



Waratah Respite Services
Flexible Respite Options

2022-2023
ANNUAL REPORT

for year ending 30 June 2023

Waratah Respite Centre
(Mid North Coast) Inc

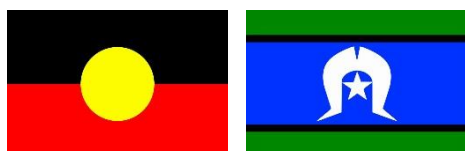
Trading as Waratah Respite Services



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Waratah Respite Services would like to acknowledge the traditional custodians of country throughout Australia, in particular the Gumbaynggirr nation where we work, and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present.



Section 1 ABOUT OUR ORGANISATION

Our Mission

To be leaders in flexible respite options; assisting carers and the person they care for to enjoy the best possible quality of life.

Our Vision

A community where carers can choose to maintain their loved ones at home for as long as practicable and desirable through the availability of a range of flexible, person-centred respite options.

Our Values

At Waratah Respite Services we value and promote:

- Supporting individuality, choice and “quality of life” decisions
- Person centred care targeted to individual needs
- Active engagement of families/carers
- A culturally appropriate service
- Acting at all times in the best interests of the service user
- Equity of access
- A safe and reliable service
- Flexibility
- Compliance with regulatory requirements
- Professionalism

Our History

The Waratah Respite Centre was first opened in 1987 as an Adult Day Centre in Azalea Ave Coffs Harbour. In 1991 the service relocated to the current Waratah Respite Centre based at the Community Village which was built with Home and Community Care (HACC) funding. HACC services were designed to assist older, frail people or those with disabilities to continue living at home.

In 1993 funding was acquired through the National Respite for Carers Program (NRCP) to provide evening respite for carers of adults with disabilities.

In 1994 following extensive community lobbying and fundraising our six (6) bed “Maureen Guthrie Cottage” was opened to provide carers overnight respite. The Cottage was furnished with the assistance of our long-term Management Committee member Mr Des Kingdom and Coffs City Rotary Club. The Cottage is classified as a residential aged care facility and as such is required to meet all the Quality Standards for residential aged care.

In 2005 extensions to include staff amenities were undertaken. This extension was the result of several years of fundraising by the very proactive Management Committee and a substantial donation from a community member.

Waratah Respite Services has a long & proud history of delivering flexible respite options for older people, those living with cognitive decline, disabilities, and their carers living on the Coffs Coast & surrounds. Our unique service model now offers Centre Based Respite, social support groups and overnight respite in the cottage style accommodation. Throughout the years the service has impacted positively on the independence, wellbeing and socialisation of our clients and enabled them to avoid premature placement in residential aged care.

Our Services

We provide:

- The Commonwealth Home Support Program (CHSP) which provides a basic level of services to maintain clients independence.
- Cottage based respite providing 24/7 care at Waratah Respite Centre.
- Centre Based Day program from 8:30am to 3pm Monday to Friday located at our Centre, based at Waratah Respite Service for Home Care Package, NDIS & CHSP recipients.
- Centre Based Day Program from 9am to 3pm Wednesday & Friday held at Woolgoolga Seagulls program for Home Care Package, NDIS & CHSP recipients.
- Social Support Program to enhance independence, wellbeing and participation Monday to Friday held at various community locations.
- Meals prepared and provided at Waratah Respite Centre for all program attendees.

Our Staff

The staff of Waratah Respite Service consists of Registered Nurse (Monday to Friday and on-call afterhours), Enrolled Nurse, Care Service employees with minimum Cert III qualification, Activities staff, Intake officer, cook, cleaner, Volunteer & Student Coordinator, Manager, Quality Officer, Finance, Administration and volunteers. Our Activities Staff are specifically trained in Leisure and Health.

Our Staff Goals include:

- 1) Teamwork is a priority.
- 2) The workplace is inclusive for everyone.
- 3) Staff feel supported and comfortable speaking up about any concerns or ideas.
- 4) Staff are flexible.
- 5) Our clients are happy and partners in the services they receive.
- 6) Carers are satisfied and confident in our care.
- 7) Increase the number of clients accessing the service from our target group.



Section 2 GOVERNANCE

Waratah Respite Services is a not-for-profit, non-government, incorporated community based organisation registered with the Australian Charities and Not-for-profits Commission (ACNC).

Our volunteer Management Committee is made up of committed people who possess diverse skills and broad community career, clinical and government sector experience that continues to serve our service well. The Management Committee meets monthly to manage the affairs and provide oversight of the financial & organisational performance of the organisation.

The Management Committee delegates the day-to-day management of the service to the Manager. As well as regular full staff meetings, Waratah has a Finance Sub Committee, a Clinical Care team meeting structure, Work Health and Safety Committee, Infection, prevention and Control operating processes and Corporate Governance calendar to successfully guide the service through successful quality standard requirements.

Waratah Respite Services has achieved accreditation against the eight (8) Standards during the 2023 calendar year.

Management Committee members (as of 30 June 2023)



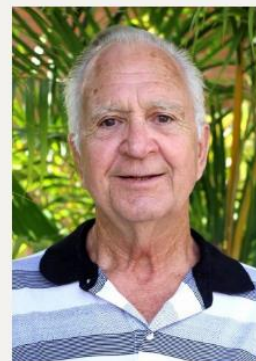
Chairperson
Paul Bartholomew



Vice Chairperson
Colleen Hull



Treasurer
Philip Mclean



Secretary
Ken Ryan



Member
Cynthia Darrington
(Professional Clinical
Experience)



Member
Maureen Jones



Member
Denise McNally



Member
Owen McCosker

Section 3 REPORTS

PRESIDENT'S REPORT



2022/23 has been a challenging year for Waratah with several key changes to our Management Committee members and to our Manager position. In addition, the impact of Covid 19 has continued with staff and clients having to maintain strict infection prevention and control practices.

I resumed as a member of the Waratah Management Committee in January 2023 after an absence of 4 years. In March 2023 I was elected as President of the Management Committee to replace Des Kingdom when he stood down from the Committee. I want to take this opportunity to pay special tribute to Des who had served as a member of the Management Committee for an amazing 28 years. This is an extraordinary length of voluntary service and illustrates Des's dedication and commitment to Waratah and the services we provide.

I would like to thank all members of our Management Committee for their dedication and commitment to the effective governance of our organisation.

In August 2022 we farewelled Judy Bartholomew after 4 years as Manager of Waratah. Judy was responsible for many significant quality improvements in our services and was well liked and respected by our staff, volunteers and clients. In September 2022 Di Russell was appointed as Manager. Ms Russell resigned in February 2023.

Sharen Philp was appointed as Manager in March 2023. Sharen has an extensive background in disability and community services, and she has already made a significant contribution in strengthening Waratah's capacity to meet the new and ongoing funding challenges facing the organisation.

I would like to express the organisation's ongoing sincere thanks to the Waratah Gadabouts for their fundraising activities and to all our donors for their generosity and support. As a not-for-profit organisation, all funds received go back into our services for the benefit of our clients.

A big thank you to all our staff and volunteers for the wonderful work you do. Through some periods of uncertainty and change you have maintained your professional, caring and respectful approach to your important work with clients and their families.

Finally, a thank you to our clients and carers for your continued input to the services we provide and for your ongoing support.

Paul Bartholomew

MANAGER'S REPORT



It is a great pleasure only 6 months into my position as Manager to be presenting the 2022/23 AGM Managers Report. I feel privileged to have such a great team to work with and thank them for making me welcome to the Waratah family.

Waratah Respite Services has been providing flexible respite services in Coffs Harbour and the surrounding district since 1987. The Centre prides itself on delivering Centre Based Respite care in Coffs Harbour and Woolgoolga, as well as flexible overnight respite in the Maureen Guthrie Cottage for older people, those living with physical or cognitive decline. At Waratah we promote independence, wellbeing and socialization.

“A Place Where Each Person Matters and Quality Care Counts”

The story of Waratah Respite Services is one that is shared and retold with pride of the celebration of creating positive outcomes for our clients, carers and our community.

The past year has again proven to be a roller coaster ride for Waratah Respite Services with COVID related lockdowns, staffing shortages and senior leadership turnover however with the guidance of the dedicated Management Committee and devoted staff we kept the service moving forward. I would like to pass on my gratitude to Mel Kokegei Corporate Services Team Leader for her time supporting the team prior to my appointment.

During this period Waratah has continued to strive in the environment of our new “normal” ensuring restrictions have minimal impact on our clients whilst managing risk factors to provide a safe and engaging environment. To achieve this outcome Waratah increased our communication via email and social media exploring alternative engagement strategies to maintain the connection with clients and loved ones. We acknowledge some hesitation to return to face-to-face group activities however overall Waratah numbers have bounced back this year and we are pleased to welcome our new clients.

Waratah Respite Services welcomed five (5) new staff members to our team including Amy Field Activities Team Leader, Fran Hunt Registered Nurse, Reece Cassidy Registered Nurse, Roslyn Hamlin Volunteer & Student Coordinator and Kristine Read cleaner. Waratah looks forward to sharing many work anniversaries with our new staff members.

Waratah is excited to be offering new programs in 2024 driven by feedback and demand for more community based social support programs. A snapshot of these programs includes a monthly men’s breakfast with guest speakers on various men’s topics, walking group, exploring creativity, gardening club, outdoor activities and cooking outdoors. Suggestions for other activities are most welcome.

The financial year ended with Waratah Respite Services achieving full accreditation against the eight (8) service standards with overwhelming success. This outcome is a true credit to the dedicated team who live and breathe the values of person-centred approaches applying a “nothing about you, without you” approach”.

To all the clients, carers and providers I have met and those I am yet to meet, I hope you enjoy being part of the Waratah family and rest assured I will make every effort to keep the service running to its current high standards.

Finally, I would like to acknowledge the clients and family members who have moved to full time residential care or departed from our service over the last 12 months and wish everyone health and happiness in the year to come.

“Thank you to everyone who has contributed to the success of our service”
Sharen Philp

Activities Team Leader Report



Since commencing my position at the start of this year as Team Leader, I have enjoyed getting to know the clients, carers and staff and how best to support each individual. My goal has been focused on decreasing social isolation and ensuring support plans empower each client to achieve positive outcomes for themselves and their family/carers.

Whilst implementing new activities to complement the existing client enjoyable program, we have focused on enrichment, enablement and wellness. Our approach to person centred care ensures every client has the opportunity to voice their preferences in our calendar input sessions at the start of the month and at the commencement of an activity. Ongoing feedback from clients, family members, staff and carers further feed into the calendar activities.

Activity Highlights

- In May the local reptile show visited the day program with Woolgoolga & Seagulls clients joining the activity. It was a beautiful moment watching the clients engage in reptile knowledge, ask questions during the display and to witness some clients that were quite hesitant take a chance and pat or hold the reptiles. Seeing self-confidence grow and witnessing others offer support or encouragement was so empowering. Clients participated in quiz activities remembering the information they had learned about reptiles.
- We attended the local university aquarium for a hand on interactive marine education.
- Encouraging independence by providing walking programs and seated exercise classes so the clients can maintain and improve their mobility. One client joined in March using dual long handled walking sticks now only uses a regular walking stick and has just regained his driving license enabling him to transport himself to and from the program. A wonderful achievement for the client and his wife.
- Implemented a new group reminiscence session which has enabled clients to share information about their childhoods and accomplishments, finding mutual topics of interest which has promoted more conversations between clients. This is further assisting with breaking down some social barriers with some individuals feeling validated and improving their self-worth which has had a flow on effect through other activities that some clients were passive participants, they now contribute more.

The benefits of socialization in the community at our day program.

- A gentlemen joined the program in 2023, was nonverbal due to cognitive decline. His wife stated how much positive impact the program has had on her husband as he is now more lucid of an evening and will now verbalize his needs at home, in the day program with staff and fellow clients.
- Introducing clients to new locations for their social outings in the community.
- One venue in particular, Bongil Bongil, the clients enjoyed the sensory perspective of being in nature listening to the birds sing and rustle of leaves in the wind and taking a stroll to the river's edge platform where they conversed and shared memories of fishing and boating. The smells of our cook preparing a BBQ brought back fond memories and was enjoyed by all.

Being in this position at Waratah enables me to cater the program to suit the needs of our clients and to provide respite for the carers with the help of an amazing activities team who ensure every participant's needs are met with dignity and respect daily.

We are currently working on new programs to deliver a variety of new social opportunities to new clients in the community and our preexisting ones.

Amy Field

Seagulls Woolgoolga Activities



I have been part of the Seagulls team for over 6 years and now have the pleasure of facilitating the program as Seagulls Activities Coordinator. My journey commenced as the program cook in July 2017 when the program was delivered at the CWA Hall. The program relocated to the Woolgoolga Community Hall in October 2018 when I commenced in my new position as Coordinator whilst continuing to support the Waratah Coffs Harbour activities team.

The Seagulls program is like a family offering a safe and engaging environment for all. It is such a pleasure to work closely with clients and their carers, staff and volunteers to bring the joy and happiness to our clients. The clients really enjoy the caring atmosphere and have a lot of fun.

When reflecting on the program for 2022/23 the clients have truly enjoyed the theme days along with Chair Soccer that has proven to be a group favourite. We have found that Chair Soccer in the afternoons engages every client and staff with everyone coming to life, smiles all round and this enables exercise without realising it.

All our clients love to go on outings. From cafés to clubs and even to BBQ areas for a sausage sizzle.

Being aware of our environment, in the fresh air and sunshine, enhancing our 5 senses and receiving beneficial vitamins. An example of some of the outings include Mullaway BBQ, Golden Dog, The Amble Inn, Park Beach BBQ, Yarrowarra Aboriginal Cultural Centre and much more.

The program has experienced some positive outcomes such as a gentleman was very quiet when he first started, only managing Yes and No. He now feels comfortable with his surroundings, staff, and friends to help him pronounce words that he finds difficult in This Day in History.

One of Seagulls staff members has shown some of the interested ladies how to knit with a spool, with the ladies now knitting beanies for the homeless. The ladies do this at home and at Seagulls. One of the ladies states it gives her something to do as she lives alone and is contributing to the community giving her a sense of self-worth.

Moving forward my goal is to attract more clients to the Seagulls program, assisting and helping clients maintain their independence and enabling them to achieve their goals. Our focus is on giving carers the break that they need to be able to care for their loved ones with a sense of relief knowing that they are being well cared for and enjoying themselves.

Samantha Vinton

Quality Project Officer Report



The purpose of the Quality Project Officer position is to assist the Manager in assessing the effectiveness and quality of Waratah Respite Services delivery by analysing the feedback received and putting improvements into place. I have been in this position for a period of four years.

As the Quality Project Officer I collect data and input from audits and surveys. This information is used for continuous improvements and to ensure we are working within the Aged Care Quality Commission guidelines. I also gather feedback from the overnight cottage clients and if there are any issues with their overnight stay corrective measures are discussed with management and put into place in a timely manner.

'MY AGED CARE' Star Rating System:

My Aged Care has a system in which Residential Aged Care facilities receive an overall Star Rating and ratings against four sub-categories: Compliance, Residents' Experience, Staffing and Quality Measures. At this stage the centre is exempt from this star rating as we are not a permanent residential facility.

The overnight respite cottage feedback surveys have been updated in line with the My Aged Care and Aged Care Quality Commission, so we are able to capture all required information including all positive and negative comments that gives us a star rating from the commission under the subtitle of Compliance.

At this time the Overnight Respite Cottage is rated as a 5 which has been indicated by the Aged Care Standards results from the Quality Standard Accreditation check and the information gained from the cottage feedback surveys.

Continuous Improvements/Quality Assurance has been ongoing and some of these include:

- All staff/volunteers and board members have been registered through the Aged Care Quality Commission Training platform, so training is maintained and kept up to date in line with the Aged Care Quality Standards.
- All care staff complete their annual competencies including Infection Prevention, Manual Handling, Medication Assist, B.G Monitoring, Oxygen Administration & Vital and Neurological Observations.
- All existing equipment and schedule regular maintenance.
- All Personal Protective Equipment is now stored in the same room and easier to access when required.
- COVID-19 Outbreak Plan has been reviewed and updated as required as per the NSW Department of Health regulations.
- Consumer reference group implemented to gain feedback and information from carers/clients.
- GGJ Aged Care Resources have been purchased to assist with keeping the Policies and procedures up to date and in line with the expectations of the Aged Care Quality Commission
- Waratah Gadabouts donated cash for the center to purchase an automated external **defibrillator** (AED)
- New cleaning trolley and colour coded cleaning equipment purchased.
- Hand sanitiser stations have been added to each residential room and other areas of the centre for easier access for staff.

Audits are completed on a six-monthly basis these include:

Service Based Audits:

- Cleaning
- Continuous Quality Improvement
- Dementia Friendly Environmental Checklist
- Environment
- Fire Security and other Emergencies
- Kitchen and Food Handling
- Laundry
- Regulatory Compliance

Day Program Audits:

- Choice and Decision Making
- Cultural and Spiritual
- Emotional and Psychological
- Leisure, Interests and Activities
- Nutrition and Hydration

Overnight Respite Audits:

- Choice and Decision Making
- Cultural and Spiritual
- Emotional and Psychological
- Leisure, Interests and Activities
- Nutrition and Hydration

Overall Summary: The above audits were completed in the six-month timeframe. All areas were found to be compliant and in line with the required outcomes. The center was visited by the Aged Care Quality Commission for an accreditation check in early July 2023 and all outcomes were met except one (Anti-Microbial Stewardship) which was rectified and amended in a timely manner. (Fran RN & Vicki EN are both enrolled in the training to be able to perform the required tasks expected.)

Lyn Jones

Volunteer & Student Coordinator



This is my first AGM Report as the Volunteer & Student Coordinator commencing in my position in July 2023. Volunteers are an integral part of our business. Their enthusiasm and dedication towards helping our clients is contagious.

One of my first tasks was to conduct a Word-of-Mouth volunteer campaign that ran for 4 weeks where all staff and volunteers were asked to talk to all their family and friends about our Centre and how we needed more volunteers. Who better to ask than all the people that love working and volunteering at Waratah Respite Services. Volunteers and staff can direct potential volunteers to our face book page to watch the wonderful videos of everyone having fun in our day programs, singing, playing bingo and guessing the quizzes. I checked in with staff and volunteers on a weekly basis to ask them how they were promoting the campaign.

Promoting and gaining new volunteers has its challenges but we have had success in gaining two new wonderful active volunteers. One of our new volunteers works one day in the kitchen at our Coffs Harbour Centre and one day at our Woolgoolga Centre. Our other new volunteer gardener is keeping our grounds pristine, and everyone is commenting on what a wonderful job he is doing.

There are 767 volunteer positions on Seek for the Coffs Harbour area, so we feel very blessed to have 2 new volunteers and more incoming enquiries generated by the seek ads and from keeping in contact with the volunteer hub in the Community Village.

Gaining new volunteers who have been triple vaxed is another challenge as many volunteer enquiries have not been vaccinated for Covid. I now write in every promotional material that prospective volunteers do need to be triple vaxed and have a current flu vaccination.

Waratah Respite Services is currently working on an Open Day for the 26th of October between 3pm and 5pm. Providers, Registered Nurses and carers can come along for the afternoon, tour the Centre where they are referring clients and chat to our staff with any enquiries. This is a great opportunity to connect with referral partners, share the story of Waratah and hear how we can address some of the barriers that present our aging population.

I have encountered only enthusiasm whilst out in the community placing fliers and pamphlets in the local area by receptionist at medical centers and community organizations.

I would like to acknowledge the help I have received from our manager Sharen and our Activity Officer Amy in helping me settle into this amazing position. Where I can gain volunteers and nurture their environment, so they feel an important part of the team and want to stay volunteering at our wonderful centers.

Roslyn Hamlin



Beautiful photo of our Seagulls volunteers

Gadabouts

The Waratah Gadabouts are a group of ladies who meet regularly for the purpose of fundraising for Waratah Respite Services. Whilst raising funds members attend lunches, stage events and socialise. New friends are made and lots of fun is had by one and all.

The Waratah Gadabouts were formed in 2004 to assist Colleen Hull (who was fundraising officer on the committee of Waratah Respite Services) to raise funds. Over the past 18 years, many thousands of dollars have been donated to purchase the following: outdoor furniture, garden status, plants, bedspreads for the six (6) bed overnight respite centre, cushions, artwork, marketing material, prizes and Christmas gift donations. All of this has been generously provided by members and local businesses.

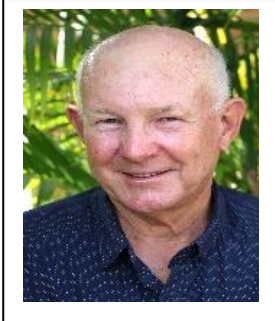
In 2023 the Gadabouts generously donated \$2000 for the purchase of a defibrillator, valuable lifesaving equipment.

If you are interested in being part of this light-hearted group who meet each month for a brief information meeting followed by a lunch at the Sawtell RSL Club, please contact Jan 02 6653 2855, Colleen 0438 533 382 or Maureen 0413 471 232.



Section 4 FINANCE

TREASURER'S REPORT



It is with pleasure I present the Treasurer's Report for the 2022-2023 financial year, ending 30 June 2023.

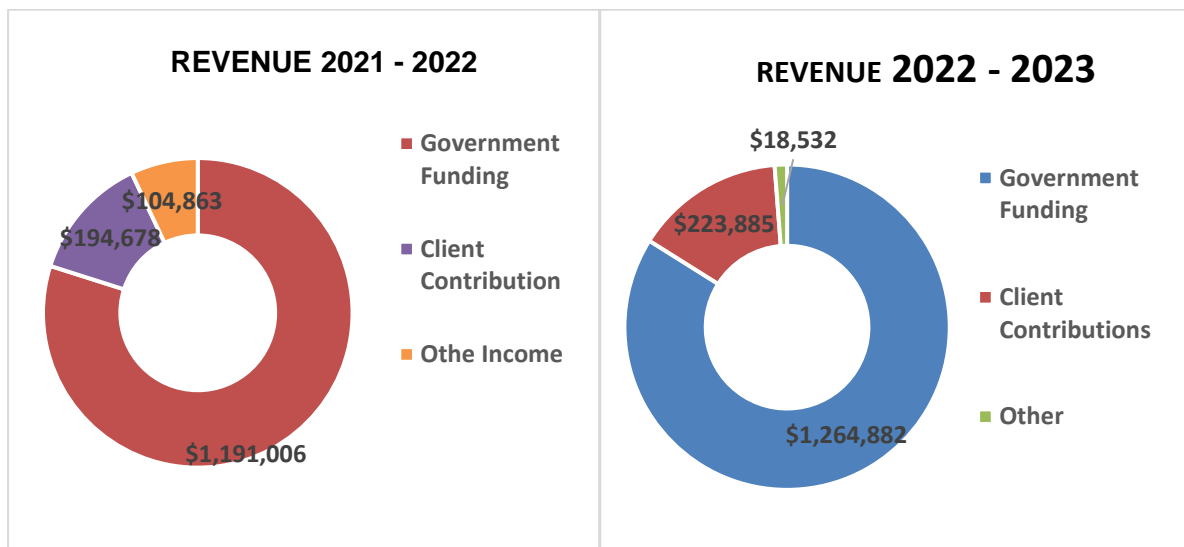
The Organisation is again in a strong financial position. The continued diligence and oversight of Finance Officer, Manager and Management Committee has ensured that financial decisions made have resulted in us operating as a financially viable service.

Our income has increased this year because of higher client attendance in all areas of the Service. While much of our revenue is from Government funding, we continue to raise funds and receive generous donations.

Total revenue for 2022-2023 was \$1,507,299 compared to \$1,490,547 in 2021-2022.

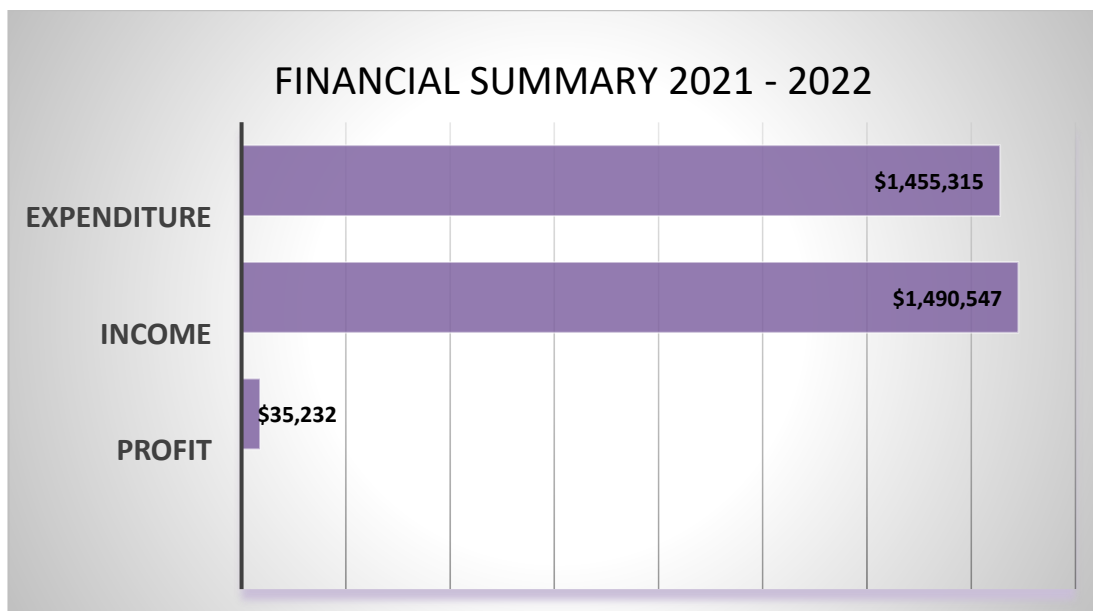
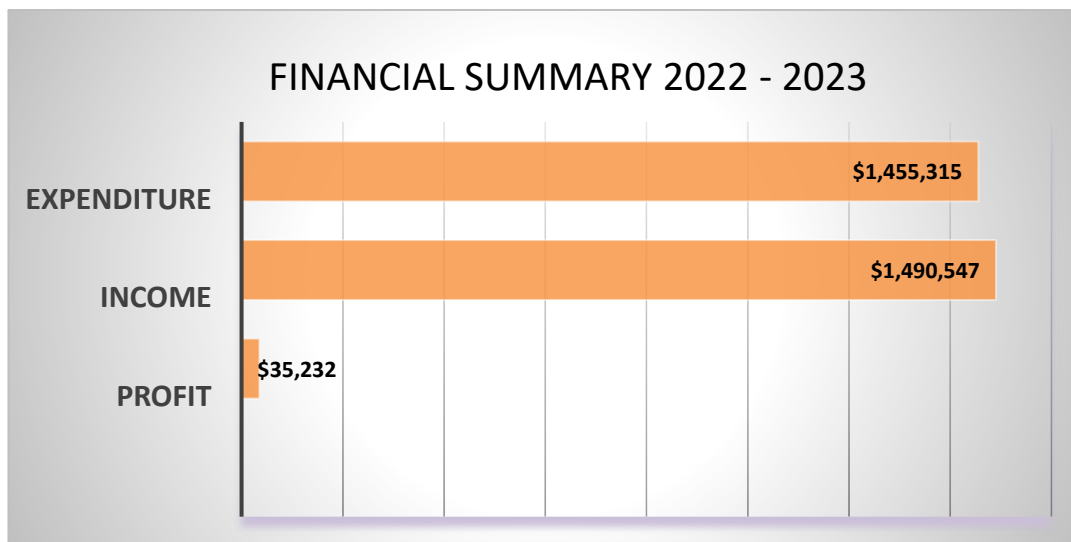
This is made up of:

- Government Funding: \$1,264,882 compared to \$1,191,006 in 2022.
- Client Contribution: \$223,885 compared to \$194,678 in 2022.
- Other Revenue is donations, fundraising, Interest and Grants, \$18,532 this year compared to \$104,863 in 2022.



Expenditure for 2022-2023 was \$1,480,946 compared to \$1,455,315 for 2022. This equates to a surplus of \$26,353 for 2023 compared to \$35,232 in 2022.

As a not-for-profit organisation, all our surplus funds are directed back into the service to assist us purchase one off equipment or activity resources, this assists us to improve our service for the clients.



Auditor's report

WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED
ABN 68 181 413 460

DIRECTORS REPORT FOR THE YEAR ENDED 30 JUNE 2023

The committee members submit their report, together with the financial statements of the association for the financial year ended 30 June 2023.

Committee Members

the following persons were committee members of the association during the whole of the financial year and up to the date of this report, unless otherwise stated.

Paul Bartholomew	Appointed 24/01/2023
Desmond Kingdom	Resigned 25/10/2022
Colleen Hull	Continuing
Ken Ryan	Continuing
Phil McLean	Continuing
Maureen Jones	Continuing
Chris Spencer	Continuing
Denise McNally	Continuing
Vincent Carol	Resigned 22/11/2023
Owen McCosker	Continuing

Principal Activities

The principal activities of the association during the financial year were to provide social support to frail older people and those with dementia, and provide short term overnight and centre based respite to their family carers throughout Coffs Harbour, Woolgoolga and surrounds.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Objectives

The associations short term objectives are to:

- Address any recommendation identified by the auditor in the annual management letter
- Monitor the budget to reduce non-essential expenditure
- Maintain flexibility to respond to changes in community needs and changes in government policy
- Ensure the best possible quality care to clients and carers
- Implement the new Quality Aged Care standards

The associations long term objectives are to:

- be leaders in flexible respite options; assisting carers and the person they care for to enjoy the best possible quality of life
- be an accredited provider of residential and centre based respite services
- strengthen the financial position of the organisation

Strategy for Achieving the Objectives

To achieve these objectives, the association has adopted the following strategies:

- Semi annual finance subcommittee meetings to monitor more closely the financial affairs of the association
- Monthly treasurer reports to the committee
- The implementation of the strategic and operational plans to direct the effort
- A model of continuous improvement to ensure the organisation continues to improve in all aspects of the service management and delivery and adapts to the needs of its clients, funders and the wider community
- Robust human resource management systems
- Focus on enablement and person centred care through individual care and activity planning
- Focus on partnerships with clients in service development, delivery and evaluation
- Respond to community need and offer choice and flexibility in respite options

WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED
ABN 68 181 413 460

DIRECTORS REPORT
FOR THE YEAR ENDED 30 JUNE 2023

Performance Measures

The following measures are used within the association to monitor performance:

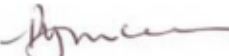
- Cyclic monitoring and review of services against aged care quality standards
- Maintenance of accredited provider status
- Staff satisfaction, high retention rates and stable management
- Planning for continuous improvement across all business streams to achieve organisational objectives
- Effective planning, control, monitoring and management of financial and human resources
- Client satisfaction
- Quality service delivery that demonstrates the implementation of wellness, enablement and individual care

Operating Result

The surplus of the association for the financial year after providing for income tax amounted to \$26,353, (2022 surplus \$35,232).

Signed in accordance with a resolution of the committee:


 Paul Bartholomew
 Chair


 Phil McLean
 Treasurer

Dated: 26 September 2023

WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED
ABN 68 181 413 460

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2023

	Note	2023 \$	2022 \$
Revenue	2	1,498,400	1,412,267
Interest revenue calculated using the effective interest rate method	2	8,899	1,080
Other income	3	-	77,200
Employee benefits expense		(1,103,106)	(1,096,391)
Depreciation and amortisation expense	4	(70,476)	(68,441)
Occupancy expenses		(2,045)	(16,208)
Utilities		(21,372)	(15,501)
Repairs and building maintenance		(20,185)	(38,508)
Cleaning and laundry service costs		(15,858)	(13,623)
Motor vehicle expenses		(11,005)	(8,575)
Client expenses		(88,785)	(67,056)
Insurances		(15,741)	(15,774)
Office Expenses		(56,350)	(40,815)
Other expenses		(76,023)	(74,423)
Surplus before income tax expense		26,353	35,232
Income tax expense	1(b)	-	-
Surplus after income tax expense attributable to members		26,353	35,232
Other comprehensive income for the year, net of tax		-	-
Total comprehensive income for the year attributable to members		26,353	35,232

WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED
ABN 68 181 413 460

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2023

	Note	2023 \$	2022 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	1,157,498	1,064,333
Trade and other receivables	6	38,980	30,083
TOTAL CURRENT ASSETS		1,196,478	1,094,416
NON CURRENT ASSETS			
Property, plant and equipment	7	694,180	750,201
TOTAL NON CURRENT ASSETS		694,180	750,201
TOTAL ASSETS		1,890,658	1,844,617
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	8	71,198	43,229
Employee benefits	9	92,568	102,497
Contract liabilities	10	-	2,928
TOTAL CURRENT LIABILITIES		163,766	148,654
NON CURRENT LIABILITIES			
Employee benefits	9	10,261	5,685
TOTAL NON CURRENT LIABILITIES		10,261	5,685
TOTAL LIABILITIES		174,027	154,339
NET ASSETS		1,716,631	1,690,278
EQUITY			
Retained earnings		1,716,631	1,690,278
TOTAL EQUITY		1,716,631	1,690,278

WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED
ABN 68 181 413 460

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2023

	Note	2023 \$	2022 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		1,573,818	1,623,189
Payments to suppliers and employees		(1,475,096)	(1,506,575)
Interest received		8,899	1,080
Net cash provided by operating activities		107,621	117,694
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant and equipment		(14,456)	(73,911)
Net cash used in investing activities		(14,456)	(73,911)
Net increase in cash held		93,165	43,783
Cash at the beginning of the financial year		1,064,333	1,020,550
Cash at the end of the financial year	5	1,157,498	1,064,333

WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED
ABN 68 181 413 460

DIRECTORS' DECLARATION
FOR THE YEAR ENDED 30 JUNE 2023

In accordance with a resolution of the directors, we declare that:

1. The financial statements and notes satisfy the requirements of the Associations Incorporation Act NSW 2009 and the Australian Charities and Not-for-profits Commission Act 2012; and
2. 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.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-Profits Commission Regulation 2022.


Paul Bartholomew
Chair


Phil McLean
Treasurer

Dated: 26 September 2023

**INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF
WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED**

ABN 68 181 413 160

Opinion

We have audited the financial report of Waratah Respite Centre (Mid North Coast) Incorporated (the Association), which comprises the statement of financial position as at 30 June 2023, 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 statement by members of the committee.

In our opinion, the accompanying financial report of the Association is in accordance with the Associations Incorporation Act NSW 2009 and the Australian Charities and Not-for-profits Commission Act 2012, including:

- (a) giving a true and fair view of the Association's financial position as at 30 June 2023 and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1 and the Associations Incorporation Act NSW 2009 and the Australian Charities and Not-for-profits Commission Act 2012.

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 Association in accordance with the auditor independence requirements of the Associations Incorporation Act NSW 2009, the Australian Charities and Not-for-profits Commission Act 2012 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. 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.

Liability limited by a scheme approved under Professional Standards Legislation.

The title 'Partner' conveys that the person is a senior member within their respective division, and is among the group of persons who hold an equity interest (shareholder) in its parent entity, Findex Group Limited. The only professional service offering which is conducted by a partnership is external audit, conducted via the Crowe Australasia external audit division and Unison SMSF Audit. All other professional services offered by Findex Group Limited are conducted by a privately owned organisation and/or its subsidiaries.

**INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF
WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED**

ABN 68 181 413 160

Responsibilities of the Directors for the Financial Report

The committee of the Association 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 needs of the members and the Associations Incorporation Act NSW 2009 and the Australian Charities and Not-for-profits Commission Act 2012 and for such internal control as the directors determine is necessary to enable the preparation of the 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 committee are responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

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

As part of an audit in accordance with the Australian Auditing Standards, the auditor exercises professional judgement and maintains professional scepticism throughout the audit. The auditor also:

- Identifies and assesses the risks of material misstatement of the financial report, whether due to fraud or error, designs and performs audit procedures responsive to those risks, and obtains audit evidence that is sufficient and appropriate to provide a basis for the auditor's opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtains an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluates the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Concludes on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If the auditor concludes that a material uncertainty exists, the auditor is required to draw attention in the auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify the auditor's opinion. The auditor's conclusions are based on the audit evidence obtained up to the date of the auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

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**INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF
WARATAH RESPITE CENTRE (MID NORTH COAST) INCORPORATED**

ABN 68 181 413 160

- Evaluates the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation. The auditor communicates with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that the auditor identifies during the audit.

The auditor communicates with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that the auditor identifies during the audit.

Other Information


The committee are responsible for the other information. The other information comprises the information included in the Association's annual report for the year ended 30 June 2023, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

CROWE AUDIT AUSTRALIA



Kylie Ellis
Partner
Registered Company Auditor (ASIC RAN 483424)
107 West High Street
COFFS HARBOUR NSW 2450

Dated: 27 September 2023

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