

# Annual Report

2021-22



**HomePlace**

LIFESTYLE SUPPORT  
FOR INDIVIDUALS WITH A DISABILITY



# The HomePlace Way



Regard for the unique identity of the individual.

**Respect**



Being honest and reliable.

**Trust**



Protection against abuse, violence, neglect and exploitation.

**Safety**



Achieving outcomes by working together.

**Partnership**





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# Chairperson's Report

The last year was one where we re-established our vision for the future of HomePlace in our new Strategic Plan, while ensuring our core principles of quality, community and family were maintained as we weathered the ongoing external challenges from the COVID-19 pandemic and the National Disability Insurance Scheme (NDIS). The Strategic Plan for the period 2021-2025 was established during the year, built around our values of Respect, Trust, Safety and Partnership. The Strategic Plan was developed through a collaborative process, involving the Board of Management, HomePlace staff and management, and participants.

The Strategic Plan puts the achievement of positive and lasting outcomes for participants delivered with kindness and skill as the primary focus of everything we do. We will strive to continuously improve the quality of our services, and shape community connections and roles for and with each participant we support. Over the four years of the Strategic Plan, we aim to welcome more participants into the HomePlace

community. We are confident that we can deliver supports to every HomePlace participant consistently in the 'HomePlace Way' in connection with our partner services. We are also aiming to develop formal and informal partnerships and collaborations with organisations whose cultures and values are HomePlace-aligned. These services would offer greater opportunities for participants to grow in their life experiences, purpose and sense of community belonging. We will do all of this, while ensuring HomePlace remains a strong and sustainable organisation that cares for and invests in its people.

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



HomePlace 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 staff 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.

Despite the pandemic, we continued to find innovative ways to bring our community together. I was proud of the lateral thinking shown by the HomePlace team when physical events were not appropriate. The Christmas and Picnic at Home virtual events were highlights for me and showed that our community can come together to support each other and enjoy each other's company in any circumstances.

HomePlace is an organisation that focusses on building a community around people, to support them in achieving positive outcomes. The unwavering commitment HomePlace has had to these outcomes since its inception decades ago has drawn an amazing calibre of individuals who want to be a part of this

community. The depth and quality of that community was highlighted this year when our Patron, Richard Bruggemann, was awarded the 2021 Senior South Australian of the Year, and Ian Cummins received an Order of Australia. Richard and Ian have been tireless advocates for the rights of those living with a disability and I congratulate them for their well-deserved awards.

The safety of participants and quality of services HomePlace provides is of primary importance to the Board of Management. To supplement and build on our existing controls and activities in this area, an Independent Visitor Program was commenced, with Tony Rankine engaged as our Independent Visitor. The program involves an independent expert visiting participants (with participant permission) to observe and understand the quality of services they are receiving and to what degree they are achieving their desired goals.

Tony's reports are provided directly to the Board of Management and have provided excellent insights and opportunities to improve the services HomePlace provides. This is an excellent initiative that can hopefully be a model for other organisations



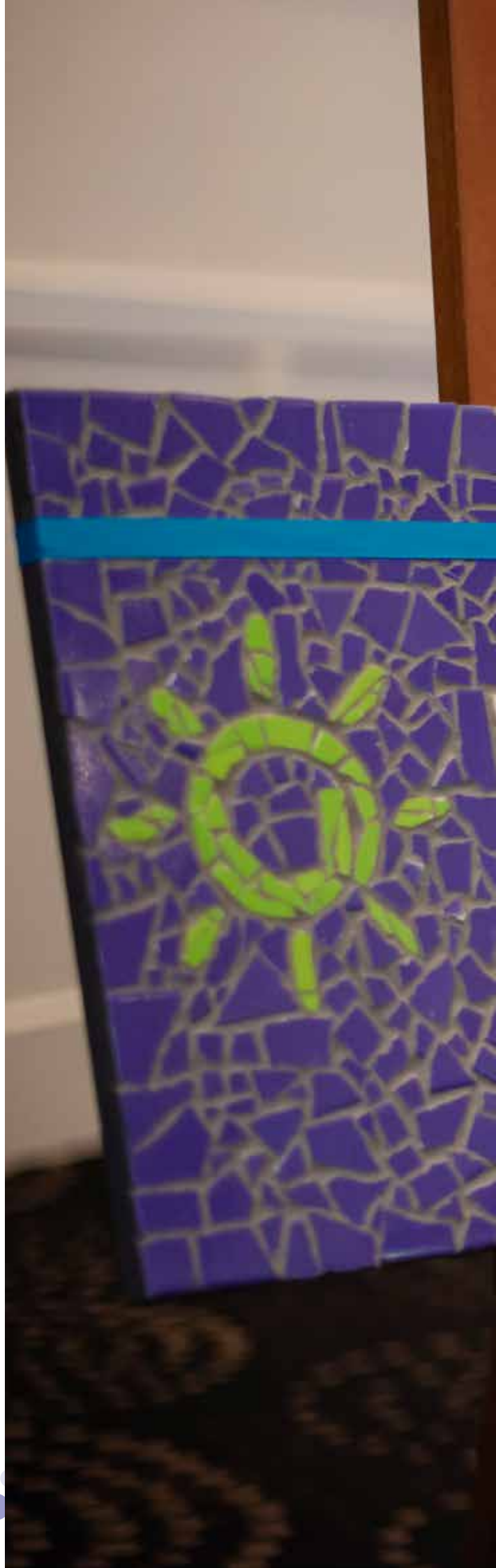
that support vulnerable people. On behalf of the Board of Management, I would like to thank Tony for his work during the year, particularly given the challenges posed by the ongoing COVID-pandemic.

We were pleased to welcome a new seconded member to the Board of Management – Gina Marchetti. Gina is respected in her industry and brings high calibre change management, commercial and stakeholder engagement skills and experience, which supplement and complement the existing skills and experience of the Board of Management.

I would like to thank our Chief Executive, Julie Bowman, and all the staff at HomePlace for the fantastic job they have all done over the past 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.

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**Braden Naylor**  
Chairperson





Mosaic Masterpiece  
by  
Paula Alaron & Kyla Tulloh

# Chief Executive's Report

The '**HomePlace Way**' is the unique way that we provide support in **partnership** with participants and important people in their lives, so that participants can build their **confidence** and **independence** to live their lives in a way that is **meaningful** for them.



## The '**HomePlace Way**' is support which

- Is 'participant-first' focussed
- Is provided with kindness, a genuine sense of caring and dedicated to enabling participants to lead a life that they feel is right for them
- Reflects our values of Respect, Trust, Safety, and Partnership
- Builds great relationships with participants, supporting them to connect and belong to their communities
- Shows a strong commitment to continuous improvement – support that is always striving to take the standard of support 'to the next level'
- Aims to create or strengthen roles that people with disability can undertake and contribute to our society.





# Strategy

A focus during the early months of the year with the HomePlace Board of Management was the development of our new Strategic Plan.

With input from participants, families, staff, the Leadership team and key disability sector influencers – the HomePlace Board of Management launched HomePlace's Strategic Plan 2021-25 in both detailed and Easy Read versions at the AGM in October 2021. The plan is centred on four key goals.



## Quality at the Core

The mainstay of our strategic direction. Our demonstration of quality and meeting NDIS Practice Standards, resulted in us excelling in an 'out-of-cycle' NDIS audit in October 2021, and being endorsed by the NDIS Quality and Safeguards Commission to expand our registration groups to include the area of enteral feeding and management. Throughout the year, the Leadership team and staff have introduced improved systems, processes and practices to grow the positive impact and experience of our support. This has also been part of our preparations for the mid-term audit in November 2022.



The most telling examples of our demonstration of **'Quality at the Core'**, is in the achievements of the participants we support. Examples abounded during the year, and include participants:

- Coordinating packing up and moving into a new home (several participants)
- Welcoming a new housemate to share their home
- Getting their 'L's'
- Trying new work experiences
- Volunteering for the first time in a shop
- Excelling at karate and gaining a higher 'belt' colour
- Cooking pizza independently
- Completing amazing cross-stitch
- Writing and performing their own songs
- Performing hip-hop in concert
- Looking after their new pet dog
- Getting on top of health issues, and coming home from hospital
- Completing a cookery course
- Displaying their art
- Being an active member of the church community
- Being an athlete, representing their club and winning medals at local and interstate competitions
- Being a wrapper of Christmas presents
- Delivering HomePlace newsletters to participants
- Participating in neighbourhood Christmas lights' displays
- Being a member of the car safety team 'in the pits' at the speedway
- Creating backyard entertainment areas (several participants)
- Exploring the zoo
- Patiently waiting out COVID isolation requirements at home.



## Growing the HomePlace community

While we have a goal of gradual growth whilst staying a small organisation, we have a careful approach in place. We will only start supporting a new participant, if we can be confident that current participants will have the quality and quantity of their supports maintained.

On July 1, 2021, HomePlace we provided supports to 52 participants.

As at June 30, 2022, we were supporting 55 participants. A number of current participants were also requesting that we provide more support to enable them to build their independence and enjoy life further.



## Partnerships and Collaborations

As at June 30, 2022 we were finalising a new collaboration with a housing provider 'New Dawn Housing', and with an interstate leader in Individualised Living Options – Western Australian Individualised Services. The span of informal networks from a service delivery perspective continued to grow throughout the year, and from a corporate perspective, we were regularly included in various Communities of Practice relating to Quality, NDIS Business Support, Housing, and COVID outbreak management.



## Thriving over the long term

Detailed knowledge, transparency and active management of drivers of HomePlace's financial performance grew during 2021-2022. We achieved a surplus for the year, despite the challenging COVID environment, and have forecast similarly for the year ahead. This was despite changes in NDIA planning and funding decisions presenting challenges to participants and providers everywhere around Australia. We await the impact of the NDIS pricing increases and other

NDIA payments announced in late June 2022. The team continues to implement a number of continuous improvement projects (CIP) – a noticeable achievement includes 'CIP-rostering' – a reduction in number of rostering related issues being raised by participants/families/staff improving from three complaints per week in mid-2021, to three being received in the last five months of the financial year.

## COVID-19

In July 2021, we were in the midst of SA being 'almost COVID free' with tight border restrictions in force. We were very aware that social events are really important to participants, and we held our first Winter Wonderland event. Participants, families, friends and staff enjoyed coming together at the West Lakes Resort for a night of festivities, which included participants and families providing their input into HomePlace's new Strategic Plan, working out which pet belonged to which staff or participant, as well as enjoying a winter feast and singing and dancing.

Roll forward 12 months to the end of June 2022, and life was somewhat different for all of us. After two 'what seemed like at the time' intensive years of managing the anxiety of the unknown, lockdowns, border closures, vaccination roll outs, 'PPE rollouts' - the direct experience of COVID outbreak came with a vengeance in December 2021.

As at end of June 2022, we had approximately six months of 'living with COVID' - and while the Leadership team still had to review each participant or staff member who had tested positive or who were close contacts, our approach had progressed so that an individualised response was developed and actioned 'as a matter of course' with minimal anxiety. Staff reported in the last month of the financial year that 'it's just how we work now' - another sign of the 'new normal'. We hope that things will continue to stabilise so that all participants and staff can feel confident that supports will be provided as planned, and with minimal COVID-related impacts in the year ahead.



## Participants having a voice

We are grateful to Our Voice SA and its mentoring of HomePlace's Peer Support group. I would like to personally acknowledge the exemplary support of Debbie Knowles as facilitator for this group. We wish Debbie all the best in her retirement.

The group has reviewed a number of HomePlace policy documents and provided valuable direction in how HomePlace can improve in a variety of ways. We look forward to partnering with Alison Vivian, Our Voice SA Project Officer, in facilitating the continued input of HomePlace participants Mrs Debbie and Mr Peter Woods, Craig Smith, Jane McNamara and Val Fraser to make HomePlace even more participant-centred.

We were excited to see Mr Ian Cummins' contribution to the disability sector, numerous Boards, and being a voice for many in the sector being recognised via his Order of Australia Medal award.

We were grateful to receive 31 pieces of feedback – 18 complaints and suggestions for improvement, and 13 compliments from a selection of participants, family members and collaborating service organisations during the year. Our Independent Visitor's project provided extremely valuable, independent assessment of a number of participants' home environments and calibre of support that we provide.

We look forward to partnering with participants and their families in 2022-2023 to enable participants to experience greater autonomy and enjoyment in their lives, as we pursue our vision of:

**"HomePlace sets the standard in providing responsive, personalised, empowering support for people with intellectual disability."**

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**Julie Bowman**  
Chief Executive

# Strategic Plan 2021 - 2025



A **Strategic Plan** is how HomePlace plans to keep going well and improving in our work.



**Goals** are what HomePlace needs to do to make sure we stick to the Plan.



We will know HomePlace is doing well if we are achieving our goals.

HomePlace has **4** goals.

These are the HomePlace Goals:



## Strategic Goal 1 Quality at the Core

This means that HomePlace will provide the best care and support for people with disability.



## Strategic Goal 2 Growing the 'HomePlace community' and supports

This means HomePlace will look for ways we can provide excellent support for more people with disability.



## Strategic Goal 3 Partnerships & Collaborations

This means HomePlace will look for other organisations who think the same way we do. We will work together with them.



## Strategic Goal 4 Thriving over the long term

This means that HomePlace will keep supporting people with disabilities for a long time.



Ian is a **hero**

to thousands of

people living

with a disability.







**Left to right:** Mitul Desai, Richard Bruggemann AM, Frances Adamson AC, Ian Cummins AM, Karen Rogers, Michelle Lensink MLC  
*Taken from Hon Michelle Lensink MLC Facebook Page*

Ian Cummins AM has dedicated his life to being a voice for those with intellectual disability, and to encouraging people to speak up for themselves. This was acknowledged with Ian being awarded an Order of Australia Medal for services to people with disability.

Ian was a founding member of Our Voice and has been the Chairman since 2007. He is also a Board member for a number of committees, and he contributes to advisory roles and disability advocacy roles.

Ian is not paid for these roles, nor does he want to be. Ian says, "I don't do it for the money, my ambition is to help more people with disabilities. I do a lot of work for the community and speak up for those with learning disabilities and help them open up".

HomePlace congratulates Ian on his award and for the tireless work he does in helping people living with a disability.

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**Matthew Peterson**  
Senior Coordinator



# Roger kicking goals

Since joining HomePlace, Roger has become a happy and active member of the community. However, things were not always this way...

Roger has lived in his own home for some time with his dog Carter. In the past, he relied upon family members for support. Roger's Uncle and Aunt spent time caring for him, however, as they got older, giving Roger the weekly assistance he needed became more difficult.

Since joining the HomePlace community two years ago, Roger now receives supports five days a week. This has opened up a whole new world for Roger. We have seen a huge growth in his confidence and ability to set and achieve goals.

Roger is now a continually active member of his community. He attends all the Murray Bridge speedway races. Roger will often be part of the safety car team and help the drivers in the pits, independently performing a number of tasks.

With the connections made at the speedway, he has also joined Adelaide indoor Mini RC Racers, which he attends every second Thursday independently.

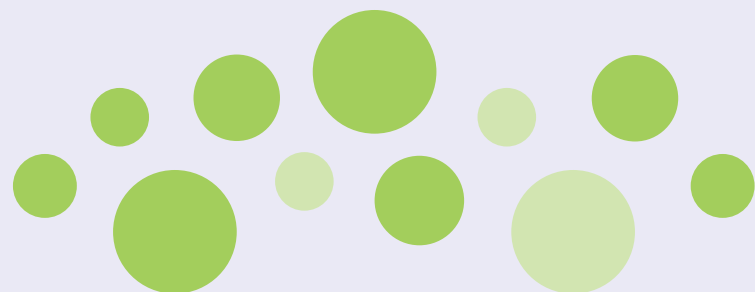
With the support of HomePlace staff, he is developing the confidence and skills set to plan weekly menus, write a shopping list, go shopping and cook his dinners. Roger has been adventurous in trying healthier food options and is now eating set meals. Roger is attending all his medical appointments, maintaining self-administration of his medications, and learning how to manage his finances.

Another one of Roger's highlights, is the relationship he has formed with his gardeners. Together, they have planned, shopped, and executed an amazing entertainment area for Roger in his backyard.

In his spare time at home, Roger likes to go for short walks, spend time with Carter, watch sports and Superhero movies, and maintain a regular social activity of playing golf with his work friends. We are excited to see what the next year has in store for Roger.

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**Fernanda Hannam**  
Senior Coordinator





# Service Delivery Report

Strengthening **HomePlace** and building the **confidence** and **independence** of the participants we support is the focus of everything we do. Making a **positive** difference to people's lives using the **HomePlace Way** is the aim of all staff at HomePlace.

In the 2021-2022 financial year, HomePlace welcomed six new people who now receive a variety of supports in their home and community.

We received 67 enquiries seeking information or requesting HomePlace for a variety of support arrangements. Each enquiry was reviewed by members of the Leadership team.



**43 Enquiries**  
For Shared living



**3 Enquiries**  
For Short Term  
Accommodation



**19 Enquiries**  
For Community  
Participation



**2 Enquiries**  
For Employment

**6**

New HomePlace  
Participants

**67**

enquiries for support  
arrangements

During the year, we provided

**104,960**  
hours of support.

*This compares to 108,500 hours  
we were contracted to provide,  
or 96.7 % of supports.*

In the context of the COVID  
pandemic, we think this is  
a great achievement.



Our capacity to provide quality support in the quantity, type and timing requested in the HomePlace Way, while ensuring quality of support could be maintained for current participants was evaluated for each individual. Factoring in COVID-impacts was an important consideration. Key criteria used in reviewing enquiries, included:

- Matching our expertise in person-centred support especially for people with an intellectual disability or cognitive impairment;
- Staying true to our quality service model including providing support to a maximum of two people with disability sharing a home; and
- Aligning staff skill, interests and community networks.

This resulted in six participants joining the HomePlace community during the year.

COVID impacts were a significant contributing factor with a proportion of supports being cancelled when:

- Community-based organisations were closed as a result of their lock-downs or lack of staff;
- When a participant contracted COVID themselves or were deemed a close contact, and, as a result, had to isolate at home and not participate in community;
- When a participant's HomePlace staff member was in isolation, and the participant or their family member elected to place some of their supports on hold until their HomePlace staff member(s) could return.

All supports deemed essential by participants and their family member/guardian/advocate were provided.



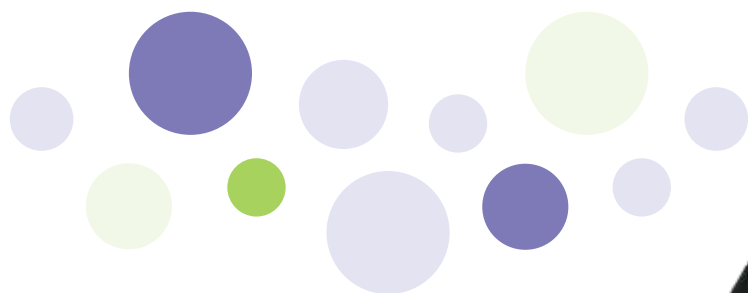
HomePlace has historically provided support to people with disability who have lived in the western suburbs. During 2021-2022, our staff travelled to provide support to participants who live in a far wider area including the northern, southern and inner eastern suburbs.

The main reason why we did not progress to providing supports to a selection of the people who made an enquiry in 2021-2022 largely centred on the request not aligning with our commitment to quality service. Some examples of why we did not proceed with a number of the enquiries included:

People were looking for a house to live in, and were not seeking support. We referred these enquirers to specialist disability accommodation, community or public housing providers.

Some people were seeking a service model where three or more people with disability would be supported to share the one home. Literature evidence suggests that these group home models are not consistent with authentic person-centred practice where each participant can truly make their own living environment a place they are proud to call home. We outlined our commitment to HomePlace's evidence-based approach and suggested some other providers who may be able to accommodate group home requests.

Some people wanted an immediate start with us. A key ingredient of the HomePlace Way is building a team specific to and around the person. This takes time to ensure that the participant and their staff team really match well and align to the participant's goals. As a result, when people requested immediate support, on the whole, we have recommended larger providers.



'Quality at the core' is our primary strategic goal. One aspect of providing quality support during 2021-22, was constantly monitoring, reviewing, reporting, and, where possible, eliminating any restrictive practices that occur while providing supports to an individual.

A restrictive practice means any practice or intervention that has the effect of restricting the rights or freedom of movement of a person with disability.

Part of our performance monitoring and quality assurance processes included the Leadership team's provision of data, analyses and improvement action summaries to the HomePlace Board's Quality and Culture Sub-Committee. One of our regular reports showed how we were managing restrictive practices. Over the last 12 months we were able to reduce, and, in one case, eliminate, the use of restrictive practices.

Working with an individual, their support team and GP, we were able to remove a chemical restraint that had not been used for two years. This is one example of when a combination of consistent approaches to support, capacity and skill building for the individual, and positive influences from family members and community, reducing chemical restraints and other restrictive practices are possible.

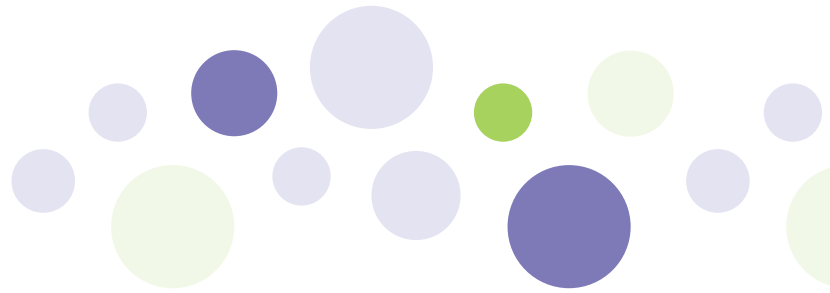
Person-centred support is not possible without the commitment, time and energy of the entire HomePlace team. I would like to acknowledge the efforts of HomePlace's entire support staff, support workers, Senior Support Workers and Senior Coordinators. It is their dedication to providing support in the HomePlace Way, that enables the participants we support to lead enjoyable and fulfilling lives within the places they call home and in their communities.

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**Glenn Stanton**

Executive Manager,  
Participant Services and Quality





# Craig moves into his new home

Earlier this year, Craig moved into his new home in Woodville South, which he now shares with another person. There was a lot of anticipation and excitement in the weeks leading up to the move. Craig purchased a new bed and large TV for his new bedroom and other items for his home.

Craig helped his family to pack his items and coordinate his move. Craig is loving his new home and he has said, "The house is everything I hoped for".

HomePlace staff support Craig three times a week. Craig is learning to get to know his new neighbourhood and his new local community.

Craig and his staff have a great relationship, enjoying activities of mutual interest and fun. One example is when Craig and his staff went to the Jimmy Barnes concert at the Adelaide Entertainment Centre, where they rocked the night away. Craig is enjoying the close proximity of the Woodville ten pin bowling alley and currently bowls at least once a week.

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**Jinny Wagner**  
Acting Senior Coordinator





# Behind the Scenes at HomePlace

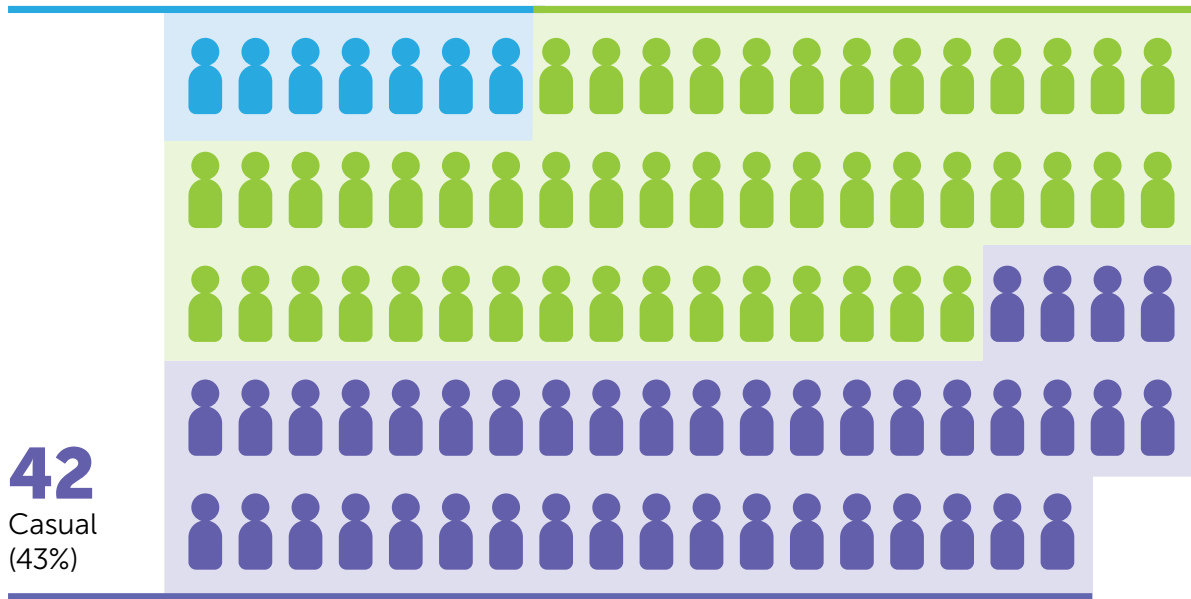
In addition to the participants we support, HomePlace’s key asset is our staff. As at 30 June, 2022, HomePlace had **98 staff** (an increase of 4.3% from last year).

**7**

Full Time  
(7%)

**49**

Part Time  
(50%)



**42**

Casual  
(43%)

We welcomed new members to the HomePlace Woodville Office team



**Nikki Campbell**  
*Finance Business Partner*



**Vik Gupta**  
*Accountant*



**Stephen Fry**  
*Project Implementation Officer*



**Nidhi Gupta**  
*Financial Controller*

and welcomed back



**Miriam Johnson**  
*Relationship Partner*



**Jodie Loudon**  
*Special Projects Coordinator*

We welcomed a number of new support staff, and welcomed back **Megan Johns** to the HomePlace support team.

# Staff Training

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

<b>Type of Training</b>	<b>No. of Staff Completed</b>
Person-centred Active Support	<b>42</b>
Supporting people to remain infection free	<b>93</b>
Positive Behaviour Support	<b>55</b>
Australian Department of Health – Infection Control COVID-19	<b>96</b>
Safety Intervention	<b>14</b>
Epilepsy management	<b>34</b>
Enteral feeding and management	<b>21</b>
Ostomy	<b>30</b>
Staff inductions	<b>24</b>
HomePlace Way	<b>36</b>
Quality, Safety and You – NDIS Worker Orientation Module	<b>99</b>
Documenting well for participant support	<b>42</b>
Professional boundaries	<b>42</b>
PocketWatch and scheduling of supports	<b>42</b>
Leadership for Senior Support Workers	<b>9</b>
Performance development and coaching	<b>14</b>
I'm Alert in Food Safety	<b>91</b>
Assisted Breathing Devices (CPAP)	<b>93</b>
Bullying and Harassment	<b>93</b>

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**Megan Starr**

HR Partner



## Financial services

During the past financial year, numerous improvements have been introduced by the Finance team, concurrent with a very challenging environment of multiple changes to participant plans and the introduction of addenda and changes mid-year to the NDIS pricing documents.






Various COVID financial supports were made available via the NDIA platform to compensate providers for additional costs associated with providing support and ensuring participants are safe during COVID outbreaks.

We were successful in securing additional COVID-related funding to the value of \$160,134 during the year. HomePlace is fortunate to report a surplus of \$198,389. This has only been possible with the collective effort of every staff member working at HomePlace by contributing in their own way to providing quality services to our participants.

Lastly, I would like to thank David Calvert for his services to HomePlace. David retired after more than 14 years at the helm of admin services at HomePlace.

**Nikki Campbell**  
Finance Business Partner

### Improvements

-  Introduction of an accurate quoting system
-  Introduction of new billing processes, updated in accordance with NDIS rules and pricing arrangement documents
-  With the aim to improve accuracy and streamline the payroll processes, automated 'PocketWatch' timesheets were being integrated into the payroll accounting system, which has resulted in a significant reduction in time being spent during payroll.
-  Transition to a new accounting software package in readiness for 1st July 2022
-  Implementation of numerous new financial controls over the past 12 months.

**\$160,000**

COVID-related  
funding secured

**\$198,000**

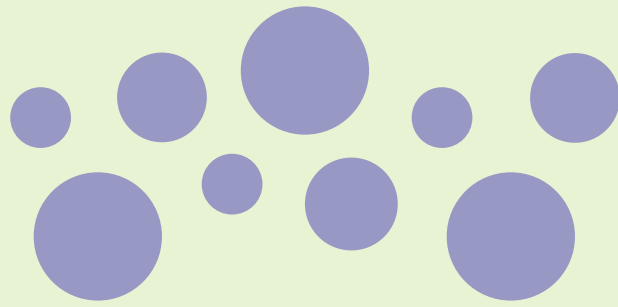
Surplus in 21-22

# IT support

During the pandemic, the use of IT in enabling agile and remote connection became essential. A reflection of the increased IT-related activity is shown.

**Daniel Pipe**  
IT Officer



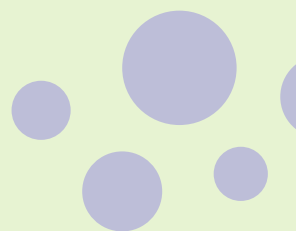


# Tina's tourist life

Tina enjoys being a tourist in her own town, getting out and about and visiting lots of new and wonderful places that Adelaide has to offer.

Some of the places that Tina has enjoyed going to are:

- The Art Gallery in the city to view all of the beautiful pieces on display, especially the old fashioned antiques and pictures.
- Walking around the Botanical Gardens in the city, enjoying the glass house, and watching the ducks swimming in the pond.
- Shopping in Glenelg and a visit to the discovery museum.
- Hahndorf was another favourite place to explore, including browsing through all of the beautiful old world shops. Tina loved looking in the candle shop and bought a candle that smelled of mixed fruit.
- Tina loved the views on a drive to Christies beach, and even though it was cold, the beach was lovely.
- She enjoyed a meal in one of the local pubs in Gawler, and looking through all the local shops. She also went to the park and took photos.





When Tina is not out and about touring around the greater region of Adelaide, she likes to keep busy by attending mosaic classes at the Findon Community Centre, and is currently working on a bird mosaic. Tina enjoys going to the Language, Literacy and Numeracy group at the Junction Community Centre, which has been a great learning opportunity. She has also been attending cooking classes in Port Adelaide, and using the industrial potato peeler has definitely been a highlight.

At the moment, Tina is enjoying making a variety of pom poms for key rings

and Christmas decorations.

Tina also went to a local social group where lots of fun, singing and dancing occurred. Celebrating the Greek culture has been important as well, with different events, ceremonies, music, food, and, of course, family. Tina is also looking into her dream job of working with children and would like to complete a course in child care, get her drivers licence and go on a holiday.

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**Lisa Jenkins**

Senior Coordinator

**Rachel Anesbury**

Senior Support Worker

# 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 2022 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 are 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 \$198,389 for the year ended 30 June 2022 as well as an improvement in the Net Asset position of HomePlace.

This financial result and HomePlace's strong financial position are significant achievements given the many challenges faced in 2021/22 and ensures that HomePlace has the flexibility and financial resources to manage any challenges that may arise in the future.

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**Anthony Jacka**  
Treasurer





**HOMEPLACE LIVING SUPPORTS INC.**

**BOARD OF MANAGEMENT REPORT  
FOR THE YEAR ENDED 30th JUNE 2022**

Your Board of Management members submit the financial report of HomePlace Living Supports Inc for the financial year ended 30 June 2022

**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
Sunita Miranda	Board Member
Michael Lowe	Board Member
Karen Rogers	Board Member
Gina Marchetti	Board Member
	Joined 28/02/2022

**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 2022, Cornerstone Alliance, of which Board Member Sunita Miranda is a principle, was engaged to assist with marketing activities, external communications for HomePlace. Payment for these activities was \$36,530 in total.

**Operating Results**

The net result of operations attributable to the Association's activities was a Surplus of \$198,389 (2021: result Deficit of (\$85,217)).

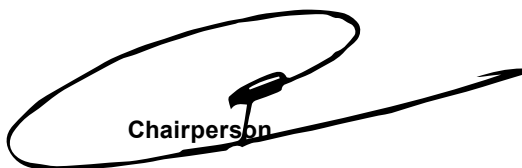
**After Reporting Date Affairs**

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 31st day of August 2022.

T 08 8231 6326

13A Wigley Street  
Largs Bay SA 5016

PO Box 3275  
Port Adelaide SA 5015

M 0400 499 014

F 08 8231 0285

E peter@phall.com.au

**DECLARATION OF INDEPENDENCE  
BY PETER HALL  
TO THE BOARD OF MANAGEMENT OF  
HOMEPLACE LIVING SUPPORTS INCORPORATED.**

As lead auditor of Homeplace Living Supports Incorporated for the year ended 30 June 2022, I declare that, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of section 60-40 of the *Australia and Not for profit Commission Act 2012* in relation to the audit; and
- b) Non contraventions of any applicable code of professional conduct in relation to the audit.



**Peter Hall**

**Dated this 6th day of September 2022**

# Statement of Profit or Loss and other Comprehensive Income

## For the year ended 30th June 2022

	Notes	2022 (\$)	2021 (\$)
Revenue	2	7,371,579	6,452,694
Employee expenses		(6,566,055)	(5,909,387)
Client expenses		(240,232)	(243,402)
Bad Debts expenses		(3,642)	-
Depreciation expenses		(1,284)	(3,224)
Rent expenses		(29,549)	(27,467)
Other expenses		(332,429)	(354,431)
<b>SURPLUS/(LOSS) FOR THE YEAR</b>		<b>198,389</b>	<b>(85,217)</b>

# Statement of Changes in Equity

## For the year ended 30th June 2022

	Retained Surpluses (\$)	Total (\$)
Opening Balance, 1 July 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
Net Surplus (Deficit) attributable to members	198,389	198,389
<b>Closing Balance, 30 June 2022</b>	<b>1,373,543</b>	<b>1,373,543</b>

# Assets & Liabilities Statement

**As at 30th June 2022**

	Notes	2022 (\$)	2021 (\$)
<b>CURRENT ASSETS</b>			
Cash at Bank	3	1,836,289	2,422,586
Receivables	4	187,163	250,936
Accrued Income	4	312,101	95,776
Prepayments	5	1,083	8,728
<b>TOTAL CURRENT ASSETS</b>		<b>2,336,636</b>	<b>2,778,026</b>
<b>NON-CURRENT ASSETS</b>			
Equipment & Motor Vehicles	6	2,814	4,097
<b>TOTAL NON-CURRENT ASSETS</b>		<b>2,814</b>	<b>4,097</b>
<b>TOTAL ASSETS</b>		<b>2,339,450</b>	<b>2,782,123</b>
<b>CURRENT LIABILITIES</b>			
Payables	7	349,716	878,314
Provisions	8 (i)	365,693	521,027
Client Holding Accounts	9	183,963	158,186
<b>TOTAL CURRENT LIABILITIES</b>		<b>899,372</b>	<b>1,557,527</b>
<b>NON-CURRENT LIABILITIES</b>			
Provision for Long Service Leave	8 (ii)	66,535	49,442
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>66,535</b>	<b>49,442</b>
<b>TOTAL LIABILITIES</b>		<b>965,907</b>	<b>1,606,969</b>
<b>NET ASSETS</b>		<b>1,373,543</b>	<b>1,175,154</b>
<b>MEMBERS FUNDS</b>			
Opening Accumulated Funds		1,175,154	1,260,371
Surplus for the year		198,389	(85,217)
<b>TOTAL MEMBERS FUNDS</b>		<b>1,373,543</b>	<b>1,175,154</b>

The accompanying notes form part of these financial statements

# Statement of Cashflows

**For the financial year ended 30th June 2022**

	<b>2022 (\$)</b>	<b>2021 (\$)</b>
<b>Cash flows from operating activities</b>		
Receipts from funding bodies and others	7,235,929	6,340,901
Payments to suppliers and employees	(7,823,793)	(6,310,183)
<b>Net Operating cash flows</b>	<b>(587,864)</b>	<b>30,718</b>
<b>Cash flows from investing activities</b>		
Proceeds from Term deposit interest	1,568	-
Payments for plant and equipment - Assets written off	-	13,463
<b>Net investing cash flows</b>	<b>1,568</b>	<b>13,463</b>
Net increase (decrease) in cash held	(586,296)	44,181
Cash at the beginning of the year	2,422,585	2,378,404
<b>Cash at the End of the Year</b>	<b>1,836,289</b>	<b>2,422,585</b>

# Notes to the financial statements

## For the year ended 30th June 2022

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

The financial report covers Homplace Living Supports Inc in South Australia under the Association Incorporation Act 1985. The Association is also registered with the ACNC under the Australian Not for Profits Commission Act 2012 and Regulations.

#### **a) Basis of Preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the Australian Charities and Not-for-profits Commission Act 2012. The Board of Management members have determined that the Association is not a reporting entity.

The report has been prepared in accordance with the recognition and measurement requirements of Australian Accounting Standards, and the following Australian Accounting Standards:

- AASB 101 Presentation of Financial Statements;
- AASB 107 Statement of Cash Flows;
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors;
- AASB 110 Events after the Reporting Period;
- AASB 1048 Interpretation of Standards; and
- AASB 1054 Australian Additional Disclosures.

No other specific Accounting Standard or other authoritative pronouncements of the Australian Accounting Standards Board have been applied. HomePlace Living Supports Inc is a not-for-profit entity for the purpose of preparing these financial statements.

The financial statements have been prepared on a going concern basis.

The financial report has been prepared on an accrual basis, are in accordance with the historical cost convention, and do not take into account changing monetary values or, except where specifically stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

#### **b) Income Tax**

No income tax is payable by the Association as Section 50-5 of the Income Tax Assessment Act exempts Charitable Institutions from Income Tax.

#### **c) Goods & Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

#### **d) Equipment & Motor Vehicles**

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

- (i) the depreciable 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 & 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.

#### **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 used 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.

	<b>2022 (\$)</b>	<b>2021 (\$)</b>
<b>NOTE 2: REVENUE</b>		
Grants	44,234	33,426
NDIS	7,311,743	6,245,028
Interest Income	1,568	9,798
Other Income	14,035	114,442
Cashflow Boost	-	50,000
	<b>7,371,579</b>	<b>6,452,694</b>
<b>NOTE 3: CASH</b>		
Cash on Hand	450	472
Cash at Bank - Cash Management Account	807,284	1,358,832
Term Deposits	1,017,442	1,008,924
Cash at Budgetly	11,113	-
Cash at Bank - Cheque Account	-	54,357
	<b>1,836,289</b>	<b>2,422,585</b>
<b>NOTE 4: RECEIVABLES</b>		
Accounts Receivables	187,163	250,936
Accrued Income	312,101	-
	<b>499,264</b>	<b>250,936</b>
<b>NOTE 5: PREPAYMENTS</b>		
Prepayments	1,083	8,728
	<b>1,083</b>	<b>8,728</b>
<b>NOTE 6: EQUIPMENT &amp; MOTOR VEHICLES</b>		
<b>(a) Motor Vehicles</b>		
At Cost	61,621	67,610
Less Accumulated Depreciation	58,807	63,513
<b>TOTAL EQUIPMENT &amp; MOTOR VEHICLES</b>	<b>2,814</b>	<b>4,097</b>



	<b>2022 (\$)</b>	<b>2021 (\$)</b>
<b>NOTE 7: PAYABLES</b>		
Employment Payables	116,434	73,125
Accrued Salary	189,907	196,097
Accounts Payable	3,222	364,468
Other	40,153	244,624
	<b>349,716</b>	<b>878,314</b>
<b>NOTE 8: PROVISIONS</b>		
	<b>2022 (\$)</b>	<b>2021 (\$)</b>
<b>(i) CURRENT</b>		
Provision for Annual Leave	265,996	258,977
Provision of Long Service Leave Current	99,697	177,844
Provision for Sick Leave	-	84,206
	<b>365,693</b>	<b>521,027</b>
<b>(ii) NON-CURRENT</b>		
Provision for Long Service Leave	66,535	49,442
	<b>66,535</b>	<b>49,442</b>
<b>NOTE 9: HOLDING ACCOUNTS</b>		
Client Holding Accounts	183,963	158,186
	<b>183,963</b>	<b>158,186</b>
<b>NOTE 10: AUDITOR FEES - FINANCIAL</b>		
	4,050	4,025

2022 (\$) 2021 (\$)

**NOTE 11: STATEMENT OF CASH FLOWS**

**(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.

Cash on Hand	450	472
Cash at Bank	1,835,839	2,422,114
	<b>1,836,289</b>	<b>2,422,586</b>

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

Surplus/(Loss) for the year	198,389	(85,217)
Non-cash flows in surplus/(loss)		
Depreciation	1,284	3,224
Changes in assets and liabilities		
Decrease/(increase) in trade and other receivables	(134,083)	(111,794)
(Increase)/decrease in prepayments	-	-
(Decrease)/increase in trade and other payables	(317,548)	111,956
(Decrease)/increase in employee entitlements	(334,338)	112,548
<b>Net cash provided by operating activities</b>	<b>(586,296)</b>	<b>30,718</b>

## HOMEPLACE LIVING SUPPORTS INCORPORATED

### STATEMENT BY OFFICERS OF THE ASSOCIATION

The officers of the Association have determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 of the financial report. The financial report is therefore a special purpose financial report that has been prepared in order to meet the requirement of the Board, the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporations Act (SA) 1985*, government and other funding agencies.

#### The Officers of the Association reports that :

(a) there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and

(b) the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* .

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2012* .

This statement is made in accordance with the resolution of the Board of Management and is signed for and on behalf of the Board of management by:

Chairperson  Treasurer 

Dated this 31<sup>st</sup> day of AUGUST 2022.

## INDEPENDENT AUDITOR'S REPORT

### HOMEPLACE LIVING SUPPORTS INCORPORATED

#### Report on the Audit of the Financial Report

##### Opinion

I have audited the financial report of Homeplace Living Supports Incorporated (the registered entity), which comprises the statement of financial position as at 30 June 2022, the statement of profit & Loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the Board of Managements declaration.

In my opinion the accompanying financial report of Homeplace Living Supports Incorporated, is in accordance with Division 60 of the *Australian Charities and Not for profits Commission Act 2012*, including:

- i. Giving a true and fair view of the registered entity's financial position as at 30 June 2022 and of its financial performance for the year then ended; and
- ii. Complying with Australian Accounting Standards to the extent described in Note 1 and Division 60 of the *Australian Charities and Not for profits Commission Regulation 2013*.

##### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the Financial Report section of my report. I am independent of the registered entity in accordance with the auditor independence requirements of the *Australian Charities and Not for profit Commissions Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

##### Emphasis of mater – Basis of accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

##### Other information

Those charged with governance are responsible for other information. The other information obtained at the date of this auditor's report is information included in the registered entity's annual report, but does not include the financial report and my auditor's report thereon.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

### **Responsibilities of responsible entities for the Financial Report**

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members or other appropriate term. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the registered entity or to cease operations, or have no realistic alternatives but to do so.

### **Auditor's responsibilities for the audit of the Financial Report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: [http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)

This description forms part of my auditor's report



**Peter Hall**

Adelaide, 6<sup>th</sup> September 2022







# 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

[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