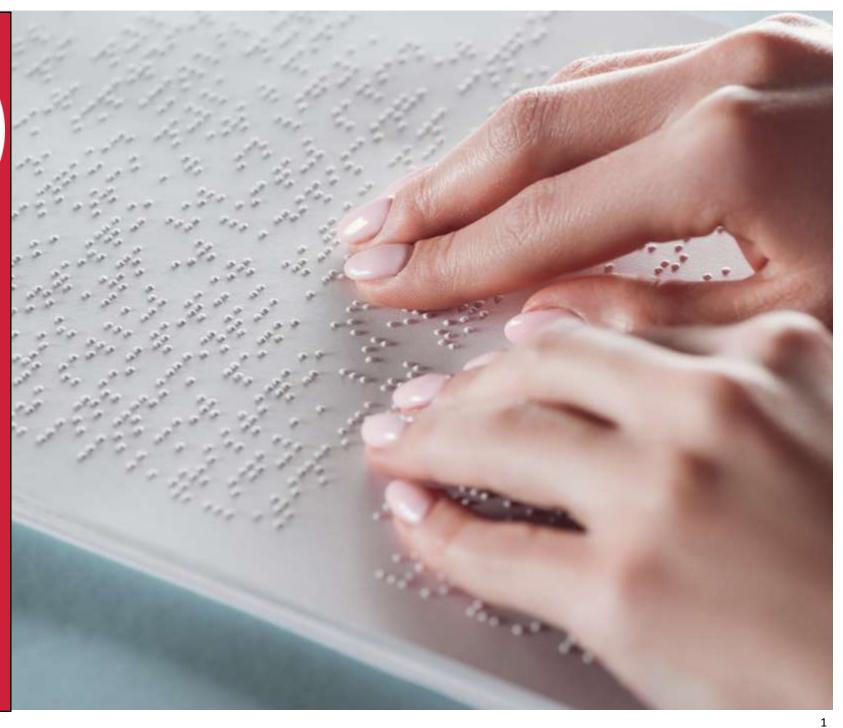
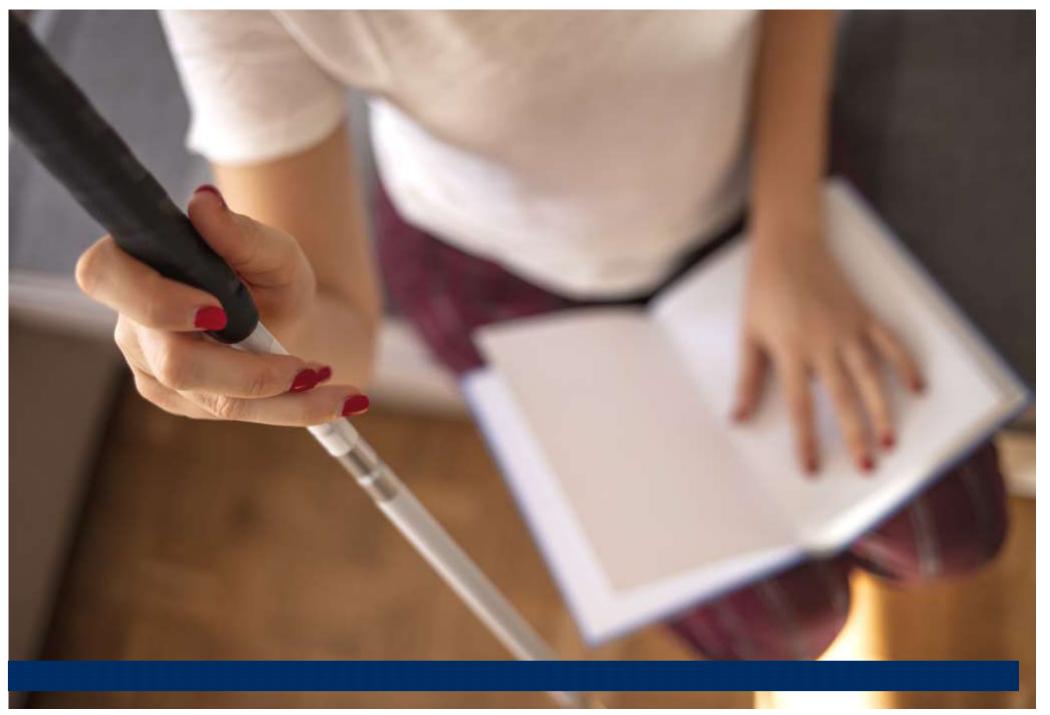


2021 ANNUAL REPORT





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Message from our Patron the Governor of Queensland



As Governor and Patron, I am proud to support an organisation that promotes literacy in our State with such unflagging dedication, as we reflect on another exceptional year for Braille House.

From its beginnings, 125 years ago, Braille House has been committed to helping those who are blind or have low vision to lead productive, independent lives through access to braille-based tuition, books and tactual resources.

Despite the lingering pressures of COVID-19, 2021 saw many significant highlights, which encouraged greater participation and inclusion. Notably, the Dickinson Memorial Literary Competition reached its centenary milestone, with a record number of entries, while the Braille Literary Challenge gave children from across Queensland the opportunity to come together to test their braille skills.

Braille House continues to lead the way in providing innovative resources to improve accessibility and enhance lives. These include the development of Braille Emergency Evacuation Packs (an Australian first) and tactile QR Code Indicators, which have been adopted by many organisations around the country.

These are just a taste of this year's achievements, and I thank the management committee, staff, volunteers and donors for ensuring Braille House activities, together with its much valued library and resources continue to expand and flourish.

Her Excellency the Honourable Dr Jeannette Young PSM Governor of Queensland



Celebrating 125 wonderful years

Braille House was known as the Queensland Braille Writing Association when it was formed in March 1897. A group of ladies, including Lady Lamington, the wife of the Governor, met to discuss the question of supplying books for the blind folk of Brisbane. Eight of that original gathering were taught to read and write braille with a view to transcribing books, especially for children.

Since 1897, the mission of Braille House has not changed:

"To provide Braille tuition and reading material to empower people who are blind or who have low vision to live with dignity and independence".

Through the power of literacy, Braille provides blind or low vision people support to live independently, attain their desired level of education, increase their chances for employment and enable them to interact with their communities.

Braille House has a lot to offer the community, not just those who are blind or vision impaired, but also the wider community through better integration and providing an environment where people with low or no vision can grow and flourish. We know that any child (sighted or otherwise) who is reading at a basic level should be able to understand common words and answer simple questions about the information presented. They should also have enough fluency to get through the material in a timely manner. Over the course of a child's education, these foundations are built on to teach higher levels of math, science, and comprehension skills.

Literacy also enables children and adults to develop their own voice to make decisions and form opinions which is critical to navigate life, to integrate socially, to find their clan, as well as to achieve their life's goals - whatever they may be.

Lady Lamington





Chair's Report

It has been my pleasure to chair the management committee during 2021. This year several very experienced committee members joined us and as a combined group the management committee have worked hand in hand with Richard and the team to position Braille House for an exciting future.

It has also been my pleasure to meet and spend time with some of our wonderful volunteers. It is these volunteers that make Braille House happen and I want to thank everyone of them for their contributions during the year. I especially enjoyed working with everyone on the Strategic Plan which has set the direction of the organisation up until 2024 and gives us a clear understanding and renewed focus on what we need to make happen to fulfil the Braille House vision. This was a great chance to hear some of the fantastic work being done behind the scenes and to see the amazing passion that is displayed by staff and volunteers.

Making the library free to all borrowers was the first step in the Strategic Plan. A simple but important step to ensuring that Braille House is living up to its promise to enhance the lives of the blind and low vision community. Stay tuned in 2022 to see more of the Strategic Plan implemented.

Also in 2022 is the celebration around the 125th Anniversary of Braille House. That is 125 years of volunteers committed to teaching braille, providing braille material and most importantly advocating for braille. Reading, writing, spelling, grammar, and punctuation are as important today as they have ever been, and it is incumbent on us to make sure that the broader community understands that Braille is the path to literacy for many in the blind and low vision community.

Thank you for your support. Jacqueline Parker Chair of the Management Committee



Management Committee Report

The Braille House Management Committee is pleased to report on some fantastic progress made in the 2021 year. While Braille House was certainly not immune to the challenges of the COVID-19 pandemic and associated restrictions, opportunities for Braille House have also presented themselves. A great example of this is the Tactile QR Code Indicators. We thank the staff and volunteers for their innovative thinking to bring this much needed access to the blind and vision impaired community.

We are conscious that Braille House is a large and aging property. The need for extensive refurbishment and ongoing occupational health and safety issues are a drain on resources. A high priority for us as a committee in 2022 and beyond is to ensure that Braille House has a fit for purpose building that will allow the staff and the volunteers to do their valuable work in a safe and welcoming environment.

On 13 September 2021, the Management Committee, staff and volunteers participated in a strategic planning day, culminating in a new Strategic Plan for Braille House. This Plan will ensure we focus our energies on areas most important to the blind and vision impaired community. We look forward to overseeing its implementation over the next three years.

We continue to engage all levels of government and reach out to the business community to advocate for Braille House and for braille as the pathway to literacy for many of the blind and vision impaired community.

We are all excited for the celebrations taking place over the course of 2022 to mark 125 years of Braille House: a wonderful opportunity to reflect on achievements to date, consider future possibilities, and most importantly, to remember and thank all the staff and volunteers who have contributed in myriad ways over the years to make Braille House the place it is today.

The Braille House Management Committee



Jacqueline Parker (Chair) BCom. Dip FP Cert IV TAE



Barry Oliver

(Treasurer)

James Grant (Secretary) MFP. Adv Dip **Financial Services**



Amanda Acutt BA (Hons) LLB (Hons) PhD



Nigel Harris MBA, CFRE, GAICD



Heidi Monsour

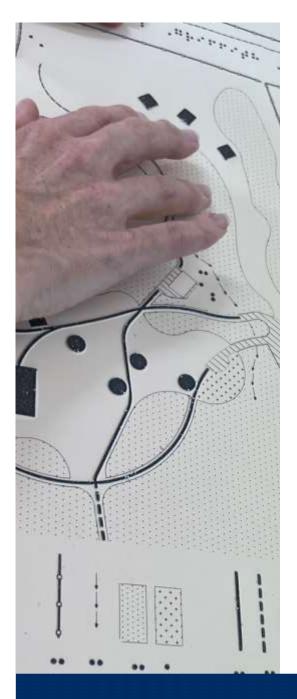


Vicki Anderson BS in Orientation & Mobility, MS in Vision Rehabilitation Therapy



Ben MacFie (R)





Alternate Format Production at Braille House

Information can be supplied in a variety of ways by Braille House, there's Braille and Moon for reading and there is also large print and even audio. We get asked a lot how we can assist organisations and individuals to provide information in alternate format and which would be the best method to use. There are many factors that influence our answer. The simple answer is "in a format that can be easily understood by the end user".

Menus are a great example of what we are able to produce in alternate formats, they can be provided in Braille or Large Print so that any patron that visits a venue is able to read the menu with ease which is a great way to be inclusive and accessible. We can even includes tactile maps and staff training in assisted mobility and disability awareness.

A project that we undertook in 2021 was the Braille Emergency Evacuation Information Packs, these were supported by the National Australia Bank (NAB). The packs included important information about what to prepare, and how to keep yourself safe in an emergency. These packs were distributed free to Fire and Emergency Services right across Australia and were also available on our website for FREE.

We also produce maps, business cards, newsletters, important documents, certificates and a whole range of other tactile, large print and audio materials at affordable prices.

More information can be found on our website www.braillehouse.org.au



General Manager's Report

In 2022, Braille House celebrates 125 years of service to the blind and low vision community of Australia. I'm very proud to be General Manager of the organisation at such a pivotal time in the history of Braille House. As we look to the future there are many challenges ahead, but there are also many more opportunities to be realised as we work to ensure a bright future for Braille House for another 125 years and beyond.

This is my first General Manager's report, and this is a great time to reflect on the successes of 2021. I am heartened by the wonderful work that is being done at Braille House to enhance the lives of people who are blind or vision impaired.

I am lucky to have the opportunity to meet, and work with the volunteers who are so committed to their roles, and to producing a quality of Braille that is unrivalled in Australia. Each volunteer brings a unique skill and talent to their role and Braille House would not be what it is today without them.

The Braille House library has continued to grow with more contemporary titles being added regularly in Braille, ebraille and moon. This is because of the hard work or our production, binding, and library teams. Tutoring has expanded into a dedicated environment which has room to grow so that we can teach more people how to read braille both in person, and online.

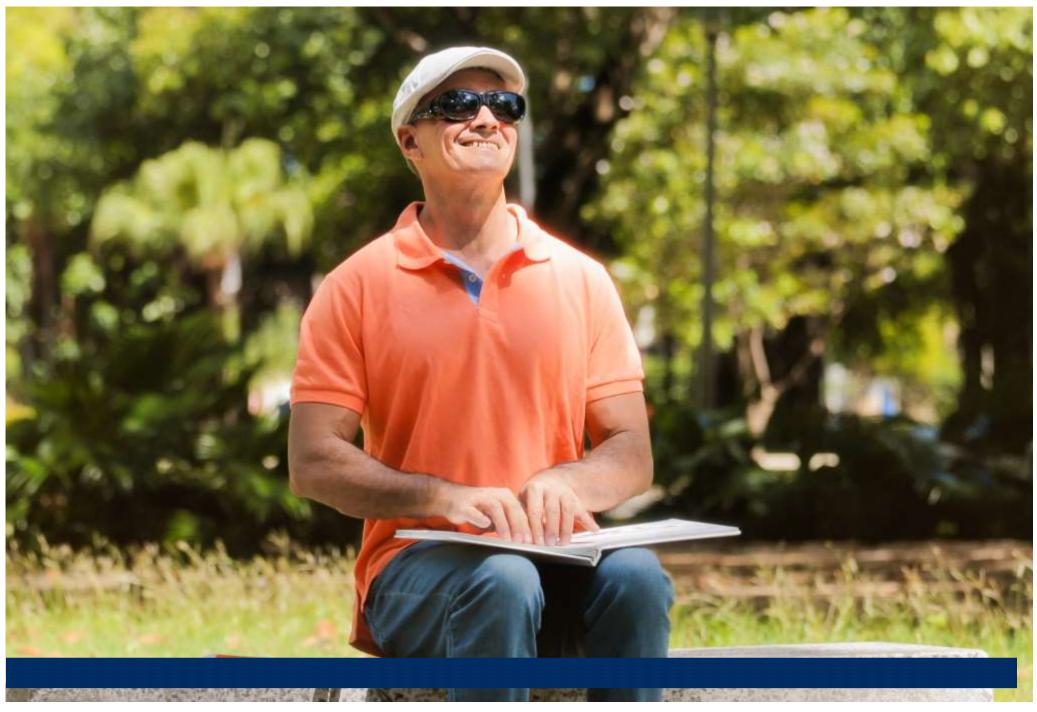
2021 also saw the 100th Anniversary of the Dickinson Memorial Literary Competition for people who are blind or have low vision. This unique competition has grown into a much-anticipated event on the Braille House calendar with a record number of entries from all over Australia in 2021.

I attended my very first Braille Literacy Challenge this year, and this is certainly an event that highlights the importance of braille literacy. We had about 100 children, teachers, carers and parents attend Braille House in 2021, and the competition was a great success. Children from all over Queensland participated in person or online and It was wonderful to see so many people interacting, sharing stories and catching up with friends, all in the spirit of friendly competition.

The Fee-for-service area has seen substantial growth in 2021 with several new clients and product launches. This is an area that will continue to be a focus for Braille House as more and more organisations realise the importance of being inclusive and providing access to people who are blind or vision impaired. One example of the innovation that is being shown in this area is the Tactile QR Code Indicators that has been sold nationally and even to America. These are tactile stickers that go over QR Codes so that people who are blind or vision impaired can easily find the code to scan. Another example of the incredible work that is being done is our partnership with The Lad Collective (TLC), we worked with TLC to produce tactile components for their sheets so that they are accessible for more people with various disabilities and simplifying the process of making the bed.

The kind support of volunteers, donors, supporters, partners, and sponsors has put Braille House in a position to be the "House of Braille" for the next 125 years, and for that I say thank you to everyone.

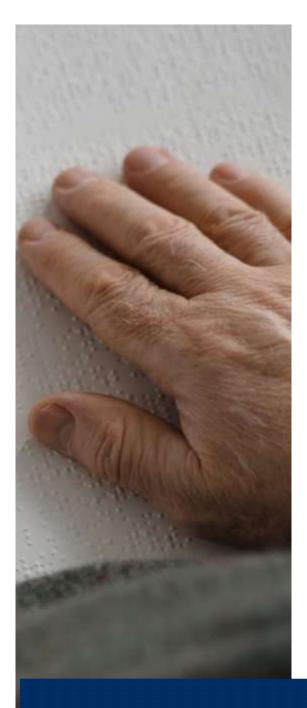
Richard Barker General Manager





Abridged financial statements

STATEMENT OF COMPREHENSIVE INCOME	2021	2020
For Financial Year ended 31 December 2021	\$	\$
Income		
Donations	209,978	86,066
Grants	100,296	146,895
Bequests	0	2,807
Braille House Market Income	177	635
Fee for Service Income	74,649	14,147
Investments Income	9398	9,096
Membership Subscriptions	1,628	1,596
Other Income	10,750	3,788
Rental Income	3,084	C
Increase in Fair Value of Investments	13,216	14,810
TOTAL INCOME	423,176	279,840
Expenses		
Employee	340,284	196,608
Consultancy Fees	50,240	83,380
Computer Costs	8,344	9,476
Depreciation	38,300	30,461
Insurance	11,159	8,258
Other	96,758	74,318
Total Expenses	545,085	402,501
NET SURPLUS/LOSS FROM ORDINARY ACTIVITIES	-121,909	-122,661



2021 -- LIBRARY IN NUMBERS

Library Books Transcribed

Adult 150 books /158 volumes - Braille

50 books - Ebraille 33 magazines - Ebraille

Young adult 7 books / 29 volumes - Braille

Junior fiction7 books/ 29 volumes- Braille

Picture books106 books- Braille

281 Braille books / 224 volumes -+ 83 - Ebraille

TOTAL - 364 new titles transcribed in 2021

Library Loans

1,150 titles/ 2,119 volumes - Embossed Braille

Adult Braille: 322 titles / 1396 volumes

Adult Moon: 7 Titles

Young adult: 4 titles / 14 volumes

Junior fiction: 39 titles / 148 volumes

75 books- Ebraille435- Magazines

277 - Picture Books

1,159 titles / 2,352 + total items across all Braille, Ebraille, and magazines borrowed by readers in 2021



the app and scan the QR code to register your visit



Tactile QR Code Indicators

Tactile QR Code Indicators are a product that Braille House developed when it was realised that QR Codes were difficult to use for people who are blind or have low vision.

The feedback was that people had to ask for assistance, or hand over their phone for someone else to scan for them, and neither of these options allowed the person to scan independently. We then set about designing a product that was both easy to use and universal to use across QR Code types.

We came up with a design that incorporated text saying "Please scan the QR Code below" and then a tactile box to indicate where to scan, and since the development of this product, they have been very well received by the market.

The appetite for accessibility and inclusion, has been refreshing as the Tactile QR Code Indicators have been popular, particularly so with Councils who were early adopters and we had orders from all over Australia. We have even had orders from the UK and the USA.

We will continue to sell these as we have had orders from many different industries including hospitality, health and other industry bodies that want to make sure that their venues are accessible. The QR Codes have been utilised by health officials to contact trace, but, they can be used to launch all sorts of apps and can also be used to scan QR Codes for things like Wi-fi.

Thank you to all contributors and donors to Braille House in 2021

Grants

Brisbane City Council - Seniors Celebration Donation 2021 Department of Education - SDSS (Specialist Disability Support in Schools)

Lord Mayor's Charitable Trust

NAB Community Endowment - AET philanthropic Services Office of Liquor and Gaming Regulation (OLGR) - Community Benefit Funds Unit

Foundations & Trusts

Woelders Family Foundation ATF Motorama Charity Foundation Hand Heart Pocket Theodore Unmack Lodge No. 60 Inner Wheel Australia Foundation Trust The Norma Benporath Charitable Trust Dr Ellice Dart Trust Fund

Corporate Partners

Mullins Mode Design Corp

Not-for-Profits

Lions Club Albany Creek Brisbane Writers Festival

Associations

Link Vision Ltd Vision Australia

Catherine Donald Andrea Dorev Nick Downward Eileen Doyle **Teresa Doyle** Leigh Dryden Matthew Ellis Marget Elson Hayden Eslick Glennvs Fabbri Angela Ferruccio John Flatters Karen Flecknoe Ian Fleetwood C. Flick Elizabeth Florek Steven Flvnn Alesha Frappa Jave Galpin Belinda Gaudiello Jennifer George Theo Georgoulopoulos Wayne Gibson Bryn Griffiths

Donors

John Davenport McCaul Family Mirry Glavan **Thomas Tootell** Tom Osborne David Webb Anthony Hagen Karl Morris Paul Davis Robert Modinger Andrew Huntley Rebecca Moore Matt Neibling Glenda Miller Levi Obijiofor Liz Tocque Pennv Adam Jacqueline Aiello Helia Alberti Helen Allport Filiz Andrew Allanah Anson Andrew Backhouse Karen Bahr

Natalie Baic Mark Bailey MP Jim Balaburov Janice Batty Narelle Beattie John Berry Putli Bhabha Ashwani Bhimta Ivan Bijelic Mark Bimson Emma Boon Robyn Bowyer-Bower **Fiona Bretherton** Barbara Brown Courtney Browning Adam Bruce Janet Bucar Luke Burke Jason Burman Merri-Lyn Burton Cvnthia Bush Mary Byrne Margaret Byrne Tony Byrne

Joanne Byrne Ann Cable Judith Callan-Gough Leharna Campbell **Brenton Campbell** Jayne Caruso Joseph Caruso Jason Cassar Nicki Cassimatis Sharon Chorley **David Collier Brooke Conboy** Belinda Cooper Pauline Cullen Francis Cutrone John Dailey Alana Dametto Graziana D'Asta Kristy Dau Helen Davev Alan Dearden Valerie Dempsey Kate Devlin Debra Dicken

Donors continued

Magie Guy Nada Halabe Anne Hampton Maria Haralabakos Storm Hardwick Amanda Hartlev Samantha Hauff Luke Hawkins Mathew Heath Dennis Hein Susan Heyblok Kimberlev Hill Stella Hinsbey Karen Ho Astrid Hockina Kerry Hourigan Robyn Hudson Julie Hyland **Claire Jackson** Barbara Jacob Mervvn James Brett Jarvis Udari Jayasinghe Leisa Jefferis Allison Jenkinson Patricia Johnson Bernadette Jollev Sophie Jones Susan Kadib Con Kardaras Gina Kerr Patricia Key Gin Khor Helen Kinniburah Michelle Kirby Karla Kirwood Melanie Knight **Beverley Kopp** Rosa Koster George Kotsifakis Vito Laruccia Robert Laws John Le Aaron Lee

Sheridan Leskien Daniel Leung Ian Lofthouse Lorraine Lopez **Richard Lynch** Tom Macmahon Samuel Maguire Leanne Mahoney Susette Marks Rebecca Maxwell Carolyn Maynard Zoe McAdam **David Mcguiness** Clare Meverhoff Alysha Miles Tricia Mold Fred Moon Marcia Moon Craig Morrow Russell Neilsen Helena Newman Brenda Nolan Gabriel Nucifora Michael O'Connell Pam Osboldstone Anna O'Shea Caitlin O'Shea Alison Palmblad Andrew Paloni Nicole Panto Alan Parry Jigneshkumar Patel Brett Paul Henni Peppina N & O Peronace Angela Peronace Mandy Piccininni **Tracey Pitcher** Vicki Plevdell Janine Plummer Ron Polistena Mark Potter Bernadette Prindiville Lavinia Proctor

S. Purnomo Simon Radonich Stephen Rand Brian Raslan Lynne Reynolds Sharon Revnolds Mark Riordan Judith Robson Ashley Said Sandra Sanderson **Rachel Sarvas** Jovce Scerri Sue Schwartz Felice Scott Jackie Searle Octavian Sencariuc Marie Shang Justin Sheardown Andrew Sheldrick Edward Silva Irene Sim Helen Simo Natalie Smith Janine Smith George Smith Wayne Sparkes-Carroll Marion Stafford Jan Stewart Judith Tai Sue Tallis Dennis Tambellini Heather Teller Alison Tennent Bernadette Trounce Noreen Truesdale Rosemary Van Der Meer Margaret Veitch **Bernadette Vialle** Sue Wagner Denise Ward Michael Waring Brooke Watts Maree Whelan **Mistique Whelan**

Judith Williams Bronwyn Williams Jennifer Wilson John Wilson Marley Wineera Jane Woods-Hudson Brigit Workman Katia Yacoub-Fenwick Jillian Young Braille House relies on support from the community and can only continue to operate with the assistance of our generous contributors. THANK YOU!

Olympia Wiles-Anastasiadis

Thank you to all Braille House volunteers in 2021

Amanda Acutt Wendy Alexander Vickie Anderson Jennifer Baker Denise Blumke Ailsa Boyd Vera Cahill Margo Carwadine Lochlan Cooke Frances Cooke John Davenport Angela Davoli Bill Deacon Jack Douglas Janet Douglas Grace Ellis Marget Elson Jenni Erbel Morgan Fox India Francis Wai-ping Fung Jeannie Gamble Jennifer Garcia Louise Garling Sally Given

Merry Godwin James Grant Sue Greenall Lynne Grevell Julie Hammond Nigel Harris Gwen Hay Robyn Helmore Matthew Hicks Margaret Hinkler Karen Ho Shirley Horton Carolyn Huang Keala Huynh Annette Jack Tony Jiang Karen Jones Hannah Jun Lotta Kalla Kristen Kennedy Mary Kentish Dale Kentish Michelle Kuang Heather Landers Eva Lo

Jan Lorimer Ben MacFie Katrina Mak Karen McClure Helene Merker Ellie Moghadam Mei Yuk Mok Heidi Monsour Kerry Moulton Denise Munns Mala Nambiar Barry Oliver Jacqueline Parker Kathryn Pell Hanna Pickersgill Kerstin Reimers Margaret Rein Kristine Roble Cathy Roseman Emma Rough Wendy Sara Samantha Saville Sue Schwartz Jackie Searle Dan Seed

Ali Shehzad Linda Slemint Gail Smith Phoebe Snow Jackie Sorensen Kate Stephens Max Stephens Aishwarya Subramanian Anne Tann Graeme Tann Malcolm Thomas Karen Tobin Wandy Tung Sue Wagner Alex Wolfgram Rosalin Xie

Braille House has a diverse and talented group of volunteers That work across all aspects of Braille House from garden and ground maintenance, library services, tutoring, production, proof reading, binding and bookshop 507.

To all of our valuable volunteers we say THANK YOU!



Queensland Braille Writing Association (Braille House) Management Committee Package and Composition

The Braille House Management Committee Package exists to ensure sound governance of the organisation starting from the top. The document sets out the Management Committee's roles, responsibilities and Code of Conduct. The package also includes the Management Committee's competency matrix to ensure a competent and diverse set of skills, experience and knowledge exists amongst the Management Committee members.

The names of the Management Committee members including qualifications are contained on page 8 More details can also be obtained from the Braille House website.

Role and Conduct of the Committee

The Management Committee held 11 monthly meetings in 2021, as well as the Annual General Meeting. The Management Committee does not currently operate any sub committees with all relevant matters being brought before the full Management Committee.

In 2021/22, the Management Committee looked to simplify financial management to better ensure transparency. This work continues and lays the groundwork for improved financial clarity going forward. It also, focused on options for better utilisation of the organisation's largest asset, the property, making large inroads in relation to options for its use.

The Management Committee conducts itself in line with the Braille House Management Committee Package. The Management Committee works closely with the General Manager to whom it has delegated day-to-day responsibilities and activities whilst still ensuring appropriate governance and quality checks. The Management Committee receives a report from the General Manager at each of its meetings which includes, among other things, key performance measures.

Continued on the next page

Corporate Governance continued

Conflict of Interest

Pursuant to the Management Committee's Code of Conduct, Management Committee members are required to:

• avoid real or apparent conflicts of Interest;

• not give preference to any person, organisation or other interest group as a result of any private association with that person, organisation or interest group;

• not solicit or receive any benefit in return for services performed as a Management Committee member;

• immediately on becoming aware of any conflict between private interests and official duty, whether real or apparent, disclose details to the Management Committee; and

• immediately disclose any connection whereby relatives, close friends or business partners are connected in any way with the functions of the organisation.

On receipt of a disclosure from a Management Committee member the Management Committee will determine the extent of any conflict of interest and direct any action required to resolve the conflict.

In further demonstration of its commitment to conflict management the Management Committee has recently introduced a Register of Interests which has been completed by each Management Committee member. This register can be made available for any member who has concerns of any such conflict.

Ethical Standards and Performance

In addition to the Management Committee's Code of Conduct and the quality management systems, there exists an organisational Code of Conduct which applies to all staff, contractors and volunteers. Braille House prides itself on the professionalism and ability of its employees and volunteers, including Management Committee members, to meet community needs. We strive to be a leading service provider and to provide a safe, healthy and happy workplace for all.

This Code of Conduct is designed to ensure that all Braille House personnel and community members are treated in a manner that reflects the mission, culture and legal obligations of the organisation. To this end, the Code of Conduct addresses, among other things, workplace health and safety, human rights, privacy/confidentiality and behavioral matters that must be adhered to. Auditors

The Management Committee has retained external auditors to audit the organisation's finances annually. All auditor reports are presented to the Manage-

ment Committee for consideration and action if required.



NDIS, YOU AND BRAILLE HOUSE

Braille House is a registered provider under the National Disability Insurance Scheme (NDIS).

We have supported, and continues to support, a number of NDIS clients in a variety of ways.

Sometimes it's learning to read Braille, or having material Brailled for work purposes, or it could be transcribing things like contact numbers into Braille to make things easier for you. We have also transcribed to Braille NDIS Plans, books including recipes, prayer books and much more.

You and your family have control over choosing the services that work best for you and Braille House understands the importance of getting the support you need, which is why we offer to assist with this.

Our experienced people will work with you from the beginning to establish your short and long term goals, and the supports you will need to achieve them in preparation for your NDIS planning meeting. This pre-planning will give you the confidence and understanding to work with the NDIA (National Disability Insurance Agency) to structure your plan from the beginning with the support to achieve your goals.

We have helped people to get supports that they didn't think they were able to access through Braille House. We helped one member to get cheesemaking recipes so that she could fulfill her love of the craft and enjoy her future.

You can nominate Braille House as your service provider for all your Braille needs.

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How to get involved

Volunteer

Volunteer and benefit from developing new skills or updating existing skills whilst making new friends and feeling a sense of community and personal satisfaction.

Donate

Approximately 70% of our funding comes from donations and fundraising. We greatly appreciate any one-off or ongoing donations to keep Braille House going. Please go to www.braillehouse.org.au and click on the "Donate" button to conveniently and easily give.

Fundraise for us

Our fundraising enables everyone to fundraise for us. Whether it be a morning tea, sponsored team in a walk/run, an a-thon of sorts or an event like a wine tasting, fundraising is fun and satisfying. Don't want to organise a fundraiser? – then volunteer at Braille House to help out with the fundraising event organised by us.

Become a member

Become a member of our community for the small annual cost of \$25 (individual) or \$40 per family. Membership provides our quarterly newsletter, a vote at the AGM, attendance at our Member's Christmas morning tea, as well as VIP offers, discounts and communication on all the other events and activities happening in our community and partners.

Shop

Braille House has an online shop that sells a range of products for sale.

Corporate involvement

Braille House works with all types and sized organisations to create mutually beneficial partnerships based on common values and shared objectives. Many of the involvement opportunities may provide a tax deduction/benefit. Please contact Braille House on 07 3848 5257 and ask to speak with our General Manager (Richard Barker) to discuss opportunities further.

Gift on your behalf

Have everything you need? You can request that wedding or party guests donate to Braille House in lieu of a gift.

In Memoriam gift

Commemorate your life and/or the life of a loved one by requesting donations be made to Braille House at the passing creating a lasting gift.

Make a bequest

Your bequest to Braille House, no matter how small, will be greatly appreciated and your legacy will support us and our community to continue our vital work.

Get involved

Visit our website www.braillehouse.org.au for more information on how you can get involved, follow and like us on social media, or call us on 07 3848 5257 to learn more.







507 Ipswich Rd Annerley QLD 4103 07 3848 5257 www.braillehouse.org.au

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