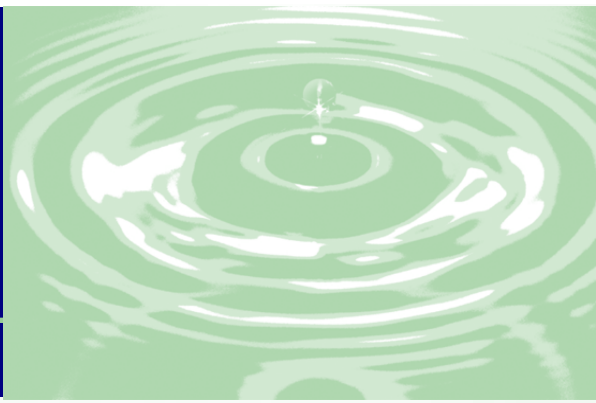
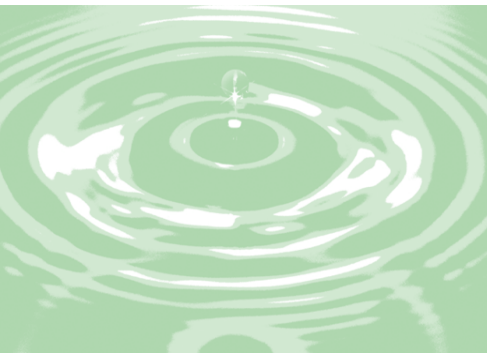


Colac Otway Disability Accommodation Inc.



Annual Report 2011



Colac Otway Disability Accommodation Inc.

Contents...

4	Executive Report
7	Acknowledgements
8	Cass House
11	Jalmah
16	Langdon House
20	Individualised Support
27	Financial Reports



Executive Report



Andrew Wright
Chairperson

There is much to report and celebrate as the past year has been a busy and rewarding time for all at CODA Inc. Our achievements are primarily as a result of the wonderful team who are CODA, from our direct care staff, supervisors, administration staff and Board members; all work with a common purpose to provide the highest quality service to our clients and their families.

In October 2010 we undertook our external quality audit against the Victorian Quality Framework for Disability Services, conducted by HDAA Pty. Ltd. The process was extensive, and we thank all clients and family members who participated in interviews with the auditors for giving their time and contributing to the discussion. Our successful certification is the culmination of many years work by our dedicated staff, and an acknowledgement of the quality of our services.



Jacqueline Soares
CEO

The Powercor Colac Otway Shire Business Awards are held annually during Business Week, and showcase the quality, professionalism and diversity of businesses throughout the shire. The awards also recognise the skill and service of employees, service industries and tourism.

During 2010, CODA was nominated and awarded the Community Enterprise Award, again recognizing the regard in which this organisation is held. COPACC set the stage for a glittering awards presentation, and it was exciting to have some of our staff able to attend the ceremony and enjoy our success.



The Colac Herald 17th October, 2010

Photograph supplied by The Colac Herald



**Andrew Wright
& Val Roberts
at the official
inspection of
the Dowling
Street Units**

Our Dowling Street development, made possible following the receipt of funding from the Department of Human Services together with a significant contribution by the organisation, is now completed and the new tenants have moved in. This has been an exciting and rewarding project, thanks largely to the professionalism and attention to detail of our architect Terry Atchison and the building team at Karacsay Constructions. It certainly has been a pleasure to work with people who share our ideals and take pride in their work; this was evident at all stages of construction. David Ridley, DHS – Geelong, provided oversight of the project on behalf of the department, and we appreciated his interest and contributions along the journey. We have watched with delight the clients' pleasure at furnishing and decorating their units to their own individual taste, and the excitement they have expressed at finally having a home of their very own. The Board has chosen to name the development "Bruce Roberts' Place" in honour and memory of the late Bruce Roberts, whose contribution to CODA and the broader Colac community was enormous. We were pleased to be able to invite Bruce's wife Val, and his family to view the development once completed.

The Board continues to work toward a replacement for the accommodation currently provided for our CASS House residents in James Street, and to this end have purchased a property in Thomas Street, Colac. The site has a potential building envelope of approximately 1900 m², and we consider this would be an ideal site to construct a new facility. In the meantime, the property provides an income stream and sound investment opportunity.

Our partnership in dKnet continues to provide opportunities to work collaboratively with other disability service organisations, sharing and learning from others practice while promoting innovation and best practice. dKnet were one of 3 finalists in the inaugural Victorian Community Sector Awards - "Strengthening Community Organisations" 2010, presented at the Office of the Community Sector Think Innovation Summit in Melbourne. As a member organisation, we have also been supporting the implementation of the dKnet project funded centrally by DHS titled "Growing the Quality Capacity – A Shared Approach", which promotes the replication of our highly

successful network. While this project has been time consuming, it has furthered our contact and exposure to other like-minded agencies and provided valuable opportunities to share knowledge, ideas and contacts.

CODA has been a strong advocate of the need for radical change in the way Australia plans, funds and implements services for people with a disability, and hence, the National Disability Insurance Scheme (NDIS) as proposed by the Productivity Commission. In partnership with Karingal, we were delighted to host the Colac DisabiliTEA at COPACC, and to receive strong support from the community and the Colac Otway Shire. Our shire councillors are to be commended for their public commitment to the scheme, and we certainly thank our Mayor, Brian Crook for his leadership on this issue.

We continue to enjoy a constructive and positive partnership with DHS, and appreciate the support we have received from our PASA's Grant Roberts and Monica Provan, and many others in the regional office. CODA is blessed to have a team of dedicated, enthusiastic and committed staff who always go beyond measure to ensure quality services and outcomes, and we extend our sincere thanks and gratitude to each of them.

Please enjoy reading the service reports, detailing another busy year!

Andrew Wright
Chairperson

Jacqueline Suares
CEO



**Colac Otway Shire
Mayor, Brian Crook and
Mia at the DisabiliTEA
held at COPACC**

Acknowledgements

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

DHS Regional Office Staff - particularly our PASA Monica Provan & Grant Roberts

Active Taxi's

Businesses which provide employment opportunities - Brian Lloyd, HICO

Bluewater Fitness Centre staff

Colac Ambulance Service

Colac Area Health Staff

Adult Day Activity Program - Sally Sparks & Staff

Colac District Ladies Bowling Association

Colac Otway Region Advocacy Services - Paul Brady

Colac Otway Shire - Rural Access and Anneli Frisk

Colanda Residential Services & Opus Staff

Our dKnet partners - Asteria Services Inc., Community Colleges Gippsland, Focus, Kankama Association Inc., Mawarra Centre Inc., Otway Community College, PAST Inc. & Pinarc Support Services

Karingal

Leisure Networks & Colac Night Netball Competition

The Meeting Place

Otway Community College - Peter Macdonald and Staff

Skills Connection - Marita Brady and Staff

St. Laurence - Lian Robb, Holly Kerachavill and Staff

Ali & Mark Zampatti

Cass House



It appears that when I commented this time last year, I am glad I will not have to do this next year; I had spoken a little too soon. Last year I had opened by wishing our Supervisor Mars a very enjoyable break and it appears this was indeed the case, as her stay in sunny Perth was so enjoyable that she decided to make it a permanent one. I am sure that I speak on behalf of all at Cass House when I thank her for her dedication, support, understanding and friendship that was given to staff and residents alike through out the years. We wish her every happiness for the future and look forward to catching up whenever she is down this way. We have also bid farewell to our team member Rose who although she has left us on a permanent-part-time basis, we are lucky to still be able to call on her for the odd casual shift here and there. With our farewells said it is now time to extend my many thanks to our wonderful team for all their hard work and dedication.



Throughout the year there have been times when staff have needed extended periods of time off due to unforeseen circumstances and each time this has occurred everyone has been more than willing to step up and fill extra shifts or take on extra duties as required to keep everything running smoothly. You always make sure our residents needs come first and have been there to give me support when ever it is needed, so thank you Bruce, Marg, Mathew, Jann, Amber, Paul, Nick, Megan, Sonia and John for all you have done. Also a warm welcome back to Sonia who has this year rejoined the Cass House team on a casual basis after leaving us in 2007. We are all very pleased to have her back on board.



My thanks also go out to Jacqui, Pip, Chris, Mitzi and Sandi for their support and sharing of their vast knowledge throughout the year, it has been greatly appreciated, also Jennie and Barb who have been happy to give me assistance when ever it's been needed and shown great patience in attempting to teach me how to operate the dreaded photocopier.

We would also like to say a very big welcome to our newest resident Raymond Frith who joined the Cass House family in December. After a few very minor teething problems Raymond has settled into the household very well. Raymond has developed good relationships with both the staff and residents alike, we all enjoy his great sense of humor and cheeky ways. It is great to have a full house again.



The House has undergone a few repairs this year and these include some major and much needed alterations to the 1st bathroom and the floor coverings in bedroom 2 have been replaced. There have also been upgrades to some residents' equipment, new bedroom furniture and with the coming of digital TV all residents have purchased LCD TVs for their bedrooms. CODA have purchased some new furnishings and bits and pieces to help make our environment more homely and functional. These include a LCD TV and TV cabinet for the 2nd lounge room, set top box and new lace curtains for lounge room 1, lace curtains, new filing cabinets and bedside table for the office/staff bedroom, a blackwood dining room dresser, toilet arms for both toilets and a very welcome front loading industrial washing machine to cater for our many loads of washing.

We have also required repairs to our house bus after a staff member from another organization had a very unfortunate encounter with a picnic table.



Staff have undergone various training throughout the year, these have included updates to First Aid and CPR, also Medication Training and a very insightful session on Epilepsy and Asthma.

Health wise our residents have had most of the usual ailments this year such as flu's and tummy bugs. For one resident there has been some hospital stays throughout the year due to known medical conditions. Some residents have required visits from the VNS, also visits to pathology, x-ray and ultra sound. Two residents have had fortnightly massage and all residents have had all their usual visits with their GP's, Dentists and Podiatrist throughout the year.





All residents have enjoyed all of their usual outings this year, these have included going for walks, picnics at the gardens, outings to the cinema, afternoon teas, going out for lunch and dinner, shopping in the CBD, spending time with family and friends, attending birthday parties and drives. All our residents enjoyed spending time with family on Christmas day. They have also enjoyed attending many of our local community events such as the football grand final for our local league, the Colac Show, Colac Car show, Colac Truck and Ute show, Kana festival, the Colac Annual Rodeo and the Celebration Dance. Some of the more interesting trips for the year have included visits to Ballarat Wildlife Park, The Cheese factory and Werribee Zoo.



I would like to finish up by saying thank you to St Laurence, Karingal and SkillsConnection who provide such wonderful support to our residents through their day placement and community access programs.

Now that we have spent this time reflecting on the year that has been, it is time to look forward and see what the year ahead will bring.

Kerrie Black
Cass House



Jalmah

This time of year again, here goes with the annual report 2010 – 2011.

The residents pursue all their individual and group activities with enthusiasm and pride. With the support of Jalmah staff, the residents shop for themselves and Jalmah, eat out, attend to personal finances, bike ride, sing, swim, go to church, exercise (Curves), have beauty treatments (not Ben, he doesn't need those!!!!), health appointments, attend community functions and events, Country Music Sunday, go to the pictures, have massages, day trips and of course, time with families.

The Jalmah staff prove to be dedicated, caring and professional, and support our residents to achieve their daily, weekly, monthly activities and appointments with consideration and respect. The staff provide a safe, caring and consistent environment for our residents to lead a fulfilling and happy life.

The staff- Darryl, Bernice, Annette, Amy, Laura, Ketrina and Kirsti, have all completed the mandatory training provided by CODA. Jalmah staff have also completed training in Autism awareness, and attended CODA general staff meetings. Bernice has completed her Cert IV - congrats!

At this stage I need to thank the Jalmah staff and casual staff who do a fantastic job day in, day out, especially (here is my usual gripe) those who work under the 24 hour model. I truly appreciate the dedication and flexibility you all show. Also, thanks to Bernice who takes the reigns when I take leave (this year I took 12 weeks off) or need time off.



**I celebrated 10 years
at Jalmah, with a
little celebration with
the residents, with
Bernice providing
the balloons-
thankyou.**



**Heather and Angela
received Attendance
awards for a Food
Handling course,
pictured here with
Shirley from Pickled
Gallery, St. Laurence.**

All residents attend Day programs, the 4 older residents having Wednesday off, with support from St. Laurence staff Margaret Williamson. It certainly helps the residents get through the week, with a rest day in the middle. They love having Marg in their home and having a relaxing day. There have been some changes with all the day program activities, in some cases due to the changes in the residents' funding. The staff at St. Laurence, in particular, assist the residents with the changes, and support their choices in activities. I must mention their care of our residents, especially with those who are aging and find some days more difficult to get through than others, is wonderful. I have noted that our residents never say they don't want to go to "work" and look forward to their activities, and catching up with friends and peers. Again, I must thank all those who support our residents in their day programs and community activities.

- ♦ St. Laurence, thanks Lian and staff and welcome Holly, where the 4 ladies attend all week, and Ben 2 days per week.
- ♦ Skills Connection staff, where Ben attends 2 days per week.
- ♦ Bluewater fitness, Curves, Mrs Radcliffe, Karingal, Colac Taxi Service, Safeway, La Virage, Hair on Hearn, Men Only, Helena de Wacht, Bella Day Spa, Red Rooster, National, ANZ, Commonwealth and Westpac banks, ADAP, Denise Duryea and Mrs Collins.

Our residents remain confident in accessing these businesses and attending their individual activities, with the help and support of those mentioned above, thank you.



**Card making in
Wednesday Program**



**Making memory book in
Wednesday Program**

As the residents age, and have more health issues, a lot of staff time is spent at health appointments. Our residents need a lot more support to maintain good health and quality of life, with a lot more frequent and varied appointments. The contrast in the level of competency and energy of our residents, say in the last five years, is vast. The staff are required to do more and more to support our residents in everyday activities. It is a concern regarding the level of care increasing and the funding model of Jalmah- again, an ongoing issue.



**A day out to the
Werribee Zoo**



**Apollo Bay, with
good friend John**



**Barbeque at the park,
Darryl is a good cook!**



**Mary & Jodie (Karingal)
setting off for a bike ride.**



**Celebrating Ketrimas'
birthday-yummy cake**

Three of our residents recently holidayed in QLD with their Outreach friends', a great time was had by all. Thanks Bernice, Chris T, and Ketrina for supporting our guys to have a fantastic holiday.

Thanks to all the staff in the CODA office, who continue to assist with the many vague and varied requests (sorry Barb, I know I can be a pain, but you always know how to fix it!!!!). And importantly, my fellow supervisors, Chris, Sandy, Kerrie- and I do miss Mars who is happily residing in Perth - who share and have shared lots of moments of wonder, confusion, stress, enlightenment and frustration. It certainly helps to share the load!!

Jalmah itself is a well maintained, comfortable home, with a lovely "feel" about it when you walk in. It's made more home like with the residents special pets, Sparky the dog, Finchie the budgie, and the goldfish- no, they don't have names like Bubbles, Goldie and Flash!

Families play a huge role in the well being and happiness of our residents, a big thankyou to you all, for your continued support of Jalmah, staff and family members. It makes our job easier to do.

Now over to the main members of the Jalmah team;



Ben - Ben was quite happily sitting on his chair in his room, listening to his CD player when staff chatted to him (or annoyed him!?!). Do you like Jalmah? - "yes". What else do you like? - Ben points to his CD player and helicopter.

Ben also has a new digital TV, and likes channel GEM.

Do you like the ladies? - "yes"

Do you like the staff? - "yes"

Is there anything you don't like? - "no"

At the end of these questions, Ben got up and said "that's enough" and changed his CD. Man of few words!



Angela-I like Jalmah and I like everybody. I like Sparky, she is a nice dog. We had a nice holiday. I shared a room with Heather. We went out to tea, a seal gave me a kiss and I had to keep still. Very soon I will be having 2 new doona covers for my room. I love feeding the fish and feeding Sparky with little tins. I help Annette on the weekends - I'm the no.1 helper.



Kathy- Yes, I like Jalmah. I like cooking – Monday. I like my room, I like Sparky. I clean the house, and my room. Sparky comes in my room, says good morning. I like knitting. It's my birthday soon, go to McDonalds, soon. Mary Ann sister knows, and Michael- it's his side (Collingwood). It's my side. Watch the kick the football.



Heather- Well, I really think the way things are with Mum, I'm quite happy in the house at the moment. But Jalmah is now my home. (Heather is an original resident of Jalmah and has been living in Jalmah for a LOT of years). The staff have been very good to me over the years, that's you, Darryl and the others. It's really good living here. I wonder if Erica and Alan will continue to see me. I want to work as long as I can – at the centre (St. Laurence). And I still want to go on holidays as we have over the years, which is really good.



Mary- I'll tell you what I like about Jalmah- I like good fun. I like to relax and dance to the radio or my CD's. I like chatting to people, Annette, Heather, Darryl. I enjoy cooking on my night. I cook chow mien, vegetable frittata, fried rice and I break the eggs in a bowl. I like catching up with my family, chatting on the phone to them. I like Finchie, he chirps at me. I enjoy my swims and I enjoyed going up to QLD. Bernice was good to me and shared my room.



Sparky- "I refuse to be interviewed!!"

What more can I say!!
Mitzi Featherstone, Jalmah House Supervisor

Langdon House

Another year has passed, with the usual ups and downs.

Thanks to Barb, Jo, Joy, Lynda, Nick and Lorraine, for a job well done. Welcome aboard Chris Milner, we hope your stay with CODA Inc. is an enjoyable one. Farewell to Lynda Jordan-Steel a very valuable worker, who will be missed by all.

Mitzi, Chris and Kerrie, your support and debriefs have been most welcome. Farewell to Mars, another great loss to the CODA Inc. family.

The office girls and Board of Management, thank you for being there with your input, and wise decisions, all for the benefit of clients/families/carers and staff. Without your wise heads CODA Inc. would not be the great business that it is. The outcome of this dedication was in a Business Award in 2010.

CODA Inc. has made available to staff flu/swine flu jabs. Staff have participated in the usual yearly mandatory training, and any other training that Supervisors, staff, Pip or Jacqui deemed appropriate for the continued wellbeing of clients and all who are involved within CODA Inc. Our Audit Report, from last year, was very informative and well received by all.

Langdon House has farewelled several clients who have moved into permanent accommodation or left the Colac area. We have welcomed several new clients, all who seem to have settled well into the routine of Respite and a past client has returned.

Outings/activities for the past year have been a huge success; Birregurra Festival, Melbourne Zoo, Colac Show, Werribee Zoo, Geelong Vintage Cars, Colac Races, Simpson Speedway x 2, Adventure Park, Avalon Air Show, Blues Train, Easter at Flagstaff Hill, Koroit Festival, Melbourne Gaol, Science Works x 2, Melbourne Aquarium, Melbourne Museum, King Tut display, Mary Poppins x 2, Walking with Dinosaurs and Flagstaff Hill Laser Light Show.



Making waves at Adventure Park

A great deal of time and effort by all staff has gone into these outings/activities with several clients requesting/suggesting venues they would like to visit. All are looking forward to the fast approaching Tasmania adventure.



Left: A great group shot at Mary Poppins. Right: Car parking is hard to come by in Melbourne, either the bus is too high or staff have to run out and feed the meter, but Sandy remembered a good spot.



The Avalon Air show was a great hit



A personal request from Denver, noisy, big crowd, but what a day!



Everyone had a great time at the Blues Train



Other outings/activities which clients have been supported on are; the cinema, shopping, Kana Parade, Meeting Place, McDonalds, walks, dining out, grooming, cooking, colouring in, watching DVD's, music, dancing etc. etc. The list just keeps going, so a big thankyou to clients and parents/carers for ensuring a happy, relaxing atmosphere is in place at Langdon.



Colac Races

Thank you to St. Laurence for the use of the bus. Unfortunately, this arrangement is no longer available to us, so we intend borrowing Cass House's bus or continue walking to outings/ activities within the Colac area.



Geelong Vintage Car Rally



Locked up in the cells



Old Melbourne Gaol



Easter at Flagstaff Hill



Erin all decked out for the Royal Wedding



Melbourne Zoo

We were again successfully with our application to DHS under the Minor Works & Equipment Grant, so we have our new hoist.

Our Christmas Party again was a huge success, even though the weather was not too good, but all was clear skies when Santa arrived. Thanks to all staff, especially Jo, who outdid themselves supplying extra tarps etc. so that everyone could keep dry. Parents enjoyed cooking and talking around the b-b-q, especially Noel Riches. I think a couple of staff should nominate for Master Chef!

It will soon be time for the yearly bookings, a task that seems to become harder each year, so I will finish up by saying I hope all parents/carers receive dates that suit them.

Sandra Barber
HOUSE SUPERVISOR

Individualised Support

Welcome to CODA'S AGM in 2011 from the Individualised Support staff. We hope you find the night enjoyable and this report informative.

I would also like to welcome and acknowledge two new staff members to our Individualised support team at CODA, Megan and Ketrina. Also welcome to our new client Brendan.

"The longer I work in this field the more I realise how special our staff are, they have qualities and a uniqueness that ensures our clients are well looked after and supported, helping them develop a sense of safety, comfort and security, and have a wonderful quality of life".

All of our staff go above and beyond their job descriptions. An example of this was the fabulous holiday to Queensland that 8 clients went on in August.

QUEENSLAND HOLIDAY: After much planning and approval from the CODA Board we organised and booked a trip to the Sunshine Coast in Queensland for eight of our CODA clients. I tried something new for this trip and had four individualised support clients, three residents from Jalmah and one respite client coming on the trip with three CODA staff members.

Day 1



Day 2



Day 3



Day 4



Day 5



Day 6



We plan these holidays because we love to see the excitement and anticipation on everyone's faces and experience the joy and fun during the holiday. Upon return from these trips we hear all the follow up conversations with friends and family and get to relive the excitement that everyone had. Photos are always a highlight and a great way to revisit the holiday.

I cannot praise or thank my staff Karen, Megan, Ketrina, Bernice, Amy and Paul enough on the wonderful support they give me and the clients throughout the year. Our clients are very lucky to have them. Thank you!!!

Beyond that I am also lucky to have great supervisors from the other CODA houses to keep me stable and on track when times get tough and we also celebrate and pat each other on the back throughout the year when many achievements are reached. Thank you to Mitzi, Sandi and Kerrie.

On from there I can't miss out on thanking Jacqui, Pip, Barb and Jennie who keep us on our toes, giving us someone to either discuss problems with or share relevant information and they lighten the mood with a smile and a joke at times which is very much appreciated.



It has been a big year having the new units in Dowling Street built which the board and Jacqui had many discussions and decisions to make to get them finished. Wow, what can I say - the completed units look fantastic; thanks to the Board for their support. If you haven't been around to see them then I am sure the new tenants would be more than happy to show them to you. On behalf of the three individualised support clients who are lucky enough to be the new occupants of the units they would like to pass on a very big thank you to all involved in getting the units built.

It has just occurred to me that the different parts of CODA are like a jigsaw, when pieced together they form a wonderful picture or in our case an organisation. How lucky we are!!!!



Individualised Support means during the year we try our best to keep our clients happy, healthy, encourage and support them to explore new job opportunities. We also advocate for them, get involved in volunteering, lots of community access, meeting new friends, exploring new opportunities, holiday opportunities, help and encourage them to keep in contact with family and friends, assist them to invite friends or family over for a meal, menu planning, cooking, shopping, assisting with cleaning/gardening, paying accounts, etc.... the list goes on.

We try our best to support the clients in the best way that meets each individual's need, so they can stay as independent as possible or become more independent.

Health appointments are a large part of our work with the clients from GP and dentist appointments to podiatrists, optometrists, endocrinologists, eye specialists, asthma management, diabetic educators, neurologists, occupational therapist, acupuncture, regular blood tests, annual flu vaccinations, annual health reviews etc...



We encourage the clients to eat healthy foods by menu planning with them and doing a shopping list so when they go to do their grocery shopping they have an idea of what meals they are going to have during the week; and for some clients we have developed pictorial shopping lists. This has proven to be very successful for the clients involved.



While encouraging healthy eating, we also encourage the clients to keep as fit as possible with many choosing to be involved with the netball and basketball that Leisure Networks organise here in Colac, run by volunteers from the local community. All clients are encouraged to walk as much as possible and one client has an exercise program established at ADAP, where she attends twice a week.

Accessing the local community plays a large part in our client's lives. There are always the annual activities (Kana, Ute show, Birregurra Festival etc.), monthly activities (Do Care men's lunch, RSL Country Music afternoon, Meeting Place, Kanyana Club etc.), just to name a few. We are very lucky here in Colac having many sporting clubs to get involved with as players, volunteers or spectators. We have the cinema, Ten Pin bowling, Straight Shooters, restaurants, gift shops and clothes shops for the clients to use anytime of the week.

Each year the clients celebrate their birthdays with friends and family at their chosen venue, some have small personal gatherings, others have larger gatherings, but each gathering always has a very special memorable outcome for the client with many photos to remember their special day. Our Christmas breakups are always a large gathering, and last year was at Captain George's Fish & Chip shop followed by a game of ten pin bowls and Kris Kringle gifts for everyone.

SOME ACHIEVEMENTS AND EXPERIENCES OUR INDIVIDUALISED SUPPORT CLIENTS HAVE HAD IN THE PAST YEAR 2010-2011



Caring Claire Bear: Claire was the instigator of getting the Queensland trip up and going. She had continued to ask when are we going on holiday to Queensland Chris, over and over again. So thanks to Claire we all had a wonderful holiday. Claire also celebrated her 30th birthday last October in style with family and friends at La Porchetta's in the Sportsman's Bar. Claire went to Warrnambool again to holiday over new year with family and friends.



Jolly Gentleman John: John was not sure about going to Queensland but when he knew some of his friends from Jalmah were going he jumped at the chance to go. We always seem to see a new side of John while on holidays as yet again he surprised us with joining in on our concert night. Lots of smiles and cheer.

John has started to go to the Kanyana club for their Wednesday luncheon where he meets and mixes with new people and enjoys a delicious meal.



Party Girl Marlene: Marlene had planned for a long time her 60th birthday celebrations. Marlene hired the Central Bowling Club and hired Kenny Garrett to play live music. Family and friends invited to Marlene's party had a marvellous time and Marlene was in her element. Marlene asked guests if they wanted to buy her a gift could they put some money in a card and place it in the wishing well provided. Marlene's wish/dream is coming true as in November this year she is heading away on a 14 day cruise to Fiji.



The Loveable Catherine: A wish came true for Catherine, she found someone special she fell in love with and decided she wanted to share living in with him. There were questions asked, comments passed but Catherine was determined to move in with this special person, so she did. They do make a gorgeous couple, and since holidaying in Queensland, now have many special together times to remember. Catherine is now a Geelong AFL member and goes to all the home games.



Proud Perfectionist Peter: Peter was excited but a little apprehensive about living on his own. Now Peter is loving his independence in his lovely new unit in Dowling Street. Peter loves visitors, (providing you can catch him at home) so go and have a cuppa with him at his new unit, he is a perfect host. Peter has had a bit of a tough year with his health and other issues, but is planning on a dream trip next year to Canada and Alaska travelling by plane, bus and of course a train, which is a love of Peter's along with trucks. Peter was also lucky enough to join Karen at the Eagle's concert in Melbourne, it was a night to remember.



Jodie who loves to shop: After many years of encouraging Jodie to attend the Meeting Place, YES Jodie decided to give it a go. Jodie now loves going to the Meeting Place and has formed a very special bond with one particular person. Jodie and her special friend enjoy having meals together and watching DVD's during the week and on weekends. Jodie also accepted an invite to join other CODA clients and staff on a trip to the Werribee Wildlife Zoo over the Easter weekend. Jodie got a front row seat on the safari bus and bought a keep sake from the souvenir shop. Jodie enjoyed the Celebration Dance taking the opportunity to get up and party.



Think Big Neil: Neil is so proud and excited about the shift to his new unit. This is a very big step to live on your own for the first time in your life. He is now surrounded by his stuffed toy cats and pictures proudly displayed on his walls. So from basically having all of his treasured possessions in one bedroom to now being able to spread them throughout a whole unit, it looks fantastic. Neil has many plans for his unit, the list keeps growing and growing. Neil always loves to get out and about and as you can see from this picture, he is always clowning around. We had been to the Werribee Wildlife Zoo over the Easter weekend. Neil also had the opportunity to go to the Go-carts in Cobden with Ketrina and had a wonderful time chatting and experiencing a new activity.



Quiet Achiever Brendan: The new kid on the block. Welcome to CODA Brendan. If you didn't know already Brendan is Catherine's special friend. Brendan is an avid Geelong supporter who used to go to the home games on his own, but now he has Catherine to go with him. GO CATS!!! Brendan loves his sport and one of Brendan's dreams was to get Austar on, now he has it connected he is able to watch more sport. Brendan joined us on our Queensland holiday and has made a lifelong friend in Christopher. What fun they got up to!!!! Brendan is also going to start to practice lawn bowls this season hoping to play competition in the future.



Smiling Scott: Scott celebrated his 21st birthday with family and friends. Scott had a dream come true getting a new dog, a boxer he has called Boof. Not spoilt much.....sure. Scott applied for the new wheelchair accessible unit in Dowling St and was successful - he is currently moving all his belongings into the new unit. Good luck Scott we are looking forward to seeing you develop your independence in your new unit.

Christine Thompson
Individualised Support Co-ordinator



A few more photos from
the Queensland Holiday



The staff had just as
much fun as the clients



Financial

COLAC OTWAY DISABILITY ACCOMMODATION INC.

Registered No. A0011803V

BALANCE SHEET AS AT 30 JUNE 2011

	NOTES	2011	2010
CURRENT ASSETS		\$	\$
Petty Cash		200	200
Cash at Bank			
CODA Cheque Account		5,292	463,315
International Day Account		(242)	(242)
Holiday Cheque Account		8,146	
Westpac everyday account		45,076	
Bendigo Everyday account		4,791	
Investment Accounts			
Westpac Bank Term Deposit		-	-
Cass Investment Account		14,650	13,691
Westpac Bank Term Deposit (LSL)		235,886	220,867
Sewells Finance Term Deposit		174,222	165,423
Westpac Bank Term Deposit		-	180,005
Bendigo Bank Term Deposit		-	206,373
Debtors		27,818	20,136
TOTAL CURRENT ASSETS		515,839	1,269,768
NON CURRENT ASSETS			
Unit Development Dowling Street in Progress		-	22,912
Fixed Assets at Cost		1,979,777	1,123,897
Less Accumulated Depreciation	6	470,100	435,429
TOTAL NON CURRENT ASSETS		1,509,677	711,380
TOTAL ASSETS		2,025,516	1,981,148
CURRENT LIABILITIES			
Capital Grant - Unit Development		-	400,000
Creditors		33,669	78,321
Provision for Annual Leave	7	136,733	125,630
Provision for Long Service Leave	8	97,829	92,695
Provision for Sick Leave	9	154,994	127,499
TOTAL CURRENT LIABILITIES		423,225	824,145
NON CURRENT LIABILITIES			
Provision for Long Service Leave	8	38,877	34,334
TOTAL NON CURRENT LIABILITIES		38,877	34,334
TOTAL LIABILITIES		462,102	858,479
NET ASSETS		1,563,414	1,122,669
ACCUMULATED FUNDS AND RESERVES			
Capital Grants		1,051,757	651,757
Accumulated Surplus		511,658	514,227
TOTAL ACCUMULATED FUNDS AND RESERVES		1,563,415	1,165,984

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	NOTES	2011 \$	2010 \$
INCOME	2		
Residents' Fees		112,922	104,581
Wages Subsidies		1,315,259	1,179,966
Other Subsidies		44,964	55,811
Donations		628	850
Interest Received		62,985	26,116
Rent Received		9,592	6,898
Bus Mileage		15,654	10,798
Other Income		20,466	5,593
Grants		9,304	12,000
Phone Income		363	323
Profit from Sale of Vehicle		-	-
Training Income		-	-
Total Income		1,592,137	1,402,936
EXPENDITURE			
Operations & Maintenance	3	1,179,014	1,100,622
Household Expenses	4	125,982	124,484
Administration	5	246,107	221,145
Total Expenditure		1,551,103	1,446,251
OPERATING SURPLUS FOR THE YEAR		41,033	(43,315)
Add Accumulated Surplus at 01.07.10		470,625	513,940
Accumulated Surplus at 30.06.11		511,658	470,625

The accompanying notes form part of these financial statements.

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

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	2011	2010
	\$	\$
Cash Flows from Operating Activities		
Receipts from Residents	112,922	97,955
Receipts from Subsidies	1,315,259	1,179,966
Other Receipts	93,288	92,273
Interest Received	62,985	26,116
Payments to Suppliers and Employees	(1,499,424)	(1,341,563)
Net Cash provided by (used in) Operating Activities	85,030	54,747
Cash Flows from Investing Activities		
Payment for Property, Plant and Equipment	(846,641)	(66,649)
Proceeds Capital Grants	-	400,000
Proceeds from Sale of Property, Plant & Equipment	-	-
Net Cash provided by (used in) Investing Activities	(846,641)	333,351
Net Increase (Decrease) in Cash Held	(761,611)	388,098
Cash at Beginning of the Financial Year	1,249,632	861,534
Cash at end of the Financial Year	488,021	1,249,632

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

		2011 \$	2010 \$
Reconciliation of Cash			
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:			
Petty Cash		200	200
Cash at Bank			
	CODA Cheque Account	5,292	463,315
	Holiday Cheque Account	8,146	-
	International Day Account	(242)	(242)
Investment Accounts			-
Bank of Melbourne Term Deposit	Westpac Bank Term Deposit	-	
CASS Investment Account	Cass Investment Account	14,650	13,691
Long Service Leave Term Deposit	Westpac Bank Term Deposit (LSL)	235,886	220,867
Sewells No 2 Term Deposit	Sewells Finance Term Deposit	174,222	165,423
Sewells Term Deposit	Westpac Bank Term Deposit	-	180,005
	Bendigo Bank Term Deposit	-	206,373
	Bendigo Everyday Account	4,791	-
	Everyday Savings Account	45,076	-
		488,021	1,249,632
Reconciliation of Net Cash provided by Operating Activities to Surplus			
Surplus		41,033	(43,315)
Non Cash Flows in Surplus			
Depreciation		48,343	51,362
Employee Entitlements		-	52,941
Changes in Assets and Liabilities			
(Increase) Decrease in Receivables		(7,682)	(6,626)
Increase (Decrease) in Creditors		(44,939)	385
Increase (Decrease) in Transition Support Funding		-	-
Increase (Decrease) in Employee Benefits		48,275	
Net Cash provided by (used in) Operating Activities		85,030	54,747

COLAC OTWAY DISABILITY ACCOMMODATION INC.

Registered No. A0011803V

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1981(Victoria). The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act 1981(Victoria) and applicable Australian Accounting Standards as they apply to prescribed associations in accordance with the requirements of the Associations Incorporation Regulations 1998 (Victoria)

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

Income Tax

Under current legislation Colac Otway Disability Accommodation Inc. is exempt from income tax.

Investments

Investments brought to account are at cost or at valuation. Interests are brought to account in the financial statements when received.

Property, Plant and Equipment

Property, plant and equipment are included at cost. All assets, including lease buildings and improvements, are depreciated over their useful lives to the association.

Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

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

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 2. (a) Income comprises the following items and amounts

	2010/2011										
Details	Cass	Jalmah	JalmahU	Langdon	West	Supp&C	Dowling	Thomas	SUB-TOT	Admin	TOTAL
	\$	\$		\$	\$	\$			\$	\$	\$
Residents' Fees	36,819	40,840		26,430	8,833	-			112,922	-	112,922
Wages Subsidies	443,061	166,792		309,543	(1)	148,980			1,068,374	246,884	1,315,258
Other Subsidies	43,464	-		-	-	-			43,464	1,500	44,964
Donations	-	-		-	-	-			-	628	628
Interest Received	-	-		-	-	-			-	62,985	62,985
Rent Received	-	-	6,922	-	-	-	600	2,070	9,592	-	9,592
Other Income	26	3,126		2,186	13,203	-	150		18,691	1,775	20,466
Grants	-	-			-	-			-	9,304	9,304
Bus	4,158	4,807		3,558	3,131	-			15,654	-	15,654
Phone Income	-	-		-	363	-			363	-	363
Training Income	-	-		-	-	-			-	-	-
Profit on Vehicle Sale	-	-		-	-	-			-	-	-
TOTAL	527,528	215,565	6,922	341,717	25,529	148,980	750	2,070	1,269,060	323,076	1,592,136

	2009/2010							
Details	Cass	Jalmah	Langdon	West	Supp&C	SUB-TOT	Admin	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Residents' Fees	32,024	37,860	26,032	8,665	-	104,581	-	104,581
Wages Subsidies	402,103	162,778	298,949	51,491	46,525	961,846	218,120	1,179,966
Other Subsidies	37,533		548	-	-	38,081	17,730	55,811
Donations	-	-	-	-	-	-	850	850
Interest Received	-	-	-	-	-	-	26,116	26,116
Rent Received	-	6,898	-	-	-	6,898	-	6,898
Other Income	470	1,629	1,582	218	-	3,899	1,694	5,593
Grants	-	-	-	-	-	-	12,000	12,000
Bus	4,140	4,947	1,268	443	-	10,798	-	10,798
Phone Income	-	-	-	323	-	323	-	323
Training Income	-	-	-	-	-	-	-	-
Profit on Vehicle Sale	-	-	-	-	-	-	-	-
TOTAL	476,270	214,112	328,379	61,140	46,525	1,126,426	276,510	1,402,936

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

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 3. Operations & Maintenance Expenses comprise the following items and amounts

Details	2010/2011						TOTAL
	Cass	Jalmah	Langdon	West	Supp & C	Thomas St	
	\$	\$	\$	\$	\$		\$
Occupancy & Administration Costs	938	499	1,734	417	-	-	3,588
Depreciation	10,584	15,233	18,287	787	-	365	45,256
Broadband & Phones	1,690	1,285	1,402	1,841	-	-	6,218
Legal Expenses	-	-	-	-	-	-	-
Other Expenses	840	1,955	929	429	-	-	4,153
Salaries	357,675	177,668	301,726	37,907	61,237	-	936,213
Superannuation	28,485	16,348	26,503	2,017	7,487	-	80,840
Workcover	40,964	8,860	19,301	4,210	430	-	73,765
Provision for Annual Leave	(5,118)	179	10,138	4,804	-	-	10,003
Provision for Long Service Leave	(12,812)	4,679	3,376	2,871	-	-	(1,886)
Provision for Sick Leave	(814)	6,657	13,382	1,642	-	-	20,867
TOTAL	422,432	233,364	396,778	56,925	69,154	365	1,179,014

Details	2009/2010					TOTAL
	Cass	Jalmah	Langdon	West	Supp&C	
	\$	\$	\$	\$	\$	\$
Occupancy & Administration Costs	763	443	1,429	305	-	2,940
Depreciation	10,270	14,533	18,924	1,568	-	45,295
Broadband & Phones	2,031	1,541	1,489	2,067	-	7,128
Legal Expenses	-	-	-	-	-	-
Other Expenses	-	1,000	981	-	-	1,981
Salaries	342,706	159,138	287,657	60,715	29,117	879,333
Superannuation	26,412	14,185	25,816	4,841	2,483	73,737
Workcover	22,154	7,485	16,451	3,864	-	49,954
Provision for Annual Leave	2,372	6,452	1,290	2,340	-	12,454
Provision for Long Service Leave	4,280	2,566	4,627	(2,803)	-	8,670
Provision for Sick Leave	3,478	5,476	10,151	25	-	19,130
TOTAL	414,466	212,819	368,815	72,922	31,600	1,100,622

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

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 4. Household Expenses comprise the following items and amounts

Details	2010/2011							
	Cass	Jalmah	Jal Unit	Langdon	West	Dowling	Thomas	TOTAL
	\$	\$	\$	\$	\$	\$		\$
Client Costs	2,509	2,939		735	101	-		6,284
Groceries	11,251	15,574		10,188	6,675	150		43,838
Fuel, Light & Power	3,852	3,191		5,776	2,031	-		14,850
Housekeeping costs	3,320	1,710						5,030
Motor Vehicle Expenses	3,334	3,875		3,345	2,277	-		12,831
Occupancy Costs & Rates	958	2,743	535	2,636	253	207	-	7,332
Insurances	302	1,196		831	140	945	717	4,131
Property & Equipment Maintenance	6,922	5,671		8,806	313	524		22,236
Rent	9,450	-		-	-	-		9,450
TOTAL	41,898	36,899	535	32,317	11,790	1,826	717	125,982

Details	2009/2010						TOTAL
	Cass	Jalmah	Langdon	West	Supp & C		
	\$	\$	\$	\$	\$		\$
Client Costs	5,814	4,249	1,281	101	-		11,445
Groceries	11,030	14,610	11,066	6,850	-		43,556
Fuel, Light & Power	6,740	2,872	5,358	2,156	-		17,126
Motor Vehicle Expenses	2,448	4,824	1,852	645	-		9,769
Occupancy Costs & Rates	1,326	2,773	2,566	217	-		6,882
Insurances	335	1,086	773	158	-		2,352
Property & Equipment Maintenance	8,008	6,227	9,120	834	-		24,189
Rent	9,266	-	-	-	-		9,266
TOTAL	44,967	36,641	32,016	10,961	-		124,585

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

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 5. Administration Expenses comprise the following items and amounts

	2010/2011	2009/2010
Details	\$	\$
Property & Equipment Maintenance	2,082	1,949
Audit, Legal & Accounting	14,385	6,937
Bank Fees	1,086	943
Fuel, Light & Power	1,750	1,308
Office Costs & Administration	8,994	13,558
Occupancy Costs & Rates	1,530	1,190
Broadband & Phones	1,681	2,962
Depreciation	3,086	6,067
Staff Related Costs	18,903	18,487
Other Expenses	648	2,390
Provision for Annual Leave	1,101	6,007
Salaries	154,397	136,839
Superannuation	13,308	11,515
Workcover	4,430	3,757
Provision for Long Service Leave	11,564	445
Provision for Sick Leave	6,628	6,234
Insurances	534	558
TOTAL	246,107	221,145

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

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 6. Fixed assets

	Historical Cost At 30.06.10 \$	Acquisitions/ Disposals 2010/2011 \$	Historical Cost At 30.06.11 \$	Depreciation for Year to 30.06.11 \$	Accumulated Depreciation At 30.06.11 \$	W.D.V. At 30.06.11 \$
<u>ADMINISTRATION</u>						
Office Equipment	41,218	4,937	46,155	168	40,743	5,412
Land & Buildings	88,714	-	88,714	1,774	13,009	75,705
Improvements	57,224	-	57,224	1,144	3,743	53,481
	187,156	4,937	192,093	3,086	57,495	134,598
<u>CASS HOUSE</u>						
Furniture & Fittings	36,852	6,860	43,712	2,660	37,102	6,610
Bus	52,655	-	52,655	7,898	20,403	32,252
Improvements	1,321	-	1,321	26	124	1,197
	90,828	6,860	97,688	10,584	57,629	40,059
<u>JALMAH</u>						
Land & Buildings	308,962		308,962	6,179	84,963	223,999
Furniture & Fittings	56,345	1,215	57,560	1,437	56,527	1,033
Improvements	12,612	6,373	18,985	265	1,732	17,253
Motor Vehicle	49,016	-	49,016	7,352	42,581	6,435
	426,935	7,588	434,523	15,233	185,803	248,720
<u>LANGDON HOUSE</u>						
Land & Buildings	273,843	-	273,843	5,477	77,095	196,748
Furniture & Fittings	93,760	6,630	100,390	12,476	87,634	12,756
Improvements	16,718	-	16,718	334	2,505	14,213
	384,321	6,630	390,951	18,287	167,234	223,717
<u>WEST STREET</u>						
Furniture & Fittings	13,672	(13,672)	-	-	-	-
Motor Vehicle	20,984	-	20,984	787	1,574	19,410
	34,656	(13,672)	20,984	787	1,574	19,410
<u>DOWLING STREET</u>						
Land & Buildings	22,912	601,665	624,577			624,577
	22,912	601,665	624,577	-	-	624,577
<u>THOMAS STREET</u>						
Land & Buildings	-	218,961	218,961	365	365	218,596
	-	218,961	218,961	365	365	218,596
<u>TOTAL</u>	1,146,808	832,969	1,979,777	48,342	470,100	1,509,677

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

Notes to and forming part of the accounts for the year ended 30 June 2011

NOTE 6.continued

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

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

Note 7. Provision for Annual Leave

Provision for Annual Leave is based on actual leave entitlements of employees at 30 June 2011

Note 8. Provision for Long Service Leave

Provision for Long Service Leave is based on pro-rata Long Service Leave entitlements for employees whose length of service exceeds 5 years as at 30 June 2011

Note 9. Provision for Sick Leave

Provision for Sick Leave is based on leave entitlements of employees actual average hours at 30 June 2011

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

Colac Otway Disability Accommodation Inc.

Statement by Members of Committee

The Committee has determined the Club Inc is not a reporting entity.

The Committee has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the Committee the financial statements as set out:

1. Present fairly the financial position of the Colac Otway Disability Accommodation Inc as at 30 June 2011 and the results of the Club for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Colac Otway Disability Accommodation Inc will be able to pay its debts as when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President.....

Committee Member.....

Dated: 19 September 2011

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
COLAC OTWAY DISABILITY ACCOMMODATION INC**



Report on the financial Report

We have audited the accompanying financial report, being a special purpose financial report of Colac Otway Disability Accommodation Inc which comprises the Balance Sheet as at 30 June 2011, income Statement, cash flows statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the financial report and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Associations Incorporation Act (Victoria) and is appropriate to meet the needs of the members.

The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation 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 directors, 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.

Opinion

In our opinion:

(a) the financial report of Colac Otway Disability Accommodation Inc. is in accordance with the Associations Incorporation Act (Victoria), including:

- (i) giving a true and fair view of the entity's financial position as at 30 June 2011 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards to the extent described in Note 1.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Committee's financial reporting responsibilities under the Associations Incorporation Act (Vic). As a result, the financial report may not be suitable for another purpose.

WHK Western Victoria Audit Partnership

Greg Tomkins
Audit Principal
Ballarat

Dated this 19 September 2011

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