



CITIZEN ADVOCACY
SUNBURY & DISTRICTS INC

Annual Report

2018

Citizen Advocacy Sunbury & Districts Inc

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Funding & Support

Citizen Advocacy Sunbury & Districts Inc gratefully acknowledges the funding provided by the Commonwealth of Australia, Department of Social Services



Australian Government
Department of Social Services

Citizen Advocacy Sunbury & Districts Inc gratefully acknowledges the financial support provided by





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What is Citizen Advocacy?

The Program

Citizen Advocacy is an innovative community based movement which aims to recognise, promote and defend the rights and interests of people with an intellectual disability.

It does so by finding and supporting caring, responsible citizens who are prepared to act voluntarily to make a positive difference in the life of a person, who may be lonely, face difficult challenges, or be in a risky situation.

Each citizen Advocacy relationship is unique. The citizen advocate may for example, offer his or her protégé: friendship, the experience of family, new experiences and opportunities, and in some instances, spokesman ship and protection from abuse.

The Citizen Advocacy office carefully matches protégés and citizen advocates ensuring that there is a good fit between the needs and interests of the protégé and the abilities, resources and commitment of the citizen advocate.

Types of Advocacy

Citizen Advocacy can be divided into three main forms:

1. Expressive Advocacy

Everyone needs to feel warmth and understanding that comes from friendship. This is what expressive advocacy describes - the “friendship” aspect of advocacy - the caring, sharing, emotional support, spending time together, having fun and just being there.

2. Instrumental Advocacy

Everyone needs assistance at different times just to learn how to get along in everyday life. The way we learn most things is through experience and by having someone there to show us different ways to do things. Instrumental advocacy describes the practical aspect of advocacy.

3. Spokesmanship

In some situations people with intellectual disabilities are not treated with respect and dignity, their basic human rights are denied, and they are expected to put up with life-conditions and services that you and I would not accept. Advocates may need to speak out on behalf of a person to ensure their rights are met or assist that person to speak out for themselves. An advocate will need to represent their friend’s interests as if they were their own.

Our Mission

To recognise, promote and defend the rights and interests of people from culturally diverse backgrounds and situations within our community, who have an intellectual disability. We do so by recruiting and supporting caring, responsible citizens (advocates) on a long term one to one basis who are prepared to act voluntarily to make a positive difference in the life of a person who may be lonely, face difficult challenges, or be in a risky situation (protégés). We carefully match protégés and citizen advocates ensuring that there is a good fit between the needs and interests of the protégés and the abilities, resources and commitment of the citizen advocate.

Principles

The operation of a Citizen Advocacy program is based on the following principles:

Advocate Independence

- Advocates must be free to develop a primary loyalty to the person with whom they are matched and be able to act as independently as possible.
- Citizen Advocates are supported as unpaid, independent citizens acting as an advocate for an Individual person.

Program Independence

- Our program is independent and free from conflict of interest in how it is administered and funded. The office is administratively and physically separated from agencies which operate direct service programs involving (potential) Protégés.

Clarity of Staff Functions

- Our Citizen Advocacy staff understand the nature and possibilities of Citizen Advocacy and communicate this understanding by:
- Supporting, not supplanting, Protégé/Advocate relationships.
- Directing their energies toward building and maintaining the office as a whole.

Balanced Orientation to Needs of People requiring Advocates.

- People with an intellectual disability have a wide variety of needs for representation and relationships which can be met by Citizen Advocates. Our program works to develop plans for recruiting and supporting a range of relationships.

Positive Interpretations of People with a Disability.

- The Citizen Advocacy program model provides a positive interpretation of people with disabilities. The program always seeks the most highly positive, value conferring and yet valid possible associations which support developmental growth potential, citizenship role and individual personhood of people at risk of social devaluation.

Non-Discriminatory Advocacy

- Citizen Advocacy Sunbury & Districts Inc. promotes to Citizen Advocates, sensitivity towards the social and cultural values, beliefs and practices of the Protégés.



Our Advocates

We would like to acknowledge the advocates of CA Sunbury for their wonderful achievements in serving the community and the protégés they support. The world would be a poor place without your selfless giving of time, friendship, assistance and support.

Julie Allen

Maureen Anderson

Lyn Armstrong

Barbara Ashley

Katie Bishop

Ljubica Bosevska

Mary Buchanan

Gael Butler

Nell Canty

Pauline Cole

Alison Cunningham

Nathan Dellamarta

Lisa Edwards

Carol Grant

Angela Fitzwater

Leanne Holland

Eveline Hctor

John Karagiannidis

Edith Langshaw

Cathy Leatch

Penny Mallia

Angelo Micallef

Jodie Milenkovic

Susan Neale

Denise O'Brien

Lyn Plummer

Joan Purton

Jeniffer Renda

Stuart Ritchie

David & Claire Ross

Peter Rovers

Helen Sims

Bill Shepheard

Tony Tanti

Ruth Vigus

Edda Webster

Coordinator - David Abela

It's been an honour to be Coordinator of Citizen Advocacy Sunbury for the past 27 yrs. In this time I have been able to help take this program from something that began with the aim of asking people in the Sunbury community to visit and protect vulnerable and often abandoned people living in the large institution called Caloola, to a Citizen Advocacy program working in the wider community with a range of people and needs, when Caloola was shut down.

In this time I have also been able to participate in a number of Citizen Advocacy Program Evaluations (CAPE), workshops and seminars around the country, reinforcing and clarifying my strong believe that people with disability, like everyone, need a balance in their lives – being good quality services and programs and freely given relationships, offering friendship, inclusion and protection. Helping people achieve this, is immensely satisfying work.

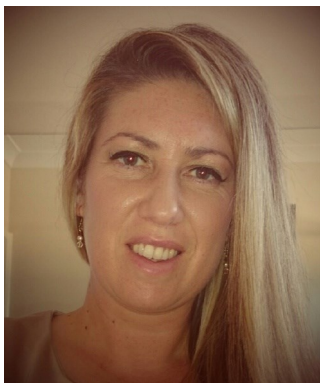
I live in the small township of Riddell's Creek and have 4 children and 2 grandchildren. When not being a CA Coordinator I have a passion for sport, including equestrian, triathlons, cycling, running, and various sport the children played over the years. Currently, I am helping my 18 year old daughter Grace, retrain and prepare our two ex-racehorses for equestrian sport.



Administration - Melita Bonett

I have been a part of Citizen Advocacy Sunbury for over 7 years now, and I have loved every minute! Working alongside incredible community members means that no two days are ever the same.

My husband Dave and I have, one beautiful daughter, 3 horses, 2 Welsh Mountain ponies and a very shaggy Golden Retriever. Also keeping me busy, is the family's fully self sufficient vegetable garden and orchard.



Office Volunteer - Theresa Quin

Teresa has lived in Sunbury for almost forty years, but has lived in South Australia, Scotland, Darwin and Papua New Guinea before making here home here with her family. A retired Library Technician who previously worked with the Brotherhood of St Lawrence and the Moonee Valley Library Service. An avid reader and theatre goer, she has been involved with singing and acting groups in the district for many years. She says her very small contribution to Citizens Advocacy Sunbury has opened her eyes to the needs of many in our community.



Committee of Management

Chairperson - Juan Carlos Rodriguez-Deller

My name is Juan Carlos Rodriguez-Deller, and I was born in Chile. I migrated to Australia in 1983 with my mother and adopted Australia as my new home in November 1985, when I become an Australian citizen. I am married to a beautiful and warm hearted Australian lady, Karen & we have a beautiful son, Charles, who is 12 years old and has special needs. We have lived in Sunbury for the past 14 years. I work for a company called Independence Australia, which provides Incontinence & Wound Care products to customers with special needs. My wife works as a Disability Support worker. We both are committed to assist people with special needs, due to our work commitments and also personal experiences. My previous involvement has been varied and wide, having being in committees of management for youth accommodation groups, legal aid, ethnic advisory groups & community health centres. I am looking forward to my further involvement with Citizens Advisory Sunbury and the many new challenges and opportunities it will bring.



Vice Chairperson - Angelo Micallef

I migrated to Australia from Malta in 1983 with my wife and two young daughters. All our family have been involved in voluntary work with various organisations or on our own because we feel an obligation to share our luck. This was partially ingrained in us by my late mother who was very caring for others in need. My hobbies are gardening, sports and travel the world with my wife.

Treasurer - Bridie Smith

It was an honour to be a member of the Committee of Management in 2017-18 and to chair the Key Office Activities subcommittee which supports the core activities of the program to maintain the full potential of the Citizen Advocacy vision as conceived by Dr Wolf Wolfenberger six decades ago. I am blessed with an awesome family, — my wonderfully patient and supportive husband John and our amazing sons Brian and Liam. I am a self-employed bookkeeper and business owner. Originally from County Galway, Ireland, Sunbury has been home since mid-1990s and I love the terrific community spirit. I am passionate about ensuring our program remains strong and vibrant because through the selfless generosity of people from all walks of life, Citizen Advocacy does an extraordinary job of valuing and protecting the most vulnerable members of our community.



Secretary - Carmela Vergara - Rigby

I was twenty when I was first approached by a family friend to consider joining Citizen Advocacy Sunbury. Kate Kennedy a former CA member told me how rewarding helping someone with an intellectual disability can be and I was inspired by how she balanced work and children and volunteer work and I always knew I wanted to help make a difference for someone. It has taken me over twenty five years to finally be involved with CA. I am relatively new to serving on a Committee having only been involved in School and Social Committees before and I hope to be able to contribute something truly wonderful to CA Sunbury. I came to Australia when I was 3 and first lived in Sale. My family moved to Sunbury in 1984 and I am the oldest of ten children so know how to cook

for a crowd. I am a Mum who juggles working five days a week, two teenagers, three adult children and a husband of 25 years with my volunteer work. I am a hobby gardener, keen bush walker and camper and would love to travel this beautiful world more and am looking forward to meeting my future protégé that I will help make a true difference for.

Chairperson's Report

Juan Carlos Rodriguez-Deller

CHAIRPERSON'S REPORT 2018

On behalf of the Committee of Management, I have the privilege of presenting the annual report for the 2017/2018 financial year.

This has been my second year as the chairperson of the Board of Management and would be my final year as a member of the Board of Management.

The last 12 months have proven to have been the hardest and most challenging period since I joined Citizen Advocacy Sunbury.

In addition to its ongoing support of our advocates and protégés, the organisation has been working on a number of additional projects as stated in last year Annual Report. These include improving the profile of CA Sunbury. To achieve this we have developed branded T-shirts, bought a marquee, banners and table runners as well as a TV set to showcase some of our activities and our role in the community.

We have also started to network with other CA organisations in Australia and other community groups on a more regular basis.

This year we were fortunate to be able to send our co-ordinator and a board member to Canada to attend a Social Role Valorisation Conference which was attended by many Australian and International CA Groups. We have also attended network meetings and study groups around Australia.

Other events we have participated in are SunFest, Sunbury Agricultural Show, Bunnings Community Recognition Night & the Freemasons Community Engagement Night. We are also exploring other events where we could attend to introduce Citizen Advocacy.

Financially we are still viable, but the Board will need to ensure they keep vigilant & continue to act responsibly to meet future needs and challenges.

In May we underwent a full recertification quality system audit, which we passed with flying colours. I would like to thank you to all those who were involved in this process for your support & commitment.

GOING FORWARD

We have a very small membership in our organisation and an even smaller number of members who are prepared to be committee members. This remains the biggest challenge for our organisation and it's a serious threat to its survival.

In the same way that the organisation was at threat by financial viability, if there are not enough members to form a committee the organisation will cease to exist.

We are actively seeking new members not only for the organisation but also to the committee of management. I encourage our members to give serious consideration into becoming part of our committee of management as there is a serious possibility that there will not be enough members to form a legally constituted committee for next year.

CONCLUSION

As stated at the start of this report, this has been an extremely hard and changeling year due to constant conflict within the Board of Management, which has affected the effectiveness of the Board of Management and undermined the good governance of the organisation.

I am not nominating again for the Board of Management, as I believe and hope that by doing this the Board will be able to re-assess their role and the way they conduct themselves as representatives of CA Sunbury.

We have lost too many good board members due to this internal conflict which needs to end now or there is no future for CA Sunbury.

I would like to thank the staff & office volunteers for their continued hard work in an often difficult and ever changing environment. I commend you all for your diligence and assistance in meeting the challenges we have faced.

I would also like to thank the Advocates who continue to support their Protégés in a totally selfless way - you are amazing and continue to be the backbone of the organisation.

I wish Citizen Advocacy Sunbury & Districts all the best for the future.

Juan Carlos Rodriguez-Deller
Chairperson 2017-2018



Coordinator's Report

David Abela

As always it is with pleasure and pride that I deliver my annual Co-ordinator's report for 2017/18. It's been a busy and eventful year, involving many people in different ways.

After securing a small grant from State Trustees the previous year we decided to continue promoting and explaining Citizen Advocacy to the broader Hume City Council community. Setting up a "pop-up Office" alternating between the Craigieburn and Broadmeadows Global Learning Centres each Thursday fortnight, I was able to spend some time networking with individuals and organisations such as councillors, program employees /managers and CEO'S, carers and people with disability themselves. The time spent there did result in various people coming to understand CA a little more and a new advocate and Advocate Associate.

July saw the completion of our relationship review, a comprehensive look at each CA relationship which helps to inform makeup of the current matches and any imbalances in the overall program and how we can best plan future recruitment of protégés and advocates. A major issue brought to the fore for me was, the relationships since the post institutional period that contain influential and legitimised third parties (family) which adds complexity to the relationship. This is something I have out of necessity become more proactive about, ensuring any relevant family members are fully aware of the Citizen Advocacy philosophy and advocate boundaries and family involvement reflected in advocate orientation. A big thanks to John Armstrong who led us in the process and members of the Key Office Activities subcommittee for their contribution and time.

The CWA Sunbury Stars is a group of woman meeting in the evenings. I had the pleasure of giving a presentation to the group at their August meeting resulting in some great discussion and a donation amount of \$500 greatly appreciated by our program from the proceeds of the groups fundraising.

As part of our Advocate Support and training program we started a series of Social Role Valorisation workshops in September and called on the expertise of the local John Armstrong again, a qualified and experienced SRV trainer. A number of advocates and committee members spent 5 evenings over a couple of months learning about and discussing the lives of vulnerable people with disability in modern society and how we can help make their lives better and more rewarding.



October was the month to review and update our risk management policies and procedures. Together with Bridie Smith and Angelo Micallef from the COM we reviewed and, tidied up old proce-

dures and then identified other risks and wrote some new policies and procedures to minimise any foreseeable risks to the organisation or individuals.

Rebranding also happened this month with the development of a new logo after 30yrs of the old black and red CA. The modern colours and design have received many positive comments and helps to give us a positive contemporary image for the years to come.



At The end of October, it was off to Rockhampton Qld for the weekend, with subcommittee member and advocate Peter Rovers. Several programs around Australia covered current issues effecting our programs and everyone in attendance was able to talk about good practice and understanding whilst at the same time networking and strengthening friendships

in the Bunnings Community Day, spreading the word to the many shoppers preparing for Christmas and resulting in a new advocate. That evening took us to the Mt Carmel Parish Youth Group Dinner Dance where we enjoyed a lovely meal, promoted CA and received a \$200 donation along with other valuable community initiatives.



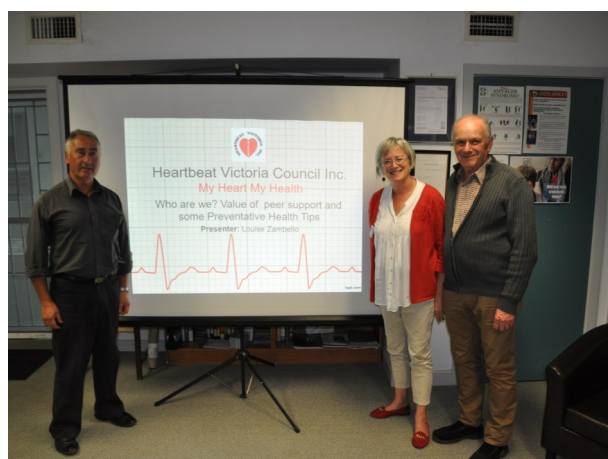
Early December gave us the opportunity to participate



As always, the year ended with advocates, proteges and committee members coming together and enjoying Christmas celebrations at one of our local restaurants and entertained by members of the Catholic church choir.

Citizen Advocacy made another presence at SunFest in 2018 . Unfortunately, I was unable to attend, but our committee of management and other volunteers maned the stalls and were able to put some new promotional material to good use.

As a form of advocate support and information Louise and Frank Zambello from the local Heartbeat program gave us a talk about heart health and living a good life-style to prevent heart problems or after a heart event to



help ensure a good recovery. Health issues and a healthy lifestyle are of course very relevant and important to protégés as much as any other sector of the community and hopefully some of what was learnt by advocates will be passed on to protégés.

Another popular event happening in April 2018 was an Advocate Dinner at the Sunbury Football club where advocates and some family members came together to enjoy a meal and the company of like-minded people.



A presentation to Probus in Sunbury was conducted in early 2018 informing many active retirees of the work and needs of Citizen Advocacy. Several members expressed interest in the program with one person going on to agreeing to join the committee of management.

Another presentation, this time was given to people who may be interested or need an advocate, at the New Horizons group that meet at the Sunbury Community Health Centre. These presentations along with individual contacts are an important opportunity to inform people with disability of this type of support which may be of benefit to them.

After a severe virus attacked our website, we were forced to create a new one! The old site served us well for several years and was the result of many hours of work by Elizabeth Lynch at Farnham St Neighbourhood House. This time we engaged the services of Make My Website and with many hours of careful content gathering and organising with the much-appreciated help of our committee member Angelo Micallef we have finished up with a great vibrant and informative new website which I urge you to have a look at if you haven't already done so.

It was with much sadness that we were given the news of the sudden passing of one our advocates Edda Webster who was Margaret Drapers friend and advocate for many years. Edda will always be remembered for the wonderful woman she was and loyal and loving advocate to Margaret. I'm glad to say we have been able to recruit another advocate – Cathy Leatch for Margaret who have hit it off brilliantly and I'm sure Edda would be glad about.

2018 Standards Audit went very well again. The Auditors were very happy with the documentation and system and very impressed with the quality of relationships and support provided to them. A big thanks goes to Melita in her work of getting everything together for the auditors to view and the advocates and protégés who took time to come into the office and talk to the auditors.

We have also met other funding and reporting obligations through DEX (Data Exchange), a new approach to program performance reporting to DSS, our funding body.





This year we have looked at employing a part time assistant coordinator and actually advertised and interviewed people for the position. A final decision could not be made and we will revisit this in the near future.

In June this year Bridie Smith and I had the privilege of attending the 7th International Social Role Val-
orisation Conference in Winnipeg Canada.

The SRV Conference was a great learning and network opportunity. Which gave me greater understanding of how SRV can be used as a lens or framework to explain my work and assist with and understand vulnerable people's needs. It also reinforced the many diverse situations that SRV theory can be applied to people's life in areas such as medical/ palliative care, employment, family life and mainstream community.

SRV can also help keep people with disability safe through the presence of ordinary people in their life. (eg: CA) and build capacity for understanding the good things in life. It helps to understand what a "typical life" is and possibly decrease the dependency of the Service System in people's lives. It helps to describe valued and negative roles rather than just allow people's lives to be filled with repetitive activities.

As mentioned at the beginning of my report, this program involves various people in different ways. The committee of management is an example of this involving monthly committee meetings and many tasks in between such as developing promotional material and a new website to ensuring compliance and policies are met and up to date.

A big thankyou to Juan, Bridie, Angelo and Carmela.

A big thankyou also goes to Melita our admin assistant for the various jobs around the office that need to be done and Teresa who helps out whenever she can.

For most importantly the reason this program exists, our protégés and the Advocates that befriend and support them. You are all an example of the good side of humanity.

David Abela Co-ordinator



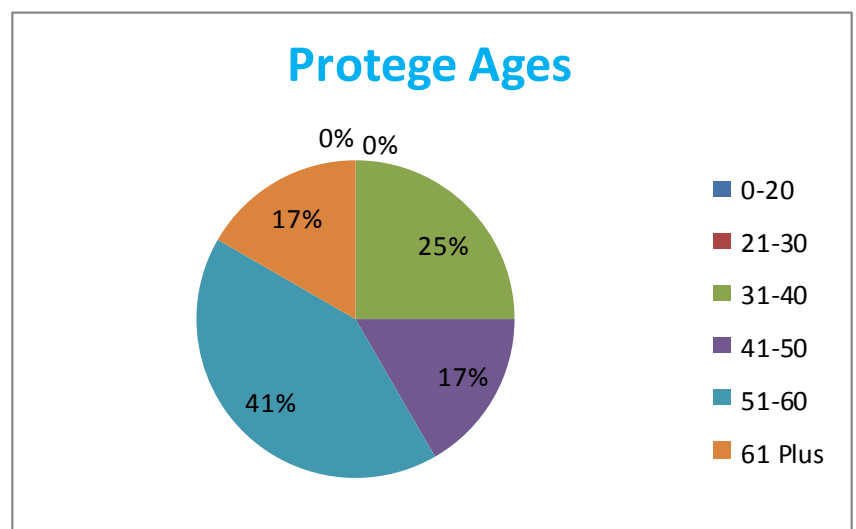
Key Office Activities

The following are brief examples of the “Key Office Activities” for the 2017/18 year

Identifying and Recruiting Protégés

- Man, in his mid-30s has intellectual disability and mental health issues relocating and requires mentoring and representation.
- Young woman with physical, mental health and mild intellectual disability living in nursing home.
- 21 y o woman lives in Sunbury, moderate ID. Lives with separated parents. Needs help with budgeting and banking skills and accessing mainstream recreation.
- 24 y o woman moderate ID lives in Diggers Rest with mother, father recently died of cancer. Wants help to access community opportunities. No access to transport.
- Woman in her mid-30s with severe intellectual disability living in a CRU and life totally controlled by the service system required rematch.
- Spoke to Futures & Young Adults group in Sunbury.
- Middle aged man living in Sunbury CRU unhappy with the way he is treated.
- Presentations to New Horizons @ Community Health Center Sunbury.
- Middle aged man mild ID and suffers from drug addiction.
- Man, in his 40s mild ID and brain injury living on own in Craigieburn.
- Down Syndrome man socially isolated. Living with elderly parents.
- Woman with brain injury living in nursing home required rematch after advocate passed away.
- 70 y o woman mild ID and bipolar put in nursing home after living in caravan in deceased sisters’ backyard. Has no one.
- Visits and information to CRU’S in city of Hume.
- Visit and discussions at Broadmeadows Disability Services.
- Visit to BRITE Services Broadmeadows.
- Information to Arabic Social Services.
- Visit & information to Dallas Neighbourhood House.
- Visit & information to Sunbury

AGES	Male	Female
0-20	0	0
21-30	0	3
31-40	3	5
41-50	2	3
51-60	5	5
61+	2	12



Advocate Recruitment

- Spoke to Social Worker at Gisborne Community Health.
- Notices put into What's On section of the Sunbury, Broadmeadows and Macedon Ranges Leader.
- Presentation to Sunbury Stars CWA.
- Information to spare parts salesman (from What's On notice)
- Respondent from What's On notice went on to become advocate
- Advocate recruited through information provided to church.
- Advocate recruited through discussions with CEO at a Broadmeadows disability program.
- Presentations to Probus groups.
- Advocate recruited through information and discussion at Buntings Community day.
- Article in Heartbeat newsletter.
- Discussions with various church leaders.
- Retired nurse became an advocate following an article about CA she had read in the past.
- Contacted Craigieburn football club.
- Prospective advocate referred by existing advocate.
- Advocate Associate in the area of mental health.
- Advocate Associate in the area of NDIS.

TYPE OF ADVOCACY	Male	Female
Instrumental	2	2
Expressive	1	2
Both	9	24

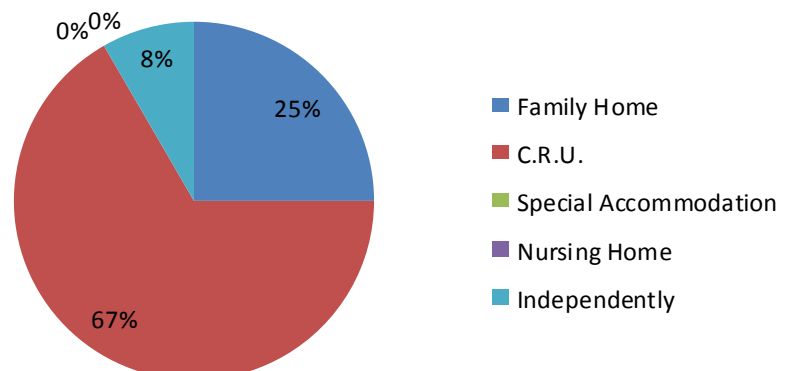
OTHER DISABILITY	Male	Female
Yes	4	4
No	8	24

RESIDENTIAL SITUATION	Male	Female
Family Home	3	5
CRU	8	13
Special Accommodation	0	1
Nursing Home	0	4
Independently	1	5

Advocate Orientation

7 full orientations completed throughout this period.

Residential Situation

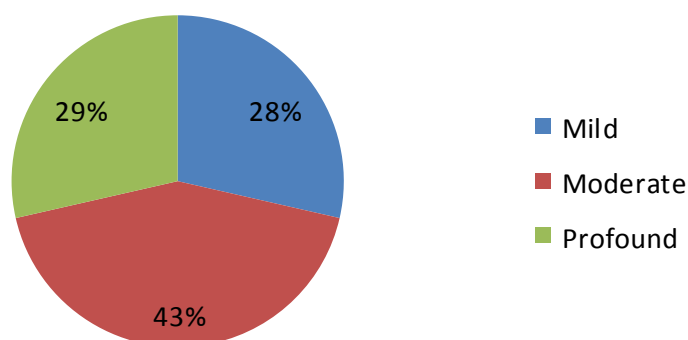


Advocate / Protégé Matching

- Young man in his mid-30s with intellectual and psychiatric disability, also has faced difficulties with homelessness, mental illness and substance abuse. After relocating to a new area this man has been befriended and assisted by his advocate, who has extensive verbal and written skills from a senior public servant background in areas such as welfare, the legal system, medical issues and the NDIS. The advocate also continues to encourage and support him to engage in the community and develop his social and daily living skills.
- A young woman in her late 30s living in a local Community Residential Unit has no family and required an independent advocate and friend to ensure she is treated fairly and cared for by the service system that controls her life. Her advocate visits both the residential and day service regularly and has assisted with her NDIS plan.
- Rematch for a woman living on her own requiring social support and someone to talk to about various issues including eventually selling her house and relocating. Advocate is able to stay in touch and offer support and practical advice and a voice when needed.
- Middle aged man with physical disability and a head injury living in a CRU required someone to help him articulate his concerns when issues arise at his home or with family. Advocate is retired with a background in negotiating and getting things done.
- A young woman with intellectual disability living with her family and attending a day program required someone to befriend her, help her access community options and develop social skills. Her Advocate has a background in working with people on an individual basis in their home and keen to help her protégé develop her full potential.
- Another young woman also living with family and attending a day program wanted someone to help her learn new skills and become more independent. A retired worker in the area of disability has been introduced to her and taken on the task, starting with shopping wisely.
- After her advocate passed away a woman living in a nursing home and forced to live in high care unnecessarily has been matched to a retired nurse who has been able to get her back to a more appropriate room.

Degree of Disability	Male	Female
Mild	4	12
Moderate	6	11
Profound	4	3

Degree of Disability

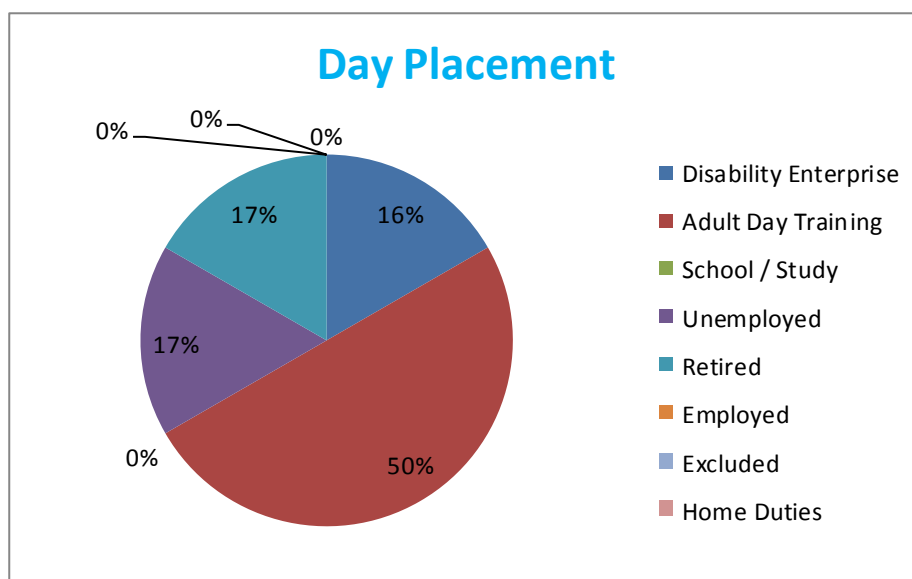


Follow-along and support of Existing Relationships

- Advocate helped protégé get work experience.
- Advocates attended NDIS Presentation at office.
- Advocate struggling with protégé not committing to time outside of home.
- Advocate supported protégé in very difficult reproductive issue.
- Advocate looked into protégé requesting NDIS before turning 65.
- Advocate supported during period of mental illness.
- Two Advocates supported after the passing away of their much loved proteges.
- Advocate dealing with difficult medical issue with protégé.
- Advocate monitoring staff attitude towards protégé.
- Advocate putting funeral arrangement inn place for future.
- Advocate attended court with protégé.
- Advocate attended medical appointments with protégé.

DAY PLACEMENTS	Male	Female
Disability Enterprise	2	0
Adult Day Training	6	14
School / Study	0	3
Unemployed	2	4
Retired	2	4
Employed	0	1
Excluded	0	1
Home Duties	0	1

- Advocate visiting protégé in hospital.
- Several Advocates attended a series of SRV workshops.
- Advocate dealing with CRU supervisor.
- Advocate dealing with protégé displaying self-harmful behaviour.
- Advocate supported during period of protégé not engaging with advocate.
- Advocate became power of attorney for protégé.



- Advocate dealing with protégé separation from husband.
- Advocate helping protégé understand the risks of alchol consumption.
- Attended Advocate funeral.
- Advocate supported when dealing with proteges sister.
- Advocate supporting protégé during mother's terminal illness.
- Several Advocates attended NDIS planning meetings with proteges.
- Advocate supported during discontinuation due to protégé change of circumstances.

COMMUNICATION	Male	Female
Verbal	6	19
Speech Difficulties	3	5
Non Verbal	3	4

Treasurer's Report

Bridie Smith

I am very pleased to present the Citizen Advocacy Sunbury & Districts Inc. financial report for the year ended 30th June 2018.

THE RESULTS FOR 2018

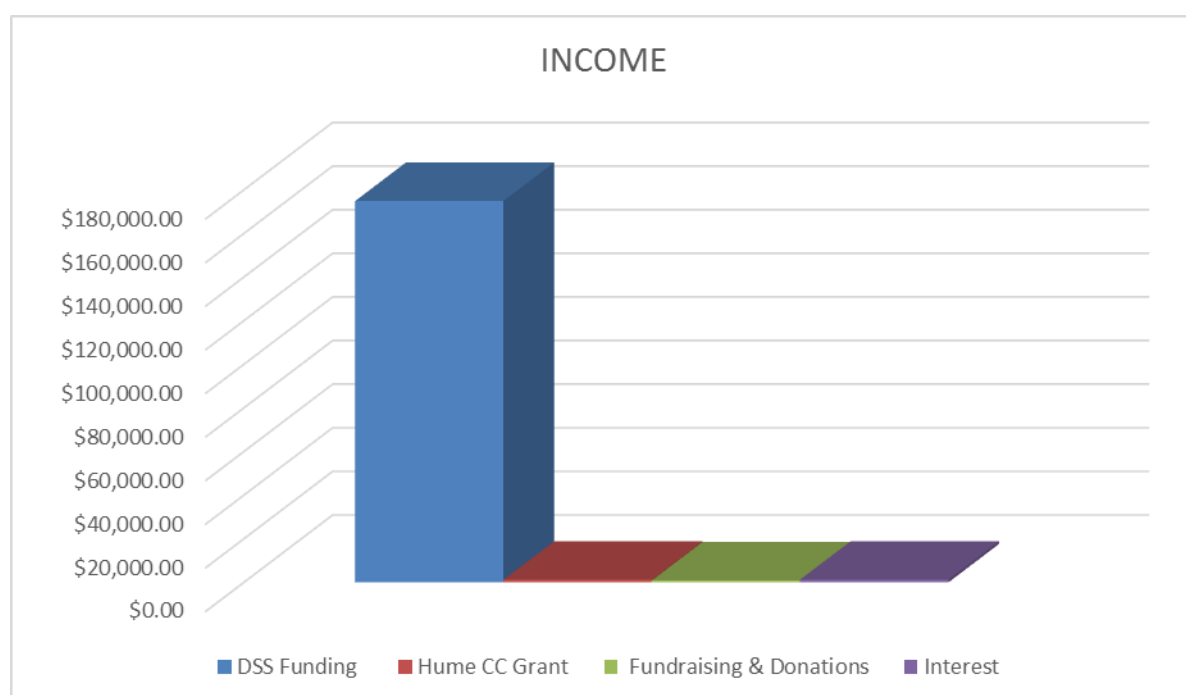
Citizen Advocacy Sunbury & Districts Inc. is in a strong and stable financial position. The overall result for 2018 was an expected surplus \$3,277. The drop of \$14,903 (82%) on the previous year's surplus is due to receiving \$7,131 less income and expenses totalling \$8,258 more than in 2017 financial year.

Net Equity at 30 June 2018 was \$32,207, an increase of \$3,278 on the previous year. Cash on hand totalled \$100,068.

INCOME

The greater part of funding to run the program comes from the Department of Social Services through the National Disability Advocacy Program.

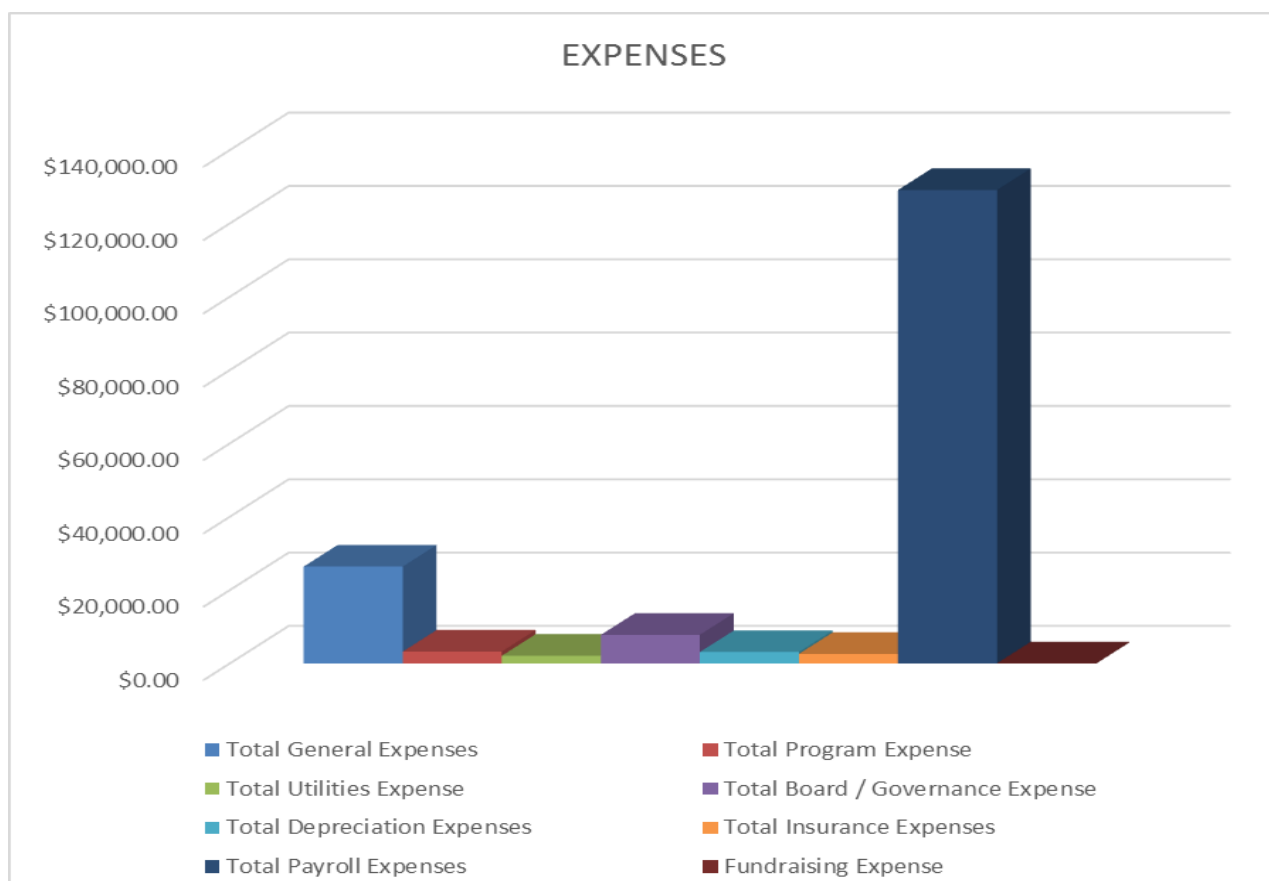
Citizen Advocacy Sunbury & Districts Inc welcomed an increase to the grant for 2018 and 2019. The additional funds allowed us to invest in promotional materials to enhance our presentations and participation at community events. It also enabled us to replace the outdated office equipment and furniture and to engage a web-designer to produce our new website.



EXPENSES

In 2018, expenses increased by \$8.258 (5%) from the previous year. The main item of expenditure is Payroll including provision for leave entitlement, representing 74% of outgoings.

\$45,739.00 (26%) was spent on General Expenses, Board / Governance Expenses, Program Expenses, Depreciation, Insurance, Utilities and Fundraising Expenses.



The Committee of Management and Staff are committed to ensuring the organisation remains viable and sustainable through our efforts to supplement our federal government funding with other grants, donations and fundraising.

FINANCIAL STATEMENTS

In the following pages you will find

- Statement by the Committee
- Profit and Loss Statement
- Balance Sheet
- Notes to the Financial Statement
- Independent Auditor's Report



Financial Statements

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Statement by Committee

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Independent Auditor's Report



CITIZEN ADVOCACY
SUNBURY & DISTRICTS INC

29th October 2018

Statement of Expended Funds

I, Bridie Smith, declare that the Department of Social services funds provided to Citizen Advocacy Sunbury & Districts Inc. for the period 1/7/2017 to 30/6/2018 has been fully expended in accordance with the funding agreement.

Bridie Smith

Bridie Smith

Treasurer

Citizen Advocacy Sunbury & Districts Inc.

Citizen Advocacy Sunbury & District Inc.

ABN 70 069 363 776 | Assoc No A0009849V

Office 5, 36 Macedon Street (PO Box 420) Sunbury VIC 3429

Telephone: 9744 7378

casunbury1@bigpond.com

www.citizenadvocacysunbury.com.au

Profit & Loss
Citizen Advocacy Sunbury & Districts Inc
June 2018

	Jun-18	Jun-17
Income		
Grant Income		
Grants Commonwealth	\$174,887.04	\$164,236.69
Grants Local	\$1,200	\$1,100.00
Grants Other	-	\$5,131.09
Donation/Gift Income	\$725	\$742.00
Income from Fundraising Events	\$139	\$3,279.60
FBT Employee Contribution	-	\$3,607.69
Gain (Loss) on Sale of Asset	-	\$5,985.62
Total Income	\$176,951.04	\$184,082.69
Gross Profit	\$176,951.04	\$184,082.69
Expenses		
General Expenses		
Accounting/Bookkeeping Fees	\$2,100	
Advertising & Marketing	(\$1,449.00)	\$2,976.36
Audit Fees	4,750	\$4,400.00
Bank Fees	\$279.55	\$194.74
Borrowing Expenses	-	\$43.89
Cleaning Expenses	\$148.91	\$8.80
Computer Expenses	\$1095	\$920.00
Consultant Fees	-	\$4,600.00
Council Rates	\$379.80	\$384.70
Fees & Permits	\$56.90	\$214.25
Freight	\$50.82	
General Repairs & Maintenance	-	\$64.91
Gifts	\$244.71	\$94.55
Internet/Website	\$637.50	
Membership Fees	-	\$431.82
Parking/Tolls Expenses	-	\$4.55
Printing	\$243.22	\$236.71
Postage	\$297.27	\$154.52
Office Equipment	\$576.02	\$1,405.94
Rent	\$13,341.42	\$12,345.36
Rounding & Adjustment	(\$126.61)	(\$0.18)
Stationery	\$374.47	\$1,268.96
Subscriptions	\$860.87	\$1,170.93
Telephone Expenses	\$2,618.75	\$2,485.89
Consumer Affairs Victoria Fees	-	\$0.00
Office & General Expenses	-	\$0.00
Members Christmas Function	-	\$0.00
Police Checks	-	\$0.00
Other	-	\$0.00
Total General Expenses	\$26,479.60	\$33,406.70
Program Expense		
Advocate Expense	\$1914.70	\$1,930.43
Functions	\$1337.52	\$565.11
Police Checks	\$44.82	
Total Program Expense	\$3,297.04	\$2,495.54
Utilities Expense		
Electricity Expense	\$1,908.84	\$2,024.64
Gas Expense	\$198.45	\$142.97
Water Expenses	\$58.24	\$50.09

Profit & Loss
Citizen Advocacy Sunbury & Districts Inc
June 2018

	Jun-18	Jun-17
Total Utilities Expense	\$2,165.53	\$2,217.70
Total Fundraising Expense	\$103.60	\$759.02
Board / Governance Expense		
Board - Training	\$896.60	\$250.00
Board - Travel & Accom	\$6,489.21	\$2,112.05
Meeting Expense - AGM	\$198.85	\$152.13
Meeting Expense - Board	\$270.15	\$165.00
Total Board / Governance Expense	\$7,854.81	\$2,679.18
Depreciation Expenses		
Office Equipment Depreciation	\$1,013.64	\$3,564.22
Computer Depreciation	\$1,200	\$273.28
Furniture Depreciation	\$951.82	-
Motor Vehicle Depreciation	-	\$4,708.79
Total Depreciation Expenses	\$3,165.46	\$8,546.29
Motor Vehicle Expenses		
Motor Vehicle Registration	-	\$413.73
Motor Vehicle Insurance	-	\$325.22
Motor Vehicle Fuel/Oil	-	\$1,684.36
Motor Vehicle Maintenance	-	\$1,122.76
Motor Vehicle Interest	-	\$68.35
Total Motor Vehicle Expenses	-	\$3,614.42
Insurance Expenses		
Business Insurance	\$579.38	\$1,141.55
Pro Indemnity Insurance	\$832.50	\$1,665.00
Public Liability Insurance	\$1,260.79	\$2,521.58
Total Insurance Expenses	\$2,672.67	\$5,328.13
Payroll Expenses		
Wages & Salaries		
Annual Leave Provision	\$8,884.77	\$8,033.42
Long Service Leave Provision	\$3,404.93	\$2,310.98
Personal Leave Provision	\$11,810.13	-
Travel Allowance	\$4000.10	\$1,846.20
Superannuation	\$8,753.48	\$9,032.20
Wages & Salaries	\$85,692.76	\$82,977.96
Work Cover Premiums	(\$1,158.68)	\$2,166.65
Staff Amenities	\$182.50	\$178.33
Staff - Training	\$896.60	\$50.00
Staff - Travel & Accom	\$6,014.66	\$965.72
Other Payroll Expenses	\$706.18	\$60.00
Total Payroll Expenses	\$129,187.43	\$107,621.46
Total Expenses	\$174,926.14	\$166,668.44
Operating Profit	\$2,024.90	\$17,414.25
Other Income		
Interest Income	\$1,252.85	\$766.62
Total Other Income	-	\$766.62
Net Profit/(Loss)	\$3,277.75	\$18,180.87

Balance Sheet
Citizen Advocacy Sunbury & Districts Inc
June 2018

	Jun-18	Jun-17
Assets		
Current Assets		
Bank Accounts		
BLL - Operating Account	\$2,625.46	\$785.90
BLL - Cash Reserves Account	\$48,865.52	\$36,993.33
BLL - Staff Entitlements	\$41,611.50	\$35,180.70
BLL - MasterCard	\$6,965.57	\$2,648.95
Total Bank Accounts	\$100,068.05	\$75,608.88
Total Current Assets	\$100,068.05	\$75,608.88
Non-Current Assets		
Office Equipment		
Office Equipment At Cost	\$12,477.64	\$11,464.00
Accum. Depr. Office Equipment	(\$12,477.64)	(\$11,464.00)
Total Office Equipment	-	-
Computers		
Computers At Cost	\$1,977.35	\$777.35
Accum. Depr. Computers	(\$1,977.35)	(\$777.35)
Total Computers	-	-
Furniture		
Furniture At Cost	\$951.82	-
Accum. Depr. Furniture	(\$951.82)	-
Total Furniture	-	-
Motor Vehicles		
Motor Vehicles At Cost	-	-
Accum. Depr. Motor Vehicles	-	-
Total Motor Vehicles	-	-
Bond		
Bond - Macedon St	\$1,000	\$1,000.00
Total Bond	\$1,000	\$1,000.00
Borrowing Costs	-	-
Total Non-Current Assets	\$1,000	\$1,000.00
Total Assets	\$101,068.05	\$76,608.88
Liabilities		
Current Liabilities		
ATO		
ATO Intergrated Client Account	\$1,840	\$3,221.00
Total ATO	\$1,840	\$3,221.00
GST Liabilities		
GST Collected	-	\$0.64
GST Paid	(\$1,311.64)	(\$682.78)
Total GST Liabilities	(\$1,311.64)	(\$682.14)
Payroll Liabilities		
PAYG Withholding Payable	-	-
Superannuation Payable	\$2,050.77	\$1,926.18
Provision - AL - Current	\$7,951.51	\$6,644.70
Provision - LSL - Current	\$30,987.54	\$25,646.86
Total Payroll Liabilities	\$52,799.95	\$34,217.74
Other Current Liabilities		
Trade Creditors	\$15,532.19	\$8,986.73
Total Other Current Liabilities	\$15,532.19	\$8,986.73
Total Current Liabilities	\$68,860.50	\$45,743.33
Non-Current Liabilities		
Payroll Liabilities		

Balance Sheet
Citizen Advocacy Sunbury & Districts Inc
June 2018

	Jun-18	Jun-17
Provision - LSL - Non Current	-	\$1,935.75
Other Non-Current Liabilities		
Chattel Mortgage - Holden	-	-
Unexpired Charges - Holden	-	-
Total Non-Current Liabilities	-	\$1,935.75
Total Liabilities	\$68,860.50	\$47,679.08
Net Assets	\$32,207.55	\$28,929.80
Equity		
Retained Earnings	\$28,929.80	\$10,748.93
Current Year Surplus/Deficit	\$3,277.75	\$18,180.87
Total Equity	\$32,207.55	\$28,929.80

CITIZEN ADVOCACY SUNBURY AND DISTRICTS INC.

Notes to the Financial Statements
For the year ended 30 June 2018

1. SUMMARY OF ACCOUNTING POLICIES

a. Basis of Accounting

The financial statements are a special purpose financial report. Special purpose financial reports are not required to be prepared in accordance with all Accounting Standards, Urgent Issues Group Consensus views and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report is prepared on an accruals basis where revenue is recognised when charged although it may not be received, and expenditure is recognised when due although it may not be paid.

b. Income Tax

Citizen Advocacy Sunbury & Districts Inc is exempt from Income Tax under Section 50-45 of the Income Tax Assessment Act 1997.

CITIZEN ADVOCACY SUNBURY AND DISTRICTS INC.

Committee Members Declaration


YEAR ENDED 30 JUNE 2018

The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

- 1 Presents a true and fair view of the association's financial position as at 30 June 2018
- 2 There are reasonable grounds to believe that the association will be able to pay its debts as and when they become due and payable.

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


NAME: ANGELO MILLER
Committee Member

Signed on the day of


NAME: BRIDIE SMITH
Committee Member

2018

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF CITIZEN ADVOCACY SUNBURY & DISTRICTS INC.**

Opinion

We have audited the financial report of Citizen Advocacy Sunbury & Districts Inc ("the Association") which comprises the balance sheet as at 30 June 2018, the statement of profit or loss for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the committee's declaration.

In our opinion the financial report of the association *has been prepared in accordance with the Associations Incorporation Reform Act 2012* including:

- a) giving a true and fair view of the entity's financial position as at 30 June 2018 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards as referred to in Note 1 to the financial statements.

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 Association in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Citizen Advocacy Sunbury & Districts Inc to meet the requirements of the Associations Incorporation Reform Act 2012. As a result the report may not be suitable for another purpose.

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

The Committee is responsible for the other information. The other information comprises the information included in the Association'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.

Committee's responsibility for the financial report

The Committee of the Association is responsible for the preparation of the financial report and has determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012. The Committee's responsibility also includes such internal control as the Committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee to cease operations, or have no realistic alternative but to do so.

Auditor's responsibility

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



Terrence Vail CPA
Director
Registered Company Auditor – 305706
Dated: 23 October 2018



**“Creating and Supporting
Relationships Between
Vulnerable and Everyday
Persons”**