



# Annual Report

2019-20



**HomePlace**  
LIFESTYLE SUPPORT  
FOR INDIVIDUALS WITH A DISABILITY





## Contents Page

Chairperson's Report	2
Executive Directors' Report	4
Two Executive Directors	8
Having your say - HomePlace Listens Report	14
Review of the HomePlace Board	20
Corporate Services Report	22
Recognition of Years of Service	28
Treasurer's Report	30
Financial Report	31

# Chairperson's Report

The last twelve months have seen an unprecedented level of change and challenges, most that we had planned for but others that no one expected.

I was honoured to be elected Chairperson of the Board in November 2019, after almost six years as a member of the Board and after holding the role of Treasurer for that time. I would like to acknowledge the contribution Kim Thorpe made as Chairperson of the Board over the last four years. Kim led the organisation through a period of immense change, including the implementation of the National Disability Insurance Scheme and the transformation of HomePlace into the organisation we are today. Jodie Custance also departed the Board during the year and I would like to thank her for the contribution she made to HomePlace.

Richard Bruggemann joined HomePlace during the year as our Patron. Richard brings immense experience and knowledge of the disability sector and the insight and advice he provides to management and the Board are invaluable. It speaks volumes about the quality of HomePlace's values of care and respect that someone of Richard's calibre would choose to offer his time to help this organisation.





No one could have predicted how the COVID-19 pandemic would change our lives this year. HomePlace responded to the pandemic in a way that reinforced the values and culture that we all treasure about HomePlace, putting the safety and wellbeing of the people we support and our employees at the centre of how we responded. HomePlace provided paid leave to employees needing to self-isolate from the outset of the pandemic, regardless of whether they would have otherwise been entitled. Management also put comprehensive plans in place to make sure participants and staff were safe and cared for. I am proud of the proactive approach management and staff took to the pandemic and thank participants and their families with working with us through those challenging times.

Despite the challenges of the pandemic, HomePlace moved forward with significant achievements that included the transition of all participants to the National Disability Insurance Scheme, completion of the *HomePlace Listens* feedback report and achieving quality and safeguards accreditation. HomePlace continued to improve its communication to participants and the public, with a new website and an increased social media presence that allows us to tell the stories of those we support.

HomePlace set itself significant growth targets in the last few years, with the aim of ensuring the organisation was set up to be sustainable in the NDIS environment. It was of critical importance to HomePlace that this growth occurred without adversely impacting the quality of services we provide to the people we support. Through the HomePlace Listens Project the people we support and their families told us that this has been successful so far. HomePlace is now in a sustainable position and the Board has agreed that any further growth will occur only where the existing culture and quality of care for existing participants is not adversely affected.

I would like to thank Shirley Paterson and Denice Wharldall and all the staff at HomePlace for the fantastic job they have all done through a very challenging year. I would also like to thank the members of the Board of Management, who volunteer their time and expertise to ensure HomePlace continues to provide quality services and care to the people we support.

---

**Braden Naylor**  
Chairperson



# Executive Directors' Report

2019-20 has been a busy and rewarding year for HomePlace.

We have now completed the first full year of NDIS-only funding for all but one participant. During the transition to the NDIS, the sector thinking was that small agencies would not survive, and experts had dire warnings for small organisations such as HomePlace. Thankfully, this certainly has not been the case, and, although HomePlace has had growth, we have sought to ensure we continue the same level of personalisation for participants.

The HomePlace Listens Project has provided us with valuable feedback including areas we are doing well in and the areas in which we need to focus. The feedback confirmed our focus and direction.

During the year, HomePlace hosted Our Voice Self Advocacy who ran a course for individuals living with an intellectual disability. The course focused on learning about Self Advocacy, Decision Making, Human Rights and Peer Support. Eight HomePlace participants graduated from the course and although COVID-19 temporarily halted progress, they resumed their meetings with great enthusiasm. It is heartening to



HomePlace has demonstrated a balanced risk approach to service design and service delivery and achieved very positive participant outcomes. Practices and approaches to enable a zero risk service delivery environment are in place and supported by a culture of safety.

witness the increase in confidence of the participants as they now have a greater understanding of their rights and strategies to assert their rights. The group has and will continue to provide us with valuable feedback.

In mid-March HomePlace underwent the NDIS Quality and Safeguards Commission Audit against the NDIS standards. We were pleased with the outcome of the audit and the quote below from the audit report confirms feedback from the HomePlace Listens Project.

*The greatest challenge for HomePlace has and continues to be managing the response to COVID-19. Around the world, individuals living with a disability have been poorly catered for in whole of population responses to managing COVID-19. We know from the situation in Victoria that changes can occur very quickly and HomePlace remains vigilant with a comprehensive response plan in place.*

The NDIS has brought with it a much greater administrative burden than traditional funding and Doug Hicks, Manager of Corporate Services, has guided us through the development of systems and processes to ensure the smooth operation of the organisation.

We acknowledge and thank our wonderful staff for all that they have done directly and indirectly to improve outcomes for participants. The Senior Coordinators continued to contribute over and above the call of duty and the Administrative support staff have played an essential role in facilitating the transition to new systems and processes to support our work.



We also thank the Board Directors of HomePlace for their inspirational leadership. They have been extraordinarily generous with their time and expertise, and this is reflected in the achievements of the organisation over the last 12 months.

Finally, and most importantly, thank you to our participants and their families for their trust in choosing HomePlace to be their support provider.

---

**Denice Wharldall &  
Shirley Paterson**

Executive Directors of  
Homeplace 2018-2021







Banjobe shares with us the meaning of life through art and is seen posing here with a series of self-portraits



# Banjobe celebrates life through art



Ever since a young boy, Banjobe has enjoyed artwork, including sketching and painting. He began with animal sketches as he was used to hand-rearing rescued native animals. Many of his first paintings include possums and other Australian natives. Banjobe has a keen eye for nature and can capture an emotion very beautifully in his paintings. He has been working hard during the pandemic and has produced some outstanding pieces for SALA, a solo exhibition, and some privately commissioned work for corporate clients.

Speaking about Banjobe's talents, his mum, Anthea, said, "Art has been, and continues to be a great source of healing and fulfilment for Banjobe, and the ability to sit quietly and draw and paint has been extremely helpful during these COVID-19 times."



# Two Executive Directors

In late 2017 an idea was presented to the Board of Management about the possibility of creating a shared Executive Director position at HomePlace.

The formal proposal was prepared by Mel Blondell, HR consultant, in consultation with Denise Wharldall and Shirley Paterson and presented to the Board in January 2018.

The proposal outlined the challenges that were facing HomePlace as it transitioned to the National Disability Insurance Scheme and the current lack of executive and business infrastructure that would be needed during this transition to ensure HomePlace thrived in the new environment.

In addition to the ongoing day to day operational requirements and focus on service excellence, additional resource and executive capability was required to meet the growth objectives and ensure sustainability in the NDIS environment, particularly in the following areas

- Marketing strategy and implementation.
- Systems and process improvements.
- Data reporting and analysis for decision making.
- Service provision improvements.
- Change management and culture development.
- Employee training and development.

HomePlace found itself with a unique opportunity to bring together the different but complementary skill-sets of two experienced Executives who had a deep knowledge of supported accommodation services and held a strong values-led position around service quality.

Whilst the proposal was an innovative structure, it would provide HomePlace with the executive and leadership capability in a manner that was financially viable within HomePlace resources at that time. It was proposed that the contract term was for three years with the organisational structure reverting to a more traditional approach at that time.

It was expected that the arrangement would deliver the following benefits to HomePlace:

- Additional executive capability and resources, providing the opportunity to improve and grow the organisation quicker than with current resourcing.
- Continuation of and improvement in our excellent delivery of support to participants, by further developing our reputation and brand.
- Continuous and consistent executive focus during periods of Executive leave.
- After a three-year term, HomePlace will have the organisational framework to remain sustainable and will have grown and thrived in the NDIS environment.

# Job Sharing at a Senior level: making it work.

[www.thejobshareproject.com](http://www.thejobshareproject.com)

## The JobShare Project

by Capability Jane

Founded in 2007, Capability Jane is a team of passionate, experienced professionals committed to building the marketplace for high quality, flexible careers and increasing the number of women in influential roles in business. Progressive organisations work with us to increase their pipeline of senior female talent through training programmes, flexible job design and targeted recruitment campaigns.

Based on information gleaned from this research, the proposal to the Homeplace Board reflected a 'hybrid' model of job sharing.

The hybrid model is characterised by the following:

- A role with some shared characteristics and some divided responsibilities.
- The role is divided to play to each other's strengths.
- There are shared business objectives, one job description, a single set of accountabilities and the same level of seniority.
- Divided responsibilities by capability and expertise.
- Divided and overlapping performance measurements.
- Shared back-up.

"Successful job share partners do not have to be an exact match and it is often better if they are not as they often depend on chemistry, capability, compatibility and communication."

## The JobShare project

Feedback from the project about the key to successful job-sharing was trust, communication, handover execution, complementary skills, shared vision and values, and flexibility.

In early 2018, the HomePlace Board supported the job share proposal, demonstrating both their investment in an unusual and innovative arrangement and their courage in venturing into the unknown!





Homeplace has benefitted greatly from the job sharing and has been able to demonstrate the following:

- HomePlace has transitioned successfully to the NDIS without needing aggressive and expensive marketing strategies.
- HomePlace has enjoyed growth in participants and service enquiries, reflective of our reputation for person-centred service delivery.
- There have been system and process improvements that will ensure our sustainability in the NDIS environment.
- We now have a capable and effective business team.
- Day to day operational effectiveness has improved.
- Homeplace is in a good financial position and able to manage risks that were originally identified.
- We have met strategic goals established in 2018.
- We have had the opportunity to invest in strategies for developing the culture of HomePlace.
- We have been able to invest in training and development.
- Strengthening of our culture and values.

There have been many challenges in the job share relationship and it is not always easy sailing!

It would be obvious to say that there are always tensions around decision making styles and these need to be managed carefully so that the organisation does not become divided.

However, the gains have always outweighed the challenges, and this has benefitted HomePlace both strategically and operationally.

We are now in the final six months of the original three-year arrangement and will retire in February 2021.

HomePlace is in a good position both financially and by reputation. Operational systems and processes continue to grow and develop. HomePlace is thriving in the new environment.

We have shown that two different people with complementary decision-making styles and experiences can collaboratively lead an organisation, making this an opportunity for people in senior positions to consider in the future.

We have traversed the issues that have arisen and the tensions inherent in an executive position and have supported each other over the last three years.

We have justified the faith placed in us by the Board of HomePlace and we are very grateful for the opportunity we have had to prove this faith was not misplaced.

---

**Denice Wharldall &  
Shirley Paterson**

Executive Directors of  
Homeplace 2018-2021





# Shared living works well for Jackie and Kobi

## Jackie

Jackie has the kind of nature that would make someone feel cared for. She is interested in everyone's wellbeing and is compassionate, kind, and cheerful. Jackie loves spending time with her family and enjoys playing with her sister's dog. She loves her job and has plenty of friends from work who socialise together and even go bowling regularly. Jackie is a good swimmer, and she has great fun with painting and colouring in. As a huge fan of Disney, Jackie looks forward to her regular cinema visits and has probably watched every children's

animated film that has been released. Jackie's love of animals means that she loves going to the zoo.

## Kobi

Kobi is all about drama – literally. A natural and very talented performer at heart, Kobi absolutely loves her drama classes at *No Strings Attached*. Due to COVID-19, the classes were delivered virtually and she has been learning new IT skills to interact with her classes online. Drama is Kobi's way of expressing herself artistically. This year, Kobi has been very excited to have the chance among only seven





**Jackie (above) and Kobi (below) engaging in some of their favourite activities.**

Australian performers to participate in an international show called *SAME-SAME*. The show is an online, inclusive collaboration between No Strings Attached Theatre of Disability (Adelaide, Australia) and Diverse Abilities Dance Collective, DADC (Singapore). Kobi also enjoys her job very much and has a great sense of humour. She also loves visiting the zoo.





# “HAVING YOUR SAY”

a HomePlace Listens feedback project 2019-2020

‘Having Your Say’, a HomePlace Listens project, was commissioned by the Quality and Culture Sub-Committee of the HomePlace Board of Management in September 2019.

It was the second time this feedback project had been commissioned by the HomePlace Board, with the first project completed in 2017.

The ‘Having Your Say’ project collected feedback from participants, families, advocates, and staff over a five-month period.

The project brief was provided to a project officer, recruited specifically for this project, outlining the scope, project design and four lines of enquiry.

The lines of enquiry were:

*How were the values of trust, respect, safety and partnership lived in day to day interactions between Homeplace staff and management and those in receipt of HomePlace services?*

*As HomePlace had experienced growth in the last couple of years, how did people perceive this had affected their experience with HomePlace.*

*What was the feedback about the quality of service provided by HomePlace?*

*For people with heightened vulnerability to neglect, abuse, exploitation and violence, how does HomePlace assist people to be safer, stronger and more capable?*

The approach used for the enquiry included face to face conversations with participants, families and advocates, which drew upon a mix of strengths-based, narrative and appreciative enquiry theories and methods. All conversations with participants, families and advocates occurred on a one to one basis and in private settings, either people's homes, a coffee shop or workplace meeting room.

A small number of staff conversations occurred at participants' homes early in the project, with the remainder, in focus groups.

Anonymity of respondents and confidentiality of all information provided has been maintained throughout the process.

Jenny Munro, as the 'Having Your Say' project officer, began interviews in late September 2019. All feedback was recorded, and key findings presented to the Board of Management in March 2020.

Recommendations for improvement were summarised and included in the HomePlace continuous improvement plan.

The following summary is taken from the report.

The key strengths of HomePlace that were evident through all areas of the project enquiry, conversations or responses were:

- Strong organisational values and culture.
- High levels of trust and confidence in HomePlace leadership, staff, and service delivery.
- Person-focused, individualised support.
- Strong relationships between participants and support staff.
- Excellent communication between HomePlace leadership, support staff and families and participants.

The responses from participants and families affirmed that HomePlace values (trust, respect, safety, partnership) are experienced on a day-to-day basis by participants and their families.

The demonstration of these values is evident in many examples of practice and outcomes that people shared with Jenny.

High levels of trust and confidence in HomePlace leadership (including senior support staff) was apparent across the three groups of respondents. This was particularly evident in people's accounts about communicating and raising concerns, safety and organisational growth (size) or change. Many stories highlighted that there are some highly-skilled, experienced, good people doing a very good job in senior support, leadership and management roles, and participants, families and staff trust them. Trust and confidence were also notable even where people shared things they weren't completely happy with.





Common themes from conversations with families focused on the service qualities that they valued most, which were consistent with the key strengths listed above. There were some interesting suggestions made for service improvements and comments regarding the challenges of supporting participants to progress meaningful life goals. Suggestions included skills versus daily tasks, maintaining a workforce who are all skilled, committed and capable of navigating challenging support roles, teamwork, recruitment, training, supervision, staff support and rosters.

Staff responses highlighted the level of commitment staff have for the values and culture of HomePlace and the centrality of those to their practice. There was a tangible level of staff ownership of and pride in the authenticity of HomePlace's values and organisational culture.

There was no evidence from the staff canvassed that the strength of HomePlace's values and culture is diminishing as a result of the growth and changes HomePlace has undergone over the past several years.

The main themes that were consistent across the three groups of respondents regarding the size of HomePlace were that people had not noticed any changes in services to participants. Staff and

families were very clear about what they valued most about HomePlace services. People linked those qualities, particularly individualised care and support to HomePlace being a small organisation and many stated unequivocally that they did not want HomePlace to lose those qualities.

HomePlace's reputation for good quality, individualised services to participants appears to be a valuable asset for promoting HomePlace within the disability sector and NDIS market place.

Individual staff, participants and families contributed some valuable comments and suggestions that have been noted in greater detail in the full report and offer the opportunity for further exploration and consideration in the future.

Suggestions, recommendations and comments were de-identified for confidentiality and to encourage frank feedback.



The summary below is taken from the direct feedback of people interviewed for the HomePlace Listens project and grouped into key headings

---

## Communication

Communication across all stakeholders could be improved. Of particular note was the recommendations around better team-communication to ensure more creative outcomes for participants.

## Staff recruitment and orientation

Given the high percentage of culturally diverse staff, specific recommendations were made around how to support new staff better. Better use of experienced staff to mentor new staff was suggested.

## Systems and processes

Implementing an out-of-hours contact system. Roster management could be improved by changing timeframes, language options. Identify and improve inconsistencies.

---

## Learning and development

Some of the strongest recommendations were around robust staff training to better prepare staff for the thinking and understanding of the demands of the role. Strengthening teamwork for better outcomes for participants.

## Service outcome improvements

Suggestions involved supporting participants to access mainstream activities. Matching of staff with participant activities. Participants want to get out more and expand their social horizons. Strengthening the capacity of people to explore bigger and more challenging life goals.

The HomePlace Board of Management wishes to thank all participants, family members, staff members and advocates who contributed to the 'Having Your Say' project. Your feedback has been deeply appreciated and your suggestions invaluable. Our appreciation is also extended to Jenny Munro, the 'Having Your Say' project officer, for her work on this project and for her comprehensive report.



Craig showing off his Port Adelaide Football Club merchandise.





# Craig shares memories from his travels

Craig is a massive fan of the Port Adelaide Football Club and collects merchandise to support his team. Craig is well travelled and has been to see many popular world attractions.

Craig has collected mugs and other souvenirs from around the world and these memories decorate the walls of his home. Of particular interest was his visits to the Leaning Tower of Pisa, Paris, Hong Kong, and Las Vegas.

Craig has been on several cruises and was due to go on another this year but had to cancel due to COVID-19. Craig has been processing a lot of change recently with his mum moving into care and he is looking forward to a new independent shared-living arrangement. Craig enjoys the support of a close-knit family and looks forward to going on his family trips once the COVID-19 restrictions are lifted.





Back Row from left to right: Braden Naylor (Chair), David Calvert (Administrative Services Manager), Kim Thorpe, Richard Bruggemann (Patron), Linda Hundertmark, Tony Jacka, Vince Mazzeo. Front Row from left to right: Sunita Miranda, Denice Wharldall, Shirley Paterson and Leslie Wightman.

## Review of the HomePlace Board

As part of our objective to have continuous governance improvement, the Board conducts an externally managed periodic Board-evaluation. This review evaluates the performance of the Board, its committees, and individual directors. The following is a summary of the recent evaluation conducted in this reporting period.



### The role of the HomePlace Board

---

Set the strategy of the organisation

---

Establish the vision and values

---

Employ and supervise the Executive Directors

---



## An independent evaluation of the board reveals

- There are many identified strengths of the current Board.
- There is a genuine connection between the directors and the participants and there is a strong shared belief in the values.
- The Board works well together for the heart and soul of the organisation.
- There is an excellent relationship between the two Executive Directors and the Board.
- The current make-up of the Board has a good mix of experience across a number of sectors.
- The overwhelming view of all Board Directors is the Chair. He is a very good Chair, he manages the Directors well and he has raised the bar with the focus on governance, strategy and risk management.
- The Board under the leadership of the Chair has navigated the transition to the NDIS funding model very effectively and the organisation is in a very good place.
- It is clear that all Directors have a genuine interest in the work of the organisation and they have a strong sense of commitment to people with disability.

## Recommendations for improvement

The number of Board Sub-Committees was perceived to be too heavy in number, with some duplication of effort and they create a significant amount of work for management and board directors, particularly for those who attend more than one Sub-Committee.

*To address this, the Board has redeveloped the Sub-Committees and the Terms of Reference for each are clear and there is a link to the strategic plan.*

---

Improve Board Directors' knowledge of the industry sector and disability, and, in particular, intellectual disability.

*To address this, the Board is looking to increase the number of Board Directors with lived experience on the Board. We remain engaged with our Patron, Richard Bruggemann, to guide and educate the Board.*

---

The absence of participant engagement in the activities of the Board.

*To address this, the Board is researching a number of mechanisms to engage directly with participants. The development of the Our Voice Self Advocacy Group based at HomePlace has already provided valuable feedback to the organisation and has increased the skills and confidence of the participants engaged in the group.*

---

# Corporate Services Report

The Corporate Services Team provides business functions and support to HomePlace as our growth in service delivery continues to meet the needs of our current and future participants and the staff who support them.

---

The development of systems and processes has been a key strategic direction for the last few years and many of the objectives under this plan have now been achieved.

In the last annual report, we announced that Megan Starr had been appointed as the Rostering and Human Resources Officer. However, as a result of increased services, a review and a survey, we have now developed this Human Resources role further and separated the position of roosting officer. We appointed Megan as the Human Resources and Office Coordinator and welcomed on board Paula Rudiger as a full-time dedicated Rostering Officer. Megan was also trained as our Rehabilitation and Return to Work Coordinator (RRTWC), a requirement under legislation.



We also welcomed on board Katharine Martin to the team as a Finance and Administration Officer to provide additional support for the finance team. Katharine also provides administrative support to the HomePlace Board of Management.





# Human Resources

HomePlace now employs 90 staff (an increase of 15% from last year).

FULL-TIME

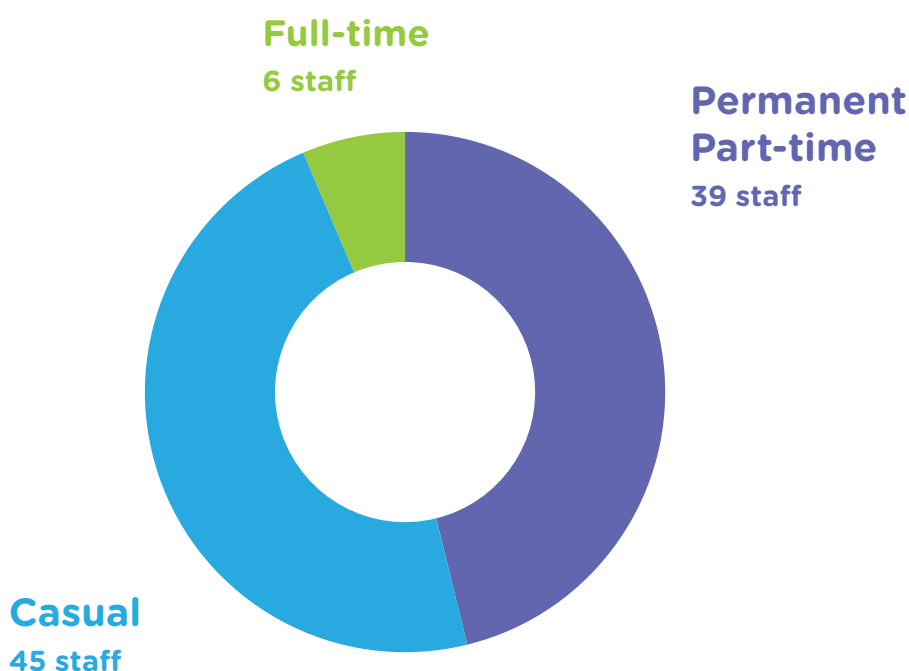
7%

CASUAL

50%

PART-TIME

43%



## Staff Training

Over and above our mandated training for direct support staff, we continue to provide training to enhance and further develop skills. Examples such as:



Active Support



DCS Training -  
Supporting people to  
remain infection-free



Positive Behaviour  
Support



Australian Department  
of Health Infection  
Control COVID-19



**MAPA (Management of Actual or Potential Aggression)**

This training is specifically designed to improve staff skills in verbal and non-verbal de-escalation techniques and how to choose the least restrictive intervention.

# NDIS Quality and Safeguards Commission Audit

In March, HomePlace underwent its first NDIS Quality and Safeguards Commission Audit Stage 1 & 2. This was a new audit process for HomePlace to ensure our registration under the NDIS to provide services to our participants, meets all the required standards. The audit process was extensive, detailed and thorough. Much work was done in the lead up to the audit in preparation led by our two Executive Directors, Denise Wharldall & Shirley Paterson. HomePlace achieved 'Conformance' with all standards we were assessed against. This is an excellent result.



**Local MP Joe Szakacs with Jane at our Christmas party in 2019.**

## COVID-19

HomePlace was impacted by COVID-19 along with the rest of Australia. Commencing in late February, the Corporate Services team took steps to ensure that all functions and support could be provided remotely with staff working from home, including payroll. This was successful and the corporate

services staff continue to work from home as required. Throughout the COVID-19 Pandemic, corporate services has continued to deliver services and support. We sourced bulk hand sanitiser, gloves and face masks. A HomePlace COVID-19 plan was established under the direction of the Executive Directors, including paying staff, (including casuals) for time spent in isolation as required to undergo COVID-19 testing and/or isolation. HomePlace has had no COVID-19 infection throughout the pandemic to its staff or participants.

## Client Management System

Our client management system – MYP continues to be rolled out across HomePlace. Although behind the original schedule, reviewed objectives for the managed rollout have been successfully implemented. We have successfully implemented the Goals and Objectives Management System (GOMS) module in MYP which all staff can access via their mobile phones. This is being used by all support staff to record their activities with participants. We have begun the process of transferring staff and participant records from the shared drives into one of the modules in MYP with additional modules coming online as staff are trained in their use. This is a large change process for HomePlace and has proven slower and more complex than anticipated. COVID-19 further slowed the implementation but we are now working to get back on track.

# Information Technology

Our IT Officer, Daniel Pipe, has developed a number of apps accessible on staff mobile phones including Incident Reports, Staff Database, policy Approvals, Send SMS, Photo library and connected camera.

The new SIP-based phone system (3CX) is complete, replacing the obsolete Telstra office phone system. The new system is fully owned and operated in-house on our own cloud servers, providing much more setup flexibility, mobile/remote office connectivity, switchboard, call queuing, voicemail and fax-to-email. The new phone system has no contracts and has reduced phone costs by 75% per year moving forward.

Microsoft Teams is being used by a large number of staff, allowing video conferencing, screen sharing, and, in combination with the phone system allows for any number of staff to work remotely as required.



Since December 2019, memos and notices to all staff are now posted to our Intranet page only. 198 notices have been posted so far, allowing for instantaneous communication with staff as well as two-way commenting/chat as a workforce.

## Finance Team

The finance team headed by David Calvert has adapted well to the increased financial functions required under the NDIS. A review of our financial functions, including payroll and services, was conducted in August-October 2019, and several changes were made to streamline these services, workflow, procedures and processes. These have resulted in a clearer understanding of tasks and responsibilities and brought about increased efficiencies.

This year David Calvert celebrated his 70th Birthday and his 12th year of service with HomePlace.

Finally, I would like to acknowledge and thank the Corporate Services team for the work they do, the wonderful attitude that they bring to work each day, the goodwill they give and the support that they provide to HomePlace and myself to make my role so enjoyable. I consider myself very fortunate to work with such a great team.

---

**Doug Hicks**

Corporate Services Manager





Deb and Pete in front of their favourite local destination, the Port Adelaide Lighthouse.

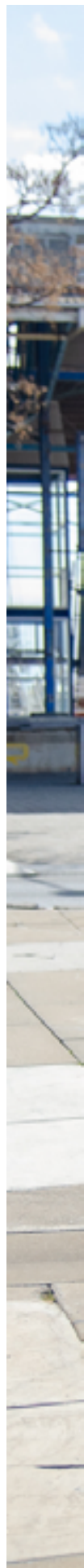
# Port Adelaide supporters, Deb and Pete

High-school sweethearts, Deb and Pete Woods have enjoyed 28 years of being married and they say that they are still 'hook, line and sinker for each other'.

They love living in Port Adelaide and enjoy everything about the Port, from the local shops to the library and the distinctive red lighthouse. Deb and Pete enjoy word search games and reading about the history of the Port.

Importantly, both are possibly the greatest fans of the Port Adelaide Football Club and they follow the team closely. Besides footy, they enjoy watching most sports and find tennis quite interesting. The only sport they do not enjoy is cricket, which they find pretty boring and slow to follow.

Church is also very important to Deb and Pete and they feel happy to attend the Salvation Army Church and have been doing so since they got married.







Homeplace

# Recognition of Years of Service



**Judith Wild**



**Walter Elliot**  
**Rizalita Lopez**  
**Lisa Jenkins**





# Treasurer's Report



The financial health and ongoing financial viability of HomePlace is a key responsibility of the Board.

The Financial Report for the year ended 30 June 2020 shows HomePlace in a strong financial position, with sufficient resources to continue to provide services to the people we support into the future.

The Financial Report has been audited by Chartered Accountant Peter Hall, who has provided an opinion that the financial report presents fairly, in all material respects, the financial performance and financial position of HomePlace.

The report is made up of four main elements. The first is written assurances that the reports are accurate and that HomePlace is able to pay its debts when they are due. The second is the income statement, which shows what we earned and spent. The third is a balance sheet, which shows what we own and owe. The fourth are notes, which provide further detail to the report.

The report shows an operating surplus of \$810,950 for the year ended 30 June 2020 and increases in both our assets and accumulated funds from the position last year.

In 2020, there was additional one-off funding provided by the National Disability Insurance Scheme (NDIS) to assist providers to manage the unexpected challenges and uncertainty that resulted from COVID-19.

Although the surplus is a one-off due to the additional funding provided, it is a significant achievement given the challenges faced in 2019/20. This is particularly important given the ongoing uncertainty from COVID-19 and ensures that Homeplace has the financial capacity and resources to manage any future financial uncertainties.

---

**Anthony Jacka**  
Treasurer

# Financial Report

## HOMEPLACE LIVING SUPPORTS INCORPORATED

### BOARD OF MANAGEMENT REPORT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2020

Your Board of Management members submit the financial report of Homeplace Living Supports Inc for the financial year ended 30 June 2020.

#### Board of Management

The names of the Board of Management members in office at any time during or since the end of the financial period are:

Braeden Naylor	Chairperson
Linda Hundermark	Deputy Chairperson
Anthony Jacka	Treasurer
Leslie Vighnman	Secretary
Kim Thorpe	Board Member
Vince Mazzeo	Board Member
Sunita Miranda	Board Member
Jodie Custance	Board Member
Michael Lowe	Board Member

#### Principal Activity

The principal activity of Association in the course of the year was to provide support services to individuals with a disability to live in their homes in the community.

#### Significant Changes

No significant changes in the nature of these activities occurred during the financial year.

#### Benefits as a result of contracts

During the year ended 30<sup>th</sup> June 2020, Cornerstone Websystems, of which Board Member Sunita Miranda is a principle, was engaged to assist with the marketing activities, external communications and the design and implementation of a website for HomePlace. Payment for these activities was \$27,040 in total.

#### Payment and other benefits

During the year ended 30<sup>th</sup> June 2020, an amount of \$216.42 (excluding GST) was paid to SA Beputy, of which Vince Mazzeo is a Director, for Personal Protection Equipment (PPE) for COVID-19, in the form of hand sanitiser and disposal face masks.

No payments or benefits of a pecuniary value were received by any other officers of the Association during the financial year.

#### Operating Results

The net result of operations attributable to the Association's activities was a surplus of \$810,950 (2019: result of \$47,085).

#### After Reporting Date Affairs

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

#### Auditor's Independence Declaration

A copy of the auditor's independence declaration as required under the AONC Act 2012 is attached to the report.

Signed in accordance with a resolution of the Committee of Management.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Treasurer

Dated this 14 day of September, 2020



**HOMEPLACE LIVING SUPPORTS INCORPORATED**

**DECLARATION OF INDEPENDENCE UNDER SECTION 60-40 OF THE ACNC ACT 2012  
BY PETER HALL TO THE BOARD MEMBERS OF  
HOMEPLACE LIVING SUPPORTS INCORPORATED**

As lead auditor for the year ended 30 June 2020, I declare that to the best of my knowledge and belief, there have been no contraventions of:

- (a) the auditor independence requirements of the ACNC Act 2012 in relation to the audit; and
- (b) any applicable code of professional conduct in relation to the audit.

This declaration is in respect of Homeplace Living Supports Inc



Peter Hall

Peter Hall – Chartered Accountant

Adelaide

Dated this 7<sup>th</sup> day of September 2020

# Statement of Profit or Loss and other Comprehensive Income

For the year ended 30th June 2020

	Notes	2019 (\$)	2020 (\$)
Revenue	2	3,963,185	6,091,652
Employee expenses		(3,423,946)	(4,890,458)
Client expenses		(205,831)	(87,151)
Depreciation expenses		(9,828)	(6,034)
Rent expenses		(25,746)	(21,271)
Other expenses		(250,749)	(275,788)
<b>SURPLUS/(LOSS) FOR THE YEAR</b>		<b>47,085</b>	<b>810,950</b>

# Statement of Changes in Equity

For the year ended 30th June 2020

	Retained Surplus (\$)	Total (\$)
Opening Balance, 1 July 2018	402,336	402,336
Net Surplus (deficit) attributable to members	47,085	47,085
Closing Balance, 30 June 2019	449,421	449,421
Net Surplus (Deficit) attributable to members	810,950	810,950
<b>Closing Balance, 30 June 2020</b>	<b>1,260,371</b>	<b>1,260,371</b>



# Assets & Liabilities Statement

As at 30th June 2020

	Notes	2019 (\$)	2020 (\$)
<b>CURRENT ASSETS</b>			
Cash at Bank	3	1,172,813	2,378,405
Receivables	4	131,246	240,177
Prepayments	5	11,502	3,469
<b>TOTAL CURRENT ASSETS</b>		<b>1,315,561</b>	<b>2,622,050</b>
<b>NON-CURRENT ASSETS</b>			
Equipment & Motor Vehicles	6	26,818	20,784
<b>TOTAL NON-CURRENT ASSETS</b>		<b>26,818</b>	<b>20,784</b>
<b>TOTAL ASSETS</b>		<b>1,342,379</b>	<b>2,642,834</b>
<b>CURRENT LIABILITIES</b>			
Income in Advance		-	377,708
Payables	7	188,309	219,043
Provisions	8 (i)	566,933	600,940
Client Holding Accounts	9	97,383	131,699
<b>TOTAL CURRENT LIABILITIES</b>		<b>852,624</b>	<b>1,329,390</b>
<b>NON-CURRENT LIABILITIES</b>			
Provision for Long Service Leave	8 (ii)	40,334	53,073
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>40,334</b>	<b>53,073</b>
<b>TOTAL LIABILITIES</b>		<b>892,958</b>	<b>1,382,463</b>
<b>NET ASSETS</b>		<b>449,421</b>	<b>1,260,371</b>
<b>MEMBERS FUNDS</b>			
Opening Accumulated Funds		402,336	449,421
Surplus for the year		47,085	810,950
<b>TOTAL MEMBERS FUNDS</b>		<b>449,421</b>	<b>1,260,371</b>

The accompanying notes form part of these financial statement

# Statement of Cashflows

For the financial year ended 30th June 2020

	2019 (\$)	2020 (\$)
<b>Cash flows from operating activities</b>		
Receipts from funding bodies and others	3,910,604	5,982,723
Payments to suppliers and employees	(3,761,869)	(4,777,131)
<b>Net Operating cash flows</b>	<b>148,735</b>	<b>1,205,592</b>
<b>Cash flows from investing activities</b>		
Proceeds from sale of plant and Motor Vehicles	(15,500)	-
Payments for plant and equipment - Assets written off	(64,700)	-
<b>Net investing cash flows</b>	<b>(80,200)</b>	<b>-</b>
Net increase (decrease) in cash held	68,535	1,205,592
Cash at the beginning of the year	1,104,278	1,172,813
<b>Cash at the End of the Year</b>	<b>1,172,813</b>	<b>2,378,405</b>





# Notes to the financial statements

For the year ended 30th June 2020

## **NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Association Incorporation Act 1985. The Committee of Management has determined that the Association is not a reporting entity.

The financial report is prepared on an accrual basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuation and valuation of non-current assets.

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

### **a) Income Tax**

Under Section 50.5 of the Income Tax Assessment Act 1997 the income of the Association is exempt from income tax.

### **b) Equipment & Motor Vehicles**

Equipment and Motor Vehicles are brought to account at cost.  
The depreciable amount of all fixed assets is depreciated in the following manner:-

- i) the depreciation amount of all fixed assets is depreciated over the useful life of the asset commencing from the time the asset is held ready for use.

Profit and losses on disposal of property, plant and equipment are taken into account in determining the surplus for the year.

### **c) Employee Benefits**

Provision is made in respect of the Association's liability for annual leave at balance date. Long service leave is accrued in respect of employees with more than four years employment with the Association.

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred. The Association has no legal obligation to provide benefits to employees on retirement.

#### d) Revenue and Other Income

Grant income is recognised when the entity obtains control over the funds, which is generally when the grant is acquitted.

Amounts received and not yet applied are recorded, where applicable, as liabilities under Income Received in Advance.

#### e) Economic Dependence

The Association is dependent on NDIS funding for the majority of its revenue to operate the Association. At the date of this report the board has no reason to believe that the funding will not continue to support the Association.

### NOTE 2: REVENUE

	2019 (\$)	2020 (\$)
Grants	1,530,515	31,051
NDIS	2,420,993	5,952,895
Interest Income	5,771	8,390
Other Income	5,906	49,316
Cashflow Boost	-	50,000
	<b>3,963,185</b>	<b>6,091,652</b>

### NOTE 3: CASH

	2019 (\$)	2020 (\$)
Cash on Hand	200	965
Cash at Bank - Cash Management Account	177,954	1,436,622
Term Deposits	-	901,020
Cash at Bank - Express Saver	978,557	-
Cash at Bank - Cheque Account	16,103	39,797
	<b>1,172,814</b>	<b>2,378,405</b>

### NOTE 4: RECEIVABLES

	2019 (\$)	2020 (\$)
Accounts Receivable	97,152	228,997
GST Receivable	34,094	11,180
	<b>131,246</b>	<b>240,177</b>

### NOTE 5: PREPAYMENTS

	2019 (\$)	2020 (\$)
Prepayments	11,502	3,469
	<b>11,502</b>	<b>3,469</b>

## NOTE 6: EQUIPMENT & MOTOR VEHICLES

### a) Motor Vehicles

	2019 (\$)	2020 (\$)
At Cost	96,963	96,963
Less: Accumulated Depreciation	70,144	76,178
<b>Total Equipment &amp; Motor Vehicles</b>	<b>26,818</b>	<b>20,784</b>

## NOTE 7: PAYABLES

	2019 (\$)	2020 (\$)
NDIS Income in Advance (COVID-19)	-	377,708
PAYG Withholding	50,832	56,895
Accrued Salary	59,395	128,053
Accounts Payable	-	28,135
Other	78,082	5,960
	<b>188,309</b>	<b>219,043</b>

## NOTE 8: PROVISIONS

### i) CURRENT

	2019 (\$)	2020 (\$)
Capital Replacement Fund	10,000	-
Provision for Household Improvement	15,000	15,000
Provision for Annual Leave	160,573	218,818
Provision for Long Service Leave Current	143,464	154,848
Provision for IT Upgrade	30,000	25,000
Provisions for IT System (MYP)	50,000	38,000
Provision for New Service Delivery	50,000	30,000
Provision for Sick Leave	107,896	119,274
	<b>566,933</b>	<b>600,940</b>

### ii) NON-CURRENT

Provision for Long Service Leave	40,334	53,073
	<b>40,334</b>	<b>53,073</b>



## NOTE 9: HOLDING ACCOUNTS

Client Holding Accounts	97,383	131,699
	<b>97,383</b>	<b>131,699</b>

## NOTE 10: STATEMENT OF CASHFLOWS

### a) Reconciliation of cash

Cash at the end of the year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Positions as follows.

	<b>2020 (\$)</b>
Cash on Hand	965
Cash at Bank	2,377,440
	<b>2,378,405</b>

### b) Reconciliation of cash flows from operations with surplus/(loss) for the year

	<b>2020 (\$)</b>
Surplus/(Loss) for the year	810,950
<i>Non-cash flows in surplus/(loss)</i>	
<i>Donated Plant and Equipment Assets</i>	-
Depreciation	6,034
<i>Changes in assets and liabilities</i>	
Decrease/(increase) in trade and other receivables	(108,931)
(Increase)/decrease in prepayments	8,033
(Decrease)/increase in trade and other payables	311,063
(Decrease)/increase in employee entitlements	178,445
<b>Net cash provided by operating activities</b>	<b>1,205,592</b>



## INDEPENDENT AUDITOR'S REPORT

### HOMEPLACE LIVING SUPPORTS INC.

I have audited the accompanying financial report of HOMEPLACE LIVING SUPPORTS INC., and for the year ended 30 June 2020, a summary of significant accounting policies and other explanatory notes.

The Board of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's responsibility*

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. The Auditing Standards require that I 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 entity's preparation and fair presentation of the financial report 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 accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### *Auditor's Opinion*

In my opinion, the financial report presents fairly, in all material respects, the financial position of HOMEPLACE LIVING SUPPORTS INC. as of 30 June 2020, and of its financial performance in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

  
Peter Hall Chartered Accountant

Peter Hall FCA (Registered Company Auditor)  
25 Leigh Street  
ADELAIDE SA 5000

Dated this 7<sup>th</sup> day of September 2020

# The Place I Call Home

---



Regard for the unique identity of the individual.

## Respect



Protection against abuse, violence, neglect and exploitation.

## Safety



Being honest and reliable.

## Trust



Achieving outcomes by working together.

## Partnership





# HomePlace

L I F E S T Y L E   S U P P O R T  
FOR INDIVIDUALS WITH A DISABILITY

[www.homeplace.com.au](http://www.homeplace.com.au)  
[admin@homeplace.com.au](mailto:admin@homeplace.com.au)

19-21 Belmore Terrace, Woodville  
South Australia 5011

**Office hours:** 9am-5pm Monday to Friday

**Phone:** 8445 9900  
**Fax:** 8445 9988