



South Eastern Community Care
Annual Report
2011 - 2012



SOUTH EASTERN COMMUNITY CARE

South Eastern Nursing & Home Care Association Inc. (trading as South Eastern Community Care) was formed in 1970 at a meeting of interested community representatives. It commenced operations in 1971 and was incorporated under the Associations Incorporation Act, 1964, in September 1975 (ARBN No. 228), (ABN 11 400 505 189)

Areas Serviced by South Eastern Community Care

Sorell municipality and parts of Southern Midlands, Clarence and Brighton municipalities and for some programs, Tasman municipality.

Mission and Strategic Goal

The Mission of South Eastern Community Care is to provide support to frail aged and younger people with disabilities or needing special care, including support for carers, to enhance their quality of life, and assist them to continue to live in the community.

The Goal of South Eastern Community Care is to be the preferred supplier in south eastern Tasmania for clients, and for government and other funding providers, for a range of home and community care support services.

Contact Details

57 Cole Street, Sorell, Tasmania, 7172

e-mail info@secommunitycare.com.au

Telephone (03) 6269 1200 Fax (03) 6269 1208

Website www.secommunitycare.com.au

Donations to 'Gift Fund' are Income Tax Deductible

The Association is a not-for-profit organisation endorsed by the Australian Taxation Office as an Income Tax Exempt Charitable Entity and a Deductible Gift Recipient.

A 'Gift Fund' is maintained for receiving donations from the public. Donations are very much appreciated and assist the Association in meeting its objectives. Amounts of \$2 and more are Income Tax Deductible.

PRESIDENT'S REPORT

This past year of 2011-2012 have been another very interesting year for South Eastern Community Care, with growth in all programs.

To deliver additional services, staff numbers have steadily increased, in particular, Home Care and Support Workers. Two part time relief nurses have been employed to cover planned leave and weekend work. Successful submissions for additional Packages of Care, to assist clients and their carers to remain living in their own homes, necessitated creating a new Care Coordinator position. Ches Bogus, who managed the finances of the Association for ten years, retired in September 2011, and Paul Chamberlain is now fulfilling this growing role.

To meet the physical growth needs of the Association, future business strategies have included the negotiations that took place during the year to secure additional or new premises. As detailed elsewhere in this report, a Contract has been signed to purchase the present Sorell Council Chambers.

It was a pleasure to preside over the 40 Years of Community Care celebrations in July 2011, which was a very special event for many people, especially those who had been involved with the Association since humble beginnings in 1971.

I take this opportunity to acknowledge and thank Ian Whyte for the contribution he made to the Association while a member of the Board of Management. Ian did not stand for re-election after seven years; two of which he served as President. I wish him well into the future. Kerry Vincent was elected to the Board at the last Annual General Meeting, and has already made a significant contribution to meetings. I thank all current Board members for their support during the year.

Without management, staff and volunteers, the Association would not continue to grow to meet the increasing needs of client and carers in the south eastern region of Tasmania. I sincerely thank them all for their loyalty and support to South Eastern Community Care.

Barry Curtain
PRESIDENT

CHIEF EXECUTIVE OFFICER'S REPORT

South Eastern Community Care (SECC) has encountered another very challenging, busy but successful year.

As shown in the Financial Report there has been growth in all programs, which has necessitated the recruitment of additional staff. With clients and their carers choosing to remain living longer in the community, their needs have increased and additional services are required to support them at home. Compliments and commendations received from the clients, carers and/or their families during the year are a real indication of the dedication and support provided by staff.

The volunteer Community Transport drivers and Day Centre volunteers are also very much appreciated, and without them it would not be possible to provide these services. Tom Shipley, who has been a volunteer driver for 15 years, retired during the year and he has been missed by staff, clients and carers. We wish him well in the future.

Staff across all areas of the Association have attended appropriate Conferences, mandatory training and availed themselves of opportunities to update their knowledge, skills and relevant qualifications.

To address and reflect the implementation of the new Community Care Common Standards and Quality Reporting, aligned to the Australian Government's 'Living Longer Living Better' Aged Care Reform Package to be implemented over the next five years, it has been necessary to commit considerable time and resources to review existing, and develop new policies, procedures and documentation to meet the expected outcomes of these new Standards. This will be an on-going process in the new financial year.

The Florence Nightingale Committee, who disbanded during the year, gave SECC \$5,000 for equipment to be used for the benefit of clients and a Palliative Care Grant submission was successful for Spenco chair cushions and an electric bed and accessories. Funds for equipment are always gratefully received, as care to clients in the community is very much enhanced by the availability of such equipment, which is loaned out on a short-term basis.

An application to the Tasmanian Community Fund to upgrade the bathroom and incorporate a disabled toilet at the Richmond Cottage Day Centre was approved and the work was completed by the end of December. This renovation and reconfiguration provides safe access and use of the bathroom and toilet for clients with disabilities, who when required, have room to manoeuvre walking frames and wheelchairs. This modification has ongoing positive benefits to the community as SECC can accept referrals from a wider client base and provide much needed respite for carers of clients who previously were unable to attend Day Centre due to unsuitable bathroom/toilet facilities.

During the year, the Board of Management completed a review of the membership base of the Association. The review recommended that a Membership brochure, which includes a Membership Application form be produced, that retention of membership be actively maintained, younger persons be encouraged to become members and to promote community awareness of the Association.

As detailed later in this Annual Report, celebrations for the forty year anniversary of the Association in July 2011 were very successful and it was indeed a pleasure to see past staff, volunteers and auxiliary members catching up after many years. I take this opportunity to thank everyone involved with collating and publishing 'Celebrating 40 Years of Community Care' which was launched to commemorate the 40 year history of the Association.

In conclusion, I thank the Board of Management, staff and volunteers for their support and commitment to South Eastern Community Care, and for the provision of care and support to clients and their carers across the south eastern region of Tasmania.

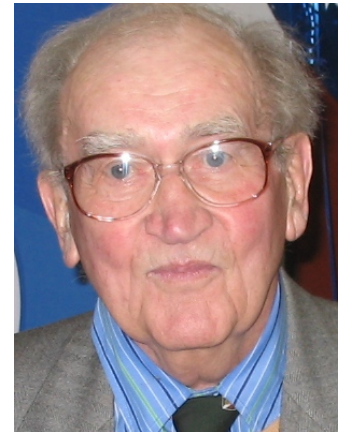
Christine Beven
Chief Executive Officer.

VALE DR FERGUS MITCHELL, AM

Dr Fergus Mitchell, AM, passed away on 11th September 2011.

Dr Mitchell was instrumental in establishing South Eastern Nursing & Home Care Association in 1970, after perceiving a need for home-based nursing and home help for older people living in south eastern Tasmania.

Dr Mitchell remained very interested in the growth of the Association over the years, and it was a privilege to have him attend the 40th Anniversary of the Association in July 2011, launch the book published to celebrate 40 years of the Association, and to share his recollections through the years from the early days to recent times.



FUTURE ACCOMMODATION

Due to the growth of the Association in recent years, the Board of Management have been exploring options for additional or new office accommodation.

In August 2011, the Sorell Council made a decision to build new Council Chambers, and ultimately sell their present premises and surrounding land on the corner of Gordon and Somerville Streets, Sorell. An offer was made to the Association to enter into negotiations for this property.

The offer was considered by the Board of Management, a structural building inspection undertaken, a Contract with conditions acceptable to the Association signed and a deposit paid in December 2011, for vacant possession in December 2013. The Council have been very supportive with this project, allowing South Eastern Community Care access to the building and surrounding area to start planning for future occupancy.



celebrating **40 Years of Community Care** *1971 - 2011*

South Eastern Nursing & Home Care Association Inc. known in more recent years as South Eastern Community Care, celebrated exactly 40 years of operation to the day, on 19th July 2011.

Dr Fergus Mitchell AM, who as a medical practitioner in Richmond in 1970, saw the need for a home nursing service in the old municipalities of Brighton, Richmond and Sorell and two of the original nurses, Srs Anne Gunn and Norma Campbell were present at the afternoon tea celebration. Dr Mitchell launched the book, 'Celebrating 40 years of Community Care' which presents a record of the growth of the organisation since inception, and Srs Gunn and Campbell jointly cut the celebration cake.

The Afternoon Tea was well attended by Board members, past and present staff, Government personnel, representatives from other service providers, and community members from south eastern Tasmania. The function provided an opportunity for those present, many who had worked tirelessly over the years on Auxiliaries to fundraise for the organisation, to catch up and reminisce with others they had not seen for many years. Photos from across the span of 40 years made an interesting display which was very much enjoyed by everyone.

A Breakfast was also held for Board members and staff and this event was also very successful.



BOARD OF MANAGEMENT, OFFICERS AND MANAGEMENT TEAM

Board of Management

Mr Barry Curtain (President)

Mr Cliff Iles, AM, JP (Vice President)

Mr Anthony Davis (Treasurer)

Mrs Lois Green, OAM (Secretary)

Mrs Margaret Darling

Mr Roger Stride, JP

Mr Kerry Vincent

Chief Executive Officer

Mrs Christine Beven (Public Officer)

Senior Staff

Clinical Nurse Manager

Mrs Lesley Dunkerley

Home Care Manager

Mrs Karen Peacock

Community Aged Care Packages Manager

Mrs Barbara Dickson

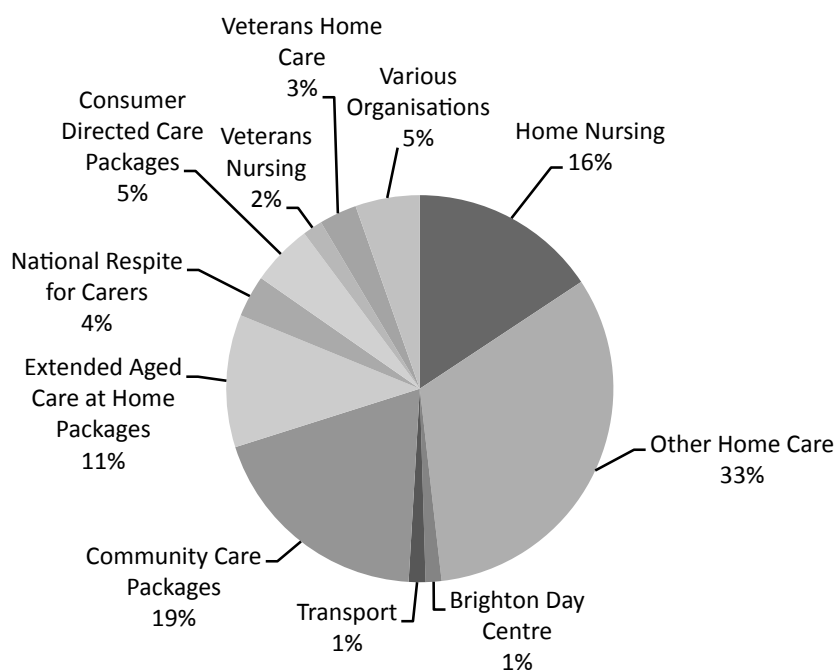
Finance Officer

Mr Paul Chamberlain

Summary of Direct Funding from Governments and other Organisations

Name of Program	2011-12	2010-11
Department of Health & Human Services	\$	\$
Home Nursing	564,703	549,681
Other Home Care	1,169,519	942,720
Brighton Day Centre	47,629	41,625
Transport	50,304	41,325
Department of Health & Ageing		
Community Care Packages	690,559	624,827
Extended Aged Care at Home Packages	398,644	277,626
National Respite for Carers	125,703	114,758
Consumer Directed Care Packages	184,488	61,337
Department of Veterans' Affairs		
Veterans Nursing	59,428	63,087
Veterans Home Care	113,302	124,143
Brokered Services		
Various Organisations	193,683	149,893
Total	\$ 3,597,961	\$ 2,991,022

**Chart showing Percentages of
Total Program Funding**



**Total Funding
for 2011/12 was \$3,597,961**

Note: the above chart excludes co-payments from clients for services they received

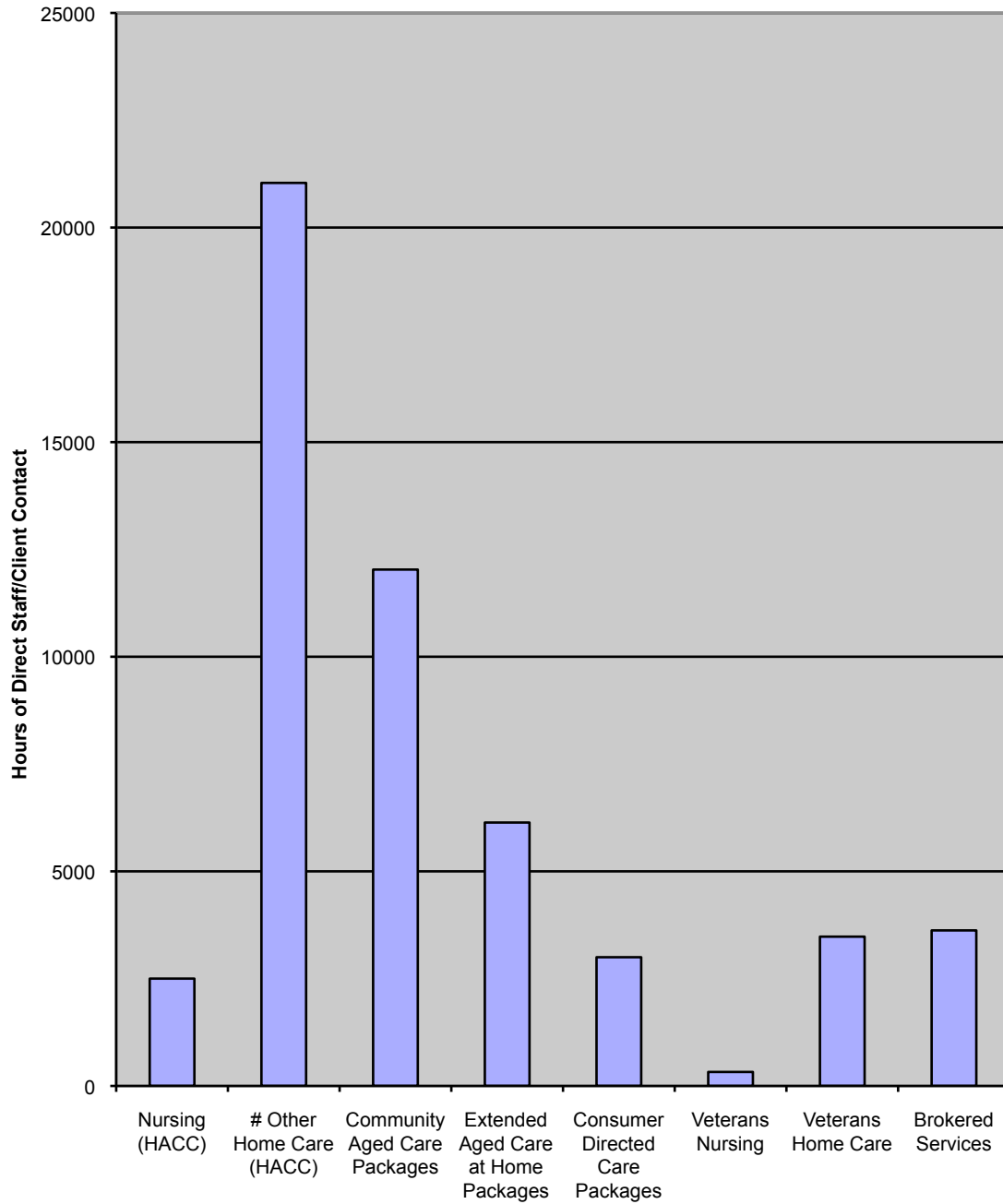
SERVICE STATISTICS

The following is a comparative summary of outputs by Program and Service Type delivered to clients during 2011-12 and 2010-11 by SECC's employees, contractors and volunteers:

Home & Community Care		2011-12	2010-11
Assessment	hours	274	279
Client Care Coordination	hours	613	520
Domestic Assistance	hours	13915	13,175
Footcare	hours	317	176
Home Maintenance	hours	308	258
Nursing - in Centre	hours	40	55
Nursing - in Home	hours	2187	1,914
Personal Care	hours	3641	3,593
Podiatry	hours	35	50
Respite	hours	993	1,016
Social Support	hours	2148	1,973
Transport	trips	4305	3,815
Meals in Centre	meals	795	757
Centre Day Care	hours	4754	3,790
National Respite for Carers - Day Centre			
Meals in Centre	meals	755	858
Centre Day Care	hours	4573	4,122
In-Home Respite	hours	524	621
Community Aged Care Packages			
General Support	hours	11978	10,794
Nursing	hours	53	60
Extended Aged Care at Home Packages			
General Support	hours	6079	4,575
Nursing	hours	58	82
Consumer Directed Care Packages			
General Support	hours	2831	694
Nursing	hours	168	54
Department of Veterans' Affairs			
Nursing	hours	326	473
Support Care	hours	542	758
Domestic Assistance	hours	2282	2,616
Personal Care	hours	261	153
Respite	hours	315	217
Home Maintenance	hours	78	73
Brokered Services			
Various	hours	3115	3,453
Individual Support Packages	hours	509	0
Richmond Day Centre	hours	4253	2,717

DIRECT STAFF/CLIENT CONTACT for HOME BASED PROGRAMS

Totalled 52,136 hours in 2011-12 across 8 programs



Other Home Care (HACC) includes Domestic Assistance, Personal Care, Social Support, Respite and Home Maintenance.

SOUTH EASTERN NURSING & HOME CARE ASSOCIATION INC.

Trading as SOUTH EASTERN COMMUNITY CARE

FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 2012

The accompanying financial statements for the year ended 30 June 2012 comprising a Balance Sheet, an Income Statement, and notes thereto, have been prepared from the accounts and records of the South Eastern Nursing & Home Care Association Inc and are in agreement with those accounts and records.

At the date of signing we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Barry Curtain
PRESIDENT



Christine Beven
CHIEF EXECUTIVE OFFICER

13 September 2012

SOUTH EASTERN NURSING & HOME CARE ASSOCIATION INC.**Trading as SOUTH EASTERN COMMUNITY CARE****BALANCE SHEET****As at 30 June 2012**

	Note	2012 \$	2011 \$
ASSETS			
Current Assets			
Cash at Bank and On Hand		32,276	141,716
Investment Accounts	2	1,483,979	1,008,405
Receivables	2	87,528	193,518
Total Current Assets		<u>1,603,782</u>	<u>1,343,639</u>
Non-Current Assets			
Land and Buildings at Cost	3	339,018	
Depreciation Provision	4	<u>-109,844</u>	169,658
Motor Vehicles at Cost		293,891	
Depreciation Provision	4	<u>-91,797</u>	236,100
Office Equipment at Cost		82,528	
Depreciation Provision	4	<u>-63,942</u>	30,722
Other Equipment at Cost		58,387	
Depreciation Provision	4	<u>-29,218</u>	32,778
Total Non-Current Assets	5	<u>479,022</u>	<u>469,258</u>
TOTAL ASSETS		<u>2,082,805</u>	<u>1,812,897</u>
LIABILITIES			
Current Liabilities			
GST Net Liability		2,586	1,081
PAYG Liability		29,162	25,520
Other Creditors		3,649	11,002
Employee Leave Entitlements	6	458,696	361,062
Accrued Salaries and Wages	7	50,342	37,514
Grants for Future Services	8	105,642	97,916
Total Current Liabilities		<u>650,077</u>	<u>534,095</u>
Non-Current Liabilities			
Employee Leave Entitlements	6	<u>74,151</u>	<u>71,546</u>
TOTAL LIABILITIES		<u>724,228</u>	<u>605,641</u>
NET ASSETS		<u>\$1,358,577</u>	<u>\$1,207,256</u>
EQUITY			
Accumulated Funds		1,207,257	1,133,192
Surplus for Year		<u>151,321</u>	<u>74,064</u>
TOTAL EQUITY		<u>\$1,358,577</u>	<u>\$1,207,256</u>

SOUTH EASTERN NURSING & HOME CARE ASSOCIATION INC.**Trading as SOUTH EASTERN COMMUNITY CARE****INCOME STATEMENT****For the Year Ended 30 June 2012**

		2012	2011
		\$	\$
Income	Note		
Tasmanian Government	9	1,873,017	1,600,959
Australian Government	10	1,591,563	1,273,912
Brokered Services	11	151,852	149,893
Client Fees - Home Services	12	193,162	158,476
Client Fees - Centre Services		31,503	26,583
Community Contributions		6,903	6,421
Interest		86,996	77,393
Other Recoveries	13	26,125	22,961
Profit on Asset Sales	14	358	16,387
Total Income		\$3,961,480	\$3,332,985
Expenditure			
Salaries and Allowances		2,876,687	2,461,599
Other Employment Costs		380,251	267,133
Outsourced Client Services	15	87,687	72,340
Property and Occupancy Costs		44,932	36,375
Vehicle Operating Expenses		48,223	41,816
Office Equipment Costs	16	34,258	56,521
Other Equipment Costs		15,600	16,429
Supplies and Consumables		97,915	88,496
Telecommunications		19,904	20,238
Insurances		66,158	67,790
Depreciation of Assets		104,873	104,453
Other Operating Expenses		33,672	25,731
Total Expenditure		\$3,810,159	\$3,258,921
SURPLUS FOR YEAR	17	\$151,321	\$74,064

SOUTH EASTERN NURSING & HOME CARE ASSOCIATION INC.

Trading as SOUTH EASTERN COMMUNITY CARE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the Year Ended 30 June 2012

1 Basis of Financial Reporting

The Board of Management has determined that the Association is a “non-reporting entity” within the meaning of Statement of Accounting Concepts - “Definition of the Reporting Entity” issued by the Professional Australian Accounting Bodies. It has further determined to prepare a “special purpose financial report” annually based on accrual accounting principles and comprising a Balance Sheet and an Income Statement.

The policies used in preparing this special purpose financial report are, in the opinion of the Board, consistent with the Association’s Constitution and are appropriate to the needs of Members. These policies are described in the following notes. The notes also provide additional information relating to certain transactions and balances.

2 Investment Accounts and Receivables

Investment accounts represent the funds required to meet future liabilities including employee leave and wage entitlements, supply of future services and accumulated surplus funds for strategic purposes, including purchase and or development of the Associations own Administration and Community Centre.

These funds are invested as follows to enable access to sufficient funds as and when required whilst maximising available return and security:

Maxi-Direct – @ 3.5 % 3.5	\$ 202,415	daily on-call
Westpac Term Deposit @ 5.7%	\$1,024,312	Maturing 22 nd July 2012
Bendigo Term Deposit @ 5.05%	<u>\$ 257,252</u>	Maturing 15 th September 2012
Total	<u>\$1,483,979</u>	

The amounts of Receivables disclosed as a current asset at 30 June represent the total of interest accrued on investments and amounts to be reimbursed by government and non-government entities for services provided to war veterans and other designated categories of clients under separate funding or brokerage arrangements. These receivables have been recognised as income for the year.

3 Land and Buildings

The cost and related depreciation disclosed in respect of Land and Buildings relate to structures at three separate sites.

1. One is a residential property at 19 Percy Street, Richmond that was purchased by the Association in 1999-2000 and modified to provide improved facilities for supporting service delivery.

2. Another is a demountable office facility, the ‘Annexe’, located adjacent to the Sorell Community Health Centre building at 57 Cole Street, Sorell, part of which is leased from the Tasmanian Government by South Eastern Community Care for use as its Administrative headquarters. The Annexe was constructed during 2009-10 as a temporary measure to meet growing demand for office accommodation.
3. Included in this category is the deposit paid by SECC for the purchase of Sorell Council Offices and due for settlement and occupancy in late 2013. This property incorporates all council buildings and land at Somerville Street Sorell and will be utilised to house Administration, Community Transport, Community Package Coordination, Nursing, Treatment rooms and a base for all staff including training etc.

4 Depreciation

Only those assets costing \$1,000 or more are capitalised and provision for their depreciation is made on the basis of their historical cost according to the following asset classes and annual percentage rates:

<i>Asset Class</i>	<i>Percentage</i>
Land	Nil
Building - Richmond	2%
Annexe - Sorell	33.3%
Motor Vehicles	15%
Computers	25%
Other Equipment	10%

5 Restricted Assets

Certain Non-Current Assets have been purchased out of funds received under service agreements with Tasmanian or Australian government agencies whereby, under specific circumstances, proceeds from their sale may be required to be returned to the funding agency.

6 Employee Leave Entitlements

The liability for employee leave entitlements represents an estimate of the Association’s liability for the annual recreation leave, personal leave and long service leave entitlements of its employees.

A liability for annual recreation leave exists only for employees who are not paid at loaded (by 20%) rates of pay in lieu of recreation and personal leave entitlements. The amount of liability has been calculated on these employees’ unused recreation leave balances and includes on-costs for annual leave loading and superannuation. The total amount is classified as a ‘current liability’.

Provision is made in respect of personal leave equivalent to 50% of eligible employees’ annual entitlements. The total amount is classified as a ‘current liability’.

A liability for long service leave exists for all employees who have been employed continuously for 10 years or who retire or resign (under specific circumstances) after 7 years. The amount of liability has been estimated on the basis of hours actually worked by those employees who have been employed by the Association for 5 years or more and includes an on-cost for superannuation. That part of the total liability that is attributable to employees who have been employed for 10 years or more is classified as a 'current liability'. The remainder is disclosed as a 'non-current liability'.

7 Accrued Salaries and Wages

The amount accrued reflects the proportion of working days occurring prior to 1 July in the first fortnightly pay period ending after the end of the financial year and any deductions from pays (other than PAYG) that have not been cleared at 30 June.

8 Grants for Future Services

These amounts represent the grants received prior to 30 June for services or outlays intended to be carried out after that date.

9 Tasmanian Government

The main grants received through the Tasmanian Government relate to Home and Community Care (HACC). During 2011-12 these amounted to \$1,838,923 with \$37,350 being carried forward to next year (2010-11 \$1,640,115 and \$74,040).

10 Australian Government

The main grants and contributions received from the Australian Government in 2010-11 related to the Community Aged Care Packages \$740,105 (2010-11 \$641,338), Extended Aged Care at Home \$533,585 (2010-11 \$322,452; Veterans Nursing \$59,428 (2010-11 \$63,087); Veterans Home Care \$113,302 (2010-11 \$124,143); and the National Respite for Carers Program \$125,703 (2010-11 \$114,758).

11 Brokered Services

These are provided on behalf of other organisations that have referred their clients for services made available from the Association's resources. These organisations include the Department of Health and Human Services (DHHS), insurance companies and various service providers that receive direct funding from governments.

12 Client Fees – Home Services

These amounts reflect the total received by way of co-payments from clients or their representatives towards the costs of services the Association has provided to clients, typically in their homes. Such co-payments are not recognised as income until actually received. At 30 June 2011 uncollected co-payments amounted to \$16,208 (2011 \$14,446).

13 Other Recoveries

This Income item mainly reflects the refunds claimed from the Workers Compensation Insurer in respect of medical and wages expenses arising from work related injuries.

14 Profit on Asset Sales

The vehicles used by employees for travel to clients' residences and other equipment are disposed of or replaced as appropriate. The difference between the sale proceeds and the depreciated value is recorded as a profit or loss.

15 Outsourced Client Services

Outsourced client services relate mainly to gardening and periodic extensive cleaning at clients' homes.

16 Office Equipment Costs

These relate mainly to computer systems development and network support and include purchases of equipment valued at less than \$1,000.

17 Surplus for Year

The \$151,321 Surplus for the year 2011-12 includes the recognition as revenue of government grants of cash or 'in kind' totalling \$10,130 for purchase supply of equipment or refurbishment of capital nature. This type of receipt is required by accounting standards to be brought to account as income. In the absence of this item the Surplus for 2011-12 would have been reported as \$141,191. Similarly the \$74,064 Surplus for 2010-11 included capital grants totalling \$38,480 without which the reported Surplus would have been \$35,584.

Max Peck and Associates ABN 40 322 767 816

Principal: Rendell W Ridge *B.Ec* Registered Company Auditor #161503

Independent auditor's report to members of South Eastern Nursing & Home Care Association Inc.

I have audited the special purpose financial report of South Eastern Nursing & Home Care Association Inc. for the year ended 30 June 2012.

Management Committee's Responsibility for the Financial Report

The Management Committee is responsible for preparation and fair presentation of the special purpose financial report and information contained therein. This responsibility includes establishing and maintaining internal controls relevant to preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Concepts and Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) (where applicable), and statutory requirements so as to present a view which is consistent with my understanding of the Association's financial position and the results of its operations and cash flows.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

To the best of my knowledge and belief, there has been no contravention of auditor independence and any applicable code of professional conduct in relation to the audit.

Limitation of Scope

It is not practicable to establish complete accounting control over all transactions processed by the Association from all of its activities. Verification therefore has been limited to the transactions recorded in the Association's financial records.

Audit Opinion

In my opinion, the special purpose financial report of South Eastern Nursing & Home Care Association Inc. presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia the financial position of the Association as at 30 June 2012 and the results of its operations for the year then ended.

MAX PECK & ASSOCIATES



Rendell W. RIDGE
24 August 2012

