



**Southern  
Stay**

DISABILITY SERVICES

# 2018 – 2019 Annual Report

**choice**

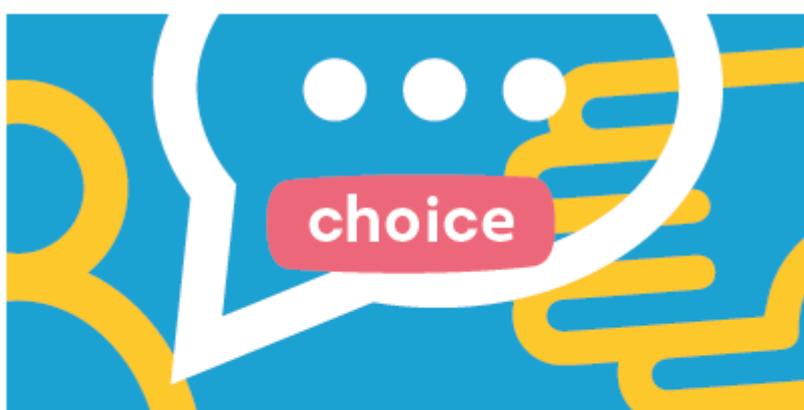
**inclusion**

**achievement**



# 2nd Annual Report

## 1st July 2018 - 30th June 2019



# CEO and President's Report

Welcome to the second annual report for Southern Stay Disability Services.

The year 2018/2019 has been highlighted by significant growth, high level staff and participant satisfaction, maintenance of quality programs, reaccreditation and many positive outcomes being achieved by the people we support.

It is pleasing for all involved to present this report in the knowledge that Southern Stay is in a strong financial position, continues to provide quality services and maintains a strong reputation in our community. As of June 30th 2019, Southern Stay has 195 staff supporting more than 400 participants in south west Victoria making us a leading disability service organisation in the region. We also continue to be the largest provider of Supported Independent Living in the south west.

This year's annual report has a strong focus on the impact of our service provision and the new opportunities and positive outcomes that are being realised under the NDIS. The report will have a key focus on the personal stories of the past 12 months, illustrating our commitment to the core principles of choice, inclusion and achievement.

In line with the strategic plan, the Board's focus for the year has been on strategy, leadership, financial management, innovation, quality, improvement, people, participants and marketing. Our vision 'to enrich the lives of people with a disability by promoting choice, inclusion and achievement' has guided all our decisions and ensured a commitment to our agency's purpose.

An ongoing theme of the past 12 months has been adapting to change. Southern Stay, like many organisations, operates in an environment of constant change. Most significant of these changes has been the rollout of the National Disability Insurance Scheme (NDIS).

Whilst it can be easy to focus on the issues and challenges of such a large scheme, Southern Stay continues to be committed to focusing on the new opportunities that are being presented. The agency believes that the scheme will ensure people with a disability have increased control and choice over their funding and how they live their lives. As an agency we strongly believe the NDIS is the right direction for disability services as people with a disability should have the right to live the life they choose; make the decisions they want and have control and choice with their funding.

The many positive aspects of the NDIS are becoming increasingly clear. We are starting to see a more diverse workforce, new ways of working, innovations, and people's goals are being identified, communicated and achieved.

There have been many highlights during the past 12 months including;

- 15.5% increase in revenue and a strong financial position
- High level staff and participant satisfaction with the agency
- Project management of 66 Ryot Street, including \$160,000 community support raised for the project
- Successful NDIS implementation and program growth including introduction of Plan Managers and Support Coordinators
- Increased community activity and achievements for the people we support
- Maintaining accreditation and positive workplace culture
- Ongoing implementation of Zero Tolerance (to abuse and neglect) approach.

Thank you to all our staff for providing passion, quality support and commitment to residents and program participants each and every day.

Thank you to the Board of Directors and management team for providing positive leadership across the agency. Our leadership has been able to 'steer and steward' the organisation during a time of significant change.

A big thank you also to all supporters that have contributed to the agency throughout the year including the Department of Health and Human Services (DHHS), Community South West (CSW), South West Disability Network (SWDN), National Disability Insurance Agency staff, South West Carer Services Network, Community Visitors program, Consumer Reference Group members and Ryot Street Steering Group members.

We look forward to the challenges and opportunities in 2019/20 and will continue to deliver on our promise of real choices, meaningful inclusion and quality supports for people to achieve their goals.



**Paul Loughheed (CEO)**



**Jacob Taylor (President)**

# Strategy & Planning

**Program growth is also evident in Program Management (100% increase), Support Coordination, and Individual Supports**

## Effective NDIS Implementation & Program Growth

The introduction of the NDIS in October 2017 has presented a significant change to the delivery of disability support services. Southern Stay believes the NDIS is the right direction for disability services, giving people the right to live as they choose and control over their funding.

Issues and challenges have centred around transport, supporting rural and remote families, costs of services, additional administration requirements, changes to 'respite', planning accommodation, planning accommodation supports, responding to emergency support needs, consolidating and maintaining a committed, qualified and flexible workforce to respond to the individual needs of participants. Fortunately, Southern Stay is well placed to manage these and many other changes. Our valued staff have been pivotal in making this work and have ensured that changes do not disrupt the people we support. We understand that adapting to change is important for any organisation that wants to continue to grow and prosper.

We have learned many things over the past 12 months. Our focus has been on learning about the NDIS, engaging with key stakeholders and adapting what we do to meet the individual needs and identified goals of participants (learn, engage, adapt).

NDIS implementation has been supported by a close working relationship with our peak body, National Disability Services (NDS) and our partnerships with local agencies, particularly through Community South West and South West Disability Network.

Growth in Supported Independent Living (SIL) has been highlighted by the start of construction for 66 Ryot Street, a Special Disability Accommodation house targeting nine residents with high complex support needs. This major construction project undertaken by Fairbrother started in May 2019 and will be completed by January 2020.

*Picture: Billy Eddis (Fairbrothers Construction) Russell Worland, Paul Lougheed and Michael Byron break ground at 66 Ryot Street.*

The development of 66 Ryot Street has been made possible through the contribution of our Steering Group members consisting of Russell Worland (Chair), Michael Byron, Geoff Hooke (architect and project manager), Anthony Love, Kathryn Emeny and Daniel Pearson. We have also been fortunate to receive strong support (\$160,000) from local philanthropic trusts including Alan Lane Foundation, Archie & Hilda Graham Foundation, Gall Family Foundation, Ern Hartley Foundation and the Vedmore Foundation.



The NDIS provides an exciting opportunity to start thinking differently about accommodation. A SIL house for two residents (Gavin Street) received funding during the year. This house is a unique arrangement made possible through funding from the NDIS. There is currently no other two-resident SIL house with overnight support operating in south west Victoria. The Gavin Street model of SIL aligns strongly with the Southern Stay purpose, ensures ongoing financial sustainability for the agency and demonstrates innovation as it provides a model of accommodation different to traditional group-based models.

Planning for Supported Accommodation during the year also involved working closely with Western District Health Service and local families wanting to purchase housing for Supported Accommodation. Accommodation planning in Hamilton is a high priority for Southern Stay.

Program growth has also been evident in the areas of Program Management, Support Coordination, and Individual Supports. The significant growth has led to our agency continually reviewing service and workforce capacity to ensure quality service provision. Southern Stay is committed to quality services and has taken steps to ensure that we do not commit to what we cannot provide. This has led to the introduction of waiting lists for Individual Support where costing and workforce availability have provided challenges. Another challenge has been the reduction in the occupancy rates at 3 Worland Grove (the Holiday House) due to a number of factors including participants moving to SIL, new respite facilities opening, participants not receiving STA in the NDIS funding and participants choosing flexible and community-based respite over facility-based respite. Facility-based respite in Hamilton continues to receive high occupancy rates. Short term accommodation is a vital support for many families and participants. We will continue to review service provision and monitor occupancy rates in this area.

## Leadership

Leadership across the agency is provided by the Board of Directors and management team but there have been many examples of positive leadership being shown by staff, families and participants. Examples include parents and participants getting involved in our Consumer Reference Group, staff stepping up into higher duties and staff contributing to agency planning.

### The Board of Directors

The Board consists of eight volunteers (four from Hamilton and four from Warrnambool) who generously share their time and skills to ensure that Southern Stay continues to grow and provide quality services. Board members have skills in finance, community development, legal issues, and strategic planning. The Board also includes family members of people with a disability. The role of the Board is to provide leadership to the agency and to ensure compliance with legal, ethical and regulatory requirements. The Board meets monthly to discuss items such as planning for the future, service quality, finances and risk.

The Board has undertaken a range of functions during 11 meetings. Actions have included strategic planning, Board training, Board self-assessment, risk management, compliance, agency surveys, policy reviews, operational plan review, CEO appraisal, budget development and financial reporting. Work also started towards the end of the year on Board succession planning, with four Board members to vacate their positions in October 2019.



**Jacob Taylor, President** – Jacob began on the Board of Southern Way in 2015, serving as the President of Southern Stay since the merger late in 2017. His experience in Financial Auditing and Management Accounting has led to his current role as Chief Financial Officer of South West TAFE. A passion for community and equality of opportunity drives his involvement in Southern Stay.

**Bryan Roberts OAM, Vice President** - Bryan was born and educated in Hamilton where he currently resides. A Melbourne University Law School graduate in 1961 Bryan lived and practised law in Melbourne returning to Hamilton in 2013. Over the last eight years he has been on numerous Boards including St Vincent De Paul Society, Monivae College and St Mary's Parish. Prior to the Southern Stay amalgamation Bryan was the President of STAY Residential Services. He has been on the Board for five years. Family members are supported by Southern Stay.



**Kathryn Emeny, Board Member** - Kathryn commenced as a Board member in 2015. As a Principal of a local law firm she brings a legal perspective to Board discussions and decisions. Kathryn is currently a member of the Risk & Compliance sub-committee and the Ryot Street steering group. Having grown up and studied locally, she is pleased to contribute to an organisation that is striving to support and promote all members of the community.

**Richard Stone, Board Member** - Richard has worked in the Community services sector for the past 35 years. This has included a number of management roles with responsibility for service provision, program development and strategic and community planning. He currently works for Warrnambool City Council in the role of Manager of Capacity, Access and Inclusion. A Board member for three years, Richard resides in the coastal town of Port Campbell and spends his spare time traveling and surfing.



**Keith Haines, Board Member** - Keith spent 27 years in the Royal Australian Air Force, including a role as an Engineering Officer, before running a farming enterprise in Coleraine. Being the parent of a person with a disability has led to Keith to having a number of roles in the disability services sector, including Committees of Management. He currently sits on the WDEA Board of Directors and has contributed over 15 years to the Southern Stay Board.

**'Leadership at Southern Stay is not about position or title but about action taken'**

**Russell Worland, Board Member** - Russell commenced service on the Board of Southern Way in 2005, serving as President from 2009-2013 and then again for most of 2017 during the negotiations leading to the formation of Southern Stay. His son Peter receives services and support from Southern Stay. Russell brings strengths to the Board across strategic planning, finances, governance and good humour. He is currently the Chair of the Ryot Street Steering Group.



**Sheryl Kavanagh, Secretary** – After completing a Diploma of Arts (Child Care Services) and Diploma of Management Sheryl went on to have a career in the youth, disability and child care field. Sheryl has been on the Board of Southern Stay since 2000 and has been Secretary for sixteen of those years. She currently works in the Integration Department at Baimbridge College in Hamilton.

**Michael Tudball, Board Member** - Michael commenced as CEO of Southern Grampians Shire Council in 2016. He previously worked at Melton City Council for almost 5 years and also held senior executive roles in State Government Departments and Statutory Authorities for over 11 years prior. Michael has held a number of Board governance positions in Government and Non-Government sectors as well as serving as a Mayor and Councillor from 2004-2012. He is a Fellow with the Australian Institute of Company Directors. Michael commenced his role on the Southern Stay Board in 2015.



(L - R) Lynne Millard, Anthony Love, Stephen O'Leary, Sarah Lilley, Paul Lougheed, Daniel Pearson, Gayle Boyle

## The Management and Administration Team

<b>Chief Executive Officer</b>	Paul Lougheed	<b>Business Manager</b>	Daniel Pearson
<b>Operations Manager Hamilton</b>	Lynne Millard	<b>Compliance Manager</b>	Stephen O'Leary
<b>Operations Manager</b>	Anthony Love	<b>NDIS Services Manager</b>	Bridie West
<b>Operations Manager</b>	Sarah Lilley	<b>Intake Officer</b>	Rebecca Ryan
<b>Individual Support Manager</b>	Gayle Boyle	<b>Support Coordinator</b>	Michelle Hawker
<b>Individual Support Coordinator</b>	Nikole O'Neill	<b>Support Coordinator</b>	Darren Osborn
<b>Individual Support Coordinator</b>	Jace Hollard	<b>Support Coordinator</b>	Tracey Matheson
<b>Individual Support Officer</b>	David Wallace	<b>Support Administration</b>	Jessica Bateman
<b>Individual Support Officer</b>	Jess Sparks	<b>Program Development</b>	Leonie Schurmann

<b>House Supervisor Merri/Day Programs</b>	Anna Baxter
<b>House Supervisor 3 &amp; 5 Worland</b>	Debra Claven
<b>House Supervisor Kent/Gordon</b>	Stacey Crumpton
<b>House Supervisor Kerr Street</b>	Jackie Johnson
<b>House Supervisor Kent Corner</b>	Peter Pohlsen
<b>House Supervisor Peter/Loyola</b>	Don Rundell
<b>House Supervisor Rippon</b>	Mabel Udarbe
<b>House Supervisor STA</b>	Emily Wall
<b>Administration and Finance</b>	Jodie Hamilton, Caryl Spencer, Kripa Shetty, Tania Barker, Alana Nash, Katrin Konrad

**Trainees** Mia King, Georgia Muldoon

## Inaugural Annual General Meeting

Our 2017/18 Annual General meeting was held on Monday 26th November 2018 at the Hamilton Performing Arts Centre. More than 100 residents, program participants, staff and supporters attended the AGM where a new logo was launched and the Board of Directors elected. We also heard from guest speaker Ray Ahearn who has been supported by the agency for 23 years. Former CEO of STAY, Maree Sandford and long time staff member Leonie Schurmann then shared their experiences of supporting people through STAY Residential Services. Another highlight of the night was the acknowledgment of staff for their years of service.

## Regional Leadership

Southern Stay Disability Services demonstrates community leadership by working with a range of key stakeholders to address local area needs and issues for people with a disability. Our agency has been an active member of Community South West (CSW) and South West Disability Network (SWDN). CSW is an alliance of not-for-profit, non-government agencies based in south west Victoria. SWDN is an alliance of not-for-profit disability service organisations covering the south west region. Both networks provide an opportunity to address local area needs. We have also contributed to statewide forums including Great South Coast Regional Assembly, VCOSS Regional Assembly and 'Everybody's Business' which seeks to address the issue of violence against women with disabilities.

## Consumer Reference Group

Our Consumer Reference Group continues to be a valuable source of feedback, information and assistance in strengthening our understanding of participant and family needs, and also in helping us improve our service delivery. Areas in which the group has contributed over the past 12 months include:

- greater feedback mechanisms (complaints, newsletters, forms etc.)
- greater communication between families and programs
- feedback in the development of our logo and marketing plan
- Identifying key staff attributes for recruitment purposes.
- These are just a few key areas that the group has been invaluable in assisting and we look forward to working with the Reference Group further in 2019/20.

Thank you to our participants during this year including Michael Byron, Robbie Clarke, Carl Wyatt, Gail Horne, Judy Pollock, Sheryl Clayton and Elizabeth Haines.

## Kevin's getting active

Competing in an all-abilities triathlon meant more than just a fun way to keep fit for Kerr street resident Kevin Nailon.

In February Kevin, along with other participants, competed in the All Abilities Triathlon at the Warrnambool foreshore. The event organised by the Warrnambool Tri Club consisted of a 50-metre swim/wade, a 1 km bike/trike ride and a 500-metre run/walk. Kevin joined up as part of the Kerr Street team.

House manager Anthony Love said it was a tremendous effort by Kevin. "He showed great dedication and persistence to finish the course in front of a large crowd of onlookers and supporters," Anthony said "The event is a great way to increase Kevin's health and fitness and also the social benefits he gets out of competing are fantastic."

"It's all about participation and Kevin was able to accomplish something he wanted to achieve, while also catching up with people he knows and making new friends." Kevin lives in fully-supported accommodation with four other residents at the Kerr Street home.

Southern Stay acknowledges and thanks the dedicated volunteers from the Warrnambool Tri Club for making this opportunity available each year.



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## Rebecca reaches her goals!

When most people go to Melbourne, a visit to the zoo, some shopping or watching a game of football might be on their bucket list. Hamilton's Rebecca Walker accomplished a goal of a different type – completing the Eureka stair climb, all 1642 steps of it. The Eureka Stair Climb is a community challenge and fundraising event for The Fred Hollows Foundation at Australia's tallest residential building, the Eureka Tower in Southbank, Melbourne. Participants climb 1642 stairs to level 88 - Eureka Skydeck.

With support from Southern Stay Disability Services, Rebecca and her support worker, Abbey Luhrs completed the challenge in November in just under two hours.

Abbey said it was a great achievement. "One of Rebecca's goals on her trip to Melbourne was to complete the climb; it was tough but she did it, which was amazing. We had been training for it but it was tough work. On the way up Rebecca would have small breaks at the bottom of each set of stairs and then work her way up."

Rebecca said it was hard work but she was proud of her efforts. "You've got to keep going and rest a bit when it gets hard, then just keep going and keep going. I'd ask how many floors to go and then keep going. I feel good now, very proud of myself and my legs aren't sore. I want to get healthy and fit and this was a good challenge for me."



## Strong and independent



Michelle McKinney is a confident, strong, ambitious and motivated woman who has achieved so much over the years.

She has demonstrated her high work ethic by being employed consistently in customer service within the food industry. Her tasks are varied and include serving food, maintaining cleanliness in the food area and following all food safety and health regulations.

Michelle's positive attitude has allowed her to set goals and achieve many positive outcomes. She lives in her own unit, has strong family support, many friends and is extremely independent. She has established a trusted support network and enjoys a variety of community activities. Her priority is to live a healthy lifestyle and develop new hobbies and activities.

For independence of this level to be achieved, it is essential that a range of opportunities and resources are available to enable Michelle to make meaningful choices and decisions in regards to her life. Staff promote independent living by giving regular and practical support to build on skill capacity around menu planning, budgeting and meal preparation. This support allows Michelle opportunities for further growth and development.

Michelle's journey proves that aspirations can be realised if we have the courage to pursue them.

Picture: Michelle with support worker Maryjane

# Safeguarding, Quality & Improvement

## Accreditation

Auditors from Health and Disability Auditing Australia completed our agency accreditation in August 2018, reviewing documents and speaking to staff, participants, managers etc. The audit has resulted in no non-conformities and exceptional feedback. Southern Stay Disability Services will continue to be accredited against ISO9001:2015 and the Human Service Standards. Our agency has started preparation for the NDIS Practice Standards and Quality & Safeguarding Framework to be introduced on July 1st 2019.

All agency compliance requirements are reviewed monthly by a Quality and Compliance working group consisting of senior managers. The working group monitors compliance requirements identified in the internal audit schedule.

## Participant Survey Results

A key indicator of a quality service is the direct feedback received by participants. Every two to three years, Southern Stay undertakes a comprehensive feedback survey of participants with the aim of improving the quality of services we provide. During the year a survey was distributed to more than 250 participants via email and direct mail out. An easy read survey was also developed and discussed directly with residents and program participants. Southern Stay is very pleased with the overall responses completed by 79 respondents from all program areas.

Highlights of the survey were;

- 97.4% believe the public has a positive perception of Southern Stay and its services
- 97.2% are happy with the quality of services they receive from Southern Stay
- 98.6% agree staff assist people to access the services they need to stay healthy
- 100% agree people are supported to access community events, activities
- 98.6% agree people are supported and encouraged to learn and try new things
- 93.8% feel listened to if they have a complaint
- 100% believe that participants rights are promoted and upheld
- 98.6% would recommend Southern Stay to others

## Zero Tolerance to Abuse and Neglect

Southern Stay has a 'whole of agency' commitment to ensure that every resident or program participant has the right to live their life free from abuse, violence, neglect and fear. We all have a duty of care to prevent abuse and neglect. It has been made clear to everyone that Southern Stay takes a 'Zero Tolerance' approach to the abuse and neglect of people with disability.

A strong focus for the year has been building on our Zero Tolerance approach. This has been achieved through;

- developing 'Zero Tolerance' articles for the staff newsletters
- facilitating 'Zero Tolerance' and 'Rights' discussions at staff meetings
- developing and communicating a 'Say No to Abuse' booklet for residents.
- presenting 'safeguarding' information to the Board
- ensuring that 'Zero Tolerance' is highlighted at all staff inductions
- creating a culture for disclosures
- staff training

## Royal Commission

During the year it was announced that there would be a Royal Commission into the abuse and neglect of people with a disability. Southern Stay Disability Services has welcomed the Royal Commission and is encouraging people to have their say.

"It is important that the sector learn from past mistakes to ensure people with disability are safe, included and respected. Our agency is encouraging everyone in our community to make a submission to the Royal Commission if they feel they have something to contribute. It may be a

***"Staff were able to describe a high awareness of zero tolerance and the right for every person to be free from abuse and neglect. "***

**HDDA**

**Audit Report 2018**

difficult period for the sector as there will be confronting stories told but this process needs to take place to ensure mistakes of the past don't reoccur and that people with a disability are safe and feel safe".

At Southern Stay, we will continue to take a 'Zero Tolerance' approach to abuse and neglect and will continue to improve our systems and safeguards to ensure everything we do is in the best interests of our residents and participants. The most important outcome of this review is that we respect and protect the needs and wants of people with disabilities.

### **Improvements to Infrastructure and Systems**

Southern Stay continues to make significant investment in infrastructure, processes and systems to ensure that it is compliant, efficient and providing a high standard of service.

Over the past 12 months there have been renovations at Rippon Road (new fences, kitchen area, painting), Loyola Avenue (pergola), 181 Fairy Street (security lighting), Peter Street (outdoor blinds), vehicle changeover protocols (3 vehicles changed over) and a new vehicle have been purchased, increasing our fleet to 26 vehicles. A big focus for this year has been the introduction of grey fleet whereby staff can use their own vehicles which allows more flexibility for participant transport.

Given the increasing reliance on Information Technology, a key investment for the year has been the purchase of a new central computer server. The new server will meet our IT needs for the next 5-7 years. New software purchases have been implemented and have contributed to increasing efficiencies in the workplace. The 'Carelink Client Management System' and 'Carelink Go' app have been introduced across the agency for participant information and rostering across the agency. IT software including Directory Defender, Hub Doc and Approval Max have been introduced to support systems and processes.

## **Mason is out and about**

The sight of Mason Laurence enjoying a day out at Killarney Beach tells a story that didn't seem possible two years ago. Mason first accessed Southern Stay supports in 2017. He had recently moved to the Hamilton area, and was spending all of his time at home. Mason had significant behaviours of concern and experienced difficulties with loud noises, which impacted on his ability to leave the house or access his community.

Southern Stay commenced 2:1 in-home support, initially focusing on building a positive rapport with Mason. Through a multi-disciplinary team approach, Mason has been desensitized to sounds like the lawn mower and cars. This decrease in behaviours of concerns has resulted in Mason being supported to access his local community.

Over the past 12 months, Mason has begun to get out and about and he went to the beach for the first time. Mason is now supported to go to the beach, swim regularly at the heated pool and go to the local footy oval. This photo of Mason at Killarney Beach depicts a huge achievement. It captures a moment of joy and the potential of new opportunities.

Southern Stay has been working with Mason's mother in getting his NDIS plan up and running. This process had been nearly a year in the making as there have been a few difficult times in Mason's life leading to significant social isolation.

During the year Mason and his dedicated team of staff have been able to meet his goals. The development of these new opportunities has led to Mason trying new things and enjoying his life.



# People and Capability

## Our Workforce

Southern Stay Disability Services employs 195 staff (32 EFT) across programs and services including respite, day programs, accommodation services, individual support and administration. Staff include CEO (full time), Program Managers (full time), Service Coordinators/Supervisors (full time & part time), Admin & Finance Team and 165 disability support workers (part time & casual).

The significant growth in NDIS supports and direct service delivery has led to a change in the organisation structure. Bridie West accepted the position of NDIS Services Manager and comes with a high level of knowledge and skills around NDIS supports. Don Rundell, Jackie Johnson and Debra Claven have stepped up into House Supervisor positions. Cooper Hardiman have been engaged to deliver outsourced HR Services such as award interpretation, mediation, building culture, training, investigations and union engagement.

Southern Stay does not employ specialist workers such as Social Workers or Allied Health professionals.

26% of the current workforce are male and 74% are female. This is reflective of state and national averages for similar sized organisations.

62% of staff have been with Southern Stay for 0-5 years, 26% for 5-10 years and 12% for 10+ years.

Staff turnover was at 20% in the in the past 12 months. Factors for the increase included retirement, program ceasing, finding other employment and moving from the area.

62% of the workforce have qualifications relating to the disability field. From the 120 qualified staff, 17% have Certificate III, 38% have a Certificate IV, 7% have a Diploma or Advanced Diploma.

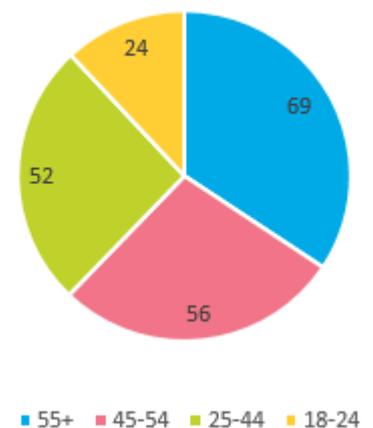
Southern Stay actively promotes a positive workplace culture for all its staff.

All personal support workers have mandatory training in manual handling, first aid and medication. 41% of the workforce have had training in positive behavior support. Training needs are identified through annual training surveys and performance appraisal.

## 2018 – 2019 Training Achievements

- Ethical Response Training and Positive Behavior Support
- Medication iinduct module – all staff
- Sexuality and Disability
- Introduction to Auslan
- Management training Gavan Cooper sessions
- New Accounting Standards
- Defensible Documentation Workshop
- NDIS Essential Briefing
- NDS CEO Meeting
- Managing Staff with a mental health illness
- Developing Resilient Workers
- Palliative Care
- OHS refresher

Staff by Age





- OHS 5 day course
- Supporting participants with epilepsy
- Manual Handling
- Support Coordinators Intensive 2 day workshop
- Connecting Up Conference
- NDS State Conference
- Outside the Box Conference (housing and workforce)
- Xero Conference
- Xero Roadshow

### **Mandatory Training**

Induct Orientation Training  
 CFA Fire Training  
 DHHS Online Fire Training  
 Hand Hygiene Online  
 Do food Safely Online  
 First Aid Level 2 Refresher  
 CPR Refresher

### **External/Additional Training**

Diploma of Human Resource Management – Admin Finance Officer undertaking this course with Chisholm Online

Diploma of Community Services – five staff currently undertaking this course with Diverstat

Diploma of Quality Auditing – Quality and Compliance Manager completed this course with Gray Management Systems.

The training budget for 2018-2019 was \$150,000 with an estimate of \$145,000 expended.

## **After School Care - Dance program**

The Integrative Dance Program is led by dance instructor and disability support worker Angus Lean. The program is tailored for individual learning differences and applies fun and functional dance movements to assist with reaching developmental goals.

The program has run over two school terms this year at the programs room at Monivae College. There have been some wonderful changes for the children since the start of the program.

Duncan Stanhope, who has been a participant of Southern Stay for 10 years, has an identified NDIS short-term goal; 'With support, assistance and positive encouragement, be able to attend and participate in activities I enjoy and try new things in the community'.

Though Duncan has only been accessing the program for one term, it has allowed him to continually achieve and build on that goal. The program progressively teaches skills on how to work as a team, take turns, pay attention to others, as well as interacting with others.

Photo: Duncan Stanhope and Hayden Simmons practicing a move called 'crossing the bridge'



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## Tanesha - Finding supported accommodation

Tanesha Lewis had a bumpy start to her NDIS journey. Her first plan had to be reviewed as it didn't meet her needs and she was unable to find the right fit with a Support Coordinator. Once the plan was reviewed, the NDIA asked Southern Stay to provide Support Coordination to Tanesha.

Tanesha and her Support Coordinator Michelle Hawker met in April 2018 and it has been a huge journey. At the time, Tanesha had recently graduated from school. This meant she went from being at school five days a week to being at home full-time. She had very minimal disability supports in place and was unable to attend day programs, which was causing stress for Tanesha and her family. Michelle spent a lot of time with Tanesha and her family to get an idea of their goals and priorities. She then worked hard sourcing support providers and established a strong relationship with Mpower which was able to provide intensive social and community access supports to Tanesha. Michelle also secured regular short-term accommodation with Mpower and Southern Stay.

The daytime and overnight supports were now getting Tanesha back into routine, getting her out of the house and involved in the community and giving her family much needed respite. With immediate needs met, Michelle went to work on helping Tanesha achieve her number one goal of moving into Supported Independent Living. Significant time went into working on this goal and numerous therapist assessments were completed to give Tanesha the best chance at securing housing. Work also went into getting Tanesha a disability support pension, tax file number, bank account and all the important documents and things needed to live an independent life.

Michelle applied for all appropriate supported accommodation vacancies for Tanesha. Many applications were not successful, which could be disheartening at times, but in July 2018 Tanesha was offered and accepted a housing vacancy in Ballarat. Her family was happy but understandably nervous. Michelle then focused on a review of Tanesha's NDIS plan to get the appropriate funding for her supported accommodation. Michelle found new supports for Tanesha and took her to Ballarat with her Mpower key support worker for an orientation to her new home and to explore day program options.

During the year Tanesha moved into her new home. She has a day program and individual supports in place. This is a huge change for Tanesha and her family. Michelle has continued to provide support coordination during this transition to ensure Tanesha and her family are well supported. There have been many challenges along the way and at times it was one step forward, two steps back but with a clear goal in mind, a dedicated Support Coordinator, a committed family and Tanesha's choice and best interests always front of mind, this amazing outcome not considered possible less than 12 months ago has been achieved.



## New Cooking Program

Southern Stay partnered with the Hamilton District Skills Centre to provide a non-accredited 11-week training opportunity for participants to develop their independent cooking skills.

Under the instruction of a Hamilton District Skills Centre trainer, with support from Southern Stay disability support workers, participants prepared and cooked their meal each week, finishing each session with a shared meal.

The program focused on participants building their capacity in food safety and hygiene, making healthy food choices and developing their independent living skills. A highlight of the program was a visit to a local farm to collect eggs to use in preparing a frittata.

The completion of the program was celebrated in May 2019 with a presentation evening, where participants prepared refreshments for invited guests.



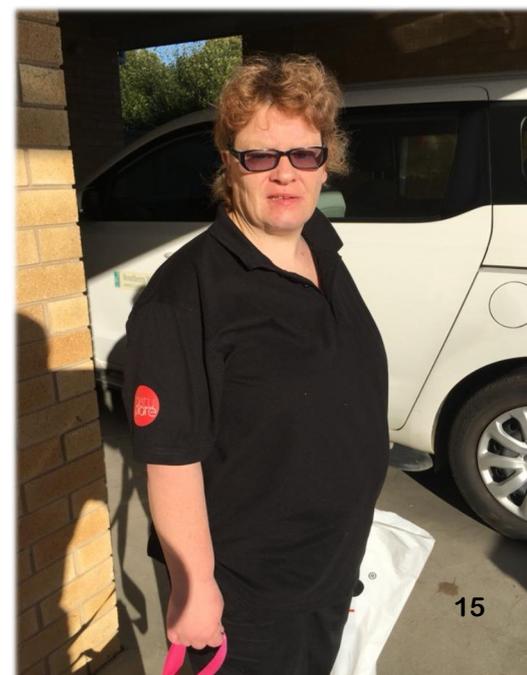
## Ebony's new job

During the year Kerr Street resident Ebony Stevens had her name registered with WDEA Works hoping she could get a job. After a long process of attending numerous interviews and appointments with the help of her support workers, Ebony was successful in gaining a part-time position with Tasty Plate Catering in Warrnambool.

Based at the Archie Graham Community Centre, the three days a week position involves food handling and preparation, serving, money handling, learning about hygiene, work health and safety, delivering food and the basics of how to run a business.

Ebony receives a wage for her hard work, giving her greater independence and responsibility with finances. She has already saved to buy a new iPad which has given her a great sense of satisfaction and achievement. The part-time job has also given Ebony a sense of being part of a team environment and motivation to look neat and tidy each day, wearing her uniform with pride.

Ebony is grateful for the support of local agencies including WDEA Works for helping her through the process and to the staff at Tasty Plate for giving her this valuable opportunity.



## Ray - still independent after 23 years

Born with spinal muscular atrophy, life has been challenging for Ray Ahearn but he's always managed to live an independent life with a bit of help. Spinal muscular atrophy is a genetic disease affecting the part of the nervous system that controls voluntary muscle movement.

Ray was guest speaker at Southern Stay Disability Services' first AGM in November 2018, where he reflected on the support for the past 23 years that has allowed him to work, travel and, most importantly, live in his own home. Ray, who turns 75 this year, has been receiving support to live independently since 1995.

"At that time, I was wheelchair-bound and living with ageing parents who were finding it difficult to manage. I've been with the agency for 23 years under three different names. It has grown rapidly to meet a wide range of needs and the staff have been outstanding, including some who have been in my program up to 18 years."

The support allowed Ray to work full-time for 48 years as an accountant with Ryan Moves until he retired in 2009. "I was having a bit of trouble with the basic things like getting out of bed and going to bed," he said. "If I hadn't had this support, I possibly would have been put into a nursing home."

Ray also travelled to many places around Australia with the support of a carer, including Alice Springs to the road transport hall of fame, to country music festivals and stage shows. "It's important to get out and about; otherwise I'd be stuck at home."

As his needs have increased, Ray has needed more care. He now has two carers who help him each day, mostly helping him in and out of bed. Most notable for Ray has been the ability live independently. "Absolutely, that's been the most important thing to me and it's still working quite well."



## Chloe moves in

Chloe Whitaker relocated to Hamilton from Melbourne in 2016. She received her first NDIS plan in September 2018 and later in that year engaged Southern Stay for Support Coordination services.

One of Chloe's main NDIS goals was to transition into her own living space with her partner. Chloe and her Support Coordinator Lana Kennett, put their minds together to find accessible accommodation. Lana put out a request to all local real estate agents to see if they had any accessible properties available for rent.

As luck would have, it an agent had a fully accessible rental property on their books that the owner was about to renovate as they did not have anyone with wheelchair needs seeking a property.

Fast forward a couple of months and Chloe and her partner moved into their new rental property, settling in and making it their own. The property investor now has a great tenant and hasn't had to renovate the property; A win-win situation.

# Our Direct Care Staff as at 30th June 2019

Catherine Agnew	Susan Agnew	Otha Akoch	Matthew Alexander	Sarsha Anderson
Robyn Anscombe	Jarryd Anton	Tissa Antony	Binsu Baby	Susan Beaton
Lucretia Bell	Penny Bell	Josephine Benson	Adrian Billings	Robert Bonham
Theresa Bouchier	Tara Brimble	Greg Brodie	Shauna Brooker	Kathryn Brownlee
Sandra Bushell	Susan Byrne	Beryl Camilleri	Taylah Casey	Amba Chace
Monica Chittick	Cassandra Clark	Stuart Clark	Janet Coles	Suzanne Collins
Jillian Crighton	Diane de Vos	Molly Dowling	Kelvin Durston	Kerry Eccles
Belinda Eddy	Priya Elizabeth Matthew	Kylie Ellis	Neil Fawcett	Dean Fleming
Johanne Fleming	Francis Fletcher	Kaye Fletcher	Glaiza Galicia	Joshua Gibbs
Tamara Gill	Catherine Glennon	Jennifer Godfrey	Brodie Golding	Jenny Gunning
Fiona Gurney	James Guy	Matthew Hamilton	Mark Hammond	Robyn Harcourt
Troy Harry	Daniel Hayes	Tracey Head	Darryl Hiscock	Tammy Hobson
Fiona Hodson	Janese Holmes	Samantha Hooke	Caylee Hunt	Debbie Hunt
Emma Hutchins	Rebecca James	Rebecca Johnson	Jenna Jones	Cyprien Kagorora
Amanda Kearney	Rhea Kelly	Maria Kipreou	Benjamin Klein	Khyl Knight
Courtney Kranz	Pauline Lamb	Aleisha Lawlor	Michele Le Cerf	Angus Lean
Josie Lean	Emlyn Leder	Patricia Lo Ricco	Kim Loader	Fiona Ludeman
Abbey Luhrs	Catherine Matuschka	Andrew McCabe	Beverley McDonald	Elizabeth McDonald
Emilia McDonough	Anthony McFarlane	Kathy McInnes	Allan McKenzie	Anthony McKenzie
Lois McKenzie Parker	Dylan McKie	Amy Meade	Julie Membery	Dennis Merryfull
Janita Millard	Barbara Moore	Sharon Moritz	Kimberley Morrison	Rebecca Mott
Lisa Murphy	Carolyn Murrell	Helen Nagorcka	Israel Nice	Margaret Nichol
Diane O'Connor	John O'Connor	Kim O'Connor	Megan O'Connor	Maryjane O'Leary
Janette Omond	James Owens-Brownbill	Josephine Ozoani	Glenda Palmer	Jay Pandat
Mark Pellazar	Donna Perkins	Koby Petera	Deborah Philp	Romy Pinyon
Jeanette Potter	Justin Price	Samuel Pyers	Colleen Quinn	Stuart Read
Michelle Reid	Robyn Richardson	Mercidetha Riddle	Heather Rogers	John Rooke
Ruben Ross	Susan Ross	Tiana Rowland	Sharni Russell	Barry Ryan
Makerita Savea	Tracey Schultz	Crystal Schutz	Deborah Smart	Ebony Smith
Naomi Smith	Marilyn Sparrow	Deanna Speechley	Cheryl Stewart	Faye Stokie
Lee-ann Storer	Marvy Sugingsubing	Sally Taylor	Alisha Towers	Jane Turner
Linda Waldron	Douglas Ward	Colin Wastell	Ann Whitehead	Jan Williams
Kristal Wilson	Fiona Winderlich	Wendy Woodhams		

## Staff Service Awards

### 3 year Certificate

Otha Akoch  
Tara Brimble  
Janet Coles  
Diane De Vos  
Molly Dowling  
Catherine Glennon  
Benjamin Klein  
Abbey Luhrs  
Stephen O'Leary  
Donna Perkins  
Don Rundell  
Caryl Spencer  
Sally Taylor

### 5 year Certificate and Gift

Robyn Anscombe  
Tissa Antony  
Stuart Clark  
Debra Claven  
Priya Elizabeth Matthew  
Jenny Gunning  
Troy Harry  
Janita Millard  
Maryjane O'Leary  
Darren Osborn  
Michelle Reid  
Deanna Speechley  
Doug Ward  
Kristal Wilson

### 10 year Certificate and Gift

Jodie Hamilton  
Mark Hammond  
Anthony Love  
Lisa Murphy  
Cheryl Stewart

### 15 year Certificate and Gift

Shauna Brooker  
Patricia Lo Ricco  
Kathy McInnes  
James Owens Brownbill

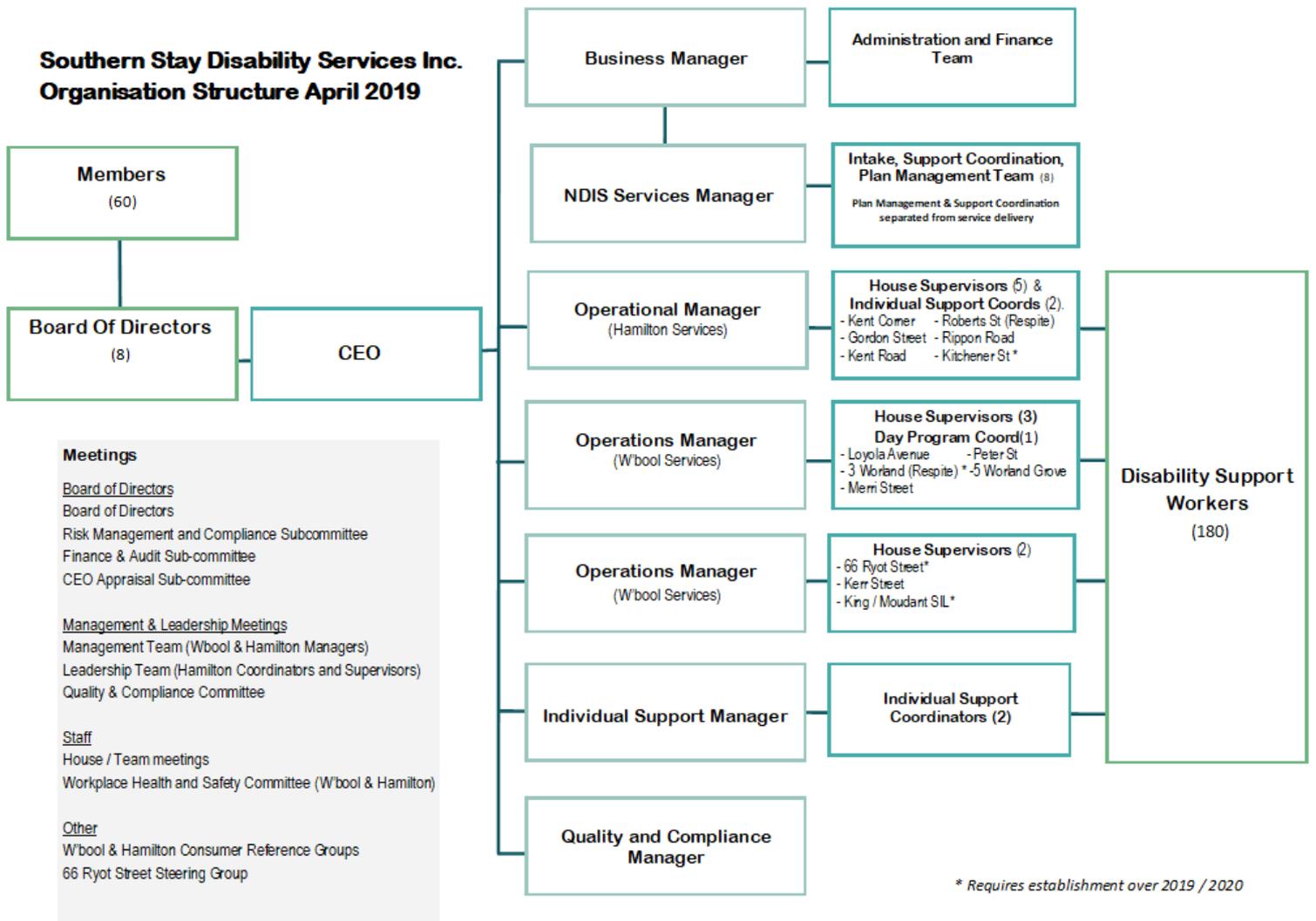
### 20 year Certificate and Gift

Pauline Lamb  
Carolyn Murrell

### 25 year Certificate and Gift

Glenda Palmer

# Organisation Structure



## 2018/2019 Members

Ray Ahearn  
Leeanne Barber  
Jennifer Barke  
Gary Barling  
Theresa Bouchier  
Sandra Bushell  
Robert Clarke  
Kathryn Emeny  
Damian Goss  
Jonathon Guy (d)  
Keith Haines  
Jodie Hamilton  
Michael Hilder  
Anna, John & Austen Holter  
Sheryl Kavanagh

Adam Kempton  
Peter Kenna  
Dawn Knowles  
Pamela Lehmann  
Paul Lougheed  
Ray Lougheed  
Greg Lowe  
Gwen Lowe  
Tracey Matheson  
Mark McConnell  
Emilia McDonough  
Allan McKenzie  
Donna Meade  
Carolyn Moore  
Jean O'Keefe

Stephen O'Leary  
Nikole O'Neill  
Daniel Pearson  
Anthony, Glynis, Sean Purcell  
Bill Quinlan  
Bryan Roberts  
Beverley Stewart  
Richard Stone  
Jacob Taylor  
Michael Tudball  
Bridie West  
Robyn White  
Ann Whitehead  
Kerri Worland  
Russell Worland  
Peter Worland  
Carl Wyatt

## Life Member

Phillip Rowe (d)  
Judy Pollock

# Financial Summary

The 2018/19 financial year was Southern Stay's first full 12 months running as an amalgamated organisation. This year we had a larger than expected surplus of \$2.2m. The main reason for this is that we had a concerted effort to keep a flat structure and a thin administrative structure until the full implications of NDIS funding were known. The surplus has given us the opportunity to review our structure and respond to the growth over the last 12 months.

We have also had significant growth in new and existing programs, including Plan Management, Support Coordination, Support Independent Living Options, Individual Supports and Group Programs.

In 2018/2019 we have continued to achieve service targets, maintain the highest levels of accreditation through ISO 9001:2015 and receive positive feedback from families, participants and staff.

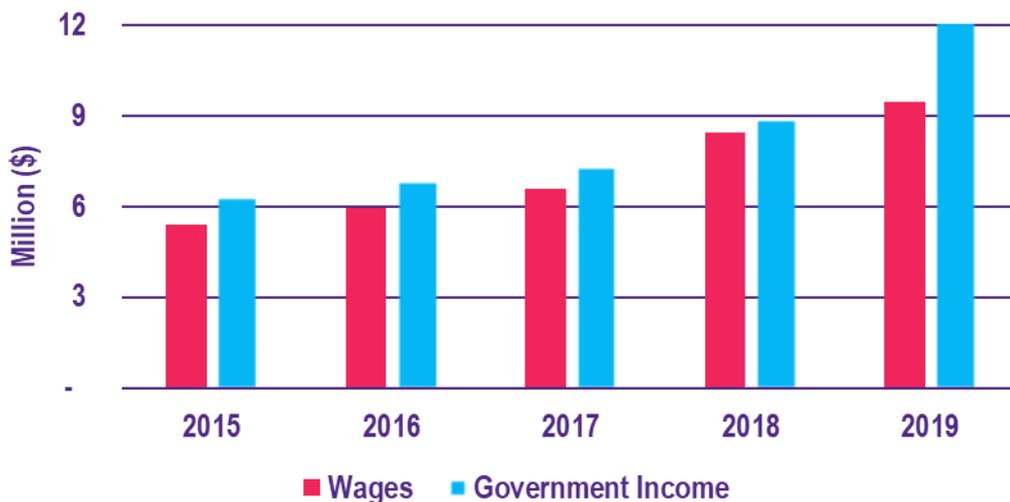
We have also been fortunate to receive funding that we had not anticipated throughout the year including:

- Facilities Funding for our current properties- \$44k (Continuity of Support) & \$56k (NDIA)
- Donations Ryot Street- \$73k

The surplus has been allocated towards improving our current facilities, reinvestment back into the community, investing in new jobs in the community and back into the purpose of our agency. The major projects we have budgeted for in the 2019/20 financial year are:

- Ryot Street- \$2.6m
- Worland Grove- \$35k
- Brown Street Offices- \$80k
- Hamilton Respite Facility- \$15k
- Repairs & Maintenance to all our properties- \$200k
- Lease of new office space (Warrnambool)- \$35k

## 5 Year Growth



2018 is projected out from 7 months to 12 months, data from before 2017 is Southern Way and STAY Residential combined.

## 2018/2019 Donors

AL Lane Foundation	EM Hartley Foundation
Gall Family Foundation	Archie and Hilda Graham Foundation
Anonymous Donor to Ryot Street project	The Vedmore Foundation
D Gunn and A Buchner	Michelle Reid
Lynda Greene	Kripa Shetty
Maryjane O'Leary	Bradley Boers
Jill	

# Statement of Comprehensive Income for the year ending 30th June 2019

	Notes	2019 \$	2018 \$
<b>REVENUE</b>	2	<b>13,244,589</b>	<b>5,993,149</b>
<b>EXPENSES</b>			
Bad Debt Expense		19,247	5,256
Depreciation Expense	3	262,179	151,062
Administration Expense		314,347	129,743
Client Expense		228,672	139,994
Property Expense		409,095	200,355
Staffing Expense		194,079	76,504
Salary & Wages Expense		9,435,345	4,925,401
Sundry Expense		7,288	591
Vehicle Expense		160,483	60,009
<b>TOTAL EXPENSES</b>		<b>11,030,735</b>	<b>5,688,915</b>
<b>NET RESULT FOR THE YEAR BEFORE OTHER ITEMS</b>		<b>2,213,854</b>	<b>304,234</b>
<b>OTHER ITEMS</b>			
Net assets contributed by Southern Way		-	5,144,352
Net assets contributed by STAY Residential		-	3,659,076
<b>TOTAL OTHER ITEMS</b>		<b>-</b>	<b>8,803,428</b>
<b>NET RESULT FOR THE YEAR</b>		<b>2,213,854</b>	<b>9,107,662</b>
<b>OTHER COMPREHENSIVE INCOME FOR THE YEAR</b>			
Revaluation of Land & Buildings		-	(37,678)
Government Equity in Loyola Avenue		(2,723)	-
<b>TOTAL OTHER COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>(2,723)</b>	<b>(37,678)</b>
<b>COMPREHENSIVE RESULT FOR THE YEAR</b>		<b>2,211,131</b>	<b>9,069,984</b>

The accompanying notes form part of these financial accounts.

# Statement of Financial Position for the year ending 30th June 2019

	Notes	2019 \$	2018 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	4	8,006,640	5,459,272
Trade and Other Receivables	5	1,994,892	800,141
Financial Assets	6	-	776,311
Other Assets	7	67,716	38,003
<b>Total Current Assets</b>		<b><u>10,069,248</u></b>	<b><u>7,073,727</u></b>
<b>Non Current Assets</b>			
Property, Plant & Equipment	8	4,581,452	4,108,652
<b>Total Non Current Assets</b>		<b><u>4,581,452</u></b>	<b><u>4,108,652</u></b>
<b>TOTAL ASSETS</b>		<b><u>14,650,700</u></b>	<b><u>11,182,379</u></b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	9	1,781,126	750,856
Employee Benefits	10	1,385,808	1,228,004
<b>Total Current Liabilities</b>		<b><u>3,166,934</u></b>	<b><u>1,978,860</u></b>
<b>Non Current Liabilities</b>			
Employee Benefits	10	202,651	133,535
<b>Total Non Current Liabilities</b>		<b><u>202,651</u></b>	<b><u>133,535</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>3,369,585</u></b>	<b><u>2,112,395</u></b>
<b>NET ASSETS</b>		<b><u>11,281,115</u></b>	<b><u>9,069,984</u></b>
<b>EQUITY</b>			
Retained Surplus		10,337,099	8,111,841
Asset Revaluation Reserve		914,441	917,164
Lois McPherson Bequest Reserve		29,575	40,979
<b>TOTAL EQUITY</b>		<b><u>11,281,115</u></b>	<b><u>9,069,984</u></b>

The accompanying notes form part of these financial accounts.

# Cash Flow Statement for the year ending 30th June 2019

	Notes	2019 \$	2019 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from operating activities		11,719,741	5,442,834
Payment to suppliers and employees		(9,388,943)	(5,402,017)
Interest received		114,236	55,736
Donations received		73,460	29,623
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	14a	<b>2,518,494</b>	<b>126,176</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, plant and equipment		(801,072)	(693,789)
Proceeds on sale of property, plant, and equipment		53,635	44,562
Sale of financial assets		776,311	-
Purchase of financial assets		-	(776,311)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<b>28,874</b>	<b>(1,425,538)</b>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS HELD</b>		<b>2,547,368</b>	<b>(1,299,362)</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>		<b>5,459,272</b>	<b>6,758,634</b>
<b>CASH AND CASH EQUIVALENTS AT END OF THE YEAR</b>	14b	<b>8,006,640</b>	<b>5,459,272</b>

## Statement of Changes in Equity for the year ending 30th June 2019

	RETAINED EARNINGS \$	ASSET REVALUATION RESERVE \$	LOIS MCPHERSON BEQUEST \$	TOTAL \$
<b>BALANCE AT 01 DECEMBER 2017</b>	-	-	-	-
Net result for the period	9,107,662	-	-	9,107,662
Other comprehensive income	-	(37,678)	-	(37,678)
Transfers to and from reserves	(995,821)	954,842	40,979	-
<b>BALANCE AT 30 JUNE 2018</b>	<b>8,111,841</b>	<b>917,164</b>	<b>40,979</b>	<b>9,069,984</b>
Net result for the period	2,213,854	-	-	2,213,854
Other comprehensive income	-	(2,723)	-	(2,723)
Transfers to and from reserves	11,404	-	(11,404)	-
<b>BALANCE AT 30 JUNE 2019</b>	<b>10,337,099</b>	<b>914,441</b>	<b>29,575</b>	<b>11,281,115</b>

The accompanying notes form part of these financial accounts.

# Notes to the Financial Statements for the year ending 30th June 2019

## **Note 1: Statement of Significant Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below.

Southern Stay Disability Services Inc was formed on 1 December 2017, as a result this financial report covers the period 1st December 2017 to 30th June 2018. The association was formed as a result of the merger of Southern Way Inc and Stay Residential, the net assets of these entities were transferred to Southern Stay Disability Service Inc on 1st December 2017, and have been recorded as contributions in the previous year.

### **Basis of preparation**

In the board's opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and the Associations Incorporation Reform Act 2012. The board have determined that the accounting policies adopted are appropriate to meet the needs of the members of Southern Stay Disability Services Incorporated.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

### **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:

#### **Estimation of useful lives of assets**

The incorporated association determines the estimated useful lives and related depreciation] charges for its property, property, plant and equipment. The depreciation charge will increase where the useful lives are less than previously estimated lives or become obsolete and written off.

#### **Employee benefits provision**

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 pay increases through promotion and inflation have been taken into account.

# Notes to the Financial Statements for the year ending 30th June 2019

## (a) 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.

### Donations

Donations are recognised upon receipt.

### 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.

### Other revenue

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

## (b) 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.

## (c) 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. Term deposits with a maturity of greater than 3 months are classified as financial assets.

## (d) Trade and other receivables

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

## (e) Property, plant and 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.

Land & buildings are stated at fair value, based on regular independent valuations less depreciation on buildings.

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 as follows:

Buildings	40 years
Plant and equipment	3-10 years
Motor vehicles	3-8 years
Furniture & Fittings	5-20 years

# Notes to the Financial Statements for the year ending 30th June 2019

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date. The board have adopted an independent valuation as at 30 June 2018, which represents the fair value of held Land and Buildings. 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.

Government equity (Loyola Avenue) represents share repayable to the government in the event this property is sold.

## **(f) 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.

## **(g) 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 wholly 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 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. Consideration is given to expected future wage and salary levels, experience of employee departures and years 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.

## **(h) 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. 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.

## **(i) Goods and Services Tax (GST)**

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.

# Notes to the Financial Statements for the year ending 30th June 2019

## (j) New Accounting Standards and Interpretations not yet mandatory or early adopted

Certain new Australian accounting standards have been published that are not mandatory for the 30th June 2019 reporting year. Southern Stay Disability Services Inc. assesses the impact of all these new standards and advises the company of their applicability and early adoption where applicable.

As at 30th June 2019, the following standards and interpretations had been issued by the AASB but were not yet effective. They become effective for the first financial statements for dates as detailed in the table below. Southern Stay Disability Services Inc. has not and does not intend to adopt reporting years commencing after the stated operative these standards early.

Standard / Interpretation	Summary	Applicable for reporting years beginning on	Impact on company's Annual Statements
AASB 16 Leases	The key changes introduced by AASB16 include the recognition of most operating leases (which are currently not recognised) on the balance sheet.	1-Jan-20	<p>The assessment has indicated that as most operating leases will come on balance sheet, recognition of lease assets and lease liabilities will cause net debt to increase.</p> <p>Depreciation of lease assets and interest on lease liabilities will be recognised in the income statement with marginal impact on the operating surplus.</p> <p>The amounts of cash paid for the principal portion of the lease liability will be presented with financing activities and the amounts paid for the interest portion will be presented within operating activities and cash flow statement. No change for lessors.</p>
AASB 15 Revenue From Contracts with Customers	The core principle of AASB 15 requires an entity to recognise revenue when the entity satisfies a performance obligation by transferring a promised good or service to a customer.	1-Jan-20	<p>The changes in revenue recognition requirements in AASB 15 may result in changes to the timing and amount of revenue recorded in the financial statements. The Standard will also require additional disclosures on service revenue and contract modifications.</p> <p>Revenue that was deferred and amortised over a period may now need to be recognised immediately as a transitional adjustment against the opening returned earnings if there are no former performance obligations</p>

# Notes to the Financial Statements for the year ending 30th June 2019

	2019 \$	2018 \$
<b>Note 2: Revenue</b>		
Client Income	759,939	669,761
Government Grants	12,165,520	5,148,287
Interest	114,236	55,736
Donations	73,460	29,623
Profit/(Loss) on disposal of plant & equipment	(9,735)	17,459
Other Income	141,169	72,283
	<u>13,244,589</u>	<u>5,993,149</u>

Government Grants are funded as per the NDIA guidelines and the identified service types e.g. Supported Independent Living, Individual & Social Supports, Short Term Accommodation etc.

## Note 3: Depreciation Expense

Buildings	49,707	37,644
Plant & Equipment	64,079	36,229
Motor Vehicles	138,146	67,715
Furniture and Fittings	10,247	9,474
	<u>262,179</u>	<u>151,062</u>

## Note 4: Cash and Cash Equivalents

Cash at Bank	3,324,008	2,193,026
Petty Cash	890	890
Debit/Credit Cards	3,655	5,567
Term Deposits (maturity less than 6 months)	4,678,087	3,259,789
	<u>8,006,640</u>	<u>5,459,272</u>

## Note 5: Trade and Other Receivables

Trade Debtors	300,937	684,683
Provision for Impaired Receivables	(23,834)	(6,965)
Sundry Debtors	1,717,789	122,423
	<u>1,994,892</u>	<u>800,141</u>

## Note 6: Financial Assets

Term Deposits (maturity greater than 6 months)	-	776,311
	<u>-</u>	<u>776,311</u>

## Note 7: Other Assets

Accrued Interest	48,656	21,050
Prepayments	19,060	16,953
	<u>67,716</u>	<u>38,003</u>

# Notes to the Financial Statements for the year ending 30th June 2019

	2019 \$	2018 \$
<b>Note 8: Property, Plant &amp; Equipment</b>		
Land & Buildings- fair value at 30th June 2018	3,808,360	3,663,039
Less Accumulated Depreciation	(48,912)	-
Less Government Equity (Loyola Avenue)	(200,223)	(197,500)
	<b>3,559,225</b>	<b>3,465,539</b>
Motor Vehicle	922,465	814,341
Less Accumulated Depreciation	(587,837)	(517,295)
	<b>334,628</b>	<b>297,046</b>
Furniture and Fittings	151,046	151,046
Less Accumulated Depreciation	(119,029)	(108,782)
	<b>32,017</b>	<b>42,264</b>
Plant and Equipment	582,941	471,060
Less Accumulated Depreciation	(370,066)	(305,987)
	<b>212,875</b>	<b>165,073</b>
Leasehold Improvements	6,127	6,127
Less Accumulated Depreciation	(1,385)	(589)
	<b>4,742</b>	<b>5,538</b>
Work in Progress	<b>437,965</b>	<b>133,192</b>
	<b>4,581,452</b>	<b>4,108,652</b>
Land and buildings have been revalued to fair value by Roger Cussen a qualified independent valuer, using market value or depreciated replacement cost depending on the nature of the property. Valuation effect as 30 June 2018.		
<b>Note 9: Trade and Other Payables</b>		
Accounts Payable	502,680	207,752
Accrued Expenses	638,208	372,987
GST/PAYG	33,399	169,592
Other Payables	-	525
Income in Advance	606,839	-
	<b>1,781,126</b>	<b>750,856</b>
<b>Note 10: Employee Benefits</b>		
<i>Current</i>		
Annual Leave	409,560	403,062
Long Service Leave	976,248	824,942
	<b>1,385,808</b>	<b>1,228,004</b>
<i>Non-Current</i>		
Long Service Leave	<b>202,651</b>	<b>133,535</b>
	<b>1,588,459</b>	<b>1,361,539</b>

# Notes to the Financial Statements for the year ending 30th June 2019

2019  
\$

2018  
\$

## Note 11: Contingent liabilities

The incorporated association had no contingent liabilities as at 30 June 2019.

## Note 12: Commitments

Commitment Payments

- no later than 12 months	1,766,100	207,730
- between 12 months and five years	-	-
	<b>1,766,100</b>	<b>207,730</b>

## Note 13: Events after the reporting year

No matter or circumstance has arisen since 30 June 2019 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 14: Reconciliation of surplus after income tax to net cash from operating activities

### (a) Reconciliation of cash flows from operating activities

Net result for year	2,213,854	9,107,662
Non-cash flows in profit		
Depreciation	262,179	151,062
Profit/(Loss) on Sale of Fixed Assets	9,735	(17,459)
Merger Adjustment	-	(6,314)
Net assets contributed by Southern Way	-	(5,144,352)
Net assets contributed by STAY Residential	-	(3,659,076)
Changes in Assets & Liabilities:		
(Increase)/Decrease in other assets	(29,713)	138,473
(Increase)/Decrease in receivables	(1,317,174)	(579,656)
Increase/(Decrease) in payables	1,152,693	(16,646)
Increase/(Decrease) in employee benefits	226,920	152,482
<b>Net Cash provided by Operating Activities</b>	<b>2,518,494</b>	<b>126,176</b>

### (b) Reconciliation of cash and cash equivalents

Cash at Bank	3,324,008	2,193,026
Petty Cash	890	890
Debit/Credit Cards	3,655	5,567
Term Deposits (maturity less than 6 months)	4,678,087	3,259,789
	<b>8,006,640</b>	<b>5,459,272</b>

# Statement by the Board of Directors for the year ending 30th June 2019

In the opinion of the Board Members the financial report, comprising the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flow and notes to the financial report:

1. the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and Associations Incorporation Reform Act 2012;
2. the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
3. the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 30 June 2019 and of its performance for the financial period ended on that date; and
4. 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.

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



Board Member



Board Member

Dated in Warrnambool this 16<sup>th</sup> day of September 2019

# Independent Audit Report To the members of Southern Stay



## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF SOUTHERN STAY DISABILITY SERVICES INC.

### Opinion

We have audited the financial report of Southern Stay Disability Services Inc., which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity, and the cash flow statement for the period then ended, and notes to the financial statements, including a summary of significant accounting policies and statement by the board.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Southern Stay Disability Services Inc. as at 30 June 2019, and its financial performance and its cash flows for the period then ended in accordance with the financial reporting requirements of the *Associations Incorporation Reform Act 2012*.

### Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Southern Stay Disability Services Inc. in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia, and we have fulfilled our other ethical responsibilities in accordance with the Code.

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

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist Southern Stay Disability Services Inc. in complying with the requirements of the *Associations Incorporation Reform Act (Vic) 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the financial report in accordance with the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and for such internal control as management determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Southern Stay Disability Services Inc.'s ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Southern Stay Disability Services Inc. or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Southern Stay Disability Services Inc.'s financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to audit 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 Southern Stay Disability Services Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Southern Stay Disability Services Inc.'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Southern Stay Disability Services Inc. to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

*McLaren Hunt*  
**MCLAREN HUNT**  
**AUDIT AND ASSURANCE**

*N.L. McLean*  
**N.L. McLEAN**  
**PARTNER**

Dated at Warrnambool; 23 September 2019





**Southern  
Stay**

**DISABILITY SERVICES**

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