

# Annual Report 2019



COMMUNITY  
HOME CARE

*Trusted in your Community*

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# Annual General Meeting

## Agenda

Monday 18th November 2019

Meeting Commencement  
at 4.00pm

Venue: Community Home Care,  
3 Parade Rd, Bunbury

1. Welcome and Housekeeping
2. Apologies
3. Confirmation of Minutes  
of Annual General Meeting  
22 October 2018
4. Chairperson's Report
5. CEO's Report
6. Finance Report to  
30 June 2019
7. Appointment of Auditor  
for 2019/2010
8. Election of Office Bearers  
of Board of Management
9. General Business
10. Close and Refreshments

## Community Home Care Board Of Management

## 2017-2018 AGM Minutes

Of meeting held at 5.30pm,  
Monday, 22nd October, 2018  
CHC Office, 3 Parade Rd, Bunbury

### 1. Present:

James Lee, Angelo Loguidice, Roger Veen, Fiona Fitzgerald, Betty McCleary, Neville McNeill, Mark Kusin, Heather Magee, Fran Temby, Brian Moore, Don Punch, Gary Brennan, Gary Faries, Ross Breese, Shirley Breese, Allan Jones, Donna Rudolf, Anne Mitchell, Tim Partridge, Sue Clements, Julie Cooper, Andrew Robinson, Michelle Almond, Kaye Rendell, Pam Hollingsworth (minute taker)

### 2. Welcome and Introduction:

This meeting was opened by community Home Care Chair Person, Mr James Lee.

James acknowledge the attendance of Mr Don Punch, MLA and the Honourable Mr Gary Brenan, the Lord Mayor of the City of Bunbury and welcomed all guests to the meeting.

# Annual General Meeting

## 3. Apologies:

Apologies were accepted and acknowledged from the following people -

Name	Organisation
Ms Jane Manning Representative	CHC Busselton Board
Mr Dave Blurton	CEO Shire Collie
Ms Gloria Collins Representative	CHC Collie Board
Ms Amanda Sousa	CHC Staff Bridgetown
Ms Joan Birkett	CHC Bunbury Client
Ms Gloria Foreman	CHC Bunbury Client
John Broweleit and Dena Zarif	ANSON Nightingale
Kerry Shaw	City of Bunbury
Ms Bev Buck	Bunbury Senior Citizens

## 4. Confirmation of Minutes 2017:

The minutes of the AGM held on the 9th of October 2017 were presented to the meeting.

**Motion: That the minutes of 2016-17 AGM held in October 2017 confirmed as true and correct.**

**Moved: Roger Veen**  
**Seconded: Mark Kusin**  
**CARRIED**

## 5. Chairperson Report:

Mr James Lee Chairman of the Community Home Care Board presented his report. He also announced he would be resigning from the board. James stated that he had enjoyed his time as Chairman of the Board

and was proud of the changes and growth in the organisation. James commented that the changes to CHC had been readily accepted by Sue Clements and the team at CHC. James wished to personally thank all the Board Members, Sue Clements, Staff and Volunteers involved with growth and day to day operation of CHC.

## 6 CEO's Report

Chief Executive Officer, Sue Clements, presented her report to the meeting Sue noted that the changes keep *rolling on*.

Clients of CHC now have more control and choice of services in a competitive streamlined business.

The HACC (Home & Community Care) transfer to the CHSP (Commonwealth Home Program) is now complete. The Commonwealth Government has been easy to work with although there are different legislation and guide lines.

The State Government has also decided to merge The Western Australian National Disability Insurance Scheme with the Federal National Disability Insurance Agency. All staff worked tirelessly to allay client concerns during the transition period.

There have been several structural changes to the organisation.

July marked 12months since CHC Busselton, Margaret River and Bridgetown merged. Credit to the staff who have merged and remained customer focussed. The finance team has been relocated and centralised at Busselton. David Mottram was appointed in January as Finance Manager

The number of CHC clients continues to grow. CHC staff are working hard to meet all referrals. Staff recruiting to keep pace with growth is an ongoing procedure.

The kitchen at the Collie centre has closed, Valley View Residential Facility is producing the meals which are delivered by volunteers. The feed back on meal quality has been positive. Many thanks to the kitchen staff during a difficult period.

The Collie building renovations are underway, the completion expected by the end of 2018 with a re-launch/opening early 2019. This will provide extra services to the Collie community.

Our home care packages continue to grow, we ended the year with 121 packages from a starting figure of 5 in March 2017. Our client figures are not decreasing and referrals are continuing to be received. Special thanks to Michele Andersen and Leonie King – HCP Coordinators

The upcoming Royal Commission into the Aged Care Industry will bring challenges but Sue also felt sure that positives will be brought forward by the commission. Sue is hoping that more comprehensive career paths will be opened up for future employees

Sue thanked the 300 plus volunteers, the staff of CHC and the board of CHC for their help and dedication over the past year.

## 7. Finance Report

Tim Partridge from AMD Chartered Accountants presented the Financial Report for 2017/2018 on behalf of CHC. During the year, interim and final audits were carried out and both were successful.

**Motion: That the financial reports be accepted.**

**Moved:** Neville McNeill  
**Seconded:** Heather Magee  
**CARRIED**

**Motion: That AMD Chartered Accountants be appointed as Auditors for the Financial 2018/2019 year.**

**Moved:** Fiona Fitzgerald  
**Seconded:** Betty McCleary  
**CARRIED**

## 8. Election of Office Bearers

Fiona Fitzgerald and James Lee have resigned from the CHC board.

Written nominations were received by the returning officer for the following nominees -

Angelo Loguidice	Donnybrook.
Betty McCleary	Bunbury
Roger Veen	Bunbury
Heather Magee	Collie
Gloria Collins	Collie

The above nominations were received and were in line with constitutional rules as the nominations did not exceed the number of positions available. The nominees were elected to the Board of Management. In line with the constitution, the new president of the CHC board will be elected at the next board meeting in November.

**Motion: That the above nominees be accepted to the Board of Management.**

**Moved:** Brian Moore  
**Seconded:** Donna Rudolph  
**CARRIED**

## 9. Members Standing Down – Presentation

Sue Clements thanked both outgoing President of Community Home Care Board, James Lee and outgoing board member Fiona Fitzgerald for their support and contribution to Community Home Care. A gift, as token of appreciation, was presented to both members.

Angelo Loguidice Thanks James and Fiona for their contribution to the board.

## 10. General Business:

His Worship, the Honourable Lord Mayor Gary Brennan of the City of Bunbury congratulated both James Lee and Fiona Fitzgerald for the work they have put into CHC Board. Mr Brennan congratulated CHC on the good work they have been undertaking and felt sure the number of clients will increase in the future.

Mr Don Punch, MLA, noted that work with Seniors was most important and thanked James Lee, Sue Clements, staff of CHC and volunteers for their work in the community, noting that support staff make a world of difference to both the client and their families.

James Lee thanked all for their attendance.

Meeting closed at 6.11pm



# Chairperson's Report 2018/2019

In 2018 I was pleased to have been elected to position of Chairperson, after the retirement of James Lee I thank James for his 5 years as Chairman, as always our primary focus is our elderly clients the people that we care for, in making sure that we deliver the best care possible.

## Angelo Logiudice

The past year has been a year of Decision, Challenges, Change and Achievements; in the second half of 2018 we made a very much considered decision not to continue providing NDIS services, this was a difficult decision for the board to make, in reality we had to make sure that as an organisation we continue to remain on track with our core business, in making that decision we made sure that the clients that we were servicing were successfully transitioned to organisations that are better equipped to deliver disability services.

The calling of the Royal Commission into age care highlighted many of the areas that things have gone wrong in, whilst this was of concern we were confident that our organisation had stayed abreast of the ever continuing changes, I can assure that staff and volunteer training occurs on a continuous basis, in making sure that we have the best people with the most up to date training and skills to service our clients.

During the year all of the board undertook three sessions of governance training to stay abreast of the ongoing changes and to better understand our roll in the organisation.

While the organisation has continued grow there was a decision made

to invest in technology, this being a client management, finance and payroll system (Sandwai) while there were some challenges to transition to the new system all staff undertook training, with all sites settling into the new system well.

Extension of the Collie building was completed and opened in March by the honourable Mick Murray State Minister for ageing and Cr Sarah Stanley Shire President for the Shire of Collie, it was attended by many clients, volunteers and staff.

I would like to thank Whites Building Company of Collie for building the extensions without any disruptions, whilst the existing part of the building was partially occupied, thanks to Roger Veen for design and project management; it has resulted in a great workable building.

Over the past 12 months we have been working with the Shire of Donnybrook Balingup to acquire land in the Donnybrook health precinct, to build a purpose built building to house all of the CHC operations, an activity space for day activities and a small respite unit, the Shire of Donnybrook Balingup council have voted to give in principal support for the project and to apply for rezoning of the land.

A fantastic achievement for the organisation was winning

the prestigious ACSA award for Regional Rural and Remote provider of the year, this is a huge commitment to the quality care that our staff and volunteers are committed to, my thanks go to each and every one of you.

I would like to take this opportunity to sincerely thank all our valued staff, managers and volunteers from all sites who work tirelessly and diligently to make sure that the services are delivered.

Our most experienced, dedicated and committed CEO Sue Clements, Sue is the glue that holds the organisation together always maintaining strategic direction, and attending many meetings locally and interstate to stay abreast of the changes, she is held in high regard by her peers, Thank you Sue.

Thank you to the board members for their commitment and volunteering their time for board meetings, and those who travel long distance from different sites, all for the ongoing success of this organisation.

During the year we said goodbye to Betty McCleary who retired from the board, I thank Betty for her time with CHC.

Angelo Logiudice  
Chairman  
Community Home Care





# Our Finances

Strong financial results are a key element of our success, allowing us to continue to provide high quality services to our clients and invest sustainably into the future. In an industry where nearly 50% of organisations are reporting a loss this financial year I am happy to report we finished the year strongly.

Brian Moore

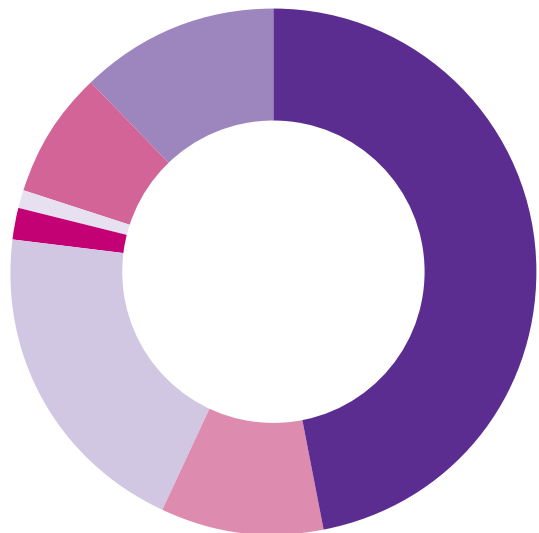
The growth of Home Care packages (HCP) was instrumental in our strong growth increasing from 8% of our total income last year to 20% this year. Commonwealth Home Support Program (CHSP) still provides the majority of our income.

## 2018/19 Revenue

Our total revenue for the year ending 30 June 2018 was \$10,196,260 an increase of over 25% from the previous year.

### Income Breakdown

CHSP	47%
HACC	10%
HCP	20%
NDIS	2%
Client Fees	1%
Collie Build	8%
Other	12%

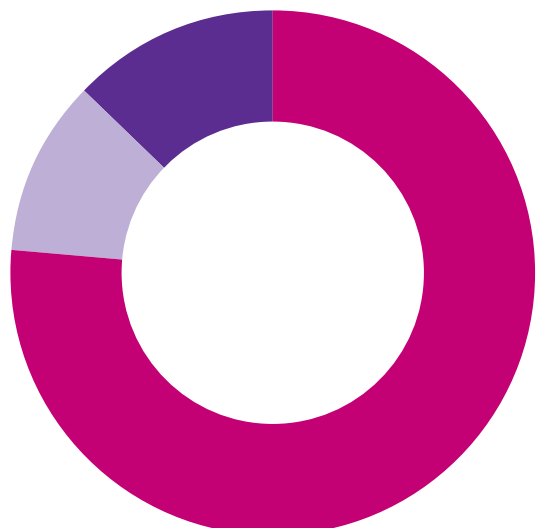


## 2018/19 Expenses

By keeping our administration and other costs to a minimum we are able to focus our expenditure on what is of most importance to our clients, our staff.

### Expenses

Employee Costs	76.59%
Administration	10.86%
Operational Costs	12.55%





# CEO Report

2018/2019 has been another year of achievements, challenges and change. We ended the year winning the ACSA Regional Rural and Remote provider of the year. ACSA hold the awards annually and this prestigious industry award is testament to the diligence, commitment and quality care provided to clients by all our staff and volunteers.

## Sue Clements

It is all about the people whom without each and every person who has contributed to CHC this year this award would not have been possible. So I would like to start this report by thanking all staff, volunteers and board members who made this award possible.

It has been 12 months since we transitioned from the WA driven Home and Community Care (HACC) system to the federally funded Commonwealth Home Support Program (CHSP). While we still fondly remember the flexibility and local management of the HACC program the transition has gone smoothly with client services remaining at the levels they were being offered under HACC still being maintained under the federal CHSP system. While the referral system through My Aged Care (MAC) still remains confusing for many clients we are assisting to lessen the confusion where ever possible.

Our Home Care Package numbers continue to grow, we started the 2018/19 financial year with 120 packages and ended the year with over 200 packages. Growth in this area is consistent across the whole organisation and all sites. Package waiting lists are still long with a reported 120,000 people waiting to be allocated a Home Care package at the end of the financial year. While this represents a drop of about 9,000 people on the waiting list in the previous quarter it is still represents up to a 12 months wait for people to be allocated the package level they have been assessed as requiring for their level of need. A bright note however is that this reduction in the waiting list is the first time since the introduction of the list in 2017 that there has been a reduction as previously each quarter numbers were on the rise.

While we ended the year with celebrations of winning an award it has not been without its challenges. It has again been a major year of change across CHC. We have made major investments in our client management, finance and payroll system. While I am sure these systems upgrades will give us the improvements and service expansion needed to remain viable the roll-out as with any major change presented us with challenges to be faced and overcome along the way. Those challenges are lessening as we grow more familiar with our new systems and grow accustomed to our new way of working and I feel confident that as we are now starting to see the positive benefits of technology that we have chosen the right path. However, I do wish to thank everyone for their patience and understanding as we worked through the changes and challenges presented.

The next exciting chapter for our new client system Sandwai is the introduction of our client portal. Early in 2020 we will be piloting client portal which will give clients access to their records, rosters and another channel to communicate with us in regards to services. Watch out for more information as we roll out this great initiative. We will be looking for people to take part in this trial so we can ensure all the bugs are ironed out before an organisational roll out.

The Royal Commission featured heavily across Australia and the industry. While it has highlighted things that have gone wrong within the aged care system I do have hopes that it will bring about support and legislative changes to not only improve the system but also the funding and support of government to



better meet the needs of our older Australians. I also hope that the interim and final report will highlight the many innovative and great things happening across the sector. The interim report is to be released on the 31st of October however the final report deadline has been extended until November 30th 2020. I do look forward to the outcomes and hopefully if they are going to improve things for our clients and all older Australians I do hope that government finds the way forward to implement them

Our Collie Extension has been completed. The building was opened by the Honourable Mick Murray Minister for Ageing in the WA Government and Cr Sarah Stanley Shire President for Collie early in 2019 was a great success and attended by about 60 clients, volunteers, staff and community members. We would like to thank Whites building Company of Collie for the great work they did in building the Building and thanks to Roger Veen for acting as project manager and designing and pulling it all together for us.

Our next project is to work with Donnybrook Council to get funding for a purpose built building in Donnybrook. This building will house CHC operations, provide us with an activity space for the provision of day club activities and a small respite unit. Donnybrook Council have voted to support the project which will be located in the health precinct of Donnybrook. Watch this space for further news as this exciting project progresses.

We have commenced providing both CHSP and HCP services from our Bridgetown office as well as the transport and meals they originally offered. While

numbers currently are small they are growing as our reputation grows for service provision.

We made a strategic decision not to continue with provision of NDIS services in the second half of 2018. This was a hard decision however organisationally we decided to remain true to our core business. We worked closely with the 100 clients we were supporting under NDIS who were all successfully transitioned to services whose core business was those with a disability and better equipped to meet their needs.

As an organisation we continued to respond to the emerging changes in the aged care sector, establishing a solid foundation by which we will build a sustainable future.

This would not be possible without the efforts of everyone involved in the organisation. The increasing demand for our services and businesses is a direct reflection of the contribution of each of the dedicated people who form the heart and soul of our organisation.

I would like to express my sincere gratitude to the Board of Management for their ongoing leadership role and whose guidance, input and strategic direction have been vital to CHC's continued progress this year. To the staff of CHC your expertise, professionalism and commitment make a significant difference in the lives of many. Thank you for your hard work and loyalty.

I consider myself very privileged to lead you and CHC in 2019/20.

# Executive Manager Community Report

Julie Cooper

Throughout 2018/2019 CHC staff have seen many changes. Industry changes started with the HACC to CHSP transition. Reassuring clients that services would remain the same as we negotiated the changes of a State to Federal system was paramount.

My Aged Care being the single point of entry to access Australian Government-funded aged care services was and still can be confusing for many clients but all staff continue to work hard at supporting clients through the process.

Although the changes to the Home Care packages started in Feb 2017 there are still cases of conflicting information being given to the consumer as opposed to the directions service providers are advised to follow. Client demands have also increased now they have more choice and control. They are

worked through on a case by case basis and we are hopeful of new guidelines being released in the near future.

The government changes to the home care pricing schedule again caused some challenges. Ensuring we relay information to clients in a simple manner when it's a complicated system is important for all.

The training and preparation for the new client management system Sandwai was a major undertaking but having learnt from our previous attempt into a higher

technology based system we felt more prepared. The ambitious task of rolling it out to all sites at the same time will keep us all on our toes but we are confident that perseverance will enable a good outcome which will have many benefits to the organisation going forward.

Throughout the year many staff come and go for a variety of reasons but we are please to say we have a great team of support and admin staff who are always striving to improve service delivery.

**Client  
Numbers**

(All program funding)

Busselton

758

Collie

293

Margaret River

172

Bunbury

1,331

Bridgetown

104

Donnybrook

227

Total

2,885

# Executive Manager's Report 2018-19

Andrew Robinson

The 2018-19 period has been one of continued growth and development and one that finds CHC well poised to continue this trajectory throughout 2019 – 20 and into the future.

This period has seen the completion of the Collie building extension, the introduction of a new client management system, an organisation wide Quality review, and the introduction of a new Online Training process. Personally, the change in my role from Bunbury Operations Manager to Executive Manager for Quality, Compliance and Training, has been challenging and fulfilling.

**July 2018** commenced with a focus on strategic planning and implementation of the Collie building plan. At the same time the process for assessing the feasibility of the Nightingale client management system was on-going. This led to the eventual decision to discontinue the uptake of Nightingale. While this was a difficult decision given the time invested in exploring this option, it did provide significant learning opportunities that have served us the process of researching and adopting a new management system. This was an intensive process that continued through November, December and January and led to the shortlisting of two systems. The Sandwai system was the eventual winner and the process of introducing the new system commenced in May-June 2019. The implementation process has now reached a point where we are starting to reap the rewards of all the hard work.

**In August 2018** we were notified of a scheduled visit from the Australian Aged Care Quality Agency and the visit took place over 4 days between 4th and 7th December. Quality Reviews of this nature provide an

opportunity to do a thorough audit of the policies, procedures, and practices of the organisation and the reviewers made suggestions about areas of improvement which we have happily implemented. These changes have led to improvements across a range of service areas.

**In 2018** we were notified that new Aged Care standards would be introduced across the sector from July 2019. We commenced the process of reviewing and up-dating all of our policies and practices to ensure they comply with the new standards. This process is on-going. The transition has been facilitated by an audit of organisational readiness for change conducted by an independent consultant, Jacqui Tibbetts. Her consultation generated a self-assessment document and a plan for continuous improvement which we are using as a road map to ensure we are meeting the standards as required.

**In April-May 2019** we commenced the roll out of an online training process through access to a training portal provided by our Worker's Compensation insurers, CGU. Due to the expansion of our staff numbers, and the geographical spread of our sites, we realised that relying on in-person training sessions was no longer feasible. The online training platform has allowed all CHC staff to access a series of training modules related to their roles with a general focus on workplace health and safety. This process benefits the organisation by ensuring that staff are up-to-date with current information, are properly resourced and trained in carrying

out their roles, and ensures we are meeting the HR requirements of the new Aged Care standards. The online training process is still being supplemented by in-person training opportunities where required, for example in the area of medication training.

From the beginning of 2020 CHC will move to different training platform, Medehealth, that will allow us to keep the flexibility and accessibility of the current system while giving us access to a wider range of training content. As Medehealth has over 120 different training modules it will allow for more targeted training as well allowing for expanded administrative control over reminders, calendars and completion dates.

**May and June 2019** saw the expansion of gardening services to Nannup and the continuing expansion of services in Bridgetown and Boyup Brook. The gardening services in Nannup are proving to be successful and we have also introduced some contract mowing services to Bunbury. These contract services are designed to complement our existing HGM services by taking up some of the larger lawn mowing jobs and allowing our workers to focus on client interactions while working with them to maintain their gardens.

**Overall** I feel 2018-19 has been a very successful period of consolidated growth and development and I am sure this will carry over into the next financial year.

# Bridgetown

Cecilia Aldridge

## Major activities

### Service development:

It is just over 12 months since I commenced (8/10/18) with CHC to develop and expand the services in Bridgetown and surrounding areas. Progress to date has included employing 4 Support Workers throughout the 12 months - 1 in January who resigned in June; 1 in August who is covering Bridgetown and Boyup Brook; and 2 in September one to cover Bridgetown and Boyup Brook and one to cover upcoming HCP/CSHP in Nannup. These staff are to go through Induction and commence buddying shifts one in Donnybrook and one on Busselton.

Since the Support Worker resigned in June, just as the services were increasing, Donnybrook CHC has provided invaluable support to ensure the services could be maintained in both Bridgetown and Boyup Brook; and are still providing support with Buddying the new Support Workers. This has been much appreciated, as is Busselton CHC's support in Buddying the new Support Worker for Nannup. This can be seen as a positive introduction to working for CHC as they experience being part of a larger organisation and not just working in isolation.

Apart from the ongoing MOW and Transport services, which were available when I commenced, we now have 3 HCP (1 HCP3 and 2 HCP2) in Boyup Brook; 1 HCP4 in Bridgetown with another HCP4 to be signed up; and 1 HCP2 (waiting on a HCP3) to be signed up in Nannup; and 8 CHSP clients in Boyup and 8 CHSP clients in Bridgetown for DA and SS services.

The total number of volunteers is 52 – the majority for MOW as they deliver the meals in pairs once a month and 14 volunteer drivers. When I commenced Bridgetown had a van but now has 2 vehicles – a VW Caddy that can still transport people using a wheelchair,

as well as 3 other passengers if required - and a Toyota Corolla sedan. This has enabled us to increase our transport service.

Developing an HGM service, utilising a local contractor, has been much more challenging for a number of reasons, including them having the insurances required by CHC and the cost of their services. Employment is another option, however for the limited amount of hours/month that CHC could currently offer for HGM, it wouldn't provide a viable /attractive income. Currently HGM is being provided in Nannup to 17 clients utilising the Bunbury contractors; and a local Boyup Brook contractor is providing HGM to 2 HCP clients.

### Community development:

Over the past 12 months I have met with a number of local organisations and other service providers; I am on the Bridgetown Access and Inclusion Committee (AIC); attend discharge planning meetings weekly at the hospital; liaise with the hospital Support Services Coordinator about MOW. I have been invited to be a guest speaker on 3 occasions: at the AIC meeting in February which resulted in becoming a Committee member; at the Blackwood Probus Club luncheon in May (attended by approximately 80 people); and at the Shire of Bridgetown/Greenbushes Seniors Morning Tea in September (attended by approximately 50 people).

Workforce issues have been the main obstacle in developing and expanding the range of services, as staff resources have not been available to proactively promote the service or provide some services when requested. Going forward in the next 12 months the aim will be to develop a strong team of Support Workers so we can increasingly promote the service and increase the number of HCP and CSHP services we provide in the Shires of Bridgetown, Boyup Brook and Nannup.

# Bunbury

Donna Rudolf

Bunbury experienced another busy year of growth, which saw the client base increase to 1,331 comprised of 1,258 Commonwealth Home Support (CHSP) clients and 73 Home Care Package (HCP) clients.



With this came the need for increased staff hours, additional skill sets and processes to ensure that we can provide the necessary services required for High Care HCP clients. Bunbury currently has 9 Level 1 - 21 Level 2 - 22 Level 3 - 21 Level 4 Home Care Packages.

Level 3 and 4 package clients require a higher level of service delivery, often two or three visits a day. As our CHSP clients age the need for additional services also increase, resulting with many clients having multiple services in a week. Referrals from My Aged Care reflect that most new clients requesting assistance, have approvals for two or three service types when they are initially accepted. Collectively this has kept the In-Home Support Workers extremely busy, requiring them to be available for rostering seven days a week and flexible with their start and finish times.

Staff training and development became a priority for the organisation. All staff undertook mandatory training, comprising of eight online modules which provided refresher training in necessary core units. The modules were tailored to specific work areas, with some, for example; Duty of Care, necessary across all service

areas. Feedback from staff was positive, many said they enjoyed doing the Modules as it built on their prior knowledge.

As many clients require daily Medication Prompts, Medication training sessions were held to upskill support workers to enable them to work across all clients and service areas.

Social isolation is increasingly becoming an issue for clients as they age, and their personal networks of family and friends diminish. The number of clients attending group Social Support continues to grow as the programs gains popularity. The calendar has a variety of activities from Tai Chi, Singing, Movie Group to the Intergenerational Playgroup. Regular weekly activities are being well patronised. The much loved weekend Social Support trips that enable clients to go to local events, often sees demand, outstrip availability of places.

I would like to take the opportunity to thank all staff and volunteers, for their ongoing hard work and commitment, to our Bunbury clients



# Busselton & Margaret River

Cara Keskkula



We have seen a steady increase in clients for Meals on Wheels and Transport under CHSP during the last financial year across both sites. This has kept our numbers steady due to the movement of clients going into residential care or on to a package, (HCP).

A big influx of Transport needs has been a “I may need you” or “Just in case we need transport” scenario, the client has been receiving support with another provider for other services. But at times after we have been providing the service they have asked to have CHC provide their care in other areas. So even though we may feel that the “Just in case” services take our time for little gain, we do at times gain extra services.

This is a good sign that we are providing all round support and becoming the provider of choice in our areas, a direct result of our good work ethic and being a local provider that clients can speak to in their service area.

We employed a new scheduler Kim Pollock, due to Wendy retiring. Kim had worked with Sandwai in her previous employment, so she has an insight into our new system and has been able to work well with the Busselton team.

Leonie King who was based at the Busselton office has been working with the HCP clients and now is based two days at the Bunbury office, and works two days at Busselton. Due to the influx of enquiries for HCP’s she does spend a lot of time on the road visiting potential clients and we have had a large increase in this area of clients we provide support to.

Julie Howes continues to work with CHSP clients, which entails all workings of the My aged care(MAC) website also home visits etc. Julie also runs the ATSI Elders ladies group.

Sharon Ross and Renae Bassula job share the role of Coordinator at the Margaret River office, they have the task of supporting their clients, staff and volunteers, and all have had great feedback from all they come in contact with.

Clare Newnham, admin, Margaret River office, is filling the position

due to Leah Tate being on maternity leave, which finishes at the beginning of next year.

The office admin staff are also to be mentioned for their support of the volunteers that allow us to run our transport and Meals on wheels’ delivery, as if we did not have their support we would not be able to do what we do in these areas.

There have been a few changes over this financial year and the positive outlook of all the staff at Busselton and Margaret River have enabled us to continue providing great services whilst promoting independence and support to all that we have come in contact with.

As always thank you to our wonderful volunteers for everything they do. Pictured below are some of our volunteers who travelled to the Collie building opening where we revealed the new shirts.



# Collie

Elona Gade



I have been the Senior coordinator in Collie since March 2019.

On 1st March CEO Sue Clements, Management Committee Chairman Angelo Logudice, Clients, Volunteers, and staff, joined local MP Mick Murray MLA, and Shire President Cr Sarah Stanley, to celebrate the official opening of the new wing of CHC's Collie Social Centre and admin building.

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Client numbers have remained around 290 CHSP/ HACC clients and 22 HCP clients.

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Office staff have remained the same with 1 Admin / MOWS/ transport Assistant, 1 scheduler and 1 day centre Team leader.

We also have around 50 Volunteers working with the delivery of MOWS, Drivers for Bunbury Transports and working within the day centre. Since March I have been promoting CHC thru posters handed out to

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In the Day centre we have 3 contract support workers.

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HGM 2 contract support workers, 4 Contract support workers and 3 casuals working in the community

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1 casual car maintenance worker and 1 contract cleaner /kitchen worker.

the local Doctors Surgeries in town and also putting up information on the collie Facebook pages, also attending events like" Move your body" where we held an information stall.

# Donnybrook

Di Needham

I have been Manager of Donnybrook site since mid-February 2019. In my time here we have made some integral structural adjustments to the running of the office and therefore the functioning of our service.



Tristan Earl re-joined the Bunbury team after some time as the relief Social Support Coordinator, and Miranda Harrison returned to that role. We were joined by Janine Dawson on reception.

Not long after Janine and I had our feet on the floor Alan approached me to run a trial on two new client management systems, Ezicare and Sandwai. Three support staff of varying ages and experience were asked to participate in the trials, each responded positively and so the trials commenced.

After a trial period on each system the support staff, myself and other stakeholders were asked to submit feedback on a number of criteria. From Donnybrooks support staff Ezicare's mobile app won hands down, but the scheduling and management system of Sandwai was far superior. On decision day

Donnybrook was on the fence. With discussion from other stakeholders and operational staff we led our vote to Sandwai, and so it was rolled out Organizationally.

With the sale of the "Collie Bus" some changes were made to accommodate as many clients as possible. We now run the same social outing activity twice, if required, during the month.

This has been a success with clients not locked into one day a month, instead they register their interest in the activity and are either offered a place on the run, to be wait listed in case of a cancellation or left as registered and if enough interest is shown a second run is offered.

Wednesday Club numbers have remained at approximately 20-25, and Welcome Club at Balingup 6-8.

Donnybrooks client numbers have remained steady, just over 220. With 17 HCP packages. Staff numbers have remained steady, we currently have 4 contract support staff, 6 casual support staff, with three office staff members.

In the middle of June Cecilia from Bridgetown requested some assistance with service provision as she was developing her support team. Donnybrook supplied two support staff on a weekly basis to service Bridgetown and Boyup Brook.

I consider this exchange of staff a success with flexibility of the staff, clients, increased communication between sites, and the timely supply of services to a rapidly growing area.

Below shows some of our wonderful volunteers and clients enjoying a variety of social activities.

# Busselton Men's Shed

Tony Baker

The 2018/19 has been another successful year for the Busselton Men's Shed, member numbers continue to increase at the end of this financial year there were 104 financial members.



Shed members at the Bunnings Sausage Sizzle fund raiser.



Members picking apples at Atherton's orchard, apples are distributed to members and local business houses that support the Busselton Men's Shed

Financially the Shed has performed exceptionally well, income from donations, sales, projects, fund raising events and membership subscriptions providing finance for improvements and the ongoing running costs.

New equipment purchases this year included new band saws (timber and metal), a second-hand lathe, panel saw and various battery-operated hand tools.

Over the year there has been several presentations on health and Safety issues aimed at keeping the members informed and up to date.

Bus trips have been this year, included trips to other Men's sheds and to local attractions such as the chocolate factory, Simmo's ice cream, wineries and cheese factory, some of these trips included shed members partners.

Events held by members at the shed such as the Winter Olympics, shed annual birthday, Melbourne Cup day, Christmas dinner and Carpet bowls competition.

The Committee hold meetings on the first Wednesday of the month, agenda items discussed such as financial report, membership numbers, purchases and general business.

General meetings are held twice a year in January and July where members can put forward suggestions and comments.

The Busselton Men's Shed continued improvement is supported by contributions and from all the shed members, local businesses, Community Home Care, Rotary, Loins club, Apex and the Busselton City council.

The function room facility is used by various groups for meetings and social occasions, these include Groups using the function room facilities, Rotary, Lions, Apex, CHC, Aboriginal ladies' group, ladies' social group, Hash House Harriers.

# Our Services

At CHC we provide a range of services to assist through the Commonwealth Home Support program (CHSP), through Home Care Packages (HCP), HACC (for those under 65) and through fee for service and brokerage arrangements with other services

## Our services include:

Domestic Assistance (DA)  
 Personal care (PC)  
 Social support Individual (SSI)  
 Social support Group (SSG)  
 Other Food Services (SSG)  
 Home Maintenance Gardening (HM)  
 Transport (Trans)  
 Respite (FR)  
 Meals on Wheels (Meals)

## For CHSP as of 30/06/19

We had

2,617

CHSP Clients

Provided

69,909

hours of service

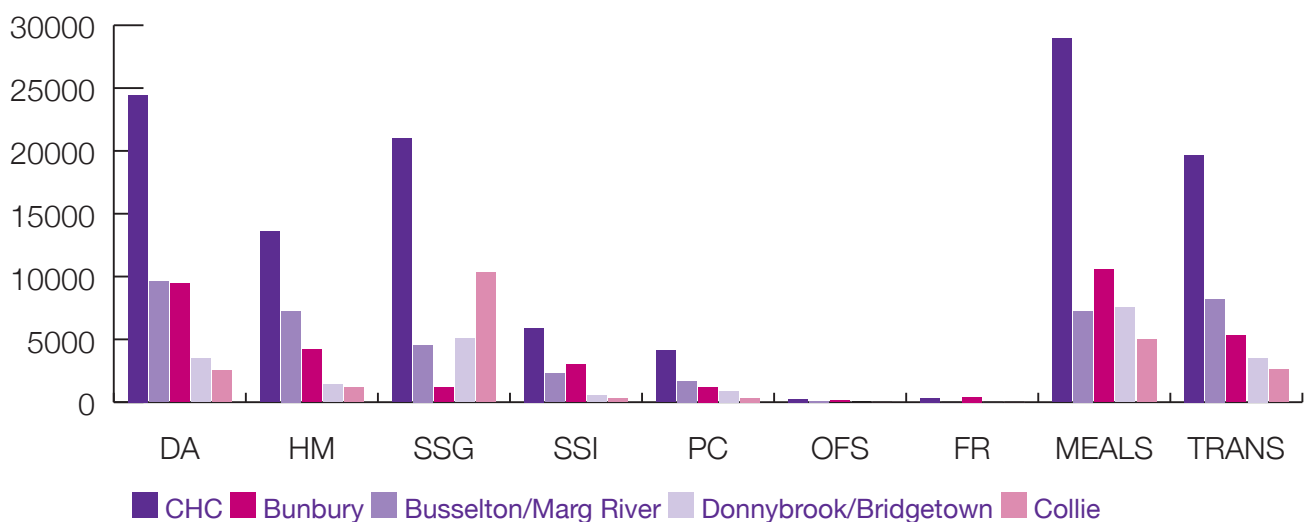
19,671

one way trips

28,923

meals

## Services



# Home Care Packages

---

# 204

**Home Care  
Packages  
across the  
organisation**

---

**Packages are spread across the organisation with**

Bunbury supporting

## 73

**Home Care Package  
Clients**

Busselton supporting

## 70

**Home Care Package  
Clients**

Collie supporting

## 26

**Home Care Package  
Clients**

Donnybrook supporting

## 24

**Home Care Package  
Clients**

Margaret River supporting

## 7

**Home Care Package  
Clients**

Bridgetown supporting

## 4

**Home Care Package  
Clients**

---

**Big commendation to Bridgetown  
who only commenced providing  
packaged care in April this year.**



# ACSA Awards

Aged Care services Australia are the peak body supporting aged care providers. Along with their great work in advocacy, system and service support and providing services with resources and information they also host the annual ACSA Aged Care Awards. CHC was lucky enough to be announced the 2019 Winner of the WA Regional Rural Remote provider of the year.

The staff and board joined ACSA at Frazer's Restaurant for the winner's announcements. It was a great celebration made even more special by the announcement we had won our category.





# Collie Opening



Our renovations at our Collie site were completed in January 2019. Opened by the honourable Mick Murray MLA and Collie Shire President Cr Sarah Stanley we celebrated the day with community, clients and staff.

We would like to than WA health Department for providing funding via the HACC program, White building for their great work.

Our staff, volunteers who smiled through 6 months of renovations and building and kept on providing a fun filled day for all our wonderful clients and to our clients who smiled and continue to support us and to everyone who came along to help us celebrate.



# Staff Photos



Busselton



Collie



Donnybrook



Bridgetown



Bunbury



Margaret River



COMMUNITY HOME CARE INC.  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2019



Liability limited by a scheme approved under Professional Standards Legislation



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**COMMUNITY HOME CARE INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	2	5,396,815	3,970,102
Trade and Other Receivables	3	108,792	75,807
Other Current Assets	4	76,408	76,866
<b>Total Current Assets</b>		<b>5,582,015</b>	<b>4,122,775</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	3,248,907	3,672,445
<b>Total Non-Current Assets</b>		<b>3,248,907</b>	<b>3,672,445</b>
<b>Total Assets</b>		<b>8,830,922</b>	<b>7,795,220</b>
<b>Current Liabilities</b>			
Trade and Other Payables	6	535,131	610,014
Provisions	8	564,417	500,851
Borrowings	7	56,401	53,130
Other Current Liabilities	9	2,222,386	1,768,570
<b>Total Current Liabilities</b>		<b>3,378,335</b>	<b>2,932,565</b>
<b>Non-Current Liabilities</b>			
Borrowings	7	278,363	333,269
Provisions	8	225,358	222,626
<b>Total Non-Current Liabilities</b>		<b>503,721</b>	<b>555,895</b>
<b>Total Liabilities</b>		<b>3,882,056</b>	<b>3,488,460</b>
<b>Net Assets</b>		<b>4,948,866</b>	<b>4,306,760</b>
<b>Equity</b>			
Asset Revaluation Reserve		97,156	97,156
Retained Earnings		3,312,864	2,670,758
Contributed Equity		1,538,846	1,538,846
<b>Total Equity</b>		<b>4,948,866</b>	<b>4,306,760</b>

**COMMUNITY HOME CARE INC.**  
**STATEMENT OF PROFIT & LOSS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	<b>Note</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
<b>Income</b>			
Activities		42,110	27,652
Brokered Services		-	130,915
CBDC Fees		1,448	29,845
CHSP Funding		4,795,508	-
Domestic Assistance		209,817	207,880
Donations & Fundraising		58,876	22,980
HACC Funding		1,009,352	5,195,506
HCP Funding/Client Income		2,021,574	699,199
Home Maintenance		113,128	111,679
In-Centre Meals		86,262	74,520
Interest Income		69,036	41,462
Meals on Wheels		296,319	311,124
NDIS Income		200,523	346,428
Non Recurrent HACC Funding		838,548	48,440
Other Government Funding		-	554,000
Other Income		171,068	77,730
Profit on Sale of Assets		7,009	-
Personal Care		32,499	24,222
Respite		2,009	1,822
Room Hire & Catering		12,361	2,653
Social Support Fees		83,862	53,642
Transport Fees		144,951	152,632
Worker's Compensation Refunds		-	23,971
		<b>10,196,260</b>	<b>8,138,302</b>
<b>Expenses</b>			
Accommodation		138,053	137,258
Accountancy		5,580	7,820
Audit		15,050	19,060
Bad Debts		-	3
Bank Fees		3,819	4,864
Building Expense - Department of Health	12	630,103	-
CDC Costs		184,015	67,374
Centrelink		332	321
Computer		78,524	27,552
Depreciation		251,983	245,111
Employee Costs		7,187,116	6,115,278
Insurance		78,846	71,635
Interest Expense		19,995	18,692
IT Support		16,071	39,846
Kitchen Costs		2,101	32,342
Loss on Sale of Assets		-	5,856
Motor Vehicle		153,961	136,667
Operational Costs		464,898	424,859



**COMMUNITY HOME CARE INC.**  
**STATEMENT OF PROFIT & LOSS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Photocopier	27,792	24,654
Postage	23,305	18,336
Promotion & Publicity	11,099	9,349
Recruitment	3,792	3,125
Repairs & Maintenance	25,592	23,293
Staff Amenities	16,287	10,525
Stationery & Printing	16,160	14,816
Subscriptions	12,296	11,901
Sundry	17,832	3,142
Telephone	55,323	57,734
Training	84,429	84,420
Volunteer Reimbursements	29,800	38,123
	<b>9,554,154</b>	<b>7,653,956</b>
<b>Net Surplus/(Deficit)</b>	<b>642,106</b>	<b>484,346</b>

**COMMUNITY HOME CARE INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Cash Flows from Operating Activities</b>			
Recurrent Grants		8,463,898	5,195,506
Client Contribution		998,516	1,022,138
Interest Received		69,036	41,462
Other Receipts		230,309	1,476,207
Payments to Suppliers and Employees		(9,227,620)	(6,258,689)
<b>Net cash provided by operating activities</b>		<b>534,139</b>	<b>1,476,624</b>
<b>Cash Flows from Investing Activities</b>			
Non-Recurrent and Capital Grants		838,548	602,440
Payments/(Receipts) for Property, Plant & Equipment		105,661	(313,726)
Proceeds from Mergers		-	373,637
<b>Net cash provided by/(used in) investing activities</b>		<b>944,209</b>	<b>662,351</b>
<b>Cash Flows from Financing Activities</b>			
Loan Drawdowns and Repayments		(51,635)	(49,177)
<b>Net cash provided by/(used in) financing activities</b>		<b>(51,635)</b>	<b>(49,177)</b>
<b>Net Increase/(Decrease) in Cash Held</b>		<b>1,426,713</b>	<b>2,089,798</b>
Cash at Beginning of the Financial Year		3,970,102	1,880,304
<b>Cash as at 30 June 2019</b>		<b>5,396,815</b>	<b>3,970,102</b>

Reconciliation of net cash flows from operations with net surplus from operating activities:

Surplus/(deficit) from ordinary activities	642,106	484,347
<b>Adjustments for:</b>		
Depreciation	251,983	245,111
Net (gain)/loss on disposal of plant & equipment	(7,009)	5,856
Non recurrent funding	(838,548)	(602,440)
Merger adjustments	-	(143,749)
<b>Change in operating assets &amp; liabilities</b>		
Accounts receivable and other accruals	47,020	29,968
Other assets	(6,643)	(36,838)
Accounts payable and other accruals	378,932	1,280,530
Provisions	66,298	213,839
	<b>534,139</b>	<b>1,476,624</b>

**COMMUNITY HOME CARE INC.**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	Retained Earnings	Asset Revaluation Reserve	Contributed Equity	Total
	\$	\$	\$	\$
<b>At 30 June 2017</b>	<b>2,186,412</b>	<b>97,156</b>	<b>663,292</b>	<b>2,946,860</b>
Surplus for the year	484,346	-	-	484,346
BESS Merger	-	-	768,146	768,146
Bridgetown Merger	-	-	107,408	107,408
<b>At 30 June 2018</b>	<b>2,670,758</b>	<b>97,156</b>	<b>1,538,846</b>	<b>4,306,760</b>
Surplus for the year	642,106	-	-	642,106
<b>At 30 June 2019</b>	<b>3,312,864</b>	<b>97,156</b>	<b>1,538,846</b>	<b>4,948,866</b>

# COMMUNITY HOME CARE INC.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2019

#### NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

**(a) Basis of Preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Constitution and the Australian Charities and Not-For Profits Commissions Act 2012 the Associations Incorporation Act (WA) 2015.

The Management Committee has determined that the association is not a reporting entity. The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**(b) Revenue and Other Income**

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

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates. All revenue is stated net of the amount of goods and services tax (GST).

Revenue from grant funding, provided under contractual arrangements is taken up on a proportionate basis net of GST following receipt of the funds, over the period to which the funding related.

Grant funds received in advance at balance date are recognised as a liability within the balance sheet and carried forward to the next accounting period to which the funding relates.

Capital grant funding in respect of capital projects which remain unspent at balance date are carried forward as unspent funds liability in the balance sheet.

**(c) Income Tax**

The Association is exempt from income tax by virtue of sections 50-1 and 50-45 of the Income Tax Assessment Act 1997.

**(d) Property, Plant and Equipment**

Property plant and equipment are measured on the cost basis less depreciation and any impairment losses.

Buildings are recorded at cost and are depreciated at 2%, in accordance with stated HACC guidelines and policy.

Total depreciation expense per class of asset for the year ended 30 June 2019 is as follows:

- Motor Vehicles	\$99,508
- Buildings	\$71,381
- Plant & Equipment	\$12,886
- Office Furniture & Fittings	\$20,893
- IT Capital	\$47,315
	<u>\$251,983</u>

**COMMUNITY HOME CARE INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**(e) Long Service Leave**

Long Service Leave is brought to account as a liability in the balance sheet by employee from date of employee's commencement, with an allowance for on costs. Long service leave for employees with over seven continuous years or employment is recognised as a currently liability, the remainder of the long service leave provision for employees with less than 7 years of service is recognised as a non-current liability.

**COMMUNITY HOME CARE INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>2 Cash and cash equivalents</b>		
Cash at Bank - Bunbury	5,305,759	3,813,577
Cash at Bank - Donnybrook	13,721	19,339
Cash at Bank - Bridgetown	19,466	22,518
Cash at Bank - Busselton	42,697	77,741
Cash at Bank - Collie	11,034	33,968
Cash at Bank - Margaret River	1,948	0
Cash on Hand	2,190	2,959
	<b>5,396,815</b>	<b>3,970,102</b>
<b>3 Trade and other receivables</b>		
<b>Current</b>		
Trade Debtors	108,792	75,807
	<b>108,792</b>	<b>75,807</b>
<b>4 Other assets</b>		
<b>Current</b>		
Undeposited Funds	0	73
Prepayments	76,408	69,765
Outstanding Workers Compensation Claims	0	7,028
	<b>76,408</b>	<b>76,866</b>
<b>5 Property, plant and equipment</b>		
<b>Bunbury</b>		
Plant & Equipment	111,306	107,000
Less: Accumulated Depreciation	(90,400)	(84,472)
	<b>20,906</b>	<b>22,528</b>
 Motor Vehicles	 382,543	 382,543
Less: Accumulated Depreciation	(272,451)	(239,053)
	<b>110,092</b>	<b>143,490</b>
 Office Furniture & Equipment	 88,458	 79,699
Less: Accumulated Depreciation	(78,040)	(74,600)
	<b>10,418</b>	<b>5,099</b>
 Buildings & Improvements	 2,557,526	 2,557,526
Less: Accumulated Depreciation	(232,106)	(180,063)
	<b>2,325,420</b>	<b>2,377,463</b>
	<b>2,466,836</b>	<b>2,548,581</b>



**COMMUNITY HOME CARE INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>Collie Day Care</b>		
Plant & Equipment	93,478	86,878
Less: Accumulated Depreciation	<u>(69,795)</u>	<u>(65,953)</u>
	<b>23,683</b>	<b>20,925</b>
 Motor Vehicles	 325,581	 325,581
Less: Accumulated Depreciation	<u>(296,560)</u>	<u>(288,522)</u>
	<b>29,021</b>	<b>37,059</b>
 Office Furniture & Equipment	 20,774	 20,774
Less: Accumulated Depreciation	<u>(19,672)</u>	<u>(19,327)</u>
	<b>1,102</b>	<b>1,447</b>
 Buildings & Improvements	 0	 177,287
Less: Accumulated Depreciation	<u>0</u>	<u>(23,049)</u>
	<b>0</b>	<b>154,238</b>
 Low Value Pool	 <u>1,745</u>	 <u>1,947</u>
	<u><b>55,551</b></u>	<u><b>215,616</b></u>
 <b>Collie Senior Citizens</b>		
Plant & Equipment	30,857	30,857
Less: Accumulated Depreciation	<u>(27,270)</u>	<u>(24,870)</u>
	<b>3,587</b>	<b>5,987</b>
 Motor Vehicles	 53,593	 53,593
Less: Accumulated Depreciation	<u>(48,359)</u>	<u>(46,615)</u>
	<b>5,234</b>	<b>6,978</b>
 Office Furniture & Equipment	 13,081	 13,081
Less: Accumulated Depreciation	<u>(10,973)</u>	<u>(10,773)</u>
	<b>2,108</b>	<b>2,308</b>
	<u><b>10,929</b></u>	<u><b>15,273</b></u>
 <b>Donnybrook</b>		
Plant & Equipment	1,431	1,431
Less: Accumulated Depreciation	<u>(998)</u>	<u>(282)</u>
	<b>433</b>	<b>1,149</b>
 Motor Vehicles	 173,235	 324,662
Less: Accumulated Depreciation	<u>(135,526)</u>	<u>(206,215)</u>
	<b>37,709</b>	<b>118,447</b>
 Building & Improvements (WIP)	 34,184	 27,207
	<u><b>34,184</b></u>	<u><b>27,207</b></u>
	<u><b>72,326</b></u>	<u><b>146,803</b></u>

**COMMUNITY HOME CARE INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>Busselton</b>		
Plant & Equipment	91,705	68,179
Less: Accumulated Depreciation	<u>(48,432)</u>	<u>(33,185)</u>
	<b>43,273</b>	<b>34,994</b>
 Motor Vehicles	 313,376	 316,681
Less: Accumulated Depreciation	<u>(216,064)</u>	<u>(192,138)</u>
	<b>97,312</b>	<b>124,543</b>
 Office Furniture & Equipment	 19,942	 19,942
Less: Accumulated Depreciation	<u>(19,257)</u>	<u>(17,596)</u>
	<b>685</b>	<b>2,346</b>
 Buildings & Improvements	 444,773	 444,773
Less: Accumulated Depreciation	<u>(60,376)</u>	<u>(41,038)</u>
	<b>384,397</b>	<b>403,735</b>
	<b>525,667</b>	<b>565,618</b>
 <b>Bridgetown</b>		
Motor Vehicles	34,410	34,410
Less: Accumulated Depreciation	<u>(15,054)</u>	<u>(8,602)</u>
	<b>19,356</b>	<b>25,808</b>
 Office Furniture & Equipment	 345	 345
Less: Accumulated Depreciation	<u>(345)</u>	<u>(345)</u>
	<b>(0)</b>	<b>0</b>
	<b>19,356</b>	<b>25,808</b>
 <b>Other Assets</b>		
IT Capital	145,557	154,747
Less: Accumulated Depreciation	<u>(47,315)</u>	<u>0</u>
	<b>98,242</b>	<b>154,747</b>
 <b>Total Property, Plant &amp; Equipment</b>	 <b>3,248,907</b>	 <b>3,672,446</b>
 <b>6 Trade and other payables</b>		
<b>Current</b>		
Trade Creditors	80,485	169,613
Accrued Expenses	33,110	76,090
Superannuation Payable	47,855	41,202
Accrued Wages	262,664	247,774
GST Payable	111,018	75,335
	<b>535,131</b>	<b>610,014</b>

**COMMUNITY HOME CARE INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>7 Borrowings</b>		
<b>Current</b>		
Bendigo Bank Loan	56,401	53,130
	<u><b>56,401</b></u>	<u><b>53,130</b></u>
<b>Non-Current</b>		
Bendigo Bank Loan	278,363	333,269
	<u><b>278,363</b></u>	<u><b>333,269</b></u>
<b>8 Provisions</b>		
<b>Current</b>		
Provision for Annual Leave	360,766	352,116
Provision for Long Service Leave	203,651	148,735
	<u><b>564,417</b></u>	<u><b>500,851</b></u>
<b>Non-Current</b>		
Provision for Long Service Leave	225,358	222,626
	<u><b>225,358</b></u>	<u><b>222,626</b></u>
<b>9 Other Liabilities</b>		
<b>Current</b>		
PAYG Withholding	73,310	60,164
HCP Client Funds	1,983,543	890,325
NDIS Advances	115,214	121,900
Funds - Craft Group	728	728
Funds - Collie Ceramics Group	1,439	-
Funds - Singing Group	62	62
FBT Payable	2,290	-
Unspent Capital Grants	45,800	695,390
	<u><b>2,222,386</b></u>	<u><b>1,768,570</b></u>

## COMMUNITY HOME CARE INC.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2019

#### 10. Financial Support

The ongoing support of the services provided by Community Home Care Inc. and ability to continue as a going concern is dependent upon the continued receipt of funds from the Australian Government, Department of Health (Commonwealth). The details of the current funding agreements in place are as follows;

<b>Funding Body</b>	<b>Expiry &amp; Term of Agreement</b>
Australian Government, Department of Health (Commonwealth)	30/06/2020 – 3 Year Term

#### 11. South West Wellness Centre Building

The South West Wellness Centre has been constructed on land owned by the City of Bunbury whereby Community Home Care Inc. have entered into a lease with City of Bunbury on 1 September 2013 for a ten year term, with options for a further 10 years and a peppercorn annual rental.

#### 12. Collie Day Care Centre Building and Capital Commitment

The former Collie Day Care Centre Inc (merged with Community Home Care on 1 July 2016) previously leased the property at 7 Vernon Street, Collie from the Government of Western Australia, Department of Health, which expired on 30 June 2009. Following Collie Day Care Centre Inc merging with Community Home Care Inc effective 1 July 2016, Community Home Care Inc are seeking to secure tenure over this property by way of either transfer of title; or by entering into a long term lease.

Extensions to the building commenced in the 2018/19 financial year, following the execution of a works contract in June 2018, with all works being expensed and not capitalised on the basis that Community Home Care Inc. has no current lease and the original building is owned by the Department of Health.

#### 13. Bendigo Bank Loan

Community Home Care Inc. entered into a commercial term financing agreement with Bendigo Bank with a facility limit of \$550,000 over a ten year term, commencing 7 April 2014. Security provided includes a General Security Deed over all property and after acquired property of Community Home Care Inc. in favour of Bendigo Bank. The purpose of the loan was to assist with the construction of the South West Wellness Centre.

#### 14. Property Lease Commitments

Community Home Care Inc. has the following property lease commitments at balance date:

<b>Office Location</b>	<b>Lease Expiry</b>	<b>Annual Commitment</b>
Busselton Office	31 November 2021	\$51,380.40
Margaret River Office	30 June 2020	\$11,825.42
Donnybrook Office	30 September 2020	\$13,446.12

**COMMUNITY HOME CARE INC.  
STATEMENT BY MEMBERS OF THE BOARD  
FOR THE YEAR ENDED 30 JUNE 2019**

The Board have determined that the association is not a reporting entity.

The Board have determined that this special purpose financial report should be prepared in accordance with *Australian Charities and Not-for-profits Commission Act 2012*, the *Associations Incorporation Act (WA) 2015* and the accounting policies outlined in Note 1 to the financial report.

In the opinion of the Board the attached financial statement:

1. Presents fairly the financial position of Community Home Care Inc. as at 30 June 2019 and its financial performance and cash flows for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Community Home Care Inc. will be able to pay its debts as and when they fall due.

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



Chairperson



Vice Chairperson

Dated this 3<sup>rd</sup> day of October 2019



**AUDITOR'S INDEPENDENCE DECLARATION**  
**TO THE BOARD OF COMMUNITY HOME CARE INC.**

I declare that to the best of my knowledge and belief, during the year ended 30 June 2019, there have been no contraventions of:

- i) The auditor independence requirements as set out in Section 60.40 of the *Australian Charities and Not-for-profits Commission Act 2012* and section 80 of the *Associations Incorporation Act (WA) 2015* in relation to the audit; and
- ii) Any applicable code of professional conduct in relation to the audit.

**AMD Chartered Accountants**



**TIM PARTRIDGE FCA**  
**Director**

Bunbury, WA

Dated this 26<sup>th</sup> day of September 2019

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF COMMUNITY HOME CARE INC.**

**Opinion**

We have audited the financial report of Community Home Care Inc. which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion, the accompanying financial report has been prepared in accordance with the *Associations Incorporation Act (WA) 2015* and Division 60 of the *Australian Charities and Not-for-profits Commissions Act 2012*, including:

- i) giving a true and fair view, in all material aspects, of the financial position of Community Home Care as at 30 June 2019, and of its financial performance and its cash flows for the year then ended; and
- ii) complying with Australian Accounting Standards to the extent described in Note 1, the *Associations Incorporation Act (WA) 2015* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulations 2013*

**Basis for 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 Community Home Care Inc. in accordance with the ethical requirements of the *Associations Incorporation Act (WA) 2015*, *Australian Charities and Not-for-profits Commission Act 2012* and 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. We have also 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 has been prepared to assist Community Home Care Inc. to meet the requirements of the *Associations Incorporation Act (WA) 2015* and *Australian Charities and Not-for-profits Commissions Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Emphasis of Matter- Economic Dependency**

We draw attention to Note 10 to the financial statements whereby in order to continue as a going concern, Community Home Care Inc. is dependent upon the continued receipt of funding from the Government of Western Australia, Department of Health and the Australian Government, Department of Health. 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 and fair presentation of the financial report in accordance with the financial reporting requirements of the *Associations Incorporation Act (WA) 2015*, the *Australian Charities and Not-for-profits Commissions Act 2012* and for such internal control as management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management are responsible for assessing the Community Home Care 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 intend to liquidate the Community Home Care Inc. or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Community Home Care 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 the 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 my 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 the 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 internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made.
- Conclude on the appropriateness of the 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 registered entity'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 registered entity 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.

**AMD Chartered Accountants**



**TIM PARTRIDGE**  
**Director**

28-30 Wellington Street, Bunbury, Western Australia

Dated this 4<sup>th</sup> day of October 2019

# Notes





