. It has strengthened so many parts of our business and in reflection, we really have made a huge amount of progress.

Our Support Coordination team has continued to provide invaluable service to participants, even as worker shortages bite. The team is to be commended on their ability to continue to place participants at the forefront of all that they do.

Our Plan Management services have continued to remain strong and our CRM has really supported us in strengthening this service. The Plan Management team has stayed strong and committed during this time.

One-on-one service delivery has also grown. We are offering many more one-on-one shifts and this has been significantly enhanced with our new CRM and the appointment of the full time Client Services Engagement Coordinator.

AGM time is an opportunity to express gratitude to all of those individuals who work day in and out to make our organisation wonderful.

Again, I would like to thank our tireless volunteers, including all of those on our board, who continue to support the organisation and always consider the business in the context of those who are the recipients of our service, as well as finding a way forward in an ever-changing business environment.

My heartfelt thanks go to all involved with Headway.

Jenelle Henry

Chief Executive Officer







## Operations Manager

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As I look back on last year's report and what we hoped to achieve in the coming year, I was pleased to see that we had succeeded in reaching our goals.

The roll out of Brevity, removing paper timesheets, mobile app for staff, rosters in real time, and having support plans accessible to staff, have all proved incredibly successful. It has also reduced workloads across operations, allowing more time to move onto the next stage, consolidate services and concentrate on growth.

Although there were many challenges and hurdles along the way, I want to thank all staff involved for their efforts, feedback and suggestions to make Headway what it is today.

### Quality and OHS

With Danielle leading the way, we reviewed 58 policies and procedures over the last financial year and have created 26 new ones. We have also reviewed 58 forms and created 22 new forms to suit the changing needs of the business.

### Plan Management

The growth of Plan Management has continued and the ability to offer other services to our participants has received positive feedback.

"12 months ago, sending statements to our participants was something that had to be done manually, one at a time, and this could only be completed when there were no other competing priorities.

Today, thanks to Brevity, we can email statements

to participants and stakeholders with the click of a button. Coming updates to Brevity promise features that can streamline the processing of invoices, and much more.

It has been a turbulent 12 months full of change and challenges, but it has also been exciting to know that every day is bringing us closer to a better Headway for everyone."

We introduced new staff members Amanda Jacobs and Lisa Patching to Plan Management as well as Amy Comber into the new coordination role. Adding the additional role has enabled us to grow our 1:1 supports, ensuring support plans are current and relevant. We are working towards building our 1:1 services, and now have 123 participants.

### Intake

Building new relationships with participants and Life Skills Officers has allowed us to increase support for new and renewing participants, and build Headway's name in the community. A future challenge will be building our marketing material base to start attending open days, expos and stalls locally.

### Social Support Groups

Groups have enjoyed being back together and going on outings. We thank them for sharing their photos to be posted on Facebook for us to enjoy. A huge thankyou to Michelle, Lyndon, Janet, Janette and also Tanya who was coordinator at the Morwell group for the most part of the year.

Wendy Matthews  
Operations  
Manager

# Support Coordination Manager

I can't believe another year has passed us by! The world seems to be spinning much faster since Covid first hit.

This year has seen the closure of our Sale office and the reopening of our old home, the Newborough office, which is now known as the Support Coordination hub. The little blue and white house feels like a return home to where our Support Coordination team first began.

Our team, like many others, has had a number of staff changes, bringing some new and fresh faces to the team, working alongside those of us who have been with Headway for some time. We are looking forward to what's to come in this post-covid world, moving forward and providing the best service we can to the people we support.

Over the year, we have seen some people experience a reduction in their Support Coordination hours, in line with the NDIS intention to reduce hours as people build capacity. For some, this is great news, as they are building new skills and capacity, and no longer need our support. For others, we will continue to work with you and advocate for the supports you need within your plan and assist you to access these services and supports.

We've supported young people to move out of nursing homes, and into Supported Disability Accommodation with significantly higher staffing ratios and with other people closer to their own age. We will continue to work with the NDIS on this for a number of our participants, and can't wait to see more positive changes like this in people's lives.

We've seen some beautiful wins and heart-warming stories throughout the year, and some of these you'll see reflected in this booklet. It's the wins that keep us going, it's the smiles, the access to new opportunities, the ability

for people to live a life they deserve, with the supports they need. This is what makes our hearts sing.

Day after day, we try to find ways to be creative, to source services and supports in a market that is short staffed. But we have hope, because we love the work we do and we have a strong desire to make a difference.

I came to Headway when it was tiny, before the NDIS rolled out, with the intention to stay a year or so because it was a bit of a drive from where I lived. Seven years later I'm still here. I'm here because of the heart of this organisation, and because I'm lucky enough to work with a beautiful team of staff dedicated to the work they do.

But mostly I'm here because of you – the people we support – because we want to see you utilising your NDIS plans to their full potential, and achieving your goals. Thank you for trusting us to help navigate your NDIS plans, thank you for continuing to show us why we do what we do.

We're ready to rise to the challenge of whatever the next year brings!

Thank you to Jenelle, Wendy and the board for your ongoing support. To Senior Support Coordinator Lisa and my team, your hearts are huge and your desire to make a difference is what is needed in this sector.

Nicky Levey

Support  
Coordination  
Manager





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03



## Our stories

The following pages contain heartwarming stories about the inspiring people who drive everything we do at Headway Gippsland.





# New friendly faces

Tracey and David in Morwell

David and Tracey are a local couple who have lived in Gippsland for many years. The pair have a great sense of humour and a loving companionship in which they share the workload, especially when it comes to housework.

"I like baking" Tracey says, "I like to do things around the house. I can't sit around and do nothing."

"And going out to see her friends in Traralgon," David adds with a laugh.

"I like everything," Tracey adds, "I've got a Nintendo Switch; I like playing on that. I play Spyro, Donkey Kong, there are a few games I like playing."

David is a wonderful support for his wife. "She's very independent," he says, but he is always there to help when she needs it.

We've only been [with Headway for] a couple of months, and it's amazing what we've had. In that short time, Headway's helped us get a house cleaner come in, we've got people coming in to mow the lawns for us, and Tracey's new [walking] sticks. I would not have had a clue what to do.

It was a serious moment that had them searching for local support providers. "After her fall, we got in with the NDIS," David says, "[who] made recommendations on providers, and the first we rang was Headway. They actually answered the phone, which is very important." Used to dealing with voicemails and answering machines, the couple were impressed by the service. When

they met the team face-to-face to discuss Tracey's plan, it "was organised that week, everything was done straight away."

"They were so over the moon about helping us, and it's worked the whole time."

One of Tracey's favourite activities is going to the pool in Traralgon, as she finds it easier to walk around in the water.

"I love it. I like to go as often as I can, except when all the kids are there," Tracey laughs, as the pool can get crowded.

David and Tracey say that the best part about Headway is the service. "They pick up the phone... they're happy to meet with you... that's the beauty – people get to know you, know your needs, and your needs are being filled every time."

They are also grateful for the highly knowledgeable team. "They understand the NDIS plans. You ask them and they know. They know straight away, because they're so trained. They keep us in the loop, and there are no stupid questions, that's just great."

David and Tracey are looking forward to the future, now that life has been simplified from the support of Headway. "We give [Headway] 11/10. I'd recommend them to everyone. They did so much for us. Keep doing what you're doing."



# Spotlight on

## Hilton Campbell

There aren't many of us who could match the active lifestyle of Hilton Campbell. From gardening to cooking, swimming to fishing, there isn't much he can't do. We caught up with Hilton and his support worker Michael to chat about his latest interests and plans to get his driver's license.

Hilton lives in Lakes Entrance and has been with Headway for four years. He remembers when Michael joined the organisation, and the pair have been great companions ever since.

A man of many talents, Hilton has hobbies that keep him busy. A keen gardener, he has a large plot filled with raised beds, brimming with veggies and herbs, surrounded by bountiful fruit trees.

"Cooking is [also] one of the things that we do, with the vegetables we've grown," says Michael, "we make a lot of stir fries and veg lasagne."

Like all great chefs, Hilton uses a lot of garlic in his dishes. "I had over 200 garlic plants growing," he says, so he uses them generously. "Most of my veggies I do cook with."

Hilton also enjoys fishing, which they hope to do more of once the weather improves. "Michael could not believe it when I took him fishing..." says Hilton, "I dropped my line down and less than a couple minutes I brought it back up again!"



"Hilton caught 11 [fish]... I caught two. Same hook, same bait... and sitting next to each other, and he's pulling them up, one after another," Michael laughs.

After an incident when fishing, Hilton decided he wanted to learn how to swim. So now he attends swimming lessons, taking the opportunity to learn something new. "And if I'm not doing swimming, I'm doing jigsaw puzzles," he says.

As if that wasn't enough, Hilton is also active in his local community. He volunteers with the Men's Shed, and in the last few weeks, the group have been servicing bicycles for seasonal fruit pickers. "Because when they come to Australia, they need transport," says Hilton, so he prepares the bikes for them. "I'm part of the Lion's Club as well, [and] last Sunday we did a sausage sizzle in Bunnings. I've got no time to be bored!"

From bicycles to cars, Hilton has also been working towards getting his driver's licence.

Firstly, he had to get his learner's permit and sit a Hazard Perception Test. Together, they went through the book and practised the answers before passing both tests with flying colours.

"After that, we started doing lessons," says Michael, "but they've been broken up by things like Covid," so it's been a lengthy process for them both. However, Hilton has taken it all in his stride, and persevered with a positive attitude.

"Last week when I went for my P's and I failed because of a mistake I made...", Hilton says, "but I'm booked in for next month." Showing an unwavering resilience, he is determined to keep practising until he passes.

"It might take two or three times, but every time you'll get better and better," says Michael, "when he gets it, it will be a big celebration."

Hilton explains that getting his licence would make a huge difference to his life.

"More freedom because I don't expect people to come and pick me up. And I'm nearly 5km out of town. I've always got a plan A and plan B."

Michael has been instrumental in helping Hilton achieve his goals, as has Headway. Both have given him the support he needs to be an active member of the community. "Headway have always bent over backwards to do as much as they could," says Michael.

Hilton says he is now on the home stretch for getting his licence, for which we will all be cheering him on from the sidelines.

If you had some advice for anyone going for their licence, what would it be?

"Don't give in!"



Hilton and Michael in Sale, 2022





# The Star of Stratford

## Graham 'Robbie'

**Upon entry to Segue Café in Stratford, the charming Graham 'Robbie' Roberts is there to greet all, with plenty of hugs and smiles.**

Volunteering four days a week at the café, Robbie welcomes the customers, takes their orders, and serves the cakes, making sure to keep one aside for his tea break. He is popular in the community and has regulars who come specially to visit him.

On his break he can be found sitting by the window – with a thick slice of banana bread and a “cappuccino - no sugar” he says. He enjoys watching the traffic go by, including the trucks and caravans of people passing through town.

The work at Segue Café is something that his Headway Support Coordinator Jodie Creed has worked to organise through another service provider. She emphasises the importance of “support coordinators working as a team with other stakeholders and organisations” to achieve the best outcome for people. “Coming here has allowed [Robbie] to learn some new skills and really enjoy his days,” she says.

Since joining Headway and receiving Support Coordination, Robbie is thriving and engaging with his local community. Jodie has worked tirelessly to advocate a happy and social lifestyle for Robbie, working with his support providers to get the most from his NDIS plan.

Robbie tells of his own recent trip to Lakes Entrance. He visited the beach and went fishing

with his friends. Fortunately, the weather was “very good, it was warm,” he says. He went out for dinner, ordering “spaghetti bol, pub meal, and wine,” in true style.

Having caught the travel bug - Robbie is working towards going to Sydney for a holiday. He has planned everything, from the car he will travel in, the more scenic road to take, and of course seeing the “Opera House, Harbour Bridge [and] the market,” he says.

Recently, thanks to the hard work and persistence of Jodie and the team, a new plan for Robbie has been approved which will make this holiday a reality!

This is something Robbie has been dreaming of for some time, and is widely known in the community. We are all ecstatic for him and his upcoming adventure!

*“It shows what a holistic approach like working together with other people can achieve,” says Jodie.*



Jodie and Robbie



# Social support groups

04

Headway Gippsland has four social support groups that operate once a week throughout the region.

The programs provide opportunities for participants to develop and maintain social skills while enjoying community and recreational activities.

The groups have faced significant disruption during the pandemic. Fortunately, our group coordinators have been able to keep our participants socially connected in this time.

Here are the group coordinators' reports from the 2021/22 financial year.



# Trafalgar

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## Magnificent Minions

On Mondays we come together in Trafalgar to enjoy some fun and friendship. It is nice to have a cuppa and a chat, catching up and sharing our latest news. We are very lucky to have a pool table, and it gets used regularly. Card games and board games are also enjoyed by all. After lunch we go for a walk around town, then have some memory games we play as a group - this usually includes a bit of friendly rivalry and laughter.

We also like to celebrate special days. Some highlights of our celebrations include: The Melbourne Cup where Susan won Best Hat. Oreos Day, we made fudge and had a competition to guess the number of cookies in a jar, which Michael won! World Laughter Day, we shared a joke or funny story. Valentine's Day, we made a pamper pack for someone special. On American Independence Day we played music, ate hot dogs and ice-cream sundaes.

World Music Day, where we discovered that there is no instrument that Kevin cannot play! Kevin played his guitar and we all sang 'Hallelujah' together. Last but not least, we had a wonderful day where we travelled back in time to Gilligan's Island. Everyone dressed up as castaways and we had such a great time. We shared a tropical themed morning tea and played some games. Robert won the fishing competition by hooking two at once! We had some trivia and of course sang the Gilligan's Island theme song.

The group has enjoyed some great outings. When the weather permits, we head to the Moe Botanical Gardens. We have many volunteers to cook the barbeque - sometimes we have to share the tongs so everyone gets a turn! The barbeques are a great opportunity to get outside, soak up some sun, enjoy outdoor activities, walk, talk, and of course share some







Castaways Kevin and Janet

great food. We also love to go bowling - this is an activity enjoyed by all. Sometimes it can get a bit competitive, but it is great to see everyone encourage each other and cheer when someone gets a strike. Last time we played, Robert managed to get four strikes in one game!

I would like to thank our volunteer, Judy. She is always ready to play a game or have a chat. Thank you to Kevin, you bring endless enthusiasm every week and you always brighten the day.

Janet DeCorrado

Social Support Group  
Coordinator



Robert after a 4 strike win!





Sandra, Nicole, Paul, John, Ashley, Carren and Luke with their fabulous foil paintings

## Wonthaggi

### South Coasters

It wasn't exactly post-Covid last financial year but participants of the Wonthaggi Group were happy for activities to be closer to normal. We went through another lockdown but knew how to Zoom and could go to the Guide Park for BBQs when restriction levels permitted.

We started going on outings again last November to Loch, Meeniyah, Phillip Island, Mirboo North and Foster. Carren said that she "loves going to Mirboo North and being in the bush."

One highlight was on an outing to Venus Bay where we met a man, Velay, whose property backed onto the park we were having a look at. We returned with our lunches and then Velay produced table tennis gear for Paul and Peter to have a game on the community table. They showed that they hadn't lost their touch. Both said, "It was fun playing table tennis."

The group had several lunches at the Dumpling Plaza Chinese Restaurant. Sandra "enjoyed chatting to other participants and

enjoyed the dumplings." Sandra's lunch was a bit spicy and staff were happy to change her order without charge. What a great gesture.

Some of the things we have done at the centre include cooking and artwork. This year we have cooked a great range of meals such as: pizzas, chicken soup, chow mein, muffins and spanakopita, zucchini slice. The group also continue to enjoy woodburning and word searching, card games, quizzes, watching films and going on walks. Foil painting was another highlight which involved dabbing colours onto the canvas with scrunched up aluminium foil. Luke says he finds the art sessions "relaxing and good to be able to be creative."

The group celebrate Mabo and Sorry Days as well as Naidoc week this year.

On the 30th anniversary day of the Mabo ruling, participants painted a hand in an indigenous style and talked about the significance of the event. On Sorry Day, we



watched the film “Bran Nue Dae” and listened to songs of Yothu Yindi.

We have caught up by phone with ex member Sarah who was travelling in outback NSW at the time.

We participated in the Headway Olympic Games, that Warragul Coordinator Michelle kindly organised that corresponded with the Tokyo Olympics. Nicole said that this was her favourite activity; it included decorating biscuits in Olympic Ring colours as well as sports, such as throwing ping pong balls into cups, which she was especially good at.

The group was saddened by the death of Graham Rees. He was a long-time member of the group and well known to other participants of Headway Gippsland. He was quite a character and a story about him featured in the newsletter earlier in the year. We were really happy that he was able to come to our Christmas lunch with his sister Janet.

Participants are looking forward to expanding on activities that we do and will be further supported by our new volunteer Sue Box, whom we warmly welcome.

Lyndon Bate

Social Support Group  
Coordinator

Pat and Sandra at Cowes



In memory of  
Graham Rees

Paul, Pat, Nicole, Carren, Sandra and Luke





# Latrobe Valley

---

## Valley Venturers

The year has seen challenges with Amparo and Tanya farewelling the group.

Amparo, our former assistant coordinator retired at the start of the year after 17 years of working alongside the group, followed by Tanya the coordinator who farewelled the group in July. I had the wonderful opportunity to first fill in for Amparo, then Tanya. The group have welcomed me aboard first as assistant and now as coordinator as we continue to find new ideas in our homerooms and out in the community.

Thanks to the tireless energy from our volunteers who come in each week and support the participants and staff with games, cooking, crafts and funny stories to tell and make each Wednesday run smoothly.

The role of coordinator has been an amazing opportunity to work alongside the group, learning from each and every one, supporting and listening to the participants and having

fun along the way. I love the group and their amazing can-do attitude, who are always willing to have a go at different crafts and games with lots of energy.

The group love accessing community-based activities, bocce, croquet and lawn bowls to name a few. Earlier in the year, the RSL in Traralgon gave the group a lovely day. A start with coffee in the lounge and a game of lawn bowls with the sun coming out to play was followed by a nice lunch, and completed with something yummy to eat for those with a sweet tooth. The group are looking forward to more sunshine and BBQs over the next few months. Shopping at Midvalley and going to the movies are always a must for the shoppers in the group!

Guest speakers are always made to feel very welcome. The Rebels from Latrobe Valley line dancing were met with much foot stomping, clapping, and cheering at their demonstration,

Robert making chocolate, 2022







Stephen and Constable Clare

some of the participants getting up onto the dance floor and joining in. Another highlight was a visit from the Proactive Police where a very enjoyable two hours of Senior Constable Clare's time was spent happily chatting to the group and offering to try to organise a tour through the Moe Police Station. A date we are currently organising and the group are very much looking forward to.

Our rooms are well set up for cooking where we often cook lunch - with mini pizzas, soups and pasties on top of the list. Chocolate-making at Easter with Tanya was as hit. We have a great variety of games and crafts in well-stocked cupboards for the group to choose from, and we are lucky to have access to a pool table and carpet bowls in the rooms, which are always popular.

Unfortunately, the group has had limited community access due to a lack of transport, and some clients cannot access the group now that staff and volunteers can no longer pick them up, hence why numbers are falling. The group would love to see the introduction of a small bus or converted car for a wheelchair that staff would be able to drive to pick up and take-home participants who for some is their only day out. Having this would create opportunities to travel further afield with the group accessing their community and able to experience new

activities on the outings that they love so much.

I am looking forward to continuing to support the group with their goals and their involvement in the community. Always a great group, very supportive to one another as well as staff and our volunteers.

Janette Luke  
Social Support  
Group  
Coordinator







Christmas in July, 2022

# Warragul

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## Baw Baw Buddies

Humans certainly are adaptable! And this has been shown over and over again the last few years by all members of Warragul Social Support Group and humanity in general. Spending time with others has been challenging, but the importance of staying connected with family and friends that enrich our lives and impact our mental health, happiness and sense of belonging has been reinforced to all. Making the effort to stay connected has certainly moved up the priority list for most Australians.

The events of the last few years have impacted a lot of the activities we undertook the last twelve months. We finally celebrated significant milestone birthdays that were missed in lockdowns and were able to resume community access with morning teas, lunches and visits to parks and towns. In-house we had engaging conversations and weekly trivia, games, craft, football tipping, activities, theme days, dress ups, cooking and worked on scrapbooking our last five years of photos into keepsake albums. We acknowledged the companionship our animals gave us through lockdowns with a 'bring your pet day' and BBQ at the park and

chose to celebrate Christmas at our own centre, away from crowds and with individual platters – members were able to take their platters home and continue grazing on these over the following days... delicious!

We also looked at the wellbeing of ourselves and others, reflecting on the positive impact we can make to those around us. In particular, we celebrated World Kindness Day, acknowledging that compassion for others is what binds us all together. Members wrote kindness notes for strangers and committed to the Baw Baw Food Relief reverse advent Christmas hamper, supporting families and individuals in need. With the aim to fill one hamper, we ended up with three due to the generosity of members and we took great satisfaction in donating these.

This collaboration urged us to find other ways we could support others in the community. Putting our creative skills to the test we started making Christmas decorations, cards and gift tags to sell to raise money for local families. Wow, were we creative! We spent weeks creating these, continually thinking of new things to



make and members were frequenting op-shops to buy more buttons! Our creations were sold to members, families and community members and also at the Headway combined end-of-year luncheon. Thanks to the generosity of all, we were able to 'pay it forward' to five families with five \$10 donations to give each family a trolley load of food and the necessities of life.

Another lesson learned during these times was the value of technology to keep us connected. Whilst in lockdown, we were using our phones to send group messages to keep in touch and play games together. We also learnt to Zoom and would catch up through this conferencing resource. These interactions showed the benefits of technology to keep social connections with each other in the group, but also the wider community and the world wide web. We were successful in our application to the Warragul Country Club Community grant to buy a smart TV and have a special lockable cabinet built. Having remote internet access will enable us to connect with other groups, join virtual classes, workshops, online games and events and due to the size of the screen, we now have the ability for our iPad activities to be projected, so all the group can see and participate at once. This provides a safe method for social connections and improves our skills and use of technology, which is a goal for many. It also sets us up for the future if members are unable to attend due to illness, as we can have them join us virtually and we will be able to see them on the big screen. Who knows what the future will involve, so we've put things in place that utilise technology to keep us connected and allows us to connect more broadly with the community.

**In poverty and other misfortunes,  
true friends are a sure refuge**

**Aristotle**

With the postponed Olympic Games finally able to run in 2021, we participated in an Intergroup competition with the Trafalgar and Wonthaggi groups. We had a month of games, undertaking both physical and mental challenges with trivia, craft, sock throwing,





card games, dice rolling, ping-pong ball rolling and bouncing and multiple-choice questions. It was a lot of fun and we were quite competitive! Winning the inaugural event, we look forward to participating in this again next year for the Commonwealth Games edition.

Unfortunately, earlier this year, we lost our long-serving volunteer Heather Hughes. Heather was a regular volunteer and knew a lot of the history of Headway and the group. She always welcomed new members and took a genuine interest in everyone who attended. Being a devoted Geelong supporter, we have named our yearly AFL football tipping competition after her, to honour her contribution.

This year has offered more consistency for the group with regular weekly Friday sessions going ahead. Members catch up with everyone on events of that week, supporting each other through changes in their lives - celebrating the good times and showing genuine concern for each other when required. The pillars of friendship are acceptance, trust and support and I am witness to these in the group. We accept our friends the way they are, open up to build connections, and are there in hard times. I would really like to thank Janet for all her support as she does so much of the



work that goes into the smooth operation of the day. I'd also like to acknowledge the regular external support workers we have attend, who often offer support beyond whom they are working for.

Michelle Meggetto

Social Support Group  
Coordinator



A special thanks to Aperloo's Family Bakery, Warragul who donate our morning tea each week



Jenny, Glenice, Barbara, Janet, Katrina & Heather learning from Glenice how to crochet!





# Minutes & Financial Reporting

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



## BOARD OF DIRECTORS Annual General Meeting Minutes

<b>Meeting:</b>	Board of Directors	<b>Date:</b>	Monday the 25 <sup>th</sup> of October
<b>Meeting No.:</b>	01/2021	<b>Time:</b>	3.30pm (via Zoom)
<b>Chair:</b>	Edwin Vandenberg	<b>Venue:</b>	Zoom

### MEMBERS IN ATTENDANCE:

Edwin Vandenberg	Board Director/Chair
John Rochstad-Lim	Board Director/Treasurer
Marianne Fontaine	Board Director
Maxine Davies	Board Director
Peter Clement	Board Director

### APOLOGIES:

Bryan Leaf	Board Director
Russell Northe	Member for Morwell
Darren Chester	Federal Member for Gippsland
Debbra O'Keefe	Board Director/Secretary

### IN ATTENDANCE:

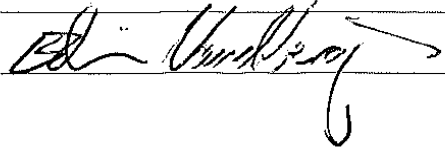
Jenelle Henry	Chief Executive Officer
Claudia Stow	Minute Taker

Agenda No.	Subject
1.	<b>Official Welcome &amp; Acknowledgement</b> I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging. Presented by Maxine Davies.
2.	<b>Attendance &amp; Apologies</b> Presented by Edwin Vandenberg
3.	<b>Confirmation Of Previous Minutes</b> <i>Motion: That the minutes of the previous Annual General Meeting, held on Thursday, 29 October 2020, be accepted (see attached).</i> Moved: Maxine Davies



	Seconded: John Rochstad-Lim
4.	<b>Chair Person &amp; General Manager's Reports</b> Brief overview of physical reports. <u>Chair Person's report</u> , presented by Edwin Vandenberg <u>CEO report</u> , presented by Jenelle Henry. <u>Annual Report</u> , presented by Jenelle Henry Moved (with financial report): Maxine Davies Seconded (with financial report):: Marianne Fontaine
5.	<b>Annual Financial Report</b> Report presented by John Rochstad Lim. <i>Motion: That the annual report for the year ended 30 June 2021, be accepted (see attached).</i> Moved: Maxine Davies Seconded: Marianne Fontaine
6.	<b>Appointment Of Positions</b> Running Of Ballot: Torina Johnstone (Branch Manager of Bendigo Bank, Trafalgar) Minute Taker: Claudia Stow Nominations: <ul style="list-style-type: none"> <li>Edwin Vandenberg 1 year term nominated by <b>Debbra O'Keefe and Marianne Fontaine</b></li> <li>Debbra O'Keefe 1 year term nominated by <b>Edwin Vandenberg and Marianne Fontaine</b></li> <li>Bryan Leaf 2 year term nominated by <b>John Rochstad-Lim and Edwin Vandenberg</b></li> <li>Marianne Fontaine 2 year term nominated by <b>Debbra O'Keefe and Bryan Leaf</b></li> <li>Maxine Davies 1 year term nominated by <b>Debbra O'Keefe and Edwin Vandenberg</b></li> <li>Peter Clement 1 year term nominated by</li> </ul>

	<b>Debbra O'Keefe and Edwin Vandenberg</b>
<b>7.</b>	<b>Election Of Board Of Directors</b> Presented by Edwin Vandenberg and Ballot run by Torina Johnston was not required
<b>8.</b>	<b>Presentations</b> Years Of Service, presented by Jenelle Henry <ul style="list-style-type: none"> <li>• Dianne Mumford 25 years</li> <li>• Tony Hayes 10 years</li> <li>• Michelle Meggetto 5 years</li> <li>• Janet DeCorrado 5 years</li> <li>• Janette Luke 5 years</li> </ul> Recognition and appreciation of volunteers, presented by Jenelle Henry <ul style="list-style-type: none"> <li>• Heather Hughes</li> <li>• Jo Jones</li> <li>• James Hartley</li> <li>• Judy Hall</li> </ul>
<b>9.</b>	<b>Wrap Up &amp; Close Annual General Meeting</b> No questions raised by attendees No questions on notice

<b>Meeting Closed</b>	
Date:	Monday the 25 <sup>th</sup> of October
Time:	4.10
Chair:	Edwin Vandenberg
Signature:	
Date signed:	





**TO THE COMMITTEE MEMBERS OF THE  
HEADWAY GIPPSLAND INC**

***Scope***

We have audited the Financial Statements, consisting of income and expenditure statements and associated schedules of the HEADWAY GIPPSLAND INC for the year ended 30<sup>th</sup> June 2022.

The members of the Association are responsible for the preparation and presentation of the financial statements and the information contained therein. We have conducted an independent audit of the financial statements in order to express an opinion on them to the members.

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

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

***Auditor's responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material mis-statement of the financial report that presents fairly in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the members as well as evaluating the overall presentation of the financial report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

6A Victoria St, Warragul  
[reception@gafs.com.au](mailto:reception@gafs.com.au)  
03 5622 1947



### ***Independence***

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

### ***Opinion***

In our opinion, the financial report of HEADWAY GIPPSLAND INC gives a true and fair view of the HEADWAY GIPPSLAND INC financial position as at 30<sup>th</sup> June 2022, and of its financial performance and its cash flows for the year then ended on that date and complies with Australian accounting standards to the extent described in the financial reports.

### ***Basis of accounting and restriction on distribution***

Without modifying our opinion, we draw attention to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the members financial reporting responsibilities under the constitution and the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.

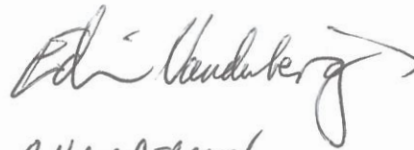
### **GIPPSLAND ACCOUNTING & FINANCIAL SERVICES**

Certified Practising Accountants



**JOHN MECKLENBURGH CPA**

6 October 2022



CHAIRPERSON  
HEADWAY GIPPSLAND INC.



# Not-For-Profit - Association Report

Headway Gippsland Inc

ABN 16 523 652 920

As at 30 June 2022

Prepared by Gippsland Accounting Solutions Pty Ltd

# Contents

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<b>6</b>	Depreciation Schedule
<b>7</b>	Notes to the Financial Statements
<b>11</b>	Movements in Equity
<b>12</b>	Statement of Cash Flows - Direct Method



# Assets and Liabilities Statement

## Headway Gippsland Inc

As at 30 June 2022

	NOTES	30 JUN 2022	30 JUN 2021
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents		838,214	929,010
Trade and Other Receivables	3	214,126	100,408
NDIS Expense Clearing Account		(339,090)	879,179
GST Receivable		16,967	11,177
<b>Other Current Assets</b>			
Rental Bonds		6,499	6,375
Rent paid in Advance		-	2,250
Investments:Bendigo Term Deposit		2,006,966	1,500,000
Investments:Share Investments		500	500
<b>Total Other Current Assets</b>		<b>2,013,966</b>	<b>1,509,125</b>
<b>Total Current Assets</b>		<b>2,744,183</b>	<b>3,428,900</b>
<b>Non-Current Assets</b>			
Plant and Equipment and Vehicles	5	96,854	170,078
Land and Buildings		548,800	548,800
Other Non-Current Assets		24,037	-
<b>Total Non-Current Assets</b>		<b>669,691</b>	<b>718,878</b>
<b>Total Assets</b>		<b>3,413,874</b>	<b>4,147,778</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
State Trustee Funds		-	70
Trade and Other Payables	6	25,348	767,143
Accrued Expenses EOY		-	1,822
Deferred Income	7	33,547	69,866
Provisions	8	228,508	209,862
Employee Entitlements	9	72,996	103,557
<b>Total Current Liabilities</b>		<b>360,399</b>	<b>1,152,320</b>
<b>Other Current Liabilities</b>			
Rounding		-	-
<b>Total Other Current Liabilities</b>		<b>-</b>	<b>-</b>
<b>Total Liabilities</b>		<b>360,398</b>	<b>1,152,320</b>
<b>Net Assets</b>		<b>3,053,476</b>	<b>2,995,458</b>
<b>Member's Funds</b>			
<b>Capital Reserve</b>			
Current Year Earnings		58,018	1,031,704
Retained Earnings		2,343,789	1,312,085

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

	NOTES	30 JUN 2022	30 JUN 2021
Asset Revaluation Reserve		651,669	651,669
<b>Total Capital Reserve</b>		<b>3,053,476</b>	<b>2,995,458</b>
<b>Total Member's Funds</b>		<b>3,053,476</b>	<b>2,995,458</b>



# Income and Expenditure Statement

Headway Gippsland Inc

For the year ended 30 June 2022

	2022	2021
<b>Income</b>		
<b>Income</b>		
CHSP Funding	-	32,513
NDIS Funding	4,516,728	4,439,975
Client Contributions	7,748	5,503
Government Grants	-	198,604
Other Funding	-	266
Other Income	30,775	391,641
Profit on Sale of Motor Vehicle	31,866	-
Other Funding Workcover Reimb	64,159	-
<b>Total Income</b>	<b>4,651,274</b>	<b>5,068,502</b>
<b>Total Income</b>	<b>4,651,274</b>	<b>5,068,502</b>
<b>Gross Surplus</b>	<b>4,651,274</b>	<b>5,068,502</b>
<b>Expenditure</b>		
Accounting/Bookkeeping	27,024	26,240
Advertising & Marketing	-	453
Auditors	3,100	4,000
Bank Fees & Charges	3,974	2,226
Client Services	7,901	7,544
Consultants	51,007	106,571
Depreciation	49,335	58,143
Governance Expenses	6,579	12,335
Insurance	29,531	7,428
Lease Costs	787	3,036
Legal Services	1,365	2,030
Loss on Disposal of Equipment	-	117
Maintenance & Repairs	84,214	83,257
Motor Vehicles	10,107	14,954
Office Supplies and Postage	17,301	15,225
Rent	87,620	65,279
Salary & Wages	3,904,417	3,444,766
Telephone	29,109	29,319
Travel	262,852	139,663
Utilities	17,034	14,214
<b>Total Expenditure</b>	<b>4,593,257</b>	<b>4,036,798</b>
<b>Current Year Surplus/ (Deficit) Before Income Tax Adjustments</b>	<b>58,018</b>	<b>1,031,704</b>
<b>Current Year Surplus/(Deficit) Before Income Tax</b>	<b>58,018</b>	<b>1,031,704</b>
<b>Net Current Year Surplus After Income Tax</b>	<b>58,018</b>	<b>1,031,704</b>

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

# Depreciation Schedule

Headway Gippsland Inc  
For the year ended 30 June 2022

COST ACCOUNT	NAME	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Plant & Equipment:Furniture & Equipment:Furniture at Cost			220,944	65,046	7,882	-	31,020	41,908
Plant & Equipment:Motor Vehicles:Motor Vehicles at Cost			237,575	105,032	-	31,771	18,315	54,946
<b>Total</b>			<b>458,519</b>	<b>170,078</b>	<b>7,882</b>	<b>31,771</b>	<b>49,335</b>	<b>96,854</b>



# Notes to the Financial Statements

## Headway Gippsland Inc For the year ended 30 June 2022

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

#### Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

#### Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

## Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

## Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

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

## Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

## Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

## Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2022	2021
<b>2. Cash on Hand</b>		
Bank Acc Bendigo:BB General Cash Investment	529	528
Bank Acc Bendigo:BB Gift Fund Cash Investment	311,484	561,079



Bank Acc Bendigo:BB Mastercard Account	2,895	1,428
Bank Acc Bendigo:BB Operations	511,551	356,232
Petty Cash	634	1,119
SSG Funds	11,121	8,622
<b>Total Cash on Hand</b>	<b>838,214</b>	<b>929,010</b>
	<b>2022</b>	<b>2021</b>

### 3. Trade and Other Receivables

<b>Trade Receivables</b>		
Accounts Receivable	36,552	33,468
NDIS Debtor Unbilled	177,573	66,940
<b>Total Trade Receivables</b>	<b>214,126</b>	<b>100,408</b>
<b>Total Trade and Other Receivables</b>	<b>214,126</b>	<b>100,408</b>
	<b>2022</b>	<b>2021</b>

### 4. Land and Buildings

<b>Buildings</b>		
Buildings at Cost	548,800	548,800
<b>Total Buildings</b>	<b>548,800</b>	<b>548,800</b>
<b>Total Land and Buildings</b>	<b>548,800</b>	<b>548,800</b>
	<b>2022</b>	<b>2021</b>

### 5. Plant and Equipment, Motor Vehicles

<b>Plant and Equipment</b>		
Plant and Equipment at Cost	220,944	213,062
Accumulated Depreciation of Plant and Equipment	(179,036)	(148,016)
<b>Total Plant and Equipment</b>	<b>41,908</b>	<b>65,046</b>
<b>Motor Vehicles</b>		
Motor Vehicles at Cost	107,171	237,575
Accumulated Depreciation of Motor Vehicles	(52,224)	(132,543)
<b>Total Motor Vehicles</b>	<b>54,946</b>	<b>105,032</b>
<b>Total Plant and Equipment, Motor Vehicles</b>	<b>96,854</b>	<b>170,078</b>
	<b>2022</b>	<b>2021</b>

### 6. Trade and Other Payables

<b>Trade Payables</b>		
Accounts Payable	25,348	767,143
<b>Total Trade Payables</b>	<b>25,348</b>	<b>767,143</b>
<b>Total Trade and Other Payables</b>	<b>25,348</b>	<b>767,143</b>

2022 2021

## 7. Deferred Income

### Deferred Income Government Grants

Govt Monies Unspent: COS Monies 19 20	33,547	33,547
Govt Monies Unspent: COS Monies 20 21	-	36,319
<b>Total Deferred Income Government Grants</b>	<b>33,547</b>	<b>69,866</b>
<b>Total Deferred Income</b>	<b>33,547</b>	<b>69,866</b>

2022 2021

## 8. Provisions

Provisions:Provision for Annual Leave	195,983	163,395
Provisions:Provision for LSL	8,829	25,050
Provisions:Provision for Personal Leave	23,696	21,417
<b>Total Provisions</b>	<b>228,508</b>	<b>209,862</b>

2022 2021

## 9. Employee Entitlements

Payroll Liabilities.:Payroll Liabilities PAYG	72,996	65,202
Payroll Liabilities.:Superannuation Liability	-	38,355
<b>Total Employee Entitlements</b>	<b>72,996</b>	<b>103,557</b>



# Movements in Equity

Headway Gippsland Inc

For the year ended 30 June 2022

	2022	2021
<b>Equity</b>		
Opening Balance	2,995,458	1,820,981
<b>Increases</b>		
Profit for the Period	58,018	1,031,704
Retained Earnings	-	2,773
Asset Revaluation Reserve	-	140,000
<b>Total Increases</b>	<b>58,018</b>	<b>1,174,477</b>
<b>Total Equity</b>	<b>3,053,476</b>	<b>2,995,458</b>

# Statement of Cash Flows - Direct Method

## Headway Gippsland Inc For the year ended 30 June 2022

	2022	2021
<b>Operating Activities</b>		
Payments to suppliers and employees	(4,099,424)	(3,608,724)
Finance costs	(4,334)	(2,470)
GST	31,685	23,168
Cash receipts from other operating activities	4,618,492	5,286,236
Cash payments from other operating activities	(458,114)	(418,599)
<b>Net Cash Flows from Operating Activities</b>	<b>88,306</b>	<b>1,279,611</b>
<b>Investing Activities</b>		
Proceeds from sale of property, plant and equipment	8,670	3,539
Payment for property, plant and equipment	(16,552)	(195,285)
Payment for investments	(506,966)	(439,624)
Other cash items from investing activities	69,426	(226,278)
<b>Net Cash Flows from Investing Activities</b>	<b>(445,422)</b>	<b>(857,649)</b>
<b>Financing Activities</b>		
Other cash items from financing activities	266,321	(52,510)
<b>Net Cash Flows from Financing Activities</b>	<b>266,321</b>	<b>(52,510)</b>
<b>Other Activities</b>		
Other activities	-	(307,909)
<b>Net Cash Flows from Other Activities</b>	<b>-</b>	<b>(307,909)</b>
<b>Net Cash Flows</b>	<b>(90,796)</b>	<b>61,544</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	929,010	867,466
Net change in cash for period	(90,796)	61,544
Cash and cash equivalents at end of period	838,214	929,010





# Thank you

# 06



Paul, Luke, John and Peter in Corinella

## Volunteers

Headway Gippsland wishes to thank the people who volunteer their time to the organisation. Our volunteers are highly valued and play a key role in helping us deliver high quality services. We have volunteers on the Board of Directors and those who come along to the social support groups and join in the conversations and share their own skills.

Thank you to everyone who contributed to Headway in 2021/22.

## Donations

We wish to extend a big thank you to everyone who made a donation or offered support to Headway Gippsland during the 2021/22 financial year.

Your contribution makes a difference and we highly appreciate the support in helping us deliver the highest quality services to those living with ABI and other disabilities in Gippsland.

# Special thanks

Headway would like to recognise and thank the following individuals for their services to the organisation over the years. Please congratulate them on their milestones with us.



## Board of Directors

Edwin Vandenberg

Debbra O'Keefe

John Rochstad-Lim

Maxine Davies

Peter Clement

Bryan Leaf

Marianne Fontaine

Paul Bur



## Years of Service: Staff

15 years

Tony Colvin

5 years

George Manis



## Social Support Group Volunteers

James Hartley

Sue Box

Judy Hall



## Years of Service: Volunteers

5 years

Judy Hall





Headway Gippsland is a registered National Disability Insurance Scheme provider.

Organisation ID 4050006369

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