

26th Annual Report

2021 / 2022



Hunter Brain Injury Respite Options Inc.
Trading as I Am Here. A Place to Be Me.



“I don’t have a disability because I have a wheelchair. I have a disability because people keep putting stairs in front of me.”

Kurt Fearnley

Report from the Chair



It is my pleasure to report on another successful year for I Am Here during the 2021-2022 financial year. Whilst it has been a year of significant challenges due to the ongoing impacts of COVID outbreaks, it is important to reflect on the many achievements of the organisation.

The year saw a change in leadership and our sincere thanks go to both our former General Manager Ingrid Airlie who left us in June 2022 and to our current General Manager Gen Wilcox who has successfully steered the operations since joining us in July 2021.

The issues facing the National Disability Insurance Scheme (NDIS) are currently receiving much public and political scrutiny and like all providers we have experienced some of these firsthand and continue to respond to the ever-changing environment.

Thanks to the professionalism of the entire team at I Am Here we have navigated the issues and under the Senior Leadership Team's guidance we have achieved sound results for the 2021-2022 financial year.

There have been setbacks with the full opening of Stage 2 Hanley Street but as I write this the finalisation of this is imminent.

The Board of Management (Board) looks to the start of 2023 with positive anticipation of growth in respite care.

The introduction of our Audit, Risk, and Compliance Committee and Clinical Governance Committee has tapped into the expertise of external experts to ensure our compliance is above reproach.

As part of the organisation's tireless preparatory work for the NDIS Registration Audit scheduled in August 2022, this reflects our relentless pursuit of success and deep commitment to the highest standards of professionalism and care in the disability sector.

This year has seen the resignation of Paul Quinn and we thank him sincerely for his contribution to the I Am Here Board.

Importantly, this year saw the recognition of our founder Pam Comerford who was awarded an Order of Australia (OAM) in the Australia Day Honours list. This richly deserved award recognises her formidable contribution and service to community health, and reminds us that I Am Here and organisations like us exist because of amazing people like Pam.

The Board and the whole team at I Am Here congratulate Pam. We are grateful for her tenacity and resilience as she continues to serve on our Board and remind us why we are all here.

As we look forward to 2023, we will continue to consolidate the work done by our amazing team to provide the highest levels of kindness, care and support that allow our residents and guests to live full, purposeful lives.

Marie Larkings
Chair

'Mattie is always well looked after at I Am Here. You guys are always great with him which is why we keep coming back to use your service. It is great to be able to send him on a little holiday where we know he will be safe.'

Report from the General Manager



It has been an absolute pleasure to lead this wonderful organisation.

On so many levels, the word 'unprecedented' comes to mind when I reflect on the 2021-22 financial year. Most notably is the acknowledgement of our distinguished co-founder Pamela Comerford who received The Order of Australia (OAM).

Every day in this role, I remain loyal to the values and ethos of our company which are a credit to Pamela's strategic insight, tenacity, and tireless quest to ensure our service has remained a constant for the Newcastle community, providing personalised care for people with acquired brain injuries, cerebral palsy, physical, intellectual, and other disabilities.

In years prior, the business had grown exponentially, and the Board's renewed strategic direction was to consolidate and stabilise noting the organisation's expansion now included a property portfolio of three houses and sixty personnel.

Commendations to the I Am Here workforce, who are my newfound heroes. We are blessed with our Registered Nurses, Team Leaders, and Disability Support Workers. The operational team is perfectly complemented by the heartbeat of the organisation; our dedicated Corporate Services team. Their collective competencies, commitment, and capabilities allow us to focus on the people with a disability who are entrusted in our care.

Invited by the Board to take carriage of the organisation, it was an opportunity to accelerate the business priorities, including the design and implementation of the Governance Framework Transformation with the augmentation of the organisational governance platforms. This incorporated the deliberate inclusion of independent subject matter expertise to scrutineer and elevate the calibre of professional acumen injected into the forums in our quest for continuous improvement.

Notably, the Audit, Risk, and Compliance Committee (ARCC), and Clinical Governance Committee combined have attracted a Tier 1 Consultant, Certified Practising Risk Manager and Member of the Institute of Strategic Risk Management, a Disabilities Consultant and NDIS Transition Coordinator, a Neurological Physiotherapist, Infection Control Specialist, Pharmacist, and Registered Nurse. These skills invited inhouse have ensured our business approach is rigorously challenged and complemented with robust conversations to ensure the best outcomes for our Supported Independent Living (SIL) residents and Respite guests.

Commendations to the I Am Here workforce, who are my newfound heroes ... Their collective competencies, commitment, and capabilities allow us to focus on the people with a disability who are entrusted in our care.

At the height of the pandemic, the COVID Emergency Response Team (ERT) was established. I extend a mention to our Board representative Barbara Hepworth, who is the professional constant in the risk management domain, as a standing member of both our ARCC and COVID ERT. However, her role is pertinent to ensure connectivity between the Board and governance forums.

The ambiguity of COVID was operationally and fiscally challenging. The welfare and safety of our vulnerable residents and workforce was paramount, whilst simultaneously navigating the nuances of depleted staffing and simultaneously maintaining a 24/7 operation with many people away unwell or a close contact, adhering to the mandatory isolation arrangements.

The 2021-22 budget assumptions were tested, with the cessation of both Respite and Community Services due to the COVID lockdown. The impact on our revenue stream was significant, yet partially offset by the Federal Government COVID Support Payments.

It was timely to orchestrate the inaugural Organisational Efficiency Review (the Review) which was successfully completed in December 2021. The Review was an intentional endeavour to assess the current operating rhythm of the organisation through various dimensions, including the psychological safety of the workforce, processes, systems, operations, and fiscal sustainability. The Review enabled the business to consolidate processes and invest in some systems that will strengthen the organisation and enable future growth.

Complementary to the Review was the elevation of financial strategies and business acumen throughout the organisation, including the delivery of superior Key Performance Indicators pertaining to profitability, efficiency, liquidity, cash flow and revenue growth targets.

Furthermore, the organisation's business plan incorporates mandatory quarterly reporting and encapsulates the organisational pursuit for excellence in service delivery, business development, stakeholder management, financial management, people management and adherence to company policies and procedures.

Developing new business opportunities with industry stakeholders to establish growth in partnerships and relationships was a priority. Equally, I Am Here made a commitment to the National Disability Services "Teamwork Works," a national campaign, 'Making Disability an Election Issue,' to highlight the importance of the National Disability Insurance Scheme (NDIS).

Leading the organisation through the preparatory phase of the 2022 NDIS Registration Audit resulted in a confident workforce, abundant with knowledge and a thorough understanding of the audit regime in readiness for the onsite inspection. The organisation was commended by the Auditors for Stage One, with Stage Two scheduled in August 2022. This timing will be the opportunity to demonstrate the company is driven to ensure the highest standards of care are achieved within the frameworks of the NDIS and adhere to the NDIS Quality & Safeguards Commission.

Since the inception of my tenure, I wish to acknowledge Chairperson's Pamela Comerford, and Marie Larkings, appointed in December 2021. Together with the Board, their goodwill and support towards my every effort to showcase this remarkable organisation has been unwavering.

My heartfelt gratitude is extended to the parent and carers who entrust their loved ones in our care. We are genuinely humbled, yet equally grateful to share precious time with our residents and guests.

In closing, I can describe my I Am Here experiences as JOYOUS. This is attributed to the Senior Leadership Team, the amazing staff and our incredible residents and guests who bring out the best in me each day.

I am infinitely grateful for this extraordinary privilege to continue leading this beautiful organisation into 2022-23.

Gen Wilcox
General Manager

'Always happy to give positive feedback about I Am Here. You do a great job!'



TL Brianna and Carol enjoy a café break.

About Us

I Am Here was founded by two mothers whose sons had experienced the trauma of an Acquired Brain Injury (ABI). Through contact with others in the same situation, they came to see the need for a place that gave carers and their loved ones a real break, an opportunity to rejuvenate

The original house was established in 1996 as Hunter Brain Injury Respite Options (Hunter BIRO). Through the tireless efforts of the committee, volunteers and caring professionals, the house established a reputation as a special place for our guests.

Today, I Am Here is a NDIS approved provider of 24/7 Respite accommodation services and Supported Independent Living (SIL) and community care for adults with acquired brain injury (ABI), cerebral palsy, physical, intellectual, and other disabilities.

Our caring services are delivered out of three dedicated disability houses, two in Elernore Vale and one in Wallsend.

We support our guests, their families, and carers with individual SIL and Respite care packages tailored to suit both their lifestyle and life stage.

I Am Here offers high quality short, mid, and long-term respite accommodation, giving carers and guests a much-needed break from their everyday routine.



Our Mission

I Am Here provides a unique, personalised respite and supported independent living service that recognises everyone's individuality. I Am Here creates experiences to enrich and inspire our residents and guests. I Am Here offers mutual respect and kindness in a professional, caring and understanding environment.

We hear you.

We see you.

We are here for you.



Jason shows DSW Garry how it's done.

'Thanks for looking after John so well. He always enjoys his time with I Am Here.'

Our Values

Kindness and respect

We believe that dignity, individuality, and mutual respect are the basis of any great relationship. This belief is at the heart of everything we do.

Generosity and warmth

We have created a home away from home that feels warm, familiar, and safe, and welcomes our residents and guests with open arms and an open heart.

Pool sharks Darren and Jason.



Patience and understanding

We understand that everyone is different. Whether resident, guest, or staff member, each has a unique set of needs and wants.

Professionalism and growth

Our residents and guests come first. They are our reason for being here, and they deserve the best service we can offer. We never stop learning and improving.

Pam Comerford

OAM



Photo by Ingrid Airlie

On Wednesday 26 January 2022, our co-founder Pam Comerford was awarded the Medal of the Order of Australia (OAM).

This award recognises thirty years of self-sacrifice and determination by Pam to create a place that gives people who have experienced the trauma of an Acquired Brain Injury (ABI) and their carers an opportunity to take a real break and rejuvenate.

We are so proud to acknowledge this award, a recognition of Pam's journey of self-sacrifice and fierce determination to create the best life possible for her son, Jason.

While her story is well known within the I Am Here family, the award offers an opportunity to shine a light on the achievements of Pam and so many in the community like her who shoulder the responsibility of caring for a loved one with a disability.

Pam's character and courage are embedded in the guiding principles on which I Am Here is built. This is her legacy.

Thank you, Pam.



L-R TL Justin, physio Tim, Anthony, TL Arianna.

Why we are here

Anthony's story

Of all the people who have been entrusted to our care over the years, one stands out as a shining example of I Am Here's values at work.

Anthony Stair came to us with a set of complex needs, and from day one, our staff accepted the challenge of meeting those needs.

His progress with I Am Here can best be measured by something that most of us take for granted; the simple act of eating.

When Anthony was discharged from Rankin Park Rehabilitation centre and came into our service in October 2019, he weighed just 63kg.

Unable to consume meals and fluids orally due to dysphagia concerns, Anthony received all nutrition, hydration, and medications via his Percutaneous Endoscopic Gastrostomy (PEG) device.

As part of Anthony's recovery, staff encouraged him to try sipping thin fluids. He would just hold the liquid in his mouth and was unable to swallow at all. He was also experiencing almost daily episodes of

vomiting from an unknown cause, making Anthony highly anxious around any oral intake.

Over the next months under the guidance of Anthony's speech pathologist, staff worked carefully and patiently to increase his food intake. Bit by bit he progressed to consuming small amounts of food daily. Anthony particularly enjoyed eating Burger Rings, Twisties and sipping cups of tea.

However, the bulk of nutrition and hydration and all medication was still delivered via PEG.

Fast forward to February 2021. Anthony had gained over 16 kg was eating slightly larger amounts of food for lunch and dinner, with his PEG now used for overnight feeds, hydration, and meds delivery. His favourite meals were custard, burger rings, soup, and soft vegetables.

By August 2021, Anthony was eating full meals for breakfast lunch and dinner, including bacon and eggs, pork, pasta, roast chicken, and steak.

Today, Anthony maintains a full diet, takes his medications orally, and his PEG is only used to deliver hydration.

This dramatic change in Anthony's physical condition facilitated an equally impressive development of his physical abilities. Improved motor skills, hand-eye coordination, and flexibility mean that he is now able to tackle more challenging physical activities. A particular favourite is the hydro-therapy pool where his improvements over less than twelve months were recently described by his physiotherapist as **'really pleasing, because Anthony is now much more relaxed and comfortable in the pool and able to participate in more activities. The improvement is very obvious.'**

While it would be easy to attribute Anthony's outstanding progress solely to the compassion and professional care he receives from our staff, equal credit must go to Anthony himself.

Through perseverance and courage, Anthony has undeniably contributed to his own success – one bite at a time.

I Am Here because ...



Tanya McCarroll
HR & Training
Officer

...I love enabling people to achieve the goals they set for themselves. I get great satisfaction from enriching the lives of others and seeing them shine.

Rachel Hinchcliffe
Rosters Officer

...I am passionate about providing the staff I roster with a healthy work life balance.

Tricia Goode
Care Officer

...I love to empower the people I support. I only see ability not disability!

Reidena Barrett
Care Coordinator

... to enrich and improve the quality of life for all participants accessing our service. To be entrusted by family and caregivers to support and advocate for their loved ones is truly an honour.

A commendable performance



This year's COVID situation has been disruptive in so many ways.

Yet I Am Here has managed to get through these difficult times with the help of team members working tirelessly to maintain our standards while protecting the guests and residents in our care.

The General Manager Commendation acknowledges the contribution of a team member who has gone above and beyond in their duties.

The inaugural winner of the award is our wonderful Rostering Officer, Rachel Hinchcliffe.

This commendation is in recognition of her extraordinary efforts in maintaining staff rosters throughout the COVID crisis.

**L-R – Pam Comerford,
Rachel Hinchcliffe,
Gen Wilcox**

From night shift to Service Delivery Manager

Fiona Newton's disability journey

When asked to tell my story, my first thought was 'where did the time go?'. I can barely believe how far my journey in disability has taken me and how profoundly it has touched my life.

They say there is no substitute for personal experience, and I can certainly vouch for that.

My passion and drive come from my first-hand experience in navigating the complexities of the disability sector to ensure the best possible quality of life and educational opportunities for my two beautiful daughters who between them have autism, apraxia, dyspraxia, OCD, ADHD, sensory processing disorder, disorderly eating, and generalised anxiety disorder.

I started out in disability ten years ago, working in the public and Catholic school system, supporting, and educating children with special needs.

In 2019, I began my time at I Am Here as a DSW working on the floor four nights a week for fourteen months.

I then moved on to working in the office as a Care and Lifestyle assistant before progressing to Care and Lifestyle Officer.

After twelve months in this role, I moved on to the position of Houses Manager, responsible for the day-to-day running of the houses. In February 2022, that position evolved into my current role as Service Delivery Manager, a role that brings with it broader responsibilities for the management of the DSW team.

As a former DSW, I've experienced at first hand the daily challenges, frustrations, and joys of working closely with the residents and guests in our care. That practical background fuels my passion to advocate for staff and to support them in their journey to become the best possible team member they can be. It also allows me to act as an effective link between the 'shop floor' and the corporate team by providing insights into the most appropriate staffing composition for the ongoing success of our organisation.



**Fiona Newton,
Service Delivery Manager**

I regard myself as a manager that leads by example and works hard to create a happy, positive, and supportive culture, one that sets I Am Here apart as a benchmark disability organisation and employer of choice.

Long term, I aspire to broaden my understanding of the disability sector and to share my knowledge and experience by becoming a board member of a disability service with a similar capacity to I Am Here.

This is where I am now, and I'm excited to see where the next ten years will take me.

**'Can I just say you have a lovely bunch
of people working there?**

**They have the right attitude, and the
way they hold themselves is remarkable.**

**They talk about the support they have
for each other and about the support
they have from management.**

**Whenever I have an outstanding
attendee in a training course and I look
them up I think Yep, of course, they
came from I Am Here.'**

Photos of the Month

Over the course of the year our DSWs capture many moments of our residents and guests out and about in the community or simply relaxing around the house.

All photos are entered into our **Photo of the Month** competition.

Here are the winners for this year.





7



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11

- 1. **Go the Knights!!** by Brianna Woodward
- 2. **For the birds** by Lawrence Longhurst
- 3. **Let's get physical** by Jessica Massingham
- 4. **Lovin' the lake** by Paige Locker
- 5. **I'm home** by Reidena Barrett
- 6. **Make a wish** by Jessica Massingham

- 7. **Merry Christmas** by Jessica Massingham
- 8. **Parramatta cap cake** by Emily-Jane Whalley
- 9. **Gym junkie Jas** by Calvin Yego
- 10. **Look out** by Jack Verey
- 11. **Kicking goals** by Jack Verey

Out and about





From fishing to footy,
from sightseeing to
shopping, we love to
get out and enjoy
our community.



Around the house





Whether relaxing with friends, shooting pool or working on our craft skills, there's always something to do at I Am Here.



We Are Here



 18 Isabella Close



Click or scan the QR code to see an overview of the I Am Here residences





📍 6 Isabella Close



📍 31 Hanley Street

Board of Management



Chair

I Am Marie Larkings

My career of forty years in community, teaching and training has included over twenty-seven years in the training for the disability and community services, and five years as senior teacher at the Institute for Deaf and Blind Children.

I am a Graduate of the Institute of Company Directors with experience on numerous committees including Hunter New England Health Innovation Committee, Working Women's Centre Child Care Committee and other school and care related committees.

At the Senior Executive Level, my experience includes Internal Governance Boards and Committees for TAFE NSW as well as representing TAFE NSW at external boards. I am married with adult twin sons and two grandchildren. One of my sons has represented Australia with the Pararoos, as goalkeeper in the Australian and NSW CP Football teams. As a result of my son and his journey with Cerebral Palsy, I have had close contact with people with acquired brain injuries and some understanding of the many challenges that they and their families face.

I thoroughly enjoy my new role on the Board of Management for I Am Here, as it provides me the opportunity to give back to the community.



Deputy Chair

I Am Allan McCorquodale

I have been a Board of Management member with I Am Here (Hunter Brain Injury Respite Options Inc.) for over ten years. I am first and foremost a dedicated carer for my wife Lesley.

I like to be involved in my local hunter region community where I serve as the Deputy Captain of the Medowie Rural Fire Service and each year take part in the local bushfire effort in proactively keeping our community safe from fire.

In my spare time I love to ride my motorcycle. I have been a member of local carers groups and understand what is needed to support the carer. I also take a keen interest in helping our service with fundraising and improvements to our service.



Secretary

I Am Gail Whipper

I started Whipper Recruitment in March 2005, after a very successful recruitment career in Newcastle and the UK. My recruitment experience covers all areas of contract management, permanent, temporary, and executive recruitment.

Joining the Board of I Am Here in 2017 was a natural fit for me, as the values and passion to assist people aligned perfectly with the Whipper Recruitment commitment to delivering great service with passion and integrity to all. This same care and dedication are what I hope to bring to I Am Here, to ensure the organisation provides the best possible service to our guests and families dealing with a disability.



I Am Paul Quinn

Commencing my career in 1978 I have exposure to a broad range of industries including dredging, mining, heavy and light manufacturing, facilities maintenance, mining services, consultancy, recruitment, and disability support services.

My experience is across both financial and managerial roles including those of Finance and Commercial Manager, Chief Financial Officer, General Manager, Chief Executive Officer, and Company Secretary.

I have a Bachelor of Commerce from Newcastle University. I am currently employed as the Chief Financial Officer of an Australian based company with operations in the United States. I am also a director of a company focusing on reforestation, and Company Secretary for a mining geotechnical consultancy.

As with all Board members and staff, my goal is to assist I Am Here in providing the excellent services that commenced in 1996 through the tireless work of the founders.



I Am Barbara Hepworth

I am a Disability Teacher Consultant specialising in vision impairment by day, and a Work Health and Safety teacher by night for TAFE NSW.

I was the Quality Assurance Manager for I Am Here for two years and am pleased to be an active member of the Board of Management.

I bring my knowledge and experience in WHS, Risk Management and compliance to benefit I Am Here.

My husband, Ken, and I have two children and three grandchildren. I enjoy walking by the water, riding my motorbike, and spending quality time with my family and friends.



I Am Kerrie Chapman

At Calvary Mater Newcastle Hospital, I am responsible for the payroll of over 1400 employees. In 2018 I received the Mary Potter Award in recognition of my dedicated service. I have played an integral part in the transition and implementation of corporate payroll projects including the rollout of the Mater's national pay system. I am a passionate volunteer, helping raise over \$1million towards the care and comfort of cancer patients. My business management insight comes from the Mater, running the National Park and District Tennis Clubs for over twenty years and a small business with my husband. I enjoy bringing my knowledge and experience to I Am Here to benefit the care of people with disabilities.



I Am Lesley McCorquodale

I have been an active Board of Management member for over ten years. Over the years, I have used the respite house and therefore provide a first-hand perspective to our Board of Management about the service through its many changes and challenges during the years. I was part of the process in voting for an active overnight shift in preference to a sleep over shift which has been a great feature of this service. I have two children and 2017 was an amazing year for us as we welcomed a new grandson. I believe I bring firsthand perspective to the Board of Management to better meet the needs of people with a disability.



I Am Glenda Arnall

I live in the heart of Newcastle, enjoying lovely views of our working harbour. I have two children, six grandchildren, and wonderful friends with whom I play bridge regularly. Though retired, I worked in retail for many years, and I have travelled extensively throughout my life. I have raised funds in the community for brain and neurological research for HMRI. I am an active fundraiser, organising large scale events regularly benefiting the community of Newcastle and the Hunter region. I am also a very keen supporter of not-for-profit organisations.

Financials



**Business name: Hunter Brain Injury Respite Options Inc.
Trading as I Am Here. A place to be me.**

**Address: 18 Isabella Close Elermore Vale 2287
ABN: 63 478 116 416**

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Financial Statements

For the Year Ended 30 June 2022

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Contents

For the Year Ended 30 June 2022

	Page
Financial Statements	
Auditor's Independence Declaration	1
Statement of Profit or Loss and Other Comprehensive Income	2
Statement of Financial Position	3
Statement of Changes in Equity	4
Statement of Cash Flows	5
Notes to the Financial Statements	6
Responsible Persons' Declaration	13
Independent Audit Report	14

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416



Auditor's Independence Declaration under Section 60-40 of the Charities and Not-for-profits Commission Act 2012 to the Responsible Persons of HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2022, there have been:

- (i) no contraventions of the auditor independence requirements as set out in section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

WSC Group - Audit Pty Ltd

A F Gilbert
Director

A handwritten signature in black ink, appearing to read 'A F Gilbert', written over a faint horizontal line.

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 30 June 2022

		2022	2021
	Note	\$	\$
Revenue	4	6,112,205	6,210,551
Other income	4	80,644	101,132
Employee benefits expense		(4,796,557)	(5,062,846)
Depreciation and amortisation expense		(83,512)	(71,157)
Other expenses		(939,390)	(964,852)
Finance expenses	5	(51,773)	(45,552)
Surplus before income tax		321,618	167,275
Income tax expense		-	-
Surplus for the year		321,618	167,275
Other comprehensive income, net of income tax			
Total comprehensive income for the year		321,618	167,275

The accompanying notes form part of these financial statements.

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Statement of Financial Position

As At 30 June 2022

	Note	2022 \$	2021 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	7	462,199	115,330
Trade and other receivables	8	331,118	504,237
Other assets	10	16,604	11,558
TOTAL CURRENT ASSETS		809,921	631,125
NON-CURRENT ASSETS			
Property, plant and equipment	9	3,606,504	3,535,871
TOTAL NON-CURRENT ASSETS		3,606,504	3,535,871
TOTAL ASSETS		4,416,425	4,166,996
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	11	82,889	193,635
Borrowings	12	14,108	13,164
Employee benefits	14	407,438	330,353
Other financial liabilities	13	7,814	7,814
TOTAL CURRENT LIABILITIES		512,248	544,968
NON-CURRENT LIABILITIES			
Borrowings	12	1,575,780	1,615,248
TOTAL NON-CURRENT LIABILITIES		1,575,780	1,615,248
TOTAL LIABILITIES		2,088,028	2,160,216
NET ASSETS		2,328,397	2,006,780
EQUITY			
Retained earnings		2,328,397	2,006,780
TOTAL EQUITY		2,328,397	2,006,780

The accompanying notes form part of these financial statements.

3

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Statement of Changes in Equity
For the Year Ended 30 June 2022

2022

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2021	2,006,780	2,006,780
Surplus for the year	321,618	321,618
Balance at 30 June 2022	2,328,397	2,328,397

2021

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2020	1,839,505	1,839,505
Surplus for the year	167,275	167,275
Balance at 30 June 2021	2,006,780	2,006,780

The accompanying notes form part of these financial statements.

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Statement of Cash Flows

For the Year Ended 30 June 2022

	2022	2021
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	6,292,588	5,849,450
Payments to suppliers and employees	(5,701,273)	(5,790,949)
Interest paid	(51,773)	(45,552)
Net cash provided by/(used in) operating activities	17 <u>539,542</u>	<u>12,949</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	(154,146)	(1,282,023)
Net cash provided by/(used in) investing activities	<u>(154,146)</u>	<u>(1,282,023)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Proceeds from borrowings	-	581,522
Repayment of borrowings	(38,527)	(12,461)
Net cash provided by/(used in) financing activities	<u>(38,527)</u>	<u>569,061</u>
Net increase/(decrease) in cash and cash equivalents held	346,869	(700,013)
Cash and cash equivalents at beginning of year	115,330	815,343
Cash and cash equivalents at end of financial year	7 <u>462,199</u>	<u>115,330</u>

The accompanying notes form part of these financial statements.

5

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

The financial report covers HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED as an individual entity. HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED is a not-for-profit Association, registered and domiciled in Australia.

The functional and presentation currency of HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the opinion of those charged with Governance the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, 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* and AASB 1054 *Australian Additional Disclosures*.

The financial statements and material accounting policies all comply with the recognition and measurement requirements in Australian Accounting Standards.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Other income

Other income is recognised on an accruals basis when the Association is entitled to it.

(b) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

2 Summary of Significant Accounting Policies

(d) Property, plant and equipment

Items of property, plant and equipment acquired for significantly less than fair value have been recorded at the acquisition date fair value.

Land and buildings

Land and buildings are measured using the cost model.

Plant and equipment

Plant and equipment are measured using the cost model.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the assets useful life to the Association, commencing when the asset is ready for use.

Leased assets and leasehold improvements are amortised over the shorter of either the unexpired period of the lease or their estimated useful life.

(e) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(f) Leases

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Association's incremental borrowing rate is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is remeasured whether there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI) or a change in the Association's assessment of lease term.

A lease liability and right of use asset is not recognised on land & buildings.

(g) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

3 Critical Accounting Estimates and Judgments

Those charged with governance make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

Key estimates - COVID-19 impact

Judgement has been exercised in considering the impacts that the Coronavirus (COVID 19) pandemic has had, or may have, on the Association based on known information. This consideration extends to the nature of the products and services offered, customers, supply chain, staffing, and geographic regions in which the Association operates. Other than as addressed in specific notes, there does not currently appear to be either any significant impact upon the financial statements or any significant uncertainties with respect to events or conditions which may impact the Association unfavourably as at the reporting date or subsequently as a result of the Coronavirus (COVID 19) pandemic.

4 Revenue and Other Income

	2022	2021
	\$	\$
- Grants received	287,677	-
- NDIS Income	4,888,258	5,191,810
- Fees Received	755,427	857,817
- Donations	120	499
- Other income	80,224	100,633
- Rents received	180,843	160,924
- Profit on sale of PPE	300	-
Total Revenue	6,192,849	6,311,683

5 Finance Income and Expenses

Interest expense	51,758	45,546
Other finance expenses	15	6
Total finance expenses	51,773	45,552

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

6 Result for the Year

The result for the year includes the following specific expenses:

	2022	2021
	\$	\$
<i>Other expenses:</i>		
Administration & General	157,005	207,338
Advertising and promotion	19,607	11,256
Accounting and Audit fees	15,000	10,170
Bad debts	90,009	1
Donations & Gifts	8,326	10,282
Entertainment	2,953	6,725
Freight & delivery	1,472	3,249
Hire/rent of plant & equipment	3,475	10,554
Insurance	45,413	25,385
Motor vehicle expenses	25,126	30,330
Professional fees	212,502	153,499
Rent on land & buildings	41,000	39,226
Rent - temporary accommodation	6,408	45,226
Repairs & maintenance	83,826	98,399
Utilities	37,859	40,080
Travel, accommodation & conferences	1,611	3,047
Workers insurance	187,798	270,085
Total other expenses	939,390	964,852
7 Cash and Cash Equivalents		
Cash at bank and in hand	462,199	115,330
	462,199	115,330
8 Trade and other receivables		
CURRENT		
Trade receivables	277,626	480,473
Accrued Revenue	23,489	23,764
Refunds due	30,003	-
Total current trade and other receivables	331,118	504,237

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

9 Property, plant and equipment

	2022	2021
	\$	\$
LAND AND BUILDINGS		
Land and buildings		
At cost	2,399,927	2,399,927
Accumulated depreciation	(101,341)	(96,678)
Total land and buildings	2,298,586	2,303,249
PLANT AND EQUIPMENT		
<i>Furniture, fixtures and fittings</i>		
At cost	222,187	209,415
Accumulated depreciation	(132,163)	(111,393)
Total furniture, fixtures and fittings	90,024	98,022
<i>Motor vehicles</i>		
At cost	276,182	276,182
Accumulated depreciation	(215,608)	(198,675)
Total motor vehicles	60,574	77,507
<i>Office equipment</i>		
At cost	38,845	38,845
Accumulated depreciation	(35,918)	(35,029)
Total office equipment	2,927	3,816
<i>Computer equipment</i>		
At cost	108,266	108,150
Accumulated depreciation	(95,717)	(83,195)
Total computer equipment	12,549	24,955
<i>Computer software</i>		
At cost	34,300	-
Accumulated depreciation	(1,250)	-
Total computer software	33,050	-
<i>Leasehold Improvements</i>		
At cost	1,247,681	1,140,724
Accumulated amortisation	(138,887)	(112,402)
Total leasehold improvements	1,108,794	1,028,322
Total plant and equipment	1,307,918	1,232,622
Total property, plant and equipment	3,606,504	3,535,871

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

10 Other Assets

	2022	2021
	\$	\$
CURRENT		
Prepayments	13,137	8,091
Rental bond	3,467	3,467
	<u>16,604</u>	<u>11,558</u>

11 Trade and Other Payables

CURRENT		
Trade payables	29,050	181,731
GST payable/(recoverable)	(9,163)	(25,771)
Sundry payables and accrued expenses	8,000	-
Other creditors	21,512	5,681
Superannuation payable	33,490	31,994
	<u>82,889</u>	<u>193,635</u>

12 Borrowings

CURRENT		
Hire purchase liability	14,108	13,164
Total current borrowings	<u>14,108</u>	<u>13,164</u>
NON-CURRENT		
Hire purchase liability	26,415	33,726
Bank loans	1,549,365	1,581,522
Total non-current borrowings	<u>1,575,780</u>	<u>1,615,248</u>

13 Other Liabilities

CURRENT		
Income in advance	7,814	7,814

14 Employee Benefits

CURRENT		
Provision for Annual Leave and Sick Leave	195,801	193,556
Wages Accrual	211,637	136,797
	<u>407,438</u>	<u>330,353</u>

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 63 478 116 416

Notes to the Financial Statements For the Year Ended 30 June 2022

15 Auditors' Remuneration

	2022	2021
	\$	\$
Remuneration of the auditor WSC Group, for:		
- auditing the financial statements	7,000	6,000
Total	7,000	6,000

16 Contingencies

In the opinion of those charged with governance, the Association did not have any contingencies at 30 June 2022 (30 June 2021:None).

17 Cash Flow Information

Reconciliation of net income to net cash provided by operating activities:		
Surplus for the year	321,618	167,275
Non-cash flows in profit:		
- depreciation and amortisation	83,511	71,157
- impairment of receivables	89,714	-
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	99,738	(130,009)
- (increase)/decrease in prepayments	(5,046)	(5,516)
- (increase)/decrease in inventories	275	11,117
- increase/(decrease) in trade and other payables	(52,514)	(194,197)
- increase/(decrease) in provisions	2,245	93,122
Cashflows from operations	539,542	12,949

18 Statutory Information

The registered office and principal place of business of the association is:
HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED
18 Isabella Close
ELERMORE VALE NSW 2287

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

ABN 83 478 115 416

Responsible Persons' Declaration

The responsible persons declare that in the responsible persons' opinion:

- there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Responsible person g Wilcox
Gen Wilcox
General manager Responsible person M. Larkins
Marie Larkings
Chair

Dated this 10th day of October 2022

HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED



Independent Audit Report to the members of HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED, which comprises the statement of financial position as at 30 June 2022, the statement of profit or loss and other comprehensive income, 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 responsible persons' declaration.

In our opinion the financial report of HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- (i) giving a true and fair view of the Registered Entity's financial position as at 30 June 2022 and of its financial performance for the year ended; and
- (ii) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 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 the Registered Entity in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants (including Independence Standards)* (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 for the purpose of fulfilling the Registered Entity's financial reporting responsibilities under the ACNC Act. 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 Responsible Entities for the Financial Report

The responsible persons of the Registered Entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible persons are responsible for assessing the Registered Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the Registered Entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

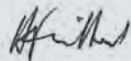
HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED



Independent Audit Report to the members of HUNTER BRAIN INJURY RESPITE OPTIONS INCORPORATED

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.

WSC Group - Audit Pty Ltd

A F Gilbert 

Director
Dated this 12th day of October 2022



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