



2015

Annual Report



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FRONT COVER: Brooke and Carla working at LEAP



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

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OUR VISION

An inclusive community in which all people have the opportunity to fulfil their unique potential.

OUR MISSION

CODA Inc. is committed to providing our clients with a range of quality, community based support programs which are flexible, accessible, affordable and safe; while promoting each persons' independence and value as a member of the community.

OUR VALUES

All organisations have a culture which is built on the shared values of its people. These values guide us in all our decisions and are fundamental to compliance with CODA's code of conduct.

Respect

As an organisation, CODA demonstrates respect through:

- Acknowledging and embracing the unique qualities of our participants, families and staff
- Ensuring safe systems of work for all
- Ensuring the active participation and engagement of all stakeholders in the development of the organisation

Integrity

As an organisation, CODA demonstrates integrity through:

- High standards of ethical behaviour, personal conduct at all times
- A genuine commitment to the success of individuals
- Dealing openly and promptly with any suspected wrongdoing
- Fully and promptly disclosing conflicts of interest
- Creating a framework of trust in all facets of the finances of the organisation

Honesty

As an organisation, CODA demonstrates honesty by:

- Taking responsibility and keeping our promises
- Being clear and transparent in our communications
- Complete trustworthiness when handling money, property and information

Independence

As an organisation, CODA demonstrates independence by:

- Effectively advocating for systemic improvement and reform
- Promoting continuous development and lifelong learning for all
- Understanding and championing our region and the needs of our community

Empowerment

As an organisation, CODA demonstrates empowerment by:

- A commitment to social justice and making a positive difference to people's lives
- Placing people with a disability at the centre of our decision making and promoting active participation models
- Proactively pursuing outcomes for people through innovation
- Supporting self-determination and freedom of expression

Board Members

Chairperson
Trish Stephens



Vice Chairperson
Geoff Wallace



Treasurer
John Scarrott



General Board Members

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

Finance Committee Members

John Scarrott, Trish Stephens, Jennie Woods, Jacqui Soares





Trish Stephens
Chairperson

Welcome to Colac Otway Disability Accommodation Inc's Annual Report for 2015. It is a pleasure to present my third report as Chairperson.

I am very pleased to report that this has been one of the most successful years that CODA has enjoyed in its 36 years of operation. I am extremely proud that we have again finished the year in a very sound financial position and with a positive outlook for the future. And our Quality Audit produced an exemplary 'full marks' result.

You will read about this in more detail later in this document but it can only be with the positive contributions of the whole CODA family that we achieve such results

On behalf of the Board I thank all the staff, no matter in what capacity they work with us, for their ongoing dedication to our organisation. We are fortunate to have a staff so committed to the clients they work with.

Thankyou to the families and clients who have stayed with us over the years, and those who have recognised what a quality organisation CODA is, and chosen to join us more recently.

Thank you sincerely to my fellow board members for the work that they have put in in the last 12 months, and for the support that they have given me. It has been a pleasure to work with such a diverse group of people who all have CODA's continuing success at heart. And a special welcome to our two new board members Miffy Shelton and Clare Moran, who both bring a wealth of experience with them. We hope that their time with us will be both fulfilling and enjoyable

Our dedicated CEO, Jacqui Suares has, this year, completed 25 years of exemplary service. On behalf of the Board we thank Jacqui, for her tireless work during that time. We are fortunate to have such a skilled and committed CEO whose continual focus has been the building of CODA into the success that it is.

We are sorry to have received the resignation of Pip Watt, CODA's Quality Manager. We thank her for the support she has given to Jacqui and the amount of experience and knowledge that she brought to this organisation.

I commend our Annual Report to you and encourage you to take the time to read it. It is a very comprehensive summary of a very busy year at CODA.

Client Accomplishments



Denver, celebrating



Hannah, Sandy and Michael,, Tending the potatoes



After many years of trying to get by without supports, G. received a range of capacity building funding through the NDIS. G. was able to develop house-keeping skills through CODA supports, he received support via CoConnect and Pathways to review his finances and G. also received support to increase his employability skills. After months of regularly travelling to Geelong for hospitality training, G. secured a job in Geelong. Karingal Inc, CoConnect, CODA and family members worked together to support G. with a successful move. CODA staff wish G. well with his new accommodation setting and job.



The CODA tent at Relay for Life



Jacqui Soares
Chief Executive Officer

Continuing last year's reference to mid-air construction in plane travel as coined by the NDIA, we happily report completing our first 'round the world' trip – having arrived safely and intact. The cabin crew are pretty exhausted, some extra passengers joined us along the journey; we did some running repairs with gaffer tape and occasionally had to resort to using WD40 when the machinery seized - but we are well and truly on terra firma and (almost) looking forward to the next trip....

You may observe as you read the extensive reports included in this year's tome that a slightly warped sense of humour is pervasive amongst the CODA staff team – we find it helps maintain our sanity amidst the chaos of NDIS transition! My inner voice constantly recants the catchphrase popularised by Australia's former Prime Minister Malcolm Fraser and later attributed by him to the British playwright George Bernard Shaw – 'life wasn't meant to be easy'. And then I remember Shaw's full quotation is 'life is not meant to be easy, my child; but take courage: it can be delightful'.

And so it is. There is much to provide delight – we have captured individual vignettes throughout this report which highlight some of the special achievements and experiences of the past year. Thank you to the people who have publicly shared their stories, they add an extra and important dimension to our report – and focus our thinking on the essence of why we are here.

In response to client requests we have successfully commenced new service opportunities within our LEAP project and community participation areas; together with the establishment of holiday program activities for some younger folk who have joined us as part of the implementation of their NDIA plans. These activities are fully discussed further in the report; but I would like to acknowledge the work of Monica, together with Pip, Kath, Sue, Carla



Relay for Life Exercise Squad, Jane, Courtney and Chris



and their supporting staff for their preparedness, creativity and commitment to establishing these new opportunities.

As the rest of the Australian community anxiously awaits confirmation of the rollout timetable for the NDIS, we continue to receive regular requests for agency visits to discuss our key learnings and successful implementation strategies. While this is time consuming and somewhat distracting, our view is that it is an important contribution towards what must be a smoother transition for others as the scheme gains momentum. As an organisation, CODA has clearly demonstrated that smaller organisations can not only survive, but actually thrive in this brave new world; and this is surely a message worth sharing if the scheme is to fulfil its promise of choice and control.

Two key strategic areas of concern remain unresolved and in somewhat of a policy vacuum for CODA and the sector at large. The first is the NDIA's apparent antipathy towards facility based respite services; and failure to understand the importance of regular, planned, and high quality respite. It is now 2 years since the commencement of the NDIS trials, when the disability sector universally decried what appears to be a 28 days limit on access to respite in a shared facility. While some NDIA planners acknowledge and provide appropriately for families in this domain, the respite guidelines remain published and unrevised; and many planners continue to interpret them as rules. CODA staff regularly observes the unnecessary distress this causes for families, particularly when one considers that families and carers of adults with disabilities may have been undertaking this role for 20, 30 or 40+ years.

The second critical area remains the lack of clarity and comprehensive planning around the provision of housing. Not only to meet the current

unmet need, but also the replacement of aging infrastructure. CODA, like many other providers of community services remains deeply committed to providing a range of quality accommodation options for people, however in the absence of clear messaging in terms of the separation of housing and support provision, it is somewhat challenging to make a business case to invest in further housing options. While we continue to investigate new accommodation models, universal design and technology solutions; the vast majority of successful recent projects have been developed in metropolitan regions and would not readily replicate in rural communities. Creating residential options capable of providing for varied access and support needs, so that people in our community can have a similar level of choice as their city cousins is our ultimate aim.

The NDIA continues to refer to the current pricing schedule for supports as "interim"; and is open in its objective to ultimately reduce the price paid to service providers to an "efficient price model". Whilst our first full year of transition has been financially positive, there is no room for complacency and the Board and management team will continue to monitor progress carefully. Within the most recent report to COAG, the NDIA wrote the following:



'At a high level, there are five categories of costs drivers which affect the financial sustainability of the National Disability Insurance Scheme (NDIS). These are:

Access: *how many people meet the access criteria to be a participant in the scheme, and who is entitled to a plan with supports funded or provided by the Scheme.*

Scope: *the scope of NDIS-funded supports that are available to be purchased by participants of the scheme, as opposed to supports that are not within the scope of the scheme, for example, because they are more appropriately funded or provided through other systems of service delivery like the health system.*

Volume: *the resources available, for individual participants, to purchase supports within the scope of the scheme.*

Delivery: *the manner in which supports are funded or provided, and in particular how effectively, efficiently and economically this is done.*

Price: *the price that it costs participants or the NDIA to purchase the supports that are funded by the scheme.*

These very same 5 categories will determine our organisational success into the future. We have made significant investments in software and hardware to ensure we are delivering supports as efficiently and effectively as possible; and a key focus over the coming year will be to explore and

utilize technological solutions which generate greater efficiencies.

In closing, I would sincerely like to thank our admin team - Pip, Monica, Jennie and Kat who have worked tirelessly and with incredible commitment to our clients, families and staff over what has been a challenging year. Between external auditing, constant recruitment processes to meet our growing support provision needs and the steady changes in process and operational guidelines of the NDIA; it has been a particularly gruelling year. Containing our administrative costs is an imperative within the NDIA funding envelope, however this may come at the welfare cost of the very staff critical to ensuring the implementation of the scheme; and all organisations will need to monitor this situation carefully.

Thank you to our growing band of dedicated support workers, who are always willing to go that extra mile to ensure people's needs are met and their aspirations embraced. Our Supervisors Kerrie, Sandy, Mitzi, Sue and Kath have provided leadership and direction to their teams, and are the frontline people working with families and clients in delivering their goals – support I know is always appreciated and valued.

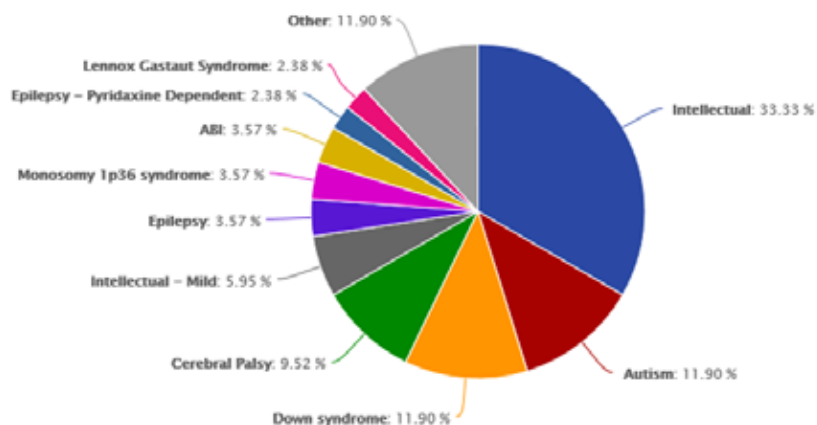


Our much loved and treasured Quality Manager, Pippa Watt is retiring during September; and while we will all miss her wisdom, compassion and considered approach, we can only be grateful that she has been part of our organisation for the past 6 years. It isn't often that people of such integrity and dedication cross our paths and I know all at CODA and beyond hold Pip in the highest regard. We wish her all the very best for the future, and look forward to a continued association albeit in a different capacity.

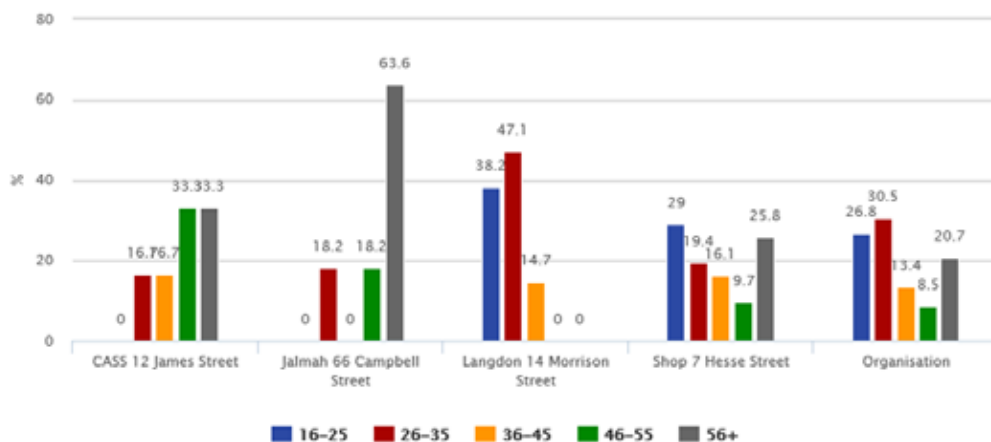
Our DHHS Senior Engagement Officer Alan Murphy has continued to provide support and guidance, and as always we appreciate his interest. We also acknowledge the support provided by staff within the NDIA, who are sharing this momentous journey with us – the Provider Portal team in particular! Staff at our peak body, National Disability Services (NDS) and our colleagues within dKnet continue to play a pivotal role in developing and supporting our leadership team; and we are grateful to have partnerships of such calibre.

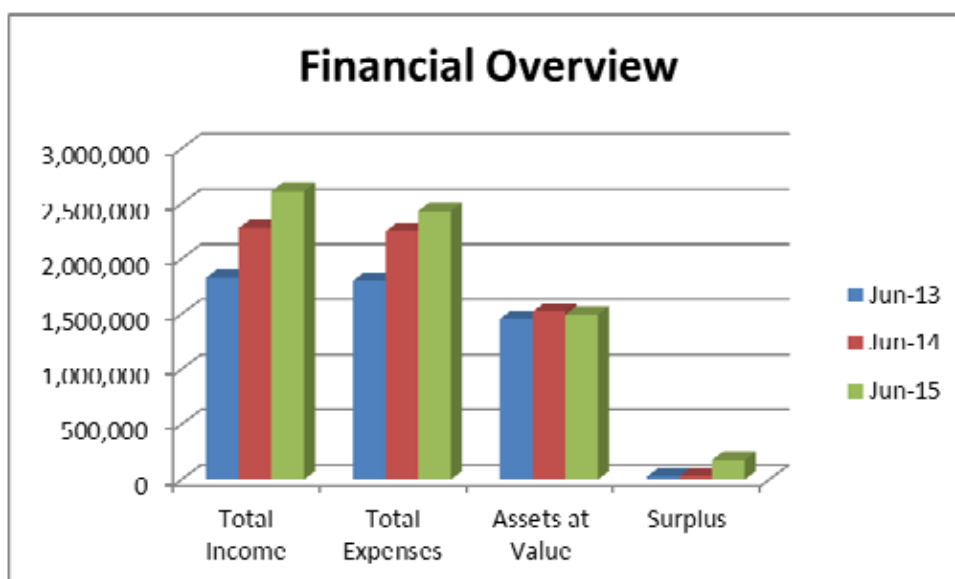
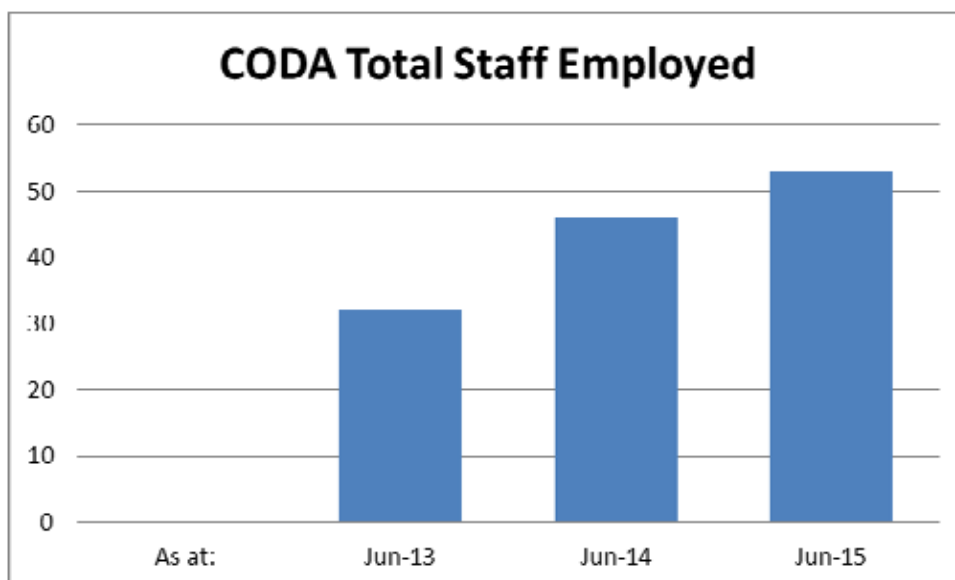
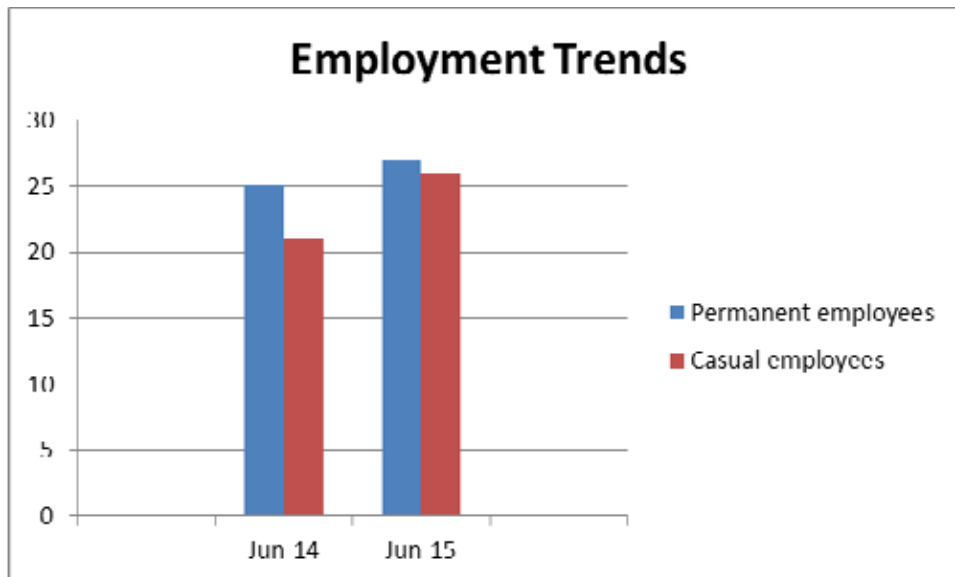
CODA is an organisation who truly lives, breathes and walks its values; and I feel privileged to have been the CEO for the past 25 years.

Primary Disability Type Distribution

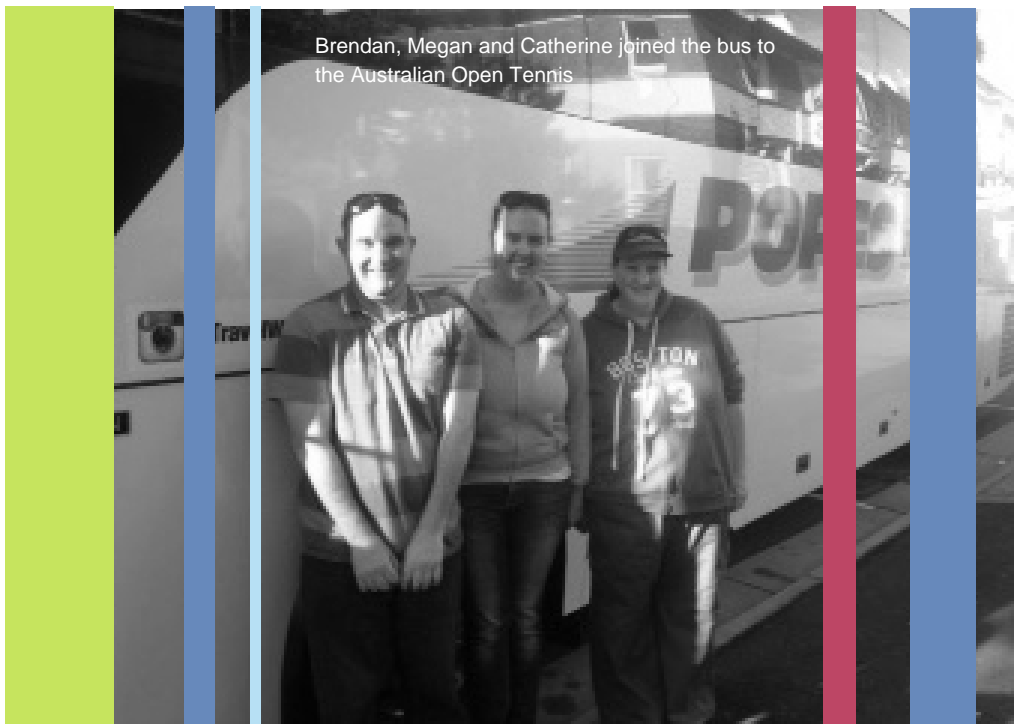


Age Groups as a % of Total Client Group





Brendan, Megan and Catherine joined the bus to the Australian Open Tennis



Many of us know how active Brendan & Catherine are. This year Brendan and Catherine have learnt how to use the local bus service so they no longer have to rely on CODA staff, or other more expensive transport services, to get around town. Brendan and Catherine also now actively book their own trips to see Geelong Football Club play in Geelong and Melbourne through mainstream services advertised in the local paper. Well done Brendan and Catherine!

Ben and Mary



Philippa Watt—5 year certificate of service

John Scarrott (Board Member) - 5 year certificate of service

Barbara Marriner—20 year certificate of service

Michael Chapman (Board Member) - 20 year certificate of service

Jacqui Suares—25 year certificate of service



Photos from left to right:

Pip Watt, John Scarrott, Barbara Marriner, Michael Chapman and Jacqui Suares

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

Our Volunteers: Pam Radcliffe and Ros Williamson

DHS West Division Staff - Alan Murphy, Senior Engagement Officer
NDIA Barwon Trial Site Staff
NDS – National Disability Services Staff

Our dKnet partners - Asteria Services Inc., Focus, Mawarra Centre Inc.,
MiLife-Victoria Inc., La Trobe Lifeskills, Pinarc Support Services &
Management Governance Australia

William Jamison and all at Supportability

Businesses which have provided employment opportunities - Brian Lloyd,
Colac Ironing Service, Dimmey's, IGA, The Pickle Gallery, Kui Nursery,
Botanic Café, Mitre 10, Ball and Croft, Trinity College, Jiffy Services

Colac Ambulance Service
Colac Area Health Staff
Corangamite Clinic, Otway Medical Clinic and Dr. Denes Borsos

Colac Active Taxi's
Adult Day Activity Program - Sally Sparks & Staff
Colac Otway Regional Advocacy Services & CoConnect - Paul Brady and
Jess Buchanan

Colac Otway Shire - Rural Access and the HACC Team
Colanda Residential Services & Opus Staff
Karingal

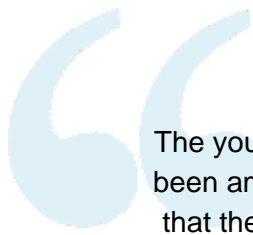
SkillsConnection - Marita Brady and Staff
St. Laurence

Ali & Mark Zampatti
Anna Hindell, Occupational Therapist
Neighbourhood House
Community Hub Inc.
Colac Badminton Club

Leisure Networks in partnership with:
Colac Night Netball Competition
Colac Basketball Association
City United Cricket Club & Cricket Victoria

Colac Cinemas
OCR FM

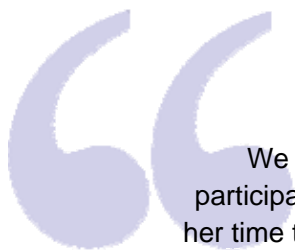
Michelle Maguire-Smith MS Australia



The young ones we support are learning a lot and it has been amazing to see Jayden advising the other children that they need to keep their seat belts on and that they must hold hands when we leave the car. Good job Jayden!



Photos (L-R): Mary Singing, Brian Firefighting, Mia, Mary and Pam Singing



We are very lucky to support a new community participation activity this year. Pam Radcliffe volunteers her time to provide musical direction and accompaniment to clients who sing at some of the local aged care facilities. The activity develops self-confidence, increases informal communication opportunities and encourages relationships across generations. Our favourite outcome though is the sheer joy it creates for both clients and aged care residents. The residents at the aged care facilities are delighted to see their private choristers again.



Pip Watt
Quality Manager

A core aspect of my role at CODA is assessing how successful we are with supporting our clients and residents. From time to time, we survey our clients to ensure we are meeting their needs. Lately I have not needed such a formal approach to assessment. I can see from the broad smiles on the faces of two of our clients that all is working well.



Michelle Shopping at LEAP

The opening of our CODA Shop (LEAP) is providing some fabulous learning for our participant volunteers; their families are reporting that their children are changed people, and are now very happy to come to work – what a great outcome.

While this particular approach – direct observation – is one method

of capturing information we again participated in Independent Monitoring this year with an external auditor visiting our organisation for 3 days, checking our progress against the quality standards for both the Department of Human Services and the National Disability Standards. It is pleasing to report that the organisation had no non-compliances with the standards and the final report noted that, “clients interviewed were very appreciative and complementary about the services, organisation, management and individual staff” and, “Those interviewed stressed how the organisation supports people to exercise choice and participate in decision making about the services they receive, daily routines and lifestyle choices”. While challenging it is good to participate in this rigorous process as we can now reflect that 3 *different* auditors have assessed our organisation in the last 5 years and provided us with positive feedback about the work we do. It is good, too, that these processes always provide us with some opportunities for improvements because above all else we want to continue learning and developing.

During this last year we have continued to focus our energies on the implementation of the National Disability Insurance Scheme, supporting our individuals/families to ensure that their goals are clearly understood and acted upon, our new client management system has proved successful in supporting this. All staff are now confident in use of this system; client information is current with the staff team able to share relevant information in a timely manner and progress towards goals being recorded and monitored.

Quality Managers Report



Our other quality improvement activities over the past twelve months have included a review of our team structure in Individualised Support which is a growth area for the organisation. We are delighted that Kath Dixon has been appointed to the role of Co-ordinator for the Launch Pad; we can happily report she is thriving in this role which focusses on the development of skills and our clients are certainly appreciating her knowledge and commitment. We also welcome Carla Marshall as our Coordinator of LEAP (Learn Engage Achieve Participate) - the CODA Shop. It is early days for Carla but we have been impressed with her energy and enthusiasm in developing the space to best advantage. I thank our other supervisors, Mitzi, Kerrie, Sue and Sandy who continue to be appreciated, not least by me, but more particularly by the people they support and their extended families. They are all fierce advocates for the residents/clients they support and demonstrate this time and again as we work with the implementation of our new service system.

In addition to our new positions mentioned above we have been fortunate to add to our staff team and continue to match our staff members to meet specific service requests where possible. I would also acknowledge all our fabulous staff; CODA's values are demonstrated on a daily basis, well done everyone for such dedication to your role.

As a consequence of all the great work our complaints have been significantly outnumbered by compliments in the last year, which is pleasing, but I continue to encourage our clients to express any concerns and feedback, both positive and negative, it is welcome at any time.

I always express to potential employees at interview that there are occasional challenges in working within the disability sector but the rewards are so significant and well and truly outweigh any challenges. I thank my very special colleagues Jacqui, Monica, Jennie and Kat for all their advice and support over this last year, what a great team.

Ben, at the ANZAC day
commemorations in Winchelsea





Monica Provan
Capacity Building Project Officer

Has anyone seen my desk? No, I can't see it either! The more creative I get the more mess I create and there has been very strong evidence of creativity in our office, as we have continued to develop services to meet demand and consolidated the supports already in place. Constant change has been an underlying theme at every level of our service throughout the past twelve months and, as you know, change creates both excitement and challenges (and mess). It is exciting to plan and develop a new stream of supports or to see a client attain a personal goal, but, so challenging when we have to change our preferred ways of working and thinking about the supports we provide.

The Launch Pad, originally a point of access for clients and an office space for Individual Support staff, also became a new dedicated stream of supports. By the end of 2014, the number of people being supported through the Individual Support team had increased so dramatically that we had to look at a new way of managing the staff. The team was split in to two separate streams, acknowledging the overarching models of support being provided: support to maintain current or declining skills, provided by Individual Support, and support to learn and develop skills, including increased independence from service provision, provided by The Launch Pad team.

All teams are becoming more comfortable with the annual changes to clients' funded supports as their plans are reviewed by NDIA. In the coming year we will be reviewing and improving our recording of client support episodes, and assessments to track and report progress towards their goals. Please, take time to read some of the personal snapshots in this report, our clients have achieved some great outcomes with the support of CODA staff, external staff, families and their own determination. We will also be implementing a new rostering system that will allow us to respond more quickly to urgent support needs and short term capacity building supports.

Fostering the development of new skill sets in staff will also be important in the coming year as the emerging markets for our services becomes clear. In early 2014 we started providing support to an 18 month old child through NDIA funding, now we support a number of children under 10 years of age with a variety of activities ranging from support to access early intervention programs to in-home supports to get ready for school. Our staff are certainly enjoying working with children and we will be supporting further training for staff to increase the quality of learning experiences and support we can



provide to children and their families.

We have been surprised and heartened by the increasing role of grandparents and even great-grandparents in ensuring young children with disabilities are able to stay in a familial environment. Monitoring and responding to the support needs of aging carers is likely to be a growth area for us in the future as looking after toddlers is such an active task. School holidays have proved to be a complex time for multigenerational families and our initial trial of a school holiday program in June this year was well received. Both carers and staff are already registering interest for next school holidays, so fun was obviously had by all! Our theme is "good old fashioned fun" where we stay on site offering a range of activities throughout the day. With the Badminton Club generously providing us with a venue at minimal cost, we can keep the fees low for families too.



Josh during holiday program

For months we had been exploring and researching options to develop a social enterprise; a way to provide community valued activity for people with disabilities . And giving them a way to develop pre-

employment skills or have longer term experiences to develop the productive capacity for supported employment. We researched many ideas and developed a couple of business proposals however, when a carer approached us with "here's one we prepared earlier", client and carer choice made the decision easy. Ros Williamson and Carla Marshall had been collecting donations of goods for a recycled shop and had been looking for an



Brian during holiday program

organisation to support their goal of providing a retail experience for a young person with a disability. Due to the hard work of these two ladies and our supportive staff we opened the doors to L.E.A.P. (Learn Engage Achieve Participate) in June, our recycling and upcycling retail venture.

With the benefit of NDIA funding, some of our clients have achieved their goals by gaining jobs and accommodation in Geelong, leaving vacancies in CODA housing. Accommodation and in-home support provision are being affected by changes in funding principles and we must allocate resources thoughtfully and develop our supports in consideration with both expressed need and available funding. CODA's waiting list for accommodation services and carer feedback also influences our longer term thinking around new housing options, but again any new housing models need to be developed with an awareness of funding principles and the directions of housing in the future.

Facility based respite and other ways of supporting families with their long term caring role will be continue to be 'topics of interest' in higher level discussions between the sector



and the NDIA and no doubt the impending national roll-out of the scheme will influence our future service delivery through Langdon House. For the next twelve months we will be getting to know the new families currently on the waiting list and how we can best provide service to both new and current families by providing a safe place to stay, building upon people's independent living skills and providing an opportunity for parents and families to take a break from their caring role.

I am so proud of the work our supervisors and staff have taken on as we are driven to rapidly evolve to meet the needs of our clients and the outcomes we now need to work towards. My personal thanks go to our supervisors, Mitzi, Sandy, Kerrie, Sue, Kath and Carla, our administrative support, Jennie and Kat and the executive team, Pip and Jacqui, for their patience and understanding as I create primordial chaos developing support responses.

I look forward to the challenges to come in the next twelve months, however, I will miss Pip's calm, level advice and eye for detail as she reviews my plans for services and the role model she has been for me in all areas of our work. I hope a little of her gentle, wise spirit stays in our office to temper the creative chaos to come as we respond to the requests of clients and families and the opportunities available to us.



Joy and Jeremy at the Langdon
House Christmas Party



Kerrie Black
CASS House Supervisor

I am pleased to start my report by saying that over this past 12 months CASS House has had a very good year. It has been, what seems like, a never ending stream of meetings with the staff from NDIS. We have welcomed our new resident John to the CASS House family, and we have had alterations to our roster, adding an extra staff member for the busy periods in our day. All of this has resulted in many changes at CASS house, but I am very pleased to say that they have all been positive ones.

CASS House itself has had some much needed improvements with sliding doors being fitted on all of the built in robes in the residents bedrooms, giving better access and allowing the staff a greater ease of movement, with equipment, within the rooms. We have purchased a new refrigerator that has allowed us to do away



John in his new house

with the old chest freezer that took up some much needed space. There has also been emergency lighting fitted throughout the house for added safety in the event of a fire.

In November we had our final inspection on the office/sleepover extension, all went well with only a few minor issues needing attention. All of the staff are extremely happy with the new extension and the purchase of a new sleepover bed and bedding has just been icing on the cake.

In September we welcomed John to CASS house, although John was a new face to CASS, John is not a new face to CODA as he has been a regular at Langdon house for many years. Words that spring to mind when thinking of John are adorable and simply delightful. As with all new clients I must admit we were all a little anxious about Johns transition, but it did not take long for us to realize there was no reason at all to be anxious. John has such a supportive family, and the team at Langdon and CASS ensured the transition

was a very smooth one indeed. John's cheeky smile and gentle nature has very quickly won us all over.

Simon celebrated a milestone this year turning 40 in March, around thirty family and friends joined him to celebrate with dinner at the



Simon's 40th Birthday Celebrations



Austral Hotel, all had a very enjoyable evening.

Boyd has had to find new ways to exercise this year, as the pool at Blue Water Fitness has remained closed. Boyd has enjoyed getting out and about for regular walks in the community with Bruce.

James enjoyed spending Christmas as a guest with the Wallace family this year, thank you to Matt and his family for their generosity.

Raymond has the ability to make us all smile on a regular basis with his wonderful sense of humour. He always knows the right thing to say to make us all laugh.

All in all, our residents have had a good year here at CASS, there have been no serious health issues to speak of. There have been much needed updates to residents equipment, there have been many meetings with experts, as facilitated by NDIA funding and we have seen some positive changes. These have resulted in some great outcomes in relation to ongoing health and behavioural issues.

There has also been an increase to evening and weekend 1:1 time, which is allowing our residents to access far more activities within the community. We are all looking forward to seeing a lot more of this to come in the coming year.

The CASS House staff attended various training sessions throughout the year, these have included Acquired Brain Injury (ABI) session with members of the CBDATS (Community Brain Disorders Assessment & Treatment Service) team, CPR updates, ABI behavioural training and Diabetes training.

I am very pleased to say that over the last 12 months we have not said goodbye to any team members. In fact with the arrival of our newest

resident, and extra shifts to help during our busiest periods of the day, we now have extra staff in our team, I would like to give a very big welcome to our Ange, Julie and Helena.

I will finish off this year by extending my thanks:-

Firstly to the CASS house team. A massive thank you to you all for all of your hard work and dedication throughout the year. As always your dedication to our residents happiness and wellbeing is your first priority. Also the understanding and flexibility you offer is invaluable to our ability to do our jobs, you are all amazing.

A special thank you to Lucy and Bruce for taking on the job of supervisor when I take leave, you both do a fantastic job.

Thank you to Jacqui and Pip for all of your support throughout the year, both on a professional and personal basis, you are never too busy to be there when we need you and it is very much appreciated.

Thank you to Mon, Sandi and Mitzi, for your support and a special thank you to Sue for accommodating my staff requests and for the many occasions that you have adjusted rosters to help accommodate CASS House needs.

And last but not least thank you to our lovely office ladies, who always greet us with a cheery smile, are forever helpful with whatever we need, and on many occasions extremely patient, thanks Jennie and Kat.





James having a great time



Shane's story is just one examples of our new service system working co-operatively to ensure people exercise choice and maintain their independence. It is a story worth sharing.

Shane tells us he is on a journey; the journey is unexpected and certainly not one he looked forward to, nor planned. When advised of his deteriorating health, Shane believed the introduction of support staff into his own home signalled the loss of his independence. Today he has come to consider that the assistance provided by staff is the very thing that keeps him independent. He now describes his CODA staff as his fellow travellers, journeying with him.

During the last two years his NDIS planning meetings have been robust with input from a range of sources, most particularly from Shane, who is certainly able to advocate on his own behalf. This has led to some great outcomes; the system has provided a support team that holds a huge amount of knowledge and expertise. NDIS planners have allocated a specialist Service Co-ordinator, a trained nurse who has expertise in Shane's particular illness; he has regular assessments by Physiotherapists and Occupational Therapists. His NDIS plan provides for support staff and equipment to ensure his needs are met, including the delivery of a range of exercises that have kept Shane from further physical deterioration. The arrival of parallel bars has given Shane some control of his exercise regime with capacity to undertake regular exercise at home. Staff training has ensured that Shane's support team are well equipped and our agency monitors our effectiveness with regular discussions.

The journey is not straightforward and Shane has been through some significant bumps along the road. Occasionally he has needed to beep the horn. In the here and now it is great to see him out and about in the community enjoying a laugh with friends; or at home surrounded by his own things, in his own space, leading a life if not necessarily of his own choice then at least of his own control.





John has a warm smile and his winning ways easily communicate his needs. After many years of accessing respite at Langdon House and with the cooperation of both DHHS and NDIS, John became our latest CODA resident – having moved into CASS House in October last year.

He immediately endeared himself to CASS staff and found his particular place in the household, settling into a comfy nook in the lounge, that has become John's spot. That sounds easy doesn't it? But in a high needs household that has relationships that developed over many years John's easy integration is a tribute to the work of all those involved in the transition. Most particularly we would like to thank John's family; mum Cathy gave us such great information about how to work with John that we were on the front foot from the start. That, combined with our existing knowledge and occasional assistance from the Langdon House team (thanks everyone), and the willing approach of our CASS House staff has ensured that John's needs are understood and embraced.

A big "Well Done!" to everyone for supporting this life changing process.



Sue Gamble

Individual Support Co-ordinator

This year our Individual Support team has seen many changes, including one of the biggest changes the service has ever seen.

The first BIG change was to separate the Individual Support clients from the clients who were participating in skill building activities. This essentially means we now have the Individual Support team and the Launch Pad team. The Launch Pad team is lead by Kath Dixon. Due to increasing numbers of clients we have also welcomed on board many new staff. We welcome you all and hope you enjoy your time with CODA.

We have had so many enjoyable highlights during the year and these would not be possible without the continued support of such a wonderful, dedicated and professional staff team. I have a sign out the front of my office, which really says it all. *"We don't train our staff to be nice, we just employ nice people"*. Thank you to Ketrina, Vicki, Megan, Julie, Matt, Belinda, Marcia, Leanne, Lyn, Jo-Ann, Aaron, Nick, Chris T, Jenny, Helena & Cara – without your support and invaluable knowledge we would not be able to achieve what we do. *Thanks.*

This year our clients attended shows, sporting competitions and festivals. "Gold Chisel", "Walkin' the Line", Birregurra Festival, Country Music Days, Netball at Warrnambool & Hamilton, Ten Pin Bowling, Darts, Speedway, and an All Abilities Basketball competition were just a few of these.

Some of our clients, who had time off over Christmas, headed west to their annual holiday destination of Warrnambool Holiday Park at Lake Pertobe. Claire, Catherine & Brendan look forward to their time away every year and meet up with other family members and friends.

The Individual support clients and staff enjoyed a great Christmas dinner at The City Bowls Club, along with a visit from Santa (AKA: Andrew see picture)



Andrew and Steven

Andrew J – Andrew is busy preparing for a trip in September this year, this time he is off to Fiji! If you need someone to carry your suitcase Andrew then I am sure there would be plenty of volunteers. Andrew has again starred in theatre shows with Ants Pantz and received rave reviews .

Shane – In the short time Shane has been engaging our services he has built a reputation of loving to have a laugh and a chat. Just don't make him laugh whilst he is standing up! Shane enjoyed going on a Cruise around New Zealand with assistance from one of our staff who went with him as his personal carer. A great time was had by Shane and Matt.



Marlene, John and John

Marlene – Marlene loves to go and have her nails manicured every 8 weeks and always looks forward to choosing a bright new colour for her nails. Marlene has been enjoying going to visit family on weekends and attending the country music days.

John W – John is preparing for a holiday away with his friends from Jalmah. John has had a good year and continues to access the community regularly on his scooter for a coffee. Most café's around Colac all

know John by name with his favourite being Culture.

Brendan – Brendan has an amazing knowledge of football, especially the Geelong Cats. He can recall who was injured in games going back at least 10 years. Also, he's not too bad on the footy tips. Brendan continues to work at Woolworths where he recently receiving a 10 year service badge.



Brendan



Catherine, Brendan and Claire

Catherine – Catherine loves working at the Botanic Café, so much so that Maree, her boss, insists she is one of her best staff. When the Ironing Service closed down earlier this year Catherine was able to increase her hours at the Café and also is now employed at Otway Kitchen. Catherine enjoys participating in many sports and receiving trophies when she succeeds.

Claire – Claire is always willing to help out and this is illustrated through her commitment to volunteering with The Lions Club. She can often be found at fund raising BBQ's and at the Lion's Club bi-weekly meetings. Claire has had a change of employment this year. She is now working at Otway Kitchen and at the Botanic Café.



Peter – Peter loves working with and helping the Birregurra Football club; he never misses a game if he can help it. Peter often makes his own arrangements for travel to and from footy matches out of town. Peter recently celebrated the milestone of the Big FIVE O' and celebrated in style with a party at Botanic Café. A party that over 100 friends and family attended. Peter's sister, who told him she wasn't able to attend, arrived as a surprise guest!

Andrew K – Andrew has been away on a holiday with Oz Mates to Cairns earlier this year. Whilst away on his holiday he met up with his parents (a very well planned holiday). Andrew continues to enjoy volunteering at Mitre-10, Ball & Croft, OCR FM and Trinity College. Andrew can't wait for the local pool to reopen so that he can go and swim whenever he wants.



Scott – Scott continues to live independently in his unit with his two cats (Niko & Shelby). Scott recently purchased himself another car and had it modified so that he can continue to drive independently. Scott continues to tinker with his car and other small motors.



Neil, Claire, Catherine, Brendan and Andrew

Well, that's the year that was. I am thankful for the wonderful staff, that I work with who support and encourage our clients every day.

Who knows what next year will bring, but I know that with the support from management, board members, staff and fellow peers we will succeed together.



Neil at the Birregurra
Festival



Mitzi Featherstone
Jalmah House Supervisor

The safe and happy home environment provided for our five residents; Heather, Mary, Mia, Ben and Angela, reflects the hard work of all the staff at Jalmah. The residents have undergone numerous changes to their day programs resulting in stressful times, many meetings and phone calls, and not always reaching the desired results, but on the home front- staff provided a consistent, caring routine.



Many thanks to the staff Bernice, Laura, Sue, Marcia, Julie, Wendy and Renee. All have attended training provided by CODA over the year, increasing their skills and our level of support.

Jalmah staff meetings are always productive, with input from staff towards any workplace issue. Keyworkers respectfully work with their residents, alongside the supervisor and families, to advocate for, support and assist their resident. All follow O.H. & S. protocols and CODA policy and procedures. DKnet and Supportability have been challenging at times, especially with the difficulties with the internet connections, exacerbated by being a rural organisation, and the difficulties that brings in relation to "connectivity". Hopefully this will be rectified in the near future.

Thanks to administration and management staff for all their advice and assistance over the year but especially Kat, who has helped enormously with the Supportability "stuff" sometimes at VERY short notice, via a phone call or email from a frustrated, stressed or very puzzled Supervisor! And further to this I'd like to thank all at CODA, for their help and support.



Bernice, has again risen to the challenge's of the year and stepped in/up, into the role of supervisor when I've needed her to do so. Thanks to fellow Supervisors, and special thanks to Sandy for being a sounding board and good friend.

Jalmah continues to be a well maintained home, with some small electrical items and

Photos on this and next page: the Jalmah residents and staff.

This page at Christmas (top) at Halloween (bottom)

Other page: At the circus (top) at the wildlife park (bottom)



the clothes dryer being replaced this year, alongside some minor maintenance being carried out. The result is, it is a home welcoming and safe, a lovely haven for our residents.

The bus is maintained and serviced regularly, but is not meeting our needs as well as in previous years. This is, of course, due to the residents

experiencing changes in health and mobility needs. For example, one of our residents now uses a walking frame and a wheelchair when out and about, and has difficulty getting in and out of the bus.

The residents have enjoyed regular and varied routines over the year. As always there were lots of outings. This year we have visited the Cobden Spring Festival, Gentle Annie's Berry Farm, Warrnambool (to see the whales – again elusive! One year we will see them!), the Great Ocean Road Wildlife Park, Colac Show, Heritage Festival, Australia Day celebrations, and a Halloween fundraiser. We have had lunches out as far afield as Anglesea for fish and chips, Apollo Bay for a picnic, Forrest for homemade pies, the Beeac Pub, Otway Nourished and Gellibrand. We have been to the movies, shopping (Waurm Ponds new shopping centre and Camperdown) and attending to personal banking. There have been many, many beauty appointments (although to be fair I shouldn't include Ben in this as a quick trip to Men Only is all he needs!). The residents have enjoyed





regular walks in the Botanical Gardens or just out and about to help keep everyone fit! The vegetable garden is always a fun job, and very productive. The highlight every month is the Country and Western afternoon (and lunch beforehand- of course).

Our residents love accessing the community, and again I wish to thank the many organisations/businesses that welcome and assist our clients. Thankyou to Woolworths, Chemart Pharmacy, ANZ, NAB, Commonwealth and Westpac banks, Red Rooster, Austral Hotel, Heathers Swim School,



Colac Podiatry, Otway Medical Clinic, Corangamite Clinic, Trotters Dentist, Slaters Dentist, Hair on Hearn, Men Only, Denise Duryea, Bella Day Spa, Colac Taxis, COPACC and Colac Cinemas. A very special thank you to Mrs Radcliffe and Mrs Collins who continue to support the clients.

Thanks also to the day service providers, Karingal, SkillsConnection, CODA, and St. Laurence. A special thank you to Marg Williamson (as seen in picture to left), her presence is missed at Jalmah. The introduction of NDIS has seen changes to how services are providing their programs, and in some cases these changes have not been happy changes. Hopefully all will settle down and the goals and needs of our residents will be met.

Families, as always, play a huge role in our residents' life. All have support from them, regular contact, and all spend quality time with their families. This year Angela had a lovely Christmas holiday with her sister in Melbourne, Heather went on a birthday holiday with her brother and sister-in-law, Mary enjoyed breaks, bike rides, swims, walks and concerts with her brothers, Mia had lots of family weekends and Ben having time on the family farm. All families were involved with the reviews of NDIS plans, with lots of input into the meetings.

On a sad note, the Jalmah pet dog, Sparky, passed away on the 14-03-2015. She had lived at Jalmah for nearly 12 years and was over 13 years old. She is certainly missed by all. Thanks to all staff for going that extra few yards in the last months of her life.



This year, Bernice, had a chat to our residents about what they enjoy about living at Jalmah. The residents participate with gusto, during regular house meetings, where they put forward any problems they wish to discuss or ideas they wish to deal with.

Heather: Very happy at Jalmah staff are all good to me taking me on outings and holidays with Jalmah looking forward to the holiday to Mildura later on in the year. Sometimes Alan and Erica come to see me and they ring me at Jalmah. I like to go and visit Mum at Mercy age care, staff take me to see her. I like watching Better Homes and Gardens on a Friday night and the footy.



Heather
with Alan
and Erica
on her
birthday
holiday

Mary: Likes all the staff that work at Jalmah. She likes all her friends that live with her, and having good fun. She also likes when her brother Mick comes from Melbourne to take her on a long bike ride and brother Martin for taking her swimming and bush walking. She likes the phone calls from her brothers and trip to Griffiths in winter with Martin to visit her brother Pete. She also likes listening to her music.



Mary
cleaning the
Jalmah bus

Mia: Likes living at Jalmah with her friends, likes watching her DVD's in her room, playing cards or writing on her note pads. She likes to watch TV with the others at night. She enjoys going home to spend time with her family on weekends, likes cooking night with staff, helping around the house and helping others. She also likes her Hawthorn scarf and her Geelong coat .



Mia with her niece, Matilda

Ben: Staff asked Ben what he liked about living in Jalmah

Do you like living at Jalmah with the ladies? Yeh

Do you like the CD player and CD's? Yeh

Do you like checking the mail? Yeh

Favourite DVD? Ben pointed to "Red Dog" .



Right: Ben and staff, Halloween .
Left: Angela making the Easter celebration Cake



Angela: I like living at Jalmah with all my friends and all the staff that work her and sleep here. I like to relax watching TV and playing with my ipad and sometimes I do knitting. I enjoy cooking tea with staff on Tuesday night. I have enjoyed some holidays in Melbourne with my sister and enjoy spending time with my sister here in Colac.



Spartky



Sandra Barber
Langdon House Supervisor

Another year has past, and with it came another gentle reminder to write up Langdon House's Report. Unfortunately I will be somewhere warm so will miss out on CODA's AGM.



Firstly, a big thank you to Langdon House's Staff – Barb, Jo, Joy, Nick and Chris, for your support. The hard work and effort you all put in with the ever changing, and challenging, conditions experienced over the past year is evident. Your commitment to supporting clients with day to day life enhancement opportunities enables the smooth running of Langdon House. The support given to clients and families is very much appreciated by all at CODA, but none more so than myself, well done.

Secondly, to my fellow Supervisors. A special welcome to Kath Dixon. We are still standing and with our sense of humour mostly intact. We have shared the ups and downs and, sometimes, never ending changes in our comfort zones. We are in it, and work through it together and have survived another 12 months. A special thank you to Mitzi. Thank you for making me smile, just when I needed it.

Thirdly, to the staff at the office. Kat, you are still awesome 12 months on. Jacqui and Pip, thanks for your great listening skills. Jennie, you are always smiling and cheerful and helpful. Monica, so sensible and knowledgeable, where would we be without you. It is a sad time with Pip, our Quality Manager, heading off to greener pastures. The staff at Langdon House will miss your positive and optimistic attitude. You have the ability to make the staff feel that we are achieving at all times and, no matter what, you sail on an even keel, best of luck and I hope retirement delivers you everything you crave.

To the whole of CODA, we have accomplished another Audit with excellent results. Proving, yet again that the the wellbeing, satisfaction and continual high level of support, are our top priority. To this end, we have seen staff trained in First Aid, and Tube Feeding.





Again our client management system Supportability, has undergone some changes and updates, however, I think all Staff have just about "gotten their heads around it". We are seeing a couple of extra processes being fine tuned, which will get the brain working. Flu vaccinations were again offered to Staff, promoting Health and well being.

On a personal note, I am grateful to CODA for allowing me to carry out Emergency Services duties, when they arise.

Plans are underway for a carport to protect the bus and clients in all types of weather conditions.

Families – my heart felt gratitude is extended. Your patience over the past 12 months must have worn a tad thin at times. There is so much to do, so many decisions to make, and meetings to attend. The list goes on, and yet, you are cheerful, respectful and willing to have a chat. You help us updating information enabling Langdon House to provide the support, wellbeing and, I hope, excellent standard of services that you are entitled to and expect for yourself and family member.

Clients – you are helpful. Your caring attitude towards staff and each other is wonderful and a joy, no not Joy Middleton. You provide a never ending learning curve for staff. You provide us with some challenges along the way, hard yakka, laughs, smiles, and tears. You name it, we have shared it, so here's to another fabulous 12 months. I think we enjoyed quite a healthy year, with nothing but the usual coughs and colds during the year for both clients and staff. It is appreciated that families cancel respite when their son or daughter is under the weather.

Outings /Activities – Birregurra Festival, Halloween at Jalmah, Warrnambool/ Koroit over night stay at Lynda's, Christmas lights in Geelong and Colac, Cool Night out in Geelong, Easter Egg Hunt, Australia Day, activities at Memorial

Square, Walking with Dinosaurs, birthday parties (lots of them), shopping, dining out, and the Barwon Park Mansion – Gallipoli re-enactment.



The Vegetable Garden is going very well thanks to Stephen Lang, and Cooky's Kanga Hire. Because of their donated time and supplies, the clients have

enjoyed, watering, gathering and eating fresh, home grown potatoes.

Relay for Life - what a great success, thanks to all who helped out, from setting up, saving the equipment when the weather turned nasty, making decorations, and of course doing all the walking.

The Christmas Party – Another success, thanks to all who helped to set up and clean up afterwards. Also, a big thank you to Santa, who stepped in at a very late, mad dash time, a job well done. As always I congratulate the Langdon House Staff. What a team effort! All that cooking, with assistance from clients of course. By my count on the day there were 80 humans and 1 dog. A special thank you goes to Trish Stephens for dropping in. It is heartening that a Board Member has come along to see what a spectacular event Langdon's Christmas Party is, the enjoyment, the getting together to catch up with families is a great experience. Someone who shows so much interest in the running of CODA is greatly appreciated by all.



A sad farewell to Melissa Long, who passed away 2nd July, her matter of fact approach to the world, her cuddles and beautiful smile will be greatly missed.



Steven, enjoying one of
CODA's many Christmas
Parties



Kath Dixon

Launch Pad Coordinator

It is with great pleasure that I am writing the first report for Launch Pad. CODA has introduced the Launch Pad service as a response to client NDIS plan requirements with a skill development focus.

This year saw the Launch Pad work with 32 clients, and we have provided individualised support, with a skill development focus, to assist clients meet their life goals.

Also Launch Pad has provided group activities, such as community singing, art and technology, fitness, social enterprise, and swimming.

These activities also focus on increasing communication, confidence, social skills, fine motor skills and strength.

We accessed a variety of community spaces to undertake activities that assisted client development.



A variety of visual supports have been developed to suit individual need and have been taken into homes and work places. These tools help to teach people valuable life skills such as menu planning, cleaning, shopping, household/personal routines, budgeting, and all aspects of money management. It provides a structure in which to undertake tasks. Because of this structure, we see clients approaching these tasks with much greater confidence and organisation.

The group activities that we have developed have been built on the notion of community participation, and seen clients developing valuable skills, networks and friendships.

The group activity program has expanded to accommodate the change in client's needs, and the opportunity to provide new supports to existing CODA clients.

Work place skill development has been a focus for some clients, and staff have assisted them to develop these skills, in turn enriching client's lives.

We have been providing a personalised





transport training service, supporting the development of skills needed to catch public transport and taxis. These essential skills provide clients with the independence to access their social events and workplaces.

CODA services have been working together to share staff and resources assisting families to ensure that their young people can access community services safely, to this end providing essential transport to children's services.

The combined staff efforts saw added support for families with the introduction of a School Holiday Program. Children enjoyed a range of affordable fun activities that entertained and enthralled. Thank you to all the dedicated staff that provided fun activities for our young people.

With such a large range of requirements from our clients, the Launch Pad has seen the staff team grow to reflect this growing need. The varied skill set of the staff sees the Launch Pad able to provide a plethora of services to the CODA community. These dedicated staff members are an integral part of the delivery of the Launch Pad services.

I would like to extend my thanks to the leadership, supervisors, office staff and the talented and dedicated Launch Pad team for continued support and quality improvements provided.



Bonnie using the new pictorial menu planning system.



Claire has been increasing her repertoire of recipes and cooking skills to the extent that she is now cultivating her own herbs and potted veg to get the freshest of flavours. Unlike most famous chef's, Claire is sharing her favourite recipes with others – I wonder if she will be sharing her strawberries though!

Talking about cooking, Launch Pad participants that have 'increasing cooking skills' as one of their goals are now striding ahead with a new pictorial system linking menu planning to familiar recipes. Its working so well that its ready to rolled out to others that would like to try it. Personalised exercise plans, completed in a group setting, are also having a great impact with improved fitness all round. One lady has lost nearly ten kilos and really looks forward to her Friday exercise sessions.



Claire and her strawberries and herbs.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

**OFFICERS' REPORT
FOR THE YEAR ENDED 30 JUNE 2015**

The officers present their report, together with the financial statements, on the incorporated association for the year ended 30 June 2015.

Officers

The following persons were officers of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Trish Stephens
Geoff Wallace
John Scarrott
Jacqueline Suares

Committee members

The following persons were committee members of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Trish Stephens
John Scarrott
Bruce Edwards
Geoff Wallace
Mary Carew
Michael Chapman
George Roberts
David Schram
Margaret Carter

Objectives

The short-term objective of the incorporated association to provide accommodation and support services to people with a disability and their families who reside in the Colac Otway Shire.

The long-term objective is to provide a range of quality, community based support programs which are flexible, accessible, affordable and safe: while promoting each person's independence and value as a member of the community.

Strategy for achieving the objectives

The Organisation has a defined strategic direction with a documented plan on decisions to be made and resources needed to achieve the outcomes. The strategic plan is made for a three year period, and the progress to plan is provided at least quarterly by the CEO.

A Business Plan provides greater detail of the activities planned to be undertaken to support the implementation of the Strategic Plan

Principal activities

During the financial year the principal continuing activities of the incorporated association were providing support services to people with a disability, as determined by the person and in accordance with their plan requirements.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

**OFFICERS' REPORT
FOR THE YEAR ENDED 30 JUNE 2015**

Performance measures

The incorporated association measures its performance by the achievement of goals established by the organisation and the individual people we support.

On behalf of the officers



Trish Stephens
Chairman

2015

Colac

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2015**

	NOTES	2015 \$	2014 \$
Revenue			
Residents' Fees		94,624	97,031
Wages Subsidies		2,354,263	1,980,182
Other Subsidies		44,491	33,802
Donations		350	-
Interest Received		14,669	30,419
Rent Received		61,512	56,360
Bus Mileage		24,251	13,709
Grants		-	50,000
Training Income		1,760	1,957
Other Income		18,399	15,078
	2	2,614,319	2,278,538
Expenses			
Operations & Maintenance	3	(1,864,521)	(1,696,049)
Household Expenses	4	(168,744)	(155,338)
Administration	5	(402,372)	(397,591)
		(2,435,637)	(2,248,978)
Surplus/(Loss) for the year		178,682	29,560

The above statement of comprehensive income should be read in conjunction with the accompanying notes.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2015

	NOTES	2015 \$	2014 \$
CURRENT ASSETS			
Cash and Cash Equivalents	6	364,280	311,841
Financial Assets	7	504,812	295,699
Trade and Other Receivables	8	11,416	15,997
Accrued Income	9	159,500	140,146
Prepayments	10	22,206	11,867
TOTAL CURRENT ASSETS		1,062,214	775,550
NON CURRENT ASSETS			
Property, Plant and Equipment	11a,b	1,495,797	1,522,065
TOTAL ASSETS		2,558,011	2,297,615
CURRENT LIABILITIES			
Trade and Other Payables	12	92,501	74,419
Deferred Income	13	-	-
Provisions	14	408,904	320,800
TOTAL CURRENT LIABILITIES		501,405	395,219
NON CURRENT LIABILITIES			
Provisions	14	7,402	31,874
TOTAL NON CURRENT LIABILITIES		7,402	31,874
TOTAL LIABILITIES		508,807	427,093
NET ASSETS		2,049,204	1,870,522
EQUITY			
Capital Grants		1,051,757	1,051,757
Retained Surplus		997,447	818,765
TOTAL EQUITY		2,049,204	1,870,522

The above statement of financial position should be read in conjunction with the accompanying notes.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2015**

	Capital Grants \$	Retained Earnings \$	Total \$
Balance at 1 July 2013	1,051,757	789,205	1,840,962
Surplus/(Loss) for the year	-	29,560	29,560
Balance at 30 June 2014	<u>1,051,757</u>	<u>818,765</u>	<u>1,870,522</u>
	Capital Grants \$	Retained Earnings \$	Total \$
Balance at 1 July 2014	1,051,757	818,765	1,870,522
Surplus/(Loss) for the year	-	178,682	178,682
Balance at 30 June 2015	<u>1,051,757</u>	<u>997,447</u>	<u>2,049,204</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

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COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2015**

	NOTES	2015 \$	2014 \$
Cash Flows from Operating Activities			
Receipts from Subsidies		2,334,956	2,033,394
Other Receipts		155,344	153,404
Receipts from Residents		94,624	97,031
Interest Received		14,622	30,419
Payments to Suppliers and Employees		(2,315,862)	(2,394,669)
Net Cash provided by (used in) Operating Activities	15	283,684	(80,421)
Cash Flows from Investing Activities			
Payment for Property, Plant and Equipment		(22,132)	(136,090)
Payment/(withdrawal) of investments		(209,113)	186,958
Net Cash provided by (used in) Investing Activities		(231,245)	50,868
Net Increase (Decrease) in Cash Held		52,439	(29,553)
Cash at Beginning of the Financial Year		311,841	341,394
Cash at end of the Financial Year	6	364,280	311,841

The above cash flow statement should be read in conjunction with the accompanying notes.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 1. Significant accounting policies

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 Incorporation Reform Act 2012*.

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New, revised or amending Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the incorporated association.

The following Accounting Standards and Interpretations are most relevant to the incorporated association:

- AASB 2012-3 Amendments to Australian Accounting Standards - Offsetting Financial Assets and Financial Liabilities
- AASB 2013-3 Amendments to AASB 136 - Recoverable Amount Disclosures for Non-Financial Assets
- AASB 2014-1 Amendments to Australian Accounting Standards (Parts A to C)

Basis of preparation

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and Interpretations issued by the Australian Accounting Standards Board ('AASB'), the *Associations Incorporation Reform Act 2012 Vic*, and associated regulations, as appropriate for not-for-profit oriented entities.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 1. Significant accounting policies (cont.)

Revenue recognition

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

Subsidies

Subsidies for salaries and wages are recognised when they are received from the government funding body and when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably. If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

Grants

Grants are recognised at their fair value where there is a reasonable assurance that the grant will be received and all attached conditions will be complied with.

Interest

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Leases

Leased assets are depreciated based on the class of asset. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred, over the lease term.

Economic Dependence

Colac Otway Disability Accommodation Inc is dependent on the Victoria Department of Human Services (DHS) and National Disability Insurance Agency (NDIA) for the majority of its revenue used to operate the business. At the date of this report the Board of management has no reason to believe the DHS and NDIA will not continue to support Colac Otway Disability Accommodation Inc.

Income tax

As the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 1. Significant accounting policies (cont.)

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is current when: it is expected to be realised or intended to be sold or consumed in normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within twelve months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period. All other assets are classified as non-current.

A liability is current when: it is expected to be settled in normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within twelve months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period. All other liabilities are classified as non-current.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Trade and other receivables

Other receivables are recognised at amortised cost, less any provision for impairment.

Property, Plant & Equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives with the following rates:

Land	NIL
Buildings	2%
Freehold improvements	2%
Leasehold improvements	2%
Plant and equipment	15%
Motor vehicles	15%
Office equipment	15%

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 1. Significant accounting policies (cont.)

Impairment of non-financial assets

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Recoverable amount is the higher of an asset's fair value less costs of disposal and value-in-use. The value-in-use is the present value of the estimated future cash flows relating to the asset using a pre-tax discount rate specific to the asset or cash-generating unit to which the asset belongs. Assets that do not have independent cash flows are grouped together to form a cash-generating unit.

Trade and other payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

Employee benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled within 12 months of the reporting date are recognised in current liabilities in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are recognised in non-current liabilities, provided there is an unconditional right to defer settlement of the liability. The liability is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Fair value measurement

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principle market; or in the absence of a principal market, in the most advantageous market.

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interest. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 1. Significant accounting policies (cont.)

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

Note 2. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Estimation of useful lives of assets

The incorporated association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Employee benefits provision

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Financial Report

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 2: (a) Income comprises the following items and amounts

Details	2015									
	Cass	Jalmah	Jalmah U	Langdon	West	Supp & C	Dowling St	Thomas St	LEAP	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Residents' Fees	-	-	-	5,670	-	-	-	-	-	5,670
Housekeeping	25,309	26,390	-	-	-	-	-	-	-	51,699
Utilities	20,945	16,310	-	-	-	-	-	-	-	37,255
Wages Subsidies	533,010	485,170	-	529,168	585	369,273	-	-	-	1,917,206
Other Subsidies	37,598	-	-	10,353	-	-	-	-	-	47,951
Donations	-	-	-	-	-	-	-	-	-	350
Interest Received	-	-	-	-	-	-	-	-	-	14,669
Rent Received	10,268	16,100	7,290	-	-	-	16,800	11,054	-	61,512
Other Income	-	190	-	2,091	-	516	5,200	-	1,530	9,527
Grants	-	-	-	-	-	-	-	-	-	-
Bus	2,418	5,150	-	1,041	-	15,386	-	-	-	23,995
Holiday Income	-	-	-	320	-	1,440	-	-	-	1,760
TOTAL	629,548	549,310	7,290	548,643	585	386,615	22,000	11,054	1,530	2,156,575
										457,744
										2,614,319

Details	2014									
	Cass	Jalmah	Jalmah U	Langdon	West	Supp & C	Dowling St	Thomas St	LEAP	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Residents' Fees	-	-	-	18,267	-	-	-	-	-	18,267
Housekeeping	22,314	24,200	-	-	-	-	-	-	-	46,514
Utilities	17,460	14,790	-	-	-	-	-	-	-	32,250
Wages Subsidies	572,378	327,924	-	433,710	1,551	269,860	-	-	-	1,605,423
Other Subsidies	-	-	-	-	-	-	-	-	-	33,802
Interest Received	-	-	-	-	-	-	-	-	-	30,419
Rent Received	8,777	13,500	6,785	-	-	-	17,200	10,098	-	56,360
Other Income	-	185	-	109	160	3,615	4,590	-	-	8,659
Grants	-	-	-	-	-	-	-	-	-	-
Bus	1,397	4,377	-	757	-	6,120	-	-	-	12,651
Holiday Income	-	-	-	1,957	-	-	-	-	-	1,957
TOTAL	622,326	384,975	6,785	454,800	1,711	279,595	21,790	10,098	1,782,079	2,278,538
										496,457
										2,278,538

COLAC OTWAY DISABILITY ACCOMMODATION INC.

Registered No. A0011803V

**Notes to the Financial Statements
For the Year Ended 30 June 2015**

Note 3:

Operations & Maintenance Expenses comprise the following items and amounts

Details	2015						
	Cass \$	Jalmah \$	Jalmah Unit \$	Langdon \$	West \$	Supp & C \$	TOTAL \$
Occupancy & Administration Costs	952	293	260	744	-	1,578	890
Depreciation	10,743	5,624	-	13,702	-	3,443	1,524
Broadband & Phones	2,241	2,304	-	1,905	-	2,160	-
Ipad costs	-	-	-	-	-	-	-
Legal Expenses	-	-	-	-	-	-	-
Lease	-	-	-	-	-	14,400	-
Other Expenses (including holiday)	-	173	-	45	-	2,028	205
Salaries	445,866	324,141	-	377,437	291	370,419	-
Superannuation	39,144	29,988	-	36,498	-	35,838	-
Workcover	39,574	13,173	-	28,781	-	7,809	-
Occ Health & Safety	261	490	-	478	-	-	-
Provision for Annual Leave	4,239	8,229	-	1,995	-	4,488	-
Provision for Long Service Leave	3,870	4,643	-	20,509	-	(9,674)	-
TOTAL	546,890	389,058	260	482,094	291	432,489	2,414
							10,743
							282
							1,864,521

Details	2014						
	Cass \$	Jalmah \$	Jalmah Unit \$	Langdon \$	West \$	Supp & C \$	TOTAL \$
Occupancy & Administration Costs	922	490	303	1,003	-	1,110	488
Depreciation	9,542	15,272	-	26,076	-	3,177	1,524
Broadband & Phones	2,026	1,426	-	1,434	-	991	-
Ipad Costs	-	-	-	-	-	296	-
Legal Expenses	-	-	-	-	-	-	-
Lease	-	-	-	-	-	14,400	-
Other Expenses (including holiday)	-	585	-	1,513	-	188	-
Salaries	418,693	302,525	-	408,958	108	233,433	-
Superannuation	32,122	21,608	-	31,150	-	25,002	-
Workcover	37,701	12,217	-	26,456	-	6,109	-
Occ Health & Safety	696	829	300	649	-	-	-
Provision for Annual Leave	(3,105)	8,275	-	3,395	-	7,224	-
Provision for Long Service Leave	(966)	7,682	-	6,044	-	15,325	-
TOTAL	497,631	370,909	603	506,678	108	307,255	2,012
							10,855
							-
							1,696,049

Financial Report

Financial Report

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 4:

Household Expenses comprise the following items and amounts

Details	2015							
	Cass \$	Jalmah \$	Jal Unit \$	Langdon \$	West \$	Supp & C \$	Dowling St \$	TOTAL \$
Client Costs	2,107	901	-	1,514	-	-	-	4,522
Groceries	17,295	18,335	-	13,400	-	-	5,200	54,230
Fuel, Light & Power	9,647	6,324	-	7,429	-	2,029	(69)	25,360
Housekeeping costs	1,765	2,275	-	-	-	-	-	4,040
Motor Vehicle Expenses	3,047	3,288	-	2,283	-	3,208	-	11,826
Occupancy Costs & Rates	934	1,873	378	1,901	-	2,236	1,873	10,953
Insurances	362	1,701	-	1,365	-	395	1,198	5,831
Property & Equipment Maintenance	13,018	4,319	812	12,332	1,031	495	1,851	40,707
Rent	11,275	-	-	-	-	-	-	11,275
TOTAL	59,451	39,016	1,190	40,224	1,031	8,362	10,053	168,744

Details	2014							
	Cass \$	Jalmah \$	Jal Unit \$	Langdon \$	West \$	Supp & C \$	Dowling St \$	TOTAL \$
Client Costs	1,733	1,225	-	510	-	1,803	-	5,272
Groceries	15,060	17,250	-	12,930	-	-	4,420	49,661
Fuel, Light & Power	9,302	1,737	-	5,351	-	684	(21)	17,053
Housekeeping Cost	1,644	1,745	-	-	-	-	-	3,389
Motor Vehicle Expenses	3,085	3,249	-	1,350	-	3,644	-	11,328
Occupancy Costs & Rates	1,518	1,914	551	2,476	-	3,337	2,605	14,472
Insurances	561	2,109	-	1,546	-	421	510	6,678
Property & Equipment Maintenance	7,031	8,028	342	7,776	730	9,233	618	37,249
Rent	10,234	-	-	-	-	-	-	10,234
TOTAL	50,168	37,257	893	31,939	730	19,122	8,132	155,338

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 5. Administration Expenses

	2015	2014
	\$	\$
Property & Equipment Maintenance	4,732	1,914
Building Project	2,489	2,510
Audit, Legal & Accounting	14,537	13,339
Bank Fees	958	961
Fuel, Light & Power	2,021	3,796
Office Costs & Administration	16,835	42,903
Occupancy Costs & Rates	5,107	2,333
Broadband & Phones	3,344	2,605
iPad Costs	7,358	2,026
Depreciation	2,621	3,070
Staff Related Costs	22,570	18,300
Other Expenses	1,120	350
OH & S Expenses	1,018	432
Provision for employee benefits	25,333	7,552
Salaries	262,492	264,525
Superannuation	22,729	24,149
Workcover	6,586	6,108
Insurances	522	716
	402,372	397,591

Note 6. Cash and Cash Equivalents

Petty Cash	200	200
CODA Cheque Account	7,363	20,932
Jalmah Housekeeping	404	50
Cass Housekeeping	345	311
Langdon Housekeeping	170	86
International Day Account	(960)	(960)
Electronic Clearing Account	-	-
Holiday Cheque Account	245	33
Westpac Everyday account	343,885	77,673
Bendigo Everyday account	12,402	211,506
Undeposited Funds	228	2,010
	364,280	311,841

Note 7. Financial Assets

Cass Investment Account	17,345	16,769
Westpac Bank Term Deposit	284,276	278,930
Bendigo Bank Term Deposit	203,191	-
	504,812	295,699

Note 8. Trade and Other Receivables

Trade Debtors	11,416	15,997
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Note 9. Accrued Income

Accrued Funding (NDIA)	154,631	135,324
Accrued Interest on Investments	4,869	4,822
	159,500	140,146

Note 10. Prepayments

Prepaid Insurance	22,206	3,177
Prepaid Subscription	-	8,690
	22,206	11,867

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 11a. Property, Plant & Equipment

	2015	2014
	\$	\$
Land and buildings - at cost	1,529,411	1,529,412
Less: Accumulated depreciation	<u>(261,012)</u>	<u>(239,473)</u>
	<u>1,268,399</u>	<u>1,289,939</u>
Freehold improvements - at cost	96,303	96,302
Less: Accumulated depreciation	<u>(15,337)</u>	<u>(13,411)</u>
	<u>80,966</u>	<u>82,891</u>
Plant and equipment - at cost	319,735	302,946
Less: Accumulated depreciation	<u>(294,240)</u>	<u>(295,895)</u>
	<u>25,495</u>	<u>7,051</u>
Motor vehicles - at cost	181,192	181,192
Less: Accumulated depreciation	<u>(129,076)</u>	<u>(109,250)</u>
	<u>52,116</u>	<u>71,942</u>
Leasehold improvements - at cost	71,093	71,093
Less: Accumulated depreciation	<u>(2,272)</u>	<u>(850)</u>
	<u>68,821</u>	<u>70,243</u>
	<u>1,495,797</u>	<u>1,522,065</u>

Financial Report

COLAC OTWAY DISABILITY ACCOMMODATION INC. Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 11b. Property, Plant & Equipment

	Historical Cost at 30.06.14 \$	Acquisitions/ Disposals 2014/2015 \$	Historical Cost at 30.06.15 \$	Depreciation for Year to 30.06.15 \$	Accumulated Depreciation at 30.06.15 \$	W.D.V. at 30.06.15 \$
ADMINISTRATION						
Office Equipment	47,011	4,878	51,889	393	47,404	4,485
Land	36,958	-	36,958	-	-	36,958
Building	51,756	-	51,756	1,035	17,149	34,607
Improvements	59,646	-	59,646	1,193	8,438	51,208
	195,371	4,878	200,249	2,621	72,991	127,258
CASS HOUSE**						
Furniture & Fittings	48,903	968	49,871	1,423	45,772	4,099
Bus	52,655	-	52,655	7,898	51,995	660
Improvements	71,093	-	71,093	1,422	2,272	68,821
	172,651	968	173,619	10,743	100,039	73,580
JALMAH						
Land	97,014	-	97,014	-	-	97,014
Building	211,948	-	211,948	4,239	101,919	110,029
Furniture & Fittings	71,688	(199)	71,487	905	69,434	2,053
Improvements	18,985	-	18,985	380	3,022	15,963
Motor Vehicle	49,016	-	49,016	-	49,016	-
	448,649	(199)	448,450	5,524	223,391	225,059
LANGDON HOUSE						
Land	73,938	-	73,938	-	-	73,938
Building	199,905	-	199,905	3,998	93,087	106,818
Furniture & Fittings	119,709	3,747	123,456	571	117,632	5,824
Improvements	17,672	-	17,672	353	3,877	13,795
Motor Vehicle	58,537	-	58,537	8,780	13,902	44,635
	469,761	3,747	473,508	13,702	228,498	245,010
INDIVIDUAL SUPPORT						
Furniture & Fittings	1,964	1,670	3,634	295	325	3,309
Motor Vehicle	20,984	-	20,984	3,148	14,163	6,821
	22,948	1,670	24,618	3,443	14,488	10,130
WEST STREET						
Furniture & Fittings	13,673	-	13,673	-	13,673	-
DOWLING STREET						
Land	101,806	-	101,806	-	-	101,806
Building	537,125	-	537,125	10,743	42,396	494,729
Plant & Equipment	-	5,725	5,725	-	-	5,725
	638,931	5,725	644,656	10,743	42,396	602,260
THOMAS STREET						
Land	142,763	-	142,763	-	-	142,763
Building	76,199	-	76,199	1,524	6,461	69,738
	218,961	-	218,961	1,524	6,461	212,500
TOTAL	2,180,945	16,789	2,197,734	48,300	701,937	1,495,797

** 12 James Street, Colac (Cass House) is owned by the Director of Housing. The association has a general lease agreement in place with the Director of Housing.
All other operational properties are owned by the association.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 12. Trade and Other Payables

	2015	2014
	\$	\$
Net GST	(8,517)	(1,815)
Trade Creditors	2,005	15,144
Payroll Liabilities	61,467	49,542
Other Creditors	10,076	-
Accrued Expenses	27,470	11,548
	92,501	74,419

Note 13. Deferred Income

Grant receipted in Advance	-	-
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Note 14. Provisions

Current

Provision for Annual Leave	200,680	175,745
Provision for Long Service Leave	208,224	145,055
	408,904	320,800

Non-Current

Provision for Long Service Leave	7,402	31,874
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Note 15. Cash Flow Information

Reconciliation of Net Cash provided by Operating Activities to Surplus

Surplus	178,682	29,560
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Non Cash Flows in Surplus

Depreciation	48,400	69,116
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Changes in Assets and Liabilities

(Increase) Decrease in Receivables	4,581	(4,854)
(Increase) Decrease in Prepayments and Accrued Income	(29,693)	(131,945)
Increase (Decrease) in Creditors	18,082	(64,031)
Increase (Decrease) in Deferred Income	-	(50,000)
Increase (Decrease) in Provisions	63,632	71,733

Net Cash provided by (used in) Operating Activities

	283,684	(80,421)
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COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 16. Equity - retained surpluses

	2015	2014
	\$	\$
Retained surpluses at the beginning of the financial year	1,870,522	1,840,962
Surplus/(Loss) for the year	<u>178,682</u>	<u>29,560</u>
Retained surpluses at the end of the financial year	<u><u>2,049,204</u></u>	<u><u>1,870,522</u></u>

Note 17. Key management personnel disclosures

Compensation

The aggregate compensation made to officers and other members of key management personnel of the incorporated association is set out below:

Aggregate compensation	<u>78,814</u>	<u>81,398</u>
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Note 18. Contingent liabilities

The incorporated association had no contingent liabilities as at 30 June 2015 and 30 June 2014.

Note 19. Commitments

The incorporated association has the following for expenditure as at 30 June 2014.

Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements

Payable - minimum lease payments	
- not later than 12 months	15,840
- later than 12 months but not later than 2 years	16,236
- later than 2 years but not later than 5 years	<u>51,184</u>
Minimum lease payments	<u><u>83,260</u></u>

The property lease for the administration office is non-cancellable lease with terms of 3 years with an option to extend for another 2 terms of 3 years, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by CPI annually on each anniversary of commencement date.

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2015

Note 20. Related party transactions

Key management personnel

Disclosures relating to key management personnel are set out in note 17.

Transactions with related parties

There were no transactions with related parties during the current and previous financial year.

Receivable from and payable to related parties

There were no trade receivables from or trade payables to related parties at the current and previous reporting date.

Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

Note 21. Events after the reporting period

No matter or circumstance has arisen since 30 June 2015 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

Note 22. Association Details

The registered office of the Association is:
Colac Otway Disability Accommodation Inc.
Shop 6 Otway Plaza 58 Hesse Street COLAC VIC 3250

COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

Officers' Declaration
30 June 2015

In the officers' opinion:

- the attached financial statements and notes thereto comply with the Australian Accounting Standards - Reduced Disclosure Requirements;
- the attached financial statements and notes thereto give a true and fair view of the incorporated association's financial position as at 30 June 2015 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the officers



Trish Stephens

Chairman



John Scarrott
Treasurer

2015

Colac



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 of Colac Otway Disability Accommodation Inc. (the association), which comprises the statement of financial position as at 30 June 2015, statement of comprehensive income, statement of changes in equity and statement of cash flows 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.

Committee's responsibility for the financial report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – *Reduced Disclosure Requirements* and the *Associations Incorporation Reform Act 2012* and for such internal control as the committee determines is necessary to enable the preparation of the 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 conducted our audit in accordance with Australian Auditing Standards. These standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about 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 judgment, 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 association's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the 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 a basis for our audit opinion.

Independence

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

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Auditor's opinion


In our opinion the financial report of the Colac Otway Disability Accommodation Inc. is in accordance with the *Associations Incorporation Reform Act 2012*, including

- a) giving a true and fair view of the association's financial positions as at 30 June 2015 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards – *Reduced Disclosure Requirements*.
- c)

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


JOHN FINDLAY
Partner

Ballarat Victoria
Dated this 31st August 2015

