

# ANNUAL REPORT

2023

LAKE BOLAC BUSH NURSING CENTRE





Lake Bolac  
Bush Nursing Centre

Ph 5355 8700  
Fx 5350 2421  
[www.lbbnc.org.au](http://www.lbbnc.org.au)  
[lbbnc@lbbnc.org.au](mailto:lbbnc@lbbnc.org.au)  
155 Montgomery Street, Lake Bolac 3351

# CONTENTS

Our Community	02
Nature and Range of Services	03
Strategic Plan	04
President's Report	06
CEO's Report	08
Treasurer's Report	10
Recognition of Service	11
Board of Management	12
Our Team	14
Training	16
Community Engagement	18
Clinical Care	19
Visiting Health Professionals	20
Our Care at a glance	23
Social Support Group	24
Annual Survey Results	26
Financial Reports	28
Partnerships	39
Business Details	40

# HISTORY

Early in 1928 a public meeting was organised by President of the Red Cross Branch, Mrs George Murray, with the view to establishing a Bush Nursing Centre in Lake Bolac. Miss Gillies, Superintendent of the Bush Nursing Association of Victoria, attended the meeting and a Committee was formed to canvas support for a Centre. The area canvassed was from Wickliffe to Mininera. By September 1928 a Centre had been formed with Mr Hugh O'Rorke, the first President. We look forward to celebrating 95 years with the community.

The Annual Report 2022-2023 provides information to all stakeholders about the performance of the health service.

# TRADITIONAL OWNERS

We proudly acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of the lands and waters on which we live and work. We pay our respects to the elders past and present and the contribution they make to the life of this community.



# OUR COMMUNITY

Lake Bolac is a town located in the Western District region of Victoria, within the local government area of the Rural City of Ararat, 91 kilometres west of Ballarat and 47 kilometres south of Ararat. The town is situated on the shores of Lake Bolac, named derived from Bulluc, meaning swamp or lake in the Djab Wurrung language.

Lake Bolac has a kindergarten and prep to year 12 school. There are sporting clubs and facilities for football, netball, golf and bowls and the freshwater lake is popular in summer with holidaying families and locals alike.

The Centre provides services to the townships of Lake Bolac, Wickliffe, Westmere, Streatham and surrounding districts including Glenthompson, Dundonnell, Nerrin Nerrin, Mininera and Tatyoon.



# NATURE AND RANGE OF SERVICES

The Lake Bolac Bush Nursing Centre is a publicly funded non-bed based primary health service that provides essential primary health and nursing services to the community.

Services are available to all community members and visitors, improving access to health care and support to a community geographically harder to reach with the aim of improving health outcomes and building resilience with a focus on preventative health care.

Our team use their expertise to provide tailored support to the community across the range of services. These services, all close to home, include:

## CLINICAL

- Doctor
- Health assessment and treatment
- Vaccination
- Pathology collection

## COMMUNITY SERVICES

- First line emergency response
- Health screening and education
- Home-based nursing and personal care
- Post acute care
- Footcare
- Palliative care
- Respite
- Transport
- Pharmacy Delivery

## VISITING SERVICES

- Podiatry
- Physiotherapy
- Exercise classes
- Remedial Massage Therapy
- Yoga
- Maternal and Child Health
- RFDS Mental Health and Wellbeing

## SOCIAL SUPPORT GROUP (SSG)

- Centre lunches
- Meals on wheels
- Outings

The Centre is one of fifteen Bush Nursing Centres across Victoria. We are an incorporated community based not-for-profit organisation, governed by a voluntary board of management.



“  
Excellent  
professional  
organisation  
and staff.  
”

# OUR STRATEGIC PLAN

## OUR VISION

LBBNC will be an integral part of this community's health and wellbeing.

## OUR MISSION

To meet our community's health and wellbeing needs in a safe, caring and confidential environment.



# CONNECTION

with all diversities, cultures and partnering organisations.



# GROWTH

to embrace progressive thinking & empowering health strategies that respond to our community as it grows and changes.



# INNOVATION

to continually explore a broader range of health & wellbeing options for our community members.

# PRESIDENT'S REPORT

How time flies – it has been a busy 12 months for the team at the Lake Bolac Bush Nursing Centre. The return of a Doctor to Lake Bolac has been a wonderful achievement, increasing service provision and opportunities for our local centre. Dr Pushparani is a General Practitioner from Beaufort who is providing GP services weekly on Thursdays. This addition has encouragingly brought more visitors and new members to the centre, and as part of the process the Lake Bolac Bush Nursing Centre is now also setup with Medicare.



With new opportunities brings new faces to the centre as well. We welcomed on board Laura and Charlene. Laura has prior experience in medical practice administration and has been an integral part of helping setup the GP practice systems. Charlene has been a great support to Briony with the Social Support Group and assisting with promotions and community engagement projects.

Our district nursing and clinical services continue to be a focus for our nursing staff. We are very proud of our dedicated team of Remote Area Nurses (RANs) who undertake accreditation each year to ensure they have up to date skills to provide high level care in emergency response situations under Ambulance Victoria's guidelines. This is a credit to themselves as much as it is a great benefit to our community.

We also have another achievement to acknowledge this year by our CEO – Jan Milliken. Jan has undertaken further study over the past few years and has completed a Nurse Practitioner qualification. Having a Nurse Practitioner on the team to work collaboratively with our GP service increases the benefits to our community. Jan can now provide clinical services via appointment to complete health assessments, diagnose and manage health concerns, as well as provide referrals, prescriptions, and diagnostic tests. Well done Jan on this wonderful achievement.

The centre continues to provide a range of health promotions and partnering with other Primary Health Care organisations. The cancer screening sessions have been well attended and we have more of these planned soon. The Social Support Group headed up by Briony has also been busy this year with delicious lunches, outings and events organised that have been well attended and we've had great feedback.





There have been some well needed updates to the Centre undertaken this year as well. The new patio is now complete with outdoor roller blinds - this a lovely space for our members and visitors to enjoy. A new reception area at the front entrance has been completed allowing dedicated admin and clinical areas for staff, and new flooring has been laid throughout the centre providing more hygienic and easy clean surfaces. These upgrades would not be possible without the assistance of grants and donations.

I have very much enjoyed the past 12 months in my role as President. I would like to thank all the board members for their contribution as well as the community representatives. On behalf of the board and the members I extend a huge thank you to Jan and the entire team at the Lake Bolac Bush Nursing Centre for your efforts and contribution to our community over the past 12 months.

Yours sincerely  
Davina Stacy



# CEO'S REPORT

What pandemic? Who would have thought that 3 years from the start of our whole life challenges (thankyou COVID) we would now be returning to business as usual.... well almost.



Firstly, I want to start by acknowledging the community members in Lake Bolac and surrounds for their willingness to be so helpful during an unprecedented demand on our health services staff. You really helped reduce our stress and workloads by booking appointments and letting us know your needs. I can honestly say that our workloads increased exponentially during this time. The workload for everyone will remain forever changed. I also need to thank our staff for their commitment to delivering quality healthcare during this time. All the nurses were required to attend extra study to enable them to provide the COVID vaccines locally. Fiona Meek and I even did the Nurse Immuniser course to improve capacity locally for Nurse Immunisers (6) to deliver the covid vaccinations.

On another note, we are now 1 year down the track of receiving the services of Dr Pushparani for 1 day/week. This has been a great achievement and we are very grateful for her willingness to travel and consult here at Lake Bolac BNC. Access to local general practice is an invaluable asset and we certainly aim to make her very comfortable and welcome in our Lake Bolac facility and community.



So much has happened over the past year that it is hard to identify everything, but I'm sure the regular attendees will have noticed the improvements in our updated refurbishments and renovations. The generous donations from community members and organisations (as listed elsewhere) have contributed greatly to enable this. The Department of Health has also been gracious with their Regional Health Infrastructure Grants that are provided yearly (through grant applications). This past year saw the replacement of our flooring with a more suitable mix of carpet and linoleum to enhance our infection control and cleanliness measures. We have also established a new receptionist/office area at the front door where our fantabulous Laura resides. She has also proved invaluable in enabling our GP practice set-up and all things reception and administration.

Lastly it goes without saying but the BNC would not be here if not for the dedication of our board of directors who so willingly volunteer their time and effort to oversee and provide a governance role for the organization to meet its funding agreement with the Department of Health. We are very lucky to have this facility and I must make mention of the tireless efforts of 2 veteran board members, Kaye Blackburn and David Hucker who have served here for 25-30 years plus. They are the vestibules of much historical knowledge about the BNC and offer their maturity and wisdom gained from all those years. Thank you.

Thank you also to Davina our President. She has provided gracious leadership through some quite harrowing times with the challenges of absent staff and quite stressful decision making. She is supported by a beautiful mix of wonderful people that make up our board.

Enjoy the snapshot of our past year achievements.

Once again thank you for the opportunity I have had to lead this great organisation.

Jan Milliken



# TREASURER'S REPORT

The financial year just completed has seen a significantly improved financial performance at the Lake Bolac Bush Nursing Centre. Income for 2023 was \$798,559, including operational funding, subscription and memberships, and the proceeds of various grants. An additional \$18,676 was received from Medicare rebates. These rebates are a new source of income for the Centre, and have become available due to the employment of our new doctor, Dr Pushparani Ravindranayagam, and the additional qualifications achieved by our CEO, Jan Milliken.

Operating expenses amounted to \$749,104 and include the employment of our new staff. Costs associated with improvements to the Centre, upgraded equipment and increased services such as Flu and Covid vaccination clinics were expended this year and have contributed to the success of our community programs, services and health promotions.

Financial statements for the 2023 financial year have been prepared and audited by Mulcahy & Co, the auditor's report declares that the financial statements represent a true reflection of the financial position and performance of the organisation.

Whilst it is anticipated that economic factors will continue to make for challenging times, the Lake Bolac Bush Nursing Centre is in a strong financial position to move forward with plans to grow and improve the services provided to the community and will continue to pursue additional sources of income. The Centre has continued to provide high quality primary healthcare and promotion to the community in a fiscally responsible manner.

Lisa Wills



# RECOGNITION OF SERVICES

**1 to 5**

YEARS OF SERVICE

Heather Phillips, RN  
Carolyn Phillips, RN  
Sharyn Macleod, Cleaner

**10 to 19**

YEARS OF SERVICE

Helen Bubb, RN  
Fiona Meek, RN  
Mopsy Laidlaw, Finance

**5 to 9**

YEARS OF SERVICE

Jan Milliken, CEO  
Therese Jess, RN  
Kirsten Walker, RN

**20 to 29**

YEARS OF SERVICE

Briony Blake, Social Support Group  
Pam MacDonald, RN  
Carmel O'Brien, Cleaner

**30+**  
YEARS OF  
SERVICE TO  
THE BOM

David Hucker was elected in 1987 to the Board, and has spent the past 36 years supporting the Bush Nursing Centre. The staff appreciate his assistance and knowledge he has of the centre and look forward to continuing this relationship into the 95th year of bush nursing in Lake Bolac.

# BOARD OF MANAGEMENT



**Davina Stacy**  
**President**

Safety & Quality/  
Finance & IT  
Elected 2016

B Com, CPA, Dip Comm Services  
(Financial Counselling),  
Graduate of AICD 2021  
Commercial Manager Gorst Rural/  
Primary Producer



**Christopher MacRae**  
**Vice-President**

Community Engagement  
Elected 2013

B Eng (Mining)  
Primary Producer



**David Hucker  
Junior**  
**Vice-President**

Finance & IT  
Elected 1987

BVSc (Honours)  
Primary Producer/  
Veterinary Consultant



**Lisa Wills**  
**Treasurer**

Quality & Safety/  
Finance & IT  
Elected 2013

PhD (Archeology)  
Farmer & Grazier



**Kaye Blackburn**  
**Secretary**

Community Engagement  
Elected 1997

Primary Producer



**Malcolm Sanders**  
**Member**

Community Engagement  
Elected 2020

B.Ed, GradDip A & Entmt Mgmt  
Senior Manager  
Regional Partnerships,  
Regional Arts Victoria

# LBBNC BOARD MEMBERS



**Sean Duggan**  
**Clinical Representative**

Safety & Quality

Elected 2019

BSNurse, GradDip Crit Care (ICU), Dip Amb PMD Studies,  
GradDip Emerg Health

PCSC, MICA, SRU



**Colette Dawson**  
**Consumer Representative**

Safety & Quality

Elected 2019

Retired

# LBBNC REPRESENTATIVES



**Jill Broderick**  
**Consumer Representative**



**Wayne Fleming**  
**Consumer Representative**

Our volunteer consumer representatives play an important role within LBBNC by assisting in continuous quality improvement to ensure the best possible healthcare service is provided. They are local people who represent the community; providing advice and feedback, advocating for community views and actively participating in decision making within the organisation. Their time and input during 22-23 has been invaluable and we thank them for their contribution.

# OUR TEAM

“ Providing excellent healthcare  
from a very caring and  
professional staff ”



**Jan Milliken**

Chief Executive Officer

NP, RN, Cert Remote Area Practice,  
Nurse Immuniser, RAN, GradDip  
Adv Nurse (Cancer/Palliative Care),  
M Clin Nurse



**Helen Bubb**

Clinical Nursing  
Co-ordinator

RN, BNurse, Nurse Immuniser, RAN



**Heather Phillips**

Clinical Nursing  
Co-ordinator

RN, DipAppSci (Nurse),  
Crit Care Nurse Cert, Cert IV TAE,  
Nurse Immuniser, RAN



**Dr Pushparani  
Ravindranayagam**

MD/FRACGP



**Fiona Meek**

Registered Nurse

RN, BNurse, Nurse Immuniser, RAN



**Carolyn Phillips**

Clinical Support Nurse

RN, BNurse, RIPRN,  
Nurse Immuniser, RAN



**Therese Jess**

Registered Nurse

RN, Cert Wound Management,  
Nurse Immuniser, RAN, Cert IV TAE



**Pamela MacDonald**

Registered Nurse

RN, Midwife, Nurse Immuniser, RAN



**Kirsten Walker**

Registered Nurse

RN, BNurse, GradDip Adv Clin Nurse  
(Emerg), GradDip PMD, RAN



# OUR TEAM



**Briony Blake**

Social Support Group  
Co-ordinator

CertIV TAE, Dip DT, CertIV Aged Care,  
Dip Disab



**Caroline Laidlaw**

Finance Manager

Cert II IT, OHS Cert



**Laura Leslie**

Practice &  
Administration Officer

Cert Individual Support (Aged Care),  
CertV Accounting,  
Justice of the Peace



**Charlene Ham**

Social Support Group  
Assistant

CertIV Youth Work, Dip Comm Serv



**Carmel O'Brien**

Environmental Services  
Officer

Cert III Home and Community Care



**Sharyn MacLeod**

Environmental Services  
Officer

Cert III Health Services

“

Providing excellent  
healthcare and  
allied health  
services in a  
rural setting

”

# TRAINING

Each year training is undertaken by our staff with the intent of meeting the need of the Centre to provide safe and high-quality care. Patient safety is defined as prevention of error and adverse effects associated with health care, while quality is typically defined as achieving the best possible health care outcomes.

66

Providing excellent services in a safe, happy, relaxed environment.

99

In 2022 staff were provided with access to the Grampians Learning Hub (GLH), an online learning system providing training resources for healthcare staff. The GLH is utilised to provide mandatory training generic to all staff working in the Grampians region. Annual mandatory training is directed by legislation, OH&S requirements and identified areas of higher risk. This year staff were provided with a list of training requirements and regular reminders on timeframe for completion. Training leave was made available for staff who were unable to complete training in their work time.

Clinical, administrative and environmental services staff completed training on:

- Cyber Security Awareness
- Violence in the Health Care Setting – Predicting, Preventing and Managing Violence
- Fire and Safety
- Bullying in the Workplace
- Infection Prevention and Control Principles – including Hand Hygiene
- Manual Handling

Clinical staff also completed training on:

- Duty of Candour Fundamentals
- Open Disclosure SCV
- SAPSE Reviews. Duty of Candour



# TRAINING

Seven of our eight Registered Nurses on staff travelled to Mt Macedon in May or June to participate in the two day Remote Area Nurse (Victoria) Emergency Care Update Program. The program entailed 50 hours of study, with nurses completing online training prior to the face-to-face component delivered by Ambulance Victoria. The successful completion of this annual program enables Registered Nurses employed at our Centre to provide valuable first line emergency care for the community including the administration of medication.

Nurse immunisers stayed up-to-date with immunisation changes. Immunisers completed additional modules of the COVID-19 vaccination training program to enable the administration of boosters to 95 community members.

Several staff and members of our board of management attended The Aged and Community Care Providers Association (ACCPA) 2 day conference which provided training on governance and leadership.

The Centre supports a lifelong learning approach to skills development and career progression. It has been pleasing to see staff access numerous CPD programs to maintain their skills and knowledge with a special mention to:

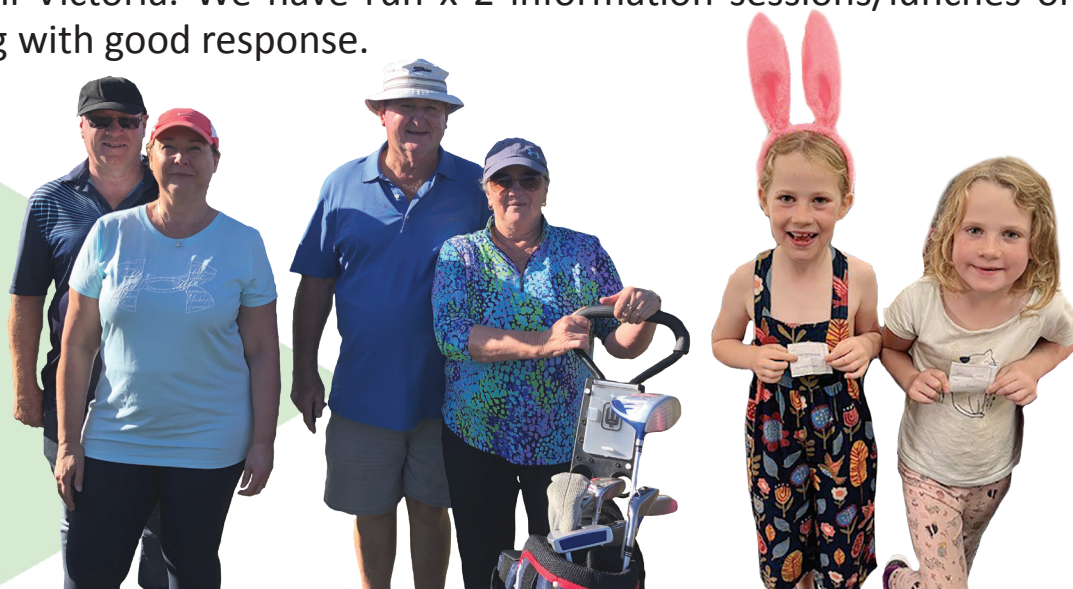
- Mopsy Laidlaw on completing a 5 day OH&S training course to come the Health and Safety Representative.
- Fiona Meek on completing the Immunisation (Nurse Immuniser) course at the University of Melbourne, a skill set frequently utilised in our Primary Care setting.
- Jan Milliken on completing the Masters of Nurse Practitioner (NP) at Latrobe University Melbourne. Jan's training and expertise will be most valuable to the Centre with the NP skill set enabling Jan to treat medical conditions without the direct supervision of a doctor.



# COMMUNITY ENGAGEMENT

The following Community Engagements listed provide some overview of our past year activities:

- On the 13th July, a Men's Health Breakfast was held with Stuart Wilder Nurse Practitioner as Guest Speaker to discuss Men's Health and offered skin checks. Much positive feedback was provided following this session.
- First Aid/CPR training sessions were offered at the centre for 2 days in August/September 2022. This was through Grampians First Aid with a certificate at the end.
- Pink Ribbon Morning Tea with Guest Speaker Sarah Carter Breast Care Nurse from EGHS and Judy Aldous (lived experience). \$406.00 was raised and donated to Breast Cancer Network Australia.
- Jan, Phil, Carolyn and Mark tried our luck or something at the Lake Bolac Annual Charity Golf Day organised by Wayne Clarke from West Vic Tyres. Funds raised for the centre amounted to \$4,400.
- Lake Bolac Hotel raised \$12,700 - a generous donation enabling much needed contribution to updates, refurbishment of outdoor area and internal office establishment.
- Our refurbished outdoor area now has new blinds, decking, outdoor table and chairs, BBQ and plants. This makes the space much more inviting and was enjoyed at our open afternoon in March as well as many other occasions. Community members were welcomed with sausages cooked on the new barbeque and information given out about what our centre does and the services available.
- The centre also had an Easter Raffle this year with first prize, a large basket of Easter Goodies being won by Phil and second prize was won by Carmel. \$285.00 was raised for the centre.
- Cervical Screening Project aims to maximise cancer screening in our community. The project is a collaboration between Western Victoria Primary Health Network and Cancer Council Victoria. We have run x 2 information sessions/lunches on cervical self-testing with good response.



# CLINICAL CARE

The past year has been an exciting time for the Clinical Care team with the addition of several new services and the reduction in the restriction/limitations that the Covid Pandemic required.

Firstly, we have been successful in sourcing a General Practitioner which has given our community a much needed and requested service. The Doctor attends the Centre on a Thursday for a full day of consulting, both face to face or via telephone or video streams. Dr Pushpa is also available to liaise with Nursing staff outside practice hours if required. The nursing team have undertaken to the role of Practice Nurse which provides an opportunity to implement additional skills and utilize services previously not available. Dr Pushpa and our team are working hard to develop the Clinic and hope to include GP Care Plans and other healthcare options for our patients. With the addition of the GP we were able to source the Covid vaccine so we could independently provide a full vaccination service allowing community members to access a vaccine centre locally.

We have unfortunately lost our Podiatry service due to workload demands at EGHS and the lack of availability of qualified Podiatrists. This left a void in nail care and general monitoring of at-risk feet, especially in our elderly and Diabetic clients. We have introduced a footcare service on a Friday with a staff member trained in Care of the feet, to attend to nail cutting and monitoring for foot injuries, lesions, rashes, and abnormalities. This service is designed to provide for clients unable to easily access a Podiatry service and due to general physical decline and eyesight deficit can no longer attend to their own footcare.

District Nurses continued assisting individuals within the community to manage their own health and improve their physical, emotional and social wellbeing. Services were provided three days per week, visiting 5 – 8 clients per day. District Nurses enable better access to healthcare providing regular health assessments and social support, giving many clients the confidence to continue living at home in their rural community.

The nurse-led clinic continued to provide valuable services to the community.

There was an increase in the number of clients presenting for pathology and administration of vaccinations scheduled on the National Immunisation Program. Nurses delivered treatment within their scope of practice for presenting illnesses and injuries, referring as required or initiating a first line emergency response under the remote area nurse emergency guidelines. In addition, clinic presentations often provided the opportunity for health promotion and education.

“ Professional.  
Accessible. Friendly.  
Available when needed.  
Always feel welcome  
and that nothing is  
too much trouble.

”

# VISITING HEALTH PROFESSIONALS

Providing access for our community



Good mental health is important for everyone and while people living in country Australia are often characterised as being naturally resilient, like everyone they can experience tough times. Accessing mental health services in rural and remote areas can be very difficult, with people living in these areas being even more isolated in times of need.

We farewelled Leon Martin, Mental Health Clinician but the Royal Flying Doctor Service (RFDS) are continuing the free service with telehealth appointments.

Podiatry services have been limited at the centre due to East Grampians Health Service unable to provide regular outreach podiatry.

Introduced last year, Helen Bubb completed training in foot care to meet the high demands of the community health needs. The service has been very successful, often booking out weeks in advance.



Maternal and Child Health nurses (MCHN) are registered nurses with post graduate qualifications in midwifery, maternal and child health. It is a free service to all Victorian families with children from birth to 5 years old. MCHNs have the knowledge and experience to provide information, guidance and support on a range of child and family health issues such as:-

- Breastfeeding
- Child Health and Development
- Nutrition
- Emotional Health
- Immunisation
- Relationships

The MCHN can refer to services such as speech therapy, occupational therapy, physiotherapy, dental services, GPs and counselling services to support your young family.

# Visiting Health Professionals

Providing access for our community



A physiotherapist visits the centre for half a day fortnightly.

An expert in the structure of the human body and its movement, the physiotherapist has worked with people of all ages in the community to prevent or manage acute, sub-acute or chronic disease injury, with the overarching goal to assist restoring your optimal physical function, health and wellness.

The physiotherapist routinely assesses clients musculoskeletal health prior to the commencement of exercises classes to ensure their suitability.

Exercise classes are held at the centre weekly in our large and well equipped exercise room.

Exercise physiologists specialising in the design and delivery of safe and effective exercise interventions lead the classes, facilitating each participant to increase their muscle strength, endurance and motor fitness.

Two classes, each one hour, are offered each week on Thursdays.

- Fab and Fit
- Living Longer Living Stronger

Classes are consistently embraced by a keen community of participants ranging in ages and abilities.



# VISITING HEALTH PROFESSIONALS

Providing access for our community



Zaiga Watts attends the centre one day a week providing the community mind-body connection with a session of Yoga and Pilates.

Yoga improves strength, balance and flexibility, offering physical and mental health benefits for people of all ages.

Zaiga charges privately and her service is very well received.

Erelyn Ross is a remedial massage therapist with over 13 years experience, visiting the centre one day a week.

Erelyn specialises in working with her patients to get their bodies back on track - her services include reflexology, bentosa cupping, sports injury treatment, myofacial tapping and remedial massage.

Erelyn charges privately, which may be claimable through an eligible health fund.



The Mortlake Pharmacy, located 45 kilometres south of Lake Bolac deliver medications to the centre twice a week via a private courier.

Medication scripts are faxed to the pharmacy from the centre or directly through a GP, improving access to medication for those living in a rural area.

Spike and the staff at Mortlake Pharmacy provide an invaluable service to our centre and are more than obliging in assisting the staff at the centre and community members.





# OUR CARE AT A GLANCE



**5744**

Nurse Led Clinic  
Presentations



**430**

Pathology  
Collections



**183**

Influenza  
Vaccinations



**95**

Covid 19  
Vaccinations



**10**

Remote Area Nurse  
(RAN) Callouts



**918**

District Nurse  
Visits



**68**

MCHN Consults  
Supporting 21  
Families



**34**

Mental Health  
Consults



**8**\* (Avg)

Participants Per  
Exercise Class

# SOCIAL SUPPORT GROUP

(Formerly Planned Activity Group PAG)

2022/2023 year has been wonderful as we have been able to fully resume all our Social Support Group (SSG) services. We have enjoyed a year of highs and lows as always. We would like to recognise and remember all those participants we have lost this year.

94 people attended our outings which included once a month trip to Ararat for shopping, and attending appointments. The once a month outing to other towns/ places include; Terang, Skipton, Peshurst, Mortlake, Gumbower Homestead in Skipton, and the Banongil station Homestead. We enjoyed wonderful hospitality at both homesteads, and we were warmly welcomed. Our outing to Glenafton was enjoyed by everyone. We were shown the goats and the farm shop. It was an informative experience for all participants.

A survey was provided to SSG participants, with results showing that those who attend the outings enjoy them and think the outings cost is affordable. Those who have attended the centre lunches think they are affordable and represent value for money. We try to accommodate all dietary requirements, likes and dislikes within each meal and within budgetary restraints.

We have regular verbal evaluations and ask the participants for input with ideas for outings destinations, meal suggestions and activities ideas. The suggestions have included card games, restarting our walking group, and a football colours day. There have been other events we have been involved in such as the Pink Ribbon day event which was well attended and saw all the attendees wear a touch of pink.

I have enjoyed working with the centre staff and would like to thank them for their continued support . We have had new people join the staff at the centre and they have made valuable contributions to the SSG. It has been a pleasure working with all the participants who attend our outings, lunches and those who have meals on wheels.

I would like to thank all those who have contributed to another year of the SSG for your continued support.

Briony Blake





**130 attended lunches**



**109 meals delivered**



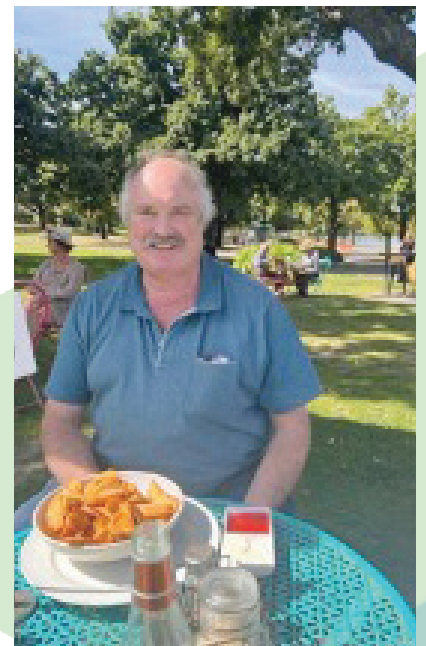
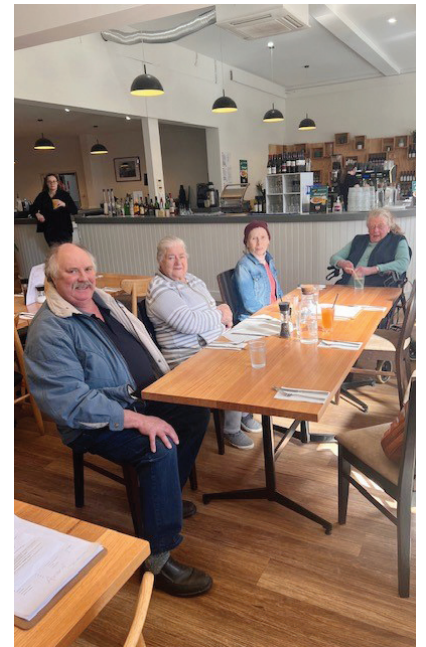
**16 personal care services provided**



**40 transport services provided**



**210 minutes of respite services have been accessed**



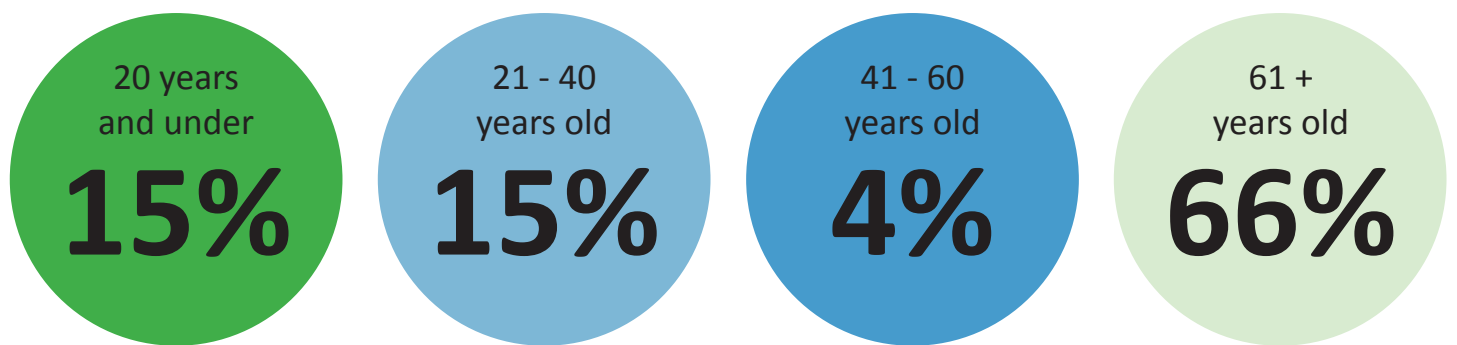
# ANNUAL SURVEY RESULTS

**34** Surveys completed and returned from 150 sent out.

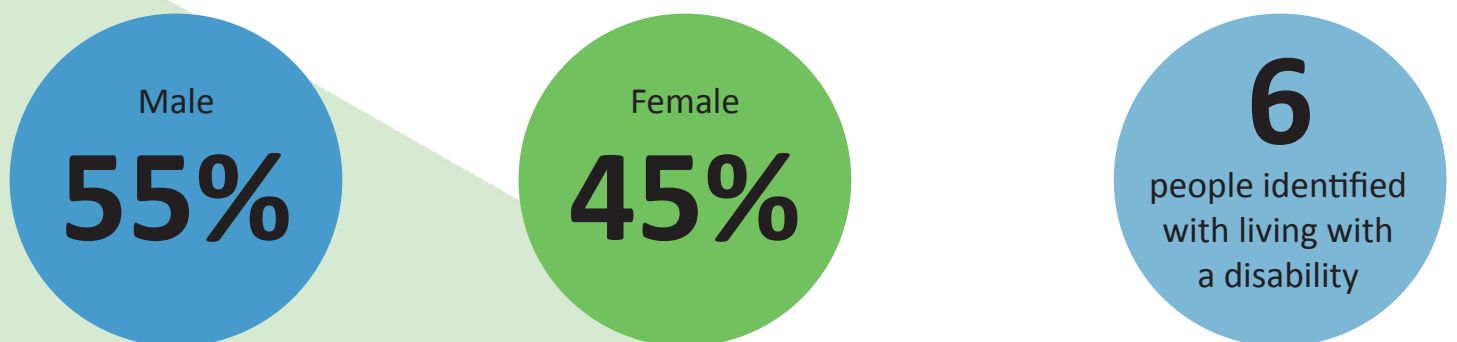
Number of people within the household surveyed.

**68**

People in each age group within the household.



Genders identified within the household.



# ANNUAL SURVEY RESULTS

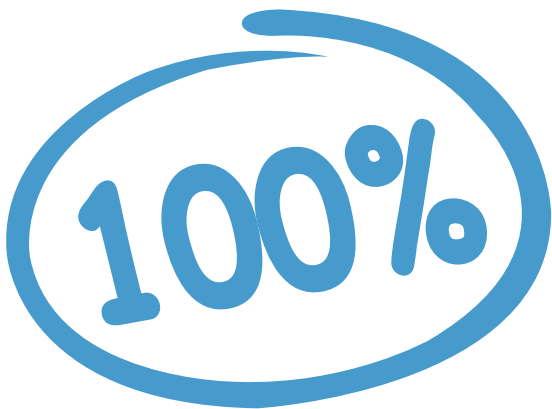
How the centre rated in the care provided.



of results complied indicated that the centre was providing EXCELLENT care.



of results complied indicated that the centre was providing care at a VERY GOOD standard.



of survey results complied said they:-

- felt safe in the Lake Bolac Bush Nursing Centre
- felt the service was of a high quality
- had no difficulties in accessing health services
- found the language and delivery easy to understand
- knew how to provide feedback to the LBBNC

How do you find out about services available at the Lake Bolac Bush Nursing Centre?

District News	21%
Staff	15%
Members Email	13%
Word of mouth	13%
LBBNC Newsletter	12%
Facebook/Insta	12%
Calendar	9%
Lake Bolac College News	4%
Website	1%

# Not-For-Profit - Association Report

Lake Bolac Bush Nursing Centre

ABN 53 005 882 623

For the year ended 30 June 2023

Prepared by Mulcahy & Co Accounting Services

# Income and Expenditure Statement

## Lake Bolac Bush Nursing Centre For the year ended 30 June 2023

	2023	2022
<b>Income</b>		
Activities Program (PAG)	4,723	4,560
Allied Health	1,104	1,459
DHS Operating Grants	640,243	620,453
Donations Received	20,485	5,936
Drugs & Dressings	362	205
Grants - Other	98,930	26,572
Nursing Fees	14,164	12,729
Personal Care Fees	504	1,235
Room Rental & Equipment Hire	1,325	355
Subscriptions & Memberships	12,320	12,789
Other Income	4,400	8
<b>Total Income</b>	<b>798,559</b>	<b>686,300</b>
<b>Gross Surplus</b>	<b>798,559</b>	<b>686,300</b>
<b>Expenditure</b>		
Accountancy & Auditing Fees	2,568	2,628
Activities	5,384	4,952
Advertising	-	182
Bank Charges	505	445
BOC Rental	1,248	1,213
Catering Expenses	733	364
Cleaning	1,321	2,292
Computer Expenses	15,421	6,279
Consultancy Fees	5,250	-
Doctors	33,768	-
Electricity	6,901	7,383
Employees Checks	180	254
Freight & Cartage	47	-
Gas	230	299
Insurance	7,993	1,876
Legal Expenses	480	480
Medical Supplies	7,446	7,003
Memberships & Licencing Fees	15,510	16,655
Motor Vehicles	6,316	6,162
Payroll Processing	4,101	4,668
Postage	216	245
Printing & Stationery	2,535	3,190
Rates & Taxes	2,292	2,550
Repairs & Maintenance	10,211	24,858
Staff Training & Welfare	9,734	10,448

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

	2023	2022
Subscriptions	1,766	689
Superannuation Contributions	54,524	51,461
Telephone	12,666	13,933
Travelling Expenses	3,395	623
Wages - Admin	49,124	82,878
Wage - Cleaner	26,210	23,880
Wages - Doctor	27,892	-
Wages - Nursing	391,891	378,416
Wages - PCA	30,648	37,440
Waste Disposal	3,198	2,563
Workcover	7,402	5,732
<b>Total Expenditure</b>	<b>749,104</b>	<b>702,039</b>
<b>Current Year Surplus/ (Deficit) Before Income Tax Adjustments</b>	<b>49,455</b>	<b>(15,739)</b>
<b>Other Income</b>		
<b>Government Subsidies</b>		
Cashflow Boost	-	10,000
<b>Total Government Subsidies</b>	<b>-</b>	<b>10,000</b>
Interest - Bendigo Bank	1,908	2,889
Profit on Sale of Non-current Assets	-	10,345
Rebates	18,676	-
Wage Subsidy	-	4,800
<b>Total Other Income</b>	<b>20,584</b>	<b>28,034</b>
<b>Non Operating Expenses</b>		
Depreciation - Motor Vehicles	10,249	8,911
Depreciation - Office Furniture & Equipment	8,034	8,758
Depreciation - Plant & Equipment	8,967	11,967
Depreciation - Plant & Equipment Pooled	143	201
Depreciation - Property Improvements	26,158	25,037
Provision for Annual Leave	8,442	(8,650)
Provision for Long Service Leave	11,454	8,368
<b>Total Non Operating Expenses</b>	<b>73,447</b>	<b>54,591</b>
<b>Total Current Year Surplus/(Deficit)</b>	<b>(3,409)</b>	<b>(42,296)</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



# Assets and Liabilities Statement

## Lake Bolac Bush Nursing Centre As at 30 June 2023

	NOTES	30 JUN 2023	30 JUN 2022
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2	623,257	612,902
Trade and Other Receivables		242	2,215
<b>Total Current Assets</b>		<b>623,499</b>	<b>615,117</b>
<b>Non-Current Assets</b>			
Land and Buildings	4	561,271	527,355
Plant and Equipment and Vehicles	5	116,611	132,562
<b>Total Non-Current Assets</b>		<b>677,882</b>	<b>659,917</b>
<b>Total Assets</b>		<b>1,301,380</b>	<b>1,275,034</b>
<b>Liabilities</b>			
Current Liabilities	6	14,612	14,174
Other Current Liabilities	7	140,323	111,005
<b>Total Liabilities</b>		<b>154,934</b>	<b>125,179</b>
<b>Net Assets</b>		<b>1,146,446</b>	<b>1,149,855</b>
<b>Member's Funds</b>			
Capital Reserve		1,146,446	1,149,855
<b>Total Member's Funds</b>		<b>1,146,446</b>	<b>1,149,855</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Notes to the Financial Statements

## Lake Bolac Bush Nursing Centre For the year ended 30 June 2023

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, 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 these financial statements.

#### Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment 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.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### 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, to 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.

#### Employee Provisions

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 provisions have been measured at the amounts expected to be paid when the liability is settled.

#### 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.

#### Cash on Hand

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

---

These notes should be read in conjunction with the attached compilation report.

## Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

## 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 using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

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

## Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

## 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 assets and liabilities statement.

## Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

---

These notes should be read in conjunction with the attached compilation report.

## 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.

	2023	2022
<b>2. Cash on Hand</b>		
Business Cash Management Account	204,879	196,296
BB Easy Money Account	1,109	1,245
BB Term Deposit Acc 6184	84,279	84,027
BB Term Deposit Acc 9596	24,038	23,800
BB Term Deposit Acc 7757	102,629	102,322
BB Term Deposit LSL Acc 0156	124,654	123,788
BB Term Deposit SL Acc 9752	81,668	81,424
<b>Total Cash on Hand</b>	<b>623,257</b>	<b>612,902</b>
	2023	2022

## 3. Other Current Assets

	2023	2022
<b>4. Land and Buildings</b>		
Land	15,652	15,652
Buildings	545,619	511,703
<b>Total Land and Buildings</b>	<b>561,271</b>	<b>527,355</b>
	2023	2022

## 5. Plant and Equipment, Motor Vehicles

	2023	2022
Plant and Equipment	72,051	77,752
Motor Vehicles	44,560	54,809
<b>Total Plant and Equipment, Motor Vehicles</b>	<b>116,611</b>	<b>132,562</b>
	2023	2022

## 6. Current Liabilities

	2023	2022
GST	3,705	8,926
PAYG Withholding Payable	10,907	5,248
<b>Total Current Liabilities</b>	<b>14,612</b>	<b>14,174</b>
	2023	2022

## 7. Other Current Liabilities

	2023	2022
Superannuation Payable	9,422	-
Provision for Annual Leave	49,898	41,456

These notes should be read in conjunction with the attached compilation report.

---

	2023	2022
Provision for Long Service Leave	81,003	69,549
<b>Total Other Current Liabilities</b>	<b>140,323</b>	<b>111,005</b>

---

These notes should be read in conjunction with the attached compilation report.

# Statement of Cash Flows - Direct Method

## Lake Bolac Bush Nursing Centre For the year ended 30 June 2023

	2023	2022
<b>Operating Activities</b>		
Receipts From Customers	4,723	4,560
Cash Receipts From Other Operating Activities	880,418	760,857
Cash Payments From Other Operating Activities	(784,287)	(713,560)
<b>Net Cash Flows from Operating Activities</b>	<b>100,853</b>	<b>51,857</b>
<b>Investing Activities</b>		
Proceeds From Sales of Property, Plant and Equipment	-	17,273
Payment for Property, Plant and Equipment	(71,517)	(53,002)
<b>Net Cash Flows from Investing Activities</b>	<b>(71,517)</b>	<b>(35,730)</b>
<b>Other Activities</b>		
Other Activities	(18,982)	(57,214)
<b>Net Cash Flows from Other Activities</b>	<b>(18,982)</b>	<b>(57,214)</b>
<b>Net Cash Flows</b>	<b>10,354</b>	<b>(41,086)</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	612,902	653,988
Cash and cash equivalents at end of period	623,257	612,902
<b>Net change in cash for period</b>	<b>10,354</b>	<b>(41,086)</b>

# Compilation Report

## Lake Bolac Bush Nursing Centre For the year ended 30 June 2023

Compilation report to Lake Bolac Bush Nursing Centre.

We have compiled the accompanying special purpose financial statements of Lake Bolac Bush Nursing Centre, which comprise the asset and liabilities statement as at 30 June 2023, income and expenditure statement, the statement of cash flows, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

### The Responsibility of the Committee Member's

The committee of Lake Bolac Bush Nursing Centre are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that financial statements were prepared.

### Our Responsibility

On the basis of information provided by the partners we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 *Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

---

Mulcahy & Co Accounting Services

300B Gillies Street

Wendouree VIC 3355

Dated: 22/08/2023

# Statement by Members of the Committee

Lake Bolac Bush Nursing Centre  
For the year ended 30 June 2023

In the opinion of the Committee the accompanying accounts:

1. Present fairly the financial position of Lake Bolac Bush Nursing Centre as at 30th June 2023 and the results and cash flows of the Association for the year ended on that date.
2. Have been prepared and presented in accordance with the applicable Australian Accounting Standards.

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

**President:**



**Treasurer:**



Dated this 28<sup>th</sup> day of August 2023



# PARTNERSHIPS



Ararat Rural City



Grampians Learning Hub



# BUSINESS DETAILS

Lake Bolac Bush Nursing Centre Inc.  
Incorporation No. A0011732X  
ABN: 53 005 882 623

Accreditation to the National Safety and Quality Health Service (NSQHS) Standards achieved through Quality Innovation Performance (QIP) on 10 December, 2019.

## ATO endorsements:

Registered Charity  
Deductible gift recipient (DGR)  
Income Tax Exemption  
GST Concessions  
FBT Exemption

## Address:

155 Montgomery Street, Lake Bolac VIC 3351

## Contact:

Phone: (03) 5355 8700  
Mobile: 0409 959 459  
Fax: (03) 5350 2421  
Web: [www.lbbnc.org.au](http://www.lbbnc.org.au)  
Email: [lbbnc@lbbnc.org.au](mailto:lbbnc@lbbnc.org.au)

**Socials:** [www.facebook.com/lakebolacbnc](http://www.facebook.com/lakebolacbnc)  
[www.instagram.com/lakebolacbnc](http://www.instagram.com/lakebolacbnc)

## Auditors:

The auditors for the 2022-23 financial year were Mulcahy & Co Accounting Services.





