

# ANNUAL REPORT 2017/18





HomePlace is an organisation that provides in-home supports to people living with disabilities to enable them to live and participate in their own home and community.

Established in 1989, HomePlace was formed by a group of parents who were seeking to secure an independent future for their adult children with intellectual disabilities.

29 years later, HomePlace is still a person-centred service that supports people with all kinds of disabilities. Whether an individual needs a few hours of support to remain in their own home or 24/7 high care support in shared living arrangements, HomePlace will deliver on that same, familiar person-centred care.

HomePlace's service delivery is underpinned by the values of social inclusion and is focused on enabling people living with disability to actively invest in their own communities. HomePlace supports people who are funded through all sources including federal, state, private and NDIS funding.

HomePlace has developed a new service for short stay accommodation called HomePlace Host. HomePlace host is a regular, short-stay program through which a person with a disability is accommodated and supported by a host (in the host's family home). The program is an innovative opportunity for both hosts and people with disabilities to access a service that is flexible and personable.

## HomePlace Host provides:

- An opportunity for the family of the participant to have a regular planned break from the full-time care of their family member with a disability.
- An opportunity for the participant to work on their individual goals and aspirations independent of their family.

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# The

last year has been an exciting one for HomePlace. One of the key changes has been the opportunity to have two excellent leaders sharing the Executive Director's role at HomePlace. Having both Denise Wharldall and Shirley Paterson sharing the role has been a significant change to the tone of the organisation, with HomePlace benefiting from the different strengths that they both bring as leaders. Whilst this arrangement was trialled for six months, the Board recently extended it for another 12 months, as it has great confidence that the job-sharing arrangement strengthens the organisation's capability.

Many organisations providing services to people with a disability are struggling to adjust to the demands of the changing environment. HomePlace is very well placed to continue to grow and develop the capabilities that will ensure that it has an exciting future. I say this knowing that we have great leadership, strong person-centred values, skilled and committed staff, and a strong balance sheet. These elements are all something we can be proud of.

**The Board has the responsibility to oversee the sustainability of HomePlace. In the last year, we have been focussing on:**

- Improving our own skills in identifying and managing organisational risks
- Ensuring HomePlace IT systems are keeping up with requirements of the future
- Ensuring our marketing continues to support growth
- Reviewing the strategic plan for the next two years
- Better understanding our role in leading culture
- Responding to neglect and abuse.

Different board members have led these activities, hand in hand with HomePlace leadership, so a big thanks to both Board members Mike Lowe and Sunita Miranda, and leadership, Shirley and Denise.

When I talk to other leaders in the NFP sector and mention the skillset that we have on the HomePlace Board, I invariably get the response, "that's a strong Board". That is yet another thing to be proud of.

We are excited to have had two new people join the Board this year. Tony Jacka brings a wealth of financial, strategic and commercial experience, and Linda Hundertmark brings strong planning, leadership and HR experience. Welcome to the Board, and thank you for giving your time and skills to support HomePlace.

I would like to thank all my fellow Directors, who volunteer their time, passion and energy to ensure that HomePlace has sound direction and governance. This has included not only attending meetings in the evenings, but also workshops on weekends, and supporting sub-committees. They give up their time enthusiastically and willingly and deserve a big thank you.

Most importantly, the leaders and staff at HomePlace should be applauded for their commitment to HomePlace and its values. There will continue to be growth and change, and I trust that you will embrace the changes as we continue along the exciting journey of serving the people we support.

**Kim Thorpe**  
CHAIRMAN

SHIRLEY PATERSON



We have been excited to welcome many new participants to HomePlace this year as they have received their NDIS packages and are able to exercise their choice of service provider.

**This** year has seen an almost undivided focus on the transition to the National Disability Insurance Scheme (NDIS) and all that entails. The volume of work and the management of information in an ever-changing external landscape has presented HomePlace with many challenges.

It was announced and anticipated that transition of participants funded through the state government would have occurred by June 2018. At June 2018 only a few of HomePlace participants had made the transition to NDIS.

The delay in transition was not unexpected in such a large scheme roll out and we used the time to assist participants with their pre-planning and in refining our procedures. One of the decisions we made early in the NDIS transition was to target a position specifically to manage the NDIS preparation within HomePlace. This meant we could continue with core business while adjusting and preparing for such a large scale set of changes.

Jodie Loudon was the project manager for this phase of HomePlace's NDIS transition, and her hard work in developing our knowledge and understanding of the NDIS permutations, and her unflagging energy and enthusiasm, has assisted HomePlace, our participants and their families and our staff to be as prepared as we could have been during the time.

As an outcome of this project, a range of staff can now respond to service inquiries, and undertake quotes for services and supports.

One of the positive outcomes for this transition process, and the preparation provided to participants, is that many individuals have received an increase in funding through the NDIS, particularly targeted to meeting their life goals. This is consistent with the aspirations of the NDIS and the value position of HomePlace.

We have been delighted with these outcomes. For all the transitional problems with the NDIS, this has been one of its most positive outcomes. We have been excited to welcome many new participants to HomePlace this year as they have received their NDIS packages and are able to exercise their choice of service provider.

This capacity for choice and control also brings with it the responsibility for HomePlace to constantly examine our service practice to ensure we retain trusting and respectful relationships with the people we support, their families and the staff we employ. We need to operate with integrity, making sure we offer services appropriate to participant needs.

The strategic plan for HomePlace has as its main objective:

**We will have the necessary people and systems in place to ensure that HomePlace thrives in the NDIS environment. This includes developing the infrastructure to support a doubling of service provision. This growth will occur over the next two to three years and the pace of change will be carefully and deliberately managed.**

In meeting this objective work has been ongoing in the following domains:

### Service Quality

Following the 'HomePlace listens' project last year, we have been exploring what it means to HomePlace to be able to sustain a culture that reflects the feedback we received. Specifically, how will HomePlace sustain the trust and safety that is so important to people living with vulnerabilities. In a time of growth how we might resist the 'transactionalisation' of service approach that is so often the inevitable consequence of not paying attention to relevant culture signs.

This year we have been assisted in this journey around culture by a presentation by Robbie Williams to the HomePlace Board and by the work done by Professor Christine Bigby. The work done by Professor Bigby (Latrobe University, Living with Disability Research Centre) around good quality supported accommodation has and will be invaluable in evidence-based information around creating and maintaining good quality and effective support to individuals.

The presentation made by Robbie Williams from Julia Farr Association, Purple Orange was invaluable in teasing out dimensions of culture and values and how this translates into behaviour.

Our culture has the people we support at the forefront of our purpose, so that they feel they can trust us and feel safe within our service. The ongoing questions that drive the culture that HomePlace wants are: What does HomePlace stand for, and whether the HomePlace values are the best they can be.

DENICE WHARLDALL







## People and Culture

HomePlace staff are the front line connection to the people we support and it is critical they are the 'right fit' in terms of ethics and emotional maturity for the culture and values of the organisation.

This year we have developed our online recruitment strategy in order to be able to respond in a timely fashion to requests for service. In addition 'raising the bar' has underpinned the selection, and development of staff.

The team supporting individuals living in their own homes has increased, thereby meeting the needs of an ever increasing group of individuals. This has allowed for flexible and personalised service delivery in a wide variety of circumstances.

We have developed some easy English documents, service agreements, consent forms, for example, to assist with communicating complicated information to people with cognitive and/or literacy challenges and are happy to share these documents with others.

## Marketing and Partnerships

The small provider forum continues to provide support and information to those invested in the collaborative relationships we have built.

This forum has enabled us to share information, refer service inquiries to suitable providers and generally enable us to provide support to each other. It has been a valuable networking arrangement and has sustained small providers through the last difficult year of NDIS transition.

Along with many other agencies HomePlace participated in the DCSI sector development readiness project. In partnership with Community Business Bureau (CBB) this enabled us to target areas of business that we could have difficulty resourcing. HomePlace chose marketing for our consultancy and were able to generate a marketing plan as a result.

In addition, we were successful in attaining a grant of \$10,000, which was used to purchase an IT consultancy to help us choose an integrated client management package.

## Systems and Processes

Having chosen the integrated client management system, HomePlace has begun its implementation strategy and training in the use of this system. We anticipate this to take some time as we learn the new system and adapt to the needs of the organisation. We have increased our ICT capacity and look forward to further changes at all levels of the organisation.

Finally, one of the big changes this year has been to increase the executive capacity of HomePlace by job sharing the Executive Director role. This has enabled the expansion of executive skills while keeping the organisational structure relatively flat. This hybrid sharing role enables a mix of skills to be brought to HomePlace and assists the executive directors to manage the challenges of transitioning the organisation to the NDIS.

**Shirley Paterson**  
EXECUTIVE DIRECTOR

**Denice Wharldall**  
EXECUTIVE DIRECTOR





# GAVIN'S STORY

A display of social inclusion right since a teenager, Gavin has actively engaged with sport and has been a volunteer at the Flagstaff Football Club. He was a boundary umpire for several years but had to give it up due to the deterioration of his bones, however, he still enjoys being a scorer. During bowling season, Gavin plays lawn balls every week at the Croydon Bowling Club.

When Gavin came to HomePlace 21 years ago, it took a long time to gain his trust, but he has developed a good relationship with us, and now looks forward to the support. His home environment is better and he receives in-home support, help with the shopping, community access and support to attend personal appointments, activities and interests.

Gavin greatly enjoys his working life at Bedford. He is an active member of People First, which is an independent advocacy group for people with an intellectual disability. Gavin has also recently done 12 Kms in the City to Bay fun run and his efforts have impressed everyone. Gavin loves going on holidays and is assisted to coordinate his holidays and catch up with his friends.









# STRATEGIC PLAN 2017 - 2020

## Our Strategic Objective

We will have the necessary people and systems in place to ensure that HomePlace thrives in the NDIS environment. This includes developing the infrastructure to support a 50% growth in service provision and income by June 2020. The pace of change will be carefully and deliberately managed.

# GOALS AND OBJECTIVES

## 1 SERVICE QUALITY GOAL

In partnership with the people we serve, HomePlace will provide excellent service consistent in quality and reflecting a human rights framework.

### OBJECTIVES

- Service Quality will improve based on feedback, learnings from research, recommendations and/or complaints.
- Continuous improvement plan and strategies are in place and results indicate positive outcomes.
- Leadership aligns to HomePlace values.
- Outcomes for participants are measured.

## 2 PEOPLE & CULTURE

To develop & retain a workplace that is skilled, flexible and professional in order to meet the needs of participants and to build an inclusive, person focused culture

### OBJECTIVES

- To develop capacity to better meet the needs of participants
- To develop an improved health and safety system
- To define, promote and support a productive, respectful and engaged culture



### 3 SYSTEMS AND PROCESSES GOAL

Develop and implement business systems and processes that will support HomePlace growth and to function effectively in the changing environment

#### OBJECTIVES

- Identify the systems and supports required to support a growing organisation functioning effectively under the NDIS
- Map the systems and processes against the current business systems and identify gaps
- Develop business cases for implementing functional and effective business systems and processes
- Implement the system and process changes required
- Ensure the workforce is fully prepared for the necessary systems and processes

### 4 MARKETING & PARTNERSHIPS GOAL

To raise the profile of HomePlace and ensure that it is visible, recognised and networked by activating and energising the HomePlace brand to support all strategic objectives.

#### OBJECTIVES

- Develop and implement targeted marketing, promotional and PR activities
- Raise the profile of HomePlace through strategic partnerships, positive stakeholder engagement and proactive media stories.
- Create a digital marketing strategy to position and promote the HomePlace brand.
- Align the Marketing, Communications & Engagement Plan with the Strategic Plan.
- Develop events, sponsorship and fundraising targets, and then implement.

## IMPLEMENTATION

- This Strategic plan will provide direction for HomePlace through the next three years.
- It will be reviewed for direction and relevance by the Board on an annual basis.
- It will form the basis for an annual Business Plan that will provide operational guidance for management and staff within HomePlace.
- The annual Business Plan will provide operational targets and measures, which will be reviewed by the Board on a quarterly basis.

# PLANNING CONTEXT

Disability policy reform has been at the forefront of the national agenda. In particular, the introduction of the National Disability Insurance Scheme (NDIS) Act 2013 has revolutionised the delivery of disability programs and services across Australia. The NDIS is the new way for the Government to provide support for people with disability, their families and carers. The NDIS provides eligible people a flexible, whole-of-life approach to the support they need to pursue their goals. It also aims to foster social inclusion and economic participation.

The NDIS is a big change and it will be progressively rolled out in South Australia. People will move to the NDIS at different times depending on age and where they live. The NDIS has been operating state-wide for all age groups since July 2018.

For HomePlace, this has impacted the people we serve from July 2017.

This means transitioning from a grant funded environment where funding is provided in advance, and is guaranteed, to an open market where participants make individual choices about the supports they require, and the 'market' can respond to demand with appropriate supports.

## OUR VALUES

### WE ARE



A TRUSTED  
COMPANION



GENUINELY  
USEFUL AND  
HELPFUL

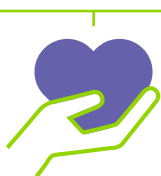


HomePlace is dedicated to maintaining its vision, values and approach through this period of change, whilst at the same time, responding to the new environment in an appropriate, managed, and strategic way. The Board and management of HomePlace are aware that in order to continue to provide the highest quality of services in the new environment, the organisation will need to grow to support service delivery.

Underpinning this Strategic Plan is the theme of growth. All goals and objectives feed into the overall strategic objective of increasing the capacity of HomePlace to offer support services to people living with disabilities. In order to achieve this growth strategy, HomePlace needs to transition to a more structured and broader management capability. All of the strategic goals aim to support this requirement, by focusing on People, Systems, Quality and Marketing.

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## OUR PURPOSE



**RESPECTFUL**



**RESILIENT**



**PERSON-FOCUSED SUPPORT  
THAT DELIVERS INDEPENDENCE  
AND CONFIDENCE FOR A  
MEANINGFUL LIFE**





# DI'S STORY

Di has been with HomePlace for over nine years. She has a wonderful personality, a curious nature and a keen determination to be independent. Di enjoys going out to cafés, gardens and exploring different things.

Di works at the Coffee Club few days a week, an experience she greatly values. Her hospitable and friendly attitude suits her role at work brilliantly and people love her company.

Di loves to catch buses independently and go to places she knows. She also enjoys her regular exercise classes to keep fit, visiting Victor Harbor, listening to music, dancing and art and craft. Di is learning how to use her phone and tablet and has been going to lessons. She always has something nice to say about people and her laughter is warmly contagious.



# NO PLACE LIKE HOME

## Shared living

HomePlace supports ten individuals in five shared living environments. Due to the intensity of support, the services account for over 70% of HomePlace's income. Although no growth in this service type occurred this year, HomePlace will be supporting at least four additional individuals by the end of 2018.

HomePlace uses research findings from La Trobe University to assist with quality outcomes in shared living environments.

The research has influenced our service delivery in the following ways:

## Practice leadership

**We have appointed Senior Support Workers for each of the five homes. In line with the findings of the research, the Senior Support Workers:**

- Undertake regular supervision: where staff can receive individual feedback and discuss ways to develop their practice further.
- Conduct team meetings: where staff can share knowledge about the people supported and share ideas about providing opportunities for them to be engaged.
- Coach and model good practice: where a practice leader works alongside staff and gives feedback about what staff are doing well and identifies areas for improvement
- Ensure a focus on quality of life outcomes: everything in the workplace is focused on ensuring the best possible quality of life for the people supported.





At the beginning of the financial year HomePlace was supporting

32

INDIVIDUALS

in their own home or individuals that lived in the family home

we are now supporting

44

INDIVIDUALS

This constitutes an increase of

27%

### Person Centred Active Support

The evidence is strong that where staff use good Active Support, there are better outcomes for the people they support. HomePlace is embarking on an Active Support Project and have successfully trained the Leadership Team. A full roll out of Active Support will be occurring in the next six months.

### Small size and sufficient staff for people supported

Most shared living/group homes support four individuals and HomePlace has made an effort to ensure our homes are personal and reflect community norms. It is rare in our society for four unrelated adults to share a home together and currently all HomePlace shared living support two individuals.

### Mix of people

There is strong evidence that when the people supported in a group home have a mix of abilities and support needs, this leads to better outcomes. HomePlace's shared living arrangements reflect matching of people that do not necessarily have the same support needs.

HomePlace will continue to keep abreast of the research and seek practical ways of implementation, which ensure the supports we provide are of a high quality and meeting individual needs.

### Individual Support

At the beginning of the financial year HomePlace was supporting 32 individuals in their own home or individuals that lived in the family home and we are now supporting 44 individuals. This constitutes an increase of 27%.

For some individuals who live alone, it is not only the direct support worker interaction that HomePlace provides, but the scaffolding that supports a very vulnerable individual to be safe and continue to live independently.

Examples include: negotiating with public trustee, assisting a person to budget, and ensuring a person has access to appropriate health support. It is difficult to quantify such supports within the NDIS funding model and this presents a challenge for HomePlace.

### Other types of support provided by our Individual Support Team include support to:

- play sport
- pursue advocacy work
- learn a new skill
- follow a favourite sporting team
- learn how to cook

One of the goals of the NDIS is for carers and those living with a disability to work and earn an income. We now support several participants to achieve their goals and at the same time their family member can work and earn an income.

# KALPANA'S STORY

Kalpana has been supported by HomePlace for just over a year.

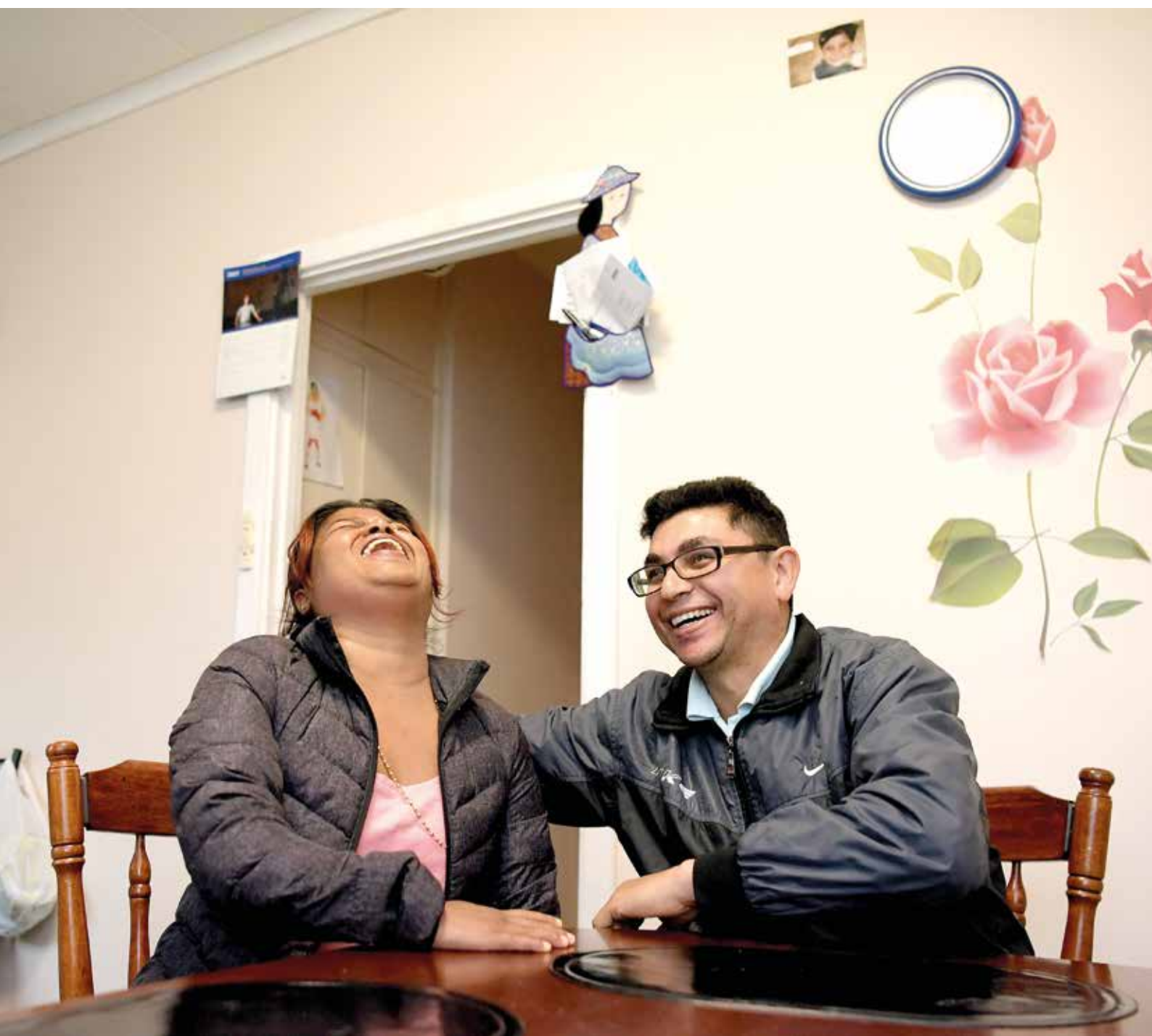
Kalpana and her husband, Chatra, contacted HomePlace looking for a support worker to match with their needs. Originally from Nepal, Kalpana found it hard to access community and felt isolated because she didn't understand English.

A Nepali speaking worker has been working with Kalpana to support her with her daily needs, access community, and gain independent skills. It was very important for her family for Kalpana to have a support worker who spoke Nepalese and understood their culture.

Kalpana has a lively personality, and loves to chat, go on walks to the park, shopping and dancing. She has also learned to make a cup of coffee independently with a little support to pour hot water.

Kalpana's goal for the year ahead is to build on her current skills and learn to speak English. It has been a joy to see Kalpana grow and develop in such a short while, and we hope to support her to continue to kick those goals.

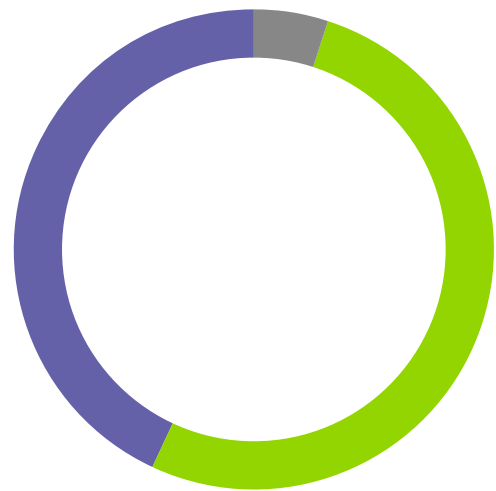




**2017/18** has been another year in which HomePlace focused on strengthening its workforce capabilities to facilitate better outcomes for the people we support.

Although the focus will always be on the quality of support we provide to participants, this is not possible without skilled and committed staff who understand our values. During the year, HomePlace has increased its staff numbers to 60 staff.

Of the 60 staff:



**5%**

CASUAL WITH AVERAGE HOURS OF 12.5 PER WEEK

**52%**

PERMANENT PART TIME WITH AVERAGE HOURS OF 28 PER WEEK

**43%**

FULL TIME HOURS

We continue our commitment to provide staff with permanent part time contracts where possible, so staff have security of income and to assist with retention.

We have implemented a number of initiatives that have resulted in improved and streamlined recruitment, higher staff retention and strengthening the skills of our hands-on leaders.

### INITIATIVES INCLUDE:

#### HomePlace Employee Committee

The Employee Committee includes representatives from direct support, senior support workers and administration teams. This committee has been actively working on consulting with the workforce on WHS and employment matters.



A major achievement has been the negotiation of the new HomePlace Enterprise Agreement. The committee took a significant role in facilitating consultation and ensuring that all employees had an opportunity to participate in the negotiation process. The Enterprise Agreement 2018 successfully passed a vote in August with the majority of staff voting in favour of the Agreement.

The committee provides advice on policies and procedures in addition to valuable feedback on what is important to our staff.

The committee has also taken a lead role in coordinating fundraising activities which is a new strategy for HomePlace this year. The fundraising has been focussed on raising money to continue to provide our annual Christmas party for participants. Over \$2000 has been raised through a Bunnings BBQ and sales of the People's Choice Lottery tickets.

In the future the committee will focus its attentions on continued consultation regarding WHS policy and other industrial matters.

The organisation thanks the committee members for their hard work and commitment this year.

### **Committee Members:**

John LaTorre, John Jacobs, Joanne Schmidt, Mario Van Antwerpen, Megan Starr, Lisa Jenkins, Denice Wharldall.

## **Senior Support Worker Development Program**

The Senior Support Worker role was introduced into the shared living environments where support is provided 24 hours a day by a team of support workers.

There is strong evidence that in shared living environments, good practice leadership has a significant impact on the quality of support provided.

The program focuses on Senior Support Workers developing management and coaching skills.

This is a new initiative for HomePlace and the pilot programme is providing both a learning opportunity, and the forum for the participants to support each other in their development.

## **Recruitment**

HomePlace's workforce continues to grow in numbers and we maintain our commitment to attracting and retaining the very best people to support our participants. We have implemented innovative technology solutions to ensure that we can recruit quickly to respond to the needs of new and existing participants.

In addition to targeted recruitment, we run a passive recruitment strategy, which means that we actively market ourselves as an employer on an ongoing basis to provide us with a database of suitable applicants ready for when we need to recruit.

## **Shared Executive Director Role**

It is rare for Senior Management positions to be job shared and even more so for Executive Director positions but after reviewing evidence-based research on job sharing at a senior management level and undertaking due diligence, the HomePlace Board recruited Denice Wharldall in February to job share the role with long standing Chief Executive Shirley Paterson.

This has increased the executive function of the organisation and brings a blend of two different skill sets for the organisation to benefit from.

**Mel Blondell**

HR CONSULTANT

# RECOGNISING OUR LONG TERM DEDICATED STAFF





HomePlace values the commitment and contribution our staff make to the lives of participants. As a human service, the quality of the day to day interactions between staff and participants dictates the success of services and supports.

For the first time Homeplace is recognising the contribution of staff who have completed, five, ten or twenty-five years of service by 30 June 2018.

## 25 YEARS

Shirley Paterson

–

## 10 YEARS

David Calvert

–

Lydia Packham

–

Julie Cronin

–

Judy Wild

–

Rosten Sanya

–

Colleen Bennett

–

## 05 YEARS

Svitlana Ilovaiska

–

Sam Hanna

–

Shiva Sivampeta

–

Doddy Manthoni

–

Brenton Maxwell

–







# PAM'S STORY

Pam is HomePlace's oldest participant and recently celebrated her 70th birthday with several celebrations including dinner at the Port Adelaide Football Club and a morning tea. When you reach such a milestone one celebration is just not enough.

Pam lives in her own home, and unlike our other participants, funding for Pam's support is not via the NDIS but the Continuity of Support Scheme (CoS).

As Pam was already over 64 before the NDIS was available to her, she was not eligible for NDIS and instead is funded by the CoS Commonwealth Aged Care Program.

The CoS Scheme has achieved for Pam exactly what was intended, and her support has remained unchanged and she continues to live successfully in the community.









# 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 2018 shows HomePlace in a sound 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 \$38,020 for the year ended 30 June 2018 and increases in both our assets and accumulated funds from the position last year.

The financial result and HomePlace's sound financial position is a significant achievement given the costs and uncertainties HomePlace is facing now and into the future. In particular, the ongoing transition to the National Disability Insurance Scheme (NDIS) will represent financial challenges for HomePlace. These include the cash flow implications of receiving payments after services are provided and the need for more robust costing and financial systems that interface with the NDIS. Investments have been made over the past year to prepare for the NDIS and further investments will continue in the coming year.

The Board believes HomePlace is well placed to meet these challenges.

**Braden Naylor**  
TREASURER

# FINANCIAL REPORT

## HOMEPLACE LIVING SUPPORTS INC.

### REPORT OF THE COMMITTEE

The Committee of Management reports that:

- (a) During the year ended 30<sup>th</sup> June 2018, one member of the Board of Management was engaged to assist with the implementation of a marketing plan. Remuneration of less than \$1,000 was provided for this work during the financial year.
- (b) During the year ended 30<sup>th</sup> June 2018, no officer of the Association, firm of which the officer is a member, or body corporate in which the officer has a substantial financial interest, has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association; and
- (c) During the year ended 30<sup>th</sup> June 2018, no officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value, except for the reimbursement of expenses incurred on behalf of the Association.

### STATEMENT BY OFFICERS OF THE ASSOCIATION

The Officers of the Association have determined that the Association is not a reporting entity as defined in Statement of Accounting Concepts 1 'Definition of the Reporting Entity', and therefore is no requirement to apply accounting standards in the preparation of these financial statements. The Officers have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the Officers of the Association:

- (a) The accompanying financial report comprising the income statement, balance sheet and notes to the accounts have been drawn up so as to present fairly the entity's financial position as at 30<sup>th</sup> June 2018 and its performance for the year then ended.
- (b) There are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable

Signed in accordance with a resolution of the Committee of Management for and on its behalf by:-

  
.....  
Chairperson

  
.....  
Treasurer

17/09/2018  
.....  
Dated

**INDEPENDENT AUDITOR'S REPORT**

**HOMEPLACE LIVING SUPPORTS INC.**

We have audited the accompanying financial report of HOMEPLACE LIVING SUPPORTS INC., and for the year ended 30 June 2018, a summary of significant accounting policies and other explanatory notes.

*The Responsibility of Homeplace Living Supports Inc. for the Financial Report*

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

**Auditor's responsibility**

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 Committee of Management, as well as evaluating the overall presentation of the financial report.

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

**Auditor's Opinion**

In our opinion, the financial report presents fairly, in all material respects, the financial position of HOMEPLACE LIVING SUPPORTS INC. as of 30 June 2018, and of its financial performance in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

  
Peter Hall Chartered Accountant

Peter Hall FCA  
25 Leigh Street  
ADELAIDE SA 5000

Dated this 18<sup>th</sup> day of September 2018

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# FINANCIAL REPORT

## STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDING 30TH JUNE 2018

	Note	2017 \$	2018 \$
<b>INCOME</b>			
DCSI - Recurrent Funding & Host Agreements		2,124,535	2,202,109
Dis. Services SA - Brokerage		408,477	567,697
DCSI Other Grants		-	75,676
DOH - CoS Grants		-	7,069
NDIS Income		-	57,683
Interest Received		8,031	7,103
Gain on Sale of Assets		-	6,450
Other Income		3,788	970
		<b>2,544,831</b>	<b>2,924,757</b>
<b>EXPENDITURE</b>			
Accounting		14,000	15,250
Advertising		1,899	1,183
Audit Fees		4,000	3,520
Bank Charges		1,081	758
Cabcharge		533	-
Client Expenses		69,624	69,601
Client Travel Expenses		41,096	74,312
Consultancies		50,824	56,888
Depreciation		7,871	7,397
Functions & Catering		4,109	4,799
Information Technology		4,122	6,235
Insurance		14,670	14,853
Library & Subscriptions		2,549	7,646
Loss on Sale of Assets		-	1,566
Management Expenses		4,258	-
Minor Equipment		-	3,695
Motor Vehicle		2,153	1,431
Occupational Health & Safety		2,960	2,371
Office Equipment, Supplies & Maintenance		9,415	7,419
Postage & Couriers		1,806	1,626
Provision for Annual Leave		11,962	29,139
Provision for Long Service Leave		11,056	29,402
Provision for Sick Leave		13,859	14,139
Provision for Training & Development & IT		47,695	41,687
Recruitment		10,156	10,583
Rent		23,635	24,817
Salaries Wages & On Costs		2,141,524	2,410,379
Staff & Board Training		15,058	17,695
Staff Screening - Police Checks		1,128	1,448
Sundry Minor items		5,328	5,726
Telecommunications		11,611	21,172
<b>TOTAL EXPENDITURE</b>		<b>2,529,982</b>	<b>2,886,737</b>
<b>OPERATING SURPLUS FOR THE YEAR</b>		<b>14,849</b>	<b>38,020</b>
<b>OPENING ACCUMULATED FUNDS AS AT 1ST JULY 2016</b>		<b>349,467</b>	<b>364,316</b>
<b>CLOSING ACCUMULATED FUNDS</b>		<b>364,316</b>	<b>402,336</b>

The accompanying notes form part of these financial statements.



STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDING 30TH JUNE 2018

	Note	2017 \$	2018 \$
<b>CURRENT ASSETS</b>			
Cash Assets	2	1,041,520	1,104,278
Receivables	3	77,318	54,144
Prepayments	4	2,973	-
<b>TOTAL CURRENT ASSETS</b>		<b>1,121,811</b>	<b>1,158,422</b>
<b>NON-CURRENT ASSETS</b>			
Equipment & Motor Vehicles	5	24,426	36,646
<b>TOTAL NON-CURRENT ASSETS</b>		<b>24,426</b>	<b>36,646</b>
<b>TOTAL ASSETS</b>		<b>1,146,237</b>	<b>1,195,068</b>
<b>CURRENT LIABILITIES</b>			
Payables	6	188,834	128,428
Provisions	7 (i)	416,477	441,019
Client Holding Accounts	8	46,000	63,273
<b>TOTAL CURRENT LIABILITIES</b>		<b>651,311</b>	<b>632,720</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	7(ii)	130,610	160,012
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>130,610</b>	<b>160,012</b>
<b>TOTAL LIABILITIES</b>		<b>781,921</b>	<b>792,732</b>
<b>NET ASSETS</b>		<b>364,316</b>	<b>402,336</b>
<b>ACCUMULATED FUNDS</b>			
Opening Accumulated Funds		349,467	364,316
Surplus for the year		14,849	38,020
<b>TOTAL ACCUMULATED FUNDS</b>		<b>364,316</b>	<b>402,336</b>

The accompanying notes form part of these financial statements.

## **HOMEPLACE LIVING SUPPORTS INC.**

Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2018

### **1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirement of the Associations Incorporation Act. The Board has determined that the organisation is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards and other mandatory professional reporting requirements:

MS5: Materiality

MS8 Events Occurring after Reporting Date

No other Australian Accounting Standards, Urgent Issues Group Consensus View or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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 valuations of non-current assets.

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

#### *Income Tax*

The organisation is exempt from income tax as a non-profit organisation and funds are not available for distribution to members.

#### *GST*

All income and expenditure are stated net of the amount of goods and services tax (GST).

#### *Comparatives*

Where necessary comparative figures have been adjusted to conform with the presentation of current year figures.

#### *Fixed Assets*

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. Assets purchased by grant funding are expensed in the year of purchase.

#### *Employee Entitlements*

Provision is made for the organisation's liability for employee entitlements arising from services rendered by employees to the balance date. Employee entitlements include annual leave, sick leave, long service leave where applicable.

# HOMEPLACE LIVING SUPPORTS INC.

Notes to and Forming Part of the Financial Statements - Continued  
For the Year Ended 30 June 2018

Contributions are made by the organisation to superannuation funds and are charged as expenses when incurred

## Revenue

Government and other grants are brought to account as income to the extent to which they have been applied to the intended projects. Amounts received and not yet applied are recorded, where applicable, as liabilities under Income Received in Advance.

	2017 \$	2018 \$
<b>2. CASH</b>		
Cash on Hand	200	200
Cash at Bank - Cash Management Account	35,998	30,905
Cash at Bank - Express Saver	987,222	1,043,054
Cash at Bank - Cheque Account	18,100	30,119
	<u>927,070</u>	<u>1,104,278</u>
<b>3. RECEIVABLES</b>		
Accounts Receivable	77,318	54,144
	<u>77,318</u>	<u>54,144</u>
<b>4. PREPAYMENTS</b>		
Prepayments	2,973	-
	<u>2,973</u>	<u>2,973</u>
<b>5. EQUIPMENT &amp; MOTORVEHICLES</b>		
Office Equipment - at cost	64,700	<b>64,700</b>
Less: Accumulated Depreciation	62,628	<b>63,457</b>
	<u>2,072</u>	<u>1,243</u>
Motor Vehicles - at cost	127,225	<b>112,462</b>
Less: Accumulated Depreciation	104,871	<b>77,059</b>
	<u>22,354</u>	<u>35,403</u>
Total Equipment & Motor Vehicles	<u>24,426</u>	<u>36,646</u>
<b>6. PAYABLES</b>		
Grants Received in Advance	79,865	-
GST Payable	59,713	<b>55,973</b>
PAYG Tax Payable	19,488	<b>22,034</b>
Accrued Salaries	14,222	<b>38,482</b>
Other Creditors & Accruals	15,546	<b>11,939</b>
	<u>188,834</u>	<u>128,428</u>

## HOMEPLACE LIVING SUPPORTS INC.

Notes to and Forming Part of the Financial Statements - Continued  
For the Year Ended 30 June 2018

	2017 \$	2018 \$
<b>7. PROVISIONS</b>		
(i) CURRENT		
Board/Management Training Fund	6,500	-
Capital Replacement Fund	30,000	10,000
Client Assistance Fund	-	2,100
Household Improvement Fund	20,000	-
Provision for Annual Leave	96,861	126,000
Provision for Enterprise Bargaining	10,000	-
Provision for IT Upgrade	50,000	40,663
Provision for IT System (MYP)	-	65,000
Provision for NDIS Implementation	50,000	-
Provision for New Service Delivery	30,000	60,000
Provision for Sick Leave	123,116	137,256
	<b>416,477</b>	<b>441,019</b>
(ii) NON-CURRENT		
Long Service Leave	<b>130,610</b>	<b>160,012</b>
<b>8. HOLDING ACCOUNTS</b>		
Client Holding Accounts	<b>46,000</b>	<b>63,273</b>

## 9. ECONOMIC DEPENDENCE

The Association is dependent on Government Funding and is in transition to provide support to clients through the NDIS 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.







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