

Amity

Community Services Inc

Annual Report

2013

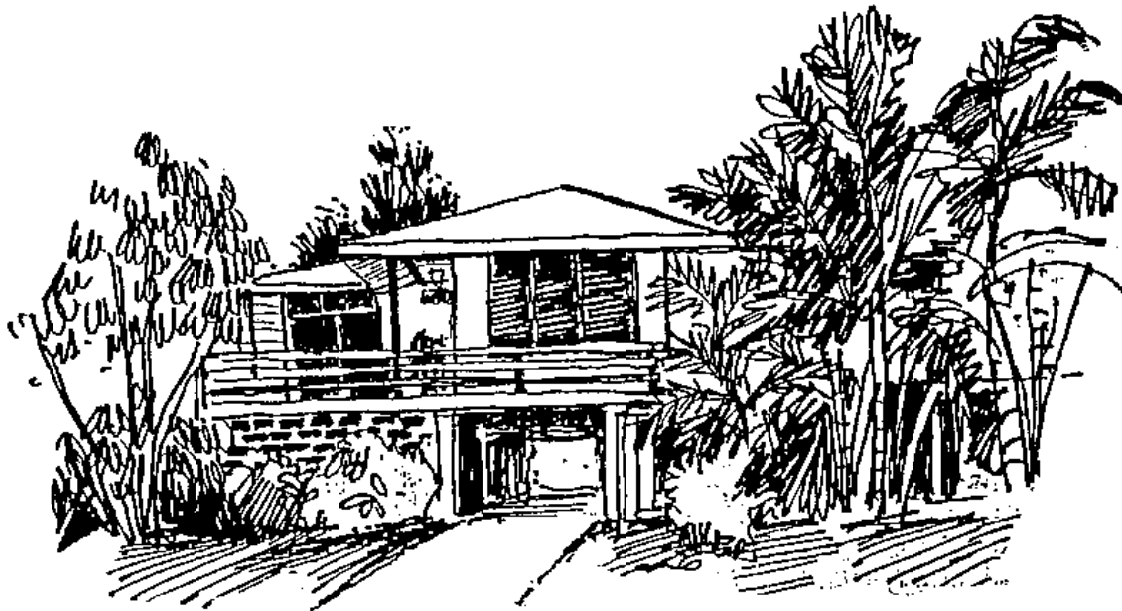


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Agenda

LOCATION: 155 Stuart Highway Parap

DATE: 19th September 2013 at 5:00pm

Item 1: Present/Apologies

Item 2: Confirmation of Minutes of 2012 Annual General Meeting

Item 3: Reports
a) Chairman's Report
b) Treasurer's Report
c) Agency Reports

Item 4: Election of the Management Committee

Item 5: Other Business
• Nomination of Auditor for 2013/14

Item 6: Meeting Closed

Networking and Refreshments

Minutes of Previous Annual General Meeting

Annual General Meeting Minutes

DATE: 20 September 2012 at 5:00pm
LOCATION: 155 Stuart Highway Parap

Item 1: Present/Apologies

Present:

Brett Hagan	Chairperson
Julie Beaumont	Treasurer
Bernie Dwyer	Executive Director
Olga Hurley	Board Member
Paul Turner	Board Member
Gail Snell	Board Member
Amy Williamson	Board Member
The Hon. Peter Styles	MLA - Sanderson
Stephen Mackrow	Dept. of Land & Planning
Wendy Moreton	NTCOSS
Russel Flynn	NTCOSS/ NT AOD Peak body
Chris Potter	SKYCITY Casino
Wendy Larn	Community Member
Zoe Landridge	Licensing & Regulation – Department of Justice
Melanie Harkinson	Licensing & Regulation – Department of Justice
Nicola Coalter	Amity Staff
Johanna Goncalves	Amity Staff
Sharon Greenof	Amity Staff
Donna Hunter	Amity Staff
Kylie Jericho	Amity Staff
Annette Mageean	Amity Staff
Rian Rombouts	Amity Staff
Joan Scott	Amity Staff
David Shean	Amity Staff
Gail West	Amity Staff
Christine Power	Amity Staff
Lynde Schubert	Amity Staff

The meeting opened at 5.00 pm. Bernie Dwyer, Chief Executive Officer (CEO) welcomed all attendees.

Apologies:

Bill Prendergast	Vice Chairperson
Andrew Harper	Board Member
Gail Snell	Board Member
Jodie Reichstein	Amity Staff
Melanie Schofield	Amity Staff
Carolina Ferreira Siqueira	Amity Staff
Pauline McKenzie	Amity Staff
Kate Munro	Amity Staff
Willie Gaden	Amity Staff
Rob Lewis	Amity Staff

Item 2: Confirmation of previous Minutes

The Chief Executive Officer sought confirmation of the previous AGM minutes.

Moved: Julie

Seconded: Brett

Motion: Passed

Note: Change to date on previous minutes – recorded as 2012 instead of 2011.

Item 3: Reports

a) Chairperson's Report

Chairman, Brett Hagan, presented his report and discussed that in these difficult financial times, Amity like most organisations has faced many challenges. This has been a balance of achieving a favourable financial outcome whilst still being able to maintain and improve the diverse range of quality services we provide to the community. The Chairman discussed the difficulties in securing and renewing long-term funding agreements that have seen the organisation drawing upon the reserve to continue work in the short-term, and acknowledged the uncertainty this short-term funding creates for staff and clients.

Brett thanked his fellow board members, Bernie and all of Amity staff for their unrelenting efforts in assisting Amity to continue to be a strong and relevant organisation within the community.

b) Treasurer's Report

Treasurer, Julie Beaumont, discussed how each year the programs and funding of Amity continue to expand to meet the ever increasing demand from people in our community. The Treasurer spoke of how the continuity and steadfast determination to meet and exceed the goals of Amity's programs are even more admirable given the difficulties with recruitment and retention in the current employment climate.

Julie congratulated Bernie and the team at Amity for another successful year and reiterated Amity's sound financial position.

The treasurer moved that reports be accepted

Moved: Julie

Seconded: Brett

Motion: Passed

c) Agency Report

CEO, Bernie Dwyer, presented his report and discussed main points:

- The Territory has the highest consumption rate of alcohol in Australia;
- A variety of reports have highlighted the significant impact of alcohol and drug consumption on child safety, family violence, assaults and trauma;
- The NT has the highest alcohol related road crash rate in the country and the highest level of other road trauma;
- The Territory has the highest rate of incarceration in Australia and if the NT were a stand-alone country, comparably, our incarceration rates would be one of the highest in the world;
- Approximately 60% of police work is dealing with alcohol-related issues and 40% of court and prison costs can be directly attributed to alcohol related crime.

Bernie discussed how alcohol consumption remains a complex issue for the Territory and he reflected on the successes of a past program (The Living with Alcohol Program) after robust evaluation demonstrated a significant reduction in population level harms and costs of alcohol. There are lessons to be learned from past evidence based approaches.

Bernie provided a brief overview of the programs at Amity and his work with the Territory’s peak body of the alcohol and other drug sector.

Bernie discussed the retention of staff and that staffing had remained fairly stable over the past year. He made special mention of the retirement of Donna Hunter. Bernie thanked the board and staff for their input and support throughout the year.

Item 4: Election of the Management Committee

All Board positions were declared vacant and Bernie Dwyer advised that for each vacant position there was one nomination so all would be elected unopposed.

Position	Nominee	Nominated by	Seconded by
Chairperson	Brett Hagan	Julie Beaumont	Paul Turner
Treasurer	Julie Beaumont	Brett Hagan	Paul Turner
Secretary	Gail Snell	Amy Williamson	Brett Hagan
Board Member	Drew Harper	Brett Hagan	Amy Williamson
Board Member	Amy Williamson	Paul Turner	Julie Beaumont
Board Member	Chris Potter	Amy Williamson	Brett Hagan
Board Member	Wendy Larn	Brett Hagan	Julie Beaumont
Board Member	Paul Turner	Amy Williamson	Brett Hagan

Item 5: Other Business

- a) Peter Styles MLA attended Amity’s AGM and discussed the recent changes to government.
- b) Selection of Auditor for the new period – carry forward to the first Board meeting.

Meeting Closed: 5.30pm

Chairperson's Report

Looking back over the last year we have again experienced challenging times. Unfortunately the Community Government Sector in which we operate has been subject to some severe funding cuts. Thankfully though, at Amity we have managed to work through these funding issues and still produce a modest surplus whilst maintaining delivery of the majority of our services.

However, it needs to be mentioned that there has been no consistency in funding our sector, and it is apparent to me that political ideology governs more where funds get distributed, than the actual needs within the community in which we operate, which I consider to be very short sighted.

As a result of these mentioned funding cuts Amity has chosen not to continue the coordination of the DDE program but will continue to deliver this service to clients. The coordination of the DDE program has been handed back to the NTG and it will be interesting to see how they choose to manage and coordinate this program as we move forward.

We are still yet to finalise the long-term lease on the buildings at 152 – 155 Stuart Hwy and as in past years we hope this process can be concluded in the near future. In these uncertain times, not knowing we have security of tenure at these premises is of some concern.

Indigenous Community Project continues to remain a major part of our services and we continue to operate in this area providing assistance to many communities across the Northern Territory.

Finally, this is my last year as Chair and I would like to take this opportunity to thank my fellow board members, Bernie, and all our staff. It has been a pleasure working with you all and when I reflect back I know I have been privileged to work with such a dedicated group of professionals.

I look forward to contributing in some way to the success of Amity going forward and wish you all the best in the challenging years ahead.

Brett Hagan
Chairperson

Treasurer's Report

The 2013 financial year has presented a new set of challenges for Amity, with the uncertainty of a new Territory Government and the changing tides of a Federal election year.

It has also seen Grant Income fall to the lowest level since 2009, necessitating corresponding adjustments in expenditure to ensure that a minimum breakeven position was maintained.

The small surplus of \$9K is the result of a \$562K decrease in overall revenue offset by a decrease in expenditure of \$483K, this achieved while implementing a comprehensive accreditation program under ISO9001 certification and after provisions for long service leave and redundancy.

Notwithstanding these pressures, Amity has maintained a strong working capital ratio throughout the year and the balance sheet demonstrates the overall secure position of the organisation.

This is particularly important in the lead up to a new Federal Government term and uncertainly about the potential funding impact into the future.

The uncertainty of funding can impact on staffing and Amity has experienced some changes throughout the year as a result, however the service, as always has continued with objectives achieved and exceeded.

Bernie and the Amity team have again proven their flexibility and their ability to deal with whatever is required to continue the delivery of outstanding service to Amity clients.

Julie Beaumont

Treasurer

Executive Officer's Report

The organisation remains a strong, professional community service. We are able to develop meaningful and trusted relationships within our community that allows delivery of niche specialist services. This means the agency needs to be flexible, agile, community focused and specialised. However, due to its size it will not be able to compete with the large national organisations to tender for the large one size fits all contracts. I believe that this is the greatest threat as we move into the future; we will not be competitive for national 'scone cutter' contracts, that is the contracts for the same services provided in Darlinghurst, Dandenong or Darwin. We need to take stock of what unique skills, experience and understandings we have as an organisation and play to these strengths.

This financial year has been interesting and challenging for Amity. Change of government has also brought unpredictability, uncertainty and unstable times to the non-government and private sector. It is often cited that business seeks policy certainty and predictability to thrive and so does the not for profit sector. We hope that there is better engagement when policy development is being undertaken in the future to decrease the uncertainty and surprises of the recent past.

Amity has made a commitment to being accredited under the ISO 9001 International Standards Framework. It has required a large financial investment and demand on staff resources. Amity is committed to quality improvement and quality management that are the outcomes of such an investment.

Apart from learning new systems and skills in relation to quality outcomes the staff at Amity have been supported to continue to develop their existing skills and expertise. Dr Bill Miller, a founder of Motivational Interviewing (MI), was in Australia from the USA to deliver workshops on MI. Staff with front line service delivery responsibilities were encouraged and supported to undertake this training. MI is a very useful skill to have whether working with individuals, groups or communities. Amity has a history and ongoing commitment to staff development and has supported staff to attend and present at conferences, undertake specialist skills development in alcohol and other drugs as well as mental health interventions.

Amity works with a variety of other organisations to achieve our outcome. We traditionally work with government, non-government and industry sectors. This year with the Alcohol and Other Drug Indigenous Communities Project and through the initiative of Annette Mageean, Amity partnered with UNICEF, Sony Japan and with the support of local IT company *Area9* to deliver a youth photography workshop with the town communities. This provided great opportunities for the young people to learn photography skills, tell their story through their eyes and for Amity to work with young people, a client group that are often challenging to engage with. It culminated in the UNICEF launch of the exhibition, produced by the young people from the town communities, at Parliament House, Canberra and was attended by politicians and other dignitaries.

Amity has had a number of staff that have been with the organisation for quite a few years. Kylie Jericho has been with the organisation for ten years, I have been with Amity for twenty three years, Rian Rombouts first joined in 1998 and has worked with the Courts as a clinician for a couple of years in that time. Pauline McKenzie initially started with us in 2002 and moved south and travelled in 2007 before re-joining us in 2010. Nicola Coalter, Annette Mageean and Mel Schofield are in the five-year category. This provides Amity with a good range of experience and depth of corporate knowledge. It is also good to have newer staff bringing new skills and experience. I would like to acknowledge all the staff for their effort and commitment and especially thank the long termers for their tolerance of me, and their persistence with the challenges of the work we do.

Brett Hagan, our long serving Chairman, will be standing down this year as is required by the Amity constitution. Brett joined the board in 2001 and has continuously served in various roles since then. I would like to thank him for his commitment to the organisation as well as his support and counsel for me as CEO. Brett has demonstrated leadership and dedication and I am glad that he has nominated to remain on the board. Gail Snell joined the management committee in 2004 and has held the secretary position since that time. As well as other duties, being secretary on the Amity committee means being responsible for the minutes. Gail's attendance, commitment and support of the agency have been excellent. Julie Beaumont has been treasurer on the management board since 2006. It is important for sound management to have a person with experience in finances to scrutinise and clarify the reports and ensure the Agency's financial practices are at an appropriate standard. The board has five newer members who bring fresh eyes and broad experience to the

committee and allows the board to renew. Volunteering their time, knowledge and experience enables the staff to focus on their duty to deliver services to the community. I would like to acknowledge the long serving members of the committee especially Brett for the twelve years of support and service to Amity and thank all the board for the support and input.

The year will provide its challenges to the organisation but with good governance and committed staff Amity will service the community to the high standard it has demonstrated through its history. I will be going on long service leave and annual leave for six months from mid-October and Nicola Coalter will take on the role of Executive Officer. Nic has been acting in the role when required and has been in the position of Deputy EO since early this year.

As the Public Officer I would like to acknowledge that Brett Hagan, the Chairman of the Amity Board, has a pecuniary interest in Insurance Risk Solutions. They are an insurer associated with the NT Chamber of Commerce and provide Amity with cover. Due to the conflict of interest, Brett Hagan does not participate in the decision making on the purchases of insurance.

Amity looks forward to the next year of actively promoting the adoption of healthier habits and lifestyles as is our vision.

Mr Bernie Dwyer

Executive Officer / Public Officer

Counselling Intervention Services

The period 2012 -2013 has been fascinating, frustrating and challenging for the counselling team with the abandonment of the SMART court and the insecurities of further and future funding by government. The fact that the government introduced a new approach to working with people with an alcohol problem was much discussed at Amity as the team works with evidence based approaches. Unfortunately the new mandatory sentencing approach is lacking such a base.

As Amity's philosophy has a sound foundation and is evidence-based, the question remains on how long the government will provide funding for Amity's counselling services. In particular, is the fact that the counselling services have only been funded for a 12-month period. This provides us with some food for thought for the future.

For the duration of the year there have been only minor changes in the team. Lynde Schubert resigned and Jack Avison commenced employment on 3rd June 2013. Nicola Coalter moved to the gambling team and Kylie Jericho returned to the counselling team on a part-time basis one day per week. Mel Schofield increased her days to 4 per week. The rest of the team remained stable.

Professional development for the counselling staff is ongoing and staff attend relevant courses and workshops upon request, when funding is available. In November all staff attended a two-day workshop on Motivational Interviewing skills in Brisbane, Sydney or Melbourne and the workshop was presented by Dr Bill Miller who is considered the "father of the Motivational Interviewing approach". Counselling staff continue to attend weekly Cowdy Ward Round meetings to maintain professional links and as a capacity building activity. This provides insight into the running of a mental health service and the management of people with mental illness especially for those staff that have not worked in psychiatric hospital environments. This activity also provides the opportunity to gain up-to-date information on psychotropic medications.

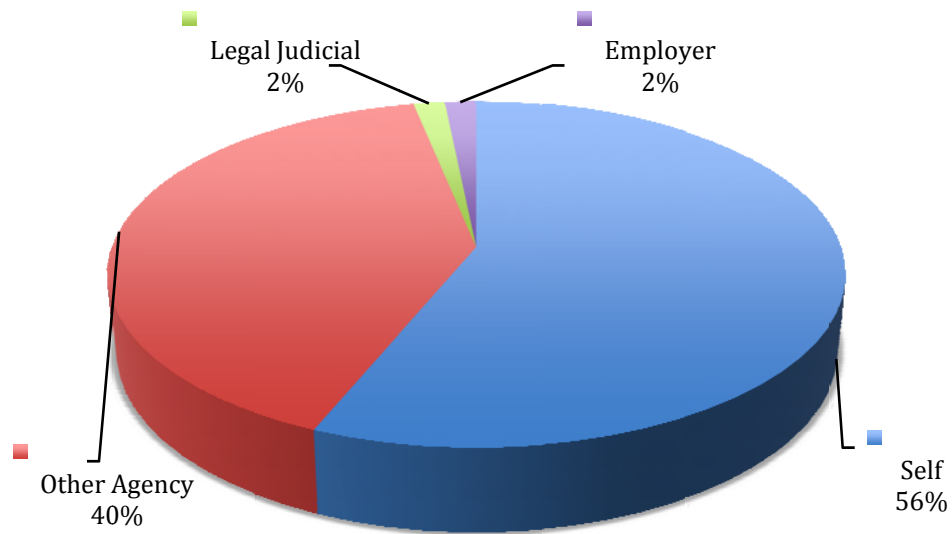
The counsellors are faced with the ongoing challenge of keeping up with information regarding prescribed medications as well as the action, effects and side effects of illicit, designer and synthetic drugs. This is an interesting and also time consuming activity. Nevertheless the information is important and needed to assist clients, families and the community with up-to-date information.

During the past year the counselling team has participated in providing community education presentations and workshops to other organisations including several schools in the Darwin and outer Darwin regions, Tobacco, Alcohol and other Drugs Service (TAODS) at Royal Darwin Hospital, Darwin Aboriginal and Islander Women's Shelter (DAIWS), and Larrakeyah Nation and operated an information stall at the Amity Picnic in the Park event for Drug Action Week. Counselling staff continue to participate in case conferences where there is an integrated treatment plan with other services and in other meetings such as the recent NT Opiate Pharmacotherapy Program review.

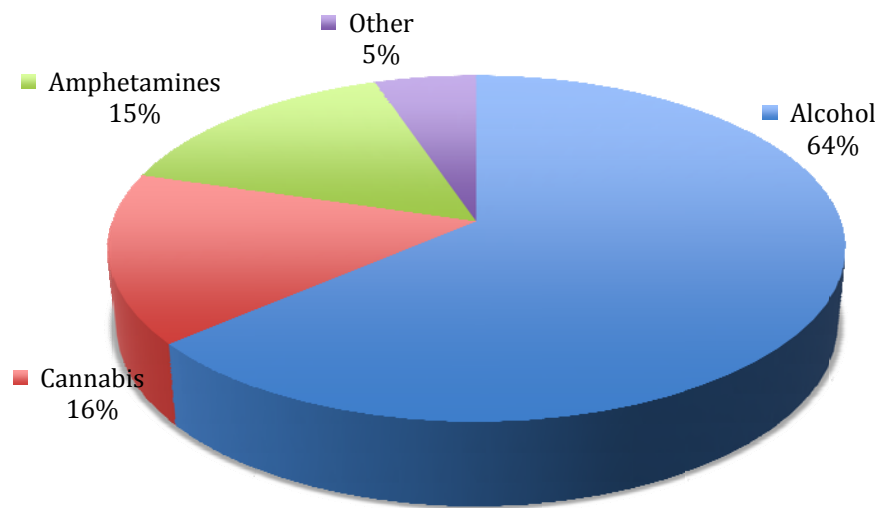
Our partnership with other organisations is ongoing and visits to and from Community Corrections, Relationships Australia, Northern Territory Aids and Hepatitis Council, TAODS, Advantage Personnel Consultant, TOLL transport company, Top End Mental Health Services, Somerville Community Services, Council of Aboriginal Alcohol Services, FORWAARD and the list goes on. Visits to the prison to see gambling clients are irregular and infrequent and by request only. This year a fee-for-service was undertaken to provide QUIT smoking cessation groups in the Darwin Correctional Facility as the NT prisons went tobacco free on 1 July 2013.

In the first week of October 2012 and again in August 2013 a client survey was conducted. The feedback received was encouraging and showed that the counselling received by clients is rated highly. There were some requests for afterhours counselling but it was found that this is not achievable at this point in time due to security and staffing levels. The offer of out-of-hours counselling will be further explored in the upcoming year.

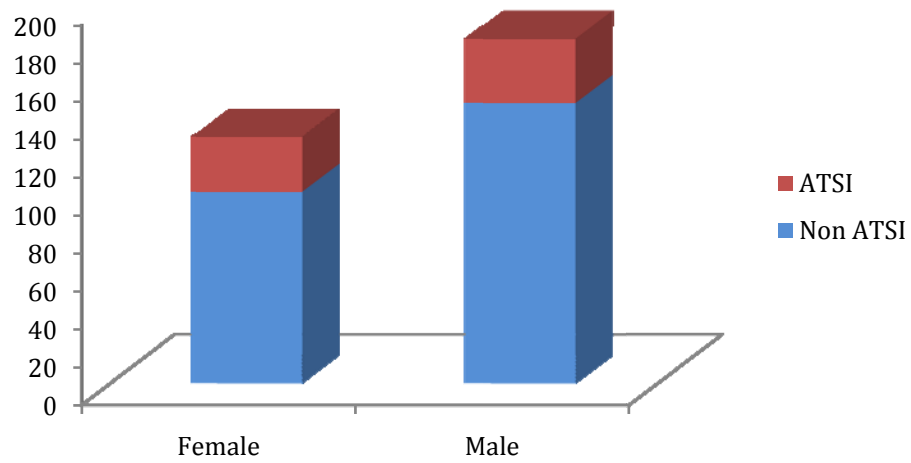
This last year also saw the introduction of a quality management system and the agency's new program Quality Coordinator (QC), a rather handy but stirring program needed to assist us for accreditation. All staff attended QC training sessions throughout the year and are now enjoying the benefits of this system. The NT Health Department has introduced an online drug and alcohol data collection tool to enable a streamlined contribution to the National Minimum Data Set, in which counsellors received training and are now using. The data was previously recorded manually. Altogether there has been a big change from manual reporting to electronic reporting systems, ensuring that Amity Community Services has the skills and tools to produce information that meets the government requirements for the purpose of accreditation and funding.



Referral Pathway



Problematic Drugs



Clients by Aboriginal/Torres Strait Islander Identity and Gender

Rian Rombouts

Coordinator Counselling Services

Alcohol and Other Drugs Indigenous Communities Project 2012 - 2015



(Image from EYE SEE digital photography workshops)

Introduction

The current project builds on previous Commonwealth Funding and addresses harms associated with the misuse of volatile substances in Darwin. The present project continues to include community development work to address volatile substance misuse in nominated Aboriginal Town Communities: Knuckeyes Lagoon - Milgarri; Palmerston Indigenous Village – Gurdorrka; and Bagot Community. The goal of the project is to implement strategies to reduce harms associated with inhalants, alcohol and other drugs in nominated Aboriginal Communities in Darwin as follows:

1. Develop prevention strategies to reduce harms associated with inhalants alcohol and other drugs;
2. Develop protection strategies to reduce harms associated with inhalants, alcohol and other drugs;
3. Develop intervention strategies to reduce harms associated with inhalants, alcohol and other drugs;
4. Introduce measures to address co-morbidity in communities with respect to the harmful use of substances;
5. Increase Amity's capacity to work with Indigenous Communities; and
6. Continuous evaluation and quality improvement of project delivery and outcomes.

What we wanted to learn

The continuous evaluation maintains a strong focus on process. Quality feedback and completion of outputs is largely paced by community engagement and the current circumstances within

communities. Key performance indicators developed with the nominated Aboriginal Town Communities in Darwin measure project outputs and are as follows:

- Determine to what extent the program has reduced harms associated with inhalants alcohol and other drugs;
- Determine to what extent prevention, protection and intervention strategies have been effective in reducing use of inhalants, alcohol and other drugs; and
- Determine to what extent the capacity of Amity and other community service providers has increased in working with Indigenous communities.

Results

Morrison Associates Pty. Ltd. has been appointed as an independent evaluator. The evaluation process has reviewed all available data sources and conducted a management review in conjunction with staff interviews. The project's ongoing data collection and review of information is consistent with an action-research methodology. The evaluation process will continue under an action research protocol with ongoing engagement, feedback and review. All reports submitted have the endorsement of Morrison Associates Pty Ltd.

The project has developed and implemented the evaluation plan with the team and independent evaluator. Discourse with the evaluator has been ongoing and detailed. Distillation of information relating to the evaluation process will continue to assist in refining the project plan. The project collects quantitative and qualitative data through worker diaries and communication logs as well as other sources and routinely reviews these to reflect on practice and modification to planning and delivery. The project has refined the evaluation by adopting a range of forms and data capture methods used for quantitative and qualitative purposes. Information gained from these analyses continues to be fed back into the evaluation for continual improvement. Amity has implemented a new organisation-wide, electronic Quality Management System that has been of considerable assistance in further capturing data and project context. The project reviews information sources monthly to ensure currency and compatibility of records for later evaluation.

Existing documentation shows encouraging feedback from collaborators and stakeholders including:

- Congratulations from Darwin Regional Indigenous Advancement and CDEP Inc for work with the men's group in developing BBQ facilities.
- Recognition from CAYLUS regarding the project's outcomes in 2012.
- Recognition from the manager of Top End Alcohol and Other Drugs (AOD) of Amity's successes in supply reduction in AOD and Volatile Substance Abuse (VSA).
- Recognition from Katherine Region Aboriginal Health and Related Services that the VSA and AOD resources and publications released by Amity are most informative.
- The project's website provides a comprehensive outline of the project as well as resources, reports and reviews of the project, links to other resources including relevant legislation, other AOD and VSM services, contact details, and downloadable brochures, flyers, pamphlets and other resources for public distribution. Our web resources are being widely sought both nationally and internationally:
 - Asheville, North Carolina thanked the project on the resources made available on the our AOD links web page. The resources were used with their young sniffers program.
 - Director of the Science of Knowing Buddina QLD, Community Solutions, have consulted with this project to support the development of a resource for regional and rural communities to address substance misuse. Amity's Indigenous Communities Project came up in the review of the literature as an example of effective practice in Indigenous communities.

Recommendations from Evaluation

1. As noted in the previous project evaluation the responsible sale of solvents program is now operating optimally and could be managed by a dedicated program officer. Consideration should be given on how this could be achieved. Lack of capacity in the area of implementation of the VSA work is an identified issue for the project.
2. The cross-cultural competency baseline that was commenced at the start of the previous project has now been progressed with further cross-cultural training. It is recommended that this be further developed with community input to produce a cultural safety policy for Amity.

3. The supervision and mentoring process seeks to strengthen support to project officers who are working within community settings. This is necessary because of the challenging nature of the work. Project Officers come from a diverse range of backgrounds and are working in demanding community development situations and would benefit from “on the job” mentoring and training.
4. The communications and management system implemented has been effective in retaining corporate knowledge. It is recommended that this be structured and documented to make the interface easily intelligible to new users. Also it is recommended that some thought be given to employing a high-level admin person to develop this and also further develop the VSA packages for rollout in other regions. It is conceivable that this person may also manage the responsible sale of solvents program.

Outcomes and Key Achievements

- Collaborated with other agencies for referrals from the town communities to health, welfare, child protection, mental health and employment services.
- Conducted a harm minimisation workshop for 4 youth workers of YMCA and 9 men from the men’s program and 2 from Iron Bark Money Management. The workshop has strengthened the relationship with YMCA and the Milgarri Community, many open and frank discussions were held about VSA and AOD and what measures can be done to minimise the harms associated with misuse.
- Decreased inhalant use within Darwin Aboriginal Town Communities.
- Delivered a VSA workshop with NT AOD VSA Clinical to 10 nurses, following an invitation by the Department of Health Maternal & Child Health Division. Topics included mental health issues caused through sniffing and responding to volatile substance misuse.
- Demonstrated ability to recruit, support and up skill Aboriginal staff.
- Demonstrated working collaboratively with other stakeholders to strengthen service delivery and outcomes for the community.
- Developed and delivered of a range of alternative healthy lifestyle activities with community men, woman and young people.
- Contributed to Chapter 18 of the Working Together - Aboriginal and Torres Strait Islander mental health and wellbeing principles. The publication is funded by OATSIH and Chapter 18 examines current and emerging themes in respect to intellectual disability that may

assist clinicians and their patients. D'Arcy (2013), in her review stated, "Working Together is a book not only recommended all community psychologists to read (and psychologists generally for that matter), but also one recommended to keep in that accessible part of their bookshelf next to the other equally important Community Psychology Bibles".¹

- Contributed an article to The Chronicle a politically neutral publication, funded by the NT Department of Health and is distributed widely to approximately 1200 national members.
- Developed VSA workshops with other stakeholders for the Community Safety Networking Group, Department of Housing, FaHCSIA, and Service providers. Participant evaluation showed that more than 90% of the 36 attendees in each workshop reported content was directly relevant to their work. Darwin Regional Office Department of Housing, Service Providers and Retailers have expressed an interest in participating in further AOD VSA workshops. Amity has been invited to be part of the Palmerston Community Safety Networking Group.
- Engaged Charles Darwin University to develop and implement a Cert II Food Safety Course VTP 189 for a remote context to the project and the town communities.
- Engaged in youth diversion activities with families on the town communities including NiteStreet a Corrugated Iron Youth arts event.
- Established strong working relationship with VAMP TV NT Music working with young people and families on the communities to communicate positive images of young people from the town communities and their projects.
- Obtained acceptance of our proposal to UNICEF and Sony Japan to support and engage Giacomo Priozzi world famous photographer to conduct Eye See Workshop in Darwin. The Darwin Eye See was the 11th in a series of EYE SEE digital photography workshops and only the second to be held in a developed nation – the first being hosted in Japan shortly after the tsunami in 2011.
- Facilitated an information night about the Eye See Workshop Darwin at the State Library Parliament House Darwin and accepted Sony donation of 5 laptop computers and 20 digital cameras to support youth diversion activities in the town communities.

¹ Catherine D'Arcy Health Promotion Officer Knox Community Health Services (2013), published in the Australian Community Physiologist Volume 24 No2 2012 avail http://aboriginal.childhealthresearch.org.au/media/437603/book_review_2012.pdf

- Partnered with team health in the men's program to contribute to raising awareness about suicide, self-harm and the delivery of culturally informed community co-morbidity education sessions.
- Raised awareness of responsible sale of solvents and respond to local retailers. Ausfuel Outlets have adopted our flow chart procedure on responding to volatile substance, and have amended police to include "VSAP does include as an offence." Two chemists have amended work procedures and no longer place high-risk products (aerosols, deodorants) in bins in front of the store. Toy World has enclosed all hobby paints and glues in a separate secured viewing container in their store.
- Referral of community members with significant inhalant use issues to treatment services.
- Supported NAIDOC, Youth Week and Drug Action Week engaging, young people, men and women from the communities.
- Provided a proposed Indigenous Employment Strategy to Amity, from Major Industries Training Advisory Council and the Indigenous Employment Program.
- Developed a collaborative strategy to reduce supply, access to, and misuse of volatile substances arising from availability via retail supply and building contractors in the region. Provided consultation and education for local councils and builders on VSA storage practices, with the delivery of 212 comprehensive contractor kits.

Institutional sustainability (rolling out the program and program effectiveness)

The design of the project plan and data collection system supports sustainability from a project management perspective. The development of policy and procedures material and refining job descriptions would further strengthen this.

We have implemented a community readiness strategy, which will be a key to matching interventions with community capacity and improve the project's effectiveness. Successful outcomes include providing opportunity for 16 residents of Gurdorrka and Milgarri community to participate in a course to enable them obtain their learners drivers licence. Twenty sessional plans were developed which included Alcohol and Other drugs Information and Road Safety.

Developing partnerships with other organisations continues to be further developed and this has the potential to reduce competition for funding and promote cooperation.

Retention of staff is an ongoing concern. Improving on the mentoring and supervision structure for this diverse team and having the necessary support for all workers is imperative to reduce staff turnover. This can be achieved by continuing to support the professional development of Aboriginal staff through on-going training and mentoring opportunities.

Conclusion

The communities with which we work are constantly challenged by structural determinants to health resulting in target groups experiencing significant issues concerning drug, alcohol and mental health problems. There are positive outcomes from this project particularly with developing relationships that have assisted us in effectively improving health outcomes to reduce harms associated with inhalants, alcohol and other drugs in nominated Aboriginal Town Communities in Darwin. Strong working relationships with organisations in the public and private sector and working cooperatively has assisted in reducing the impacts of structural determinants to health. This has been strengthened by maintaining good relationships with the community to further develop the men, women and youth programs along with a strong commitment to public health and human rights.

The project acknowledges the following: Department of Health and Aging, Local service providers, UNICEF, Sony Corporation and Giacomo Pirozzi, Marta Mauas Perez and Secretariat of National Aboriginal and Islander Child Care, Toll Freight, *Area 9* IT Support and the Indigenous Children and families from within the communities.

Annette Mageean

Coordinator, AOD Indigenous Communities Project

Drink Driver Education (DDE) Program

Staffing

The Drink Driver Education coordinator and trainer/assessor have remained stable for the past 12 months. In planning for the future with news of the reduction of funding for the coordinator role, the current trainer/assessor will be leaving and the coordinator will take the training role at Amity. The NT Coordination role will now be under Department of Transport NT Department of Lands and Planning (referred to as Motor Vehicle Registry MVR).

The DDE user pays program will continue as an accredited course under the registered training organisation (RTO) status until the end of accreditation period, 31 December 2013. After that period the course will be run under the requirements of MVR which could possibly mean a non-accredited course and in the future, more providers to deliver DDE training program which may not necessarily be RTOs. At the end of June 2013 arrangements have not been confirmed around how the DDE program will continue in the future except that Motor Vehicle Registry will be taking responsibility for the coordination.

Participation

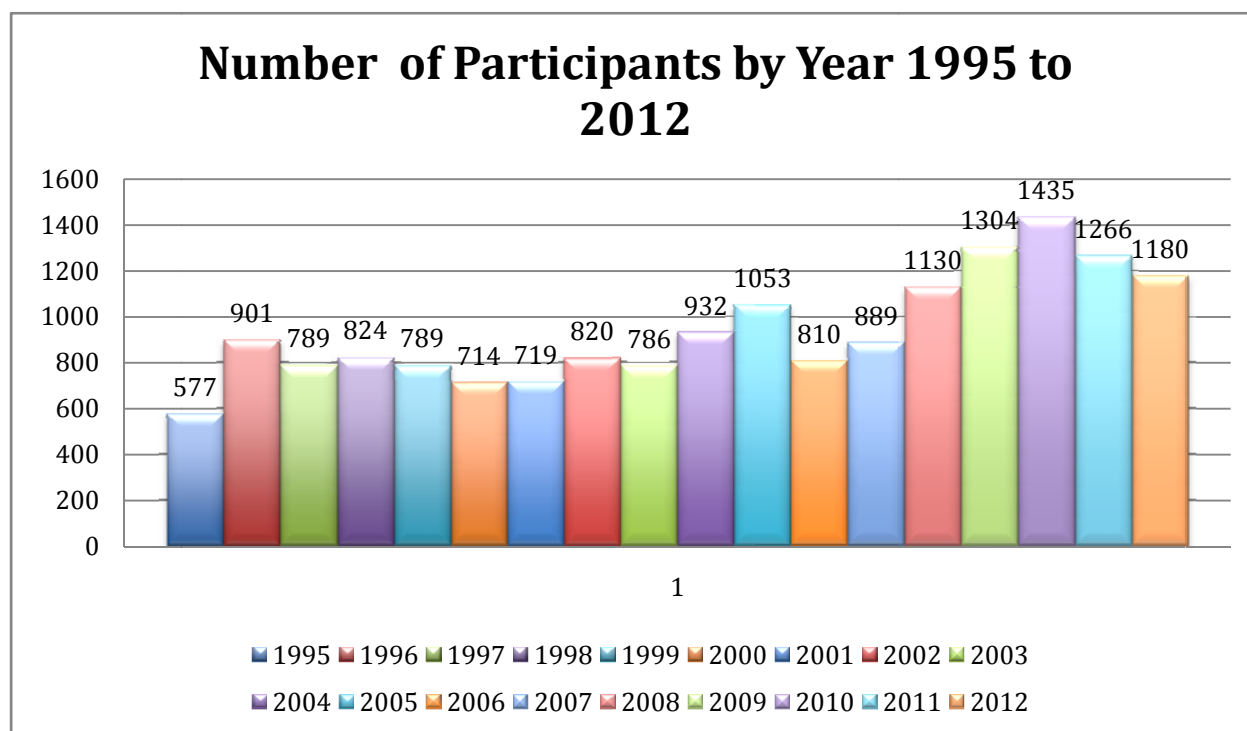
Directly below is a table with the previous year participant numbers.

Table 1: No. of NT Participants July 2012 – June 2013

No Participants	TOTAL	Indigenous	Non Indigenous	Not Known
Jul to Dec 12	686	356	330	0
Jan to Jun 13	644	382	262	0

The graph below shows the total number of participants who have attended the DDE course from 1995 until the end of 2012.

Table 2: Total DDE Number of Participants by Year from 1995 to 2012



DDE Providers

A range of locations and providers of the DDE training course are as follows:

- Weekday courses are offered by Amity – Parap;
- Weeknight courses are offered by Training Plus NT, who took over night courses from Assessing and Training Centre – Nakara;
- Weekend courses are offered by Training Plus NT in both Nakara and Palmerston areas; and
- Remote courses are by arrangement.

Remote DDE Courses

Remote access to the DDE course has been covered by the Traffic Offender Intervention Program (TOIP) program. Ongoing issues for providers have continued this year and are around the cost and receiving payments prior to travelling to the remote area.

July 2012 – June 2013 Remote Areas

Area	Provider
Oenpelli	Amity Community Services Inc.
Maningrida, Hermannsburg, Borrooloola, Yuendumu and Bulman.	EASA
Wadeye, Groote Eylandt	Training Plus
Santa Teresa, Hermannsburg, Borrooloola, Ampilawatja, Willowra and Docker River.	IM Training

Township Areas:

Area	Provider
Katherine Town	EASA
Alice Springs Town	DASA

Registered Training Organisation (RTO)

The RTO was aware of possible changes with funding cuts to DDE. Focus continued on working towards re-accreditation of the course. Ongoing self-audit and ASQA updates and requirements for continuing registration due 31/10/2014 have been undertaken.

The costs of operating and maintaining an RTO has been reviewed and discussions have been underway this year regarding continuing with RTO status the DDE course.

Traffic Offender Intervention Program (Repeat Offender Program) was scheduled to commence early in 2012 and commenced in July 2012. This funded program includes the Drink Drive Education course and Amity has been involved with the training and induction of facilitators.

Training Resources

Resources for DDE course have been reviewed this year and are ready for re-accreditation.

Health Audit

Only a few RTOs continue to include the self-report screen it in their course. The Health Audit may not be continued after final decisions are made for re-accreditation of the agency's RTO status. It is currently unknown if the MVR will include it in the new course.

Statistics/Data Collection

Traditionally Amity has been the central registry for DDE courses and had maintained the database for attendance and results for all courses NT wide. However, with funding reduction for the coordination role this task has now been transferred to MVR as of 31 July 2013. A full audit was completed on the database prior to the hand-over to MVR.

Liaison

Liaison with MVR for the transferring of the DDE course to their ownership commenced early 2013.

MVR will update their letters to clients to include the change of arrangements for obtaining a DDE course.

Gail West

Coordinator

Drink Driver Education

Illicit Drug Project

The initial Illicit Drug and Mental Health project was funded from Feb 2008 – 2012. The aims from that project were to build the capacity of counsellors to identify and respond to co-occurring substance use and mental health problems. Along with conducting a survey to identify substance use trends, venues close to point of sale and a relevant health promotion message from the target group and provide information about treatment options for change. One of the highlights from the project has been the ongoing relationships Amity have established with the venues, other health and well-being agencies as well as developing and distributing health promotion material.

The first survey undertaken was sought from a treatment-seeking sample. This enabled Amity to gain an understanding of current illicit drug use by this cohort, how people find treatment options and locations/venues close to the point of sale of substances.

The health promotion message for distribution:



Wide distribution of health promotion material to General Practitioners, Chemists, Nightclubs, Charles Darwin University and High Schools in the Darwin area has resulted in an increase of people seeking treatment for change around their illicit drug use.

The project's funding has provided professional development opportunities for Amity's counselling team to build the capacity to respond to co-occurring Mental Health problems, in particular anxiety and depression.

This year has seen a continuation of the illicit drug project component from the previous funding contract. The new funding period for this project runs from July 2012 to June 2015. This year the project has undertaken another survey with aims of collection information from a wider sample,

comparison to the previous findings around drug use patterns, venues close to point of contact/sale of illicit substance and information on how people find treatment options.

The current illicit drug survey questions were developed after review of the first survey and in consultation with a range of people with knowledge of illicit drugs. The survey was developed using an online web based tool (Survey Monkey) making the task of collating and analysing the data easier and less time consuming.

This survey had 197 participants provide responses to questions posed which has enabled us to gain a picture of current illicit drug use by type and pattern and provided invaluable information around places of use that will enable to project to distribute health promotion messages and materials to relevant outlets. Amity collaborated with five other agencies/local businesses for recruiting participants. New relationships were established and Memorandum of Understandings were developed.

The results from the 2008 survey found cannabis to be the most widely used illicit drug with participants indicating ecstasy as the second most frequently used substance and amphetamine use to be much lower on the use scale for those participants. The survey conducted from the end of 2012 to the beginning of this year is in the final analysis process with some interesting data being captured as follows:

- 62.44% (123 people) of the participants were male.
- 89 people (45.18%) in the survey are aged between 21-29yrs.
- The 3 most popular illicit substances were:
 - 142 participants (78.78%) indicated they had engaged in cannabis use in the previous 6 month period;
 - 73 people (40.56%) indicated use of amphetamine in the same period; and
 - 70 people (38.89%) indicating MDMA (ecstasy) use in the same period.
- 74.33% (139 people) indicated they use alcohol at the same time as other substances.
- The 3 most popular places of use were:
 - Own home 62.7% (116);
 - Friend's home 60% (111); and
 - House parties 41.08% (76).

- 62.57% (117 people) indicated that they did not think their drug use was a problem.
- 86.52% (154 people) stated that they 'knew where to find out information about accessing services' in relation to illicit substance use.
- 62.09% (113 people) of participants stated they 'had heard about Amity' with 31.32% (57 people) indicating they had heard about us through 'word-of-mouth'.

Another component of this project was participation in Drug Action Week – a national initiative, this year the theme was “Drugs, Communities & Families”. Amity collaborated with seven other service providers to hold an event in Stokes Street Park, Parap (next to Amity). The Association of Alcohol and Other Drug Agencies NT Coordinator opened the event and welcomed all health and well-being agencies along with community members. Interactive displays and activities aimed at increasing awareness and understanding of harms related to alcohol and other drug use engaged people and provided an informal opportunity to for service provides to involve people in drug education. About 60 people enjoyed the BBQ lunch, talked to service providers and collected information. Outcomes from the event enabled people to learn more about service provided Amity, an opportunity to meet some staff and to have a look throughout the agency. The event contributed to strengthening relationships with other health and well-being agencies and was deemed a success by all.

Amity's counselling program receives a small part (0.5 of a full-time position) of funding from this project to provide counselling services. During this reporting period 108 clients accessed Amity for treatment in relation to their illicit substance use, on average four sessions per client was provided totalling 432 counselling sessions.

Pauline McKenzie
Illicit Drug Project Officer

Gambling Harm Minimisation & Education Program

Gambling, in regulated and unregulated forms, is part of the normal social and cultural fabric of the Northern Territory. The Australian Gambling Statistics 1984-85 to 2009-10, 28th edition shows that in 2009-10 the reported 'total gambling expenditure as a percentage of household disposable income' was 5.81% in the Territory in comparison to a national average of 2.20%. This is the highest expenditure per head in Australia however the per capita figure may be skewed by involvement of interstate and overseas tourists as well as interstate and international telephone and Internet gambling.

The Territory has a population of 212,000 people distributed sparsely across a vast area of 1,352,176 sq. km (ABS, 2011). Amity continues to be the primary deliverer of a range of intervention and prevention services in the area of gambling throughout the Territory. The past year saw a change in government and as a result a change of the Department of Justice functions of Gambling and Licensing being transferred to the Department of Business under Administrative Orders signed in September 2012. As well as external changes, this year brought change in coordination of the program with long-term employee, Kylie Jericho, taking annual and long-service leave commencing in mid-April.

The Community Benefit Fund received \$2.127 million from the levy on electronic gaming machines in hotels during 2011-12 (CBF Annual Report 2011-12) and Amity's main gambling education and harm minimisation program has been successful in securing funding for a further 12-month period. This enables the program to continue working in diverse ways around minimising the actual and potential harms associated with a range of gambling activities. In addition to Amity's main program funding this year we have been successful in gaining funding for continuation of the Gambling Awareness and Education Project in remote Territory communities.

Amity believes that the adoption of a systems approach offers the best opportunity to reduce the harm associated with gambling. While acknowledging that there may be some conflicts in agendas, Amity implements this approach by working with the various sectors of the community involved with gambling. These sectors include government, venue owners and managers, community organisations, groups and individuals. The object is to identify where there is commonality of

agenda in relation to gambling, to develop strategic partnerships, develop initiatives, and deliver evidence-based practice with the overall aim of harm reduction.

The National Framework on Problem Gambling is founded on four principles: rights of the community to accurate and balanced information on gambling; shared responsibility for minimising harms; collaborative partnerships that build on best practice; and the importance of research and evaluation in ensuring effective initiatives. Amity's main program works to provide intervention services, health promotion, information sessions and capacity building workshops with aims to:

- increasing awareness of the wide range of economic, health and social issues associated with gambling;
- increasing awareness of 'Know the Facts – set your limits'. *'Be informed. Be habitwise'* – leading to greater capacity for informed decision making; and
- engagement with community with aims to improve service delivery and referral pathways.

Intervention

One hundred and seven people accessed the intervention services provided through this program either via face-to-face or telephone counselling options. Gambling counselling at Amity is solidly founded in empirical evidence and best practice techniques. Face-to face counselling, referral and information and support services continue to be offered to people of Darwin, Palmerston and the rural areas and through Holyoake services in Alice Springs. Amity works in partnership with Turning Point Alcohol and Drug Centre to deliver a toll-free number that people across the Territory can access. This service provides counselling, referral, information and support 24 hours, seven days a week.

Amity's service provision offers information and support for people who choose self-exclusion along with treatment options for people affected by gambling (significant others – may be partners, children or other family members). This year the 'Managing Your Gambling' self-help booklet based on cognitive behaviour therapy for people who choose to work on their own change was revised and reprinted.

Training

Amity continues to provide training, information and support around responsible gambling practices to venues via face-to-face training sessions along with telephone and email contact. The program's training project officer, Christine Power, delivers the training package of responsible gambling practices with the clear aims of increasing awareness of obligations under the NT Code of Practice, increasing venue staff's ability to identify and respond to problem gambling in their venue and as a mechanism to create referral pathways into treatment. This training also provides opportunities for venue staff to fully understand and respond to their obligations around self-exclusion processes for the gaming industry and their punters.

During this year training has been provided to 278 venue employees in Darwin, Katherine, Alice Springs and Gove from 22 pubs and clubs and at both of the Territory's casinos. Work with the gaming industry also involves the provision of health promotion material throughout a wide range of gaming venues and working collaboratively around promoting responsible gambling awareness week in venues.

Community education and development

Community education for the gambling program refers to a range of projects to promote learning and social development with individuals and groups in their communities using a range of formal and informal methods. A common defining feature is that projects and activities are developed in dialogue with communities and participants.

This work is achieved by engaging in smaller projects within the program targeting specific vulnerable groups. This year Joan Scott and Carolina Ferreira Siqueira worked with young people at Palmerston Senior College to deliver gambling education workshops as part of the school's Resilience Program. An ongoing relationship with the Council of the Ageing (COTA) provided Amity with the opportunity to deliver education sessions around gambling during a very busy and well-attended 'Seniors Month'. We have also attended several youth health expos at various local middle and high schools, and participated in the Darwin Correctional Centre's annual health promotion community services expo.

In response to a burgeoning need to raise awareness around the harms and costs of gambling on Aboriginal individuals, families and communities living in remote Territory settings, Amity and multi-media company isee-ilearn partnered to develop and deliver an integrated gambling awareness campaign. The campaign aimed to increase understanding and awareness of the risks and harms associated with regulated (e.g. electronic gaming machines) and unregulated gambling (e.g. card playing) amongst people living in remote communities of the Territory. The campaign consisted of:

- the development and broadcast of radio adverts and TV commercials in local language;
- the development and distribution of key health promotion messages via 'talking posters' in local language;
- the translation of stories about gambling into language of local areas and available through isee-ilearn's website;
- the delivery of community information sessions; and the
- development and delivery of a training workshop for health workers.

The remote awareness and education campaign aims to continue the solid work completed in its first funding period. The main deliverables of this ongoing project are the:

- development of local health promotion messages and materials about gambling;
- delivery of information sessions and/or capacity building workshops to health and community workers in remote areas; and
- development and delivery of tailored information sessions to other service providers (e.g. police officers, school teachers, financial counsellors).

Health promotion

Research in health promotion has suggested that campaigns are more likely to be effective when they are well-resourced and enduring, target a clearly defined audience, are based on marketing strategies that effectively target, communicate with and have relevance for and provide a credible message to which the audience is frequently exposed.

Ongoing funding enables Amity to continue to develop and deliver these types of health promotion campaigns and opportunities to integrate with a diverse range of other prevention initiatives. Amity has attended a range of community events where the gambling program has provided health promotion messages and information.

For the nationally aligned Responsible Gambling Awareness Week Amity's project officers set up health promotion displays in gaming venues, public libraries and Centrelink offices around the greater Darwin and Palmerston areas. Health promotion and information stalls were set-up at Casuarina Square and Mindil Beach markets (seriously no-one predicted rain in May!) with the aim of engaging people in activities around the themed campaign 'Know the Facts, set your limits – *Be informed. Be Habitwise*' aimed at increasing community members' awareness on facts around gambling that can lead more informed decision-making about gambling and entertainment costs. This year an event was organised in conjunction with Cazaly's Palmerston Club to promote responsible gambling awareness week within a gaming venue. This event had a counsellor in attendance to discuss the difference between financial counselling (money management) and counselling around sustainable behaviour change.

Marketing

The program continues to utilise advertising in newsprint, radio and television. This year we have aired the 'Know the Facts' and 'Help is at hand' campaign through these mediums. We have responded to radio interviews around topical gambling issues as they arise and at the 22nd Annual National Association for Gambling Studies Conference in Launceston, Tasmania a brief presentation on 'Card playing in remote communities of the NT: Communicating health messages' was presented by Carolina Ferreira Siqueira and seemed to be well-received by those attending the session. From this work and exposure through the presentation opportunities to engage with other professionals in the field of gambling and Aboriginal people has been requested of the program.

Consultation

During this reporting period Amity has contributed to the Aboriginal Gambling Help Services National Roundtable discussion with the aims of sharing best practice and working in culturally appropriate ways when engaging with Aboriginal people affected by problem gambling.

This year has seen the commencement of the Gambling Help Online Expert Advisory Group established by Turning Point to bring together representatives from each jurisdiction to provide advice, guidance and feedback on enhancements to Gambling Help Online.

The National Association For Gambling Studies Inc. is Australia's leading research forum and as Amity continues to hold a presence on this committee. Committee members act as a conduit between members in each State, the Executive Committee and to other state members with aims to: promote, develop and commission research and coordinate opportunities for research in gambling and activities associated with gambling; acting as an agent for the collection and dissemination of information and data related to gambling and associated activities; to encourage and promote excellence in gambling research; and to further knowledge and understanding of gambling and gambling-related issues in the community.

Future

In addition to continuing with counselling, venue training, information and education services already well-established the year ahead will see other smaller rolled-out throughout the Territory. The data collection project hopes to collect what is predicted to be interesting information about people's access to a range of health and social services where gambling is identified as a contributing factor not the primary issue people seek a range of health and well-being services in our community. Some initial plans for ongoing health promotion will see the gambling team supplying articles for a range of community newsletters, a community radio show around information about gambling, new resource development and dissemination and the potential to engage with social media to amplify key health promotion messages to targeted groups.

Nicola Coalter
Deputy CEO &
Acting Coordinator
Gambling Harm Minimisation & Education Program

Accreditation

ISO 9001 is an international standard for Quality management Systems. The goal of "Quality" is to meet the expectations of your clients - every time and with every interaction.

A brief history of ISO

In World War I UK armaments manufacturers had problems with shells not exploding, unexploded shells from the Battle of the Somme are still ploughed up by farmers. In World War II, the UK had bigger problems with bombs exploding in the factory! The Ministry of Defence put inspectors in the factories with the aim of making sure the production met specifications and controls to ensure consistency of output. The first UK standard for quality assurance, BS 9000, was developed for the electronics industry and in 1987 The International Organisation for Standardisation (ISO) published ISO 9000 with many reviews since. Quality Management Systems 'Quality' production ISO 9001 sets out requirements for management of Quality, just like ISO 12402-1 sets out requirements for life jackets and ISO 14000 sets out requirements for Environmental Management Systems.

As part of its commitment to quality and continuous improvement, Amity has made financial and staff resources available to upgrade its systems to meet the requirement of ISO 9001. We are not alone in adopting and implementing these standards and developing appropriate monitoring systems. ISO 9001 has been implemented by over one million companies and organisations in over 170 countries.

Quality Management Principles

The standard is based on a number of quality management principles including a strong client focus, the motivation and commitment of top management, the process approach and ongoing continual improvement. Using ISO 9001 helps ensure that clients of Amity get consistent, good quality services.

This has required an integration of our systems and will require a continuous commitment by the organisation and its staff.

Bernie Dwyer and Nicola Coalter

Work Health & Safety Report

Under new Work Health and Safety (WHS) legislation, business owners need to demonstrate they have processes in place to maintain a safe workplace.

To assist the organisation in meeting the new requirements around maintaining a safe and healthy working environment, Amity supported me to participate in the WHS Representative Course. Completing this training has provided Amity with an increased working knowledge of WHS requirements. Amity has also purchased a Work Health and Safety Management System Manual from Darwin Human Resource and Computer Academy to provide a framework for implementation and standardised procedures and templates. The electronic version of the manual has been included on our quality management system and required checklists are scheduled in the compliance register for completion.

This year the WHS committee has been involved in:

- reviewing content of the WHS Manual and adjusting it to suit out work place;
- scheduling required tasks in the agency's quality management system – QC;
- following-up on any reported WHS issues or incidents; and
- implementing 'go green' strategies and responding to continual improvements suggestions such as improving the way we dispose of used batteries throughout the organisation.

The current focus of the WHS committee is to conduct an internal audit of our current WHS processes and procedures, explore findings and work on continual improvement.

Jodie Reichstein

WH&S Representative

Audited Financial Statement

AMITY COMMUNITY SERVICES INCORPORATED
SPECIAL PURPOSE FINANCIAL REPORT
for the period ended 30th June 2013

AMITY COMMUNITY SERVICES INCORPORATED
SPECIAL PURPOSE FINANCIAL REPORT
YEAR ENDED 30 June 2013

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**AMITY COMMUNITY SERVICES INCORPORATED
STATEMENT BY THE MANAGEMENT COMMITTEE**

for the year ended 30th June 2013

In our opinion –

1. The accompanying financial report as set out on pages 4-25 being a special purpose financial statement, is drawn up so as to present fairly the state of affairs of the Association as at 30th June 2013 and the results of the Association for the year ended on that date;
2. the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association; and
3. there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

We confirm as follows:

- a) The name of each committee member of the association during the relevant financial year were:

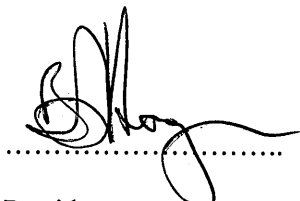
Chairperson	Brett Hagan
Vice Chairperson	Drew Harper
Treasurer	Julie Beaumont
Secretary	Gail Snell
Board Member	Paul Turner (resigned 14 June 2013)
Board Member	Wendy Larn (resigned 20 March 2013)
Board Member	Amy Williamson (resigned 15 March 2013)
Board Member	Manuel Brown (co-opted 23 January 2013)
Board Member	Sarah Andrews (co-opted 3 May 2013)

- (b) The principal activities of the association during the relevant financial were:

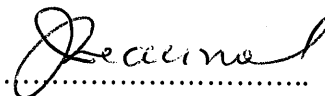
Amity Community Services Incorporated aims to provide a range of services which assist individuals in the community to choose healthy lifestyles and develop healthy living conditions, particularly as these relate to drug use and other issues pertaining to habit forming behavior.

- (c) The net surplus of the association for the relevant financial year was \$9,468.12

Signed at Darwin on 28/8/13



President



Treasurer

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

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INDEPENDENT AUDIT REPORT**TO THE MEMBERS OF AMITY COMMUNITY SERVICES INCORPORATED*****Report on the Financial Report***

I have audited the accompanying financial report of Amity Community Services Incorporated which comprises the balance sheet as at 30 June 2013 and the income and expenditure statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the committee of management's statement.

Committee's Responsibility for the Financial Report

The committee of management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in the circumstances.

Matters relating to the Electronic Presentation of the Audited Financial Report.

This audit report relates to the financial report of Amity Community Services Incorporated for the year ended 30 June 2013. This audit report refers only to the statements. It does not provide an opinion on any other information that may have been hyper linked to/from these statements.

Auditor's Responsibility/Scope

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 the committee of management, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical requirements.

SUSANNE LEE & ASSOCIATES PTY LTD IS A CPA PRACTICE
Liability is limited by a scheme approved under Professional Standards legislation



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Audit Opinion

1. In my opinion the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial report and the *Associations Act*, the financial position of the Amity Community Services Incorporated at 30th June 2013 and the results of its operations for the year then ended.
2. The financial accounts are complete and accurate and the balances of grant funds remaining are identified and are recorded as Unexpended Grants in the balance sheet.



SUSANNE LEE, CPA
10/08/2013

SUSANNE LEE & ASSOCIATES PTY LTD IS A CPA PRACTICE
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Amity Community Services Incorporated

Balance Sheet

June 2013

	This Year	Last Year
ASSETS		
CURRENT ASSETS		
Bank/Investment Accounts		
Bank of QLD Main Cheque Account	\$120,016.09	\$193,682.52
Bank of QLD MH/AOD Account	\$1,670.17	\$27,358.69
Bank of QLD Cash Management Account	\$821,848.60	\$695,970.92
Bank of QLD Donations Account	\$10,960.99	\$6,748.58
Bank of QLD Maxi Health Account	\$50,963.15	\$20,240.81
Bank of QLD Gambling Account	\$19,770.25	\$150,156.80
Bank of QLD/Town Account	\$87,261.11	\$125,577.26
Bank of QLD Building Account	\$47,898.14	\$52,729.75
Bank of QLD/EBA/Bank Account	\$21,481.60	\$9,210.20
Bank of QLD/Visa 1	\$2,272.46	\$4,574.17
Bank of QLD/Visa 2	\$3.86	\$4,474.45
Bank of QLD/Visa 3	\$1,551.66	\$3,146.92
EFT Clearing Account	\$0.00	-\$39,638.52
Westpac Account	\$5,745.45	\$4,940.18
Total Bank/Investment Accounts	\$1,191,443.53	\$1,259,172.73
Other Current Assets		
Prepaid Insurance	\$20,127.76	\$13,374.14
Trade Debtors	\$35,156.85	\$200,737.30
Petty Cash Float	\$300.00	\$300.00
Acquittal Advance	\$200.00	\$0.00
Total Other Current Assets	\$55,784.61	\$214,411.44
Total CURRENT ASSETS	\$1,247,228.14	\$1,473,584.17
FIXED ASSETS		
Plant & Equipment		
Plant & Equip at cost	\$41,374.42	\$27,521.82
Accumulated Depreciation	-\$23,782.65	-\$24,869.55
Total Plant & Equipment	\$17,591.77	\$2,652.27
Motor Vehicles		
Motor Vehicles - at Cost	\$87,582.77	\$94,984.66
Accumulated Depreciation	-\$28,970.51	-\$26,900.85
Total Motor Vehicles	\$58,612.26	\$68,083.81
Leasehold Improvements		
Leasehold Improvements at Cost	\$27,719.00	\$27,719.00
Accumulated Depreciation	-\$14,552.63	-\$13,859.63
Total Leasehold Improvements	\$13,166.37	\$13,859.37
Buildings		
Stokes Street Renovations	\$443,592.59	\$443,592.59
Accumulated Depreciation	-\$443,592.59	-\$443,592.59
Buildings - at Cost	\$37,295.00	\$37,295.00
Accumulated Depreciation	-\$5,672.00	-\$4,432.22
Total Buildings	\$31,623.00	\$32,862.78
Buildings - at Valuation		
Building - at Valuation	\$25,000.00	\$25,000.00
Accumulated Depreciation	-\$3,750.00	-\$3,432.38
Total Buildings - at Valuation	\$21,250.00	\$21,567.62
Parap Property		
7 Stokes St, Parap	\$598,652.79	\$598,652.79
Total FIXED ASSETS	\$740,896.19	\$737,678.64
Total ASSETS	\$1,988,124.33	\$2,211,262.81

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

Amity Community Services Incorporated

Balance Sheet

June 2013

	This Year	Last Year
LIABILITIES		
CURRENT LIABILITIES		
Creditors & Accruals		
Trade Creditors	\$39,594.91	\$94,799.61
Accrued Audit Fees	\$0.00	\$6,000.00
Total Creditors & Accruals	\$39,594.91	\$100,799.61
Unexpended Grants EFYR		
Unexpended Grant/Mental Health AOD	\$0.00	\$41,026.38
Unexpended Grant/Gambling	\$95,139.50	\$95,139.50
Unexpended Grant/Indigenous Gambling	\$42,705.31	\$42,705.31
Unexpended p Grant/Indigenous Community Project	\$128,118.29	\$128,118.29
Unexpended Grant/Closing the Gap	\$0.00	\$96,891.53
Unexpended Grant/Indigenous Org Gambling	\$33,244.19	\$50,937.69
Total Unexpended Grants	\$299,207.29	\$454,818.70
GST Liabilities		
GST Collected	\$0.00	\$4,967.84
GST Paid Adjustment Pending	\$0.00	-\$3,731.94
Total GST Liabilities	\$0.00	\$1,235.90
Provisions - Current		
Provision for Annual Leave	\$118,824.49	\$122,405.82
Provision for Health Accreditation	\$0.00	\$26,571.68
Total Provisions - Current	\$118,824.49	\$148,977.50
Total CURRENT LIABILITIES	\$457,626.69	\$705,831.71
NON-CURRENT LIABILITIES		
Provisions - Non Current		
Provision for Long Service Leave	\$60,284.00	\$56,561.00
Provision for MV Replacement	\$64,000.00	\$64,000.00
Provision for Redundancy	\$122,245.13	\$108,957.75
Building Planning Service Development	\$200,000.00	\$200,000.00
Total Provisions - Non Current		
Loan Accounts		
Parap Property Loan	\$5,553.48	\$6,965.44
Total LIABILITIES	\$909,709.30	\$1,142,315.90
Net Assets	\$1,078,415.03	\$1,068,946.91
EQUITY		
Accumulated Funds	\$1,068,946.91	\$985,499.49
Current Year Surplus/Deficit	\$9,468.12	\$83,447.42
Total EQUITY	\$1,078,415.03	\$1,068,946.91

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

Amity Community Services Incorporated

Profit & Loss

July 2012 through June 2013

	This Year	Last Year
INCOME		
Grant Income		
Grants/Alcohol & Other Drugs/OPS	\$413,997.00	\$403,414.00
Grants/DDE Co-ordinator	\$86,289.00	\$84,084.00
Grants/Non-Indigenous Gambling	\$255,000.00	\$451,086.50
Grant/Indigenous Gambling	\$255,000.00	\$451,086.49
Grant/Mental Health/AOD	\$0.00	\$136,122.60
Grant/Illicit Drug Counselling	\$114,974.00	\$84,170.00
Grant/AOD Indigenous Communities Project	\$460,950.00	\$599,193.64
Grants/Other Minor	\$0.00	\$1,500.00
National Child Protection Week	\$909.09	
Grant/Closing the Gap	\$0.00	\$236,363.63
Unexpended Grant Brought Forward	\$147,829.22	\$176,333.94
Unexpended Grant Deferred	(\$33,244.19)	(\$454,818.70)
Total Grant Income	\$1,701,704.12	\$2,168,536.10
Fee for Services Income		
DDE Course Fees	\$68,905.55	\$74,307.91
General Workshop Income	\$327.28	\$5,459.74
Fee For Service - General	\$15,351.37	\$22,932.18
Total Fee for Services Income	\$84,584.20	\$102,699.83
Interest/Other Income		
Interest Earned	\$38,184.41	\$38,761.44
Donations/Sponsorship	\$5,469.84	\$6,916.25
Costs Recovered/Other Income	\$353.36	\$1,906.49
Program Management/Admin Fee	\$126,905.00	\$201,024.00
Total Interest/Other Income	\$170,912.61	\$248,608.18
Total INCOME	\$1,957,200.93	\$2,519,844.11
EXPENSES		
EXPENSES		
Official Travel	\$66,777.53	\$69,280.93
Repairs & Maintenance	\$52,675.29	\$45,371.33
Supplies	\$22,902.97	\$31,748.69
Services	\$61,518.89	\$68,836.34
Professional Development	\$34,981.06	\$48,359.66
Office Equipment	\$382.41	\$5,536.08
Petty Cash	\$20.00	\$1,104.15
Employment Expenses	\$1,291,532.64	\$1,322,947.90
Program Expenses	\$357,644.74	\$663,524.91
Infrastructure Projects	\$0.00	\$4,620.00
Other Expenses	\$65,046.39	\$175,066.70
Total EXPENSES	\$1,953,481.92	\$2,436,396.69
Operating PROFIT	\$3,719.01	\$83,447.42
Other INCOME		
Profit on Sale of Motor Vehicle	\$5,749.11	\$0.00
Net PROFIT/(LOSS)	\$9,468.12	\$83,447.42

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.

AMITY COMMUNITY SERVICES INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2013

1. SUMMARY OF ACCOUNTING POLICIES

The accounting policies adopted by the Association are stated in order to assist in a general understanding of the financial statements. These policies have been consistently applied except as otherwise indicated.

Reporting entity

The association is not a reporting entity because in the committee's opinion there are likely to exist users who are able to command the preparation of reports tailored so as to satisfy all of their information needs, and these accounts are therefore "special purpose accounts" that have been prepared solely to meet the requirements of the Constitution and the *Associations Act*.

Accounting policies

The financial report has been prepared under the historical cost conventions and does not take into account changing money values except to the extent that they are reflected in the revaluation of certain assets.

In order for the financial report to present fairly the state of affairs of the Association and the results of the Association for the year, Australian Accounting Standards have been adopted to the extent disclosed in this note.

Government Grants

Government grants are brought to account as income when the Association receives them. Unspent Grants are transferred to an appropriate liability account.

Assets

The current policy is to capitalise and depreciate purchases, on a straight line basis, that cost in excess of \$5,000.

Employee Entitlements

The amounts expected to be paid to employees for their pro rata entitlement to annual leave, sick leave and long service leave are accrued annually at current pay rates.

Income tax

The Association is of the opinion that it is not subject to income tax.

2. LAND

Amity has purchased property at Stokes Street in Fannie Bay. It also has an informal lease arrangement with the Department of Health for its original property.

The accompanying notes form part of the financial report and are to be read in conjunction with the attached audit report.