



Individual Support Clients at Kangaroo Island

# COLAC OTWAY DISABILITY ACCOMMODATION Inc.

Annual Report 2013



Colac Otway Disability Accommodation Inc acknowledges the support of the Victorian Government.



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Shop 6 Otway Plaza, 58 Hesse St, Colac ♦ P.O. Box 370, COLAC 3250

[coda@coda.org.au](mailto:coda@coda.org.au) ♦ Phone (03) 5231 1573 ♦ Fax (03) 5232 2499

[www.coda.org.au](http://www.coda.org.au)

# BOARD MEMBERS

Chairman



Trish Stephens

Vice Chairperson



Andrew Wright

Treasurer



John Scarrott

## General Board Members

Bruce Edwards, Geoff Wallace, Lloyd Brunt, Mary Carew, Michael Chapman, George Roberts, David Schram

## Finance Committee Members

John Scarrott, Bruce Edwards, Trish Stephens



Back row: Andrew Wright, Trish Stephens, Michael Chapman, John Scarrott

Front Row: Lloyd Brunt, Mary Carew

Absent: David Schram, George Roberts

# EXECUTIVE REPORTS

**Trish Stephens - Chairperson**

As a Board we endorse all the following reports including the CEO report by Jacqui Soares.

Jacqui brings a vast amount of knowledge, professionalism and drive to her position. We thank her for all her work this year, sometimes under particularly difficult circumstances. She has done much to raise the profile of CODA.

It is pleasing to report that we are in a very sound financial position to face all of those 'unknowns' that DisabilityCare is still working on. With the organisation's dedicated and competent staff we look forward to a very successful future for CODA.

Thankyou to the Board members who have supported me this year. Many of them live very full lives and we certainly appreciate the time and talents that they bring to the Board.

# CEO

## Jacqui Suares

It is indeed a pleasure to present the CODA Inc. Annual Report for 2012-2013, and I hope you will all enjoy reading the details of another busy year for all at CODA. Our thanks to all our staff, in their various capacities, who compile such comprehensive reviews, sometimes with much cajoling – but always a highlight of the report!

Some special achievements during the year were the participation of the CODA team in the Relay for Life event; including all the fund-raising activities in the lead up to the relay. This has been a real team effort, and we pay special tribute to Bernice for her leadership of this activity. Our Individual Support team have enjoyed more individual and group excursions this year, not the least being a trip to Kangaroo Island; which was a great success and a destination highly recommended by our clients and staff for the wonderful hospitality they enjoyed. The Langdon House, Cass House and Jalmah clients have all enjoyed lots of social events, performances and community activities as per their own preferences and choices – all documented in the many happy photos you will find scattered throughout this year's report.

We acknowledge and thank our partners at DHS – West Division for their continued support to CODA, most especially our Senior Engagement Officer, Alan Murphy. DHS provided additional funding through the Minor Works round of \$6,722 to provide air-conditioning throughout Jalmah, and purchase a weigh chair for Cass House. We have not been able to successfully resolve the issue of funding for a second staff member at Jalmah; and CODA continues to bear the cost of providing this much needed additional support to the residents; however we remain hopeful that an individualized approach during transition to DisabilityCare will facilitate a better outcome.

While we have continued to focus on maintaining our current service provision at the highest quality, the past years efforts (at least administratively) have largely been targeted at preparing for the Victorian launch and implementation of the Nation Disability Insurance Scheme, the NDIS – or as it is currently known – DisabilityCare Australia. In considering priorities for the enhancement or in fact further development of our service provision, the CODA Board reflected on the words of a past United States Secretary of Defense, Mr. Donald Rumsfeld.

*“ There are known knowns; there are things we know that we know. There are known unknowns; that is to say, there are things that we now know we don't know. But there are also unknown unknowns – there are things we do not know we don't know. ”*

As an organisation we need to be prepared for the things we can predict and know will present challenges; we need to be prepared for those issues that may arise that we have not thought of yet or considered; but we also need to be attuned to the prospect that there may be unintended

consequences of this bold new social experiment because no-one has fully understood the intrinsic complexity of such monumental change. The world of disability support as we have known it, has built up layer upon layer over decades; and the community has participated and contributed to that development in many, varied ways – not the least by volunteerism and philanthropy. It is hoped that in moving to a fully funded, social insurance model we do not lose the values and ethos of the past.

Last year I indicated we would be concentrating on four key issues to support a successful transition for CODA; as an organisation that has the people we support at our core, and the people we employ as pivotal to delivering the outcomes. To date the following is an indication of our progress:

Intent	Outcomes
Accurately cost, track and recoup expenditure	<p>CODA participated in the development of pricing, costing, strategies, and tools as part of the FaHCSIA-funded Practical Design Fund, hosted by Inclusion Melbourne.</p> <p>CODA has purchased and begun implementing a web based client management tool, which will enable accurate cost tracking, timely and mobile access to information, outcomes measurement; and we believe will meet the requirements of DCA.</p> <p>CODA are a registered provider with DCA, and are developing our competence working with the DCA Provider Portal</p>
Recruit, support and retain quality staff	<p>CODA has been highly successful in recruiting additional administrative support staff to assist in the implementation of DCA.</p> <p>Kat Bryan joined the administration staff in 2012, and brings a youthful exuberance and breadth of skills to the team.</p> <p>In January we welcomed Monica Provan as our Capacity Building Project Worker, along with a number of additional staff in the Individual Support area; which continues to grow.</p>
Effectively promote the organisation	<p>CODA's website has been completed.</p> <p>All promotional materials have been reviewed, and updated to include appropriate references to DCA.</p>
Support families and clients through the process	<p>2 Information sessions one with ADFO and one with DCA staff have been held for families and people with a disability.</p> <p>Quarterly newsletters contain updates, and information is regularly passed on via email to those families and carers who have provided their details.</p> <p>Support to clients and families to complete necessary paperwork, and processes explained as required.</p> <p>Support has been provided to clients attending planning meetings where it has been requested by the person.</p>

Some of our Board members have attended NDS Board Challenge sessions, which while presenting some of the complex issues organisations need to grapple with in such a dynamic environment; also highlighted that CODA is well placed to embrace the future. As an organisation we have solid governance processes in place, are well regarded by our community and are financially secure. Our staff, admirably led by Pip, Monica, Jennie, Kerrie, Mitzi, Sue and Sandy are a pleasure to work with, and it is indeed an honour to work with such a dedicated team.

On a personal note, Mia, Ross and I were invited to participate in the Victorian Governments launch of DisabilityCare in Geelong on the 30<sup>th</sup> June. It was an incredible privilege to be asked to speak as a carer, and discuss the significance for our family of the implementation of the NDIS – a revolution many of us never really believed we would experience. The media flurry that followed was quite overwhelming; but the most poignant moments were those spent with other carers who expressed their appreciation for ‘telling their story’. Mia has since become the cake-cutter extraordinaire – and yes, we have been asked if she has her own media unit!



Bruce Bonyhady, Minister for Disability Services Mary Wooldridge, Mia Soares, Premier of Victoria The Hon. Denis Napthine and Jacqui Soares

At the Launch of DisabilityCare Australia

# Quality Manager

Pip Watt



The past twelve months has seen CODA Inc. implement the Department of Human Services new quality standards. The standards are – **Participation, Wellbeing, Empowerment** and **Access and Engagement**. These standards have been developed to focus on outcomes for clients and provide consistent compliance requirements for a range of Human Service functions, including Child, Youth and Family Services, Homelessness and Disability.

To ensure we meet these standards we are mandated to undergo regular assessment by an independent, external organisation. In May 2013 we commenced this assessment. Stage 1 was primarily an opportunity for the assessor to visit CODA and view CODA Inc.'s systems and governing documents such as Policy and Procedures. Stage 2 is scheduled for late August and this visit will enable our external assessor to meet with our service users for direct conversation regarding our effectiveness.

We have continued to seek feedback from our service users in a variety of ways and this year received comment from both staff and clients. These comments help to inform and improve, not only, our service delivery but also our new strategic plan.

Staff teams have implemented a range of quality improvement activities

- we have commenced implementation of the Comprehensive Health Assessment Planning tool
- improved work scheduling and rostering
- continued to work with staff to ensure our client's wishes to access the community are met.

In the coming twelve months we are working towards development of a database of successful outing experiences for clients. Listing venues that are easily accessible and enjoyable for our clients, which we hope to be able to share with families/carers via our Newsletter.

In addition, the implementation of a computer based client management system will enable us to effectively track client outcomes; we have commenced inputting data into this system and hope to be in a position to start recording electronic case notes within the next two months.

We received only one complaint that required reporting to the Disability Services Commissioner's office during the last twelve months. We actively encourage our service users to let us know if they think there is opportunity for improvement at any level of the organisation; their feedback is always welcome.

Our work in this last year has been undertaken against a background of significant change for the sector generally and for organisations based in the Barwon Region in particular as we witnessed the launch of Disability Care Australia on July 1<sup>st</sup> 2013. CODA Inc. management have participated in several projects which will support the implementation of DisabilityCare Australia, including the

development of a costing tool and a workforce capability framework.

CODA Inc. has also been a leader in the service environment with the opportunity to work with a client in a self-directed funding model, this arrangement has provided us with experience that will help us to embrace the implementation of a changed service era.

The Carers Recognition Act was legislated in 2012 and formally recognises the vital role played by family and carers in supporting those with a disability, often at a very significant personal cost, be it physical, psychological or, of course, financial. CODA Inc. continues to recognise this important role too and holds regular Family Forums. In the last year these have focused on ensuring our families are informed regarding DisabilityCare Australia. Our first information session was held last year at WHK Accountants and was well attended with approximately 40 family members using the opportunity to ask questions and provide comment. It is hoped that the introduction of DisabilityCare Australia will demonstrate the government's commitment to families and carers with practical solutions that will ease the burden of everyday living.

I continue to be grateful to our frontline staff who demonstrate their remarkable knowledge, good humour and dedication on a daily basis. We have responded flexibly to a range of complex client issues as they have arisen and supervisors and staff are to be commended on this. Feedback which has supported my view has included statements like

*"We think CODA provides very high quality service"*

*"We are so grateful to have CODA"*

*"I want to express our deep appreciation for all that B. has done to enable H. to attend her nephew's wedding in Launceston."*

We have been very fortunate in the last twelve months to add some significant skills to our current staff mix including the recruitment of a (previous) physical education teacher and another worker experienced in hearing impairment/deafness. Additionally, those of you who occasionally drop in to our reception area will have had the opportunity to meet Kat, who some may recognise as a keen Colac Player (both front and back of house). Kat's experience also extends to working with CFA and her very particular skills will be put to good use as we develop emergency management plans with our clients.

We are pleased to report that our incidence of staff injury is low; but occasional unexpected behaviours sometimes produce a distressing result. I thank all staff involved for their flexibility in accommodating a successful return to work program for one injured employee during this last six months; WorkSafe would be proud of us.

I feel privileged to work at CODA; a shared focus on commitment to clients provides the basis for a strong workplace culture, demonstrated by low staff turnover. I take this opportunity to thank all those who actively support our continuous quality improvement environment and look forward to another rewarding year, with a focus on strengthening the range and quality of our services supported by a dedicated staff and supervisor team.



# Strategic Plan

## Monica Provan - Project Manager

This past year has been the “last leg” of our 2010-2012 Strategic Plan. Senior management initially found it difficult to identify what had been achieved as the review process commenced, yet our staff and board members reminded us of the significant progress made through our everyday activity.

The key elements of the 2010-2012 plan were: partnerships, aging in place, communication, facilities management and continuous improvement. Our key achievements against this plan include:

- Our ongoing involvement in dKnet: a partnership for sharing and communication information and documented resources, viewed as an exemplar partnership across Australia
- Resolution of the 24 hour staffing model at Jalmah
- Dowling Street development
- Purchase of an investment property
- Significant works at CASS House
- Successful certification against the Victorian Quality Framework for Disability Services
- Staff training to support our clients to remain in their homes as long as possible, and
- Website development

The review process also lead in to the development of our new strategic plan for 2013-2015, with feedback from our clients, families, staff and board members being used to guide our strategic directions as we transition in to a new service era. The new plan has a strong emphasis on direction and action specifically in the next twelve months as we work through the requirements and implications of DisabilityCare Australia and associated potential for growth. A new service system will impact on our entire service; on our governance structures, administrative procedures through to direct service provision undertaken by staff, and all changes must be implemented whilst maintaining and improving the quality of service to our clients and families. A twelve month business plan has been developed from our strategic plan, which will be reviewed and adjusted on a quarterly basis as we come to understand, work through and apply new requirements.

The prominent themes in our Strategic Plan 2013-2015 include the important ongoing activity from our last plan, as well as broad directions and actions required to support and engage with services requested by our clients and funded by DisabilityCare whilst maintaining organisational sustainability. These are:

- aging in place,
- risk management,
- technology ,
- capacity building for viable growth,

and as always,

- our commitment to continuous improvement of the services provided to our clients

# Acknowledgements

CODA Inc. acknowledges the significant supports provided to our clients and staff during the year, and sincerely thank the following organisations and people.

DHS Regional Office Staff - particularly our Senior Engagement officer Alan Murphy

Active Taxi's

Businesses which provide employment opportunities - Brian Lloyd, HICO, Colac Ironing Service

Bluewater Fitness Centre staff

Colac Ambulance Service

Colac Area Health Staff

Adult Day Activity Program - Sally Sparks & Staff

Colac Otway Regional Advocacy Services - Paul Brady and Jess Buchanan

Colac Otway Shire - Rural Access and HACC

Colanda Residential Services & Opus Staff

Our dKnet partners - Asteria Services Inc., Focus, Mawarra Centre Inc.,  
PAST Inc. & Pinarc Support Services

Karingal

Leisure Networks in partnership with:

Colac Night Netball Competition

Colac Basketball Association

City United Cricket Club & Cricket Victoria

SkillsConnection - Marita Brady and Staff

St. Laurence - Holly Kercheval and Staff

Ali & Mark Zampatti

Neighbourhood House and Community Hub Inc.

Terry Atchison Architect

This year has flown by so fast, I must admit I was a little taken aback, when I opened my email to see the words “Annual Report” staring back at me. It truly feels like only a few months ago that I had completed the last one and if nothing else, this does indicate to me that we have indeed had an extremely busy year.

As the year has rolled by, we have without doubt had our fair share of ups and downs, and as always in any times of stress or crisis, the Cass house team have never failed to step up and do whatever they can to make sure there is as little disruption as possible to the day to day lives of our residents, it is only through their dedication and support that we manage to get through whatever unexpected events that come our way. I would like to take this moment to thank each and every one of you for all that of your hard work and the true caring for the wellbeing of all of our residents, I truly do appreciate all that you have done.

We have had some changes to our team in this last 12 months with Aaron leaving us to pursue other ventures and Paul, who has not only said farewell to CODA, but also to the cold Victorian weather making the move with his family to sunny Queensland, we wish them both all the best for the future. Now that I have said my farewells, I would like to extend a very warm Cass House welcome to the newest members of our team Lucy and Julie; we are very pleased to have you both on board.

I would now like to say a very big thank you to Jacqui and Pip for being there to offer support and



Simon - Clowning Around

guidance whenever it is needed and also at times for just listening, you truly do make my job so much easier. Thank you also to our lovely ladies in the office Jennie and Kat, who handle all off my out-of-the-blue enquiries or requests for assistance with a friendly smile and the greatest of ease. I would also like to thank Mitzi and Sandi who are always willing to offer advice and a special thank you to Sue, who has rearranged her roster more times then I can count to help me out when I have been in need of extra staff, I appreciate all you have done and am very sorry for any headaches I have caused.



Simon at the Australia Day Celebrations

I am very pleased to say that the works to improve Cass house have continued throughout this last year, with the interior of the house being painted in light neutral colours giving the whole house a bright and clean and feel. We have also had non-slip flooring put down in the kitchen/dining area, entrance, passage way and laundry, which has not only made things a lot safer for both residents and staff, it also looks a lot fresher. There have been new shelves put into the dining room and kitchen pantries, which have given us some much needed additional storage space and the Tastic's have been replaced in both bathrooms.

CODA has purchased a lovely Blackwood TV cabinet for the main lounge room, a new microwave, outdoor setting and also a weigh chair. CODA has also hired a lady to help keep the garden in order and a cleaner to come in for two hours twice a week; this has been a great assistance to the staff. All off these things have made a great difference to the living and working conditions at Cass House. we are all now very much looking forward to the renovations that will be starting a little later in the year.

Some of our residents have also had some much needed updates to there personal equipment, with James having a green polka dot recliner custom made (he picked the fabric) and Simon getting a very fancy new electric wheelchair, in Essendon colours of course. Also, James has been fitted for a new



AJ at the Australia Day celebrations

wheelchair and Chris has had a fitting for an electric wheelchair, we are waiting for them both to arrive anytime now.

With the number of staff required to assist with our residents on outing, we have often found it a little difficult to get out and about as much as we would like, but this year I am happy to say we have managed to accomplish a few more, by taking out smaller groups to things that are of particular interest to them. These outings have included a performance at COPAC of Aladdin by the Colac Players, a night out at the roller derby to offer support (with a lot of cheering) for our

local team the Derby Dolls, open mike night at the Carolyn Theatre, a trip on the ferry from Queenscliff to Sorrento and very special one for Simon-a night out at the New Age Wrestling where his nephew was one of the star attractions. I would just like to add that Simons nephew offered a personal invitation to Simon and all the residents at Cass house and arranged for them all to have fantastic ring side seats. There have also been trips to some of the guys favorites, The Ballarat Wildlife park, The Ballarat Bird Sanctuary and some local attractions such as the Birregurra Festival, The Colac Show, The Colac Custom Car and Bike show and a very much enjoyed BBQ lunch at Jalmah to celebrate Australia Day. There has also been time spent with family and friends, visits to our local cafés and restaurants, time spent at the local pool, Community Access programs and countless little trips to go shopping or simply just to get out and about.

Health wise things have been pretty much the same as most years. Our residents have had all of their usual appointments with their GP's, Dentist and visits from the VNS, also we have had



AJ and Matt

residents have a few shorts stays in Colac Area Health for minor health problems, four of our residents have had day surgery for routine tests or dental work and of course we have had all of the usual tummy bugs, viruses and flu's, but all in all I am pleased to say there has not been any major ailments fingers crossed this continues on for a long time to come.

I would just like to pop in a quick thank you to all our day program providers Skills Connection, Karingal and St Laurence, who offer great support to our guys throughout the year, the contribution you make to their lives is indeed a very important one.

This year our staff have attended various training, these have included first aid and CPR updates, manual handling, infection control and an information session

on the NDIS. I have also attended training on behaviors of concern and palliative care in dementia.

Staff have had time off throughout the year due to illness, one staff member has had time off on work cover and of course there has been time off taken for much deserved annual leave.

I would just like to finish off this year by taking a moment to offer my deepest condolences to all those throughout CODA who have experienced the loss of a family member or loved one this year, you have handled your time of grieving with the upmost courage and my heart and thoughts have been with you all.

# JALMAH

## Mitzi Featherstone - House Supervisor

2012/2013 has proved to be a year of challenges, constant changes and sadness, while at the same time, rewarding, satisfying and ..... fast!!!

The year has certainly shown us how a team of dedicated, caring, compassionate staff can pull together. Not just to support the residents in our care with all aspects of their lives, to achieve their wishes and goals, to provide care to those who are at their most vulnerable, to show support to those who are at their lowest emotionally, but to keep each other buoyed up to cope with the busy, draining, sad, frustrating and chaotic times in our work and private life. The staff at Jalmah show how, with understanding and team work, we can stay afloat (most of the time) and get through these times together! Thank you, again, Bernice Reynolds, for your commitment to all of us- residents, fellow staff, families, CODA and ME!! Laura Bamford, Sue Spokes, Julie McDonald, Renee Wilson for following oh so closely behind, and being so supportive of all, and flexible!!!! It never ceases to amaze me how the staff rally around the Jalmah family. I'm so glad I belong to it! Also our fantastic casuals, Amy Cole, Annette Ruhl and Kirsti Featherstone.

Thank you to CODA Board of Management, the Management and Administration team, supervisors for your support and assistance over the year. The organisation remains client friendly and nothing appears to be too much trouble to support our residents. Thank you to Sandy, for your friendly ear and common-sense advice; it surely has been needed this year!!

The staff has undertaken mandatory training – First Aid/CPR, Fire Training Medication etc; and other training included staff forums, Infection Control and recently, Supportability, a new web-based documentation system (mmmmm.....that will try us!!).

As most reading this report would be aware, the happiness, health and well being of the residents at Jalmah is uppermost in our aims. We can usually achieve 2 out of 3, with the health side being elusive to some of our residents.



On May 31<sup>st</sup> this year, Kathleen Keyte, after a year of deteriorating health, passed away peacefully. It had been a tough year for Kathy, with her care becoming more difficult and all consuming. The other residents in the house have had a year of mixed emotions and worrying times, and are missing her presence, which of course was bright, fun and colourful. RIP Kathleen Frances Keyte.

One of our residents has also had a tough year health wise, and is currently suffering ill health and requiring extra support and care. Another resident requires sedation/anaesthesia for minor procedures. This adds strain and tension for the other residents, as we are still under funded for the needs of those in our care. All residents require full support with all medical and allied health appointments, of which there are many. And then there are the beauty appointments, massages etc. The aging of our residents and the need to keep them healthy and participating in day programs and supported employment is an ongoing dilemma. Perhaps Disability Care Australia will have answers!

I need to thank service providers- St. Laurence, Skills Connection, Karingal and ADAC for their flexibility when it comes to the residents programs and supported employment. There have been changes in, around and between services, with the residents enjoying programs and activities. St. Laurence provide in-house support twice a week which allows them to have days at home. I'm sure that is what has helped all get through some weeks, with a



Back row: Angela and Heather Front row: Kathy, Ben and Mary

restful, quiet day to recharge batteries. It has given us the opportunity to have Marg Williamson as part of the Jalmah family too. The beautiful cards and craft items are part of Margs' program, and some cooking too. We all benefit?!?! from the latter!!! At this stage I should farewell Di Obrien from St. Laurence, a long time staff member who has been great support to all ... keep in touch Di.



Pip and Heather

We continue to implement our Quality Initiative plan with the residents leading a healthy lifestyle- growing vegetables, going for walks/walking the dog, following a healthy eating plan etc., and accessing the community with involvement with the Relay for Life and fundraising for this event. Health issues and short staffing has put a bit of a damper on holidays and outings in recent times. We figure, let's bring the community to us!!! The residents have made cards and craft items to sell, held a Australia Day party, a Fifth Avenue Jewellery Party (thanks Suse Melville) and a Tupperware Party (thanks Sam Daley) and raised money from the lunch and afternoon tea held as well as the goods donated by Suse and Sam were raffled. It has become a yearly event to participate in the Relay for Life ably led by Bernice and the support of staff to allow the residents to be as

involved as they are able to be. We have all met some amazing people and enjoyed events due to this involvement. The residents also access the community for everyday activities, lunches out, shopping (yay!), the theatre, and live theatre and concerts. Ooh, nearly forgot the usual Christmas get together – lots of fun, food and pressies.



Jalmah itself has required some maintenance over the year. Lots of minor repairs- shower screens, stripping in doorways, curtains, gate locks, vinyl repairs etc. Also some more costly repairs-major roof clean, replaced heating/exhaust fans in both bathrooms, toilet door

mechanisms, replaced heating unit, replaced stove, replaced and purchased reverse cycle air conditioners, repaired eaves under front porch, and replaced rotten structure of covered area and replaced the laser lite. The bus has also had some minor repairs, and new tyres! We also purchased a wheelchair, shower chair and 2<sup>nd</sup> dryer. The house and equipment undergo yearly checks to make sure all is safe and working well.



Sue and Ben

Blue Water Fitness, Curves, Colac Taxi's, Safeway, Red Rooster, RSL, Austral Hotel, COPPAC/Picture Theatre, banks-The ANZ, Commonwealth, National and Westpac, hairdressers- Men Only, Denise Duryea, Hair on Hearn, Pam Cuthbertson, and Bella and Helena, all assist to make access to our community positive and friendly – thank you all. Mrs Radcliffe and Mrs Collins – thank you for your support of residents to pursue their personal interests.

Thank you to the families for your ongoing care and support of your siblings. One lady managed to attend her nephews wedding in Tasmania, with the support of her family and a Jalmah staff member, certainly a memorable occasion for her. Another has a brother (4 in all) for every occasion!! I would like to mention Mary Ann and Michael Chapman- thank you for your commitment to Kathy (Mary Ann sister!) and Jalmah, nothing was too much effort with anything needed towards Kathy's care and well being which certainly made my job easier. Michael has served on the CODA board for around 17 years, his commitment to CODA and Kathy obvious in that alone.



Kathy and Bernice

**Every year the residents have their say, so here goes:**

### **Heather Purdey**

I am very happy to live at Jalmah, the staff have been very, very good to me. I'm still very happy. I personally hope I never change, and I will always live here. Erica and Alan are very happy with how the staff look after me, and so am I. It's just a great place to live.



Heather is pictured here with her niece, partner and new baby, visiting from Spain – how very special.

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Angie is pictured checking out the "jewels" at one of Relay for Life fundraisers – very pretty.



### **Angela Chamberlain**

*Do you like living at Jalmah?*

Yes I do, and I love working with everybody. I love cooking and playing with my puppy dog. I like setting the table and I love doing knitting. I like talking to Gloria (sister) on the phone.



Mary off for a bike ride with her brother Mick from Melbourne – as I said a “brother for every occasion!”

## Mary Roche

### *How do you like living at Jalmah?*

Good Mitzi, I enjoy having all the staff here. I like having a good time, doing all the good things here. I like cooking and having a chat to you lot. I like listening to the radio.

## Bernard Dunne

### *How do you like living at Jalmah?*

Fine

### *What are your favourite things?*

Points to CD player, TV, pictures of helicopters.

### *Anything else?*

Nothing

### *Do you like the staff?*

Yeh

### *Do you like your housemates?*

Yeh, that's all.

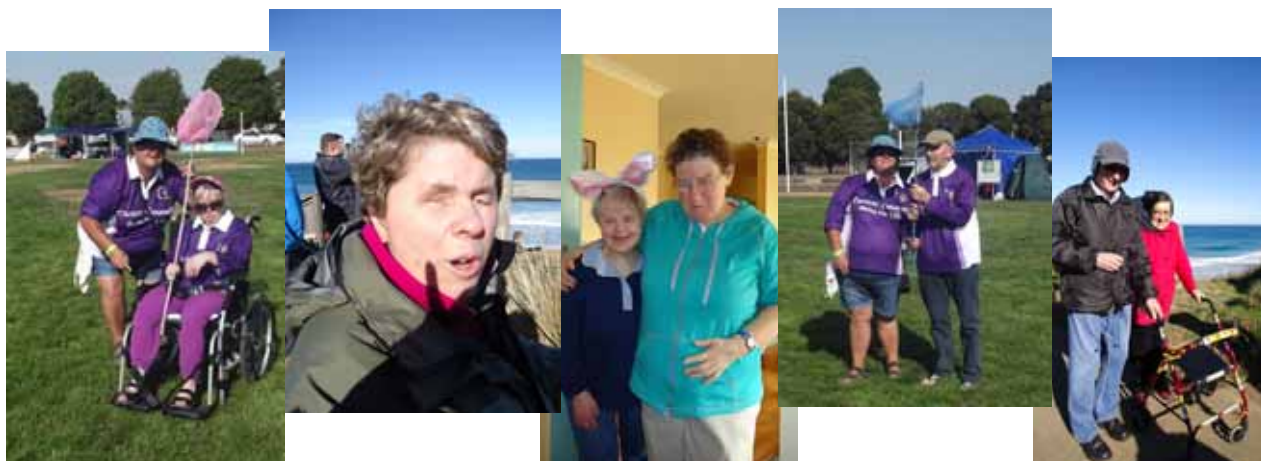
Man of few words!!!

Ben pictured below, smelling the roses or the vegies!





Jalmah continues to be a friendly, safe and happy environment for all, staff, residents and pets (yes, Sparky is still a HUGE part of the Jalmah family, a comforting, loyal little dog who loves us all unconditionally). I hope the next year brings lots of good memories and fun times!





Christmas 2012

# LANGDON HOUSE

**Sandra Barber - House Supervisor**

Another fruitful year has passed, quite quickly in fact, although at times I thought not quick enough. There has been fun activities, with the ever capable Langdon House staff. The staff comprise of Barb, Jo, Joy, Nick and Chris, a formidable team, who strive to support clients and their families and carers with a professional approach, in their needs, requirements and day to day activities.

This year has seen the beginning of another audit, and dKnet changes (all good) which enables the smooth, up to date effective running of CODA.

I would like to thank my fellow supervisors, who I have mentioned for the past 10 years. This time some are new and some old (but not you Mitzi, you are never old). For another year they have been a solid sounding board, for sharing (stealing) ideas, positive attitudes and up for a laugh, usually at ourselves.

The office personnel are forever helpful, especially that sweetheart Kat, and I would like to welcome back Monica who has returned to CODA after a stretch with the Department of Human Services. Pip and Jacqui, I don't know how your brains can absorb all that information and yet you both remain smilingly calm.

CODA have, as usual, offered staff the choice of flu vaccinations, training in C.P.R., medication, manual handling, infection prevention, refresher fire safety, supportability and the National Disability Insurance Scheme (which has been renamed DisabilityCare Australia) and many others to keep our skills up-to-date.

Now for work, DisabilityCare Australia has been launched which is proving daunting for some. But, it seems, that positive outcomes are hoped for all concerned. Also, it will bring with it a new learning curve that will have its hiccups along the way.

As in previous years Relay for Life has been a great success thanks to Bernice and the Jalmah crew. The Langdon gang enjoy the fundraising activities that they plan and highlights this year have been



Lachlan and Joy during the Australia Day Celebrations

the Sausage Sizzle, Jewellery Party, Jewellery Raffle (our staff member Jo won it and that is after winning another, slightly more significant raffle), a Bingo day at Langdon (lots of fun), Australia Day, poor Joy kept losing her Kangaroos (ask her).

The activities that we have undertaken this year have been varied, and usually depending on the weather (especially for

Mia, Hanah, Kate, Jane, Joy and Jo meeting the stars of the hit musical

# JERSEY BOYS





Taking a break during Relay for Life.



Jeremy and Jo

walking), but there have been lots of trips to the cinema, the shops, dining out, birthday celebrations. We took a look at wee Robert Burns Day at Camperdown. Kana was an enjoyable day even if the weather was unkind.

Several clients and staff spent a couple of nights in Melbourne, went to the Queen Victoria market, saw Docklands and enjoyed the musical *“Jersey Boys”* and even managed to meet the Stars.

Another night out with dining at Mexican Graffiti followed by the *“Buddy Holly”* Musical at GPAC, what a great venue, off to Melbourne again to King Kong awesome, scary, sad, just a few of the adjectives Clients mentioned, dinosaurs at the Otway Fly, great show, but terrain not so wheelchair friendly. Clients have mentioned several outings that they would enjoy attending over the next year, which is exciting to be able to assist with their wishes if possible.

Langdon House always copes very well in a crisis situation and I would like to thank many families who swap their weekends to accommodate those families in crisis. We have such a wonderful family community with 30 families who utilise Langdon House and are always available in assisting staff with updating paper work throughout the year.

Last, but not least thanks for another fulfilling year with more adventures to come. Some will be challenging and many will be rewarding.





# INDIVIDUAL SUPPORT

**Sue Gamble Coordinator**

This is my first report for Individual Support since taking over in the Supervisor's role just over 12 months ago. I must say that the Individual support clients and staff have been extremely welcoming and everyone appears very settled. The support given by Jacqui, Pip, Jennie & Kat has been invaluable. It has been a year of ups and downs but also a very rewarding year.

We have welcomed five new staff this year and said farewell to another. Karen has moved to S.A and we wish her all the best. We welcome to our team Ketrina (from casual to permanent part time), Jo-Ann, Kath, Bree and Belinda who have been a fantastic addition to our little team and always go above and beyond for all our clients in Individual Support.

There has been a lot of work on ensuring that all the paperwork for the clients is completed and that they all have an annual C.H.A.P (Comprehensive Health Assessment Program) form completed. It's been all systems go with lots of great work and ideas from all of the Individual Support Staff. This is also evident in how settled all our clients are at this time.

Now onto the Individual Support clients; what a year we have had and one of the highlights was our Christmas celebration. We went to Blood



Andrew and Neil at Hogs Breath Café.

on the Southern Cross Light and Sound Show at Sovereign Hill. Claire helped to organise the trip and Ketrina & Megan were in charge of the games on the bus. Tea at Hog's Breath Café in Ballarat was a special treat for all along with the Kris Kringle gift giving. Everyone had such a fun night. The trip home was an adventure as a mini tornado had gone through Mount Helen, but we made it home safe and sound.



Catherine and Brendan at Hogs Breath Café.



The start of 2013 meant it was time to start organising the biennial holiday for the Individual Support clients. We settled on Kangaroo Island, S.A. for our holiday. The date was set for May 13-17 and the girls at Colac Travel Service were wonderful in their assistance.

We had the best driver/guide on Kangaroo Island in Les, who looked after us all extremely well and went beyond his call of duty by dropping and picking us up each night for tea. Les went out of his way every day to make ALL the clients feel very welcome.



Les and John lead the troops

John became our honorary tour guide, complete with microphone. He explained where we were going and what we were seeing and became Les' right hand man. Another special treat whilst away was Les taking us to his friend's "castle" at night to see it all lit up with fairy lights and moving objects. It was truly a magnificent holiday filled with so many great memories that everyone loved. A DVD is currently being made of all the photos and the story to go with it. When we got back home we wrote to Sealink (the company responsible for tours on Kangaroo Island) and nominated Les for an award. I am pleased to

report that he was given the C.A.R.E award which stands for Customers, Attitudes, Responsibility and Environment.



**The Joker – Andrew J** – Andrew is always smiling and happy to see staff. His favourite sayings are "How you been Mate?", "How's things with you?", "What's news with you?" and "I'm happy – I love my unit". Andrew's parents visited a couple of times during the year and Andrew with the assistance of staff booked return flights to Sydney to visit his sister for Easter and is looking forward to a train trip to Warrnambool to visit cousins in the near future. Keep smiling mate, you make us all smile.

**Joyful Jodie** – Jodie has been living healthy and is looking terrific. Jodie also received her new electric wheelchair which she had been waiting for nearly 12 months. Jodie has also recently become engaged – Congratulations Jodie & John from all at CODA.



**The worker – Neil** – Neil has been very busy working in open employment with Brian Lloyd, they are currently doing the new extension for Millville Child Care Centre. Neil had some electrical safety work carried out recently and a new fluorescent light installed in his shed. Neil continues to be a character and enjoys a joke.

**The Quiet Achiever – Andrew K** – Andrew continues to enjoy his swimming several times a week. Recently we welcomed a new support staff for Andrew in Belinda, who has managed to re-engage Andrew working back at Blue Water Fitness along with his continuing work at Trinity College, Neighbourhood House, IGA, Mitre 10 and Betta Electrical. Andrew attended a one day Cricket match earlier in the year with Sue; he really enjoyed the atmosphere and the “Mexican Wave” when it went around the stadium. The day finished well with the Aussies having a win.

**The helper – Peter** – Peter as always loves to help anyone out. He wanted to go on a holiday this year and it took 7 months and many painstaking hours to plan his holiday to the Perth Truck & Trailer show. Sue accompanied Peter for 5 days and he thoroughly enjoyed himself. He even managed to fit in a one day visit to the Perth Zoo. I think in total he collected over 60 pens, 20 or so Stubby holders, water bottles, note pads and many other collectables.



**Not big on words – Brendan** – Brendan has again continued his support of the Geelong Cats in the AFL. With the new stadium getting built at Geelong he was very excited to get to the very first night match that was held at Simmonds Stadium in Geelong. Brendan appeared in an Antz Pantz stage production as a blind man; he even managed to convince some of our seasoned Colac Players member's that he was actually blind. We have an actor in our midst I think.

**Loveable Catherine** – Catherine also got to go and see her beloved Cats play in Geelong. Catherine is always on the go with Netball, Basketball, Antz Pantz, Thumbs Up, Ten Pin Bowling and a social life bigger than anyone's I know. Catherine is always enthusiastic to try new things and approaches life head on.

**Marvellous Marlene** – Marlene loves to attend the Adult Day Activity Centre. She enjoys their Bus trips 1-2 times a month to go out for lunch. Marlene continues to knit hats for the “sick babies” overseas and has them sent off regularly. Marlene had a trip with Oz Mates this year to the Mildura Country Music Festival and had a wow of a time. She also went to Mount Gambier for her sister's 50<sup>th</sup> Birthday celebration; travelling on the train to Camperdown and driving with her sister-in-law from there. Marlene also went for a long weekend to Warrnambool to visit another sister too. Marlene just has too many family members but she does love to catch up when she can.



**Caring Claire** – After many years of trying to get into a different unit, Claire managed to find a private rental of a one bedroom unit, and she now lives near one of her best friends, Nicole. Claire has had a rough emotional year, and it is lovely to see her being more settled both emotionally and physically. Claire loves her new unit and takes a lot of pride in keeping it clean and tidy. Claire is also involved with the Lions Club of Colac and loves volunteering to help them out when they need it.

**Big John** – John has had lots of new things this year, to help him live his life to the full. He got his new roller door installed to help him access his scooter, he got a new bed and mattress and is waiting on his new fence which the body corporate are doing as a joint venture for all the units. Along with all this John loved his holiday with us to Kangaroo Island and became our honorary tour guide. John also went over to Sorrento to see the old Portsea Camp that he went to as a child.



**Smiling Scott** – Scott had his car modified and got his “P” plates with ease. He is enjoying a lot more freedom and independence. Scott is much more confident now and is always smiling.



Well that's it for this year, it has been a whirlwind of a time; but at the same time it has been an extremely rewarding year and I am looking forward to another fantastic year ahead with my wonderful staff whom are ever so supportive and nothing is ever a problem. Thanks Megan, Ketrina, Kath, Bree, Jo-Ann, Jann, Jenny & Belinda.



Ketrina, with a crazy bunch .

# FINANCIAL

COLAC OTWAY DISABILITY ACCOMMODATION INC.  
Registered No. A0011803V

## INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2013

	NOTES	2013 \$	2012 \$
<b>INCOME</b>			
Residents' Fees		109,981	96,371
Wages Subsidies		1,524,593	1,399,413
Other Subsidies		59,827	50,204
Donations		-	-
Interest Received		29,798	36,381
Rent Received		57,524	57,761
Bus Mileage		14,718	13,550
Other Income		11,037	14,201
Grants		9,612	21,822
Phone Income		-	168
Training Income		12,082	9,200
<b>Total Income</b>	<b>2</b>	<b>1,829,173</b>	<b>1,699,071</b>
<b>EXPENDITURE</b>			
Operations & Maintenance	<b>3</b>	1,384,514	1,210,050
Household Expenses	<b>4</b>	143,100	131,768
Administration	<b>5</b>	309,997	248,658
<b>Total Expenditure</b>		<b>1,837,612</b>	<b>1,590,476</b>
<b>OPERATING SURPLUS FOR THE YEAR</b>		<b>(8,439)</b>	<b>108,595</b>
Add Accumulated Surplus at 01.07.12		620,253	511,658
<b>Accumulated Surplus at 30.06.13</b>		<b>611,814</b>	<b>620,253</b>

The accompanying notes form part of these financial statements.  
These notes are to be read in conjunction with the attached audit report.

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**ASSETS AND LIABILITIES STATEMENT**  
**AS AT 30 JUNE 2013**

	NOTES	2013 \$	2012 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	6	341,394	317,093
Financial Assets	7	482,657	459,972
Trade and Other Receivables	8	11,143	10,007
Accrued Income	9	6,248	-
Prepayments	10	13,820	-
<b>TOTAL CURRENT ASSETS</b>		<b>855,263</b>	<b>787,072</b>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	11	1,455,089	1,450,175
<b>TOTAL ASSETS</b>		<b>2,310,352</b>	<b>2,237,247</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	12	138,450	98,410
Prepaid Income	13	50,000	104,487
Provisions	14	447,162	347,268
<b>TOTAL CURRENT LIABILITIES</b>		<b>635,612</b>	<b>550,165</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	14	11,170	15,072
<b>TOTAL NON CURRENT LIABILITIES</b>		<b>11,170</b>	<b>15,072</b>
<b>TOTAL LIABILITIES</b>		<b>646,782</b>	<b>565,237</b>
<b>NET ASSETS</b>		<b>1,663,570</b>	<b>1,672,010</b>
<b>ACCUMULATED FUNDS AND RESERVES</b>			
Capital Grants		1,051,757	1,051,757
Accumulated Surplus		611,814	620,253
<b>TOTAL ACCUMULATED FUNDS AND RESERVES</b>		<b>1,663,571</b>	<b>1,672,010</b>

The accompanying notes form part of these financial statements.  
These notes are to be read in conjunction with the attached audit report.

COLAC OTWAY DISABILITY ACCOMMODATION INC.  
Registered No. A0011803V

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2013**

	NOTES	Capital Grants \$	Retained Earnings \$	Total \$
Balance at 1 July 2011		1,051,757	511,658	1,563,415
Profit for Year		-	108,595	108,595
<b>Balance at 30 June 2012</b>		<b><u>1,051,757</u></b>	<b><u>620,253</u></b>	<b><u>1,672,010</u></b>
Profit for Year		-	(8,439)	(8,439)
<b>Balance at 30 June 2013</b>		<b><u>1,051,757</u></b>	<b><u>611,814</u></b>	<b><u>1,663,571</u></b>

The accompanying notes form part of these financial statements.  
These notes are to be read in conjunction with the attached audit report.

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2013**

	NOTES	2013 \$	2012 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from Residents		109,981	96,371
Receipts from Subsidies		1,609,005	1,652,560
Other Receipts		163,664	184,717
Interest Received		23,550	36,381
Payments to Suppliers and Employees		(1,815,333)	(1,673,459)
<b>Net Cash provided by (used in) Operating Activities</b>	<b>15</b>	<b>90,867</b>	<b>296,570</b>
<b>Cash Flows from Investing Activities</b>			
Payment for Property, Plant and Equipment		(43,880)	(7,525)
Proceeds Capital Grants		-	-
Proceeds from Sale of Property, Plant & Equipment		-	-
Payment for Investments		(22,685)	(35,216)
<b>Net Cash provided by (used in) Investing Activities</b>		<b>(66,565)</b>	<b>(42,741)</b>
<b>Net Increase (Decrease) in Cash Held</b>		<b>24,301</b>	<b>253,828</b>
Cash at Beginning of the Financial Year		317,093	63,265
<b>Cash at end of the Financial Year</b>	<b>6</b>	<b>341,394</b>	<b>317,093</b>

The accompanying notes form part of these financial statements.  
These notes are to be read in conjunction with the attached audit report.

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**Notes to the Financial Statements**  
**For the Year Ended 30 June 2013**

The financial statements cover Colac Otway Disability Accommodation Inc as an individual entity. Colac Otway Disability Accommodation Inc is an association incorporated in Victoria under the Associations Incorporations Reform Act 2012.

**Note 1: Summary of Significant Accounting Policies**

**(a) Basis of preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals 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 significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**(b) Comparatives figures**

When required by Accounting Standards comparative figures have been adjusted to conform to changes in presentation for the current financial year.

**(c) Property, plant and equipment**

Freehold land is measured at cost. At each balance date carrying amount of the asset is reviewed to ensure that it does not differ materially from the asset's fair value at reporting date. Where necessary the asset is revalued to reflect its fair value.

All assets excluding freehold land are depreciated over their useful lives or at depreciation rates by the Commissioner of Taxation

Depreciation on Fixed Assets brought to account at the following annual rates:

Land & Buildings	2.00%
Furniture & Fittings	15.00%
Improvements	2.00%
Office Equipment	15.00%
Motor Vehicles	15.00%

**(d) Impairment of Assets**

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

**(e) Trade and Other Receivables**

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

These notes are to be read in conjunction with the attached audit report

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**Notes to the Financial Statements**  
**For the Year Ended 30 June 2013**

**Note 1: Summary of Significant Accounting Policies (cont'd)**

**(f) Trade and Other Payables**

These amounts represent liabilities for goods and services provided to the Association prior to the end of the financial year, which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

**(g) Employee Provisions**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at present value of the estimated future cash outflows to be made for those benefits.

In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows attributable to employee provisions.

The Association provides for sick leave of employees. Whilst no legal obligation exists for settlement, the association believes it probable that this obligation will vest.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

**(h) Provisions**

Provisions are recognised when the Association has a legal or constructive obligation as a result of a past event and it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate of the amount of the obligation can be made.

**(i) Income Tax**

No provision for income tax has been raised as the Association is exempt from income tax under Div 50

**(j) Revenue and Other Income**

Resident revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Government grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating.

Donations are recognised as revenue when received.

Interest is recognised using the effective interest method.

These notes are to be read in conjunction with the attached audit report

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**Notes to the Financial Statements**  
**For the Year Ended 30 June 2013**

**Note 1: Summary of Significant Accounting Policies (cont'd)**

**(k) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian 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 assets and liabilities statement are shown inclusive of GST.

**(l) Economic Dependence**

A significant portion of Colac Otway Disability Accommodation Inc revenue is derived from the Department of Human Services and Government through wages subsidies. Colac Otway Disability Accommodation Inc is dependant on continued revenue support from these services for its continued ability to carry on normal activities in its current structure.

These notes are to be read in conjunction with the attached audit report



COLAC OTWAY DISABILITY ACCOMMODATION INC.  
Registered No. A0011803V

Notes to the Financial Statements  
For the Year Ended 30 June 2013

Note 3:

Operations & Maintenance Expenses comprise the following items and amounts

Details	2013					
	Cass	Jalmah	Jalmah Unit	Langdon	West	TOTAL
	\$	\$		\$	\$	\$
Occupancy & Administration Costs						
Depreciation	1,067	704	217	1,179	-	4,473
Broadband & Phones	8,894	5,805	-	6,639	3,147	36,752
Legal Expenses	1,737	1,332	-	1,555	-	5,753
Other Expenses (including holiday)	-	-	-	-	-	-
Salaries	-	-	-	1,595	-	16,067
Superannuation	383,086	246,230	-	326,978	-	1,101,563
Workcover	32,056	20,821	-	29,788	1,987	98,417
Occ Health & Safety	21,766	7,049	-	15,104	-	47,443
Provision for Annual Leave	342	121	-	516	-	979
Provision for Long Service Leave	3,700	4,837	-	6,565	-	21,297
Provision for Sick Leave	10,879	2,392	-	13,728	-	23,726
	7,926	4,233	-	15,415	-	28,045
<b>TOTAL</b>	<b>471,453</b>	<b>293,524</b>	<b>217</b>	<b>419,063</b>	<b>5,134</b>	<b>1,384,514</b>

Details	2012					
	Cass	Jalmah	Jalmah Unit	Langdon	West	TOTAL
	\$	\$		\$	\$	\$
Occupancy & Administration Costs						
Depreciation	992	344	-	1,228	71	2,953
Broadband & Phones	14,828	11,984	-	17,496	3,147	59,433
Legal Expenses	1,808	1,361	-	1,478	240	6,628
Other Expenses	-	-	-	-	-	-
Salaries	104	373	-	10,716	-	13,135
Superannuation	351,400	221,261	-	313,092	14,474	1,001,750
Workcover	28,569	19,874	-	27,990	2,662	89,332
Occ Health & Safety	29,046	9,503	-	20,259	-	63,583
Provision for Annual Leave	90	-	-	291	-	381
Provision for Long Service Leave	2,367	(10,446)	-	(1,858)	-	(10,701)
Provision for Sick Leave	7,470	(15,708)	-	(2,184)	-	(9,884)
	4,554	(15,507)	-	5,776	-	(6,561)
<b>TOTAL</b>	<b>441,227</b>	<b>223,038</b>	<b>-</b>	<b>394,282</b>	<b>20,594</b>	<b>1,210,050</b>

These notes are to be read in conjunction with the attached audit report

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
Registered No. A0011803V

**Notes to the Financial Statements  
For the Year Ended 30 June 2013**

**Note 4:**

Household Expenses comprise the following items and amounts

Details	2013						
	Cass \$	Jalmah \$	Jal Unit \$	Langdon \$	West \$	Supp & C \$	Thomas St \$
Client Costs	1,421	274	-	75	-	1,110	-
Groceries	13,468	16,280	-	11,735	-	-	-
Fuel, Light & Power	9,238	6,771	-	8,563	-	-	-
Housekeeping costs	2,868	2,951	-	-	-	-	-
Motor Vehicle Expenses	3,734	3,262	-	541	0	3,275	-
Occupancy Costs & Rates	930	2,186	644	2,082	-	-	1,739
Insurances	221	1,114	-	805	-	-	55
Property & Equipment Maintenance	7,166	8,973	381	11,035	118	327	2,429
Rent	9,516	-	-	-	-	-	-
<b>TOTAL</b>	<b>48,561</b>	<b>41,810</b>	<b>1,025</b>	<b>34,838</b>	<b>118</b>	<b>4,712</b>	<b>4,223</b>
							<b>143,100</b>

Details	2012						
	Cass \$	Jalmah \$	Jal Unit \$	Langdon \$	West \$	Supp & C \$	Thomas St \$
Client Costs	1,278	230	-	1,988	-	200	-
Groceries	11,800	16,515	-	10,390	-	-	-
Fuel, Light & Power	7,396	4,329	-	5,599	338	-	-
Housekeeping Cost	2,997	2,562	-	-	-	-	-
Motor Vehicle Expenses	3,479	2,658	-	1,836	-	2,584	-
Occupancy Costs & Rates	992	1,822	591	1,840	37	-	1,701
Insurances	438	1,757	-	1,316	-	-	864
Property & Equipment Maintenance	6,706	4,256	-	7,782	265	836	3,806
Rent	9,482	-	-	-	-	-	-
<b>TOTAL</b>	<b>44,567</b>	<b>34,130</b>	<b>591</b>	<b>30,751</b>	<b>640</b>	<b>3,619</b>	<b>6,371</b>
							<b>131,768</b>

These notes are to be read in conjunction with the attached audit report

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**Notes to the Financial Statements**  
**For the Year Ended 30 June 2013**

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b>Note 5: Administration Expenses comprise the following items and amounts</b>		
Property & Equipment Maintenance	2,175	2,061
Building Project	5,961	-
Audit, Legal & Accounting	13,400	8,600
Bank Fees	883	1,037
Fuel, Light & Power	2,719	2,133
Office Costs & Administration	24,178	18,205
Occupancy Costs & Rates	1,835	1,638
Broadband & Phones	2,663	2,157
Depreciation	2,210	7,595
Staff Related Costs	14,726	15,257
Other Expenses	386	9,516
OH & S Expenses	990	-
Provision for Annual Leave	7,558	(5,689)
Salaries	196,910	176,852
Superannuation	14,113	14,617
Workcover	3,524	4,799
Provision for Long Service Leave	7,807	(4,022)
Provision for Sick Leave	7,560	(6,647)
Insurances	399	549
	<b>309,997</b>	<b>248,658</b>
<b>Note 6: Cash and Cash Equivalents</b>		
Petty Cash	200	200
CODA Cheque Account	21,198	295,980
Jalmah Housekeeping	50	-
Cass Housekeeping	79	-
Langdon Housekeeping	60	-
International Day Account	(242)	(242)
Electronic Clearing Account	(1,344)	(307)
Holiday Cheque Account	287	814
Westpac Everyday account	320,331	15,761
Bendigo Everyday account	524	4,887
Undeposited Funds	250	-
	<b>341,394</b>	<b>317,093</b>
<b>Note 7: Financial Assets</b>		
Cass Investment Account	16,219	15,509
Westpac Bank Term Deposit (LSL)	263,123	257,349
Sewells Finance Term Deposit	-	187,114
Bendigo Bank Term Deposit	203,315	-
	<b>482,657</b>	<b>459,972</b>
<b>Note 8: Trade and Other Receivables</b>		
Trade Debtors	11,143	10,007
<b>Note 9: Accrued Income</b>		
Accrued Interest on Investments	6,248	-
<b>Note 10: Prepayments</b>		
Prepaid Insurance	4,870	-
Prepaid Subscription	8,950	-
	<b>13,820</b>	<b>-</b>

These notes are to be read in conjunction with the attached audit report

COLAC OTWAY DISABILITY ACCOMMODATION INC.  
Registered No. A0011803V

Notes to the Financial Statements  
For the Year Ended 30 June 2013

Note 11: Property, Plant & Equipment

	Historical Cost At 30.06.12 \$	Acquisitions/ Disposals 2012/2013 \$	Historical Cost At 30.06.13 \$	Depreciation for Year to 30.06.13 \$	Accumulated Depreciation At 30.06.13 \$	W.D.V. At 30.06.13 \$
<b>ADMINISTRATION</b>						
Office Equipment	46,156	855	47,011	13	46,169	842
Land	36,958	-	36,958	-	-	36,958
Building	51,756	-	51,756	1,035	15,079	36,677
Improvements	57,399	2,247	59,646	1,162	6,052	53,594
	<b>192,269</b>	<b>3,101</b>	<b>195,371</b>	<b>2,210</b>	<b>67,300</b>	<b>128,071</b>
<b>CASS HOUSE</b>						
Furniture & Fittings	47,370	1,533	48,903	970	44,976	3,926
Bus	52,655	-	52,655	7,898	36,199	16,456
Improvements	1,321	-	1,321	26	176	1,145
	<b>101,346</b>	<b>1,533</b>	<b>102,879</b>	<b>8,894</b>	<b>81,351</b>	<b>21,527</b>
<b>JALMAH</b>						
Land	97,014	-	97,014	-	-	97,014
Building	211,948	-	211,948	4,239	93,441	118,507
Furniture & Fittings	58,558	9,856	68,414	1,301	58,873	9,540
Improvements	18,985	-	18,985	265	2,262	16,723
Motor Vehicle	49,016	-	49,016	-	49,016	-
	<b>435,521</b>	<b>9,856</b>	<b>445,377</b>	<b>5,805</b>	<b>203,592</b>	<b>241,784</b>
<b>LANGDON HOUSE</b>						
Land	73,938	-	73,938	-	-	73,938
Building	199,905	-	199,905	3,998	85,091	114,814
Furniture & Fittings	103,080	15,036	118,117	2,307	103,104	15,013
Improvements	16,718	-	16,718	334	3,173	13,545
	<b>393,641</b>	<b>15,036</b>	<b>408,678</b>	<b>6,639</b>	<b>191,368</b>	<b>217,310</b>
<b>WEST STREET</b>						
Furniture & Fittings	-	-	-	-	-	-
Motor Vehicle	20,984	-	20,984	3,147	7,868	13,116
	<b>20,984</b>	<b>-</b>	<b>20,984</b>	<b>3,147</b>	<b>7,868</b>	<b>13,116</b>
<b>DOWLING STREET</b>						
Land	101,806	-	101,806	-	-	101,806
Building	522,771	14,354	537,125	10,743	21,198	515,927
	<b>624,577</b>	<b>14,354</b>	<b>638,931</b>	<b>10,743</b>	<b>21,198</b>	<b>617,733</b>
<b>THOMAS STREET</b>						
Land	142,763	-	142,763	-	-	142,763
Building	76,199	-	76,199	1,524	3,413	72,786
	<b>218,961</b>	<b>-</b>	<b>218,961</b>	<b>1,524</b>	<b>3,413</b>	<b>215,548</b>
<b>TOTAL</b>	<b>1,987,301</b>	<b>43,880</b>	<b>2,031,180</b>	<b>38,962</b>	<b>576,091</b>	<b>1,455,089</b>

These notes are to be read in conjunction with the attached audit report

**COLAC OTWAY DISABILITY ACCOMMODATION INC.**  
**Registered No. A0011803V**

**Notes to the Financial Statements**  
**For the Year Ended 30 June 2013**

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b>Note 12: Trade and Other Payables</b>		
GST Payable	26,150	50,195
Trade Creditors	25,411	-
Payroll Liabilities	28,127	47,493
Other Creditors	665	722
Accrued Expenses	58,097	-
	<u><b>138,450</b></u>	<u><b>98,410</b></u>
 <b>Note 13: Prepaid Income</b>		
Grant paid in Advance	<u>50,000</u>	<u>104,487</u>
 <b>Note 14: Provisions</b>		
<b>Current</b>		
Provision for Annual Leave	136,307	107,453
Provision for Sick Leave	177,391	141,785
Provision for Long Service Leave	133,464	98,030
	<u><b>447,162</b></u>	<u><b>347,268</b></u>
 <b>Non-Current</b>		
Provision for Long Service Leave	<u>11,170</u>	<u>15,072</u>
 <b>Note 15: Cash Flow Information</b>		
<b>Reconciliation of Net Cash provided by Operating Activities to Surplus</b>		
Surplus	(8,439)	108,595
 <b>Non Cash Flows in Surplus</b>		
Depreciation	38,962	67,028
 <b>Changes in Assets and Liabilities</b>		
(Increase) Decrease in Receivables	(1,136)	17,811
(Increase) Decrease in Prepayments and Accrued Income	(20,068)	-
Increase (Decrease) in Creditors	40,042	64,741
Increase (Decrease) in Prepaid Grants	(54,487)	104,487
Increase (Decrease) in Employee Benefits	95,993	(66,093)
 <b>Net Cash provided by (used in) Operating Activities</b>	<u><b>90,867</b></u>	<u><b>296,570</b></u>

These notes are to be read in conjunction with the attached audit report


**COLAC DISABILITY ACCOMMODATION INC.**

**ANNUAL STATEMENTS GIVE TRUE AND FAIR VIEW OF  
FINANCIAL POSITION AND PERFORMANCE OF  
INCORPORATED ASSOCIATION**


We, being members of the committee of Colac Otway Disability Accommodation Inc.,  
certify that –

The statements attached to this certificate give a true and fair view of the financial  
position and performance of Colac Otway Disability Accommodation Inc. during and at  
the end of the financial year of the association ending on 30 June 2013.

Committee Member

  
ADRIAN JOHN SCARROTT

Committee Member

  
ANDREW WRIGHT.

Dated: 28 August 2013



## Independent Auditor's Report to the Members of Colac Otway Disability Accommodation Inc

### Report on the financial report

We have audited the accompanying financial report, being a special purpose financial report, of Colac Otway Disability Accommodation Inc (the association), which comprises the assets and liabilities statement as at 30 June 2013, the income and expenditure statement and the cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

### Committee's responsibility for the financial report

The committee of the association is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, 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 the basis for our opinion.

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#### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

#### Auditor's Qualification

As is common for organisations of this type, it is not practicable for Colac Otway Disability Accommodation Inc to maintain an effective system of internal control over receipts until their initial entry in the accounting records. Accordingly, our audit in relation to revenue was limited to amounts recorded.

#### Qualified Auditor's Opinion

In our opinion, subject to the effects of such adjustment, if any, as might have been determined to be necessary had the limitations discussed in the qualification paragraph not existed, the financial report gives a true and fair view the financial position of Colac Otway Disability Accommodation Inc as at 30 June 2013 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Reform Act 2012.

#### Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Colac Otway Disability Accommodation Inc to meet the requirements of the Associations Incorporation Reform Act 2012. As a result, the financial report may not be suitable for another purpose.

*Crowe Horwath West Vic*

CROWE HORWATH WEST VIC

A handwritten signature in blue ink, appearing to read 'Ryan Leemon'.

RYAN LEEMON  
Partner

Dated 28 August 2013



