



**2013**  
Annual  
Report

*What matters to you, matters to us*

## Vision, Mission and Values

### Vision

Our vision is to create opportunities that enable people to shape their own lives and to be active citizens in their communities and in the world.

### Mission

Our mission is to work with and advocate for people to enable them to develop their aspirations and realise their dreams.

### Values

We value consultative relationships, partner with people to develop sustainable environments and competently deliver personalised services that:

- *Recognise and celebrate individuality and diversity*
- *Strengthen and promote interdependence*
- *Encourage creativity and innovation*
- *Foster and support the leader in us all*

## Contents

Organisation Story	3
Chairperson & CEO Overview	4 – 5
Board Members	6
Board of Management and Committees	7
Staff and Volunteers	8
Community Events	9 – 12
Aged Care Services	13
Disability Services	14
Children's Services	15
Financials – Statement by the Board of Management	16
Independent Auditor's Report	17
Financial Performance	18 – 19
Income Statement for the year ended 30th June, 2012	20
Statement of Financial Position	21
Notes to the Financial Statements	22
Funding Bodies, Collaborating Partners and Statutory Obligations	??

*Community Vision's culture, business and services demonstrate a passion for accountability and excellence in supporting people to live life to the full.*

## Organisation Story

A brief history of the business

### 2010 – 2013 and beyond

- 2013 Extension of the Veterans' Home Care Assessment and Coordination Services to include North, South East, South West and East metro regions.
- HACC Scope for Accommodation in the Northern suburbs.
- Major Fundraising Events – Community Vision Super Raffle 2013 and Breakfast with Bernard Salt.
- Simple Acts of Advocacy: What is it? Shouting from the rooftops and quiet achievements.
- Go Green and commitment to environmental sustainability.
- 10<sup>th</sup> Anniversary Celebration.
- Mural Arts 6027 Project.
- Vision, Mission, Values Refresh.
- Appointment of Community Services Development and PR Manager.
- IT infrastructure upgrade.
- Person-Centred Approaches for individuals and families.
- Pre-qualified as a Supported Accommodation Service Provider for people with disabilities.
- *Spark of Life* techniques for dementia care and IpAC program introduced in Woodvale Day Centre.
- Organisation Constellation Workshops identifies partnerships and sponsorship as strategic priority.
- Open Space technology workshops to determine our strategic direction "*Growing Up Stronger, Doing Business Better*" and consultation process with participants and their families in Disability Services.
- Community Vision Organisational Culture survey 2010, 2011.
- Renovations to DunCraig property funded by Lotterywest completed and Family Day Care Team moves in.
- Couta Boat Race Fundraising event sponsored by KPMG 2011, 2012.
- Strategic Goals and Directions 2010–2013 developed, focusing on:
  - Achieving a financially sustainable position, ensuring industry-relevant learning and growth and streamlining and strengthening organisational processes.
  - Extension of all recurrent grant programs to 2013.
  - Enterprise Agreement 2010–2016.

### 2001 – 2010

- First fundraising event: Exhibition and sale of teapots, 2010.
- Completion of "*Parents Again*", "*Children Again*" and "*Kick it Off*" Soccer Projects.
- In2 Community (originally named Community Vision 2), merged with Kingsley Disability Services.
- Jenni Werner, former Chairperson of the Board, commences as the new CEO, 2009.
- Purchased first property in DunCraig.
- The establishment of Community Vision 2 entity. Organisational restructure staged for growth.
- Open Space Technology used as a consultation and engagement process within communities.
- Collective Agreement 2004–2006. Updated 2007–2010.
- Published Vision, Mission and Values; Policies and Procedures; Established the Spirit Group.
- Lucy Morris appointed E.D. in 2002 and resigned in 2009.
- Budget approximately \$2.3m with 30 employees. 2 Executive Directors. All services outsourced.
- Staff transferred from the City of Joondalup as employees of Community Vision.
- Community Vision Inc. with PBI status and a new Constitution, commences service delivery of City of Joondalup community services: Family Day Care Scheme, Home and Community Care (Woodvale Day Centre and in Home support services) and Veterans' Home Care (North Metro).

## Chairperson & CEO Overview

Community Vision is making a strong impact on the physical, social and emotional health and well-being of families involved in our services and the wider community. Our success in the past twelve months has largely been due to our commitment to our strap line “*What matters to you, matters to us*” and our dedication to our mission “to work with and advocate for people to enable them to develop their aspirations and dreams”. The success would not have been possible without the focus, expertise and teamwork of our staff, volunteers and Board members who have applied their wisdom, energy and passion in constructing an organisation that is responsive, flexible, creative and practical in finding local solutions and services within the community for our clients. We thank you one and all for your contributions this year.

Hilary Brooks, Chairperson of Community Vision for the past four years handed the baton to Kevin Smout at the end of June 2013. We thank Hilary for the significant role in supporting the CEO Jenni Werner and the team in shaping our strong values-based organization and helping us growing up stronger and doing business better. Funding to provide

We are an organization whose values and objectives are genuinely altruistic. Our purpose is to serve people of all ages in our community; the elderly, people with disabilities, as well as children and families in need of support and care. We argue, like many others, that these services are not adequately funded by the government. We find ourselves in a position where legislative salary increases that we are required to pay, have not been adequately by the government in 2012-13.

Albeit an unplanned outcome, the outcome is clear that in our case and that of many other similar organizations that we cannot survive in an environment where the Government of the day holds our income steady and forces a significant cost increase on us.

Board members and management of Community Vision have recognised and continue to address a few serious challenges by translating strategies into action. We must achieve:

- Increased government funding and grants
- Increased marketing reach
- Significant increase and diversity with our income sources
- Reduction in operating costs
- Improved infrastructures to increase capacity and capability.

It is vital for our business to not only continue to operate, but also to thrive. To do this we need to attain the right combination of the above. Optimistically, we may have reached a turning point as there is better understanding of the increasing regulated business environment, legislation reforms and the financial implications of the Fair Work Act to salaries and penalty rates and the swing to individualised services are balanced with provision of group services are complex and challenging.

Community Vision is positioning for the future with improved infrastructure. Lotterywest funding has strengthened our IT infrastructure, HR, payroll systems, computer and phone upgrades. HACC funding has also assisted Community Vision and partner CATA to scope accommodation opportunities in the Northern Corridor. We are learning the nimble steps necessary in the dance of collaboration and competition within our sectors.

The costs of doing business are tough!

This report shares some of the positive impacts that Community Vision programs are contributing to our clients and their families, the environment and the community. Together with our Government Funding Partners we have expanded and strengthened our Veterans’ Home Care Assessment Program to include the entire metropolitan region and the Community Vision Family Day Care Service registrations have over 90 Educators and 800 children enrolled in small group care. Other programs delivering individualized services in our Disabilities and Aged Care sectors are challenged to be holistic, to co-design with people who seek our assistance to find solutions to often complex needs, whilst systematically monitoring, adjusting, implementing and prioritizing available options. We receive high praise from our families, colleagues and sponsors.

This year has seen a record number of staff attaining Certificates and Diplomas in their respective areas of expertise. Staff have shared our perspectives, insights, skills and experiences whilst participating on committees such as CCI Health Reform, WAIS, and peak bodies and a session with the House of Representatives Standing Committee on Dementia.

Our commitment to understanding more deeply the differing roles and outcomes of advocacy has resulted in gathering “Simple Acts of Advocacy”. This project administered by the Vision Strategies Group has heightened staff awareness that advocacy often goes on behind closed doors, addressing basic human rights such as access to buildings and footpaths, having the tools and equipment that empowers people to be as independent and the best they possibly can be. Sometimes we need to shout with others from the rooftops.

In addition we are participating in a research project with Curtin University and eight other not for profit organisations to explore co-operative approaches for Not for Profit reform. Our Board of Management has also embraced the Young Leaders program with the appointment of Anna Mulholland and we are proud of our average age of Board members being a young 50!

We continue to focus our attention on constructing local networks that strengthen community responses and service needs of our clients. Significant partnerships have also been forged with Medicare Locals, Joondalup Business Association and the Edith Cowan University Faculty of Business and Law to build active participation with our community.

What of the future? We are facing enormous societal challenges in all areas of our business. We have learned that we can’t afford to be complacent – and think or hope or even expect that the “New World” will re-balance and correct itself. We must be strong, dynamic and sustainable to continue to build a civil society. We are strengthening the way we are doing business, looking for different ways to generate income streams, participating in across sector partnerships with academia and business to re-engineer the traditional delivery service model. Together we can do it!

We trust that the various sectors of Government, the business community and each person individually that can afford to assist people in need, will step forward to help us continue servicing our community.

## Board Members

### Hilary Brooks

Chairperson of the Board (Dec ‘09 – June ‘13)  
Finance and Audit Committee Member  
BA Sc, Dip Ed. MA International Business  
Director, Brooks Austin Pty Ltd  
Joined Board: March 2008  
Number of Meetings eligible: 9; Attended: 7

### Dr Carolyn Dickie

Deputy Chairperson of the Board  
PhD Business Management, B Comm,  
Post Grad Cert and Tert Ed, M.Ed  
Deputy Pro-Vice Chancellor  
Curtin Business School, Curtin University  
Joined Board: August 2008  
Resigned: June 2013  
Number of Meetings eligible: 9; Attended: 0  
On extended leave of absence from Nov 2012

### Kevin Smout

Ordinary Board Member  
Finance and Audit Committee Member  
B Comm (Hons) Accounting, Inst of Company Directors,  
Chartered Institute of Mgt Acc’tants,  
Fellow of the Finance and Treasury Association,  
Member CPA Australia,  
Registered Auditor ASIC & DOCEP.  
Partner, KPMG, Audit & Risk Adv.Prac  
Joined Board: August 2009  
Number of Meetings eligible: 9; Attended: 7

### Tineke Van der Eecken

Ordinary Board Member  
Freelance Writer  
Masters Degree in Criminological  
Sciences/Postgraduate Children’s Rights  
Joined Board: April 2010  
Resigned: Oct 2012  
Number of meetings eligible: 3; Attended: 2

### Siân Flynnne

Ordinary Board Member  
Acting Deputy Chair from Nov. 2012  
Chairperson, Finance and Audit Committee  
M Comm Accounting, CPA, Postgrad Dip Business in  
Accounting, B Comm Accounting, BA (Hons) German  
Business Manager, School of Economics & Finance,  
Curtin University.  
Joined Board: June 2011  
Number of meetings eligible: 9; Attended: 8

### Karen Lloyd

Ordinary Board Member  
Master of Business Administration, Curtin Uni. of  
Technology, BSc (Hons) Geology, Uni. Of Manchester,  
PhD Mineral Economics, University of Western Australia  
(candidate) Director, Jorvik Resources Pty Ltd  
Joined Board: July 2012  
Number of meetings eligible: 9; Attended: 9

### Prof. Glenton Barton

Ordinary Board Member  
BA.LL.B(Natal) LL.M(SA) LL.M(Harvard);  
Head, School of Business Law & Taxation, Curtin  
Business School; Barrister and Solicitor of the Supreme  
Court of WA and former member of the Administrative  
Appeals Tribunal (Perth Registry);  
CTA and Life member of the Tax Institute.  
Joined Board: Feb 2012  
Number of meetings eligible: 9; Attended: 8

### Dr. Susan King

Ordinary Board Member  
PhD, Syracuse University, Dept. of Cultural  
Foundations of Education, USA  
MEd, Bed, BA, University of Western Australia  
Teachers Certificate, Edu Dept.of W.A.  
Joined Board: July 2012  
Number of meetings eligible: 9; Attended 9

### Ashley Little

Ordinary Board Member  
BA (Communications), Notre Dame University. Diploma  
of Social Justice Studies, Notre Dame University  
Joined Board: December 2012  
Number of meetings eligible: 5; Attended 2

### Rae Walter

Ordinary Board Member  
Churchill Fellow, Bachelor of Economics (UWA),  
Dip. of Education (UWA), Master of Business Leadership,  
(Curtin Uni.), Company Directors Diploma (AICD).  
Joined Board: May 2013  
Number of meetings eligible: 2; Attended 2

### Anna Mulholland

Ordinary Board Member  
Master of Business Administration (UWA), Bachelor of  
Science (Nursing) (Curtin Uni. of Technology).  
Joined Board: May 2013  
Number of meetings eligible: 2; Attended 1

### Jenni Werner

Ex-Officio Member  
TPTCD, Masters Equiv Education  
CEO Community Vision  
Joined Board 2001  
Number of meetings eligible 9: Attended 9

## Board of Management & Committees

### Board of Management

Community Vision is incorporated under the *Associations Incorporation Act 1987* and operates under the rules of the Constitution. The primary role of the Board is to ensure that all activities are directed towards achieving the Community Vision Mission in the most efficient and effective way possible. Board members do not receive remuneration for their services. Board members must uphold the Constitution and Code of Conduct and new members are invited to an induction program when first appointed. The appointment of the members is made to ensure the Board has the right mix of skills, experience and expertise to complement its governance duties. The Board meets at least seven times a year. It receives detailed financial reports at a monthly Finance and Audit Committee meeting, compliance reports, other additional information and input from Management when necessary and is responsible for setting the strategic directions and risk management of the organisation. This year we have embraced the Young Leaders program with the appointment of Anna Mullholland and we are proud of our average age of Board members being younger than 50!

### Committees: Managing the Change

#### Information Technology

Lotterywest grant of \$573,981 was approved in June 2012 to improve the infrastructure of the organization. Improvements include a server room, cabling, wireless connection for Woodvale and Kingsley offices, new equipment and software packages to increase efficiency. The IT Committee comprises representatives from each sector within Community Vision as well as a City of Joondalup and external consultants Netlink and Addax.

Convenors: Jenni Werner, CEO and Helen Berry, Finance Manager.

#### Work Health and Safety

The Committee oversees the occupational safety and health requirements of the staff and Community Vision citizens. The Committee meets on a monthly basis and comprises representatives from each of the service delivery sectors. The OH&S Committee is working towards implementing the new Work Health and Safety Regulations, Codes of Practice and Policies and Procedures in preparation for implementation in 2014. It also reviews incident reports, organizes regular audits, develops policies, procedures and measures, and arranges for induction and appropriate training for the Committee members and employees. The Committee reports to the CEO.

Convenors 2012-2013:  
Pamela Bainbridge and Dale Bradley.

Work Health and Safety Representatives:  
Lorraine Evans and Pamela Bainbridge.

### Vision Strategies Group

The Vision Strategies Group is an independent think tank, planning body and catalyst for enriching the ways that the Vision, Mission and Values are understood and enacted in Community Vision Inc.

Members of the Group are drawn from service and management teams across the organisation and from stakeholders who are interested in our work and are passionate about ensuring the organisational culture and values remain strong and visible within our every day work.

Under its Terms of Reference, this collegial group meets regularly to identify the strength and vitality of the organisation's culture, to evaluate the congruence between corporate "speak" and action and to propose opportunities for extending its advocacy for and delivery of person-centred projects and services.

The main focus for the Vision Strategies Group this year has been to explore how we act as Advocates both within and outside the organisation as well as guiding people to advocate for themselves and others. Discussions continue to explore how we do this within the organisation and how it could be strengthened.

Much of our work is centred on enabling people to achieve their goals. This process in itself can be a form of advocacy and staff are encouraged to publish and share their "Simple Acts of Advocacy" stories. The Group will continue to gain greater insight about Advocacy with guest speaker presentations featuring advocating for peace, human rights and individualized services in the coming year.

Group's Convenors: Jean Garratt-Reed, Executive Manager Community Services and Irena Harrison, Consultant.

## Staff, Volunteers and Students

Community Vision's most valuable asset is its people. The contributions of dedicated staff and volunteers are both the key to our success and paramount to the provision of ongoing quality service delivery.

Our staff numbers during this financial year have increased from 139 to 157 employees, an increase of 12.95%. Growth has occurred most significantly in the Aged Care sector, in particular the area of Veterans' Home Care Assessments where Community Vision was awarded the contract to service the entire Metropolitan area.

Volunteer numbers fluctuate throughout the year, but we are very fortunate to have between 35–45 volunteers contributing their time, skills and interests to our programs.

Over the year there have been a number of student placements within Community Vision as students complete their practical workplace learning skills and community service hours. Students have come from ECU, TAFE, Woodvale Community College, Wanneroo Senior High School, Clarkson Community College and St Stephens, and have made a valuable contribution to all areas of the organisation.

### What our Staff have to say

*"...I have always worked in human service delivery.*

*Working for Community Vision gives me the opportunity to do what I love... helping people"*

*"I know I make a difference to my clients and their lives..."*

*"It is very satisfying to learn something new every day"*

*"I appreciate the consideration Community Vision gives to work/life balance..."*

### What our Volunteers have to say

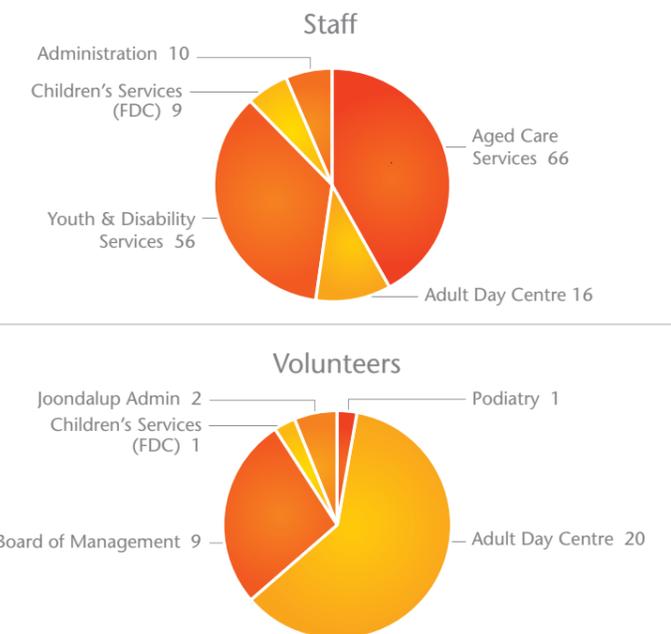
*"...Volunteering for the past 4 years has not just been about providing clients with companionship and friendship but also given me a ton of fun and joy, the concern for one another and genuine laughter is never far away..."*

### What our Students have to say

*"...Being a student at Community Vision has been a great experience... I have learnt so much... It would be a great opportunity to work here and when I have finished my placement I will miss coming here..."*

A Staff Satisfaction Survey was also conducted (August 2013) and revealed that:

- 97.92% of staff enjoy their role in Community Vision.
- 93.75% of staff take pride in being a part of Community Vision.
- 97.67% of staff gain personal accomplishment from their role with Community Vision.
- 91.67% of staff believe they are making a difference to the success of Community Vision.
- 81.25% of staff believes Community Vision provides them with opportunities to expand their skills and knowledge.



One of the biggest improvements in Human Resource Management this financial year was the scoping and implementation of the new Greentree database software that has brought HR reporting in line with the current payroll system. This has enabled live data to be captured for staff statistics, certification, training and work health and safety reporting.

### Staff Training

Community Vision is committed to the ongoing professional and personal development of its staff and throughout the year there have been many achievements across all areas. A number of staff were acknowledged at the 12th Birthday Celebration event for their commitment to professional development. The following qualifications were awarded:

- Cert III Aged Care (3)
- Cert III Disability Services (2)
- Cert IV Aged Care (5)
- Cert IV Community Services Work (1)
- Cert IV Human Resources (1)
- Cert IV Training and Assessment (1)
- Diploma of Management (7)

## Our Impact on Community & Environment

The "Community Connect Appeal" was launched in 2013 as a focus for fundraising activities. Additional monies raised will enable Community Vision to respond quickly to filling some of the service gaps and needs within our community.

### Fundraising events: Contributing to the Community Connect Appeal

- **Couta Boat Classic 2013...** Once again Community Vision and The Smith Family were recipients of monies raised. Thank you KPMG and The WA Couta Boat Association.
- **Community Vision's Super Raffle 2013** featured 24 prizes donated by generous sponsors.

### Raising awareness: participating in community events

- **Harmony Week** to celebrate inclusion and diversity in our communities, at the Herb Graham Recreation Centre, Mirrabooka.
- **Little Feet Festival** showcasing children services in the City of Joondalup.
- **Joondalup Festival** celebrating culture and services in the area.
- **The Perth Royal Agricultural Show** where our clients and volunteers entered various displays in the Aged Care Facility category. Artwork included use of donated previous Royal Show ribbons.

### Extending our reach: getting our name out there

- **Community Vision DVD / YouTube production.** Launched at our 12th birthday celebration, and showcases some of the impacts of our services on our clients and work being done across all areas of the organisation.  
<http://www.youtube.com/watch?v=h7UTLd4AWQs>
- **Multimedia facelift.** Our Website, YouTube, Facebook and Twitter pages are all systematically and continuously being upgraded. All systems show an increase in visits, hits and contributions.
- **Roadside advertising.** Thirteen bus-stop bench sites advertising generic and individual services in target areas. Keep your eyes peeled and spread the word when you see them!
- **Radio advertising.** Advertising includes spots on 96FM and 6PR882.
- **Community Newspapers.** Regular advertisements featuring specific services and feature stories.

### Building Community Partnerships

- **Community Vision and Edith Cowan University, Faculty of Business and Law,** are partnering to provide opportunities for students to scope further project activities for Community Vision. Highly commended projects under consideration for implementation are the Perth Wheelcats Celebrity Wheelchair basketball game, Chinese Enculturation classes, Community Garden and a Corporate Golf Day.
- **Community Vision and Joondalup Business Association** have formed a partnership working towards organising a premier breakfast series. The first of this series will be "Breakfast with Bernard Salt" on 8th Nov, 2013.

### Environmental Impact: Go Green Award 2013 goes to our Family Day Care Service

Thanks to a generous donation, the Go Green Award acknowledges initiatives taken within the whole organization to reduce our carbon footprint and be more environmentally friendly.

- Our Family Day Care Team have:
  - Purchased natural fibre products for the Toy Library.
  - Increased usage of emails to send families their statement of child care usage and newsletters. Electronic communication systems have saved money spent on ink, postage and in excess of 700 sheets of paper per quarter.
  - Installed double glazed windows and doors to the Davallia Road office significantly decrease their electricity bills.
  - Educators share sustainability modelling practices consistent with the Early Learning Years Framework.
- Thanks to a grant from HACC, Woodvale Adult Day Centre has been able to introduce an Aquaponics system of fish tank and grow-bed for growing fresh vegetables and herbs.
- Kingsley has installed a self closing door that has improved temperature control and decreased the necessity for significant air conditioning in the office
- Staff throughout the organisation are encouraged to have potted plants at their workstations to reduce stress and eliminate air pollutants.

## Our Impact on Community: Aged Care Services

### Our Successes

- Woodvale Day Centre offers 7 days per week and 3 evenings for social activities
- Increased in-home care services and social support services.
- Initiatives:
  - Clients continue to attend the Inter-Professional Ambulatory Care (IpAC).
  - Expansion of the Spark of Life Program.
- Building relationships with education facilities to link students to community services (Belridge Senior High School and West Coast College of TAFE).
- Extension of the Veteran's Home Care Assessment and Coordination services. A successful audit completed.

### Our Challenges and Concerns

- Attract and retain quality staff within the current economic climate.
- Preparation and on-going implementation of the Living Longer, Living Better government reforms.
- Finding suitable accommodation for expansion of our senior day centre programs, respite services and services for people with dementia.
- Meeting increased needs of ageing population within current funding arrangements.

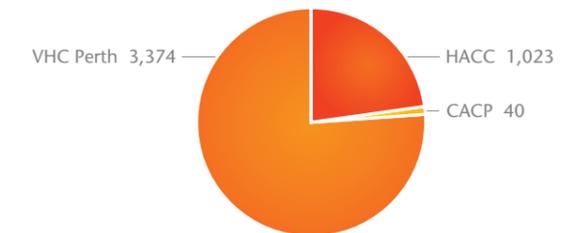
### What We Do

Our Home and Community Care (HACC) Program provides services to support seniors and younger people with a disability and their carers to be more independent at home and in the community therefore reducing the premature or inappropriate admission to long term residential care. Services include social support, personal care, domestic assistance, other food services (home delivered meals), meal preparation, respite care and basic foot care.

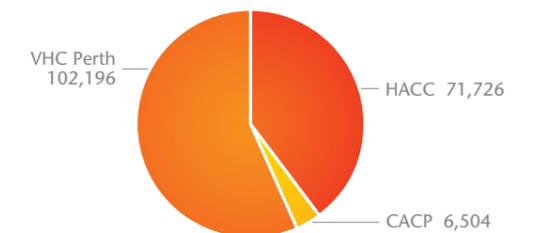
Our Woodvale Adult Day Centre (HACC funded) provides a wellness approach to a variety of social activities offered at the Centre and in the community. The Centre is open 7 days per week and introduced evening services during the year. A person-centred approach enables clients to plan and create their own program of recreational activities. Meals and transport to and from the Centre is also provided.

We offer 30 individually planned and coordinated Community Aged Care Packages (CACP's) to support clients who have been assessed as eligible for additional

Client Numbers



Hours of Service



home support. This support is flexible in order to adapt to clients' changing needs and can include housekeeping, shopping, respite care, garden/home maintenance/transport (i.e. appointments), meal preparation and personal care.

Community Vision is a contracted Assessment Agency for the Veterans' Home Care (VHC) Program provided by the Department of Veterans' Affairs. The VHC Program is designed to assist eligible Veterans and war widows/widowers who wish to continue to live at home and need a small amount of practical help.

Community Vision operates a Podiatry Clinic at the Whitfords Library/Seniors' Centre complex which provides low cost, basic foot care for seniors and younger people with disabilities.

### Who Funds Us

We are funded by the Commonwealth Department of Health and Ageing; the Department of Veterans' Affairs; and HACC which is a joint Australian, State and Territory Government funded program.

### Who We Employ

82 Staff, supported by 23 Volunteers.

## Our Impact on Community: Disability Services

### Our Successes

We are tailoring our individualised and social inclusive services to meet our participants differing needs. We have increased and strengthened our:

- Many and varied exciting programs and individualised support.
- Shared Management model to assist existing and potential participants who wish to manage all or part of their own funding and services.
- Information and technical support with the purchase of resources for participants to learn and enjoy (e.g. iPads, Xbox etc.).
- Partnerships and relationships with funding bodies, Local Area Coordinators and other stakeholders.
- Staff professional development.
- Non-Violent Crisis Prevention training (internally and externally).

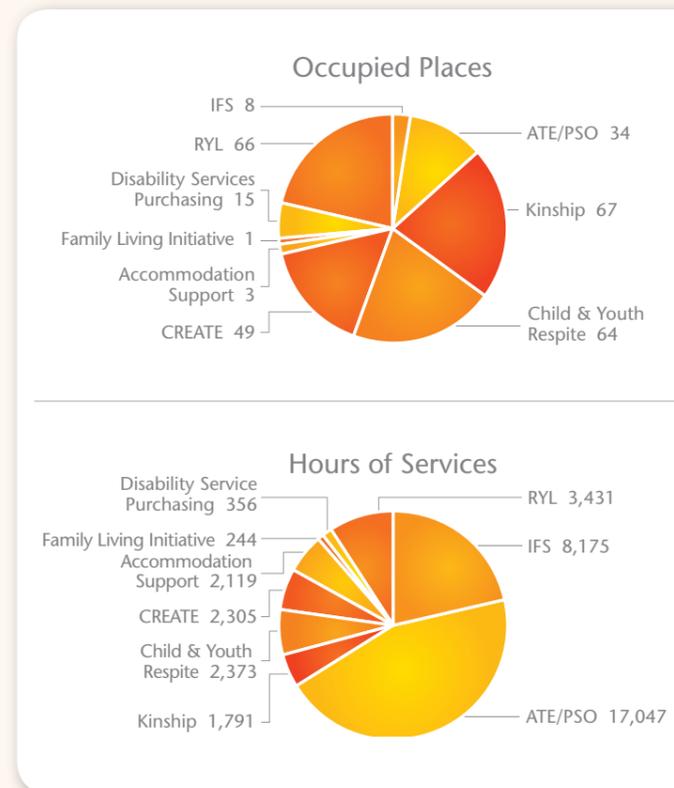
### Our Challenges and Concerns

- Attracting and retaining qualified staff in a growing market.
- Preparing for the introduction of the National Disability Insurance Scheme.
- Further expansion of services and service options.
- On-going preparation for the State Government's Delivering Community Services in Partnership Policy.

### What We Do

We provide a high quality, individualised, person centred, responsive and flexible support services for individuals living with a disability and their families, through the following programs:

- **Alternatives to Employment / Post School Options** – one on one support in the community.
- **Intensive Family Support** – one on one support for individuals and their families.
- **Accommodation Support** – one on one support in the home and community.
- **Out of School Hours Support** – after school care and small group activities.
- **Create, School Holiday Program and Cooking Camp** – high school youth.
- **Kinship** – social activities for individuals over 18 year olds.



- **Child and Youth Respite** – occasional respite in home or community.
- **Family Living Initiative** – for young adults planning future independent living.
- **Seamless School Transition** – transitioning to life after school.
- **Service Purchasing** – privately purchased support services.

### Who Funds Us

We are funded by the Disability Services Commission (DSC) and the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

### Who We Employ

We employ 48 staff and 1 volunteer.

## Our Impact on Community: Children's Services

### Our Successes

We are expanding and positioning ourselves to cater for an increasing demand for Family Day Care Services in the Northern corridor.

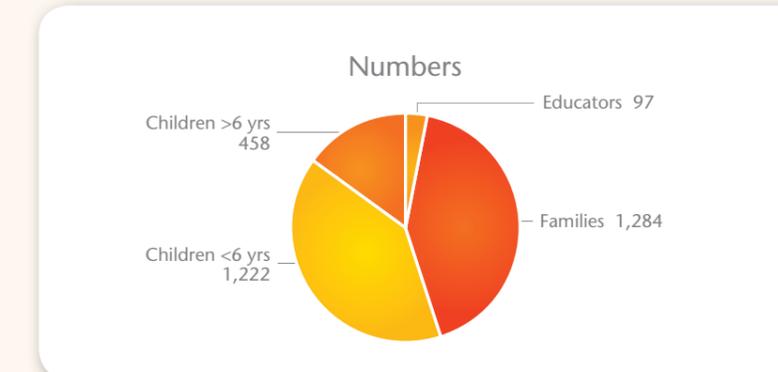
- **90 Registered Educators** – we are proud Educators have chosen Community Vision as a service to support and monitor the business of providing vital in-home child care for families.
- **Relationships and Reputation** – we have worked very closely with Education and Care Regulatory Unit (ECRU), and Department Education Employment and Workplace Relations (DEEWR). Both government departments have noted that we run a high quality service, and that we support and monitor Educators very well.
- **Compliance with New Regulations and Law** – operating within the new Education and Care Services National Law and Regulations. In the 2012 Report this was listed as one of our major challenges and it is recognized that constructive conversations will continue to create positive and successful outcomes.
- **A Home for Supervised Access** – partnering with the Department for Child Protection to facilitate supervised access for family members and their children at Davallia Road.
- **Environmental Sustainability** – awarded.

### Our Challenges

- **Third party regulators** – Family Day Care Services now perform this additional role of third party regulators for the registration of all Community Vision Educators. Our 90 Educators are monitored for compliance in accordance with the 2012 Regulations. This responsibility is and will be our biggest challenge going forward.
- **Offering different models of home based child care** – in our role as Regulators we have chosen to be responsive to individual Educator needs of constructing a small business. To date, we have registered two in-home child care services operating from the same address. This unusual option has taken much negotiation with our own team and ECRU members.
- **Professional Qualifications** – All Educators from the beginning of 2014 will need to have or be enrolled and working towards their Certificate III in Children's Services. This is our challenge for prospective Educators, and Educators who currently have no formal qualification.

### What We Do

The Family Day Care Service is a registered coordination unit supported by the State Regulatory Authority. It is made up of a team of childcare professionals who assist



families to find suitable home-based childcare. We also register and monitor early childhood Educators. This role provides the opportunity to guide the Educators in quality play based curriculum using the Early Years Learning Framework.

We provide weekly play sessions for Educators and their children. A Resource Library operates from our premises in Davallia Road to provide resources and toys for early childhood Educators within our Service.

### Who We Support

We support registered early childhood Educators, prospective Educators wanting to join our Service and families looking for suitable child care options. Most Educators are offering services in the City of Joondalup (54%) and City of Wanneroo (43%).

We process Child Care Benefit payments and offer support for families requiring financial help or additional needs.

### What We Provide

We guide, support and monitor over 80 self-employed professional early childhood Educators who work from their own homes. We process Child Care Benefit payments and offer support for families requiring financial help or additional needs.

### Who Funds Us

The Department of Education, Employment and Workplace Relations (DEEWR).

### Who We Employ

Eight childcare professionals work alongside 95 home-based Educators to provide quality child care to over 700 children and their families, supported by 1 volunteer.

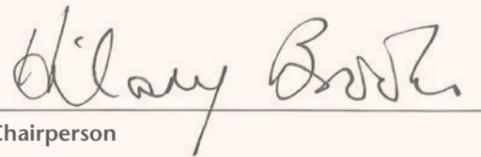
# Financial Statements Year ended 30 June 2013

## Statement by the Board of Management

The Board of Management of Community Vision Incorporated declare that:

1. The Incorporated Association is not a reporting entity because there are not user's dependant on the general purpose financial statements. Accordingly as described in Note 1 to the financial statements, the special purpose financial statements have been prepared for the purposes of complying with Western Australian legislation, the *Associations Incorporation Act 2009* and associated regulations.
2. The attached financial statements and notes thereto comply with Accounting Standards as described in Note 1 to the financial statements.
3. The financial statements and notes, as set out on pages 4 to 12 present fairly the financial position as at 30 June 2013 and its performance for the year ended on that date in accordance with the accounting policies described in note 1.
4. In the Board's opinion, there are reasonable grounds to believe that Community Vision Incorporated will be able to pay its debts as and when they become due and payable.

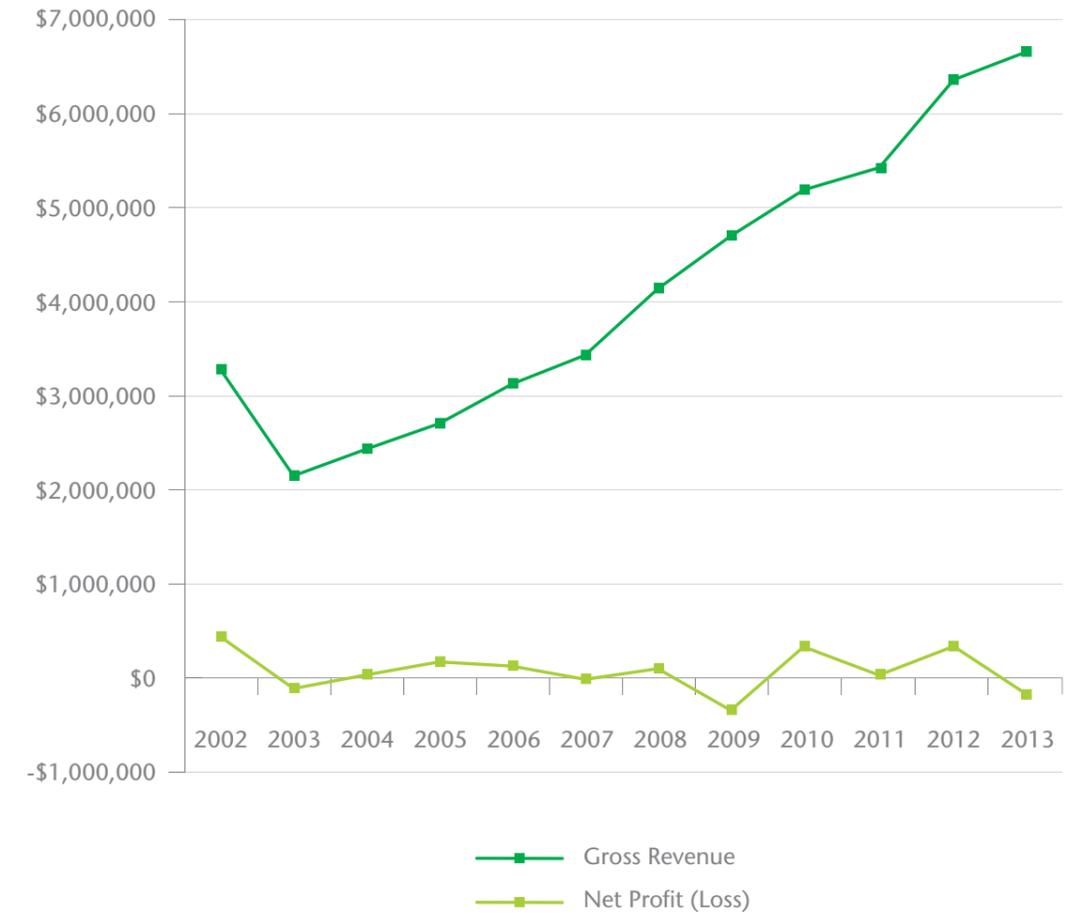
This declaration is made in accordance with a resolution of the Board of Management.



Chairperson

Dated at PERTH this 12th day of September 2013

## Financial Performance from June 2002 to June 2013





Tel: +8 6382 4600  
 Fax: +8 6382 4601  
 www.bdo.com.au

38 Station Street  
 Subiaco, WA 6008  
 PO Box 700 West Perth WA 6872  
 Australia

## INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF MANAGEMENT OF COMMUNITY VISION INCORPORATED

### Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report of Community Vision Incorporated, which comprises the statement of financial position as at 30 June 2013, the statement of comprehensive income and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Board of Management's declaration.

#### The Responsibility of the Board of Management for the Financial Report

The Board of Management of Community Vision Incorporated are responsible for the preparation of the financial report, and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the financial reporting requirements of the constitution and is appropriate to meet the needs of the members. The Board of Management's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the financial report.

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

#### Independence

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

BDO Audit (WA) Pty Ltd ABN 79 112 284 787 is a member of a national association of independent entities which are all members of BDO (Australia) Ltd ABN 77 050 110 275, an Australian company limited by guarantee. BDO Audit (WA) Pty Ltd and BDO (Australia) Ltd are members of BDO International Ltd, a UK company limited by guarantee, and form part of the international BDO network of independent member firms. Liability limited by a scheme approved under Professional Standards Legislation (other than for the acts or omissions of financial services licensees) in each State or Territory other than Tasmania.



### Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position of Community Vision Incorporated as at 30 June 2013, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards to the extent described in Note 1.

### Basis of Accounting

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

### BDO Audit (WA) Pty Ltd



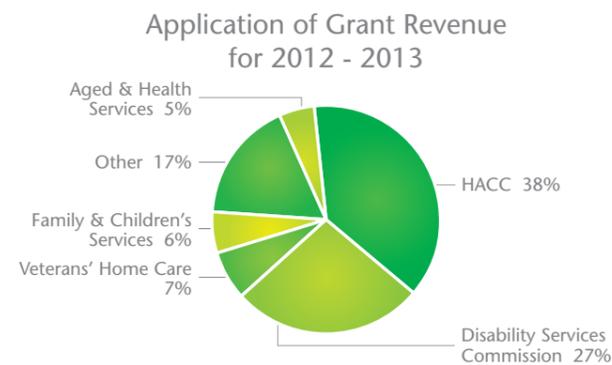
**DEAN JUST**  
 Director

Perth, Western Australia  
 Dated 12<sup>th</sup> day of September 2013

### Statement of Comprehensive Income For the Year Ended 30 June 2013

	Note	2013 \$	2012 \$
Revenue	2	<u>6,664,073</u>	<u>6,386,219</u>
<b>Expenditure</b>			
Office administration expenses		784,516	886,603
Depreciation and Amortisation		305,354	230,096
Insurance		196,591	170,515
Programme costs		572,776	599,433
Salaries and salaries on cost		<u>4,997,228</u>	<u>4,176,705</u>
<b>Total Expenditure</b>		<u>6,856,465</u>	<u>6,063,352</u>
<b>Net surplus/(deficit)</b>		<u>(192,392)</u>	<u>322,867</u>
<b>Total Comprehensive Income/(Loss) attributable to the Members of Community Vision Incorporated</b>		<u>(192,392)</u>	<u>322,867</u>

### Application of Grant Revenue for 2012 – 2013



The accompanying notes form part of these financial statements.

### Statement of Financial Position as at 30 June 2013

	Note	2013 \$	2012 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	3	2,146,246	2,203,402
Prepayments		16,708	19,239
Trade and Other Receivables	4	<u>88,963</u>	<u>50,558</u>
<b>Total Current Assets</b>		<u>2,251,917</u>	<u>2,273,199</u>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	5	<u>1,272,986</u>	<u>1,079,707</u>
<b>Total Non-Current Assets</b>		<u>1,272,986</u>	<u>1,079,707</u>
<b>Total Assets</b>		<u>3,524,903</u>	<u>3,352,906</u>
<b>Current Liabilities</b>			
Trade and Other Payables	6	596,090	673,334
Employee Provisions	7	489,400	271,839
Income in Advance	8	1,096,524	788,655
<b>Total Current Liabilities</b>		<u>2,182,014</u>	<u>1,733,828</u>
<b>Non-Current Liabilities</b>			
Employee Entitlements	7	195,191	287,393
Advance on Enrolments — DEEWR		<u>88,921</u>	<u>80,516</u>
<b>Total Non-Current Liabilities</b>		<u>284,112</u>	<u>367,909</u>
<b>Total Liabilities</b>		<u>2,466,126</u>	<u>2,101,737</u>
<b>Net Assets</b>		<u>1,058,777</u>	<u>1,251,169</u>
<b>Equity</b>			
Accumulated surplus brought forward		1,251,169	967,294
Adjustment		-	(38,992)
Current-year surplus/(deficit)		<u>(192,392)</u>	<u>322,867</u>
<b>Total Equity</b>	9	<u>1,058,777</u>	<u>1,251,169</u>

The accompanying notes form part of these financial statements.

## Statement of Cash Flows For the Year Ended 30 June 2013

	Note	2013 \$	2012 \$
<b>Cash flows from operating activities</b>			
Interest received		86,911	99,132
Proceeds from Grant Funding		6,857,486	6,511,869
Payments to suppliers & employees		<u>(6,502,920)</u>	<u>(5,672,832)</u>
Net cash outflow from operating activities		<u>441,477</u>	<u>938,169</u>
<b>Cash flows from investing activities</b>			
Payment for property, plant & equipment		<u>(498,633)</u>	<u>(281,054)</u>
Net cash outflow from investing activities		<u>(498,633)</u>	<u>(281,054)</u>
Net increase/(decrease) in cash and cash equivalents		(57,156)	657,115
Cash and cash equivalents at the beginning of the financial year		<u>2,203,402</u>	<u>1,546,287</u>
Cash and cash equivalents at the end of the financial year	3	<u>2,146,246</u>	<u>2,203,402</u>

## Notes the Financial Statements For the Year Ended 30 June 2013

**1. Statement of Significant Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented unless otherwise stated.

**Basis of Accounting**

This financial report is a special purpose financial report prepared for use by the Board of Management. The Board has determined that Community Vision Incorporated is not a reporting entity.

The report has been prepared in accordance with the requirements of the following applicable Accounting Standards:

- AASB 116: Property, Plant and Equipment
- AASB 110: Events After Reporting Date
- AASB 1031: Materiality

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

These financial statements do not conform with International Financial Reporting Standards as issued by the International Accounting Standards Board.

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

The following specific accounting policies have been adopted in the preparation of this report.

**(a) Income Tax**

The organisation is an exempt body in accordance with Division 50-10 of the *Income Tax Assessment Act 1997*.

**(b) Property, Plant & Equipment**

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

**(c) Depreciation**

Depreciation is calculated on a straight-line basis so as to write off the cost of each depreciable non-current asset over its expected useful life.

The depreciation rates used for each class of assets are:

Office Equipment & Furniture	20%
Computer Equipment	33%
Motor Vehicles	25%
Other Equipment	20%

## Notes the Financial Statements For the Year Ended 30 June 2013

**(d) Employee Entitlements**

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements, expected to be settled within one year, together with entitlements arising from wages and salaries, annual leave and long service leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

**(e) Revenue**

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. Grants not fully acquitted in the course of the year may be carried forward to the next financial year.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

**(f) Comparatives**

Comparative figures have been re-classified where management considers they provide a fairer representation of the organisational activities.

**(g) National Standard Chart of Accounts for Not For Profit Organisations**

The Board of Management determined to adopt the National Standard Chart of Accounts for Not for Profit Organisations from 1 July 2012.

**(h) Critical Accounting Judgments, Estimates and Assumptions**
**Estimation of Useful Life of Assets**

The Incorporation Association determines the estimated useful lives and related depreciation and amortization charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortization charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

**Impairment of Non-Financial Assets other than Goodwill and Other Indefinite Life Intangible Assets**

The Incorporation Association assesses impairment of non-financial assets other than goodwill and other indefinite life intangible assets at each reporting date by evaluating conditions specific to the Incorporated Association and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. This involves fair value less costs to sell or value-in-use calculations, which incorporate a number of key estimates and assumptions.

## Notes the Financial Statements For the Year Ended 30 June 2013

	2013	2012
	\$	\$
<b>2. Revenue</b>		
Aged and Health Service	354,508	373,241
HACC	2,554,352	2,322,922
Disability Services	1,836,603	1,762,444
Veterans' Home Care	433,956	425,985
Family and Children's Service	374,541	330,532
Other Programs	190,072	320,311
Client Fees	766,754	696,427
Interest	86,911	99,131
Other Revenue	66,375	55,226
	<u>6,664,073</u>	<u>6,386,219</u>
<b>3. Cash and Cash Equivalents</b>		
Cash at bank and in hand	<u>2,146,246</u>	<u>2,203,402</u>
	<u>2,146,246</u>	<u>2,203,402</u>
<b>4. Receivables</b>		
Trade Receivables	48,858	37,659
Accrued Income	<u>40,106</u>	<u>12,899</u>
	<u>88,963</u>	<u>50,558</u>

## Notes the Financial Statements For the Year Ended 30 June 2013

	2013	2012
<b>5. Property, Plant &amp; Equipment</b>	\$	\$
Computers & software at cost	324,675	182,910
Less: accumulated depreciation	(201,203)	(162,800)
	<u>123,472</u>	<u>20,110</u>
Equipment, furniture & fittings at cost	170,323	167,481
Less: accumulated depreciation	(156,179)	(150,424)
	<u>14,144</u>	<u>17,057</u>
Motor vehicles at cost	1,206,489	856,359
Less: accumulated depreciation	(675,678)	(494,209)
	<u>530,810</u>	<u>362,150</u>
Land and buildings at cost	855,938	855,938
Less: accumulated amortisation	(251,378)	(175,548)
	<u>604,560</u>	<u>680,390</u>
Total property, plant & equipment	<u>1,272,986</u>	<u>1,079,707</u>

**(a) Movements in Carrying Amounts**

Movement in the carrying amounts for each class of property, plant & equipment between the beginning and the end of the financial year.

	Computers & Software	Equipment Furniture & Fittings	Motor Vehicle	Land & Buildings	Total
	\$	\$	\$	\$	\$
Carrying amount at the beginning of year	20,110	17,057	362,150	680,390	1,079,707
Additions	141,765	6,700	350,128	-	498,595
Disposals	-	-	-	-	-
Depreciation	(38,403)	(9,613)	(181,468)	(75,830)	(305,314)
Carrying amount at the end of year	<u>123,472</u>	<u>14,144</u>	<u>530,810</u>	<u>604,560</u>	<u>1,272,986</u>

## Notes the Financial Statements For the Year Ended 30 June 2013

	2013	2012
<b>6. Trade and Other Payables</b>	\$	\$
Trade payables	167,855	139,096
Accruals	199,241	380,837
Other payables	228,994	153,401
	<u>596,090</u>	<u>673,334</u>
<b>7. Employee Entitlements</b>		
<b>Current</b>		
Provision for annual leave	325,859	245,628
Provision for long service leave	163,541	26,211
<b>Current Employee Entitlements</b>	<u>489,400</u>	<u>271,839</u>
<b>Non-Current</b>		
Provision for long service leave	195,191	287,393
<b>Total Employee Entitlements</b>	<u>684,591</u>	<u>559,233</u>
<b>8. Income in Advance</b>		
Capital Grants	523,338	476,509
Grants received in advance	573,186	312,146
	<u>1,096,524</u>	<u>788,655</u>
<b>9. Accumulated Surplus</b>	\$	\$
Accumulated surplus at the beginning of the financial year	1,251,169	967,294
Adjustment	-	(38,992)
Accumulative surplus/(deficit)	(192,392)	322,867
<b>Accumulated surplus at the end of the financial year</b>	<u>1,058,777</u>	<u>1,251,169</u>

**10. Contingent Liabilities**

The Board Members of Community Vision Inc. are of the opinion that there are no contingent liabilities as at 30 June 2013.

## Notes the Financial Statements For the Year Ended 30 June 2013

### 11. Commitments

The Board Members of Community Vision Inc. are of the opinion Community Vision Inc. Had 2 (two) commitments at 30 June 2013, being:

- (a) Enrolment Advances under the Family Day Care Program from DEEWR; \$88,921 (2012: \$80,516).
- (b) Rent is payable to the City of Joondalup of \$45,000 for the next 12 months.

### 12. Funding Dependency

Community Vision Incorporated's ability to continue to provide its existing services is dependent on the continuing financial support of the government and charitable organisations.

### 13. Principal Place of Business

2nd Floor Joondalup Admin Centre  
Boas Avenue  
JOONDALUP 6027

### 14. Members Of The Board

Community Vision Inc. Members of the Board during the year ending 30 June 2013 include:

- Hilary Brooks \*  
(Chairperson – Commenced March 2008)
- Sian Flynn  
(Vice Chairperson – Commenced July 2011)
- Kevin Smout \*\*  
(Commenced August 2009)
- Glen Barton  
(Commenced March 2012)
- Susan King  
(Commenced July 2012)
- Karen Lloyd  
(Commenced July 2012)
- Ashley Little  
(Commenced December 2012)
- Anna Mulholland  
(Commenced May 2013)
- Rae Walter  
(Commenced May 2013)
- Tineke Van der Eecken  
(Resigned October 2012)
- Annette Hoskisson
- Carolyn Dickie  
(Resigned June 2013)

\* Resigned as Chairperson 30th June 2013 now Ordinary Board Member

\*\* Commenced as Chairperson 1st July 2013

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# Funding Bodies, Collaborating Partners and Statutory Obligations

## Funding Bodies and Grant Entities

### Australian Government

Department of Community Services (DCS)  
 Department of Education, Employment and Workplace Relations (DEEWR)  
 Department of Health: Home and Community Care (HACC)  
 Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)  
 Department of Veterans' Affairs (DVA)  
 Department of Immigration and Citizenship, Diversity and Social Cohesion Program

### State Government of Western Australia

Department of Health: Home and Community Care (HACC)  
 Disability Services Commission (DSC)  
 Department of Sport and Recreation  
 Lotterywest

## Statutory Obligations

### Acts

*Australian Charities and Not for Profit Commission Act 2012*  
*The Associations Incorporation Act 1987*  
*The Charitable Collections Act 1946*  
*The Education and Care Services National Law (WA) 2012*  
*The Education and Care Services National Regulations 2012*  
*The Employment Agents Act 1976*  
*The Financial Management and Accountability Act 1997*  
*The Goods and Services Tax Act 1999*  
*The National Quality Framework 2012*  
*The Occupational Health and Safety Act 1984*  
*The Privacy Act 1988*  
*The Fairwork Act Amendment 2012*

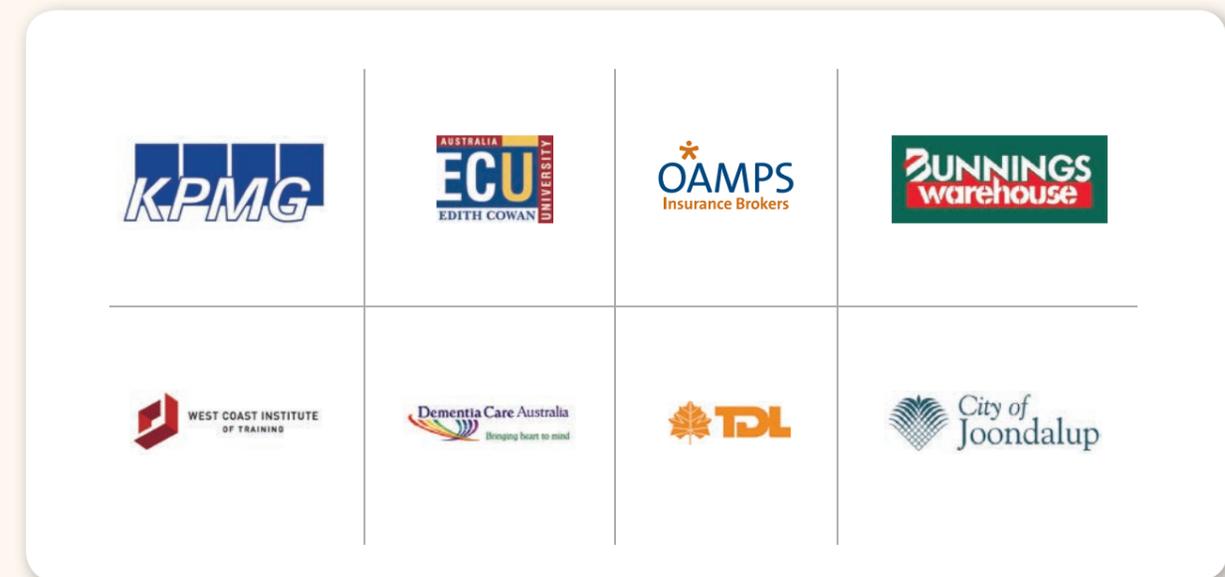
### Statutory Organisations

Australian Taxation Office  
 The Ministry of Fair Trading  
 The Department of Consumer and Employment Protection

## Collaborating Partners

KPMG: Cousta Boat Race Sponsor  
 OAMPS Insurance Brokers  
 BPW Joondalup  
 Tim Davies Landscaping  
 Joondalup Business Association: Bernard Salt Breakfast  
 Edith Cowan University: Interprofessional Ambulatory Care Unit (IpAC), Faculty of Business and Law, School of Exercise and Health Science.  
 Bunnings Joondalup  
 Dementia Care Australia  
 City of Joondalup: Accommodation.

Northern Suburbs Coalition: Spiers Centre, Pat Giles Centre, Women's HealthWorks, CATA, Alzheimer's Association.  
 CATA: Partner to scope Accommodation options for Northern Suburbs (HACC funding).  
 West Coast Institute of Training  
 Radio stations 6PR882 and 96FM





# Community Vision

## Administration Office

### Street Address:

Community Vision Incorporated  
Level 2, City Administration Building  
90 Boas Avenue Joondalup WA 6027

### Postal Address:

PO Box 3498 Joondalup WA 6027  
Phone: (08) 9301 8222  
Fax: (08) 9301 8282  
Email: [info@communityvision.asn.au](mailto:info@communityvision.asn.au)  
Website: [www.communityvision.asn.au](http://www.communityvision.asn.au)  
ABN: 75 390 895 907

## Home and Community Care (HACC) Veterans' Home Care (VHC) Community Aged Care Packages (CACP)

Level 2, City Administration Building  
90 Boas Avenue Joondalup WA 6027  
Phone: 9301 8222  
Fax: 9301 8282  
Email: [info@communityvision.asn.au](mailto:info@communityvision.asn.au)

## Community Aged Care Services

Woodvale Adult Day Centre  
5 Trappers Drive Woodvale WA 6027  
Phone: 9409 2347  
Fax: 9409 2086  
Email: [woodvale@communityvision.asn.au](mailto:woodvale@communityvision.asn.au)

## Seniors' Podiatry

Whitfords Library Complex  
Cnr Banks Ave and Marmion Ave  
Hillarys WA 6025  
Phone: 9307 5533  
Fax: 9301 8282  
Email: [info@communityvision.asn.au](mailto:info@communityvision.asn.au)

## Disability Services

11A Moolanda Boulevard Kingsley WA 6026  
Phone: 9309 9578  
Fax: 9409 7764  
Email: [disabilityservices@communityvision.asn.au](mailto:disabilityservices@communityvision.asn.au)

## Family Day Care Scheme

14 Davallia Road  
Duncraig WA 6023  
Phone: 9247 7777  
Fax: 9203 9777  
Email: [FDCTeam@communityvision.asn.au](mailto:FDCTeam@communityvision.asn.au)

*What matters to you, matters to us*