



Annual Report

2020-21



HomePlace

LIFESTYLE SUPPORT
FOR INDIVIDUALS WITH A DISABILITY

The HomePlace Way



Regard for the unique
identity of the individual.

Respect



Protection against
abuse, violence, neglect
and exploitation.

Safety



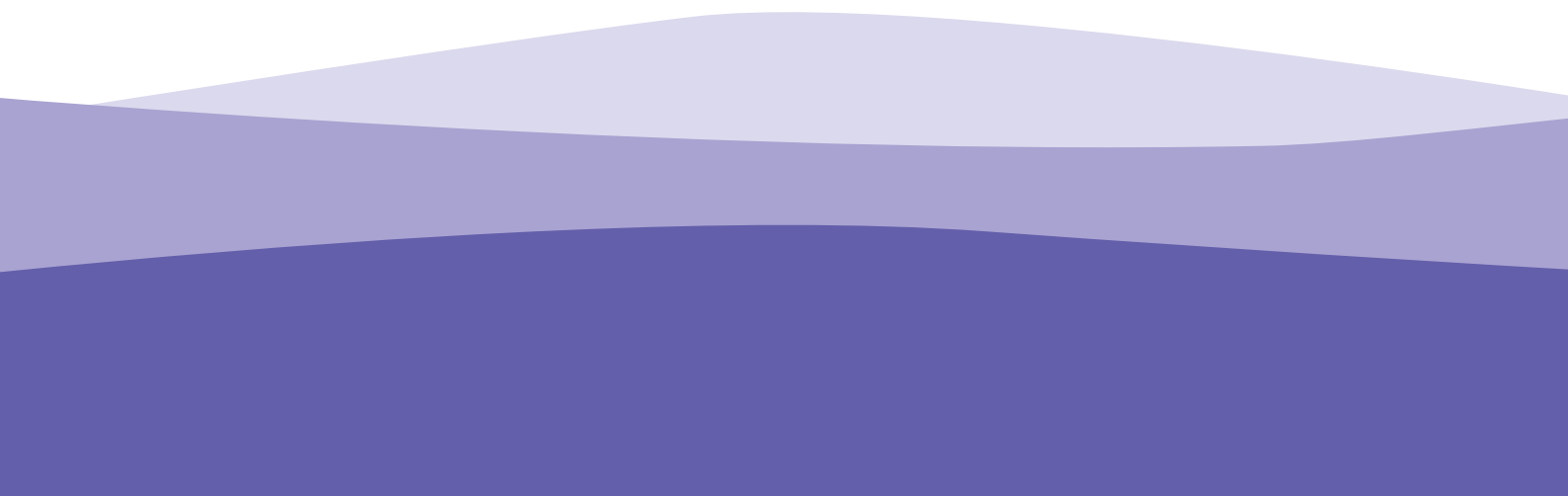
Being honest and reliable.

Trust



Achieving outcomes
by working together.

Partnership





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Chairperson's Report

The last twelve months have been of significance for HomePlace, with changes in our leadership while we weathered the ongoing challenges of the COVID-19 pandemic and the National Disability Insurance Scheme (NDIS).

We said a lot of goodbyes during the year, to some champions of 'the HomePlace Way'. We farewelled two very special members of the HomePlace community during the year, in Shirley Paterson and Denice Wharldall. Denice and Shirley led the organisation as Executive Directors for three years and 32 years respectively and were instrumental in

making HomePlace the organisation and community that it is today. I am personally thankful for their unwavering commitment to keeping the interest of participants at the centre of everything HomePlace does.

It is hard to think of HomePlace without thinking of Shirley. She was there at the inception of the organisation and made her personal commitment to the interests of participants into the central pillars upon which HomePlace was built. Countless lives have been made better by the contribution Shirley has made over the years. The values Shirley demonstrated every day continue to be tenets to which the organisation aspires.

Denice was also a great champion of 'the HomePlace Way' and brought a level of experience, leadership, professional reputation and business acumen that is rarely seen in an organisation of HomePlace's size. Denice was a core reason for HomePlace's successful transition to the NDIS and we are privileged to have had her service both as Executive Director and prior to that as a member of the Board of Management (Board).

We also farewelled Kim Thorpe and Vince Mazzeo from the Board. Kim was a member of the Board for six years, including four years as Chairperson. Kim led the organisation through a period of immense change, including the implementation of the NDIS and the transformation of HomePlace into the organisation we are today. Vince was a member of the Board for eight years and brought a unique combination of business acumen and a deep understanding of the needs of participants. I would like to thank Kim and Vince for their contribution to HomePlace over the years.

While we farewelled these leaders of our community, we welcomed a new one in Julie Bowman. Julie joined us as Chief Executive in February 2021 and brings 35 years' experience in the health care and disability service sectors, most recently in leadership roles at the Southern Adelaide Local Health Network and Novita Children's Services.

Behaviours, values and culture were at the centre of the process the Board took in selecting the Chief Executive for HomePlace. Julie has brought a natural alignment and affinity to the existing HomePlace culture that providing the best quality of care and support for participants remain the most important focus of our organisation. The fact that someone of the calibre of Julie was attracted to HomePlace speaks volumes for the amazing culture that the existing staff and leadership have embedded in the organisation.

While it was sad to see great leaders such as Shirley and Denice retire from the organisation, I look forward to the future of HomePlace with Julie at the helm.

The COVID-19 pandemic and resulting restrictions on our lives continued to be very challenging for HomePlace, our employees, our participants and their families.

HomePlace has continued to respond to the pandemic in a way that reinforces 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 respond. I continue to be proud of the proactive approach management and staff have taken to the pandemic and thank participants and their families for working with us through these challenging times. Let us hope that the next year brings an end to the COVID-19 challenge.

Despite the hurdles put in front of us during the year by the pandemic, HomePlace focussed on increasing the number and quality of opportunities for our community to interact. Events such as the AGM (October 2020), Welcome to 2021, and Farewell High Tea for Shirley and Denice were great opportunities for our community to get together and enjoy life and the company of others.

The Board and HomePlace leadership have spent a lot of time this year listening to our staff, participants, their families and our external stakeholders. Activities like the HomePlace Listens and HomePlace Our Voice group sessions have helped us better understand what makes HomePlace special to those that we support and how we can do more to improve their lives. This feedback was central to the development of the next Strategic Plan for HomePlace, which keeps outcomes for our participants at the core of everything we do, while aiming to build more holistic communities around the people we support, through our services and partnerships with aligned organisations.

I would like to thank Shirley Paterson, Denice Wharldall, Julie Bowman 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, who volunteer their time and expertise to ensure HomePlace continues to provide quality services and care to the people we support.

Braden Naylor
Chairperson





Emily successfully launches

ShredEm Recycling





Over the past year, Emily has been busy setting up her own micro enterprise business, ShredEm, with the support of Community Living Project. Emily's business is managed by a 'micro-Board' which is made up of Emily's personal network of family and friends.

Emily collects paper from local businesses, shreds them and then donates them to Adelaide Zoo and Monarto Zoo for the animals to play with. The micro-business has been a great match for Emily's interests in paper-shredding and animals.

Emily has always enjoyed shredding paper and is very happy to be her own boss. Her business is now well established with its own Facebook business page (ShredEm Recycling), branded work clothes, and a regular base of clients.

Emily's success has been recognised by the NDIS in their stories, and also by other news outlets in their media. It is great to see Emily's recycled paper being put to good use at the animal enclosures whilst witnessing Emily grow in her business skills. Emily says she'd like a trip to Kangaroo Island with her earnings when there is sufficient saved up. Great goal, Emily, all the best!





Chief Executive's Report

2020-2021 has been an exciting and courageous time of transition for HomePlace. The retirement of the former Executive Directors, Shirley Paterson and Denice Wharldall, prompted a time of reflection, and recognition of the significant contribution they have made to HomePlace, participants, staff, parents of participants and the broader disability sector.

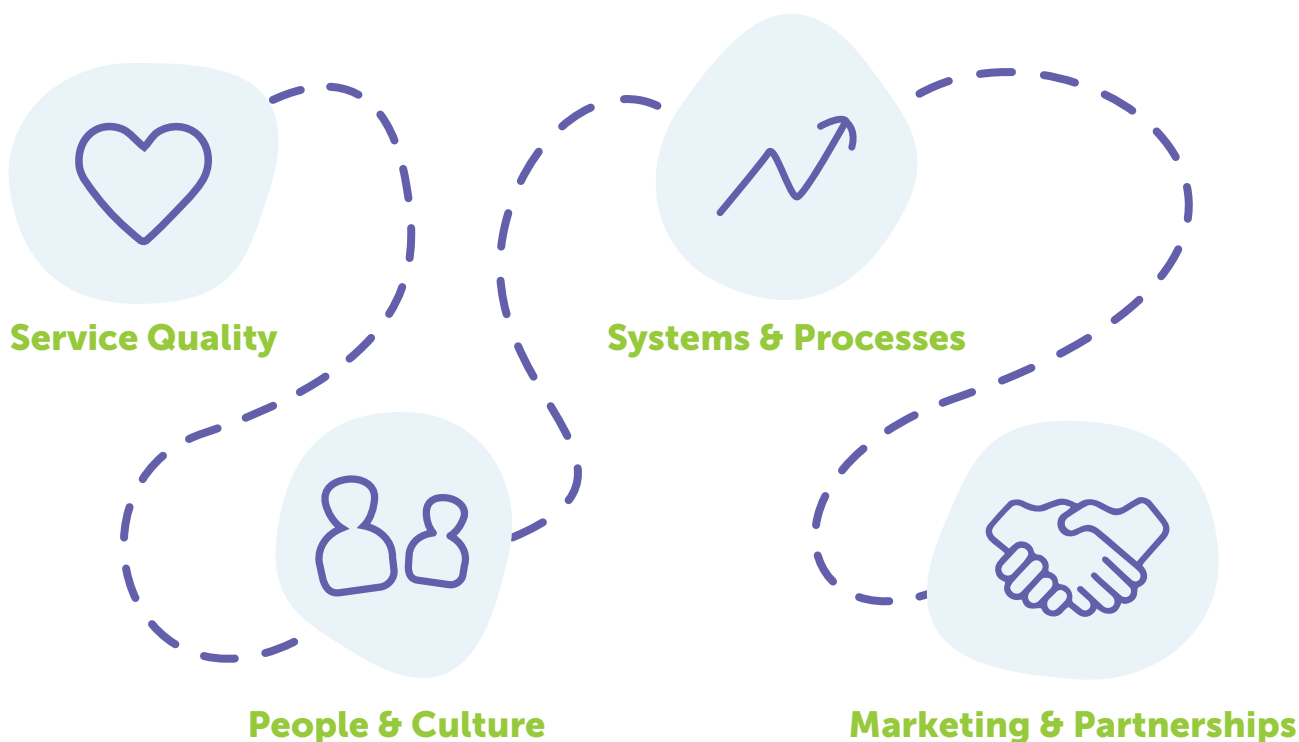
The HomePlace Board and Leadership team have commenced a process, with input from participants, families, and staff, to develop HomePlace's next strategic plan. Progress has continued throughout the year with respect to HomePlace's strategic goals, as described within HomePlace's strategic plan 2017-20.



Strategic Goal 1

Service Quality

Since commencing in the role of Chief Executive in mid-February 2021, a key priority of mine has been preserving and strengthening HomePlace's culture and values, including our passion and commitment to empowering participants to create the life that they want. Getting to know each participant, and if possible, connect with family members, guardians and advocates has been a rewarding experience – and essential to understand each participant's (and parents') goals and what 'service quality' means for them. I look forward to continuing building on these relationships into 2021-22 and beyond.



Strategic Goal 2

People and Culture

Continuous improvement and equipping our HomePlace team with the knowledge, strategies, and tools to provide ever-improving person-centred support so that participants can live a full, rich life while genuinely belonging to their communities has been a primary goal for us. A group of staff attended the 'Towards a Better Life – practical approaches in social role valorisation', led by Jane Sherwin, in May 2021. Our aim is for this workshop to become a regular feature on the annual HomePlace staff training and development calendar. This is one way of instilling in every HomePlace staff member the 'sanctity of home' and empowering them to create roles for and with every participant that their communities value.

Strategic Goal 3

Systems and Processes

Streamlining our 'behind-the-scenes' systems continued. All members of our support worker staff team received training and are using two modules of our Client Management System 'MYP' – the two modules include Pocketwatch for rostering participant support scheduling; and 'GOMS' for recording and tracking participant progress and strategies used to achieve their goals. Many participants contribute to the recording of their achievements as 'GOMS' has an interactive component where the person being supported can describe how the support session was for them. This continued to provide valuable information for participants, parents, guardians, and advocates to use in NDIS plan review meetings with the National Disability Insurance Agency (NDIA).



Strategic Goal 4

Marketing and Partnerships

During my first few months at HomePlace, I met with a variety of key people in the disability sector to understand and invest in connections and relationships with organisations and individuals who can enable us to achieve positive and impactful experiences and outcomes for and with participants. It has been exciting to hear comments from a number of these representatives that they consider HomePlace to be 'the best provider for commitment to participants and quality support.'

HomePlace continued to use its participant-focused style to conduct the marketing of its services. Our website, social media channels and other communications methods have been professionally presented with a strong lens of 'the HomePlace Way'. From the stories we've written to the photos and the videos we've made, our participants have led the way. Our marketing strategy is a natural projection of what is authentic and genuine about 'the HomePlace Way'.

The NDIS, the NDIA, and the NDIS Quality and Safeguards Commission continue to evolve. This presents ongoing challenges for providers to 'keep up' with the ever-changing and expanding administrative requirements. The frequent changes to the NDIA's 'rules of business' require us to rapidly evolve our work processes and systems. Implementing and adjusting to these changes, along with providing best practice person-centred supports, will be a constant challenge for us into the future. We await further operational details from the NDIA that will flow from:

- The cessation of the pursuit by the NDIA to introduce 'Independent Assessments'
- The consultation paper: 'An Ordinary Life at Home', to inform the way participants are supported to pursue their home and living goals.
- Proposed new Policy: 'Support for Decision making'
- The NDIS' Corporate Plan 2020-2024, and the consequences of its 'Aspiration 6: Financial sustainability' and overt strategies to contain its costs in the area of Supported Independent Living.

The Royal Commission into Violence, Abuse, Neglect and Exploitation of People



with Disability has continued throughout the year with its important work in investigating the concerns of people in the sector with the primary goals being:

preventing and better protecting people with disability from experiencing violence, abuse, neglect, and exploitation

achieving best practice in reporting, investigating, and responding to violence, abuse, neglect, and exploitation of people with disability

promoting a more inclusive society that supports people with disability to be independent and live free from violence, abuse, neglect, and exploitation.

While some of its work was delayed or slowed due to the COVID-19 pandemic, the pace of its focus accelerated in the early months of 2021. A number of our participants and/or their parents/advocates have contributed their stories to this process.

We have achieved a number of milestones

during the year – most importantly welcoming six new participants while continuing to provide quality person-centred supported independent living, community participation and host supports for 48 participants. Continuing to provide person-centred supports during two COVID lockdowns, varying levels of restrictions, and coordinating vaccination of participants and staff alike, have added to the complexities involved in honouring the trust that participants have placed in HomePlace to provide their supports.

It is an incredible privilege to lead an organisation with the ethos of quality support and 'participants first' every day. The dedication of our staff, enthusiasm of our participants, and generous and skilled leadership of our Board and senior team instill energy, vitality and precision into HomePlace and the supports we provide every day. We look forward with excitement to the year ahead.

Julie Bowman
Chief Executive



Executive Directors' (retired) Report

The 2020-21 year was one of great challenges for HomePlace families, participants, management and staff.

As we moved into the 2020/21 financial year, COVID-19 continued to dominate the landscape. One of our first issues was accessing Personal Protective Equipment (PPE), particularly securing adequate hand sanitiser and gloves. Eventually with everyone working on this problem we managed to source the sanitiser, gloves and sufficient masks, which became essential later in the pandemic.

Thanks to Foodbank we also stockpiled nonperishable foods as emergency supplies should they be needed.

Information changed continuously and comprehensive risk management plans were developed that were continually evolving.

For example: If half our workforce could not come to work, how would we staff essential supports to participants? How would we manage a COVID-19 outbreak in a shared household?

Our electronic communication systems improved considerably over the year as we needed to keep participants, families and staff informed as the environment changed. Our IT, Officer Daniel, is to be commended at the speed in which he assisted the organisation equip itself with the tools and support to respond. We also commend the HomePlace staff who were thrown into having to quickly acquire a new set of skills to use in a rapidly changing workplace and for their commitment to participants during those anxious months.

The pandemic and the many issues raised by varying levels of restrictions over the year required an overhaul of communication approaches, including a move to digital and electronic media. External and internal changes imposed by issues raised by the pandemic continued to keep us on the hop for the year.

A crisis will often bring out the best in people and many of our staff went out of their way to ensure participants were safe. We had offers from staff to live in with participants if required, they assisted in securing PPE and even chased down toilet paper! They were eager to be part of the solution.

One of the positive outcomes of COVID and the lockdowns was the use of electronic communication by participants. Many participants began using technology for the first time and they used technology to keep in touch with family and friends.

The lockdowns were difficult for many participants, however for some, it was an opportunity to re-evaluate how they wanted to spend their time. Some enjoyed having some time at home rather than rushing to day options or work.

COVID continues to dominate our lives and walking the tightrope between freedom and safety is a challenge.

In addition to managing the impact of the pandemic on services, HomePlace management were facing the challenges imposed by the impending change of senior leadership following our retirement in February 2021. Commendably the Board began their recruitment process early giving them time to prepare for this transition.

The HomePlace participants, families and staff were advised of the intention of Denice and Shirley to retire in advance for people to become accustomed to and prepared for the change and a communications strategy helped to keep people informed of implemented developments over time.

This ensured that, by the actual date of our retirement in mid-February, Julie Bowman had been recruited to the position, had met many of the HomePlace families, participants and staff and had spent some time orienting herself to the organisation.

In addition to the formalities of the recruitment process, the Board also considered the impact of leadership change on the culture of HomePlace.

Feedback from people affected by HomePlace services was consistent around the importance of maintaining and sustaining the culture of HomePlace and of ensuring there was safeguarding in place to guard against culture drift.

Culture drift is the gradual, uncontrolled changing of a culture over time, particularly the drift away from the values, patterns of behaviour and norms held by an organisation.

In addition to other planning sessions, the Board met with Robbie Williams, CE of Purple Orange and Richard Bruggemann, HomePlace Patron, to develop a framework for identifying the key elements of HomePlace culture and further, to be able to have enough relevant feedback to identify culture drift.

This was a fertile experience and influential in establishing some groundwork for future monitoring of issues important to people being served by HomePlace.

In establishing the guidelines for the recruitment of the new CE, it was communicated by the Board that a priority of their selection process was the selection of a candidate who could align closely with the values of HomePlace, and, in doing so, would be able to work with the culture of the organisation.

Julie was welcomed to HomePlace in February this year ready to lead the next chapter of HomePlace's growth and development.

**Denice Wharldall &
Shirley Paterson**
Executive Directors (retired)



Project work keeps Milan engaged

Milan loves to be active. His interests are vast, from wood working to creating a new clay project, Milan finds it all interesting. One of the main drivers for Milan's creative spirit is to please friends and family by creating a project for them. Milan is always looking for new projects to pass on to those closest to him.

Milan takes on new challenges relatively easily. He develops his skills by watching the tasks presented and then by participating, gradually gaining confidence. Milan's skill levels vary within projects and from project to project, however, this doesn't sway his commitment to finishing every project and sees every job he starts through to its completion.





**Milan with Brenton
trying pottery.**

Milan likes participating in his interests with other individuals, helping and sharing in his interests. For example, when he has a jam session with his support worker and a neighbour, Milan loves to rock out with them, taking on the role of lead drummer. One of Milan's talents is putting together large puzzles, with his latest accomplishment being a 5000-piece puzzle.

Milan loves Christmas and would love to have Christmas all the year round if he could. He's looking forward to travelling again and has been watching YouTube travel videos to plan his next holiday.

Service Delivery Report

2020-2021 saw new participants commence receiving supports from HomePlace, as well as the continuation of supports being provided to all HomePlace participants who we have had established relationships with. In reflecting on feedback received from participants, families, support coordinators and other advocates, we continued to re-affirm our commitment to the provision of the highest-quality person-centred support.

We have developed a phrase to represent this – providing support in the ‘HomePlace Way’.

During 2020-21, we welcomed six new participants who are now receiving supported independent living and/or community participation supports. Two participants accessed our HomePlace Host service.

At HomePlace, we place emphasis on ‘the sanctity of home’ for each participant, investing time, thought, purposeful energy in making sure for each participant, the atmosphere, mood, environment, ‘look and feel’ of each participant’s home is just that – reflective of it being **their home**.

The ‘HomePlace Way’ means **support** that:

Is **‘Participant-first’** focussed

Is provided with **kindness**, a genuine sense of **caring** and dedicated to enabling participants to **live a life** that is meaningful for them

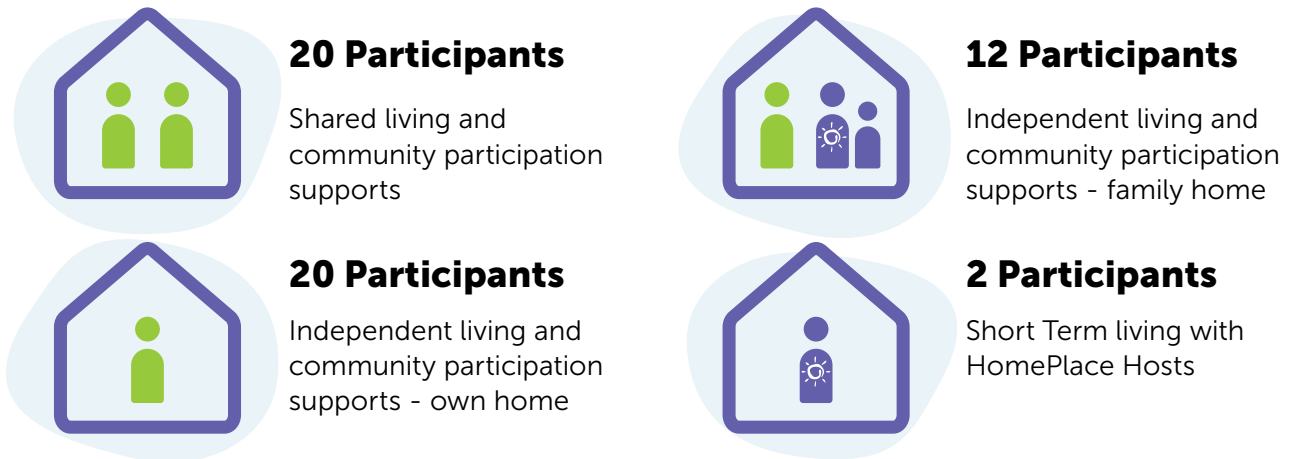
Reflects our values of **Respect, Trust, Safety** and **Partnership** and building great relationships with participants, supporting them to **connect** to and **belong** in their communities

Shows a strong commitment to **continuous improvement** – support that is always striving to take the standard of support **‘to the next level’**, and

Aims to **create** or **strengthen** roles that people with disability can undertake and contribute to in our society.



We provided supports to



We provide supports that are tailored to each participant's requests and NDIS plan. The type and number of hours of support varies from Participant to Participant.



The type of supports we provided ranged from:





During the year, we implemented an initiative to provide experienced support workers with opportunities to experience responsibilities and tasks of more senior positions. We activated an intensive review and continuous improvement process following feedback from participants, families and staff in relation to rostering. We look forward to the year ahead in continuing to coordinate and provide support to participants in 'the HomePlace Way', implementing improvements to our rostering system, and investing in more training and development of new and experienced support worker staff so that 'the HomePlace Way' is provided consistently to all current and future participants.

**Julie Bowman,
Glenn Stanton,
Lisa Jenkins,
Fernanda Hannam,
Matthew Peterson,
Mick Gillam, and
Miriam Johnson.**



Corporate Services Report

The Corporate Services Team provides business functions and support to HomePlace to meet the needs of our current and future participants and the staff who support them.

During the year we saw the retirement of Sue Pens, our administrative assistant, and welcomed on board Chrissie Methot as Sue's replacement. Chrissie continued to do a wonderful job assisting HomePlace with the many administrative functions required in the organisation. HomePlace wished Sue all the very best in their new endeavours.

Megan Starr, our HR & Admin Officer, undertook and successfully completed a Certificate IV in Human Resources, in addition to her busy workload daily.

We also farewelled our two Executive Directors in February with a high tea event and welcomed on board our new Chief Executive, Julie Bowman. I thank Denice and Shirley for their leadership and wise counsel to me and others and wish them all the very best in retirement.

We also prepared for a new event for our HomePlace participants – 'Winter Wonderland', which was a huge success in getting us out to socialise especially in a complicated year with Covid. Our participants had previously requested more social events like this as they really enjoy spending time with their HomePlace friends.

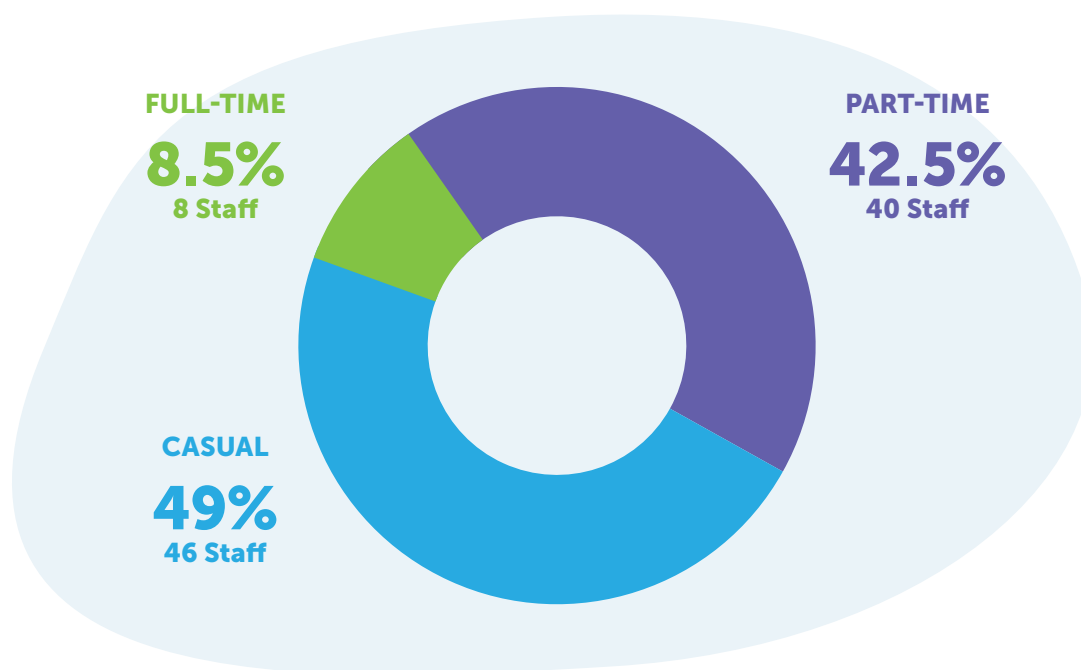
The development of systems and processes has been a key strategic direction and continued as a focus.





Human Resources

HomePlace now employs 94 staff (an increase of 4.5% from last year). Our breakdown of staff on 20 June 2021 was:



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



**Supporting
people to remain
infection-free**



**Positive Behaviour
Support**



**Australian Department
of Health Infection
Control COVID-19**



Safety Intervention

Formerly known as 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.

COVID-19

HomePlace continued to be impacted and deal with COVID-19 along with the rest of the country. Throughout the pandemic, Corporate Services continued to deliver services and support, remotely if required, and continued to maintain full corporate functions through the second lockdown in late 2020.

We sourced and maintain a large quantity of hand sanitiser, gloves and face masks to ensure the safety of our HomePlace participants and staff.

Client Management System

Our client management system, 'MYP' continues to be rolled out across HomePlace. With GOMS now fully up and running, we have implemented the rostering module PocketWatch to staff. Implementing MYP has been a large change process for HomePlace and has proven slower and more complex to introduce than anticipated. We continue to encounter areas to work through and understand. However, we are working to ensure the implementation of the suite of MYP modules in 2021-22.

Information Technology

Our IT officer, Daniel Pipe, continues to provide IT support to the business, becoming a permanent member of staff during the past year.

HomePlace has again experienced reliable services over the past year and not experienced any data breaches or security concerns.

Throughout the year, Daniel continued to provide first class IT support to HomePlace including installing and configuring computer hardware, software, systems, networks, communication equipment & printers, monitoring and maintaining computer systems and networks, responding in a timely manner to service issues and requests, providing technical support across the company both in person and remotely, developing web apps (over 20 now in use) for mobile and desktop, administering user accounts and access, purchasing and asset management of IT equipment, generating reports and reporting dashboards, repairing and replacing equipment as necessary and testing new technology.

IT Support

1.8k

Support
request tickets

350

IT assets
deployed

600

online meetings
(Microsoft Teams)

2k

Microsoft Teams
chat messages

120k

emails sent*

340k

emails received*

14k

outbound calls**

12k

incoming calls**

770

hours of talk time**

200k

pages printed

* including automated reminders, etc

**office phone system.

Finance Team

The finance team led by David Calvert continued to provide the increased and complex financial functions required under the NDIS. The finance team aimed to keep abreast of all the changes introduced during 2020-21 by the NDIA. David also held a leading role in understanding and implementation of MYP across HomePlace.

Finally, I would like to acknowledge and thank the entire Corporate Services team for their work throughout 2020-21, their wonderful positive attitude, the extra effort, goodwill and the support that they provide to the organisation and myself to make HomePlace such a great place to work. HomePlace is fortunate to have such a great team.

Doug Hicks

Corporate Services Manager





Creativity fuels Paula's hobbies

Paula receives in-home support once a week from HomePlace and her support worker is Kayla.

Paula and Kayla have a great relationship, one of friendship and fun. Essentially, Kayla encourages and supports Paula's artistic interests by developing and trying new arts and crafts. Together, they've done string art, acrylic on canvas, mosaics, and are always keen on expanding the repertoire.

For Paula, it is all about being creative and creating unique things. Paula is precise with her work, which can be seen with the perfect hammering of nails for her string art. She's always happy to try something new but she knows what she wants and will

make her choice known. Paula greatly enjoys a very broad taste in music and her favourite band at the moment is 'Why Don't We'. She may also be considering learning to play the guitar.

During the pandemic, especially through the lockdowns, Paula and Kayla kept in contact via video calls and maintained connection through the use of technology.

Paula is currently working on a HomePlace brand installation project, using mosaicking with custom green and purple colours. It's already looking so good, and we can't wait to see the finished masterpiece!

Paula enjoys peer-based relationships, loves the Port Power and Michael Jackson. With that huge smile that can just light up a room, Paula is a delight to work with, and we look forward to the artistic flair she will bring to the next year.





Artwork developed by Paula



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 2021 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 is notes, which provide further detail to the report.

The report shows a small operating deficit of \$85,217 for the year ended 30 June 2021 however our net asset position remains strong with an increase in our cash position from last year.

This financial result and HomePlace's strong financial position ensure that Homeplace has the flexibility and resources to manage any future challenges that may arise.

Anthony Jacka
Treasurer

Financial Report

HOMEPLACE LIVING SUPPORTS INC.

BOARD OF MANAGEMENT REPORT FOR THE YEAR ENDED 30th JUNE 2021

Your Board of Management members submit the financial report of Homeplace Living Supports Inc for the financial year ended 30 June 2021

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:

| | |
|-------------------|--------------|
| Braden Naylor | Chairperson |
| Linda Hundertmark | Deputy Chair |
| Anthony Jacka | Treasurer |
| Leslie Wightman | Secretary |
| Kim Thorpe | Board Member |
| Vince Mazzeo | Board Member |
| Sunita Miranda | Board Member |
| Michael Lowe | Board Member |
| Karen Rogers | 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 30th June 2021, Cornerstone Alliance, of which Board Member Sunita Miranda is a principle, was engaged to assist with marketing activities, external communications and the design and implementation of a website for HomePlace. Payment for these activities was \$41,400 in total.

Operating Results

The net result of operations attributable to the Association's activities was a Deficit of (\$85,217) {2020: result Surplus of \$810,950}.

After Reporting Date Affairs

No matters of 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 ACNC Act 2012 is attached to this report.

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



Chairperson



Treasurer

Dated this 27th day of September 2021.

HOMEPLACE LIVING SUPPORTS INC.

**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 of for the year ended 30 June 2021, 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 Director



Peter Hall Chartered Accountant Adelaide
Dated this **29th** day of **September 2021**

Statement of Profit or Loss and other Comprehensive Income

For the year ended 30th June 2021

| | Notes | 2020 (\$) | 2021 (\$) |
|------------------------------------|--------------|------------------|------------------|
| Revenue | 2 | 6,091,652 | 6,452,694 |
| Employee expenses | | (4,890,458) | (5,909,387) |
| Client expenses | | (87,151) | (243,402) |
| Depreciation expenses | | (6,034) | (3,224) |
| Rent expenses | | (21,271) | (27,467) |
| Other expenses | | (275,788) | (354,432) |
| SURPLUS/(LOSS) FOR THE YEAR | | 810,950 | (85,217) |

Statement of Changes in Equity

For the year ended 30th June 2021

| | Retained Surpluses (\$) | Total (\$) |
|---|------------------------------------|-------------------|
| Opening Balance, 1 July 2019 | 449,421 | 449,421 |
| Net Surplus (deficit) attributable to members | 810,950 | 810,950 |
| Closing Balance, 30 June 2020 | 1,260,371 | 1,260,371 |
| Net Surplus (Deficit) attributable to members | (85,217) | (85,217) |
| Closing Balance, 30 June 2021 | 1,175,154 | 1,175,154 |



Assets & Liabilities Statement

As at 30th June 2021

| | Notes | 2020 (\$) | 2021 (\$) |
|--------------------------------------|--------|------------------|------------------|
| CURRENT ASSETS | | | |
| Cash at Bank | 3 | 2,378,405 | 2,422,586 |
| Receivables | 4 | 240,177 | 250,936 |
| Accrued Income | | - | 95,776 |
| Prepayments | 5 | 3,469 | 8,728 |
| TOTAL CURRENT ASSETS | | 2,622,051 | 2,778,026 |
| NON-CURRENT ASSETS | | | |
| Equipment & Motor Vehicles | 6 | 20,784 | 4,097 |
| TOTAL NON-CURRENT ASSETS | | 20,784 | 4,097 |
| TOTAL ASSETS | | 2,642,835 | 2,782,123 |
| CURRENT LIABILITIES | | | |
| Income in Advance | | 377,708 | - |
| Payables | 7 | 219,043 | 878,314 |
| Provisions | 8 (i) | 600,940 | 521,027 |
| Client Holding Accounts | 9 | 131,699 | 158,186 |
| TOTAL CURRENT LIABILITIES | | 1,329,390 | 1,557,527 |
| NON-CURRENT LIABILITIES | | | |
| Provision for Long Service Leave | 8 (ii) | 53,074 | 49,442 |
| TOTAL NON-CURRENT LIABILITIES | | 53,074 | 49,442 |
| TOTAL LIABILITIES | | 1,382,464 | 1,606,969 |
| NET ASSETS | | 1,260,371 | 1,175,154 |
| MEMBERS FUNDS | | | |
| Opening Accumulated Funds | | 449,421 | 1,260,371 |
| Surplus for the year | | 810,950 | (85,217) |
| TOTAL MEMBERS FUNDS | | 1,260,371 | 1,175,154 |

The accompanying notes form part of these financial statements

Statement of Cashflows

For the financial year ended 30th June 2021

| | 2020 (\$) | 2021 (\$) |
|---|------------------|------------------|
| Cash flows from operating activities | | |
| Receipts from funding bodies and others | 5,982,723 | 6,340,901 |
| Payments to suppliers and employees | (4,777,131) | (6,310,183) |
| Net Operating cash flows | 1,205,592 | 30,718 |
| Cash flows from investing activities | | |
| Proceeds from sale of plant and Motor Vehicles | - | - |
| Payments for plant and equipment - Assets written off | - | 13,463 |
| Net investing cash flows | - | 13,463 |
| Net increase (decrease) in cash held | 1,205,592 | 44,181 |
| Cash at the beginning of the year | 1,172,813 | 2,378,405 |
| Cash at the End of the Year | 2,378,405 | 2,422,586 |



Notes to the financial statements

For the year ended 30th June 2021

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

| | 2020 (\$) | 2021 (\$) |
|-----------------|------------------|------------------|
| Grants | 31,051 | 33,426 |
| NDIS | 5,952,895 | 6,245,028 |
| Interest Income | 8,390 | 9,798 |
| Other Income | 49,316 | 114,442 |
| Cashflow Boost | 50,000 | 50,000 |
| | 6,091,652 | 6,452,694 |

NOTE 3: CASH

| | 2020 (\$) | 2021 (\$) |
|--|------------------|------------------|
| Cash on Hand | 966 | 472 |
| Cash at Bank - Cash Management Account | 1,436,622 | 1,358,832 |
| Term Deposits | 901,020 | 1,008,924 |
| Cash at Bank - Express Saver | - | - |
| Cash at Bank - Cheque Account | 39,798 | 54,357 |
| | 2,378,406 | 2,422,586 |

NOTE 4: RECEIVABLES

| | 2020 (\$) | 2021 (\$) |
|---------------------|------------------|------------------|
| Accounts Receivable | 228,997 | 250,936 |
| GST Receivable | 11,180 | - |
| | 240,177 | 250,936 |

NOTE 5: PREPAYMENTS

| | 2020 (\$) | 2021 (\$) |
|-------------|------------------|------------------|
| Prepayments | 3,469 | 8,728 |
| | 3,469 | 8,728 |

NOTE 6: EQUIPMENT & MOTOR VEHICLES

a) Motor Vehicles

| | 2020 (\$) | 2021 (\$) |
|---|---------------|--------------|
| At Cost | 96,963 | 67,610 |
| <i>Less: Accumulated Depreciation</i> | 76,179 | 63,513 |
| Total Equipment & Motor Vehicles | 20,784 | 4,097 |

NOTE 7: PAYABLES

| | 2020 (\$) | 2021 (\$) |
|-----------------------------------|----------------|----------------|
| NDIS Income in Advance (COVID-19) | 377,708 | - |
| PAYG Withholding | 56,895 | 73,125 |
| Accrued Salary | 128,053 | 196,097 |
| Accounts Payable | 28,135 | 364,468 |
| Other | 5,960 | 244,625 |
| | 219,043 | 878,314 |

NOTE 8: PROVISIONS

i) CURRENT

| | 2020 (\$) | 2021 (\$) |
|--|----------------|----------------|
| Capital Replacement Fund | - | - |
| Provision for Household Improvement | 15,000 | - |
| Provision for Annual Leave | 218,818 | 258,977 |
| Provision for Long Service Leave Current | 154,848 | 177,844 |
| Provision for IT Upgrade | 25,000 | - |
| Provisions for IT System (MYP) | 38,000 | - |
| Provision for New Service Delivery | 30,000 | - |
| Provision for Sick Leave | 119,274 | 84,206 |
| | 600,940 | 521,027 |

ii) NON-CURRENT

| | | |
|----------------------------------|---------------|---------------|
| Provision for Long Service Leave | 53,073 | 49,442 |
| | 53,073 | 49,442 |

NOTE 9: HOLDING ACCOUNTS

| | | |
|-------------------------|----------------|----------------|
| Client Holding Accounts | 131,699 | 158,186 |
| | 131,699 | 158,186 |

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.

| | 2020 (\$) | 2021 (\$) |
|--------------|------------------|------------------|
| Cash on Hand | 965 | 472 |
| Cash at Bank | 2,377,441 | 2,422,114 |
| | 2,378,406 | 2,422,586 |

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

| | 2020 (\$) | 2021 (\$) |
|-----------------------------|------------------|------------------|
| Surplus/(Loss) for the year | 810,950 | (85,217) |

Non-cash flows in surplus/(loss)

Donated Plant and Equipment Assets

| | | |
|--------------|-------|-------|
| Depreciation | 6,034 | 3,224 |
|--------------|-------|-------|

Changes in assets and liabilities

| | | |
|--|------------------|---------------|
| Decrease/(increase) in trade and other receivables | (108,931) | (111,794) |
| (Increase)/decrease in prepayments | 8,033 | - |
| (Decrease)/increase in trade and other payables | 311,063 | 111,956 |
| (Decrease)/increase in employee entitlements | 178,445 | 112,548 |
| Net cash provided by operating activities | 1,205,592 | 30,717 |



INDEPENDENT AUDITOR'S REPORT

Homeplace Living Supports Incorporated

We have audited the accompanying financial report of **Homeplace Living Supports Incorporated** which comprises the Statement of Financial Position as at 30 June 2021, and the Income and Expenditure Statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

The Board of **Homeplace Living Supports Incorporated** are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). 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

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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 of 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 **Homeplace Living Supports Incorporated**, as well as evaluating the overall presentation of the financial report.

As is common for organisations of this type, it is not practicable for the Association to maintain a system of internal control over cash receipts until the entry into the accounting records. My audit over cash receipts has been limited to the amounts recorded in the accounting records of the Association.

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

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the **Homeplace Living Supports Incorporated** as of 30 June 2021, and of its financial performance for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

Independence

In conducting my audit, I have complied with the independent requirements of Australian Professional Accounting Bodies.

Peter Hall Chartered Accountant

Dated 2021



HomePlace

L I F E S T Y L E S U P P O R T
F O R I N D I V I D U A L S W I T H A D I S A B I L I T Y

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