



the

Colac Otway Disability
Accommodation inc.

2016
annual
report



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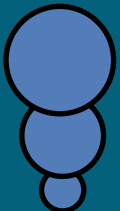
Front Cover Images

Upper Left: Ketrina, Marlene and Andrew

Upper Right: Ben and Heather

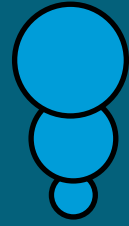
Bottom: Brian and Josh

Coda acknowledges the support of the Victorian Government



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Vision, Mission and Values

Ben, Oscar and Bernice



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

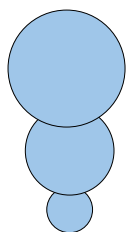
Empowerment

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



Alan + cars + gravity =
awesome!



Board Members



Margaret Carter Chairperson



John Scarrott Treasurer



Trish Stephen Vice Chairperson (Part Year)

General Board Members

Bruce Edwards
Mary Carew
Michael Chapman
(part year)
George Roberts
David Schram
Geoff Wallace
(part year)
Clare Moran
Miffy Shelton



This year saw the passing of previous board members Mrs Frieda Purdey and Mr Lloyd Brunt . Their contributions to CODA were immeasurable. Their dedication to CODA has been key to its success has helped CODA to become the organisation that it is today. They will be sadly missed.



Chairpersons
Report
Margaret
Carter



Chief
Executive
Officer
Jacqui Suares



Welcome to our Annual Report for 2015-2016, and I do hope you enjoy reading the comprehensive reports provided by each of our Supervisors regarding activities and achievements of the past year.

This is will be my final Annual Report as the CEO of CODA Inc. After 26 years leading the organisation through various periods of

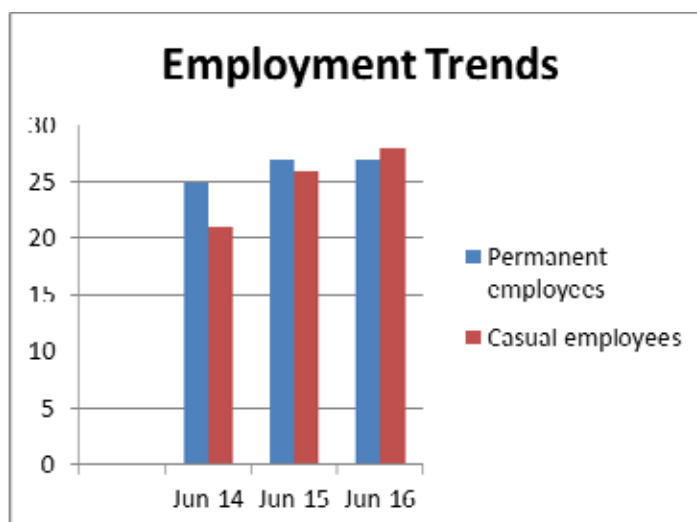
change, growth, and turbulence it is time for me to take a back seat and spend more time with my family and on our farm – where I hope a degree of serenity and balance may reign!

As always the past year has been busy, however there are a number of key highlights and emerging issues which I would like to take the opportunity to acknowledge. Firstly, the CODA Board has approved a new 3-year Strategic Plan with priorities focussed on the areas of Infrastructure, Legal & Risk, Communication & Growth. Implementation of the plan is being progressed, and to this end we have engaged the services of Donald Walker & Associates to create concept plans for a new accommodation service to be built on our Thomas St site. This is an exciting opportunity to create an innovative housing opportunity on a unique site in our community, and one the organisation has been working towards for many years.

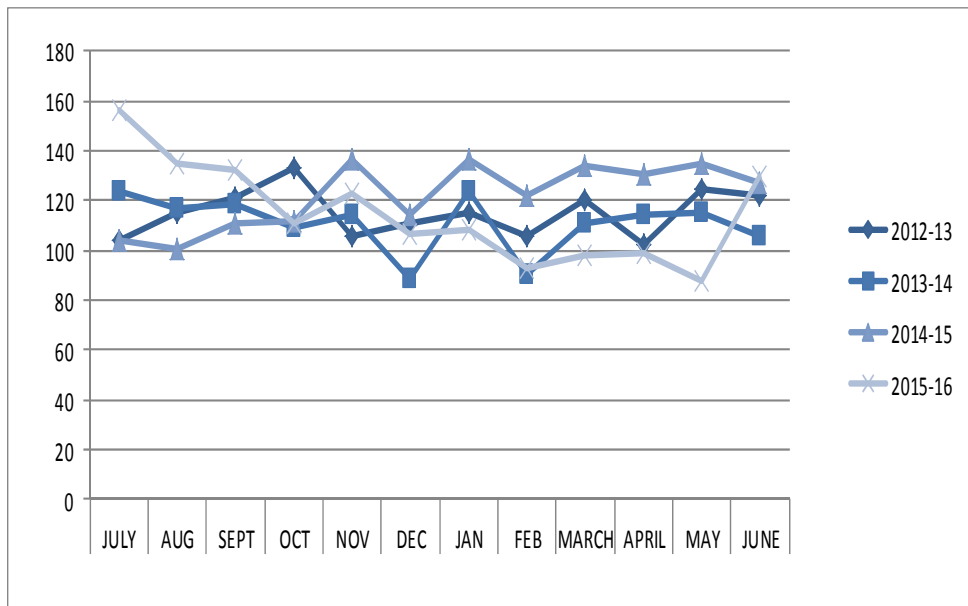
We have continued to grow, both in the number of people we support, staff employed and the range of services we provide. The trend towards casualization of the workforce continues, as the reality of client directed funding impacts on the service sector. As an organisation CODA remains committed to providing a quality, stable workforce – however this is challenged by realities of the NDIS. Administration staff constantly monitor support requirements and offer permanency of employment where capacity demonstrates this is achievable.



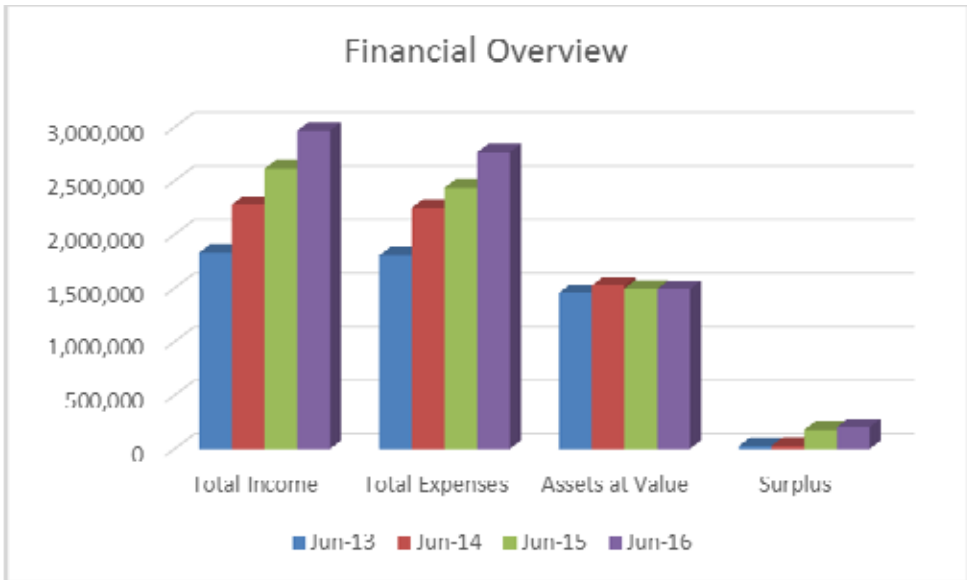
Heather on holidays



Our occupancy rates at Langdon House have returned to pre-NDIS levels, and are currently only adequate due to several people requiring long term support. There are now 2 other services in Colac providing short-term accommodation, which combined with reductions to individuals funding for respite will impact on the longer term operation of this service. While the continued provision of respite at Langdon House is assured, there may well be additional uses for the facility that could be provided in tandem, further adding to the variety and range of activities available to participants.



CODA’s financial report again demonstrates a stable and disciplined approach, which will enable future improvements to infrastructure and expansion where required. Our Finance Officer, Jennie Woods and Operations Manager Monica Provan together have managed to navigate the treacherous perils of the NDIA Provider Portal with incredible diligence and patience; and I thank them their perseverance!



Bianca—doing Easter art at Langdon House.

The Victorian DHHS continue to provide assistance to the organisation via our Senior Engagement Officer, Alan Murphy; and we were particularly appreciative of the financial support to enable the installation of specialized lifting equipment at Langdon House. Together with the implementation of the Louise O'Shea No Lift training program, this will significantly improve the safety and wellbeing of our participants and staff.

During the course of the year we have participated in a number of initiatives and partnerships through National Disability Services (NDS). We were pleased to support and promote the delivery of the NDS - Zero Tolerance Framework to people with a disability, support workers and Board members in Colac. Some of our younger participants are also continuing their involvement in the Relationship and Recognition Project, being conducted by Southern Cross University in partnership with NDS. This project will culminate in a photographic exhibition to be held at the end of the year, together with the publication of a report and journal articles. And of course, there have been the many visits from service providers from across the country as they prepare for the rollout of the NDIS in their respective jurisdictions. My thanks to all members of the administration team who have often been called upon to add their voice and experience so others can learn and develop strategies for implementation.

In closing I would like to sincerely thank the CODA Board members for their continued support and governance of the organisation, our diligent and dedicated staff; but most importantly our clients and their families who entrust us with providing their services. This is a privilege and a mighty responsibility – and one I have never taken lightly or for granted. I know that I leave CODA in excellent hands, and wish Monica Provan and her team all the very best as they continue to wade in uncharted waters.



Anthony and Joy cooking at Langdon house



Long
Service
Awards



Jennie Woods

**10 YEARS
SERVICE**

Bruce Edwards
(Board Member)



David Schram
(Board Member)



Mitzi Featherstone

**15 YEARS
SERVICE**



Bruce Beale



Mary Carew
(Board Member)

Acknowledgements

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

Our music volunteer Pam Radcliffe

DHHS West Division Staff—Alan Murphy, Senior Engagement Officer

NDIA—National & Victoria West Region Staff

NDS—National Disability Services Staff—David Moody, Sarah Fordyce & James Bannister

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

Members of GRAND—Geelong

William Jamison and all at SupportAbility

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

Colac Police

Colac Ambulance Service

Colac Area Health

Corangamite Clinic, Otway Medical Clinic and Dr. Denes Borsos

Colac Active Taxi's

Colac Area health—Adult Day Activity program

Colac Otway Regional Advocacy Services & CoConnect

Colac Otway Shire—Rural Access and the Community Services Team

Colanda Residential Services & Opus Staff

Karingal

SkillsConnection

St. Laurence

Colac Neighbourhood House

Community Hub Inc.

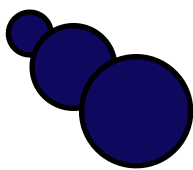
Michelle Maguire-Smith MS Australia

Leisure Networks in partnership with:

Colac Basketball Association

Colac Cinemas

OCR FM



John, Jason, Catherine, Brendan & Michael ready to support the Cats!

Quality Managers Sue Gregory

As the first anniversary of my commencement at CODA has come and gone, I remembered that one of the first things I did this time last year was to attend my first CODA Annual General Meeting. I am amazed and a just little bit scared by how fast that year has gone by.

Most aspects of my job as Quality and Compliance Manager are the same as those filled by Pip Watt, my predecessor, and one of my favourite jobs is working on the CODA document management system, dKnet. I have experienced dKnet in another life and have really enjoyed the opportunity to work

with the system again. Between us

Jacqui and I have reduced the number of policies, procedures and other documents requiring review or archiving. The long term goal is to further reduce the number of policies and procedures by combining separate but related policies and procedures into the one document wherever possible. This will systematically reduce the large number of documents over time without compromising our compliance requirements. Longer review dates on policies and procedures that can be reviewed in two or three years' time will also reduce the number of documents coming up for review annually.

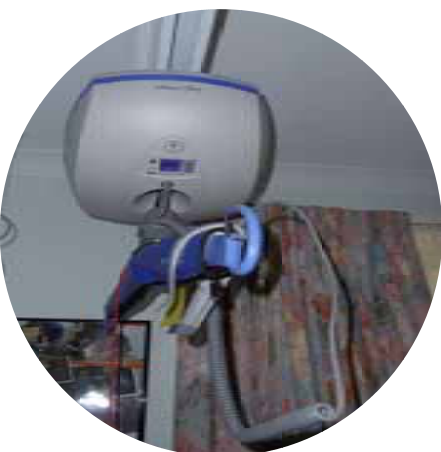


Sue Gregory Quality
Manager

Occupational Health and Safety (OHS) was a priority when I commenced work in the latter part of last year. In November 2015 the newly re-formed Occupational Health and Safety Committee met for the first time and continues to meet monthly to report on OHS matters from across the organisation. The OHS meeting is attended by Supervisors, OHS Representatives and O'Shea No Lift Trainers. Initially there were two OHS Representatives (Jennie Woods and Nick Rainey) who had completed their five day Representatives Training on the committee and, with the arrival of Rene Peters on staff, we now have three trained Representatives across the organisation. Other staff members have expressed interest in training as an OHS Representative once we can source locally provided training opportunities.

Continuing with OHS, this year has seen the roll out of the O'Shea No Lift system. This is a system specifically designed to minimise and/or remove the need to manually lift and the training

provided by Louise O'Shea has shown staff new ways to manage the movement of clients and equipment such as hoists, slings, wheelchairs etc. thereby reducing the risk of injuries such as muscle sprains, strains, back injuries and other typical injuries related to manual handling. All CODA staff have been trained in the 'No lift System' and the feedback from the training was very positive. Training feedback comments included '*Was great to learn about risk management*', '*Great training*' and '*Louise explained things very clearly*'. A big thanks to Louise who continues to stay in touch and who is wonderfully patient and supportive as we endeavour to get the roll out completed.



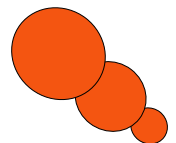
One of the new hoist units in Langdon
House.

Throughout the year internal audits have included an audit of the hard copy Human Resources (HR) Files for all staff and this was the first step

felt that some of these reflected the rapid growth of the organisation where systems and processes were being altered and amended to respond to the transition to the NDIS. Inevitably there were some gaps in process, all of which will be addressed by the end of September.

In what seems to be the norm, the compliments have outweighed the complaints for the year and a new system for recording complaints is being tested where they will be recorded on SupportAbility. A general overview of the responses to the Individual/Parent/Carer feedback Surveys conducted just prior to the audit are very positive and show a high level of satisfaction with the services that CODA provides.

A sample of responses to the question that asks *“What do you think CODA could do better?”* include comments such as *“Nothing that I can think of”*, *“CODA is doing everything right, I don’t have anything that worries me”* and *“Everything is fine at the moment, no suggestions”*.



Top Left : Mia walking in the gardens

Top Right: Michael, being super happy at Langdon House

Bottom Right: Michael showing his footy colours

Bottom Left: Kate cooking pizza



Operations Manager Monica Provan



This time last year we were reflecting on our incredible period of creativity; a time in which we experimented with new opportunities for our adult clients and started providing entirely new services to children and adolescents. This past twelve months has been a time of bedding down these new services; of providing and reviewing the service itself in the context of people's plans and the broader principles of the NDIS, and the implications of stretched resources on quality service provision as we continue to grow. My own role as project officer, a role reflecting a need to be constantly responding to the new and unknown, changed to Operations Manager to reflect the identified needs of the organisation within the new service system.

We have been working with the NDIS for over three years now, and whilst each service stream is seeing the benefits of the scheme for our clients, each team also experience's unique challenges with implementing people's plans. The current stability of accommodation funding means that we can increase staffing support for our long term residents, yet residents are still waiting for equipment and for support from their service coordinators. Many families

utilising Langdon House have advised they have experienced a reduction in the amount of nights they can access, but we are also providing services to many new families and the children's weekends are in place again. Our group based activities are also in demand, but we are starting to run out of room to support those who want to participate in our activities. Meeting these particular service delivery challenges will be the focus in the coming year and will include advocating and lobbying for improved responses from external services, restructuring support teams to better reflect the foci of individual goals, and reframing the utilisation of space at Langdon House. Our social enterprise, LEAP, is at capacity for supported volunteers based on the size of the shop, so we will be looking at how we can change the physical environment to the benefit of this service and the other group based activities. I'd like to acknowledge the dedication and positive attitude of the supervisors and coordinators, Mitzi, Kerrie, Sandy, Jo, Sue, Kath and Carla as they work within environments and support contexts that are constantly changing and moving beyond the original intention. So much change for both the clients and staff can difficult to manage, yet our supervisors continue to rise to the challenge.

The increase in support hours in our accommodation, group based and individualised services means that our pool of dedicated staff continues to grow in response. I always picture where a new employee



Glenn cooking at Langdon House



Hannah working out

Staff have been attending our usual annual training and updates on incident reporting, first aid and CPR, as well as specific health management topics including epilepsy and diabetes. Two staff from each team also had the opportunity to attend the International Disability Support Workers Conference held in Melbourne this year, attending sessions ranging from behaviour support through to aging issues for people with disabilities. Through the Lloyd Brunt scholarship, staff are also given the opportunity to participate in training specific to their particular interests where relevant to the organisation.

The intake, assessment & behaviour support functions are being separated from the Operations Manager role and I am grateful for the support and skill of Denise White with these particular tasks. Pip Watt has also graciously agreed to undertake project work for the organisation and we are delighted that we can continue to tap into Pip's considerable HR knowledge and experience.

I have always considered myself lucky to work for CODA and I'm very proud of our organisation and the work we do for the people we support. This sense of pride regarding our service and our culture of commitment has stemmed directly from Jacqui and the organisational values she upholds are reflected in every choice we make. Whilst I shall miss the steadfast leadership and support, Jacqui's enduring commitment to our organisation and community leaves an underpinning legacy that we can continue to move forward and build upon with confidence.



Claire and Peter



CASS House Supervisors Kerrie Black



Supervisor—Kerrie Black

Another year gone, they say the older you get the faster time flies; I am finding out that this statement is indeed very true. At CASS house we have had some stressful times throughout the year, but there has been nothing we have not been able to handle with the support from all at the CODA office and the great team of staff at CASS.

The past few years has seen CASS House undergo many improvements, and this year has been no different, due to an extension of a staff office and sleepover we have been able to

utilise an existing space in the house for a much needed storage area, in April CASS House had floor to ceiling enclosed shelving installed in the house help reduce clutter and the walls in the passage and have been relined with a heavy duty plaster to reduce damage. CASS House has also had several items of furniture replaced. These include a new leather lounge suite for both of the living areas, an industrial size clothes dryer to help with our never ending stream of washing and a security system installation. The central heating system was replaced with a larger one with better capacity to heat the residence, the door handles have been replaced to comply with new safety standards, the flooring in a bathroom was replaced, and as always there have been many, many minor maintenance issues that have been attended to. In all these things have gone a very long way to greatly improving our environment, it is very common for visitors at Cass house to comment on the lovely warm, inviting and homely feel that they get.

Our residents have also had a good year, there have been some health concerns, but these are to be expected and as always the staff team have kept on top of things with appointments and general check-ups.

We have also had some positive changes with an increase in 1:1 support programs and some day program changes. We are always very grateful for the wonderful support given to our residents by the day program providers.



Ray—celebrating all things
Christmas

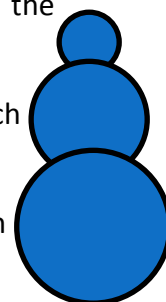
Boyd is now enjoying swimming two days a week and has is attending Karingal two days a week, where he gets to go fishing once a week and also spend time out in the garden and with the animals.

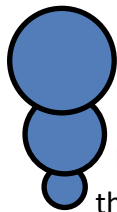
John is also going swimming twice a week and enjoys a day out in Geelong for community access once a month as a part of his programs with SkillsConnection.

Raymond goes out with Dan on Saturday morning, they spend time at the library, shop for new books and magazines, and of course go to the local cafes for some well deserved socialising.

James has had an increase in his time for his community access with Karingal, and very much enjoys heading out with Deb for a dinner and a look around the shops.

Simon seems to always be out and about, to be honest I think he has a better social life than most of us.



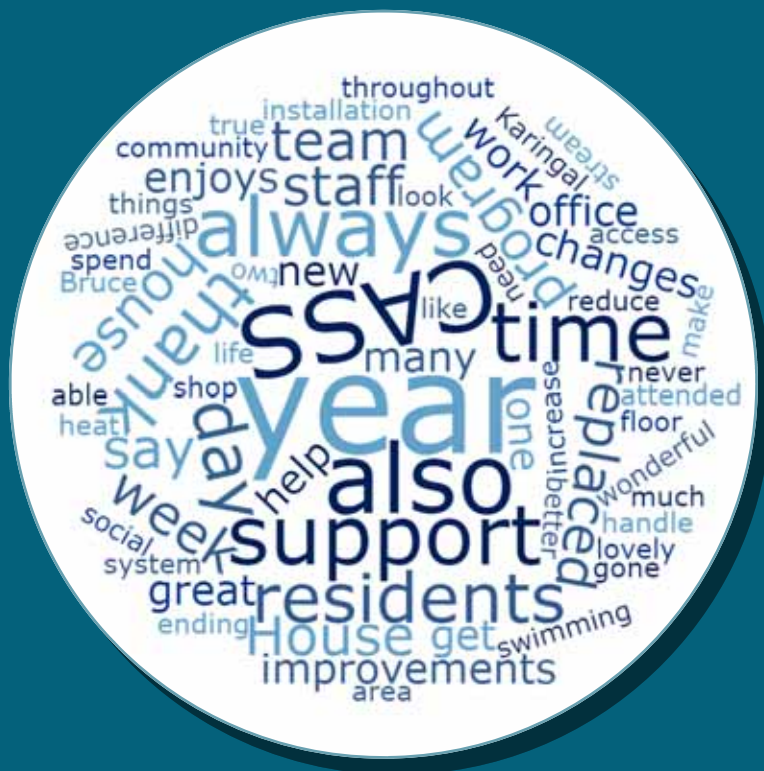


There has also been a stream of assessments and meetings through and with the NDIA, this has identified the need for equipment updates, some of which we are still waiting on. The ones that we have received have made a great deal of difference for residents.

I am pleased to say there has been very little change to our team again this year, and, as always they have done an amazing job with supporting our residents to have the best quality of life possible. I would like to say a very thank you to each and every one of the CASS House team for all of your hard work. Your dedication and passion for your work is a true credit to you all and I look forward to working with you all in the year ahead. A special thank you to Lucy and Bruce for stepping up into the Supervisors roll while I am away , and congratulations to Bruce for making the 15 year milestone.

I would also like to say thank you to the other supervisors for their support throughout the year. Also thanks to the lovely staff in the office for their help and your never ending patience. Thanks to Jacqui and Mon for all of your support and your ability to always have the perfect solution to my problems, and thank you Sue for your fresh eyes and wonderful ideas on how we can make improvements.

Now it's time to see what the next year has in store for us.



Individual Support Coordinator Sue Gamble



Sue Gamble

Where has that year gone... It seems like only a few weeks ago that I was typing this report for 2015.

We have so many wonderful highlights during the year and these would not be possible without the continued support of such a dedicated and wonderful staff team, so thank you to all those who have joined our team in the last 12 months.

Individual support is exactly that – every individual has a different need and we are able to adapt and match our staff to provide such a great service and support to our clients who continue to live independently within our Community.

Andrew J – Andrew has recently been to Echuca for a short holiday and continues to visit family whenever he can. His parents often “Drop in” for a surprise visit. Andrew again starred in an Ants Pantz show at the RRRTAG.

Shane – Shane continues to enjoy his staff interactions and the help he receives from CODA. Always when leaving, Shane says “Thanks for taking such good care of me”. It’s always nice to hear such positive feedback from clients. Shane enjoys having the local swimming pool open again and attends twice a week for Hydrotherapy.



Ketrina and Marlene..

Marlene – Marlene attended her Sister’s wedding in November which was held at Treloar Roses in Portland. She enjoyed shopping for an outfit, having her hair coloured and styled for the day along with her makeup all done and of course her nails - a huge thanks to Roslyn and Ketrina for supporting Marlene’s attendance.

John – John goes on a grand day out to the Australian Open in January. This year was no different. He takes any chance he can get to go for a drive around the local area! You will often see John up the street on his scooter, if not it will be parked outside an eatery, catching up with people and drinking coffee. Everyone knows John and they welcome him in for a chat.



Brendan and Catherine..

Brendan – Brendan continues to support his beloved Cats (Geelong Football Club) and attends home games whenever he can. He recently went on a group holiday (one of his goals for this year) to Cairns and back down the coast and inland home again. Brendan goes to the library regularly and has been able to learn to use the computers (Facebook & Research) and can now log in and out independently and also book a computer for the following week. He recently also mastered the self-checkout at the Library for his books and DVD’s.

Catherine – Catherine also follows the Geelong FC and enjoyed a trip to see a game at Etihad Stadium this year, as well as enjoying going on a holiday (with Brendan) to Cairns. The highlight of her trip was going to the Sugar factory and seeing how sugar is processed. Catherine has also enjoyed the limelight of being on stage with Ants Pantz and they are currently preparing for their new show later in the year on

Peter – Peter continues to support the Birregurra Football Club every weekend. This year he went to local games including – Birregurra, Simpson, Alvie, Western Eagles and Irrewarra Beeac. Peter attended the Kyabram Mack Muster in March this year, with a small amount of help from staff to organised transport and Accommodation for the weekend away.

Andrew working out.

our staff (Aaron)
him that they have
tion of backup

to be supported
and a van modified
, shopping, café

Thank you!



Jalmah
Coordinator
Mitzi
Featherstone



Mary enjoying a meal out.



Heather on holidays in
Tasmania, with her family.



Mia, is that you?

Annual Report time is here again, and yet again, the year has flown by!!! Jalmah has been, a busy and enjoyable house to be a part of, staff and residents alike a delight to work and spend time with.

Our main focus, as always, is the care and support of our residents. To enable them to be a positive part of our community, participating in events and activities of their choice, and promoting people with disabilities in a positive and valuable light.

Thanks to the many and varied businesses who support our residents throughout the year- Bella, Hair on Hearn, Denise Duryea, Men Only, Adore, ANZ, Westpac, Commonwealth and National banks, Judy-massages, Safeway, Betta Electrical, Colac Cinemas and COPACC, Otway Medical Clinic and Corangimite Clinic, Colac Chemart Pharmacy, Slaters Dentist and Purely Dental, Pathcare, Colac Podiatry Clinic, Bluewater Fitness, Austral Hotel and Red Rooster. Special thanks to Mrs Radcliffe and Mrs Collins for their support

The year has been an intense year with one I residents health and mobility declining. This has resulted in a rapid increase in hospital stays, health appointments and individualised care. The Jalmah staff, as always, met the increasing needs with compassion, making the decrease of independence easier for the resident.

All residents' annual health checks coincide with their fluvax, and then the follow up appointments with allied health professionals and pathology. A busy time but a good routine to maintain.

Thank you to Bernice, Laura, Sue, Marcia, Wendy, Julie and Renee, for your ongoing commitment and invaluable care and support of our residents. Even with the increased work load, the residents feel valued and individual, with their personal needs and interests met. Not an easy task with 5 very different personalities in one house! Key workers continue to be a great asset to the residents and families, taking on a commitment to the resident they are supporting.

Families also play a huge role in our residents' lives- they support their family member and can fill in the gaps in so many ways, enriching the residents' lives and making our job easier to do. Thankyou family

members!

Jalmah staff have attended mandatory training and the O'Shea lift training, with lots of positive feedback from all.



The bus all loaded ready for a few days of boot scooting and whip cracking!

All enjoyed a holiday to the Country and Western Music Festival in Mildura last year- supported by 3 staff, and friend John joining in. Staying in lovely cabins in a Caravan Park, they attended lots of country music events at various venues- yee ha! A bit of touristy spending completed the holiday!! Always good! Meanwhile back at Jalmah the house was being repainted inside- all fresh and nice for everyone's return.

Maintenance over the year has consisted mainly of minor repairs and replacing small electrical goods and vacuum cleaner. The house, as I said, was repainted and a disability friendly toilet installed in Bathroom 1 (who would have thought a toilet would be so exciting- but it was!) The new toilet meant a few changes to the bathroom but ably met by Robert Payne, who also "fixed" lots of other little maintenance issues over the year. Also purchased was a lift chair from Geelong Wheelchairs, and a new lounge suite for the sitting area from Marc Furniture. Very spiffy! The bus is difficult to access for some residents now and with the No-lift policy may prove to be even more difficult to meet our needs.

Day Services, naturally, are a huge part of the residents' life and routine. Changes continue to occur under NDIS, but the residents still enjoy their days and contact with peers and staff members. Thank you St. Laurence My Path, Skills Connection, Karingal, Launchpad (CODA) and ADAP. The support staff at Day Services, provide a high level of commitment and care, meeting the needs and goals of each of our residents.

Thank you to the people in the CODA network who have supported Jalmah over the year. CODA has certainly grown in service provision! There seems to be so many new positions and service streams now. It reflects the changes that have needed to be made to keep up with the communities' and clients' needs. Again, thank you Sandy for your



Yeeha!



Angela in her Barista uniform— all ready for a busy day. Angela makes terrific scones and coffee!



Ben ready for Melbourne Cup Day! He made the tie.



Heather with Oscar the new Jalmah dog—isn't he cute.

friendship and ear over the year- all these new services and expectations can send old heads into a spin!!!

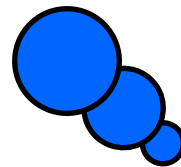
Our residents enjoy the many and varied events in Colac, attending most of the usual annual ones- Melbourne Cup Day, The Heritage Festival, Chorale at St. Johns, Australia Day at Birregurra, Camperdown Show, Anzac Day- especially looking at the flags flying at the cemetery, and the "eating out" outings- Gellibrand, Forrest, Otway Nourished, Biggest Morning tea at St. Laurence, and the day trips to Camperdown, Timboon and Waurin Ponds. Every year the Jalmah Christmas party is a hit, with the present buying and wrapping, and Christmas cooking making for a busy time leading up to it. All enjoy lovely family time over the Christmas and Easter breaks, very much looked forward to by our residents. Again, thank you to staff and families for giving up time and putting in extra effort for these holiday times.

And now to introduce Oscar, a little 7 year old dog who has joined the Jalmah family. What a hit he has been, and has settled in beautifully. Oscar, along with the budgies and fish, helps make Jalmah a very welcoming home, or so we are told on numerous occasions. Jalmah provides a safe and friendly environment for the residents and all who visit. This, of course reflects the hard work the staff do to maintain Jalmah to be happy and homely.



Mary Roche

I like all the staff here, and enjoy having chats with everybody. I had fun on holidays in Mildura with everyone. I enjoy spending time with my family. I enjoy day programs, especially walking and swimming, disco and singing. I also like to whistle, and do cooking on my cooking night (sometimes at the same time!)



Heather Purdey

I am very happy at Jalmah, I enjoy watching TV, especially the footy. I was happy with the holiday over Christmas in Tasmania, with staff Bernice's support, to my family. I enjoyed the house holiday in Mildura. I am happy with all the help that staff gives me as I can't do much myself anymore. I enjoy being able to still go to St. Laurence for day programs while my health is ok I go in the wheelchair.



Mia Soares

I am happy living at Jalmah. I like to watch movies at Jalmah—in my bedroom. I like my housemates. I enjoyed my holiday with Jalmah to Mildura. I like cooking on Mondays. I cook pasta. I like the shop (Launchpad). I like going home on weekends and playing with my dog Miffy. I like the staff.

Ben Dunne

What do you like about Jalmah? *Alright.*
Do you like your friends at Jalmah? *Yeh.*
Do you like your CD player and CD's? *Yeh*
Do you like Oscar? *Yeh.*
Do you like going for a walk on Sunday to get the paper? *Yeh*
Do you like Country and Wester Sunday?
Yeh

Man of few words!



Angela Chamberlain

I enjoy my friends and staff at Jalmah. I love having Oscar, the new house dog, around. I help feed him sometimes. I really enjoyed the Mildura Jalmah holiday. I like the Country and Western Music Festival. I really liked having a holiday with my sister Lyn in Melbourne. I'm really happy living at Jalmah and I love my cooking nights and doing my jobs.



Langdon House Coordinator Jo Cook



Jo Cook Acting House Supervisor

This year has been a very busy and challenging and we have had many ups and downs.

After 22 years with CODA, Barb Marriner retired to relax in her garden and read a good book or two! She been an amazing work college and the garden at Langdon House will miss her terribly, as will

the staff and clients, but we all wish her good health and a very deserving retirement.

Our House Supervisor Sandy is on a long break as well and we wish her well and thank her for all the amazing work she has put into Langdon House the last year.

We are constantly developing new ideas and tools to improve how we focus and develop people's independence skills. Many of our clients aspire to live independently from their families in the future, and where this is a person's goal we provide challenges and give opportunities for people to develop skills to live in their own home or in a supported accommodation service in years to come. Langdon House provides this support and interaction with others in a friendly and fun environment - that is what it is all about.

We have enjoyed many social outings during the year, culminating with the Christmas party at the Colac Scout hall. We are growing in numbers and the Christmas party is a great chance for families and staff to socialize and interact with others we do not always get to see through the year.

Hot Goss Nightclub in Geelong has been a big hit for those who go each term and everyone enjoys dancing the night away. We braved the chilly winter winds of Warrnambool to see if we could catch a glimpse of the visiting whales, but unfortunately there were none to be seen, but a great day out any way.

The Deb Ball was the highlight of the year and to Beth Nelson and Deb Codling and many others who volunteered to make this event truly magical - THANK YOU. The pride on many parent's faces was very moving, and together with the fabulous community support it was an event I will never forget. To all the participants involved you all looked amazing, and I am sure you felt like royalty.

We have purchased some new games and we have had loads of fun playing the balloon game, cards and Connect Four. The veggie patch has produced lots of fresh veggies and the clients have enjoyed planting them, watering, watching them grow and especially picking and eating them.



The staff at Langdon House
Saying farewell to Barb after
22 years (top right)



Hail to the chefs!

We have a new timber outdoor setting, which arrived 'flat-packed' - and I need to say a big thank you to one of our clients who worked with me all day putting the chairs together from start to finish! Our handyman, Rob Payne has been very busy installing new laser light on our veranda, repairing plaster and various other odd jobs that we needed.

We have had many walks around Colac and on occasion will visit the cemetery to say hello to some of our former clients who have passed away. On that note we need to say good bye to Jordan Boyd who passed away around this time last year. We also farewelled Dulcie Long who passed away only 11 months after Melissa left us, and Lloyd Brunt who passed away recently. Our prayers go out to their families and we will think of them always.

I would like to say a big thankyou to the clients and their families for their support over the last 12 months. We are truly an amazing big family here at Langdon House and we love a chat and catch up. Sometimes it's difficult to have the time to just sit down and talk, but we are always here

to listen to your needs and wishes and we will always try to respond to your concerns. We are grateful for your kind words and encouragement; knowing we are doing our best to keep Langdon House a wonderful place to stay.

The staff at Langdon House Joy, Nick, Chris and our new staff members Julie and Joseanne have been amazing and have supported me through some very challenging situations. We are a solid team and we help each other through the many

issues that arise. Taking on a new role as Acting House Supervisor, maintaining our great work ethics and keeping the house running as smoothly as possible has been difficult, but rewarding as well and I know we can resolve any challenge that comes our way. Thank you to the casuals' that have helped me out with shifts and being available when I have needed you.

To Jacqui, Monica, Sue, Jennie, Kat, Pip and all the supervisors and staff of CODA - we are growing every day and there will be many challenges ahead, but we have an amazing team and we can achieve our goals with support from everyone. CODA has and will always be an amazing place to work and we can hold our heads high knowing we have done a great job.

Josh, who is to flat pack furniture what Beethoven was to notes on a page.



Jordan Boyd, passed away
3rd September 2015





Top Left : Courtney and Mary

Top Right: George working hard washing up

Bottom Right: Langdon House farm escape

Bottom Left: Aaron, Ketrina and Shane



The Epic Langdon House Christmas Party.

Launch Pad Coordinator Kath Dixon

Launch Pad service has grown over the past year providing support to over 40 individuals.

What a busy year it has been welcoming new clients and staff to the team and receiving valuable support from combined CODA services.

Launch Pad has received a growing number of children requiring support

to access children's services and school holiday program.

The School holiday program has settled in and the staff have provided a range of fun activities to entertain the children including sports, art, games, craft, stories, dance, drama and cooking.

These activities have been delivered with the focus on developing wellbeing, social and communication skills within a safe fun setting.

Launch Pad has provided support to people access community events has made it possible for people to go to Melbourne, cultural events, sports and places of interest.

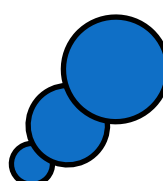
Also Launch Pad has provided group activities, such as walking, community singing, art and technology, fitness, social and swimming. These activities also focus on increasing communication, confidence, social skills, fine motor and wellbeing.

We have continued to develop a variety of visual supports to suit individual needs for the home, transport 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, providing a structure in which to undertake tasks.

Some clients have now developed their own menu planners and shopping lists.

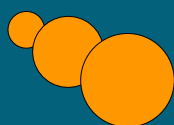
We see clients approaching these tasks with much greater confidence and organisation.

Kath Dixon Co-ordinator



Work skill development has been a focus for some clients and staff have assisted them to develop these skills within the work place and with travel training building independence to use public transport and taxis, which are in turn enriching client's lives.

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



Menu
plannin



All aboard the
Camperdown
Express!!

Mia and
Mary Singing



Best Foot
Forward - Art
Piece by Mia



Art works
by Marlene
and Brooke



Fun at
Sovereign Hill
in the snow



31

Our most recent addition to our team is the ever cheery Ellie. Ellie has very quickly learnt the roles and responsibilities of the shop, learning the different tasks efficiently. Her friendly nature is wonderful skill for customer service.

Our clients love the variety of tasks that the shop provides, we never know what the day will unfold. It is always exciting opening donations, feeling like Christmas with every bag.

Our duties also involve cleaning and organising, skills that are transferable to the clients day to day lives, and not just for their retail experience.

Leap provides a relaxed and friendly environment for our clients and staff that helps to develop a bond that is valued by all.

Our clients are continually learning social, communication, money handling and organisational skills. They are thriving in their own specific area's and enjoying the different challenges that arise from day to day.

We are receiving more and more donations as the business is developing. We have acquired many loyal

customers who won't donate to anyone else but us.

The coming year will see many changes as the success of our shop grows, we will see our shop residence either change or grow as we expand from the temporary building we have used in setting up LEAP.

We are also hoping to organise a fashion parade with another opportunity shop. This will see any clients developing their organisational skills, or for those who are interested, modelling on the night.

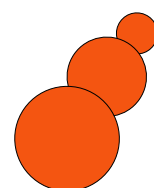
We have an electronic till in the final stages of being purchased that will be very user friendly for all clients as it will have pictures of clothes to use as a sale guide. Very exciting.

I would like to thank the many people who have been involved in the Leap shop. Donna Baker who has been a huge asset to the running and success of the shop. Donna Anderson for her ability to learn on the run. Kat Bryan who jumps so diligently whenever my computer head screams at me. Jennie Woods for always being so patient and helpful. Sue Gregory for keeping us all in line. Monica Provan for, well just about anything I can throw at her. Jacqui who is so welcoming and approachable as I feel is necessary for a great CEO. Her support will be greatly missed in the future.

Kath Dixon who has been a huge support for me, helping with any query I may have. She has been very patient, helping me to develop my skills. I'd like to thank Sue Gamble and all the staff and clients who share Shop 7 with us for their patience and understanding when we have taken over their space.

Then finally a big thankyou to Brooke, Maddie, Mia, Jane, Courtney, Lydia and Ellie. It is a pleasure to work with you all. You all give your very best and are the main reason the shop has been such a success.

To finish, I look forward to working with new clients and developing the success of our recycling shop, Leap.

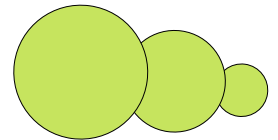




Brooke and Jane show us all how easy donating to LEAP is.



Maddy on a huge pile of donations! Thanks to everyone who has supported LEAP in its first year of operation.

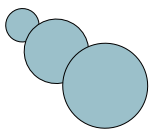


Maddy washing donations ready for sale.



Mia and Jodie making button bracelets for sale at LEAP as part of day program.

Finance report



COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

OFFICERS' REPORT
FOR THE YEAR ENDED 30 JUNE 2016

The officers present their report, together with the financial statements, on the incorporated association for the year ended 30 June 2016.

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:

Margaret Carter
John Scarrott
Jacqueline Soares

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
Mary Carew
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 2016**

Performance measures

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

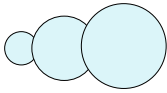
On behalf of the officers



Margaret Carter
Chairman

Colac 16/9/2016





COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

OFFICERS' REPORT
FOR THE YEAR ENDED 30 JUNE 2016

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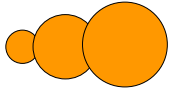
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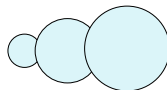


COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2016

	NOTES	2016 \$	2015 \$
Revenue			
Residents' Fees		106,116	94,624
Wages Subsidies		2,703,258	2,354,263
Other Subsidies		5,668	44,491
Donations		50	350
Interest Received		18,806	14,669
Rent Received		63,857	61,512
Bus Mileage		21,024	24,251
Grants		16,550	-
Training Income		2,997	1,760
Other Income		49,195	18,399
	2	<u>2,987,521</u>	<u>2,614,319</u>
Expenses			
Operations & Maintenance	3	(2,099,058)	(1,864,521)
Household Expenses	4	(188,970)	(168,744)
Administration	5	(491,785)	(402,372)
		<u>(2,779,813)</u>	<u>(2,435,637)</u>
Surplus for the year		<u>207,708</u>	<u>178,682</u>

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

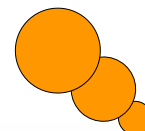


COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2016

	NOTES	2016 \$	2015 \$
CURRENT ASSETS			
Cash and Cash Equivalents	6	582,471	364,280
Financial Assets	7	518,820	504,812
Trade and Other Receivables	8	28,788	11,416
Accrued Income	9	161,120	159,500
Prepayments	10	18,057	22,206
TOTAL CURRENT ASSETS		1,309,256	1,062,214
NON CURRENT ASSETS			
Property, Plant and Equipment	11a,b	1,521,209	1,495,797
TOTAL ASSETS		2,830,465	2,558,011
CURRENT LIABILITIES			
Trade and Other Payables	12	117,517	92,501
Deferred Income	13	-	-
Provisions	14	456,036	408,904
TOTAL CURRENT LIABILITIES		573,553	501,405
NON CURRENT LIABILITIES			
Provisions	14	-	7,402
TOTAL NON CURRENT LIABILITIES		-	7,402
TOTAL LIABILITIES		573,553	508,807
NET ASSETS		2,256,912	2,049,204
EQUITY			
Capital Grants		1,051,757	1,051,757
Retained Surplus		1,205,155	997,447
TOTAL EQUITY		2,256,912	2,049,204

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 2016**

	Capital Grants \$	Retained Earnings \$	Total \$
Balance at 1 July 2014	1,051,757	818,765	1,870,522
Surplus 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>
	Capital Grants \$	Retained Earnings \$	Total \$
Balance at 1 July 2015	1,051,757	997,447	2,049,204
Surplus for the year	-	207,708	207,708
Balance at 30 June 2016	<u>1,051,757</u>	<u>1,205,155</u>	<u>2,256,912</u>

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

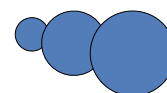
COLAC OTWAY DISABILITY ACCOMMODATION INC.
Registered No. A0011803V

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2016**

	NOTES	2016 \$	2015 \$
Cash Flows from Operating Activities			
Receipts from Subsidies		2,699,987	2,334,956
Other Receipts		141,969	155,344
Receipts from Residents		106,116	94,624
Interest Received		20,457	14,622
Payments to Suppliers and Employees		(2,665,110)	(2,315,862)
Net Cash provided by Operating Activities	15	303,419	283,684
Cash Flows from Investing Activities			
Payment for Property, Plant and Equipment		(71,220)	(22,132)
Payment/(withdrawal) of investments		(14,008)	(209,113)
Net Cash used in Investing Activities		(85,228)	(231,245)
Net Increase in Cash Held		218,191	52,439
Cash at Beginning of the Financial Year		364,280	311,841
Cash at end of the Financial Year	6	582,471	364,280



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 2016

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.

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 2016

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

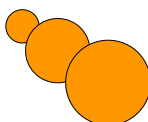
Leased assets are depreciated based on the class of asset. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred, over the lease term.

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 2016

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 classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 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 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 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

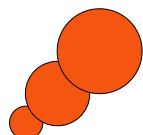
Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

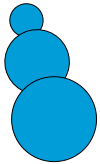
Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives with the following rates:

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.
Registered No. A0011803V

Notes to the Financial Statements
For the Year Ended 30 June 2016

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 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 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 principal 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 interests. 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 2016

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

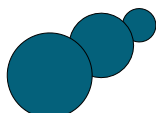
The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue 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.



Notes to the Financial Statements
For the Year Ended 30 June 2016

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

Details	2016										TOTAL
	Cass	Jalmah	Jalmah U	Langdon	West	Supp & C	Dowling St	Thomas St	LEAP	SUB-TOTAL	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Residents' Fees	-	-	-	13,376	-	-	-	-	-	13,376	13,376
Housekeeping	27,056	26,340	-	-	-	-	-	-	-	53,396	53,396
Utilities	22,444	16,900	-	-	-	-	-	-	-	39,344	39,344
Wages Subsidies	645,660	508,612	-	476,474	-	572,563	-	-	-	2,203,309	2,703,258
Other Subsidies	5,668	-	-	-	-	-	-	-	-	5,668	5,668
Donations	-	-	-	-	-	-	-	-	-	50	50
Interest Received	-	-	-	-	-	-	-	-	-	18,806	18,806
Rent Received	11,880	17,300	7,290	-	-	-	16,900	10,487	-	63,857	63,857
Other Income	-	197	127	3,410	1,650	803	5,200	-	19,628	31,015	49,195
Grants	-	-	-	-	-	-	-	-	-	-	16,550
Bus	1,342	4,277	-	584	-	14,821	-	-	-	21,024	21,024
Holiday Income	-	2,012	-	(60)	-	945	-	-	100	2,997	2,997
TOTAL	714,050	575,638	7,417	493,784	1,650	589,132	22,100	10,487	19,728	2,433,986	2,987,521

Details	2015										TOTAL
	Cass	Jalmah	Jalmah U	Langdon	West	Supp & C	Dowling St	Thomas St	LEAP	SUB-TOTAL	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Residents' Fees	-	-	-	5,670	-	-	-	-	-	5,670	5,670
Housekeeping	25,309	26,390	-	-	-	-	-	-	-	51,699	51,699
Utilities	20,945	16,310	-	-	-	-	-	-	-	37,255	37,255
Wages Subsidies	533,010	485,170	-	529,168	585	369,273	-	-	-	1,917,206	2,354,263
Other Subsidies	37,598	-	-	10,353	-	-	-	-	-	47,951	44,491
Donations	-	-	-	-	-	-	-	-	-	350	350
Interest Received	-	-	-	-	-	-	-	-	-	14,669	14,669
Rent Received	10,268	16,100	7,290	-	-	-	16,800	11,054	-	61,512	61,512
Other Income	-	190	-	2,091	-	516	5,200	-	1,530	9,527	18,399
Grants	-	-	-	-	-	-	-	-	-	-	-
Bus	2,418	5,150	-	1,041	-	15,386	-	-	-	23,995	24,251
Holiday Income	-	-	-	320	-	1,440	-	-	-	1,760	1,760
TOTAL	629,548	549,310	7,290	548,643	585	386,615	22,000	11,054	1,530	2,156,575	2,614,319

Notes to the Financial Statements
For the Year Ended 30 June 2016

Note 3:

Operations & Maintenance Expenses comprise the following items and amounts

Details	2016						
	Cass \$	Jalmah \$	Jalmah Unit \$	Langdon \$	West \$	Supp & C \$	TOTAL \$
Occupancy & Administration Costs	3,170	952	1,687	1,004	-	958	9,857
Depreciation	3,232	5,858	-	14,305	2,573	3,694	42,788
Broadband & Phones	1,752	2,130	-	1,878	-	3,263	9,023
Ipad costs	-	-	-	-	-	-	-
Legal Expenses	-	-	-	-	-	-	-
Lease	-	-	-	-	-	-	-
Other Expenses (including holiday)	-	2,557	-	50	-	1,213	15,109
Salaries	429,880	368,842	-	390,362	233	532,697	4,084
Superannuation	42,592	36,266	-	38,485	-	58,369	1,722,014
Workcover	49,567	17,729	-	33,855	-	8,194	175,712
Occ Health & Safety	-	-	-	426	-	-	109,345
Provision for Annual Leave	5,744	4,752	-	(8,823)	-	3,747	426
Provision for Long Service Leave	5,553	3,718	-	(5,449)	-	1,458	5,420
TOTAL	541,490	442,804	1,687	466,093	2,806	613,593	2,099,058

Details	2015						
	Cass \$	Jalmah \$	Jalmah Unit \$	Langdon \$	West \$	Supp & C \$	TOTAL \$
Occupancy & Administration Costs	952	293	260	744	-	1,578	77
Depreciation	10,743	5,624	-	13,702	-	3,443	4,794
Broadband & Phones	2,241	2,304	-	1,905	-	2,160	10,743
iPad Costs	-	-	-	-	-	-	-
Legal Expenses	-	-	-	-	-	-	-
Lease	-	-	-	-	-	-	-
Other Expenses (including holiday)	-	173	-	45	-	14,400	14,400
Salaries	445,866	324,141	-	377,437	291	2,028	2,451
Superannuation	39,144	29,988	-	36,498	-	370,419	205
Workcover	39,574	13,173	-	28,781	-	35,838	1,518,154
Occ Health & Safety	261	490	-	478	-	7,809	-
Provision for Annual Leave	4,239	8,229	-	1,995	-	-	89,337
Provision for Long Service Leave	3,870	4,643	-	20,509	-	(9,674)	1,229
TOTAL	546,890	389,058	260	482,094	291	432,489	18,951
							19,348
							282
							1,864,521

COLAC OTWAY DISABILITY ACCOMMODATION INC.
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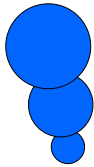
Notes to the Financial Statements
For the Year Ended 30 June 2016

Note 4:

Household Expenses comprise the following items and amounts

Details	2016										TOTAL
	Cass	Jalmah	Jal Unit	Langdon	West	Supp & C	Shop 7	Dowling St	Thomas St	LEAP	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Client Costs	1,939	776	-	2,723	-	-	-	-	-	-	5,438
Groceries	18,396	18,807	-	15,529	-	-	-	5,200	-	-	57,932
Fuel, Light & Power	9,334	4,350	121	8,141	775	5,150	-	(46)	-	-	27,825
Housekeeping costs	2,016	3,298	-	-	-	-	-	-	-	-	5,314
Motor Vehicle Expenses	2,733	4,410	-	3,313	-	3,261	-	-	-	-	13,717
Occupancy Costs & Rates	1,558	2,489	526	2,511	28	-	3,831	2,647	2,291	-	15,881
Insurances	411	2,363	-	1,375	265	334	104	110	184	-	5,146
Property & Equipment Maintenance	8,527	2,728	2,240	13,362	5,068	1,787	2,905	1,805	1,415	-	39,837
Rent	11,440	-	-	-	-	6,440	-	-	-	-	17,880
TOTAL	56,354	39,221	2,887	46,954	6,136	16,972	6,840	9,716	3,890	-	188,970

Details	2015										TOTAL
	Cass	Jalmah	Jal Unit	Langdon	West	Supp & C	Shop 7	Dowling St	Thomas St	LEAP	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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 Cost	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	-	2,235	-	1,873	1,759	-	10,953
Insurances	362	1,701	-	1,365	-	395	-	1,198	810	-	5,831
Property & Equipment Maintenance	13,018	4,319	812	12,332	1,031	495	-	1,851	1,834	5,015	40,707
Rent	11,275	-	-	-	-	-	-	-	-	-	11,275
TOTAL	59,450	39,016	1,190	40,224	1,031	8,362	-	10,053	4,403	5,015	168,744



COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2016

Note 5. Administration Expenses

	2016	2015
	\$	\$
Property & Equipment Maintenance	8,050	4,732
Building Project	4,463	2,489
Audit, Legal & Accounting	9,250	14,537
Bank Fees	540	958
Fuel, Light & Power	2,618	2,021
Office Costs & Administration	42,295	16,835
Occupancy Costs & Rates	4,227	5,107
Broadband & Phones	2,572	3,344
iPad Costs	6,577	7,358
Depreciation	3,020	2,621
Staff Related Costs	38,885	22,570
Other Expenses	(594)	1,120
OH & S Expenses	2,147	1,018
Provision for employee benefits	(282)	25,333
Salaries	339,835	262,492
Superannuation	19,107	22,729
Workcover	8,194	6,586
Insurances	881	522
	<u>491,785</u>	<u>402,372</u>

Note 6. Cash and Cash Equivalents

Petty Cash	200	200
CODA Cheque Account	14,118	7,363
Jalmah Housekeeping	451	404
Cass Housekeeping	200	345
Langdon Housekeeping	59	170
International Day Account	(960)	(960)
Donation Account	(200)	-
Holiday Cheque Account	317	245
Westpac Everyday account	555,729	343,883
Bendigo Everyday account	12,433	12,402
Undeposited Funds	124	228
	<u>582,471</u>	<u>364,280</u>

Note 7. Financial Assets

Cass Investment Account	17,836	17,345
Westpac Bank Term Deposit	292,310	284,276
Bendigo Bank Term Deposit	208,674	203,191
	<u>518,820</u>	<u>504,812</u>

Note 8. Trade and Other Receivables

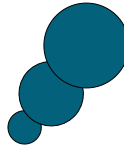
Trade Debtors	<u>28,788</u>	<u>11,416</u>
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Note 9. Accrued Income

Accrued Funding (NDIA)	157,902	154,631
Accrued Interest on Investments	3,218	4,869
	<u>161,120</u>	<u>159,500</u>

Note 10. Prepayments

Prepayments	<u>18,057</u>	<u>22,206</u>
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COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2016

Note 11a. Property, Plant & Equipment

	2016	2015
	\$	\$
Land and buildings - at cost	1,529,412	1,529,411
Less: Accumulated depreciation	<u>(282,551)</u>	<u>(261,012)</u>
	<u>1,246,861</u>	<u>1,268,399</u>
Freehold improvements - at cost	131,606	96,303
Less: Accumulated depreciation	<u>(17,516)</u>	<u>(15,337)</u>
	<u>114,090</u>	<u>80,966</u>
Plant and equipment - at cost	344,829	319,735
Less: Accumulated depreciation	<u>(296,538)</u>	<u>(294,240)</u>
	<u>48,291</u>	<u>25,495</u>
Motor vehicles - at cost	181,192	181,192
Less: Accumulated depreciation	<u>(141,664)</u>	<u>(129,076)</u>
	<u>39,528</u>	<u>52,116</u>
Leasehold improvements - at cost	76,133	71,093
Less: Accumulated depreciation	<u>(3,694)</u>	<u>(2,272)</u>
	<u>72,439</u>	<u>68,821</u>
	<u>1,521,209</u>	<u>1,495,797</u>

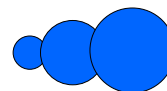
COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2016

Note 11b. Property, Plant & Equipment

	Historical Cost at 30.06.15 \$	Acquisitions/ Disposals 2015/2016 \$	Historical Cost at 30.06.16 \$	Depreciation for Year to 30.06.16 \$	Accumulated Depreciation at 30.06.16 \$	W.D.V. at 30.06.16 \$
ADMINISTRATION						
Office Equipment	51,889	1,568	53,457	792	48,196	5,261
Land	36,958	-	36,958	-	-	36,958
Building	51,756	-	51,756	1,035	18,184	33,572
Improvements	59,646	-	59,646	1,193	9,631	50,015
	<u>200,249</u>	<u>1,568</u>	<u>201,817</u>	<u>3,020</u>	<u>76,011</u>	<u>125,806</u>
CASS HOUSE**						
Furniture & Fittings	49,871	6,239	56,110	1,148	44,106	12,004
Bus	52,655	-	52,655	660	52,655	-
Improvements	71,093	5,040	76,133	1,422	3,694	72,439
	<u>173,619</u>	<u>11,279</u>	<u>184,898</u>	<u>3,230</u>	<u>100,455</u>	<u>84,443</u>
JALMAH						
Land	97,014	-	97,014	-	-	97,014
Building	211,948	-	211,948	4,239	106,158	105,790
Furniture & Fittings	71,487	2,103	73,590	986	67,854	5,736
Improvements	18,985	18,985	37,970	633	3,655	34,315
Motor Vehicle	49,016	-	49,016	-	49,016	-
	<u>448,450</u>	<u>21,088</u>	<u>469,538</u>	<u>5,858</u>	<u>226,683</u>	<u>242,855</u>
LANGDON HOUSE						
Land	73,938	-	73,938	-	-	73,938
Building	199,905	-	199,905	3,988	97,085	102,820
Furniture & Fittings	123,456	3,378	126,834	1,174	118,406	8,428
Improvements	17,672	16,318	33,990	353	4,230	29,760
Motor Vehicle	58,537	-	58,537	8,780	22,682	35,855
	<u>473,508</u>	<u>19,696</u>	<u>493,204</u>	<u>14,305</u>	<u>242,403</u>	<u>250,801</u>
INDIVIDUAL SUPPORT						
Furniture & Fittings	3,634	-	3,634	546	871	2,763
Motor Vehicle	20,984	-	20,984	3,148	17,311	3,673
	<u>24,618</u>	<u>-</u>	<u>24,618</u>	<u>3,694</u>	<u>18,182</u>	<u>6,436</u>
WEST STREET						
Furniture & Fittings	13,673	11,806	25,479	2,573	16,246	9,233
DOWLING STREET						
Land	101,806	-	101,806	-	-	101,806
Building	537,125	-	537,125	10,743	53,139	483,986
Plant & Equipment	5,725	-	5,725	859	859	4,866
	<u>644,656</u>	<u>-</u>	<u>644,656</u>	<u>11,602</u>	<u>53,998</u>	<u>590,658</u>
THOMAS STREET						
Land	142,763	-	142,763	-	-	142,763
Building	76,199	-	76,199	1,524	7,985	68,214
	<u>218,962</u>	<u>-</u>	<u>218,962</u>	<u>1,524</u>	<u>7,985</u>	<u>210,977</u>
TOTAL	<u>2,197,735</u>	<u>65,437</u>	<u>2,263,172</u>	<u>45,806</u>	<u>741,963</u>	<u>1,521,209</u>

** 12 Jarvis Street, Cobble (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 2016

	2016	2015
	\$	\$
Note 12. Trade and Other Payables		
Net GST	(7,906)	(8,517)
Trade Creditors	7,174	2,005
Payroll Liabilities	53,249	61,467
Other Creditors	12,643	10,076
Accrued Expenses	52,357	27,470
	<u>117,517</u>	<u>92,501</u>
 Note 13. Deferred Income		
Grant received in Advance	<u>-</u>	<u>-</u>
 Note 14. Provisions		
Current		
Provision for Annual Leave	233,864	200,680
Provision for Long Service Leave	222,172	208,224
	<u>456,036</u>	<u>408,904</u>
 Non-Current		
Provision for Long Service Leave	<u>-</u>	<u>7,402</u>
 Note 15. Cash Flow Information		
Reconciliation of Net Cash provided by Operating Activities to Surplus		
Surplus	207,708	178,682
 Non Cash Flows in Surplus		
Depreciation	45,808	48,400
 Changes in Assets and Liabilities		
(Increase) Decrease in Receivables	(17,372)	4,581
(Increase) Decrease in Prepayments and Accrued Income	2,529	(29,693)
Increase (Decrease) in Creditors	25,016	18,082
Increase (Decrease) in Deferred Income	-	-
Increase (Decrease) in Provisions	39,730	63,632
 Net Cash provided by (used in) Operating Activities	<u>303,419</u>	<u>283,684</u>



COLAC OTWAY DISABILITY ACCOMMODATION INC.
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Notes to the Financial Statements
For the Year Ended 30 June 2016

Note 16. Equity - retained surpluses

	2016 \$	2015 \$
Retained surpluses at the beginning of the financial year	2,049,204	1,870,522
Surplus for the year	<u>207,708</u>	<u>178,682</u>
Retained surpluses at the end of the financial year	<u><u>2,256,912</u></u>	<u><u>2,049,204</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><u>92,479</u></u>	<u><u>78,814</u></u>
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Note 18. Contingent liabilities

The incorporated association had no contingent liabilities as at 30 June 2016 and 30 June 2015.

Note 19. Commitments

The incorporated association has the following for expenditure as at 30 June 2016.

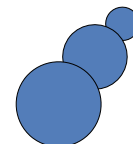
Operating Lease Commitments

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

Payable - minimum lease payments	
- not later than 12 months	16,560
- later than 12 months but not later than 2 years	16,974
- later than 2 years but not later than 5 years	<u>53,511</u>
Minimum lease payments	<u><u>87,045</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.





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Notes to the Financial Statements
For the Year Ended 30 June 2016

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 2016 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 2016

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 2016 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



Margaret Carter

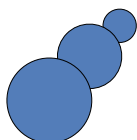
Chairman



John Scarrott
Treasurer

Colac

16/9/2016



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 2016, statement of profit or loss and other 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 are 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 gives a true and fair view and 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. Those 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.



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 position as at 30 June 2016 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards – *Reduced Disclosure Requirements*.

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.

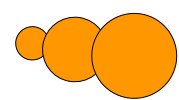
CROWE HORWATH WEST VIC

A handwritten signature in black ink, appearing to read "Martin Thompson", written over a light blue horizontal line.

MARTIN THOMPSON
Partner

Melbourne Victoria
Dated this 16th September 2016





Layout and design by Kat Bryan

