

BECAUSE OF HER



WE CAN



DANDENONG & DISTRICT
ABORIGINES CO-OPERATIVE LTD.

Annual Report 2017/2018

In accordance with the 2018 NAIDOC Theme
“Because of her we can!”

We honour our female founding members on our front cover.

Founding Female Members

(In order from left to right, top to bottom.)

Olive Armstrong	(Olive Armstrong*)
Nancy Charles	(Stewart & Sheryl Taylor*)
Patricia Harrison	(Deborah Harrison*)
Esther Kirby	(Esther Kirby*)
Christine Nicholson	(Donna Nicholson*)
Winnie Quagliotti	(Olive Armstrong*)
Elaine Taylor	(Elaine Taylor*)
Kerrie Sheehan	(Unable to Locate)
Edith Terrick	(John Terrick*)
Barbara Walker	(Daryl Walker*)

* Photo Supplied by—Permission obtained from the family list beside founding member. DDAACL acknowledges the support provided to use family photos.

REPORT OF THE CHAIRPERSON

TO THE ANNUAL GENERAL MEETING FOR 2017 / 2018

SUNDAY 25th NOVEMBER 2018

Welcome to you all to the 43rd Annual General Meeting of the Dandenong & District Aborigines Co-operative Ltd (DDACL).

I was elected Chairperson by the Board of Directors at a meeting held in March 2018.

Aboriginal Health Services

The Bunurong Health Service team continued to deliver comprehensive primary health care services to our community. We have been able to retain and attract the General Practitioner Registrars as a recognised Training Placement site and this has been successful enabling us to cover most sessions Monday to Friday.

The BHS has also continued to provide Aboriginal Health Worker and Nursing support, visiting Specialist and Allied health referrals, Maternity services (ante and post-natal), and the trusted pick up service to get you to and from your appointments.

The ITC program (funded from SEMPHN) was carried forward to December 2017 and so it was important to keep existing staff who had built up a strong patient support base. The ITC program also includes pick up and drop off service to specialist services. We continued to lead the Consortium Steering Committee with our partner organisations, i.e.: Ngwala Willumbong Ltd, Nairm Marr Djambana Gathering Place Inc, and Peninsula Health. The Indigenous Health Project Officer Coordinator position came across to DDACL and we recruited successfully to that during the early part of the year with the appointment of Caroline Atkinson. The program will be evaluated in May to June of 2019 under the new Triennium funding agreement from July 2018 to June 2021.

DDACL Housing

The DDACL Housing portfolio remained at 23 properties. These were under the Property Management of Rod Clark Real Estate, but due to some difficulties experienced we terminated the contract and sought to undertake the

administration and management in-house primarily with our Housing Officer. All but one property were tenanted as at 30 June 2018.

During the last year we maintained the development of the program by enabling the DDA CL Housing Officer to attend REIV training and purchasing a new computer system for community housing called "Chintaro".

The new Housing Officer, Nikki Moss has undertaken many webinar training opportunities along with the Manager Corporate Services as a back-up.

The Board has reviewed the DDA CL Housing Policy and Procedures and the Business Plan, which was developed as part of the key documentation for the Housing Accreditation survey from which we were successful.

The Housing Waiting List has been updated several times during the year with one properties being allocated. There is a concern about the arrears and the new Housing Officer has been active in engaging tenants and the Agent with VCAT.

The Housing Officer contributed to the preparation and presentation for the Housing Accreditation site visit by Global Mark. The site visit was set for February/March but was postponed to after NAIDOC Week in July 2017 and indications are that we should be successful in gaining accreditation for three years. Accreditation will enable us to seek further funding support for a Housing Officer until it is more sustainable.

The Board had a very difficult decision to make in evicting a tenant for the first time, so it was not taken lightly. The Board based its decision on evidence that after many years of understanding and support, countless reminder letters, and a number of VCAT actions that lead to the final action being taken.

New Site for the Future

The Board inspected a number of properties in 2016 and settled on the leased site at Unit 22/87-91A Hallam South Road, Hallam, and relocation a number of teams and programs from 84 Ann Street and 62 Stud Road sites and was undertaken in June and July 2017. This site provided for more parking and storage facility for all equipment and trailers.

A signed three year contract will take us to December 2019 with a further option of a further three years after that. The existing outgoing expenses for

all existing lease spaces and storage costs for the Social & Community Services teams at 84 Ann Street, the TIS team at Hastings and the Corporate Services team at 62 Stud Road was used to determine what overall costs would need to be close to allow for an alternative property. The outgoings tallied up to around \$62,000 to \$65,000 pa, so we proceeded to negotiate the lease for the property we decided on at Hallam.

Workforce Issues

A higher than normal (from previous years) turnover of staff and senior staff in particular has shown itself to be a concern for the Board. Recent exit interviews held with staff don't point to any one outstanding factor, but several like time, distance, salary range. The Manager Social & Community Services position was filled by Minh Nguyen from October 2017 to November 2018. The Midwife in KMS Sue O'Shannessy left in May 2018 and has not been replaced. The KMS AHW was filled with Michelle Terrick (a SEN qualified). Manjula Nandan stepped up to Practice Nurse role. The Quality Improvement Officer has been Narelle Walker after Jenny Ockwell was appointed Manager Aboriginal Health Services. A Family Services worker did not work out with in the six months' probation and ABS Facilitator went on maternity leave and these were filled in the ensuing period. We have had consistent changeover of 6 monthly GP Registrars level 4 and we are recognised by the Eastern Victoria General Practice Training group.

Strategic Development

The current Board was not able to meet this year to review and update the Strategic Plan completed in August 2016. But with the new Board it is expected that we will meet to review and update the existing Strategic Plan for the 2018/2021 period ahead.

We will obtain the facilitation services of an experienced Aboriginal person to assist with the development of the new strategic directions document.

Corporate Services

The internal financial management and control system validates payments and continues to maintain a strong accountability and this is again evident in the Unqualified Audited Financial Statements for 2017/2018 presented to you today.

Conclusion

The Board and Staff extend sincere condolences to Co-operative Members who have experienced and endured the passing of family members – to you we pay our respects. This is also extended to other Community Members.

We will seek to find better ways to ensure the continuity of the organisation and the improvement of the quality of our services to our members and clients.

We would like to thank our Chief Executive Officer, Manager Aboriginal Health Services, Manager Corporate Services, and Manager Social & Community Services (which form the Executive Management Team) for their continued hard work and diligence in supporting the Board and leading the operational programs and services of the organisation into the future.

I would like to thank all Staff (new and those on Long Services Leave) for their ongoing commitment they have shown in serving our community.

Finally, I wish to thank my colleagues on the Board for their support, commitment to the organisation and good governance practice, policy development and responsibility in making some difficult decisions that we had to make over the last 12 months.

I commend my report to the members.

Stewart Taylor
Chairperson

**REPORT OF THE CHIEF EXECUTIVE OFFICER
TO THE ANNUAL GENERAL MEETING FOR 2017/2018
SUNDAY 25th NOVEMBER 2018**

I wish a warm welcome to all Members attending the 2017/2018 Annual General Meeting of the Dandenong & District Aborigines Co-operative Ltd (DDACL).

ORGANISATION OVERVIEW

Our reporting regime this last year was hampered somewhat with technical difficulties in our IT after we transferred the Social & Community Services teams to our Hallam site in June 2017, but good communication and relationships with government agencies have enabled flexibility and extensions when requested. We have ensured a critical response and timely lodgement of reporting as required to honour those agreed extensions. All current and new service agreements, contracts and reporting requirements have been logged into the Compliance Register, and this register was reviewed at Executive Management Team meetings, Finance Sub-Committee meetings, and Board of Directors meetings, to ensure that all reporting is kept up to date and not becoming overdue. The Co-operative has continued to develop and improve with our organisational policies, procedures and risk management strategies.

The Co-operative has continued to implement all kinds of improvements in 2017/2018 across most programs consistent with the new Strategy Planned for August 2017.

The ratio of Aboriginal staff employment for the year was approximately 23 (full time, part time or casual) out of 45, which is **51.11%**.

Both the Executive Management Team (EMT) and Finance Sub-Committee (FSC) continued to plan, develop and provide consistent and reliable leadership and management for the operational programs and services of the Co-operative. These groups maintained accountability to the Board of Directors on a monthly basis and have provided support in policy and strategic directions.

We were also lucky to secure the services of young Aboriginal woman, Kelly Mills in our Management Support Officer role, and she proved her herself in supporting and coordinating the EMT appointment schedules and the EMT and FSC meetings, and positively assisting the preparation of each Board meeting. Kelly Mills has been well accepted across all teams of the organization.

GOVERNANCE

All members of the Board of Directors have completed some form of recognised or accredited Governance Training.

However, most dated prior to 2013 so the Chair approached other Directors to update their governance practice standards and new training is being organised.

It is expected that new Directors coming onto the Board either have certification of governance training or a preparedness to undertake such within a short period on the Board.

Recent reviews from State and Federal Governments have focussed on good governance standards and practice to ensure a continuing confidence in the use and allocation of funding provided to the organization.

RELOCATION OPPORTUNITIES

Further enquiries were made with the Indigenous Land Corporation (ILC) to seek their assistance in a plan and construct project, but again, we were advised that they were not doing any business in Victoria.

The *DDACL Service Planning from 2016/2031* has been hand delivered a hard copy or an electronic copy via the *Kick the Butt* memory stick, that which was provided to the First Secretary of the Department of Health (Cwlth) and other senior executives of the Department, as well as the Secretary and relevant Deputy Secretaries of the Department of Health and Human Services, and identified Area Directors of the DHHS to understand our critical Infrastructure needs in relation to the corresponding growth of the community across out catchment.

Embedded within this document is the expertise and advice that helped develop and formulate and identify significant issues around service planning as that forms a strong evidence base for funding support from State and Commonwealth governments, as well as the private sector.

CO-OPERATIVE HOUSING

We retain 23 properties in the DDACL Housing portfolio. It should be noted that all rental properties were tenanted this year.

During the year we transitioned away from Rod Clark Real Estate and terminated the contract with him after consistent negative feedback from tenants and his reluctance to provide monthly statements to tenants and emergency responses in the timely manner. Communication with tenants and with DDACL improved greatly with the recruitment of Nikki Moss as

the Housing Officer. Generally rental receipts increased but there were still a number of applications to Victorian Civil and Administrative Tribunal (VCAT).

With great difficulty the Board was asked to make a really tough decision and that was to approve the first eviction of a tenant. That was after many years of understanding and support, countless reminder letters, a number of VCAT actions that lead to the final action being taken.

A tenants meeting held during the year was really well attended and the information sharing had profound results and better understanding of the key issues of the program on both the tenants and DDACL's perspective.

The rental charged increased twice over a six (6) months period and that was advised to all tenants in writing prior to the actual increase dates. The rate went from \$130 pw to \$150 pw and then to \$180 pw. This was explained to tenants to be in line with the Business Case attached to the DDACL Housing Policy that was developed and approved in the lead up to the accreditation process.

Recent business plan modelling shows this income is not sustainable for the portfolio in paying the management fees, land and water rates, insurances and cyclical minor repairs and maintenance.

The total rental arrears were significant during the year. Some tenants are really good paying on time and in advance while others struggled and some fell behind. Particular tenants were issued with "Notice to Vacate" actions by the Agent or the Housing Officer. These matters were resolved at the Victorian Civil and Administrative Tribunal (VCAT). Many tenants took the required remedial action in bringing down their rental arrears and have made efforts to reduce their arrears over time.

ABORIGINAL HEALTH SERVICES

The Aboriginal Health Services (including the Bunurong Health Service) has maintained its operational and clinical standards since passing Accreditation in September 2016. Maintaining Accreditation standards is an ongoing requirement and the next site survey is to be held in September 2019. The BHS Clinical and Health Teams all know their roles and work within their scope of practice/training. Staff turnover has been kept to a minimum as consistency in roles provides better service to our patients. The male Aboriginal Health Worker continues to expand his knowledge and 'well done' as he has completed and received his Certificate IV Aboriginal Health Worker studied through the VACCHO Education Training Unit.

The Manager Aboriginal Health Services, Jenny Ockwell recruited in January 2017 has acquitted herself very well; having gained extensive experience in a similar role at another major ACCHO in the Goulburn Valley and putting much of that into practice to improve the overall service delivery of Bunruong Health Service along with all Aboriginal Health programs. Jenny Ockwell postponed her tertiary studies (Masters in Public Health) to focus on the operational improvements required across Aboriginal Health Services, but will re-engage this coming year in order to complete her course. Jenny Ockwell is not one to leave things half done, so her drive and commitment are exemplary and will see her finish it appropriately. Jenny Ockwell's background provides a strong platform for our primary health care management.

The latest triennium funding from the Commonwealth approved for 2015 to 2018 finalised this year. The Indigenous Australians Health Program has been extended with the transition to new funding arrangements with the Federal Government, whose position it is to have a single funding model and that is intended to transmit through our national Peak body NACCHO, in coming years. All reporting requirements, budgets, and action plans, have been lodged before or on the due date, some extensions have had to be sought given our IT interruptions from time to time this year. The Department of Health have transferred their Contract Managers across to the Department of Social Services (DSS) so the subtle shift is in motion.

The statistics of the Bunurong Health Services have continued to increase and this can be attributed to the new Management defining the inclusion of the Aboriginal Health Worker as the backbone of any ACCHO. The clinical team is made up of Dr Valentina Galak, Dr Hung Nguyen, Dr Aaron Soon, Dr Ben Carison and GP Registrar Dr Allyson Kelly.

The policy for maintaining priority access for DDACL Members and Aboriginal patients continues and the ratio remains 70/30.

Tackling Indigenous Smoking Team:

The TIS team had a major change with funding only provided for Tackling Smoking and the funding reductions which included Healthy Lifestyle activities was withdrawn nationally by Department of Health (Cwlth).

The new Triennium funding agreement for TIS team has been proposed and signed off and roll out is being processed slowly by the Department of Health.

The team remained as Chris Tsagaris, Pushpa Austin, Brooke Gray (maternity leave), Tristan Williams (left during the year) and Leigh Gittens as the Indigenous Outreach Worker, and they provided activities

as necessary across the catchment. One key activity was the WNTD Fun Run in March 2018 which was a great success and drew on the good outcomes from the year before and further developed those. The weather this year was very difficult with strong winds and rain.

The Smoking Cessation Worker role was reviewed and transitioned into a Tobacco Action Worker role and that was advertised.

Koori Maternity Services:

This program has consistently maintained positive relationships with allied health professionals with Monash Health. This also goes for the internal referral to the visiting Maternal Child Health Nurse.

The Aboriginal Health Worker Maternal, Michelle Terrick was recruited who has a State Enrolled Nursing qualification.

The Midwife, Sue O'Shannessy left in May 2018 and we sought to recruit and replacement.

Integrated Team Care (ITC) Project:

Funding through SEMPHN from Care Coordination and Supplementary Services and IIAMP were combined to form the Integrated Team Care (ITC) program.

This program enables existing referral support services to engage our people to see a GP or a Specialist for better monitoring and improved health outcomes for our people across our catchment. Of course we promote BHS as the culturally appropriate place for our people.

There are two ITC project funded by SEMPHN the first to DDACL and we subcontract to our partners; and the second project is funded to Star Health and their partner Access Health/Salvation Army in St Kilda.

We established a Consortium Steering Committee with our key partner representatives from Nairm Marr Djambana Gathering Place Inc., Ngwala Willumbong Ltd, Peninsula Health; and the two funded project with Star Health and Access Health. Even though there are two separate funded projects, we brought them together in one Committee to get a better picture from the data across the whole region, to better understand what works, and what doesn't, and what we can improve or change for improved health outcomes for our communities. Both projects continue to grow and improve.

Partnerships:

We continued to assist the Shire of Cardinia, Monash Health and Connections Uniting Care in the development and finalisation of their Reconciliation Action Plans during this year. Aboriginal artworks have been prioritised/suggested to obtain for the covers.

As the Koolin Balit Aboriginal Health Committee for the South Division was phased out we continued to provide positive leadership with our involvement on the development of its successor, Korin Korin Balit Djak strategy and the Local Aboriginal Governance Committees in Bayside Peninsula Area and Southern Metropolitan Area, and the Divisional Aboriginal Governance Committee (covering St Kilda to Cann River and the Border) and the State-wide Caucus Forum. All these forums feed key aspirations from grass root Aboriginal communities to formulate key priorities in the Division, and to priorities and funding requirements and proposals to Senior Executives in the DHHS.

Other partnerships remain through the Southern Regional Aboriginal Justice Advisory Committee, involving Victoria Police, Corrections Victoria, the Magistrates Courts and the Sherriff's Office. We also participate on a Police Aboriginal Liaison Committee (PALC) however this did not meet all of last year.

The Aboriginal Health Strategic Partnership Committee is a quarterly meeting which includes representatives of Board and senior Management of both DDACL and Monash Health including the Chair and CEO. We meet to provide engagement and feedback and an opportunity to positively influence and collaborate with a lens on cultural respect, understanding and inclusion.

SOCIAL & COMMUNITY SERVICES

The Social and Community Services team has undergone systemic changes to account for the various programs and services delivered to the community.

The Tartu-nganyin Bopop - Aboriginal Best Start program:

The recommendations of the 10 year State-wide Review of Best Start (and Aboriginal Best Start) programs required all projects to discontinue Activities, such as, Playgroup and other developed activities that engaged mothers and fathers with their young children's early learning and development, and return to the original expectation of Strategic development and engagement of partner agencies to increase availability in pre-school centres for Aboriginal and Torres Strait Islander children. The landscape changed dramatically. The new ABS Facilitator, Louise Singleton, accepted the change process and worked with the Partnership Steering Committee to establish a *Plan Do Study Act* cycle and liaison

with agency providers. More participation from Community members is necessary as we seek your interest to get involved with the learning and development needs of your children, grandchildren or nieces and nephews.

Family Services:

During this year the Family Service team underwent a fundamental restructure to meet the increasing needs of complex cases and simple cases and the new service agreement with the DHHS that shifted from input model to an outcomes model. This required ensuring that certain historical supports like ER intake and referral, and the food bank were maintained as safety nets. The team had some capacity difficulties during the year, and a Lead Practitioner role was planned to be established (with identified funding surplus), as a key structural improvement to ensure that complex cases were managed appropriately and leadership would be provided directly to other team members by an experienced Family Service Practitioner. This development will have immediate and definitive improvement in the numbers of cases dealt with and completed. This process was workshopped with the Family Services team, so that we had *maximum buy-in* ensuring successful forward progress and better outcomes for our community.

Home and Community Care program:

The Home and Community Care program progressed with transition to the Commonwealth Home Support Program (CHSP), this also included client's transition to the National Disability Scheme (NDIS). The opportunity for individual packages and client commitment to our service will mean that we will need to have and maintain individual contract arrangements with clients for the provision of services, and then invoice them for services rendered. The historic block funding model will be superseded by this new business case activity of fee for service (cash flow).

Feedback continues to be taken from every client and this has had positive affects in the way in which the team has provided and increased the quality of services.

Youth Program:

Unfortunately the *Young Koori Stars project* was not viable from the outset with guidelines and expectations of the YKS project officer that could not possibly obtain the required outcomes for Literacy and Numeracy skills and Homework Centres for Aboriginal students in grades 5 and 6 in Primary Schools specified across the catchment, which had significant constraints of accessing the numbers and the delivering across the catchment. An MOU was established with the Department of

Education and Training (DET) in mid-2017, but accessing Primary School Principals across five (5) LGAs proved the most difficult and outcomes next to impossible.

The Boys on the Bounce and Girls on the Go programs (Bob and Gog as they are known) have developed significantly with a change of participant recruitment practice and support. The Bob continued to progress with confidence under the successful engagement of Graeme Bux. The Gog improved due to the confidence instilled by regular commitment and positive engagement of Sharmila Austin with the girls to which they responded by their increased attendance.

The main Youth program run by the Youth Worker has developed well in the year supporting and developing many young Aboriginal male and female youth. Many afterschool and cultural activities as well as physical activities, such as, basketball and boxing provide a variety of activities to keep young people engaged. These type of activities will be broadened out across our catchment taking in new opportunities around Frankston and Mornington Peninsula. A number of young people attended the Murray River Marathon late in 2017 and they got a lot out of the week long adventure and personal growth rowing and kayak control, and creating a better understanding with Police and Aboriginal youth from other areas.

CORPORATE SERVICES

The Corporate Services Team has experienced another developmental phase with their relocation to Hallam in July 2017 and the challenges that presented with regard MYOB and access to other IT applications. The Finance Officer has become more full time and the team works well together with accounts payable and payroll being the main processing purposes. The Manager Corporate Services gained an additional EFT with the Housing Officer fitting in the Corporate Services team and training in administration support for payroll and accounts payable.

The financial management systems have continued to return a consistent and robust accountability based on the Australian Accounting Standards under which the organisation is audited. The checks and balances around accounts payable and payroll are evidenced by clear random audits. The financial reports were reformatted and this continues to help the Board to better understand the financial position each month and to get a quick snapshot of the overall financial health of the organisation.

The Compliance Register is a formal part of the monthly Finance Sub-Committee, Board of Directors and Executive Management Team meetings, to ensure updates are regularly reviewed to stay on track with reporting requirements. Salary Sacrificing remains attractive to a

majority of staff and has been well utilised this year. The staff turnover this year was unusually high again. A strong consideration in feedback from Exit interviews reflects that higher baseline salaries should be considered for most positions to attract and retain highly motivated, experienced and/or qualified people.

VACCHO MEMBER MEETINGS

We attended two of the three VACCHO Members meeting in 2017 /2018. These meetings are a great opportunity to share information, to learn and share positive outcomes to improve work practices and standards. They are a wealth of knowledge for new programs and funding cycles in our sector.

SUMMARY

In summary, we continue to strive to provide relevant and culturally appropriate services across the organisation that are sensitive to and achieved improved health outcomes and social inclusion of our community.

I commend this report to the members.

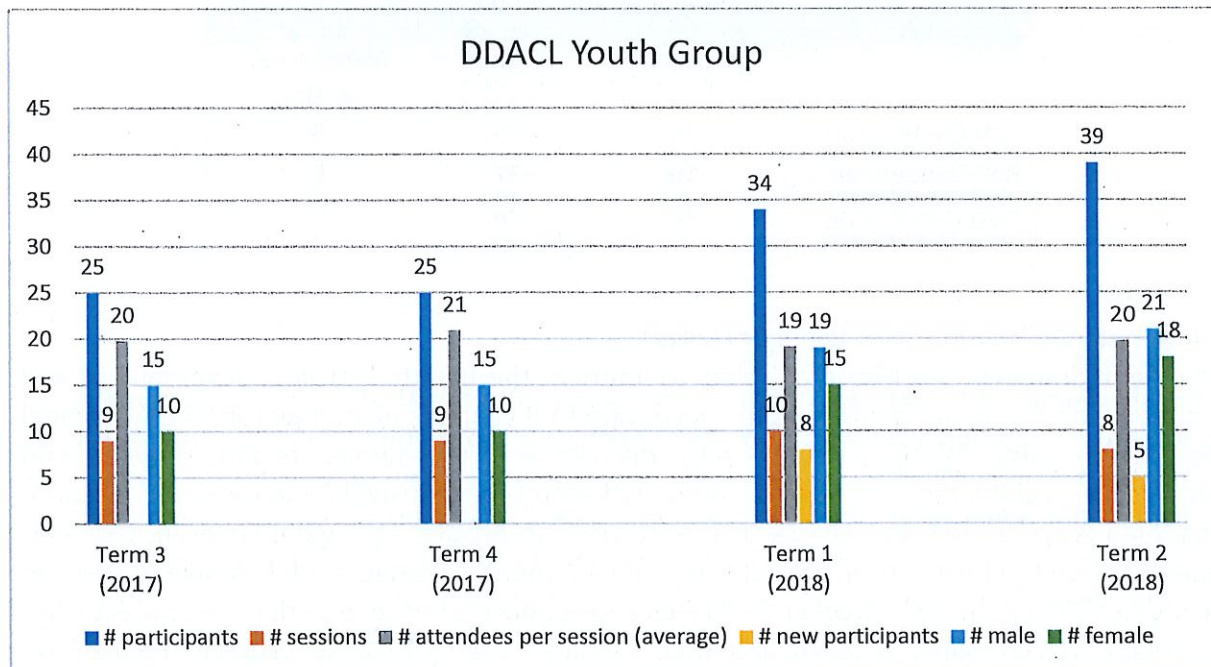
Andrew Gardiner
Chief Executive Officer

REPORT OF THE MANAGER SOCIAL & COMMUNITY SERVICES TO THE ANNUAL GENERAL MEETING FOR 2017/2018 SUNDAY 25th NOVEMBER 2018

Youth Services

DDACL provides a range of services to young people in the community. These programs target different groups of young people. Nathan Taylor, DDACL Youth Worker, provides support and co-ordination in partnership with the City of Casey based at the Doveton Gathering Place to provide: youth group on Mondays, homework group on Wednesdays. A partnership between DDACL, Southern VACCA, City of Casey and supported by Victoria Police and Ngwala, the The Strong & Deadly program targets Koori youth aged from 10 to 24 years who are currently or have been in out of home care, disengaged from education or employment, in contact with the justice system and are victims or have been affected by family violence. The program refers young people to who are involved in the justice system to strengthen protective factors and prevent further progression and offending behaviour. Program activities aim to foster a sense of community, wellbeing and support among participants, as well as teach skills for self-reliance and build confidence and motivation to come and achieve in schools. The program alternates Basketball and Boxing weekly (during school terms). Early morning sessions start at 6:30am twice a week with a focus on health and fitness and supporting their attendance ongoing engagement with the program.

Programs are designed and delivered with young people's input and work from the idea that DDACL is "there to help kids get to where they want to go".



The Young Koori Stars program was also delivered in this reporting period. The program was funded through the Department of Prime Minister and Cabinet and aimed to provide additional educational support to enhance numeracy and literacy outcomes for Koori children in years 5-6. Mathew Gardiner engaged with schools, community and young people to establish tutoring programs, homework help and other activities that encouraged and

supported Koori children to improve their school work. The program ceased in December 2017.

DDACL delivers Boys on the Bounce (BoB) and Girls on the Go (GoG) in the Dandenong LGA with Mission Australia Communities for Children, and in Cranbourne LGA, delivers Boys on the Bounce with Windermere Communities for Children. Both BoB and GoG build resilience in children aged 9-12. This is done through building confidence and self-esteem, a strong sense of identity by engaging in culturally safe activities conducted by Koori facilitators who are role models and provide a strong sense of stability for children who come from difficult family backgrounds. The support and mentoring facilitators provide include appropriate referrals and connections to the broader service system so that families can engage, and stay engaged in schools and education of their children. The DDACL suite of services, including youth programs, family services, men’s group, health and allied health services lead to earlier referrals and links to specialist services for families ensuring early intervention and prevention.

Graeme Bux and Sharmila Austin engage with their young charges as mentors, providing a safe space for children prepare for transition to high school to feel safe, stay healthy and culturally strong. They are supported by Nathan Taylor and Jasmine Taylor. In this reporting period, work commenced on evaluating the program and Verity Duffield, social work student on placement worked with the team to describe and measure the program, with a view of demonstrating its impact on the lives of participants. This resulted in an evaluation report in September 2018.

Communities for Children			
	Participants	Sessions	Average per session
BoB Cranbourne	16	33	8
BoB Dandenong	16	32	8
GoG Dandenong	22	26	9

Tartu-nganyin bopop – Aboriginal Best Start

The Aboriginal Best Start program aims to improve the health, learning, development and wellbeing of Aboriginal children from conception to 8 years. Louise Singleton, the Aboriginal Best Start (ABS) Worker, works with mainstream, community health services and organisations and a range of other community based service providers to research, measure and plan ways to increase access to key services to ensure Aboriginal children and their families have the best start in life. Utilising an incremental change model, known as Plan Do Study Act (PDSA), the ABS Worker facilitates and supports service providers to connect with, and support Aboriginal children and their families. The 2017-2018 program focused on increasing families’ understanding and knowledge of the early year’s services and encouraging better referrals between services when they engage with Aboriginal families. Concomitantly, Louise Singleton worked with early year’s services to raise awareness and encourage change practice so that they are welcoming, and aware of the needs of Koori families and children. Some of this work include things like: are services engaging with families in a culturally safe way? Do staff have awareness of additional supports for Aboriginal and

Torres Strait Islander families? Are staff in mainstream services promoting supported playgroup? Raising community and service awareness of Early Start Kindergarten.



Tartu-nganyin Bopop, Aboriginal Best Start Partnership

Focus / Target	Inputs	Strategies	Short-term outcomes	Best Start	
<p>Aboriginal & Torres Strait Islander families across Dandenong, Casey, who are no longer attending Maternal & Child Health, and/or Early Childhood Education (e.g. Kindergartens and Supported Playgroup) services.</p>	<ul style="list-style-type: none"> ▪ Community Elder ▪ Tartu-nganyin Bopop, ABS Partnership ▪ DDACL ▪ City of Casey ▪ City of Greater Dandenong ▪ Cardinia Shire ▪ New Directions MCH ▪ Mission Australia C4C ▪ Wimmerere C4C ▪ Anglicare C4C ▪ DET ▪ KESO's ▪ DHHS ▪ Child FIRST ▪ VACCA ▪ Cradle to Kinder ▪ OOHCAgencies ▪ KMS 	<ul style="list-style-type: none"> ▪ Family Services ▪ Local ECEC Services ▪ Local ATSI Playgroups ▪ Mairung - Aboriginal Education Plan 2016-2026 ▪ Southern Metropolitan Area Aboriginal Child & Youth Partnership ▪ Taskforce 1000 ▪ SEFS Alliance ▪ AEL ▪ Building Strong Aboriginal Youth ▪ Casey Aboriginal Gathering Place ▪ RBGV Cranbourne ▪ Monash Health, Monash Health Community 	<p>Referral pathways and service understanding between families and early years services.</p> <p>Develop a shared understanding of the unique needs of ATSI families and embed this in all forms of service delivery.</p>	<p><u>Service Continuity & Collaboration</u> Stretch Goal: 100% of service providers have confidence in knowledge of Early Years Services for Aboriginal children.</p> <p><u>Relationship Based Practice</u> Stretch Goal: 90% of services embed cultural understanding in their everyday service delivery</p>	<p>Children engage and participate in early childhood education.</p> <p>Children and families actively engage with MCH services, attending key ages and stages visits.</p>

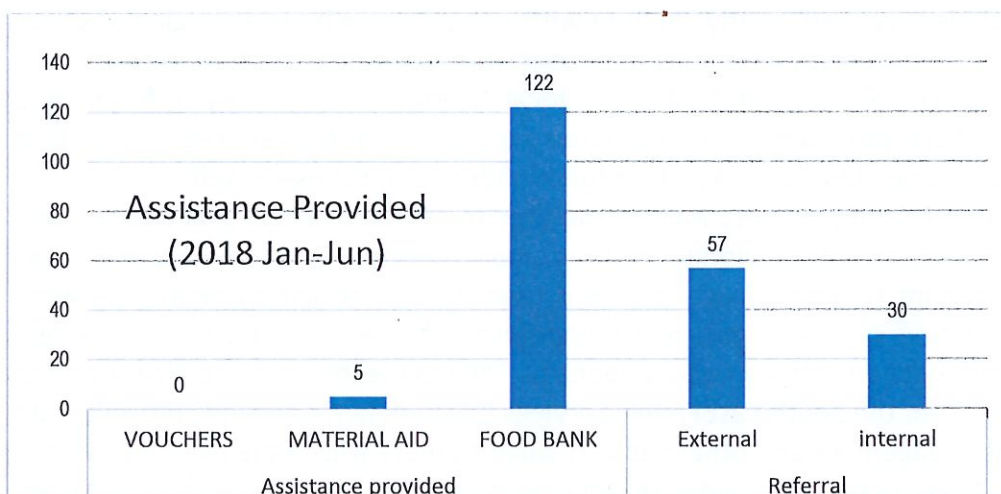
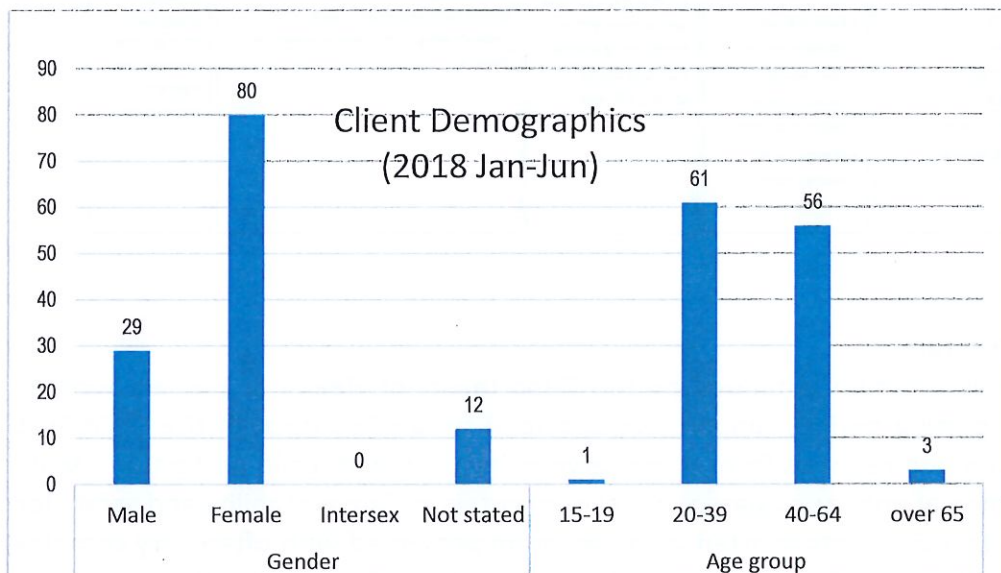
Family Services Program

The Family Services program is funded by the Department of Health & Human Services (DHHS). In this reporting period, support was provided to families through the Child First system, self-referral and referrals from other services involved with child protection. While the program is aimed at enhancing parenting skills, maintaining family stability and safety for children, most of DDACL clients assisted in the program presented with often very complex issues. In this reporting period, we also saw increased numbers of clients wanting to connect to their Aboriginal identity, particularly children with one parent who is Aboriginal, but for whom connection to culture and community have been sporadic or interrupted. Families have indicated a keenness to connect with DDACL and local Aboriginal community to fill the gap and sense of cultural disconnectedness that children experience. Parents are recognising that their children's Aboriginal identity is important for confidence and sense of self.

In this reporting period, family services was restructured to consist of a lead practitioner, two family services worker, an intake worker and a cultural mentor. Catherine Hawkins was engaged as a consultant to work closely with the team to update and strength casework process and embedding culturally safe and competent practices that focus on children, connection to community and strong cultural identity. The new team structure also supports secondary consults from the South East Family Services (SEFS) Alliance around culturally safe practice and client engagement and other capacity building work within the catchment plan. With the help of Amy Furse, social work student on placement, the family services team started the process of looking at describing the client journey through our service, and measuring the impact of our work on clients' lives. This resulted in a proposal for a continuous improvement and outcomes measurement framework for the DDACL family services.

Emergency Relief:

Another key function of the DDACL social and community services is to connect families to services, and provide support to families and individuals in financial and personal crisis. This is delivered by Jacky Jones through the DDACL emergency relief (ER) service. Currently self-funded, DDACL works closely with Southern VACCA in the delivery of ER ensuring families are able to address their immediate needs as we work with them to address issues impacting on their children and families. Approximately 32% of advocacy work done by Jacky on behalf of clients were related to housing, and 20% was in relation to collaborating with VACCA around ER and material aid. This might have included negotiating brokerage, referring to VACCA for vouchers and providing food parcels from VACCA referrals etc. Housing and related issues continue to loom as a major factor impacting on Aboriginal families and individuals' financial and emotional wellbeing. Another large part of the role of ER worker has been in systems navigation and advocacy on behalf of clients around financial security issues with Centrelink, employment and housing services being the major services that the ER worker collaborates with on behalf of clients.



Home and Community Care (HACC) and Commonwealth Home Support Program CHSP

The DDACL service footprint is wide, encompassing Greater Dandenong, Casey, Knox, Cardinia, Frankston and the Mornington Peninsula local government areas.

Planned Activity Group (PAG) is delivered each Monday at DDACL and included a range of activities ranging from consumer and health information, community education, art & craft activities, excursions and other activities developed with PAG participants at the beginning of each year. These activities are key to social and cultural engagement for participants, building and strengthening community and support networks for HACC and CHSP clients. Other services delivered include: domestic support, personal care, home maintenance (including gardening), group and individual support, telephone contact and visiting clients to ensure they are connected and engaged with the broader community.

In this reporting period, the HACC-CHSP is transitioning to client-centred service delivery and Kylie Semmens, HACC-CHSP Coordinator is working with clients and service providers to ensure clients are assessed for appropriate services, provided with information and linked into the My Aged Care system, and supporting clients to understand the new system of client choice and informed decision-making. This means partnering with local government assessment services and culturally safe providers in the aged care and disability sectors.

CHSP							
	Domestic	Personal Care	Maintenance	Group support	Individual Support	telephone	visitir
Annual (2017-2018 FY)	1802.0	420.0	1114.5	6879.3	1040.0	1360.0	77.5
average (per month)	150.2	35.0	92.9	573.3	86.7	113.3	6.5
monthly targets	106.0	27.0	78.0	437.0	75.0	0.0	0.0

HACC					
	PAG	Home Care	Maintenance	Personal Care	Assessment
Annual (2017-2018 FY)	1147.00	603.50	321.00	105.50	13.00
average (per month)	95.58	50.29	26.75	8.79	1.08
monthly targets	122.25	47.25	22.67	8.17	0.00

CORPORATE SERVICES REPORT

DANDENONG & DISTRICT ABORIGINES CO-OPERATIVE LTD ANNUAL GENERAL MEETING Financial Year 2017 – 2018

The Corporate Services Team relocated from 62 Stud Road to our new operational site at 87-91 Hallam South Road, Hallam during the year. The move went quite smoothly and the team has settled into the new environment alongside the Social and Community Services teams and Tackling Indigenous Smoking Team

As per our Funding Body and Governance requirements, financial reports were provided to the Board of Directors on a monthly basis.

The Audit & Risk Committee consisting of the Board Treasurer, CEO, Manager Corporate Services, Manager Aboriginal Health Services and Manager Social and Community Services meet prior to the Board of Directors meeting to ensure all program finances are accurately reflected in reports presented.

During the financial year 2017/2018 we have continued to auspice funds for groups to deliver services to our community, including 'Indigenous Family Violence Regional Activity Group', CCSS and 'Aboriginal Community Justice Panel'. We have contracted with South East Melbourne Primary Health Network to improve health service delivery to indigenous communities across the region and appointed an Indigenous Health Project Officer and Coordinator to supervise the roll out of the program. The program is being conducted by us, and sub-contracted through Ngwala Willumbong, Peninsula Health and Nairm Marr Djambana for their respective areas.

Membership Register: If any members have changed their address, could you please contact the Corporate Services unit at DDACL to ensure your details are updated. If you do not have a current address on the register you are considered an inactive member.

Thanks to the Board of Directors, Executive Management Team, Staff and the Community for their support during the year. Particular thanks go to Sherryl Taylor (Administration Officer), Nikki Moss (Housing Officer) and Patchara Danpikuntong, Finance Officer for their dedication to their respective roles during the year. Patchara has completed her qualifications for admission as a Certified Practising Accountant (CPA) during the year and has to be congratulated on that achievement.

Graeme Bird
Manager Corporate Services

**Dandenong & District Aborigines
Co-operative Limited**

ABN : 34 256 073 685

**Financial Report For The Year Ended
30 June 2018**

Dandenong & District Aborigines Co-operative Limited

ABN : 34 256 073 685

Financial Report For The Year Ended 30 June 2018

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DIRECTORS' REPORT

The directors present their report together with the financial statements of Dandenong & District Aborigines Co-operative Limited ("the Co-operative") for the year ended 30 June 2018 and the independent audit report thereon.

Directors' details

The following persons were directors of the Co-operative during or since the end of the financial year.

	Board Meetings	
	Number eligible to attend	Number attended
Patricia Ockwell	11	10
Chris Walker (appointed 21/01/2018)	6	6
Daryl Walker (resigned 21/01/2018)	5	2
Margaret Gardiner	11	11
Elaine Taylor	11	9
Stewart Taylor	11	9
Lynette Davey	11	5
Daniel Walker	11	3

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

Patricia Ockwell

Elected 6 December 2015 for a three year term.

Patricia has been a member of the Co-operative since 1977, has served on the Board for many years. Patricia has been involved in Aboriginal affairs for approximately 41 years and is a former Chairperson of the Co-operative. Patricia has been involved with Aboriginal Housing Victoria for 31 years. Patricia is a senior elder of the Wurundjeri Tribal Council and is a Life Member.

Patricia is also a Director of the Aboriginal Community Elders Services (ACES) and is currently Vice Chairperson. Patricia also sits on the Koori Children's Court, Broadmeadows Adult Koori Court, the Melbourne Magistrates Adult and Children's Court and the Dandenong Children's-Koori Court.

Chris Walker

Appointed 21/01/2018 for a one year term.

Chris holds a Bachelor of Education (Personal development, Health & Physical Education). He was on the Governing Committee for the Yorta Yorta Nation from 1999 - 2004 and has been a member of the Co-operative since its inception. Chris's main interests are community development, music and business development.

DIRECTORS' REPORT CONTINUED

Directors' details continued

Daryl Walker

Re-elected 22 January 2017 for a three year term.

Resigned 21/01/2018

Daryl operated his own business for 26 years, mainly in the Gas industry and has always required the Co-operative to have a sound economic position. Daryl has been involved in the Co-operative since the first meetings and has served as a Director for 21 years.

Daryl is currently on the committee of the Larnangurag Aborigines Association (NSW). Daryl has completed his Certificate IV in Governance Training.

Daryl is currently on the committee of the Larnangurag Aborigines Association (NSW). Daryl has completed his Certificate IV in Governance Training.

Margaret Gardiner

Re-elected 2 November 2014 for a three year-term.

Margaret was Chairperson until March 2016 and then re-elected as the Deputy Chairperson of the Board of Directors. Margaret has been a member of the Co-operative for over 31 years.

Margaret has life long commitment to the community and this organisation and has served on the Board at various times and has also been a Manager, Administrator and Receptionist in the past.

Elaine Taylor

Re-elected 6 December 2015 for a three year term.

Elaine has been involved in Aboriginal Affairs for over 46 years, has worked at VALS and VACCA, served as a Board Member at VALS, VACCA and VAYSAR and was an elected ATSIC Regional Councillor.

Elaine was one of the first members of the Co-operative and her Mother and Father were among the founding members. Elaine currently sits on the Koori Children's court at Dandenong and Melbourne and also at the Melbourne Magistrates Court.

Principal Activities

The principal activity of the Co-operative during the financial year was Aboriginal Community Advancement, including the provision of Comprehensive Primary Health Care and Allied Health Services, Maternity Services (ante and post natal), Aboriginal Health Promotion and Chronic Care, Social and Emotional Well Being, Home and Community Care, Family Services, Youth Services, Bringing Them Home (Stolen Generations), Aboriginal Best Start and a Community Housing Program. Funding to conduct these activities was provided by grants received from state and federal government agencies. The information contained herein is presented on a consolidated basis covering all services provided under the programs.

There have been no significant changes in the nature of these activities during the year.

DIRECTORS' REPORT CONTINUED

Strategies

Strategies that have been established to enhance the operations of the Co-operative in the future financial year are: the continuing development of the Bunurong Healthy Lifestyle Team (BHLT) and implementation of the Regional Action Plan and the Social Marketing Campaign on Tobacco Action. Also continuing member involvement in the emerging South East Melbourne Primary Health Network (SEMPHN).

The Chief Executive Officer continues to represent the Co-operative and community at various meetings with funding agencies, mainstream agencies and with the peak health body - Victorian Aboriginal Community Controlled Health Organisation. The Executive Management Team has continued to add value and strength to the leadership, management and coordination of operations.

Events Subsequent to the End of the Reporting Period

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.

Indemnification of Officers

During the financial year, the Co-operative paid a premium in respect of a contract insuring the directors of the Co-operative and all executive officers of the Co-operative against a liability incurred as such a director or executive officer to the extent permitted by the *Corporations Act 2001*. The contract of insurance prohibits disclosure of the nature of the cover and the amount of the premium.

The Co-operative has not otherwise, during or since the financial year, except to the extent permitted by law, indemnified or agreed to indemnify an officer or auditor of the Co-operative or of any related body corporate against a liability incurred as such officer or auditor.

Proceedings on Behalf 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 company for all or any part of those proceedings.

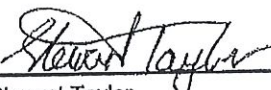
The Co-operative was not a party to any such proceedings during the year.

Auditor's Independence Declaration

A copy of the Auditor's Independence Declaration as required under s.60-40 of the *Australian Charities and Not for-profits Commission Act 2012* is included in page 4 of this financial report and forms part of the Directors' Report.

Signed in accordance with a resolution of the directors.

Director:


Stewart Taylor

Date:

23rd October 2018

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE DIRECTORS OF DANDENONG & DISTRICT ABORIGINES CO-OPERATIVE
LIMITED**

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012*, as lead auditor for the audit of Dandenong & District Co-operative Limited for the year ended 30 June 2018, I declare that, to the best of my knowledge and belief, there have been:

- i. No contraventions of the auditor independence requirements of the 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- ii. No contraventions of any applicable code of professional conduct in relation to the audit

Ryecrofts



Terrence Vail
Director

Dated: 23rd October 2018

**Statement of Profit or Loss and Other Comprehensive Income
for the Year Ended 30 June 2018**

	Note	2018 \$	2017 \$
Grant revenue	4	3,988,218	3,508,620
Other income	4	527,769	498,047
Employee benefits expense		(2,392,534)	(2,307,123)
Depreciation expense		(122,526)	(119,176)
Motor vehicle expense		(180,948)	(151,128)
Maintenance expense		(106,746)	(74,210)
Special projects expense		(187,156)	(152,791)
Utilities expense		(269,271)	(276,709)
Professional services expense		(77,616)	(159,897)
Medical fees expense		(320,956)	(297,601)
Other expenses		(789,569)	(426,993)
Surplus for the year before tax		68,665	41,039
Income tax expense	3.2	-	-
Surplus for the year		68,665	41,039
Other comprehensive income for the year		-	-
Total comprehensive income for the year		68,665	41,039

The accompanying notes form part of these financial statements

**Statement of Financial Position
as at 30 June 2018**

	Note	2018 \$	2017 \$
Assets			
Current Assets			
Cash and cash equivalents	6	3,925,733	3,239,468
Trade and other receivables	7	72,237	115,942
Total Current Assets		3,997,970	3,355,410
Non-Current Assets			
Plant and equipment	8	3,108,885	3,155,760
Total Non-Current Assets		3,108,885	3,155,760
Total Assets		7,106,855	6,511,170
Liabilities			
Current Liabilities			
Trade and other payables	9(a)	1,531,722	1,058,631
Provisions	10	270,649	228,786
Total Current Liabilities		1,802,371	1,287,417
Non-Current Liabilities			
Provisions	10	79,530	67,464
Total Non-Current Liabilities		79,530	67,464
Total Liabilities		1,881,901	1,354,881
Net Assets		5,224,954	5,156,289
Equity			
Contributed equity		938	938
Reserves	11	3,158,078	3,158,078
Retained surplus		2,065,938	1,997,273
Total Equity		5,224,954	5,156,289

The accompanying notes form part of these financial statements

**Statement of Changes in Equity
for the year ended 30 June 2018**

	Asset Revaluation	Capital Grants	Special Purpose	Contributed Equity	Retained Surplus	Total
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	54,755	3,084,418	18,905	938	1,956,234	5,115,250
Net surplus for the year	-	-	-	-	41,039	41,039
Other comprehensive income for the year	-	-	-	-	-	-
Balance at 30 June 2017	54,755	3,084,418	18,905	938	1,997,273	5,156,289
Balance at 1 July 2017	54,755	3,084,418	18,905	938	1,997,273	5,156,289
Net surplus for the year	-	-	-	-	68,665	68,665
Other comprehensive income for the year	-	-	-	-	-	-
Balance at 30 June 2018	2,065,938	2,065,938	2,065,938	2,065,938	2,065,938	2,065,938

The accompanying notes form part of these financial statements

**Statement of Cash Flows
 for the year ended 30 June 2018**

	Note	2018 \$	2017 \$
Cash Flows from Operating Activities			
Grants received		3,495,530	3,233,975
Receipts from customers		571,138	719,916
Interest received		336	339
Payments to suppliers and employees		(3,305,088)	(3,731,728)
Net cash generated by operating activities	14	761,916	222,502
Cash Flows from Investing Activities			
Payments for property, plant and equipment		(75,651)	(105,132)
Net cash used in investing activities		(75,651)	(105,132)
Net Increase in Cash and Cash Equivalents		686,265	117,370
Cash and Cash Equivalents at the Beginning of the Financial Year		3,239,468	3,122,098
Cash and Cash Equivalents at the End of the Financial Year	6	3,925,733	3,239,468

The accompanying notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

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NOTES TO THE FINANCIAL STATEMENTS

NOTE 1 GENERAL INFORMATION AND STATEMENT OF COMPLIANCE

The financial report includes the financial statements and notes of Dandenong & District Aborigines Co-Operative Limited ("the Co-operative").

These financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Australian Charities and Not-for profits Commission Act 2012*. Dandenong & District Aborigines Co-Operative Limited is a not-for-profit entity for the purpose of preparing the financial statements.

The financial statements for the year ended 30 June 2018 were approved and authorised for issue by the Board of Directors on the 23rd October 2018.

NOTE 2 CHANGES IN ACCOUNTING POLICIES

2.1 New and revised standards that are effective for these financial statements

A number of new and revised standards became effective for the first time to annual periods beginning on or after 1 July 2017. Information on the more significant standard(s) is presented below.

AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107

AASB 2016-2 amends AASB 107 Statement of Cash Flows to require entities preparing financial statements in accordance with Tier 1 reporting requirements to provide disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and non-cash changes.

AASB 2016-2 is applicable to annual reporting periods beginning on or after 1 January 2017.

AASB 2016-4 Amendments to Australian Accounting Standards – Recoverable Amount of Non-Cash Generating Specialised Assets of Not-for-Profit Entities

This Standard amends AASB 136 Impairment of Assets to:

- remove references to depreciated replacement cost as a measure of value in use for not-for-profit entities; and
- clarify that the recoverable amount of primarily non-cash-generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity, is expected to be materially the same as fair value determined under AASB 13 Fair Value Measurement, with the consequence that:

* AASB 136 does not apply to such assets that are regularly revalued to fair value under the revaluation model in AASB 116 Property, Plant and Equipment and AASB 138 Intangible Assets; and

* AASB 136 applies to such assets accounted for under the cost model in AASB 116 and AASB 138

* AASB 2016-4 is applicable to annual reporting periods beginning on or after 1 January 2017.

The adoption of these standards has not had a material impact on the Co-operative.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3 SUMMARY OF ACCOUNTING POLICIES

3.1 Overall considerations

The significant accounting policies that have been used in the preparation of these financial statements are summarised below.

The financial statements have been prepared using the measurement bases specified by Australian Accounting Standards for each type of asset, liability, income and expense. The measurement bases are more fully described in the accounting policies below.

3.2 Income tax

No provision for income tax has been raised as the Co-operative is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

3.3 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.

Property

Freehold land and buildings are shown at their fair value (being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction), based on periodic, but at least triennial, valuations by external independent valuers, less subsequent depreciation on buildings.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholders' 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 income statement. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the income statement and depreciation based on the asset's original cost is transferred from the revaluation reserve to retained earnings.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

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

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Co-operative and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3 SUMMARY OF ACCOUNTING POLICIES (continued)

3.3 Property, Plant and Equipment continued

Depreciation

The depreciable amount of all fixed assets including building and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The depreciation rates used for each class of depreciable asset are:

Class of fixed asset	Depreciation rate
Buildings	2.50%
Plant and equipment	7.5% to 40%
Motor vehicles	20% to 25%
Leasehold improvements	33.33%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

3.4 Revenue

Revenue from grants is accounted for on an accruals basis.

Interest revenue is recognised on a proportional basis taking into account the applicable interest rates.

Revenue from rent is recognised at the time the rent is due for payment.

Medicare revenue is accounted for on a cash receipts basis.

Sundry income is recognised at the time it becomes due and receivable.

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

3.5 Cash and cash equivalents

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

3.6 Financial instruments

Financial assets and liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss" in which case transaction costs are recognised immediately as expenses in profit or loss. Subsequent to initial recognition these instruments are measured as set out below.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3 SUMMARY OF ACCOUNTING POLICIES (continued)

3.6 Financial instruments continued

(i) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the entity's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

(ii) Financial assets and financial liabilities

Non-derivative financial liabilities are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

(iii) Impairment

At each reporting date, the entity assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a significant or prolonged decline in the market value of the instrument is considered to constitute a loss event. Impairment losses are recognised in profit or loss immediately.

(iv) Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged or cancelled, or have expired. The difference between the carrying value of the financial liability, which is extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

3.7 Impairment of Assets

At the end of each reporting date, the entity assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss.

Where it is not possible to estimate the recoverable amount of an individual asset, the entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

3.8 Employee benefits

Short-term employee benefits

Provision is made for the entity's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The entity's obligations for short-term employee benefits such as wages and salaries are recognised as a part of current trade and other payables in the statement of financial position.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3 SUMMARY OF ACCOUNTING POLICIES (continued)

3.8 Employee benefits continued

Long-term employee benefits

The entity classifies employees' long service leave as long term employee benefits where they are not expected to be settled wholly within 12 months after the end of the annual reporting period. Provision is made for the entity's obligation for other long-term employee benefits, which are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss classified under employee benefits expense.

The entity's obligations for long-term employee benefits are presented as:

- current liabilities where the entity does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period.
- non-current liabilities where the entity has an unconditional right to defer settlement for at least 12 months after the end of the reporting period.

3.9 Goods and services tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

3.10 Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are recognised as expenses on a straight-line basis over the lease term.

3.11 Trade and other payables

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

3.12 Comparative figures

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

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3 SUMMARY OF ACCOUNTING POLICIES (continued)

3.13 Critical accounting estimates and judgments

The directors evaluate estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data obtained both externally and within the Co-operative.

Key estimates - impairments

The Co-operative assesses impairment at each reporting date by evaluating conditions specific to the Co-operative that may lead to impairment of assets.

No impairment has been recognised in respect of any assets for the year ended 30 June 2018.

NOTE 4 GRANT REVENUE AND OTHER INCOME

	2018	2017
	\$	\$
Grant Revenue		
Grant monies recurrent - Office for Aboriginal and Torres Strait Islander Health Service ("OATSHI/IRHD")	1,066,007	1,124,869
Grant monies - recurrent - Department of Health & Human Services ("DH&HS")	876,234	995,650
Grant monies - Department of Health	523,372	510,907
Other grant monies	1,323,614	513,321
OATSHI/IRHD - other grants	-	94,470
DHHS - other grants	198,991	269,403
Total Grant Revenue	3,988,218	3,508,620
Other Income		
Medicare income	267,622	270,907
Rental income	147,479	134,255
Interest income	366	339
Sundry income	112,302	92,546
Total Other Income	527,769	498,047
Total Grant Revenue and Other Income	4,515,987	4,006,667

NOTES TO THE FINANCIAL STATEMENTS

NOTE 5 GRANTS RECEIVED DURING THE YEAR

	2018	2017
	\$	\$
Grant monies - OATSIH/IRHD	1,190,202	1,140,255
Grant monies - DH&HS	1,341,007	1,323,554
Grant monies - DET Best Start Program	79,366	117,454
Department of Health	622,276	518,524
Department of Prime Minister & Cabinet	10,192	61,150
Department of Social Services	-	-
Other grant monies	252,487	73,038
Total grant monies received	3,495,530	3,233,975

NOTE 6 CASH AND CASH EQUIVALENTS

	2018	2017
	\$	\$
Current		
Cash on hand	350	100
Cash at bank	3,925,383	3,239,368
	3,925,733	3,239,468

NOTE 7 TRADE AND OTHER RECEIVABLES

	2018	2017
	\$	\$
Current		
Trade debtors	73,190	116,895
<i>less</i> doubtful debts provision	(953)	(953)
Total current trade and other receivables	72,237	115,942
Total trade and other receivables	72,237	115,942

The company has assessed the recoverability of amounts receivable and has provided adequately for potential impairment of receivables. There is no material credit risk exposure to any single receivable or group of receivables.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 8 PROPERTY, PLANT AND EQUIPMENT

	Freehold land	Buildings	Plant & Equipment OATSIH/IRHD	Plant & Equipment Other	Motor Vehicles OATSIH/IRHD	Motor Vehicles Other	Leasehold Improvements	TOTAL
	\$	\$	\$	\$			\$	\$
Gross Carrying Amount								
Balance at 1 July 2017	1,284,000	2,707,681	405,168	234,644	61,938	180,985	32,749	4,907,165
Additions	-	-	14,830	32,782	28,039	-	-	75,651
Disposals	-	(3,799)	(9,714)	(16,072)	(35,407)	-	-	(64,992)
Balance at 30 June 2018	1,284,000	2,703,882	410,284	251,354	54,570	180,985	32,749	4,917,824
Accumulated Depreciation								
Balance at 1 July 2017	-	1,019,079	340,829	171,592	35,210	180,985	3,710	1,751,405
Depreciation expense	-	65,754	18,810	19,444	7,603	-	10,915	122,526
Eliminated on disposal of assets	-	(3,799)	(9,714)	(16,072)	(35,407)	-	-	(64,992)
Balance at 30 June 2018	-	1,081,034	349,925	174,964	7,406	180,985	14,625	1,808,939
Net Book Value								
As at 1 July 2017	1,284,000	1,688,602	64,339	63,052	26,728	-	29,039	3,155,760
As at 30 June 2018	1,284,000	1,622,848	60,359	76,390	47,164	-	18,124	3,108,885
Gross Carrying Amount								
Balance at 1 July 2016	1,284,000	2,707,681	401,997	195,690	31,680	180,985	-	4,802,033
Additions	-	-	3,171	38,954	30,258	-	32,749	105,132
Disposals	-	-	-	-	-	-	-	-
Balance at 30 June 2017	1,284,000	2,707,681	405,168	234,644	61,938	180,985	32,749	4,907,165
Accumulated Depreciation								
Balance at 1 July 2016	-	953,000	313,257	153,305	31,680	180,985	-	1,632,227
Depreciation expense	-	66,079	27,572	18,287	3,530	-	3,710	119,178
Eliminated on disposal of assets	-	-	-	-	-	-	-	-
Balance at 30 June 2017	-	1,019,079	340,829	171,592	35,210	180,985	3,710	1,751,405
Net Book Value								
As at 1 July 2016	1,284,000	1,754,681	88,740	42,385	-	-	-	3,169,806
As at 30 June 2017	1,284,000	1,688,602	64,339	63,052	26,728	-	29,039	3,155,760

NOTES TO THE FINANCIAL STATEMENTS

NOTE 9 TRADE AND OTHER PAYABLES

(a) Current Trade and Other Payables

	Notes	2018 \$	2017 \$
Current			
Trade payables		293,164	158,960
Accrued expenses		176,060	87,257
Unexpended grants	9(b)	1,062,498	812,414
		1,531,722	1,058,631

(b) Unexpended Grants

Unexpended grants comprise the following:

P.I.R.S. - OATSIH		25,444	-
Tackling Smoking & Healthy Lifest		49,402	-
HR Project		-	5,613
ACCHO Accreditation		1,056	9,855
Housing Officer		-	36,814
Mental Health Outreach - DHS		58,374	4,160
Bunurong Health Serv - OATSIH		58,727	-
Mental Health Devel Off OATSIH		47,288	-
Other		63,540	73,424
Family Services - DHS		99,571	83,306
HACC - DHS		82,279	35,551
Maternity Services - DHS		105,453	104,889
DHS Miscellaneous projects		226,352	41,120
Respite Support Group		-	1,026
Integrated Team Care		43,833	-
Family Violence		70,217	63,512
Mental Health Project		7,095	7,095
Family Services - AFLDM Conv		1,930	1,930
Aborig Servs-Capacity Building		4,262	
Aboriginal Comm Justice Panel		13,867	14,077
Victims Assist & Counselling		5,293	5,293
QUMAX - Pharmacy Guild of Australia		35,949	37,433
Footy/Netball Carnival		-	-
S&C Koori Young People - C4C		-	18,724
Prime Minister & Cabinet		-	177,228
AHPACC		23,472	14,715
Best Start Project		-	23,345
Special Projects - Other		39,094	53,304
	9(a)	1,062,498	812,414

NOTES TO THE FINANCIAL STATEMENTS

NOTE 9 TRADE AND OTHER PAYABLES (continued)

Glossary of acronyms

OAAV	Office of Aboriginal Affairs Victoria
AHPACC	Aboriginal Health Promotion and Chronic Care
DEECD	Department of Education and Early Childhood Development
DEEWR	Department of Education, Employment and Workplace Relations
DH&HS	Department of Health & Human Services
DSS	Department of Social Services
DoHA	Department of Health and Ageing
DOJ	Department of Justice
ER	Emergency Relief
FaHCSIA	Department of Family and Community Services and Indigenous Affairs
HACC	Home and Community Care
ICACC	Inter Council Aboriginal Consultative Committee
NNC	National Aboriginal and Islander Day Observance Committee
OATSIH	Office of Aboriginal and Torres Strait Islander Health
OIPC	Office of Indigenous Policy Coordination
PIRS	Patient Information Recall System
VALS	Victorian Aboriginal Legal Service
IRHD	Indigenous & Rural Health Division
DET	Department of Education & Training
ACJP	Aboriginal Community Justice Panel

NOTE 10 PROVISIONS

	2018	2017
	\$	\$
Current		
Annual leave provision	179,740	144,902
Long service leave provision	90,909	83,884
	<u>270,649</u>	<u>228,786</u>
Non-Current		
Long service leave provision	79,530	67,464
	<u>79,530</u>	<u>67,464</u>
	<u>350,179</u>	<u>296,250</u>

NOTES TO THE FINANCIAL STATEMENTS

NOTE 11 RESERVES

Asset revaluation

The asset revaluation reserve records revaluations of non-current assets.

Capital grants

The capital grants reserve records assets at written down value purchased with grant funds.

Special purpose

The special purpose reserve records an allocation of rental receipts in excess of expenditure.

NOTE 12 FINANCIAL RISK MANAGEMENT

The Co-operative's financial instruments consist mainly of deposits with banks, short-term investments, accounts receivable and payable and leases. The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	2018	2017
	\$	\$
Financial assets		
Cash and cash equivalents	3,925,733	3,239,468
Receivables	72,237	115,942
Total financial assets	3,997,970	3,355,410
Financial liabilities		
Financial liabilities at amortised cost		
Trade and other payables	469,224	246,217
Total financial liabilities	469,224	246,217

NOTE 13 KEY MANAGEMENT PERSONNEL COMPENSATION

The aggregate compensation paid to key management personnel of the company is set out below.

	2018	2017
	\$	\$
Short-term employee benefits ¹	375,576	424,493
Post-employment benefits ²	32,093	48,773
	407,669	473,266

¹ Includes payments to directors for their services.

² Comprises payments to contributory superannuation funds.

The directors do not receive any remuneration for attendance at meetings.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 14 CASH FLOW INFORMATION

Reconciliation of cash flow from operations with surplus after income tax

	2018	2017
	\$	\$
Surplus after income tax	68,665	41,039
Non-cash flows in profit		
Depreciation	122,526	119,176
Changes in assets and liabilities		
(Increase)/decrease in accounts receivable and other debtors	43,705	(52,440)
Increase/(decrease) in trade creditors	223,007	129,039
Increase/(decrease) in unexpended grants	250,084	68,972
Increase/(decrease) in provisions	53,929	(83,284)
Net cash provided by operating activities	761,916	222,502

NOTE 15 OPERATING LEASE COMMITMENTS

The company has operating leases relating to office facilities, office equipment and motor vehicles.

The office facilities lease for Factory 22, 87-89 Hallam South Road, Hallam, Victoria, 3803, is for an initial term of three years which expires on 1 February 2020. Thereafter there is an option for the company to extend the lease for a further period of three years. The current rent is \$65,175 per annum with an agreed rental increase of 3.75% on each anniversary of commencement.

The office equipment lease is for a fixed term of three years with no options to extend or to purchase the leased asset at the expiry of the lease period.

The motor vehicle leases range for a periods of one to five years with monthly payments made.

Non-Cancellable Operating Lease Commitments

	2018	2017
	\$	\$
Not longer than 1 year	184,912	147,928
Longer than 1 year and not longer than 5 years	167,955	233,172
Greater than 5 years	-	-
	352,867	381,100

NOTE 16 RELATED PARTY TRANSACTIONS

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 17 EVENTS AFTER THE REPORTING DATE

No matters or circumstances have arisen since the end of the reporting 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.

NOTE 18 AUDITOR'S REMUNERATION

	2018	2017
	\$	\$
Audit of the financial statements	11,800	24,000
Other assurance services	-	-
Consulting services	600	900
	12,400	24,900

NOTE 19 CO-OPERATIVE DETAILS

The registered office and principal place of business of the Co-operative is 62 Stud Road, Dandenong , Victoria, 3175.

DIRECTORS' DECLARATION

In the opinion of the Directors of Dandenong & District Aborigines Co-operative Limited:

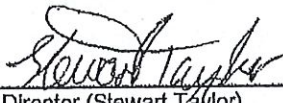
a. The financial statements and notes of Dandenong & District Aborigines Co-operative Limited are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012*, including:

(i) Giving a true and fair view of its financial position as at 30 June 2018 and of its performance for the financial year ended on that date; and

Complying with Australian Accounting Standards – Reduced Disclosure Requirements (including the Australian Accounting Interpretations) and the *Australian Charities and Not-for-profits Commission Regulation 2013*; and

b. There are reasonable grounds to believe that Dandenong & District Aborigines Co-operative Limited will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Directors.



Director (Stewart Taylor)

Dated the 23rd of October 2018

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF THE DANDENONG & DISTRICT ABORIGINES CO-OPERATIVE
LIMITED**

Opinion

We have audited the financial report of The Dandenong & District Aborigines Co-operative Limited ("the Co-operative") which comprises the statement of financial position as at 30 June 2018, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, the accompanying financial report of the Co-operative is in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- i. giving a true and fair view of the registered entity's financial position as at 30 June 2018 and of its financial performance and cash flows for the year ended on that date; and
- ii. complying with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Co-operative in accordance with the auditor independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* ("the Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, which has been given to those charged with governance, would be in the same terms if given as at the time of this auditor's report.

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

Information Other than the Financial Report and Auditor's Report Thereon

The directors are responsible for the other information. The other information comprises the information included in the Co-operative's financial report for the year ended 30 June 2018, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Directors for the Financial Report

The directors of the Co-operative are responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Corporations Act 2001* and the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

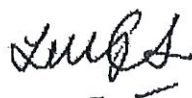
In preparing the financial report, the directors are responsible for assessing the ability of the Co-operative to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the director either intends to liquidate the Co-operative or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report

A further description of our responsibilities for the audit of the financial report is included in Appendix A of this auditor's report. This description, which is located directly after the audit report, forms part of our auditor's report.

RYECROFTS PTY LTD



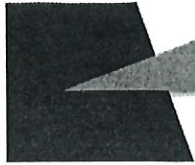
Terry Vail
Director
Registered Company Auditor - 305706
Dated this 23rd day of October 2018

Appendix A: Auditor's Responsibilities for the Audit of the Financial Report

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Ryecrofts pty ltd

registered company auditors

23 November 2018

Mr Stewart Taylor
Chairman
Dandenong & District Aborigines Co-operative Ltd
Factory 22, 87-89 Hallam Road
HALLAM VICTORIA 3802

Dear Stewart,

We have recently completed the audit of Dandenong & District Aborigines Co-operative Ltd ("the Co-operative") for the year ended 30 June 2018 and have issued our signed independence declaration and audit report.

The purpose of audit was to enable us to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Our procedures are not designed to identify all matters that may be relevant to you; however, our audit revealed areas for improvement which we bring to your attention below.

The matters reported are limited to those observations that we identified during our audit and that we have concluded are of sufficient importance to merit being reported to you. In addition, please find attached a summary of unadjusted and adjusted errors identified that also must be reported in accordance with Australian Auditing Standards.

In addition, please find attached a summary of unadjusted and adjusted errors identified that also must be reported in accordance with Australian Auditing Standards.

This report is provided solely for the benefit of the parties identified in the engagement letter dated 10 September 2018 and is not to be copied, quoted or referred to in whole or in part without our prior written consent. Ryecrofts Pty Ltd accepts no responsibility to anyone other than the parties identified in the engagement letter for the information contained in this report.

We would like to thank you and your staff for the assistance and courtesy provided to us during the audit.

If you have any queries, please contact Rozelle Azad or myself.

Ryecrofts Pty Ltd

Terrence Vail CPA
Director

address (including postal) level 2, 66 victor crescent, narre warren vic 3805
email admin@ryecrofts.com.au

www.ryecrofts.com.au

tel 03 8769 5679
abn 57 117 534 693

1 THE PROPERTY REPORT
1.1 THE PROPERTY REPORT

ISSUES IDENTIFIED DURING THE AUDIT OF THE YEAR ENDED 30 JUNE 2018

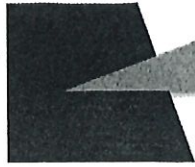
Assessment		Observation and Issue	Implications	Recommendations	Management Response
1	●	Audit review of bank reconciliations identified a number of outstanding invoice payments recorded as un-presented cheques at year end. Management adjusted the financial statements for the observed amounts.	Misstatement of cash balances.	We acknowledge that the reconciling amounts represented payments awaiting director approval for EFT release and we understand that this process is adopted during the year due to the timing of approval. However, we recommend that management review bank reconciliations at period end to ensure that cash balances are accurately reflected in the financial reporting documentation.	Audit comments noted and this amended procedure will be adopted in future years
2	●	Audit were advised by management that the financial controller and accountant do not have access to the bank accounts and are not currently authorised signatories.	Insufficient access to and controls over the banking and financial management process.	We understand that the Board has been proactive in adding the financial controller as an authorised signatory however, due to mistakes made by the bank, this has proven difficult. Further we understand that the Co-operative is moving all of its banking to the Bendigo Bank in the new financial year to remedy the situation. We support the Co-operative in their actions and encourage the Board to ensure that the process is finalised with haste.	CUA addition of Manager Corporate Services has been completed and changeover to the Bendigo & Adelaide bank is in process.
3	●	Review of expense line items identified annual subscriptions that had not been reflected in prepaid balances at year end.	Overstatement of expenses.	We understand that the audit observation arose from an oversight only. We recommend that all subscription payments are reviewed and appropriately accrued at the end of each reporting period.	Review of subscriptions will be implemented as part of financial procedures to ensure that this matter is accurately accrued in future.

The criteria used for the assessment of issues reflect our ranking of the financial and operational implications and the likelihood of occurrence of such implications. The ranking takes into account:

- Reliability of financial reporting;
 - Effectiveness and efficiency of operations; and
 - Legal and regulatory compliance.
-
- High:
 - matters which pose significant financial or business risk to the entity.
 - matters that may result in a potential modification or qualification of the audit opinion if not addressed as a matter of urgency.

 - Medium
 - matters which pose a medium financial or business risk to the entity.
 - matters with potentially significant consequences however, low likelihood of occurring.

 - Low
 - matters which pose a low financial or business risk to the entity.
 - matters arising from minor administrative shortcomings.



Ryecrofts Pty Ltd
registered company auditors

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ISSUES IDENTIFIED DURING THE AUDIT OF THE YEAR ENDED 30 JUNE 2018

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 - matters arising from minor administrative shortcomings.



Dandenong & District Aborigines Co-operative Ltd

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Bunurong Health Service

3 Carroll Avenue, Dandenong, VIC 3175

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