

# Explorability Inc

Individualised advocacy for people with disability

Annual Report  
2015 – 2016

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## Explorability's Values and Objectives

The values of Explorability Inc. include:

**Person Centred** – people living with disability, families and carers are central to everything that we do;

**Excellence** – we will lead the way in the development and improvement of best practice;

**Respect** – our actions are guided by a high regard for the inherent dignity and worth of each person;

**Integrity** – we are open, honest, accountable and ethical in all our interactions; and

**Collaboration** – we develop innovative and effective working relationships.

The objectives of Explorability are:

- (a) to ensure that people with disability:
  - (i) are encouraged to maximise an independent lifestyle so as to contribute to and be included in the mainstream community; and
  - (ii) have choice and control in the pursuit of their goals and the planning and delivery of their supports,

by having access to:

- (i) the provision of sustainable, appropriate and flexible services and supports that meet the individual needs of people with a disability and their family and carers; and
  - (ii) the individualised services, supports and resources they need to optimise their health and well-being and participation in a welcoming community through, but not limited to, community engagement and participation, daily living, family support, systemic and individual advocacy and service planning and coordination;
- (b) to influence the strategic direction of governments and decision makers through an evidence base including formal research, information, policy development and advocacy;

- (c) to strengthen the capacity of all people living with disability and their families and/or carers in metropolitan, regional and remote communities to have a voice and to exercise choice; and
- (d) to build partnerships in the community, business and government sectors.

## Chairperson's Report

In mid 2015, the board of Headwest Inc. chose to create a new separate legal entity, Explorability, constituted specifically for the purpose of tendering for the provision of advocacy services. Headwest, which for the previous 20 years provided such services to persons with an acquired brain injury with funds granted by the Disability Services Commission, had been informed that it was no longer compliant with tender conditions, which specified eligible organisations must provide for persons with any disability.

As Headwest chose to maintain its founding mission to serve people with an acquired brain injury, the board sought to ensure both continuity of current services and for the progressive expansion of advocacy services by creating a new body eligible to tender and, if successful, capable of accepting the transition of staff and services from Headwest.

Explorability is now a fully incorporated body with Public Benevolent Institution (PBI) status, funded under contract by the Disability Services Commission from the 1st February 2016 to provide advocacy services to all persons with a disability. Most of the staff of Headwest have transferred to the employment of Explorability which currently shares the office space, equipment and vehicles of Headwest on a user pays basis.

Explorability increased its share of advocacy funding receiving \$500,000 per annum compared with Headwest (\$350,000 per annum) and, while having no accumulated reserves, is well placed to provide professional and sustainable services into the future.

It has become clear to the Explorability board in the five months of operation that shared premises may bring identity confusion and, given the very different roles of the two organisations, is not desirable, even though shared resources can be cost efficient at times.

As with all small organisations where any staff turnover can have a significant effect on service outputs, the first 5 months witnessed some underperformance. However the board has increased staffing levels to break even budget forecasts and invested in a state of the art performance data base (Penelope) which will see all performance requirements met in 2016-2017.

I would like to thank fellow board members for their time and energy in a year that has witnessed the progressive introduction of the National Disability Insurance Scheme, the decision to adopt the No Fault Catastrophic Injury Third Party Motor Insurance Scheme and continued strengthening of person centred services.

David Hounsome  
Chairperson

## Chief Executive Officer's Report

Welcome to the inaugural Annual Report for Explorability Inc., which was incorporated on 1 November 2015, to provide an individualised advocacy service for people with disability throughout Western Australia. Explorability was successful in the open tender process with the Disability Services Commission and the advocacy service launched on 1 February 2016.

It has been a very busy time for all involved, with the transfer of staff and advocacy services from Headwest, Brain Injury Association of WA Inc. from the beginning of February while ensuring that people with disability, their families and carers continued to receive a quality service.

During the first five months of operations, Explorability focused on:

- reviewing and refining the advocacy model to ensure individuals were provided with a quality and contemporary service and was consistent with our funding requirements;
- reviewing and implementing a new staffing model, including the introduction of a Senior Advocate position;
- configuring and implementing a new database system, Penelope, to assist with recording information on the service provided to individuals and improving Explorability's capacity to meet the reporting requirements under its contract with the Disability Services Commission; and
- building and strengthening brand awareness of Explorability and the service it provides for people with disability, their families and carers across the state.

Explorability provides an individualised advocacy service which is person-centred, issues-based and outcomes-focused. Advocates work in partnership with the individual, family members, carers, significant others, community organisations, government departments and the broader community, when required, to support the individual to achieve positive outcomes for their advocacy goals.

The role of partnerships and working collaboratively as part of the individualised advocacy service cannot be understated and Explorability has been committed to building on and expanding its partnerships and networks to better support all people with disability who seek assistance through the advocacy service.

In 2016 – 2017, Explorability will focus on ensuring that it continues to support people with disability, their families and carers to achieve positive outcomes. This focus will include training for staff on supporting individuals to identify their advocacy goals and recording outcomes, as well as the development and implementation of a system for measuring these outcomes. As a result, Explorability will be better able to review its service, identify areas for service improvement and staff training, and demonstrate the organisation's ability to support individuals to achieve positive outcomes.

Further areas of focus for 2016 – 2017 will include:

- continuing to expand on the brand awareness of Explorability as a contemporary individualised advocacy service for people with disability in Western Australia;
- implementing an IT system, including the development of a full website for Explorability; and
- identifying and relocating to new office premises.

I would like to thank the Board of Management for their support and advice during this time of transition. I would also like to thank staff for their commitment and patience through this period of significant change. Without the support of the Board and staff, as well as their hard work and positive attitude, the establishment of Explorability and the successful transition of the advocacy service would not have been possible. As a result of these efforts, Explorability is well-placed as a provider of a quality advocacy service which is person-centred, works collaboratively and is focused on supporting individuals to achieve positive outcomes.

Tracy Foulds  
Chief Executive Officer



## Explorability Board

The Board of Management for Explorability in 2015 - 2016 included:

David Hounsome – Chairperson

Alicia Mason – Deputy Chair

John Andrew – Treasurer

Shew-lee Lee – Secretary

Anne Brinkamp

Rhonda Murphy

Nick Lonie

Janet Peacock

Geoff Weaver

Sarah Patterson (Honorary Member)

Rhonda Murphy and Anne Brinkamp have indicated their intention to resign as Board members in 2016 – 2017 due to other commitments. The Board of Management and staff would like to thank them for their support of Explorability during its developmental stages and wishes them both all the best for the future.

## Explorability Staff

Tracy Foulds – Chief Executive Officer

Anna van de Water – Senior Advocate

Roslind Witham – Individual Advocate

Vicki Bailey – Individual Advocate

Raelene York – Office Manager

Explorability would like to acknowledge Samantha Wells and Sarah Whinghter. Samantha and Sarah played a key role leading up the launch of Explorability, particularly in regards to the development and streamlining of processes and procedures, and we wish them all the best for their future endeavours.

## Individual Advocacy

Explorability is funded by the Disability Services Commission to provide an individualised, issues-based advocacy service throughout Western Australia, which is available to all people with disability. Explorability's advocates use a person-centred approach in supporting people with disability, their families and carers to achieve positive outcomes.

58 individuals transferred from Headwest to Explorability with the transition of services on 1 February 2016. While the number of individuals with an Acquired Brain Injury being supported by Explorability continued to be high during this period, primarily due to the longstanding relationships and traditional referral pathways of Headwest, the number of referrals for individuals with other disability types grew steadily. Early indications for 2016 – 2017 show that this trend is continuing.

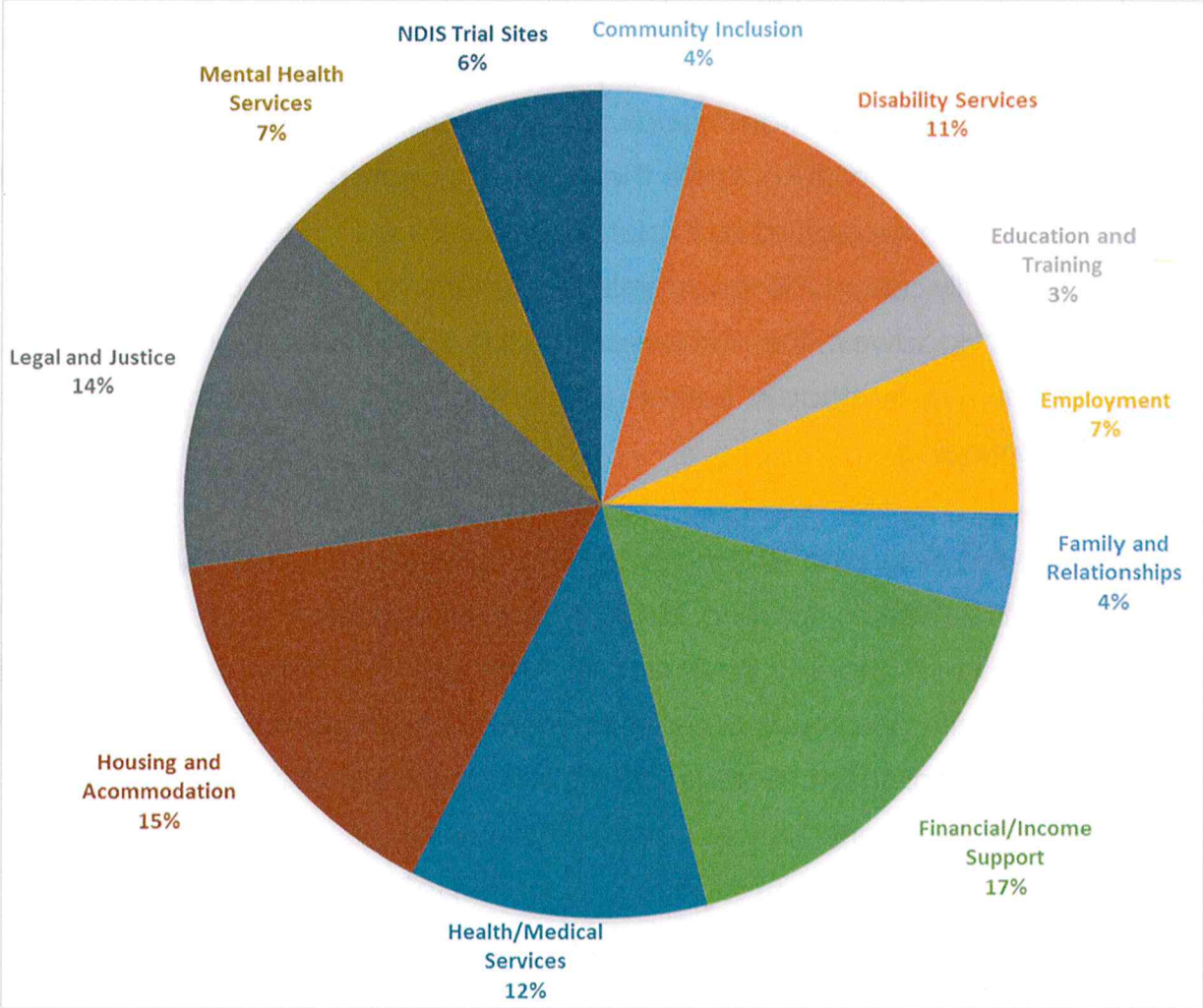
Between 1 February and 30 June 2016, Explorability supported 80 individuals in relation to 231 issues, totalling 1,013.25 hours of support. The areas of support included: disability services; National Disability Insurance Scheme trial site issues; health and medical services; mental health services; housing and accommodation; finances and income; education and training; employment; legal and justice; community inclusion; and family and relationships. These areas of support have been refined and expanded for reporting purposes in consultation with the Disability Services Commission for 2016 – 2017.

Requests for support were most common in the areas of disability services, financial and income support, health and medical services, housing and accommodation and legal and justice issues.

Explorability received a large number of requests for support in relation to the Disability Support Pension (DSP) where people with disability were advised they were no longer eligible for the DSP and transferred to a Newstart

Allowance. Individuals were supported by Explorability’s advocates through the appeals process to have the DSP re-instated. Financial and income support also accounted for approximately a quarter of all advocacy hours provided in this period.

Areas of Advocacy Support Provided



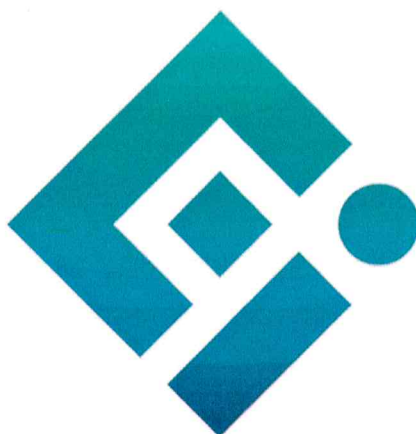
Explorability did not meet its contractual requirements in terms of the number of issues supported and the advocacy hours provided in 2015 - 2016, however this was to be expected during the phase of transition and staff vacancies. Growth of the advocacy service to meet the contractual requirements was purposeful and steady, in line with the organisational growth, to ensure Explorability had the capacity to meet the demand for advocacy support, implemented and refined operational systems and continued to provide a quality service for people with disability.

The information and referral role is an important aspect of the support provided by Explorability. This may involve contact from individuals, families and carers, service providers, government departments, community sector organisations and the broader community requesting information and advice. In these instances, a referral to the advocacy program is not necessary as the support provided is usually not ongoing. Discussions between the advocacy providers and the Disability Services Commission has resulted in recognition of the importance of this role and the time spent. From 1 February to 30 June 2016, Explorability recorded 176 instances of providing support through the information and referral service, totalling 514 hours of support.

With the continued promotion of Explorability as an individualised advocacy provider for people with disability and increasing awareness of the service, the introduction of the new database system, improved recording of support hours and filled staff vacancies, Explorability is well-placed to meet its contractual requirements in 2016 – 2017.

## Acknowledgements

Explorability wishes to acknowledge the Disability Services Commission for funding the Individual Advocacy Program and the support of the Service Contract and Development Officer, Christy Dines.



**Explorability Inc**  
Individualised advocacy for people with disability

## Contact Information

Explorability Inc.

Address: 645 Canning Highway, Alfred Cove, Western Australia, 6154

Telephone: (08) 9330 6730

Facsimile: (08) 9317 2264

Email: [admin@explorability.org.au](mailto:admin@explorability.org.au)

Website: [www.explorability.org.au](http://www.explorability.org.au)

Explorability Inc.

Financial Statements  
2015 - 2016





Explorability Inc.

Financial Statements  
2015 - 2016

PRINCIPAL: RAY WOOLLEY FCA (UK) BSc (Hons)  
ASSOCIATE: JAMES FISH FCCA BSc (Hons)

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**EXPLORABILITY Inc.**

**AUDITOR'S CERTIFICATION STATEMENT**

I hereby certify that, in my opinion, the information reported in the attached Financial Statement for the year ended 30 June 2016 is based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial transactions for the year then ended and the payments in the statement are in accordance with the terms and conditions of the Service Agreement with the Disability Services Commission in relation to Explorability Inc.

**AUDITOR**

Signature:



Full Name:

Raymond Arthur Woolley.

Name of Organisation:

Ray Woolley Pty Ltd.

Membership:

Registered Company Auditor No: 16396

Date:

23 August 2016

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EXPLORABILITY INC.  
INCOME STATEMENT  
For the year ended 30 June 2016

Income	
DSC Grant	179,358.63
Interest Received	0.01
Total Income	<u>179,358.64</u>
Expenses	
Audit Fees	0.00
Building Costs	2,738.75
Depreciation	4,683.32
Employment Costs	147,106.46
General Administration Costs	21,418.06
Motor Vehicle Expenses	3,412.05
Total Expenses	<u>179,358.64</u>
Surplus for the year	<u><u>\$0.00</u></u>

**EXPLORABILITY INC.**  
**BALANCE SHEET**  
**As at 30 June 2016**

<b>Current Assets</b>	
Cash on Hand	84.80
Cash at Bank	30,476.21
Telenet Saver Account	100,001.01
Accounts Receivable	2,284.49
Prepayments	5,303.54
Accrued Income	0.00
<b>Total Current Assets</b>	<u>138,150.05</u>
<b>Non - Current Assets</b>	
Plant & Equipment - Cost	42,150.00
Plant & Equipment - Accumulated Depreciation	-4,683.32
	<u>37,466.68</u>
<b>Total Non - Current Assets</b>	<u>37,466.68</u>
<b>Total Assets</b>	<u>175,616.73</u>
<b>Current Liabilities</b>	
Trade Creditors	7,936.65
GST / PAYG Payable	26,003.98
Sundry Creditors and Accrued Expenses	18,467.27
Grants Received In Advance	95,641.37
Provision for Employee Entitlements	17,585.84
<b>Total Current Liabilities</b>	<u>165,635.11</u>
<b>Non - Current Liabilities</b>	
Provision for Long Service Leave	9,981.62
<b>Total Liabilities</b>	<u>175,616.73</u>
<b>Total Net Assets</b>	<u><u>\$0.00</u></u>
Represented by:	
<b>Equity</b>	
Retained Surpluses	0.00
<b>Total Equity</b>	<u><u>\$0.00</u></u>

EXPLORABILITY INC.  
CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2016

Cash Flows from operating activities	\$
Receipts	275,000.00
Interest Received	0.01
Payment to suppliers and employees	-102,287.99
Net cash provided by operating activities	<u>172,712.02</u>
Cash Flows from Investing Activities	
Purchase of Fixed Assets	-42,150.00
Net increase (decrease) in cash held	<u>130,562.02</u>
Cash at beginning of the year	0.00
Cash at the end of the year	<u><u>\$130,562.02</u></u>
Deficit for the year	0.00
Depreciation	4,683.32
Changes in Assets and Liabilities	
(Increase) in Accounts Receivable	-2,284.49
(Increase) in Prepayments	-5,303.54
(Increase) in Accrued Income	0.00
Increase in Trade Creditors	7,936.65
Increase in GST / PAYG Payable	26,003.98
Increase in Sundry Creditors and Accrued Expenses	18,467.27
Increase in Grants Received in Advance	95,641.37
Increase in Employee Entitlements	27,567.46
Cashflows used in operating activities	<u><u>\$172,712.02</u></u>

EXPLORABILITY INC.  
STATEMENT OF CHANGES IN EQUITY  
As at 30 June 2016

	General
RESERVES	\$
Balance as at 30 June 2014	0.00
Surplus / (Deficit) for the year	0.00
Balance as at 30 June 2015	<u>0.00</u>
Surplus for the year	0.00
Balance as at 30 June 2016	<u><u>\$0.00</u></u>

## EXPLORABILITY Inc.

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 30 JUNE 2016

##### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act WA. and the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act 2012). The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals 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 significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

a. **Income Tax**

The association is exempt from Income Tax.

b. **Property, Plant and Equipment (PPE)**

Assets are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

c. **Impairment of Assets**

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

d. **Employee Benefits**

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

e. **Provisions**

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

f. **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

g. **Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised on receipt.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt. Grant income will be carried forward if expenses relating to that grant are to be expensed in the following year.

All revenue is stated net of the amount of goods and services tax (GST).

**EXPLORABILITY Inc.**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**h. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

**i. Accounts Payable and Other Payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.



**EXPLORABILITY Inc.**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF EXPLORABILITY Inc.  
FOR THE YEAR ENDED 30 JUNE 2016**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the attached financial report:

1. Presents a true and fair view of the financial position of Explorability Inc. as at 30 June 2016 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Explorability Inc. will be able to pay its debts as and when they fall due.

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

Chairperson



Dated this 18th day of October 2016

**EXPLORABILITY Inc.**  
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF EXPLORABILITY Inc.**  
**FOR THE YEAR ENDED 30 JUNE 2016**

We have audited the accompanying financial report, being a special purpose financial report, of Explorability Inc., which comprises the balance sheet and statement of changes in equity as at 30 June 2016, the income statement and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

*Committee's Responsibility for the Financial Report*

The committee of Explorability Inc. is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act WA and the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act 2012)* and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee 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 judgment, 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 association's preparation of the financial report that gives a true and fair view, 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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, 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.

*Qualification*

As is common for organisations of this type, it is not practicable for Explorability Inc. to maintain an effective system of internal control over cash donations and bequests until their initial entry in the accounting records. Accordingly, our audit in relation to those activities was limited to amounts recorded.

*Opinion*

In our opinion, except for the effects on the financial report of the matters referred to in the above qualification, the financial report presents fairly, in all material respects, the financial position of Explorability Inc. as at 30 June 2016 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act WA. and the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act 2012)*.

*Basis of Accounting and Restriction on Distribution*

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Explorability Inc. to meet the requirements of the Associations Incorporation Act WA. and the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act 2012)*. As a result, the financial report may not be suitable for another purpose.

Ray Woolley Pty Ltd  
Raymond Woolley  
Registered Company Auditor No 16396  
17 Russley Grove Yanchep WA 6035  
Dated this 23 August 2016

