



GUNDITJMARA ABORIGINAL COOPERATIVE LIMITED

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Gunditjmara  
Aboriginal  
Cooperative  
Annual Report  
2010–2011

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## From the Chairperson

Dear Members

On behalf of the Board of Directors I am pleased to present the 2010-11 Gunditjmara Aboriginal Cooperative Annual Report.

I can hardly believe another year has gone by so fast. Looking back and reflecting on the year, it has been a very busy period of change and strengthening of our services to best meet the needs of Members.

Gunditjmara has been in operation for close to thirty years and we play a vital role in closing the gap in Aboriginal life expectancy. Whilst we understand that we cannot close the gap alone, we have continued to make solid and meaningful partnerships with a number of mainstream organisations. There have been many exciting initiatives developed through these working partnerships that really will make a difference to the lives of people in our Community. The specific details and nature of these partnerships are provided in this Annual Report.

We have continued to build on the solid foundations set by the current 2010-13 Strategic Plan and we are progressing steadily through the key initiatives that were identified to improve the quality and profile of services that we deliver to the Gunditjmara Community.

During this year, the Board has directed considerable effort around building our Governance understanding and capacity. In 2010-11 five Board members attended two separate three day workshops on Governance funded by Aboriginal Affairs Victoria (AAV). This is a very highly sought after program and we were very fortunate to be able to send Gunditjmara Board representatives. Furthermore, I would like to congratulate Gunditjmara Board Members Bernice Clarke, Tanya DeBono and Justin Wilkens who successfully attained their Certificate IV in Governance.

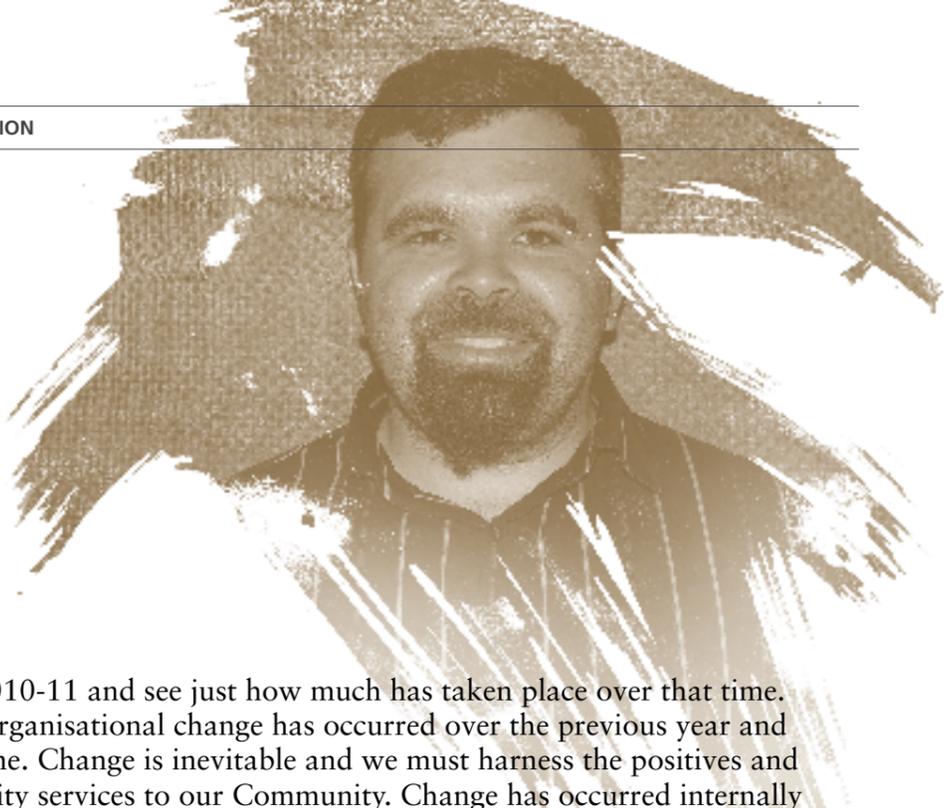
It is the people that make an organisation, and on behalf of the Board, I wish to thank the staff, at all levels for their dedication and contribution throughout the year.

I would also like to thank the various funding partners who support Gunditjmara. We recognise that our achievements would not have been possible without your support.

Here's to the New Year where we shall continue to improve and enhance our services in line with our Strategic Plan, and focus on those areas where there are obvious service gaps for the clients of Gunditjmara.

Good luck to all nominees vying for a position on the Gunditjmara Board of Directors for 2012.

**Allan Miller**  
Chairperson , Gunditjmara Aboriginal Cooperative Limited



# From the CEO

It is pleasing to look back on 2010-11 and see just how much has taken place over that time. I acknowledge that significant organisational change has occurred over the previous year and there will be plenty more to come. Change is inevitable and we must harness the positives and stay focussed on providing quality services to our Community. Change has occurred internally and also, driven at times, by new Government initiatives and policies. The 2010-11 financial year has been quite busy and eventful and our key achievements can be divided into a number of areas:

## Harris Street Reserve Rebuild

A major focus in work over the past year has been on our immediate and future Infrastructure needs. Gunditjmarra successfully applied for funding through Aboriginal Affairs Victoria Indigenous Community Infrastructure Program to conduct a full Feasibility Study that covered the following areas:

- » A summary of the demographic profile and trend analysis of the Indigenous population
- » An outline of our Strategic Plans/Building needs, now and into the future, based on data from:
  - a. A Property Review of Gunditjmarra's Property portfolio
  - b. An Analysis of challenges and opportunities faced by the organization
  - c. An Analysis of Accommodation options and recommendations of a preferred option
  - d. A preparation of a Master Plan and Staging of a preferred option and estimation of costs for the preferred option
  - e. Recommendations to Gunditjmarra based on the above, to cater for current needs and managed growth for the future

The Feasibility Study was undertaken by Select Architects from Geelong. During the course of the Feasibility Study a number of Community, Board and Staff meetings had taken place. One thing that was quite apparent from these meetings was the aspiration of bringing all Gunditjmarra Operational areas back to Harris Street and under one roof. This aspiration was also strongly, and consistently, put forward by Community at our Strategic Planning Day and is referenced, as such, in our current Strategic Plan.

Since the completion of the Feasibility Study in April 2010, Gunditjmarra has appointed Select Architects to assist us in converting our aspirations to reality, which is desperately needed as we are quickly out-growing our current office space at Kinross Court. Select Architects have designed a Master Plan of the new building, with considerable input from Members,

Board and Staff. It is envisaged that the building design will progressively develop until we (Members, Board and Staff) reach a consensus and are happy with the final design. Early in the 2011-12 financial year we are hoping to progress to the Planning Permit stage. This is an extremely exciting project and I am looking forward to making these plans a reality.

## Strategy

Thanks to the united efforts of our team of dedicated staff 2010-11 marked the first year of implementing our three-year Strategic Plan. The 2010-2013 Strategic Plan comprises three goals:

1. A well managed and sustainable organisation
2. A supported and empowered Community
3. Strong and Healthy people.

We are progressing steadily through the implementation of the Strategic Plan and are on track to achieving significant progress against all three goals by the end of the 2013 financial year. Reports on our progress are provided through this report

## Partnerships

Gunditjmarra continues to work collaboratively with a range of like-minded organisations in the South West region in both the mainstream and the Aboriginal Community Controlled Health Organisation (ACCHO) sectors. We understand the importance of maintaining and developing strong partnerships to deliver better health outcomes and initiatives for our Community. We work in collaboration with various partners in the following programs:

## Peeneeyt Ngootyoong Marr (Strong Families Project)

Auspiced by South West Healthcare the Strong Families Project was created as a partnership between Gunditjmarra, South West Healthcare and Kirrae Health Services (Framlingham). The project is part of the Barwon South Western Regional Implementation Plan for the National Partnership Agreement on Closing the Gap in Aboriginal and Torres Strait Islander Health Outcomes. It has

been developed in response to an agreement reached by the Council of Australian Governments (COAG) which included a commitment to close the 17 year gap in life expectancy between Aboriginal and non-Aboriginal people within one generation.

The Strong Families Project involves working with local agencies, providing services in the areas of Alcohol and Other Drugs, Mental Health and Family Violence, to develop a culturally appropriate and integrated Model of Care for Aboriginal people based on the following objectives:

- » To identify and address gaps and barriers in referral pathways for Aboriginal people in South West Victoria
- » To provide Outreach Case Management and support to Aboriginal families living in South West Victoria to address Drug and Alcohol, Mental Health and Family Violence issues and their underlying contributing factors
- » To develop the capacity of key service providers in South West Victoria, to deliver culturally appropriate, timely and coordinated services to Aboriginal families
- » To develop the capacity, of Aboriginal people, to advocate for themselves and assertively seek the resources they require
- » To ensure the project evaluation process allows for Continuous Improvement leading towards a sustainable Model by year four

The three partner organisations form a Steering Committee to oversee the Strategic function of the project. The Steering Committee has been working towards setting effective Governance structures and developing a Memorandum of Understanding and Terms of Reference to outline obligations, clear Decision Making processes and other obligations deemed necessary.

The Strong Families Project employs a Project Coordinator, based at South West Healthcare, and three Family Support Workers that operate through Gunditjmarra and Kirrae Health Services to enable ready access to the client group and other Health programs.

The role of the Family Support Workers is to provide intensive support to local Aboriginal families that are engaged in and/or exposed to high-risk behaviours.

South West Healthcare will also employ a part-time staff member to coordinate Cultural Awareness Training within the Healthcare setting. This staff member will also assist Gunditjmarra and Kirrae Health Services to develop a Business Model around Cultural Awareness Training for various audiences.

In addition to this partnership, Gunditjmarra auspices, and works in partnership, with a range of agencies to deliver the following programs:

- » Kalay Wartee Indigenous Mentoring Program
- » Aboriginal Health Promotions and Chronic Care (AHPACC) Program
- » Healthy for Life Program

It is pleasing to see how many effective partnerships are being developed with other like-minded organisations who are, at the end of the day, all committed to improving better health outcomes for our Community.

I look forward to continuing our relationships with our various partners into the future.

## Funding

The graph below shows the breakdown of funding and revenue for Gunditjmarra Aboriginal Cooperative Ltd.

## Thanks and acknowledgements

It is important that I acknowledge the efforts and commitment of all our staff who keep the wheels turning on the ground, to provide better, relevant and valued programs and services. The ongoing support from our many Volunteers across a range of programs has also been critical to our success, and is much appreciated.

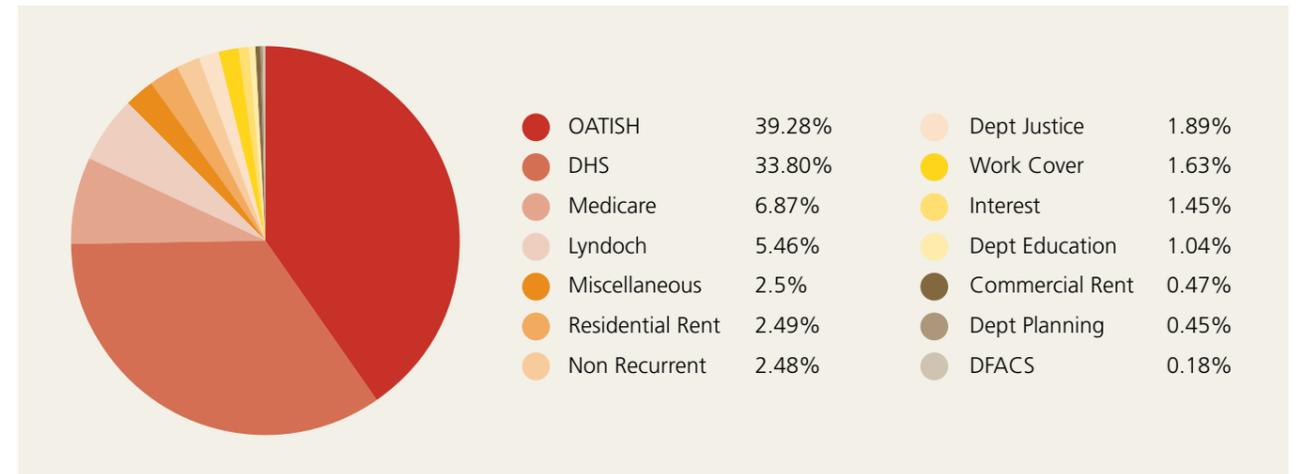
In addition, I would like to thank the Board for their commitment and sound Governance practice, I would also like to thank the Members for their support as they have been very active and have made strong contributions during the year.

I would also like to extend my thanks to the many, and varied, funding partners whose contributions help us to achieve our vision and mission.

Lastly, I am proud of achievements made, at all levels within Gunditjmarra, over the 2010-11 financial year. Our organisation is financially stable, aiming high and on track to achieving the goals in our Strategic Plan.

I am excited for the year ahead and look forward to working with you all in tackling the many and varied challenges that are ahead of us.

**Marcus Clarke**  
Chief Executive Officer  
Gunditjmarra Aboriginal Cooperative Limited



# About us

The Gunditjmarra Aboriginal Cooperative is a community based not-for-profit organisation founded by a group of volunteers from the local Indigenous community in 1979. We have a Member base of 255 members.

Incorporated in 1982 we have grown from a small group of dedicated volunteers into an organisation employing 37 staff who are engaged in providing a range of Health and Social Welfare programs predominately to the Indigenous community of Warrnambool and surrounding areas.

In 2009 Gunditjmarra's main operating facility, based at Harris Street Reserve Warrnambool, suffered extensive fire damage, which forced all programs affected to operate from an alternative site at 6 Kinross Court Warrnambool. Kinross Court currently accommodates our Corporate Services, Community Care Programs and Child Youth and Adult Support Services Division. While we continue to work to rebuild our main operational facility at Harris Street reserve, we currently operate from three separate locations.

Head Office at 6 Kinross Court,

Gunditjmarra's Health Service at 3 Banyan Street and

Gunditjmarra's Maternal and Child Services at 265 Koroit Street.

Gunditjmarra's programs are wide-ranging and are designed to respond to the needs of Aboriginal people in the wider Warrnambool region including the Shire of Moyne, Framlingham, parts of Corangamite Shire, as well as parts of South West Grampians Shire and Glenelg Shire.

Our purpose is to provide services and programs to improve the health of our community, serve the needs of our Members and the wider Indigenous community, provide opportunities for economic advancement, and to support the cultural wellbeing of our people. This is the Gunditjmarra way and this is what we hold as our primary aim.

## Our people

Central to the success of Gunditjmarra are the people who assist in guiding and delivering the many services we provide to our Community. The principle of Aboriginal Community Control is what makes us strong and able to continue to provide much needed culturally appropriate programs and services.

### Board of Management

A volunteer Board of Management, made up of Community representatives, governs the direction of the Gunditjmarra Aboriginal Cooperative. The Board is structured and based on the philosophy of Aboriginal "Community Control" and comprises of seven Community-appointed representatives including a Chairperson, Deputy Chair, and Treasurer/Secretary.

A further four ordinary Members complete the Board of Management. Board Members typically serve three year terms and are elected by the Members at the Annual General Meeting by way of an open election process.

The Gunditjmarra Aboriginal Cooperative is incorporated under the Cooperatives Act 1996 (Victoria) through which Gunditjmarra has established its own Constitution.

The primary role of the Board is to oversee the strategic direction of the organisation as well as financial and risk management matters. A critical role of the Board is to plan the future direction of the Gunditjmarra Aboriginal Cooperative whilst ensuring all accountability requirements are met and best practice in all areas of Corporate Governance is maintained.

The Gunditjmarra Board of Directors have a range of Governance expertise and experience and display extraordinary commitment by attending monthly Board meetings. The following members sat as Directors during 2010-11:

Allan Miller

Tania Jones

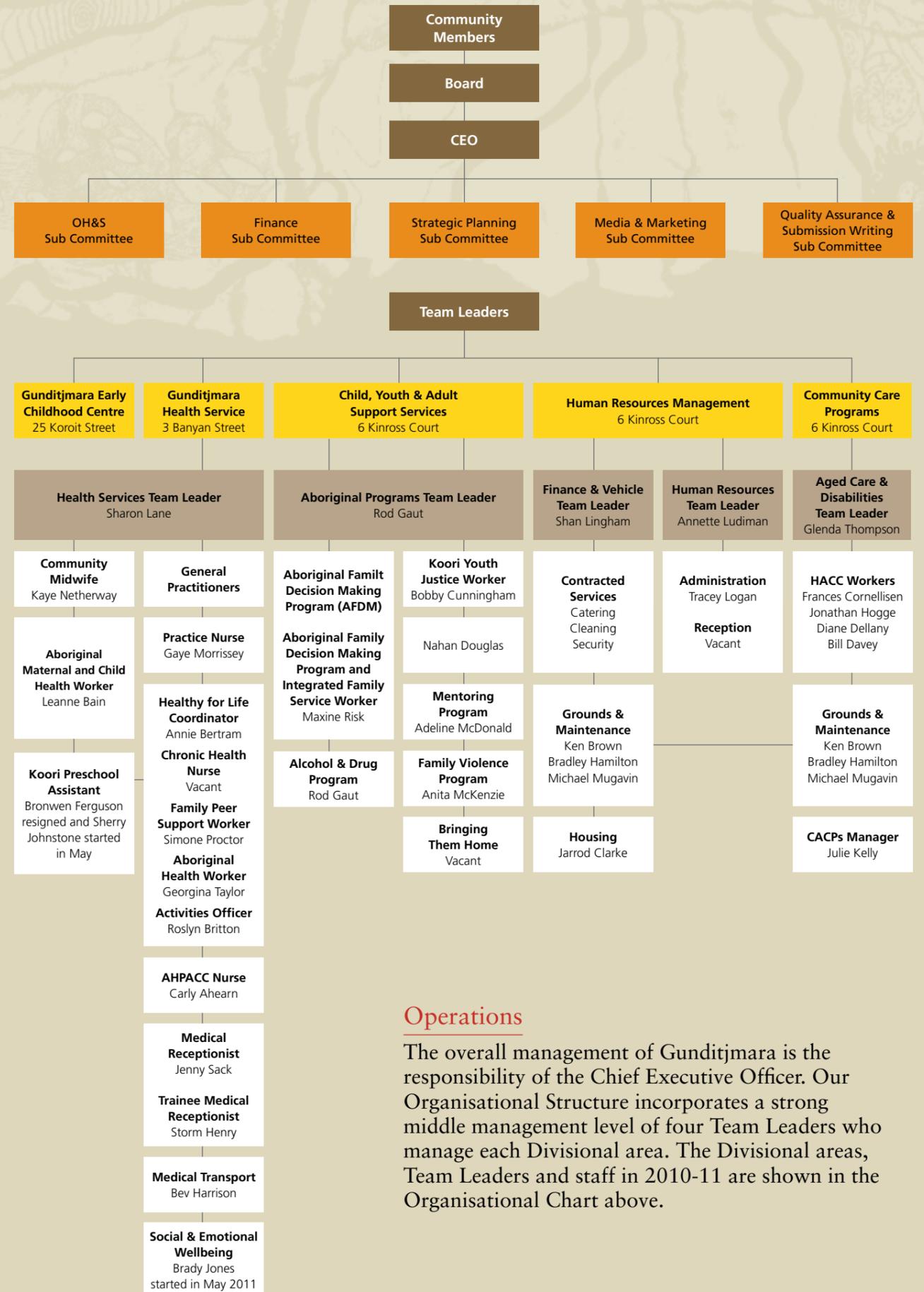
Jarrold Clarke

Bernice Clarke

Justin Wilkens

Lowell Hunter

Ken Brown



## Operations

The overall management of Gunditjmarra is the responsibility of the Chief Executive Officer. Our Organisational Structure incorporates a strong middle management level of four Team Leaders who manage each Divisional area. The Divisional areas, Team Leaders and staff in 2010-11 are shown in the Organisational Chart above.

**Our Future**

Gunditjmaras vision is for ‘healthy people and a community empowered to succeed’ and we continue to work towards this by providing culturally appropriate support for the local community through programs and services in Education, Health, Housing, Aged Care, Child Care and Employment and Training.

Gunditjmaras seeks to create a working environment that supports staff to excel and achieve high standards in their work. Our core values of Respect, Effort and Excellence guide us to maintain a workplace that is

- Safe and stress free
- Positive and supportive
- Courteous, respectful and considerate
- Capable of providing quality Customer Service
- Professional and high performing.

To realise our vision for the Community we have set ourselves the following goals and strategies:

This 2010-11 Annual Report describes the gains we have made over the past 12 months in achieving these goals.

| Strong and healthy communities  | A supported and empowered community   | A well managed and sustainable organisation   |
|---|---|---|
| <ul style="list-style-type: none"> <li>Provide access to high quality care and services</li> <li>Provide effective coordinated care to improve chronic disease management</li> <li>Strengthen clinical governance and quality systems</li> <li>Support skills and professional development for our health care professionals</li> </ul> | <ul style="list-style-type: none"> <li>Greater engagement with the community</li> <li>Create new employment and training opportunities</li> <li>Provide access to affordable housing</li> <li>Ensure access to culturally appropriate care for the frail and aged and younger people with disabilities</li> <li>Support families parents and children through culturally appropriate services</li> <li>Provide culturally sensitive social and emotional wellbeing counselling and support</li> <li>Provide programs to support at-risk children, youth and families</li> </ul> | <ul style="list-style-type: none"> <li>Strengthen governance, compliance and risk management</li> <li>Improve communication across the organisation</li> <li>Support staff to succeed in their jobs</li> <li>Improve operational management</li> <li>Improve the long term sustainability of Gunditjmaras</li> <li>Build and strengthen partnerships and collaboration with other groups</li> </ul> |

**What we do**

Gunditjmaras provides a wide range of services and programs designed to support the needs of the Aboriginal Community. Our programs and services are diverse and cover Clinical care, Chronic Disease Management, Family Support, Housing and Mental Health.

Gunditjmaras does not have a defined service boundary/geographical coverage. Programs are delivered across Warrnambool and take in outlying smaller communities in the Shire of Moyne including Framlingham and parts of the Shires of Corangamite, Southern Grampians and Glenelg.

To support our Community in 2010-11 we provided the following programs and services:

**Corporate Services**

- Finance and asset management
- Quality Assurance
- Administration
- Housing
- Grounds and Maintenance Program

**Child, Youth and Adult Support Services**

- Aboriginal Family Decision Making Program
- Integrated Family Services
- Indigenous Family Violence Support
- Koori Youth Justice Program
- Kalay Wartee Indigenous Mentoring Program

**Community Care Programs**

- Community Aged Care Package and Linkages Program
- Home and Community Care (HACC)
- Men’s Shed Program

**Health Services**

- General Practice Clinic
- Aboriginal Dental Clinic
- Medical Transport
- Social and Emotional Wellbeing
- Alcohol and Other Drugs Program

**Chronic Disease Management**

- Healthy for Life Program
- Aboriginal Health Promotions and Chronic Care Program

**Koori Maternity Services**

- Maternal and Child Health Programs
- Community Midwife
- Koori Pre School Programs

## 2010-11 Program highlights

The following selected highlights from 2010-11 are just some examples of the fine work of Gunditjmara staff and the Aboriginal Community.

### **Gunditjmara Possum Skin Cloak and Naming Day Project:**

Gunditjmara staff and Community Members worked on a Traditional Possum Skin Cloak with the view that it be used for Naming Day Ceremonies for present and future generations of Gunditjmara children.

### **Growth in patient numbers at the Clinic:**

Registered 480 new patients and provided 11,000 episodes of care across all Health Programs.

### **Gunditjmara Aboriginal Dental Clinic:**

Commenced operation on 6th October 2010 in partnership with South West Healthcare Dental Services.

### **Exceeded our Health Check targets:**

Our 2010-11 target was exceeded and we now have Health Checks completed on more than one-third of all our Aboriginal patients.

### **Care Plans introduced for Community Aged Care Package and Linkages (CACPs) clients:**

This will improve the level of care provided to the aged in our community.

### **Improvement in the Home and Community Care (HACC) Program:**

Increased the number of attendees at the Planned Activity Group to 15 and commenced a Men's Shed Program.

### **Social and Emotional Wellbeing:**

Provided 37 episodes of care/support including Court support, Social Service support, Transport support and referrals to other service providers.

### **Kalay Wartee Indigenous Mentoring Program:**

Registered 14 mentors and 14 mentees in the program.

### **Koori Maternity Service:**

Supported 16 expectant mothers.

### **Regional Indigenous Family Violence Program:**

Successful application for \$10,000 for our Peeneeyt Ngarrakeetoon Woon (Strong Family Camp).

**Koori Youth Justice Program:** Sustained increase in attendance at the Youth Group.

### **Koori Pre-School Assistant Program:**

Supported 17 local Aboriginal children in different Kindergarten groups.

### **Bringing Them Home Program:**

Major review determining a better way to deliver the program in 2011-12

# Gunditjmara Possum Skin Cloak and Naming Day Project





**During 2010 the Gunditjmara community created a traditional possum skin cloak with the view that it be used for Naming Day Ceremonies for present and future generations of Gunditjmara children.**

The project grew from the knowledge and suggestions of Leanne Bain, the Aboriginal Maternal Child Health Worker within the Gunditjmara Koori Maternity Service.

Leanne was aware that several families within the community had frozen their placentas from the births of their children and were waiting for the opportunity to bury them in a traditional Tree Planting and Naming Ceremony at a sacred site in the Framlingham forest. This practice was reintroduced to this area several years ago by Jamie Thomas when he held a Birthing Tree Ceremony after the births of his children. The practice has been continued by other Gunditjmara families on an individual basis since then.

As interest for the practice grew within the Gunditjmara community, funding was secured to make a Ceremonial Possum Skin Cloak specific to birthing and naming practices. The Gunditjmara Koori Maternity Service was successful in gaining funding from Wholewoman, Regional Arts Victoria (through the Moyne Shire and Warrnambool City Council) as well as support through the Koori Maternity Service.

As possums are a protected species in Australia, forty possum skins were imported from New Zealand, and under the guidance of community member Yaran Bundle who had knowledge and experience in Traditional Cloak making. A series of Community Workshops were then held to stitch together the cloak. More than 10 families participated in decorating the cloak with personal and traditional designs and each family burnt their designs onto a skin section.

The Community celebration and Naming Day Ceremony called Marrang Leenyooong Kooyoom was held on Wednesday 26 January 2011. The Possum Skin Cloak was unveiled with an explanation of the significance of the project and what it was all about was conveyed to the wider community at the Warrnambool City Council Australia Day 'Welcome to Country' held at the Warrnambool Botanical Gardens. A group of traditional Aboriginal dancers also performed at the event.

After the Australia Day event at the Botanical Gardens the Naming Day Ceremony Marrang Leenyooong Kooyoom was held at a private, culturally significant site. Overall the day was a huge success with a large number of Community Members in attendance.

Rob and Daphne Lowe, Ivan and Vicki Couzens and Brett Clarke were of great help and support in this project and without their support and guidance this project may never have eventuated.

The making of the cloak involved many hours of work from many people and is a creation well worthy of the pride that has been attributed to it. The children all received a message stick made by Brett Clarke as a memento of the day and each family received a tree to plant with their placenta if they wished.

The ceremony itself was very spiritually moving and a great day was had by all. There were 24 children introduced to the community during the Naming Ceremony. The feedback from Indigenous participants was very positive and included comments such as 'That was the best day!', 'I have never enjoyed Australia Day before, but this has been fantastic', and 'Thank you for doing this'.

Equally positive was the feedback from the non-Indigenous community which included comments such as 'The cloak

is a beautiful piece of art work', 'What a memorable day this has been', 'I have learnt a lot today' and 'As a non-Indigenous mother I can't thank you all enough for how welcome and included you have made me feel'.

We hope that a Community Celebration and Naming Day Ceremony will become an annual event.

**“THE CLOAK IS A BEAUTIFUL PIECE OF ART WORK”**



## ACHIEVING OUR GOALS

# Strong and Healthy People

The World Health Organisation defines “Primary Health Care” as ‘essential health care based on practical, scientifically sound and socially acceptable methods and technology made universally accessible to individuals and families in the community through their full participation and at a cost that the community and country can afford to maintain at every stage of their development in the spirit of self-reliance and self-determination.’

This definition underpins the ‘Holistic’ Health Care methods employed by Gunditjmarra. We also know that primary health care forms an integral part, both of our Community’s overall health and economic development.

The Social Support services that Gunditjmarra provides, like Housing and Family support, are known and proven to play a critical role in providing for the ‘complete’ Health needs of individuals and Communities.

Our Health services, like our Clinic at Banyan Street, play an important role in bringing health care as close as possible to where people live and work and are often the first level of contact that individuals, families and the community will have with the Health system.

### **In 2010-11 we worked towards our goal for ‘strong and healthy people’ through the following strategies:**

- » Provide access to high quality care and services
- » Provide effective coordinated care to improve Chronic Disease Management
- » Strengthen Clinical Governance and quality systems
- » Support skills and Professional Development for our Health Care professionals

A report on our progress against these strategies is provided after the following program reports

The Gunditjmarra Aboriginal Cooperative has a strong focus on promoting health and wellbeing in the community. We operate a General Practitioner Clinic, a Dental Clinic and a range of Primary Health Care programs through the Gunditjmarra Health Service at Banyan Street, and run a number of Outreach programs throughout the South West Region. Our Primary Health Care services are supported by a strong administration and patient transport unit.

### **In 2010-11 our staff in the Gunditjmarra Health Service focussed on:**

- » Consolidating the quality of services that we provide
- » Improving our Data Collection methods
- » Increasing our Health Promotion activities
- » Reviewing our Maternal and Early Childhood services
- » Completing Chronic Care Management Plans
- » Building networks with external agencies
- » Working towards Royal Australian College of General Practitioners (RACGP) Accreditation standards for our Medical Practice

The RACGP standard is a framework for the continuing development of well-performing Practice teams to enable them to focus on quality care and risk management. The Standards will help the Gunditjmarra health staff to deliver better services, which will go towards achieving better health outcomes for our patients.

### **Gunditjmarra Health Services**

The Gunditjmarra Health Services offers general medical practitioner and minor procedural services to the Aboriginal and non-Aboriginal community and has grown rapidly in the last year. Patient satisfaction surveys show that new and existing patients believe they receive high quality service through our Health Service and this has certainly been reflected in the high number of new patients coming through our doors. In the last year, the Medical Practice has registered 480 new patients and provided over 3800 episodes of care.

Our Medical Reception is the primary point of contact for patients, providing a warm and welcoming face to the Gunditjmarra Health Service. We are very proud of the professional attitude our Administration staff display, acting as the link between patients and medical staff. During the year our Administration staff have coped admirably with a rapidly increasing Administration workload which included the migration of “hard copy” patient files to electronic format and conducting a review of all Medical Administration Policies and Procedures as part of our work towards RACGP Accreditation.

During the year our Administration staff have also played a crucial role in establishing our highly successful Aboriginal Dental Clinic at the Health Service.

Our General Practitioner Dr. Surinder Singh and our Practice Nurse, Gaye Morrissey, continue to provide highly professional and empathetic Clinical services with many new patients citing positive "word of mouth" referrals regarding the quality of service provided as reason for transferring from other Practices.

As the Gunditjmara Health Service has grown, so to have the numbers of staff employed. In 2010-11 we welcomed to the team: Sharon Lane, Health Services Manager; Storm Henry, Medical Receptionist Trainee; and Brady Jones, Social and Emotional Wellbeing Officer. And in Early Childhood Services, Sherry Johnstone joined us within the Koori Pre-School Assistant (KPSA) Program.

As we continue to increase both in staff numbers and clients, a key challenge for us in 2011-12 will be managing the facilities that we are quickly out-growing.

#### **Key achievements in 2010-11 through the Gunditjmara Health Service include:**

- » Registered 480 new patients
- » Provided 392 GP sessions with 3,800 patients seen
- » Provided over 11,000 episodes of care across all Health Programs
- » Increased numbers of patients with GP Management Plans and Team Care arrangements
- » Engaged a Health Services Manager, Social and Emotional Wellbeing Officer and Medical Receptionist Trainee
- » Coordinated care between the Clinic and other Health Care services, locally and regionally
- » Facilitated Allied Health visits by Dietitians, Diabetic Educators and Mental Health Specialists
- » Facilitated Sight and Hearing Screening Programs
- » Reviewed Policies and Procedures and implemented a range of changes to comply with the RACGP Accreditation Guidelines
- » Carried out physical alterations and additions to the Medical Clinic building in order to comply with RACGP Accreditation Guidelines
- » Further developed and streamlined electronic recording of Health Indicators to improve quality of Clinical service provision and reporting
- » Provided over 600 Medical and Dental Transports

## Gunditjmara Aboriginal Dental Clinic

The Gunditjmara Aboriginal Dental Clinic, situated within our Banyan Street Health Service, commenced on 6 October 2010 in partnership with South West Healthcare Dental Services. This major achievement comes after almost two years of the Dental Chair being non-operational.

Through hard work and considered negotiations with South West Healthcare the Dental Clinic is now fully operational. The Gunditjmara Dental Clinic, utilising the South West Health Care Dental team, initially offered free fortnightly Dental services to all Aboriginal Health Care Card and Pensioner Concession Card holders. Services include oral health check-ups, preventative care, extractions, fillings, cleaning, fisher seals, bridges and dentures. Due to the overwhelming demand for Adult Dental services the dentist now visits weekly and is supported by a Dental Health Technician and two Dental Nurses.

We are extremely proud of our excellent working relationship with the Dental staff of South West Healthcare. Without their ongoing support this vital service to the Aboriginal community would not be possible. Aboriginal community members who are not eligible for services at the Gunditjmara Aboriginal Dental Clinic can access services through our monthly trips to the Victorian Aboriginal Health Service Dental Clinic in Fitzroy, Melbourne.

#### **Key achievements in 2010-11 through the Gunditjmara Dental Clinic include:**

- » Provided Dental services to more than 400 patients
- » Achieved high client satisfaction ratings
- » Provided Oral Health education programs
- » Produced a Dental brochure
- » Reviewed Dental Policies and Procedures for Accreditation

## Healthy for Life Program

Healthy for Life is an Australian Federal Government program that aims to:

- » Improve the health of Aboriginal and Torres Strait Islander mothers, babies and children
- » Improve the quality of life for people with a chronic condition
- » Reduce the incidence of adult chronic disease

The Healthy for Life Program Coordinator operates from the Gunditjmara Health Service and works on an Outreach basis at other organisations for one day per week. This arrangement is flexible and ensures that the Coordinator can provide support on a needs basis as required. The Outreach organisations are:

- » Dhauwurd Wurrung Elderly and Community Health Services Incorporated (Portland)
- » Winda Mara Aboriginal Corporation (Heywood)
- » Koolang Muutang – Kirrae Health Services Incorporated (Framlingham)

We currently employ one full-time and two part-time Aboriginal Health Workers in the Healthy for Life Program team who are responsible for Clinical Management and support of Aboriginal patients, Health Promotion activities, Parental and Early Childhood support, Health and Wellbeing activities, and Group Education programs. Staff are mentored and supported by our Healthy for Life Coordinator who is responsible for collecting and collating local and regional data. This data informs us about how well we are doing in our efforts to improve certain health outcomes.

#### **Key achievements in 2010-11 through the Healthy for Life Program include:**

- » Reviewed the Healthy for Life Program
- » Strengthened the Governance structure of the network of partner organisations
- » Developed a Memorandum of Understanding between partner agencies
- » Implemented the Action Planning Group comprising CEO's from partner agencies to provide Direction, Planning and Review of all Healthy for Life related programs across the region
- » Enhanced Aboriginal Health Worker capacity across all partner agencies through regular Clinical Training updates, Staff Training Audits, Training Workshops, and a two-day Clinical Skills Training Program at Deakin University
- » Facilitated Training days covering Sexual Health and Alcohol and Other Drugs
- » Several staff across the partner agencies entered Aboriginal Health Certificate III and IV courses
- » Worked with the Improvement Foundation and the Public Health Unit at the Victorian Aboriginal Community Controlled Health Organisation (VACCHO) on the new electronic reporting format for the Program.
- » Submitted our first comprehensive Regional Healthy for Life Action Plan in April 2011 and commenced development of a three year Regional Action Plan.
- » Exceeded our 2010-11 Health Check targets with Health Checks completed on more than one-third of all our Aboriginal patients and we hope to increase this significantly in 2011-12.

Valuable working relationships between the ACCHO's in the South West Victoria have been developed over the past year and this should lead to greater funding opportunities and, therefore, enhanced care for all of our Communities.

## Report on progress against the 2010-2013 Gunditjmara Strategic Plan

The strategies relate to our goal for Strong and healthy people. The following report demonstrates our commitment to delivering on what we set out to achieve in 2010 and to being accountable to our community by reporting our progress.

#### **Provide access to high quality care and services**

- » Weekly Eye and Ear Health Clinic
- » Assessment and Referral pathways developed
- » Registered 480 new patients, provided over 600 medical and Dental transports and delivered more than 11,000 episodes of care across all Health Programs

#### **Provide effective coordinated care to improve Chronic Disease Management**

- » Achieved and surpassed 2011 Health Assessment targets
- » Completed and increased number of Client Care Plans
- » Targeted individual at-risk clients and non-engaged at-risk groups to undertake Health Checks
- » Updated Patient Triage and Recall systems
- » Provided Community Education and Support programs including Cooking and Fitness programs, Lifestyle and Arts Workshops, and Health Promotion and Education sessions
- » Continued delivery of the Healthy for Life program

#### **Strengthen Clinical Governance and Systems**

- » Maintained Quality Control processes in accordance with the RACGP Standards
- » Maintained and updated our Patient Information Recall System (PIRS) and held a two-day Staff Training Program on the system
- » Clinic Administrator registered for Diploma of Practice Management
- » Facilitated Medicare information sessions with staff and doctors held by Medicare and VACCHO

#### **Support Skills and Professional Development for our Health Care professionals**

- » Conducted CPR and First Aid Training with all Gunditjmara Staff.
- » Secured the appointment of a Health Services Manager, Medical Receptionist Trainee, Social and Emotional Wellbeing Officer, and a Koori Pre-school Assistant

## ACHIEVING OUR GOALS

# A supported and empowered community

A supported and empowered community will have access to employment, training, affordable housing, culturally appropriate health care and a say in how these services are provided.

As a Community Controlled organisation Gunditjmara provides the opportunity for Community Members to play a leadership role in the design and delivery of these important services.

The strength of the community has a direct connection to the health and wellbeing of the individual. This is why we need to stay focussed, not only on Health services but also on our broader community development role.

**In 2010-11 we worked towards our goal for a 'supported and empowered community' through the following strategies:**

- » Greater engagement with the Community
- » Create new Employment and Training opportunities
- » Provide access to affordable Housing
- » Ensure access to culturally appropriate care for the frail and aged and younger people with disabilities
- » Support families parents and children through culturally appropriate services
- » Provide culturally sensitive Social and Emotional Wellbeing counselling and support
- » Provide programs to support at-risk children, youth and families

A report on our progress against these strategies is provided after the following program reports.

## Community Aged Care Package and Linkages Program

The Community Aged Care Package and Linkages Program (CACPS) is aimed at frail older people and people with disabilities living in the community who need extra support because of their complex needs. CACPS assists people to live independently in their own homes.

In 2010-11 Gunditjmara provided CACPS support to 19 individuals. A further four people remain on our Waiting List for when additional Packages become available.

This year we have been working on Care Plans with our clients as part of developing an 'Active Service Model' (ASM). The Active Service Model is a Government initiative that focuses on building clients' skills and abilities to increase independence. This initiative assists clients to identify goals and to make plans about how to achieve these goals. Gunditjmara staff have participated in conferences and training to learn how to facilitate the Active Service Model and most clients have created new Care Plans as a result.

**Key achievements in 2010-11 through the Community Aged Care Package and Linkages Program include:**

- » Established relationships with other Community service providers to share resources and skills to provide the best possible services for our Community
- » Attended several Service Coordination Workshops with other service providers to assist us with this strategy
- » Established a fortnightly Community Luncheon to allow Community Members to get together to socialise and to build strong community networks
- » Worked closely with Lyndoch Community Options to restructure our programs so that we adhere to Legislative requirements while still providing a culturally sensitive service for Aboriginal people
- » Continued to strengthen the program and our staff by undertaking Traineeships, obtaining Drivers licenses, modifying homes and providing aides for independent living, attending cultural and community events, and facilitating Allied Health services

## Home and Community Care Program

The Home and Community Care (HACC) program provides Community Care services to frail aged and younger people with disabilities, and their carers. HACC supports people who are experiencing difficulties in managing daily tasks and wish to live independently for as long as possible and avoid premature admission to Residential care. The support services include assisting with personal care, cleaning, shopping and activities such as day outings, group meals, and social activities.

In 2010-11 the HACC team continued to rebuild its services after the devastating fire on 31 January 2010. While still operating from temporary office accommodation at Kinross Court, staff has continued to work hard during this critical time to maintain essential services and ensure the transition from one place of work to the other was as seamless as possible for clients.

### Key achievements in 2010-11 through the Home and Community Care program include:

- » Increased the number of attendees at Planned Activity Group from 10 to 15 participants
- » Commenced a Men's Shed Program
- » Held a "Mini Olympics Day" in the Barwon South West Region, in partnership with a mainstream service, South West Health Care, and Aboriginal Services such as Framlingham, Dhauwurd Wurrung Elderly Community Health Service, and Winda Mara
- » Provided a three-day respite activity for Aboriginal people with a disability at 'The Cottage' in Warrnambool
- » Held Elders trip to Melbourne and the Morning Peninsula with 11 people participating. We visited such places as the Aboriginal Community Elders Service (ACES), Darebin Men's Shed, Aboriginal Advancement League, a Strawberry Farm and took a boat cruise along the Yarra River
- » Facilitated combined Carers Group with Gunditjmara community members and clients from mainstream services
- » Celebrated the tenth year of operation of the weekly Art Group
- » Signed a Protocol with the Warrnambool City Council for working together on joint assessments called "Living at Home" Assessments
- » Held the Service Coordination Workshop and Networking Luncheon to update local agencies on the range of services provided by Gunditjmara for referral and feedback and to collaborate with other agencies to identify areas for improvement in coordination and communication. Invited agencies included Warrnambool City Council HACC, Primary Care Partnerships, Lyndoch Community Options, South West Health Care, Mpower, and Community Connections
- » Attended a range of Professional Development and Networking events such as the Indigenous Aged Care

Conference in Adelaide, the official opening of the new Ballarat Cooperative Medical Centre, and the Victorian Committee for Aboriginal Aged Care and Disability 21 year celebrations

- » Implemented new software for our Packaged Care Program to improve data collection and undertook Communicare software training
- » Participated in planning for National Aborigines and Islanders Day Observance Committee (NAIDOC) week
- » Held an Information session on our HACC program at the Seal Adult Education Learning Centre and gave an overview of the services we provide

In consultation with Aboriginal Elder Rob Lowe, the Planned Activity Group this year participated in a program of Cultural Education Tours. These included travelling to Orford to view a monument erected by the Moyne Shire in recognition of the Aboriginal people that were massacred in the area. The Group also went to Brauer College to view the Aboriginal Gardens being designed by the students. Rob also arranged for Guest speakers to come along including Johnny Bell and Sarah Bain who work for the Department of Justice as well as the Clontarf boys. The Clontarf Foundation exists to improve the education, discipline, self-esteem, life skills and employment prospects of young Aboriginal men and by doing so, equip them to participate more meaningfully in society. Our thanks are extended to Rob for his work during the year.

## Alcohol and Other Drugs Program

Substance use is a major public health problem for many Indigenous people leading to death and disease and negatively impacting social and emotional wellbeing and economic advancement.

The Gunditjmara Alcohol and Other Drugs Program aims to increase awareness of the adverse effects of substance abuse on individuals and their families in order to reduce their levels of dependence and the likelihood of becoming involved in the judicial system.

We achieve this by working in consultation with the Department of Corrections and the Aboriginal community to offer specific programs and diversionary methods that improve people's social and emotional wellbeing.

### In 2010-11 our Alcohol and Other Drugs Program staff:

- » Arranged Counselling sessions and Referrals to Specialists
- » Conducted Client Assessments and ensured relevant Health Promotion information is available
- » Advocated on behalf of Aboriginal clients and supported clients by attending Koori Court and Client Case Management meetings
- » Attended targeted Health and Wellbeing programs
- » Supported access to Food, Housing and Transport
- » Established links with other agencies

## Social and Emotional Wellbeing Program

The purpose of the Social and Emotional Wellbeing Program is to provide support to Aboriginal and Torres Strait Islander people to reduce the intergenerational effects of past policies, social disadvantage, racism and stigma.

Social and Emotional Wellbeing Program staff work to increase resilience and strengthen the wellbeing of Aboriginal people, families and communities and to promote preventative approaches that enhance wellbeing and reduce the prevalence and impact of harmful alcohol, drug and substance use within the community. Staff work together with Alcohol and Other Drug Program staff to ensure that clients are supported with culturally appropriate and coordinated care from mainstream and other providers of Mental Health, Social and Emotional Wellbeing and Drug and Alcohol services.

### Key achievements in 2010-11 through the Social and Emotional Wellbeing Program include:

- » Provided 37 episodes of care and/or support to members of the community including Court support, Social Service support, Transport support and Referrals to other service providers
- » Participated in the development of a "Strong Men" project in conjunction with Kirrae Health Services and South West Healthcare
- » Undertook intensive Motivational Interviewing training
- » Undertook and achieved Accreditation in the Aboriginal Health Promotion Short Course
- » Undertook a range of one-day Training programs including First Aid and Lateral Violence

## Gunditjmara Aboriginal Cooperative Housing Program

The prime objective of Gunditjmara's Housing Program is to provide sustainable and affordable housing to the local Indigenous community. In doing this we also aim to maintain successful and sustainable tenancies and this is demonstrated by the low turn-over rate on tenants in the program.

Affordable housing is invariably in high demand and where we are unable to meet the housing needs of our members we work to improve access to existing housing in the Warrnambool area through Local Government Housing Programs, the Department of Human Services and through Aboriginal Housing Victoria.

In 2010-11 the Victorian Government announced that it would develop a Housing framework which addresses current and future housing challenges for low income Victorians. As part of this move the Gunditjmara Aboriginal Cooperative is required to become a recognised Indigenous Community Housing Organisation, And to achieve this status, three options are available:

1. Registration as a Housing Agency
2. Partnership with a Registered Housing Agency
3. Accreditation

Each option presents different opportunities and varied models for running Gunditjmara's Housing Program, and after some discussions with Department of Human Services representatives Gunditjmara has decided to go through with the Accreditation process as we believe this offers the best opportunities for the Cooperative and its Members.

Under the Accreditation process there are many standards that Gunditjmara will have to meet. This is similar to other Accreditation processes such as our Medical Clinic Accreditation against the RACGP standard.

In addition to coordinating all repairs and maintenance across our facilities, working on the Accreditation of our Housing Program has been a large part of the work undertaken by the Housing Officer throughout 2010-11.

We look forward to successfully attaining this Accreditation and to our new Quality Assurance Officer beginning in 2011-12. This will go a long way towards establishing Gunditjmara as an Indigenous Community Housing Organisation in its own right.

## Kalay Wartee Indigenous Mentoring Program

The Kalay Wartee Mentoring Program commenced on 1st of July 2010 under the Frontline Youth Initiatives Grant offered by the Department of Justice. The Kalay Wartee Program had been running prior to this date but under a different Funding Model.

The main aim of the Kalay Wartee Indigenous Mentoring Program is to promote meaningful connections between young Indigenous people (8 to 18 years) and their families, communities and culture in order to reduce the likelihood of contact with the criminal Justice system.

The Program delivered, in partnership with Brophy Family and Youth Services, provides young 'at risk' Koori youth in the Warrnambool area with one-to-one mentoring and opportunities to participate in a range of educational, personal, cultural and social, and skill development activities. Through these programs it is hoped that young people will rebuild meaningful connections with their families, their culture and their communities while realizing their full potential in life.

### Key achievements in 2010-11 through the Kalay Wartee Indigenous Mentoring Program include

- » Registered 14 Mentors (6 males and 8 females) including 5 Aboriginal mentors
- » Matched 14 Mentors with 14 Mentees during this Financial year.
- » Registered 14 Mentees (5 males and 9 females)
- » Commenced implementation of recommendation from a review of the Kalay Wartee Indigenous Mentoring Program to look into current structures and systems and develop a Best Practice Model of Governance structures and support systems

- » Supported Workplace Learning Coordinators in identifying culturally competent 'Koori friendly' work places
- » Held Induction sessions for new Mentees to cover expectations and boundaries and discuss the overall program
- » Attended Group activities such as the Animal Farm visit in Abbotsford, a Forum in Warrnambool, bowling at Warrnambool, a camp at Lake Bolac and Peshurst involving Mentors and Mentees, and a trip to Dreamtime at the 'G' in Melbourne
- » Conducted Group Activities such as Naming Day Ceremony, Australia Day, Peshurst Music Festival Lake Bolac Eel Festival and the Gnatanwaar Multicultural Day to develop skills, leadership and cultural development, networking, peer support and supervision for Mentees, Mentors and Families
- » Held Information sessions for Noorat Gunditj, Warrnambool College, Warrnambool East Primary School, Deakin University Warrnambool, and the Victorian Certificate and Applied Learning (VCAL) program
- » Participated in NAIDOC Week
- » Mentees engaged / re-engaged in Education Programs (including alternative Learning models), Vocational Training or Employment:
  - 1 Mentee (Year 12) VCAL in hospitality at Lyndoch Village for the Aged
  - 1 Mentee – ANZ Traineeship
  - 1 Mentee received \$1,200.00 Scholarship from Vic Roads to assist with her duties
  - 1 Mentee is undertaking Community Service studie at TAFE
  - 1 Mentee is currently seeking employment
  - Remaining Mentees attending various Primary and Secondary Schools

An important part of the Program is the work it does with schools. In 2010-11 we worked with Warrnambool East and West Primary Schools and Warrnambool College and Brauer College to update them with current Health and Cultural Awareness information. This work includes the development and embedding of Learning programs reflective of Aboriginal history and culture such as 'The Rainbow Serpent of the Hopkins River Project'.

Another outcome of this relationship has been a partnership involving ongoing professional teacher learning that supports curriculum development and training in Cross-Cultural Awareness.

## Koori Maternity Service

The Koori Maternity Service provides supportive and culturally safe antenatal and postnatal care and birthing support to women in the South West region who are expecting Koori babies.

Located at our Koroit Street premises the Gunditjmarra Early Childhood Centre provides a welcoming and safe place for mothers and children to access the Koori Maternity Service.

Our Community Midwife has a longstanding relationship with the local Community and has created a trusting, safe, and supportive environment where pregnant women are comfortable in the knowledge that they will receive the right antenatal care and their babies will get the best possible start in life.

The Koori Maternity Service Midwife is involved with families from as early as required in the pregnancy and throughout the first eight postnatal weeks and ensures links are made with local Maternal and Child Health Services and other Specialist providers. The service also provides parenting support and advice.

The role of the Koori Maternity Service Midwife focuses on local support of expectant mothers and also regional support of "high risk" pregnancies that may be transferred to Warrnambool. In order to ensure that Service Provision and Referral pathways are streamlined between organisations, the Koori Maternity Service Midwife regularly visits and liaises with Practice Nurses and Midwives in other South West ACCHO's. The Koori Maternity Service works with a range of mainstream and Indigenous specialists and service providers including Winda-Mara Aboriginal Corporation, Dhauwurd Wurrung Elderly and Community Health Service, Koolang Muutang – Kirrae Health Services Incorporated (Framlingham), South West Healthcare, St. John of God Healthcare, and Western District Health Services.

In 2010-11 the Koori Maternity Service undertook an internal review which led to the restructuring of a number of positions and planning for a greater focus on Health Promotion. Working closely with the Koori Pre-School Assistant Program a number of Early-Years Health Promotion activities are planned for 2011-12 including the establishment of a Koori Playgroup and a range of Parent Education and support programs around nutrition, culture, financial management, and other issues as identified by the parents.

## **Key achievements in 2010-11 through the Koori Maternity Service include:**

- » Supported 16 expectant mothers through pre and post natal stages providing Pregnancy and Parenting Education and support, ongoing Social and Emotional support, and referrals to other service providers
- » Developed of a new Koori Maternity Service brochure
- » Conducted a Client Satisfaction Survey with overwhelmingly positive feedback from participants
- » Continued strengthening of the Koori Maternity Service Midwife role with regional ACCHO communities and mainstream Maternity, Health and Social services
- » Completion of an internal review of the Program and restructuring of staff roles and responsibilities
- » The Possum Skin Cloak Project – Naming Day Ceremony and attendance at the Indigenous Women's Health Meeting Conference in Cairns as finalists in the National Excellence in Indigenous Health Awards
- » Continued Professional Education and Skill Development through participation in a range of Parenting Education and Clinical Learning programs

## Aboriginal and Torres Strait Island Family Decision Making Program

Aboriginal children and young people are 10 times more likely than the average person to become involved with Child Protection.

Through the Aboriginal and Torres Strait Island Family Decision Making Program Gunditjmarra works with the community to reduce the incidence of Aboriginal families, children and young people in the Child Protection and Out-of-Home Care systems. In 2010-11 three families were supported through the Program.

Hume Region Child Protection Services developed the Aboriginal Family Decision Making Program based on the Family Group conferencing model in collaboration with the Rumbalara Aboriginal Cooperative, Elders and other members of the local Aboriginal community. The Hume region successfully piloted this Program and the program is now delivered state-wide.

Through the Program we seek to reduce the proportion of Aboriginal children in Out-of-Home Care by strengthening families and enhancing their connection to culturally appropriate local Family Support services.

The Program recognises that the families are often the best resource to develop a Protection plan that ensures the safety of the child. Therefore, the Program aims to provide decision-making support and assistance, not to replace, but to enhance the family's role and abilities. Importantly the Program acknowledges and incorporates Cultural Decision Making processes that include extended family and community members who are significant in the care and protection of Aboriginal children.

## Integrated Family Services

Integrated Family Services is about creating central referral points to a range of community based Family services and other supports for vulnerable children and families within Victoria. This enables families to access the services and supports they need, at the time they need them, to build their capacity to support their children's healthy development.

In 2010-11 Gunditjmarra continued to participate in this program to advocate for the needs of Aboriginal and Torres Strait Islander families and ensure that they benefit from improved access to services. Throughout the year 24 separate cases where supported through the Program.

Our work this year involved regular weekly attendance at 'Allocations' meetings and participation in the Child and Family Service Alliance – a partnership involving Child Protection, Department of Human Services, Family Services and Gunditjmarra Aboriginal Cooperative.

## Regional Family Violence Program

The Regional Family Violence Program provides "Crisis Support" principally to women and children in the Portland, Heywood, Hamilton and Framlingham areas.

Support services are provided for people who are experiencing an immediate crisis, are recovering from experiences of violence or abuse, and/or are at risk of being unsafe in the family environment.

### **The objectives of the Regional Family Violence Program are to:**

- » Increase safety and wellbeing for women and children
- » Acknowledge and support women to have "control" over their lives

### **Key achievements in 2010-11 through the Regional Family Violence Program include:**

- » Attended "no means no show" – organising young people to discuss topics about Sexual Health and Respectful Relationships and then develop a comedy show that raises Awareness of Rights and Responsibilities in relationships
- » Assisted/advocated for many women and children to access Crisis support, Court support as well as liaising with solicitors, doctors, schools, and counsellors
- » Presented at Community events including Grannies Group from South Australia, Barwon South West Integrated Family Violence Forum, Local indigenous Networks, White Ribbon Day, Sisters Day Out, and the Barwon South West Homelessness Forum

Throughout the year we worked closely with many service providers to facilitate support for our clients. Our network includes the Aboriginal Family Violence Prevention and Legal Service, Centrelink, Salvo Connect, WRAD Centre, St John of God Mental Health Team, Aspire for Respite, Housing Assistance Support Program, Human Rights and Social Justice Centre, Police, Psych Services, Emma House, Community Connections, and South West Health Care. These agencies play an integral part in supporting our clients.

An outcome we are proud of during the year was our success in receiving a \$10,000 grant from the Victorian Women's Trust Foundation. This funding will go towards bringing together a group of young mothers with children for a camp involving Community Action Stops Abuse (CASA) and Aboriginal Family Violence. The name of our camp is Peeneeyt Ngarrakeetoon Woon (Strong Family Camp).

### Koori Youth Justice Program

The Koori Youth Justice Program aims to minimise the incidence of Koori Youth from coming into contact with the Juvenile Justice system.

#### **In 2010-11 we continued to work towards this aim by**

- » Keeping our Koori youth engaged in Community events and programs
- » Sourcing funding for our Youth Group
- » Completing a 'Cultural Support Plan' for Statutory Clients
- » Making our Youth Group as welcoming as possible
- » Regular supervision of Clients

2010-11 was an eventful year. There were many treks up and down the Princes Highway between Melbourne, Hamilton, Heywood and Portland, supervising and visiting our youth who were on Court Orders. While the Client number changed constantly we have recently supported six young people on Court Orders and one young person in the Youth Detention Centre.

A key role for the Youth Justice Worker is to act as the Probationary Officer under the direction of the Department of Human Services and supervise clients while on their Court Orders. The Youth Justice Worker also participates in regular Network meetings where all of the workers from Koori Youth Justice programs across Victoria come together to share information.

Our Marr-ang Youth Group has worked all year and will continue in 2011-12. Participant numbers have been fantastic with anywhere from 14-25 young people attending each gathering.

The most pleasing result so far this year is that our Youth Group attendance has been superb. The kids participating this year didn't let their enthusiasm drop and the numbers have not dropped off. We have had a few Helpers this year and thanks go to Nathan Douglas, Simone Proctor, Annie Bertram, Nicky Walker and Bernadette O'Brien. A Huge thank you to Guditjmarra Elder Rob Lowe Senior for all the walks and talks that he gave our young people this year!

### Koori Pre-School Assistant

Starting Kinder is a very important time in a child's life. Most children look forward to Kinder with excitement and are well prepared for this exciting new chapter in their young lives. Parents are often delighted that their child is building independent social skills, meeting new friends and having fun. There are some children and parents who look to the Kinder time with some worry and sadness. Children can worry about making friends or will they be nice, and parents may be sad that their child is growing up so quickly and sad to be separated from their child during Kinder time.

The Koori Pre-School Assistant supports the family's access to kindergarten and enhanced participation of Koori children in kindergarten programs. The Koori Pre-school Assistant works within 14 Kindergarten groups across Warrnambool, Dennington and Allansford. The program provides information to Koori families and communities about enrolments and funding and supports the attendance of Koori children in kindergarten programs. Spending time at each of the kinders allows the Koori Pre-School Assistant to provide cultural education activities to the whole class. It is also reassuring for those parents of Koori kids who worry about how their child is doing, to know that the Koori Pre-School Assistant is always available for a chat. The Koori Pre-School Assistant works closely on Program Development with Kindergarten teachers at each Pre-school and liaises with Early Childhood staff, this year supporting 17 Koori children in 9 kindergartens across the Warrnambool region.

Families who are experiencing difficulties in maintaining their child's attendance at Kinder can seek additional assistance through the Koori pre-school assistant to ensure that their child continues to attend Kinder. The Koori pre-school assistant is also available to assist families with information and support during transition to school time for their child.

#### **Key achievements in 2010-11 through the Koori Pre-School Assistant Program include:**

- » Supported 17 local Aboriginal children in different Kindergarten groups
- » Assisted families to access funding to enhance their child's participation in Kindergartens
- » Provided a range of arts and culturally-focussed activities such as: a board game with Australian bush animals; printing of the Koori flag onto paper plates and learning about the colours and what they represent; painting and musical activities and reading 'Puffing Tilly and the Rainbow Snake,' book

### Bringing Them Home

The intergenerational effects of removal practices are widespread and have caused emotional harm throughout families and across generations. Aboriginal and Torres Strait Islander communities require strong and consistent support structures including Counselling and Referral due to the effects of Past Removal Policies on the physical, social and emotional wellbeing of the community.

The Guditjmarra Bringing Them Home Program aims to provide counselling to individuals, families and communities affected by past practices of forced removal of children from their families.

During 2010-11 the Bringing Them Home Program underwent a major review. While we were unable to provide the Program during this period, in 2011-12 we will introduce a new Program Model. This new model will see the Bringing Them Home Program (currently only funded for a 0.5 position) integrated with our Social and Emotional Wellbeing Program. The Program Review found that by bringing these two programs together we can provide better and more seamless support for people needing Social and Emotional support and we will be able to employ both a male and female worker in the area, thus, creating a more culturally appropriate structure. This issue has been raised by the Community and we are pleased that the new model responds to these concerns.

In addition to blending the Bringing Them Home and Social and Emotional Wellbeing Programs together, we will also be including the Alcohol and Other Drugs Program into this new expanded Service Unit.

The overarching objective of our restructure is to reduce complexity in service provision and to provide a seamless and non-intimidating transition between services for people who may already be dealing with a number of personal issues and co-occurring Substance Use and Mental Health issues.

We believe that this new Program Model will provide the best service for our clients in terms of accessibility, cultural appropriateness and effective delivery. The new model allows for greater flexibility between staff and programs and builds the capacity of staff within those specific program areas. Importantly, the new model has been developed in consultation with external stakeholders including South West Health Psychiatric Services who have offered to support and mentor our Program staff through the transition and beyond, which will further strengthen our relationship with both Clinical and Allied Health staff in mainstream organisations.

### Report on progress against the 2010-2013 Guditjmarra Strategic Plan

The strategies below sit under our goal for a supported and empowered community in our 2010-2013 Strategic Plan. The following report demonstrates our commitment to delivering on what we set out to achieve in 2010 and to being accountable to our Community.

#### **Greater engagement with the Community**

- » Facebook is now actively used by Guditjmarra in promoting its activities
- » A Drop-In space has been developed and provided for Community Members at our Kinross Court facility.
- » Community satisfaction surveys were conducted across a number of program areas.

#### **Provide increased access to affordable Housing**

- » With the change in funding structures for housing this will be an ongoing issue for Guditjmarra and our plans for Accreditation will give rise to new opportunities, however, it will require that our Housing services are self-funding and sustainable.

#### **Ensure access to culturally appropriate care for the frail and aged and people with disabilities**

- » Ongoing support through our Home and Community Care and CACPS services

#### **Support families, parents and children through Culturally Appropriate Services**

- » Reviewed high-care Maternal Health Service Provision and established closer links with other regional ACCHO's
- » The Guditjmarra Possum Skin Cloak and Naming Day Project focusing on Birthing and Naming Ceremonies for Aboriginal babies in the South West leading to a nomination for a Health Service Excellence Award
- » Supported 16 expectant mothers and continued to provide the Koori Maternity Service
- » Established the Kooramook Playgroup to promote healthy childhood development and to provide social opportunities for parents with small children
- » School holiday outings organised and run by the Maternal and Child Health Centre
- » Reviewed the Koori Pre-School Assistant program, engaged new staff and introduced a range of new activities

#### **Provide Culturally Sensitive Social and Emotional Wellbeing Counselling and Support**

- » Engaged a new Social and Emotional Wellbeing worker
- » Provided Drug and Alcohol Information sessions
- » Established the Peeneeyt Maar (Strong Men) Project in partnership with Kirrae Health Services and South West Healthcare
- » Increased number of Health Service clients referred to mainstream Counselling and Mental Health programs
- » Increased the number of Care Plans conducted and experienced a growth in the number of complex client Care Plans
- » Established a visiting Psychologist service in partnership with South West Healthcare Psychiatric Services

## ACHIEVING OUR GOALS

# A well-managed and sustainable organisation

Structuring the delivery of our Corporate functions to best support our Core business is an ongoing challenge but one that's very important for the long term sustainability of the Gunditjmarra Aboriginal Cooperative.

As we move further along the 'Best Practice' path with Accreditation in a number of areas of our organisation we also need to continue to improve our management of quality safety and risk across our entire operation. This means ensuring effective management of our Legal and Funding Compliance requirements and other obligations such as Occupational Health and Safety.

Managing the growth of the Cooperative to meet the expectations of the Community while maintaining quality requires the active participation and leadership of the Board and Management.

**Our 2010-13 Strategic Plan sets out ambitious goals in the area of Operational Management and it's pleasing to report that we have made good progress in a range of areas. The improvements we set out to achieve include:**

- » Stronger systems for Financial and Compliance Management
- » Reduced Risk rating against the OATSIH Risk Assessment Tool
- » Annual Governance Training for Board Members
- » Improved Performance Reporting to the Board
- » Increase in retention rates for staff and reduced Stress Leave
- » Stronger support for staff through a Formal Staff Induction and Performance Appraisal Systems
- » Increased opportunities for Training and Professional Development
- » Increased self-generated revenue
- » Stronger partnerships and collaboration with Community and Allied Agencies

The following report against the strategies in our Strategic Plan demonstrates our commitment to accountability and success in delivering on what we set out to achieve:

### **Strengthen Governance, Compliance and Risk Management**

- » Funding and associated deadlines are managed with the Board of Directors are signing off on all funding agreements. All funding agreements are tabled at Board meetings
- » All Policies and Procedures are being updated which includes Board and Operational Policies
- » Occupational Health and Safety (OHS) Committee has been established and meeting regularly once a month
- » Finance Sub-Committee has commenced meeting. The Sub-Committee comprises one Board Member, Finance Officer and the Chief Executive Officer
- » Three Board Members have since recently been accepted to undertake a Certificate IV in Governance. Three other Board Members have attended a three-day Governance Workshop
- » Client Feedback and Complaints processes have been implemented and the Community has been informed
- » New position of Quality Assurance Officer has been created

### **Improve Communication across the organisation**

- » Fortnightly Team Leader meetings have been instituted
- » Regular CEO Reports to the Board, listing key achievements have been instituted
- » Staff meetings are held once month
- » A calendar has been established and distributed to staff of upcoming meeting dates for both Team Leader and Staff meetings

### **Support staff to succeed in their jobs**

- » All staff have completed a Training Needs Analysis through participation in the Skills for Growth Program
- » An Audit/Assessment of all staff contracts has been completed with the planned roll-out in 2012
- » All Staff Inductions are now conducted by the Human Resources Manager at Gunditjmarra
- » The Client Code of Conduct has been revised and improved and the Community has been advised on the changes through our Newsletter

### **Improve Operational Management**

- » All Gunditjmarra Policies and Procedures are being updated and new Policies being developed
- » Two Team Leaders have received funding for Management Training Grants to work towards a Diploma in Management
- » Program Budgeting Framework has been redeveloped with new plans for better and more Consultative Planning and Budgeting being developed

# Financial Report

## Director's Report

Your Directors present their report on the Co-Operative for the financial year ended 30 June, 2011.

The names of the Directors in office at any time during the year or since the end of the year are:

**Marcus Clarke**  
**Jarrod Clarke**  
**Tania Jones**  
**Tanya DeBono**  
**Lowell Hunter**

**Bernice Clarke**  
**Justin Wilkens**  
**Allan Miller**  
**Kan Brown**

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

The principal activity of the Co-operative in the course of the period under review, has been to assist the social development of Aboriginals in and around Warmanabool. There were no significant changes in the nature of this activity during the financial year ended 30th June, 2011.

The net amount of the deficit carried forward for the continuation of the Co-Operative's programs for the financial year was \$(257,843) (2010 - \$(318,930)). No amounts were transferred to or from reserves and provisions during the period other than those disclosed in the accounts.

No matters or circumstances have arisen since the end of the financial year, which significantly affected or may significantly affect the operations of the Co-operative, the results of those operations, or the state of affairs of the Co-operative in future financial years.

Likely developments in the operations of the Co-operative and the expected results of those operations in future financial years have not been included in this report as the inclusion of such information is likely to result in unreasonable prejudice to the Co-operative.

The Co-operative's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

No dividends have been paid or declared since the start of the financial year.

No options over issued shares or interest in the Co-operative were granted during or since the end of the financial year and there were no options outstanding at the date of this report.

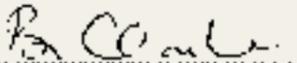
No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the Co-operative.

No person has applied for leave of Court to bring proceedings on behalf of the Co-Operative or intervene in any proceedings to which the Co-operative is a party for the purpose of taking responsibility on behalf of the Co-operative for all or any part of those proceedings.

The Co-Operative was not a party to any such proceedings during the year.

Signed in accordance with a resolution of the Board of Directors:

 Director  
 Allan Miller

 Director  
 Bernice Clarke

Dated this 9<sup>th</sup> day of November 2011.

Statement of Comprehensive Income  
for the year ended 30 June 2011

|  | Notes | 2011<br>\$              | 2010<br>\$              |
|--|-------|-------------------------|-------------------------|
| <b>INCOME</b>                              |       |                         |                         |
| Recurrent Funding                          |       | 1,992,991               | 1,917,727               |
| Sundry and Non Recurrent Grants            |       | 140,262                 | 96,838                  |
| Interest                                   |       | 48,846                  | 27,606                  |
| Refunds                                    |       | 481,282                 | 390,192                 |
| Rental & Equipment Hire                    |       | 99,835                  | 92,105                  |
| Insurance Recovery                         |       | 238,560                 | 58,933                  |
| Administration and Service Income          |       | 6,483                   | 5,934                   |
| Donations                                  |       | 1,520                   | -                       |
| Profit on Sale of Non- Current Assets      |       | 11,956                  | -                       |
|  |       | <u>3,021,735</u>        | <u>2,589,335</u>        |
| <b>EXPENDITURE</b>                         |       |                         |                         |
| Administration Costs                       |       | 7,203                   | 29,293                  |
| Advertising                                |       | 7,017                   | 4,373                   |
| Annual Leave (Movement in Provision)       |       | 12,137                  | 2,094                   |
| Asset Write Off                            |       | 207,157                 | 13,970                  |
| Bad and Doubtful Debts                     |       | 10,292                  | 4,060                   |
| Bank Charges                               |       | 1,426                   | 1,398                   |
| Board Costs                                |       | 5,863                   | 3,095                   |
| Catering/Meals                             |       | 18,541                  | 16,845                  |
| Cleaning                                   |       | 33,843                  | 26,569                  |
| Depreciation                               |       | 236,342                 | 246,683                 |
| Electricity & Gas                          |       | 19,375                  | 11,640                  |
| Hire of Venue                              |       | 2,943                   | 500                     |
| Insurance                                  |       | 45,629                  | 14,168                  |
| Long Service Leave (Movement in Provision) |       | 11,367                  | 2,287                   |
| Memberships                                |       | 6,178                   | 4,084                   |
| Motor Vehicle Costs                        |       | 62,209                  | 74,585                  |
| Postage                                    |       | 3,991                   | 2,456                   |
| Printing & Stationery                      |       | 24,393                  | 22,400                  |
| Professional Costs                         |       | 121,642                 | 99,715                  |
| Program Costs                              |       | 213,741                 | 175,315                 |
| Rent & Rates                               |       | 108,257                 | 40,422                  |
| Repairs & Maintenance                      |       | 48,829                  | 31,521                  |
| Sundry Staff Costs                         |       | 25,368                  | 31,681                  |
| Superannuation                             |       | 132,365                 | 137,471                 |
| Telephone                                  |       | 60,340                  | 68,467                  |
| Training                                   |       | 26,838                  | 16,519                  |
| Travel Expenses                            |       | 30,381                  | 22,373                  |
| Wages                                      |       | 1,713,899               | 1,739,141               |
| Workcover                                  |       | 82,011                  | 65,149                  |
|  |       | <u>3,279,577</u>        | <u>2,908,274</u>        |
| <b>(LOSS) FOR THE YEAR</b>                 |       | <u><b>(257,842)</b></u> | <u><b>(318,939)</b></u> |

**Other Comprehensive Income for the Year**

|   |                         |                         |
|---|-------------------------|-------------------------|
| Net Gain On Revaluation of Land & Buildings               | -                       | 133,027                 |
| Capital Works Funding                                     | -                       | -                       |
|   | <u>-</u>                | <u>133,027</u>          |
| <b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>            | <u><b>(257,842)</b></u> | <u><b>(185,912)</b></u> |
| <b>LOSS ATTRIBUTABLE TO MEMBERS</b>                       | <u><b>(257,842)</b></u> | <u><b>(318,939)</b></u> |
| <b>TOTAL COMPREHENSIVE INCOME ATTRIBUTABLE TO MEMBERS</b> | <u><b>(257,842)</b></u> | <u><b>(185,912)</b></u> |

## Statement of Financial Position as on 30 June 2011

|                                | Notes | 2011<br>\$              | 2010<br>\$              |
|--------------------------------|-------|-------------------------|-------------------------|
| <b>CURRENT ASSETS</b>          |       |                         |                         |
| Cash and Cash Equivalents      | 2     | 1,420,411               | 1,313,621               |
| Trade and Other Receivables    | 3     | 130,158                 | 108,124                 |
| Other Assets                   | 4     | 2,408                   | 162                     |
|                                |       | <u>1,552,977</u>        | <u>1,421,907</u>        |
| <b>NON CURRENT ASSETS</b>      |       |                         |                         |
| Property, Plant and Equipment  | 5     | <u>5,092,468</u>        | <u>5,433,918</u>        |
| <b>TOTAL ASSETS</b>            |       | <u><b>6,645,445</b></u> | <u><b>6,855,825</b></u> |
| <b>CURRENT LIABILITIES</b>     |       |                         |                         |
| Trade and Other Payables       | 6     | 657,157                 | 621,082                 |
| Employee Provisions            | 7     | 33,010                  | 25,730                  |
|                                |       | <u>690,167</u>          | <u>646,792</u>          |
| <b>NON CURRENT LIABILITIES</b> |       |                         |                         |
| Employee Provisions            | 7     | 17,044                  | 12,957                  |
|                                |       | <u>17,044</u>           | <u>12,957</u>           |
| <b>TOTAL LIABILITIES</b>       |       | <u><b>707,211</b></u>   | <u><b>659,749</b></u>   |
| <b>NET ASSETS</b>              |       | <u><b>5,938,234</b></u> | <u><b>6,196,076</b></u> |
| <b>EQUITY</b>                  |       |                         |                         |
| Members Capital                |       | 158                     | 158                     |
| Asset Revaluation Reserve      |       | 1,323,927               | 1,323,927               |
| Reserves                       |       | 1,392,853               | 1,392,853               |
| Retained Earnings              |       | <u>3,221,296</u>        | <u>3,479,138</u>        |
| <b>TOTAL EQUITY</b>            |       | <u><b>5,938,234</b></u> | <u><b>6,196,076</b></u> |

## Statement of Changes in Equity for the year ended 30 June 2011

| Notes  | Retained<br>Earnings<br>\$ | Members<br>Capital<br>\$ | Asset<br>Revaluation<br>Reserve<br>\$ | Reserves<br>\$          | Total<br>\$             |
|--|----------------------------|--------------------------|---------------------------------------|-------------------------|-------------------------|
| Balance at 1 July 2009                           | 3,798,077                  | 158                      | 1,190,900                             | 1,392,853               | 6,381,968               |
| Loss attributable                                | (318,939)                  | -                        | -                                     | -                       | (318,939)               |
| Total other comprehensive<br>income for the year | -                          | -                        | 133,027                               | -                       | 133,027                 |
| <b>Balance at 30 June 2010</b>                   | <u>3,479,138</u>           | <u>158</u>               | <u>1,323,927</u>                      | <u>1,392,853</u>        | <u>6,196,076</u>        |
| Loss attributable                                | (257,842)                  | -                        | -                                     | -                       | (257,842)               |
| Total other comprehensive<br>income for the year | -                          | -                        | -                                     | -                       | -                       |
| <b>Balance at 30 June 2011</b>                   | <u><b>3,221,296</b></u>    | <u><b>158</b></u>        | <u><b>1,323,927</b></u>               | <u><b>1,392,853</b></u> | <u><b>5,938,234</b></u> |

## Statement of Cash Flows for the year ended 30 June 2011

|   | Notes | 2011<br>\$       | 2010<br>\$       |
|---|-------|------------------|------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>         |       |                  |                  |
| Receipts from funding and operational sources       |       | 2,960,565        | 2,527,316        |
| Interest received                                   |       | 48,846           | 27,606           |
| Payments to suppliers                               |       | (1,293,241)      | (910,157)        |
| Payments to employees                               |       | (1,702,532)      | (1,736,854)      |
| <b>Net cash generated from operating activities</b> | 14    | <b>13,638</b>    | <b>(92,089)</b>  |
| <b>CASH FLOW FROM INVESTING ACTIVITIES</b>          |       |                  |                  |
| Payment for Purchase of Property, Plant & Equipment |       | 93,152           | (271,875)        |
| <b>Net cash used in Investing Activities</b>        |       | <b>93,152</b>    | <b>(271,875)</b> |
| <b>Net Increase/(Decrease) in cash held</b>         |       | <b>106,790</b>   | <b>(363,964)</b> |
| Cash at the beginning of the financial year         |       | 1,313,621        | 1,677,585        |
| Cash at the end of the financial year               | 2     | <b>1,420,411</b> | <b>1,313,621</b> |

## Notes to the Financial Statements for the year ended 30 June 2011

### NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a special purpose financial report prepared to satisfy the financial reporting preparation requirements of the Co-Operative Act (1996). The Directors have determined that the Co-Operative is not a reporting entity.

#### Reporting Basis and Conventions

The Directors have prepared the financial statements on the basis that the Co-Operative is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the Co-Operatives Act 1995.

The financial statements have been prepared in accordance with mandatory Australian Accounting Standards applicable to entities reporting under the Co-Operatives Act 1995 and the significant accounting policies disclosed below, which the Directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous year unless stated otherwise.

The financial report has been prepared on an accrual basis and is based on historical costs unless otherwise stated in the notes. The material accounting policies adopted in preparation of these states are as follows:

#### Accounting Policies

##### (a) Income Tax

The Co-operative is exempt from Income Tax under the Australian Income Tax Assessment Act (1997) Section 50-10.

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

Each class of property, plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Freehold land and buildings are measured at their fair value based on periodic but at least triennial valuations by external independent valuers, less subsequent depreciation for buildings. Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity, all other decreases are charged to the statement of comprehensive income.

The carrying amount of plant and equipment is reviewed annually by Directors to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows, which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amount.

The depreciable amount of all fixed assets, including buildings and capitalised leased assets, but excluding freehold land, are depreciated over their useful lives commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

##### (c) Employee Benefits

Provision is made in respect of the Co-operative's liability arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled, plus related on costs. Employee benefits payable after than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the Co-operative to an employee superannuation fund and are charged as expenses when incurred. The co-operative is not legally obligated to contribute greater than the 9% superannuation on guarantee levy. The co-operative has no legal obligation to provide benefits to employees on retirement.

##### (d) Cash and Cash Equivalents

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

**NOTE 1: STATEMENT OF ACCOUNTING POLICIES (cont.)****(e) Impairment of Assets**

At each reporting date, the Co-Operative reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Statement of Comprehensive Income.

**(f) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to entities 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 present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction in the lease liability and the lease interest expenses for the period. Leased assets are depreciated on a straight-line basis over the shorter of the 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.

**(g) Revenue**

Revenue from the sale of goods or rendering of services is recognised upon delivery of goods or service to the customer. Grant revenue is recognised in income when it is controlled. When there are conditions attached to grant revenue relating to the use of those grants for specific purposes, it is recognised in the balance sheet as a liability until such conditions are met or services provided. Donations and bequest are recognised as revenue when received unless they are designated for a specific purpose, where they are carried forward as prepaid income on the balance sheet.

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

**(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. Receivables and payables in the balance sheet are shown GST inclusive.

**(i) Comparative Figures**

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**(j) Critical Accounting Estimates and Judgments**

The directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information.

**2. Cash and Cash Equivalents**

Notes

**Current:**

|              |                  |                  |
|--------------|------------------|------------------|
| Cash on hand | 1,066            | 159              |
| Cash at bank | 1,419,345        | 1,313,462        |
|              | <u>1,420,411</u> | <u>1,313,621</u> |

**Reconciliation of Cash:**

|                           |                  |                  |
|---------------------------|------------------|------------------|
| Cash and cash equivalents | <u>1,420,411</u> | <u>1,313,621</u> |
|---------------------------|------------------|------------------|

**3. Trade and Other Receivables**

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**Current:**

|                                |                |                |
|--------------------------------|----------------|----------------|
| Trade Debtors                  | 139,653        | 123,662        |
| Less: Provision for Impairment | (9,495)        | (15,538)       |
| Trade Debtors                  | <u>130,158</u> | <u>108,124</u> |

**4. Other Assets****Current:**

|             |              |            |
|-------------|--------------|------------|
| Prepayments | 2,408        | 162        |
|             | <u>2,408</u> | <u>162</u> |

2

|   | 2011             | 2010             |
|---|------------------|------------------|
|   | \$               | \$               |
| <b>5. Property, Plant and Equipment</b>       |                  |                  |
| Land & Buildings (Directors Valuation 2011)   | 4,602,807        | -                |
| Land & Buildings (Independent Valuation 2010) | -                | 4,590,000        |
| Less: Accumulated Depreciation                | (75,457)         | -                |
|   | <u>4,527,350</u> | <u>4,590,000</u> |
| <br>  |                  |                  |
| Harris Street and Health Building (at cost)   | 5(a) -           | 225,156          |
| Less: Accumulated Depreciation                | -                | (19,823)         |
|   | <u>-</u>         | <u>205,333</u>   |
| <br>  |                  |                  |
| Plant & Equipment (at cost)                   | 274,154          | 268,476          |
| Less: Accumulated Depreciation                | (114,308)        | (77,010)         |
|   | <u>159,846</u>   | <u>191,466</u>   |
| <br>  |                  |                  |
| Motor Vehicles (at cost)                      | 487,651          | 510,103          |
| Less Accumulated Depreciation                 | (271,795)        | (272,746)        |
|   | <u>215,856</u>   | <u>237,357</u>   |
| <br>  |                  |                  |
| Office Furniture and Equipment (at cost)      | 509,926          | 471,241          |
| Less Accumulated Depreciation                 | (320,510)        | (261,479)        |
|   | <u>189,416</u>   | <u>209,762</u>   |
| <br>  |                  |                  |
| Total Property, Plant and Equipment           | <u>5,092,468</u> | <u>5,433,918</u> |

**Note 5(a)** - Harris Street Building and accompanying Health Building have been written off in 2011 based on architect advice that the buildings require demolition after the 2010 fire.

#### 6. Trade and Other Payables

##### Current:

|                     |                |                |
|---------------------|----------------|----------------|
| Trade Creditors     | 123,693        | 55,448         |
| Sundry Creditors    | 6,992          | 2,348          |
| Annual Leave        | 125,700        | 113,563        |
| Payroll Liabilities | 26,391         | 39,450         |
| GST Liability       | 79,038         | 92,213         |
| Grants in Advance   | 295,343        | 318,040        |
|                     | <u>657,157</u> | <u>621,062</u> |

#### 7. Employee Provisions

##### Current:

Provision for Long Service Leave

33,010 25,730

##### Non Current:

Provision for Long Service Leave

17,044 12,957

50,054 38,687

#### 8. Reserves

Statutory Reserves

1,724 1,724

Capital Grants Reserve

1,391,129 1,391,129

1,392,853 1,392,853

#### 9. Capital and Leasing Commitments

Operating Lease Commitments (Rent of Office Space)

Payable - minimum lease payments

- not later than 12 months 9(a) 51,549 67,385

- between 12 months and 5 years - 51,549

51,549 118,934

**Note 9(a)** - Further terms of 2 years \* 2 years is available under the lease for Kinross Court Warrnambool. The current lease term ends 31st March 2012.

#### 10. Contingent Liabilities and Assets

The Director of Housing holds a mortgage over 16-18 McKnight Street Warrnambool Vic 3280.

The Minister for Aboriginal Affairs holds a mortgage (value \$207,000) over 35 Mountain Ash Drive Warrnambool Vic 3280.

The Aboriginal and Torres Strait Islander Commission holds caveats over the following properties:

- \* 4 Grantor Street Warrnambool Vic 3280
- \* 68 Grafton Road Warrnambool Vic 3280
- \* 16-18 McKnight Street Warrnambool Vic 3280

Commonwealth of Australia holds caveats over the following properties:

- \* 40 Tait Road Warrnambool Vic 3280
- \* 3 Banyan Street Warrnambool Vic 3280
- \* 1 Dunroe Court Warrnambool Vic 3280

Gunditjmarra have been advised (by their architect) that the buildings on the Harris street reserve requires demolition before a new premises can be rebuilt, and cost for demolition at this stage are not quantifiable.

**11. Events After the Balance Date.**

The Directors are not aware of any events which have occurred subsequent to balance date which would materially effect the financial statements at 30th June, 2011.

**12. Directors' Remuneration**

Income received or due and receivable by all Directors of the Co-Operative from the Co-Operative and any related Bodies:

Number of Co-Operative Directors whose income or fees derived as a result of their directorship of the Co-Operative or any related bodies corporate was within the following bands

|               | 2011<br>No. | 2010<br>No. |
|---------------|-------------|-------------|
| \$0 - \$9,999 | 0           | 0           |

The names of Directors who have held office during the financial year are:

|   |                |
|---|----------------|
| Marcus Clarke (resigned 12 July 2010)                       | Jarrold Clarke |
| Allan Miller (appointed 5 March 2011)                       | Tania Jones    |
| Ken Brown (appointed 19 June 2010, resigned 31 August 2010) | Justin Wilkens |
| Tanya Debono (appointed 5 March 2011)                       |                |
| Lowell Hunter (appointed 5 March 2011)                      |                |
| Bernice Clarke (appointed 5 March 2011)                     |                |

Marcus Clarke and Jarrold Clarke are current employees of Gunditjmara and receive a salary for their positions as Chief Executive Officer and Housing Officer respectively.

**13. Related Party Transactions**

The entity did not enter into any contracts with related parties apart from rental agreements for housing being made to family members of Directors Bernice Clarke and Tania Jones. Allan Miller, a Director of the Co-operative also rents a property. Rental charged during the year was at less than market value.

**14. Cash Flow Information**

|  | 2011<br>\$    | 2010<br>\$      |
|--|---------------|-----------------|
| <b>Reconciliation of Cash Flow from Operations with Profit</b> |               |                 |
| Profit from ordinary activities after income tax               | (257,842)     | (318,939)       |
| <b>Non-cash flows in profit:</b>                               |               |                 |
| Depreciation   | 230,342       | 246,683         |
| Net (loss)/gain on sale of assets                              | 11,956        | -               |
| <b>Changes in assets and liabilities:</b>                      |               |                 |
| (Increase)/Decrease in Receivables                             | (24,280)      | (34,413)        |
| Increase/(Decrease) in Payables                                | 36,095        | 12,293          |
| Increase/(Decrease) in Provisions                              | 11,367        | 2,287           |
| <b>Cash flows provided by operating activities</b>             | <b>13,638</b> | <b>(92,089)</b> |

**15. Entity Details**

The registered office and principal place of business is Harris Street Reserve, Wannambool Vic 3280

## Director's Declaration

In accordance with a resolution of the Directors of Gunditjmara Aboriginal Co-Operative Limited we declare that in the opinion of the Directors:

- 1 The financial statements and notes are in accordance with the Co-Operative Act 1996, and
  - (a) comply with Accounting Standards as described in note 1 to the financial statements in accordance with the Co-Operatives Act 1996; and
  - (b) give a true and fair view of the Co-Operatives financial position as at 30 June 2011 and of its performance for the year ended on that date in accordance with accounting policies described in note 1 to the financial statements.
- 2 In the Directors' opinion there are reasonable grounds to believe that the Co-Operative will be able to pay its debts as and when they become due and payable.

 ..... Director  
Allra Miller

 ..... Director  
Bernice Clarke

DATE: 1<sup>st</sup> November, 2011.

## Independent Audit Report to the members of Gunditjmara Aboriginal Co-operative Limited

**SINCLAIR**  
AUDIT & ASSURANCE SERVICES

### Scope

We have Audited the accompanying financial report, being a special purpose financial report of Gunditjmara Aboriginal Co-Operative Limited, which comprises the Statement of Financial Position as at 30 June 2011, and the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, a summary of significant accounting policies, other explanatory notes and the Directors' Declaration.

### The Responsibility of the Director's for the Financial Report

The Directors of the Co-Operative are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the requirements of the Co-Operatives Act 1996 and are appropriate to meet the needs of the members. The Directors' responsibility also includes such internal controls as the Director determines as necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

### Audit Responsibility

Our responsibility is to express an opinion on the financial report based on our Audit. We conducted our Audit in accordance with Australian Auditing Standards. Those Auditing 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 judgement, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the Auditor considers internal control relevant to the entity's preparation and presentation of the statement in order to design Audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An Audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Directors, as well as evaluating the overall presentation of the financial report.

Independent Audit Report to the members of  
Gunditjmarra Aboriginal Co-operative Limited



We believe that the Audit evidence we have obtained is sufficient and appropriate to provide a basis for our Audit opinion

**Independence**

In conducting our Audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

**Audit Opinion**

In our opinion, the financial report of Gunditjmarra Aboriginal Co-Operative is in accordance with the Co-Operatives Act 1996, including:

- a. giving a true and fair view of the Co-Operative's financial position as at 30<sup>th</sup> June, 2011 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1; and
- b. complying with Australian Accounting Standards to the extent as described in Note 1, and complying with the Co-Operatives Act 1996.

  
Felicity Melican  
Partner  
SINCLAIR WILSON

Dated this 11<sup>th</sup> November, 2011

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