



# Council for Aboriginal Alcohol Program Services



2014 Annual Report

## Published by the Council for Aboriginal Alcohol Program Services Aboriginal Corporation

[www.caaps.org.au](http://www.caaps.org.au)

PMB 22 Berrimah NT 0828

Phone: (08) 8922 4800

Toll Free: 1800 894 800

Fax: (08) 8922 4832

Aboriginal and Torres Strait Islander persons are warned that some images contained in this report may offend. CAAPS has carefully selected the photos included in this publication and taken all reasonable measures to ensure that the report does not contain photos of those deceased. We thank you for your understanding with this sensitive matter.

## Acknowledgements

Cover artwork – CAAPS Client

Printed by Zip Print NT

Photography Fiona Morrison

## Sponsored by

Institute of Public Accountants



# Contents

CAAPS Staff .....	2
Who We Are .....	3
Vision .....	3
Mission .....	3
Values .....	3
Governance - From an Association to a Corporation.....	4
CAAPS Board .....	5
Message From Our Caretaker Board.....	6
A Message From Our CEO.....	7
CAAPS Clinical Manager .....	8
CAAPS Organisation Chart.....	9
The Year That Was 2013 – 2014 .....	10
Community Outdoor Kitchen .....	10
Standing Committee On Indigenous Affairs .....	10
CAAPS Open Day – Our History .....	12
Peer Recognition Awards .....	13
CIPHER Award .....	13
Our Services .....	14
Administration Team.....	14
Healthy Families .....	14
12 Week Residential Alcohol And Drug Program .....	15
Children’s Program .....	16
16 Week Volatile Substance Abuse (VSA) Program.....	17
Outreach and Homelessness Programs.....	17
Human Resources/Work Place Health & Safety.....	18
Finance .....	19

## Special Purpose Financial Report

## CAAPS Staff

At CAAPS we are committed to the people who access our programs; committed to improving the health, wellbeing and everyday lives of our communities and our people; committed to providing effective and sustainable life choices.



*"When I applied to work at CAAPS I wanted  
to do something for my people.*

*When you see the kids and see the good  
outcomes it makes it all worthwhile".*

*James Parfitt - VSA Case Worker*

# Who We Are

CAAPS is a community-based substance misuse service that supports Aboriginal and Torres Strait Islander families who are experiencing the impact of alcohol and other drug (AOD) use. We were formed in 1984 as a joint initiative of the Uniting, Catholic and Anglican churches.

Before moving to the present campus on Boulter Rd Berrimah in 1995, the service operated out of the Gordon Symonds Hostel in Winnellie and then for a brief period at Knuckey's Lagoon.

We are funded by the Australian Government Department of Prime Minister and Cabinet, the Department of Social Services, and the Northern Territory Government.

This funding means we can provide:

- A residential rehabilitation service, the Healthy Families Program, which offers up to 30 places for a family-focussed 12 week program.
- A residential Volatile Substance Abuse (VSA) program for up to 8 clients for 16 weeks.
- An outreach service to the Darwin-Palmerston region.
- A Homelessness Outreach Support Service.

Until June 2014 we also received funding from other sources, notably from Aboriginal Hostels Ltd for supported accommodation in the Dolly Garinyi Hostel for all Healthy Families Program clients.

## VISION

It is the vision of CAAPS to provide excellence in service delivery in the area of substance misuse.

## MISSION

CAAPS is a family focussed Aboriginal and Torres Strait Islander community controlled organisation whose mission is to provide evidence based assistance to overcome problems caused by substance misuse, while raising public awareness and advocating for client and community need.

## VALUES

The values at CAAPS are expressed in the following way:

<b>CARING</b>	Care for clients and the community; caring for culture; and caring for team and CAAPS work.
<b>INTEGRITY</b>	Doing what is right; doing what we say we are going to do; acting with professionalism.
<b>PRIDE</b>	Pride for self, pride amongst clients, pride toward CAAPS.
<b>HARMONY</b>	Working together; showing empathy for others; accepting difference.
<b>EMPOWERMENT</b>	Enabling people to be the best they can be; grow stronger; strive for equality.
<b>RESPECT</b>	Recognise the rights of self and others; value culture; act with consideration.

## Governance - From an Association to a Corporation

At a Special General Meeting held in May the membership agreed to accept a new Rule Book to replace the old Constitution. This has changed the composition of the Board reducing the number from twelve members to a minimum of five. We currently have caretakers in these Director roles until our next AGM in October 2014. We encourage those of you who are interested in becoming members of CAAPS under the new Corporation to join prior to the AGM. Only Aboriginal and Torres Strait Islander members will have voting rights at the AGM.

The membership also agreed to apply for registration under the Federal Corporations Act for Aboriginal and Torres Strait Islander Corporations known as the CATSI Act. This was granted on the 24th of June and is a significant move that will provide CAAPS Board with access to greater support and training opportunities while strengthening CAAPS governance capacity.



CAAPS outgoing Board. Back Row from left: Jill Smith (CEO), Henry White (Board), Frank Ah mat (Vice Chair), Toni Ah Sam (OCHRE BC), Dean Chisholm (Chair), David Mirrawana (Board).

Front Row from left: Claudia Kantilla (Board), Yurranydjil Dhurrkay (Board), Djawut Gondarra (Board).



## CAAPS 5 Caretaker Board Members Appointed after the Special General Meeting



Dean Chisholm, Previous Chairperson, currently works in the AOD sector for the Department of Health NT.



Frank Ah Mat (previous Vice Chair) works to improve the lives of the NT's Indigenous people and is involved in local sporting associations. This is Frank's second term with CAAPS Board.



Claudia Kantilla was born in Nguiu, a large community in the Tiwi Islands. She has worked extensively in both CAAPS and in Centrecare in fieldwork and AOD counseling.



Henry White was a long serving staff member at CAAPS and joined the Board this year.



Kay Gehan is a former staff member and chairperson at CAAPS and rejoined the Board this year. Kay works for the NT Aids and Hepatitis Council.



Ms Judith McKay is the Executive Officer Human Services Training Advisory Council Inc. and is the contact person for the CAAPS Board.

## CAAPS Outgoing Board Members 2013 - 14



Keith Mamarika (Groote Eylandt) is a councillor on the East Arnhem Shire Council who has worked for many years with the Substance Misuse Service in Angurugu Community.



David Mirrawana is a Traditional Owner and elder from Maningrida who works with Bawinanga Aboriginal Corporation.



Fr Dan Benedetti is chaplain to the St Martin de Porres Aboriginal Catholic Community.



Djawut Gondarra is from Galiwin'ku (Elcho island). He was a nominee of the Uniting Aboriginal and Islander Christian Congress (UAICC).



Yurranydjil Dhurrkay is a Traditional Owner from Dhalinybuy, near Nhulunbuy, and a nominee of the Uniting Aboriginal and Islander Christian Congress (UAICC).

## Message From Our Caretaker Board

This has been a significant and busy year for CAAPS Board members. Apart from marking the 30th Anniversary of CAAPS, there has been a number of changes as a result of the Special General Meeting held on the 14th of May. This meeting was convened to change the Constitution and adopt a new Rule Book. With this change the CAAPS Board of Directors now consists of a minimum of five members. The Rule Book was accepted with a view to providing a pathway for CAAPS to be registered as an Aboriginal Corporation through ORIC. This is now a requirement when applying for Commonwealth funding.

Members must be nominated and voted onto the Board rather than direct appointments of the Catholic, Anglican and Uniting Church Diocese. The Board have reviewed their performance in response to CAAPS commitment to good governance. This has created an opportunity to review the skills set of the caretaker Board members through a performance review process and also allow for a gap analysis to inform future direction in recruitment of new members with a view to strengthening governance capacity in specialised areas such as clinical expertise in the field of alcohol and other drugs.

Sadly, after consultation and deliberation on the viability of the training unit, the Board endorsed a recommendation to withdraw CAAPS from the commitment to maintain registration as an RTO. It is anticipated future training opportunities will be developed in partnership with external RTO's including universities and other registered providers.

It is the vision of CAAPS to provide excellence in service delivery in the area of substance misuse. Our Board and our staff have worked together to develop a strategic plan to take us forward into the future with the hope of finding new sources of revenue and new opportunities for growth.

We would like to thank our outgoing Chair Mr Dean Chisholm who has resigned from the CAAPS Board and acknowledge his contribution to the Board and greater CAAPS community. We would also like to acknowledge the support of former Board Member and Public Officer Mick Fox who retired from the Board in March this year. And we warmly welcome our new Contact Person for the Board Ms Judith McKay.

*Henry White Board Member.*

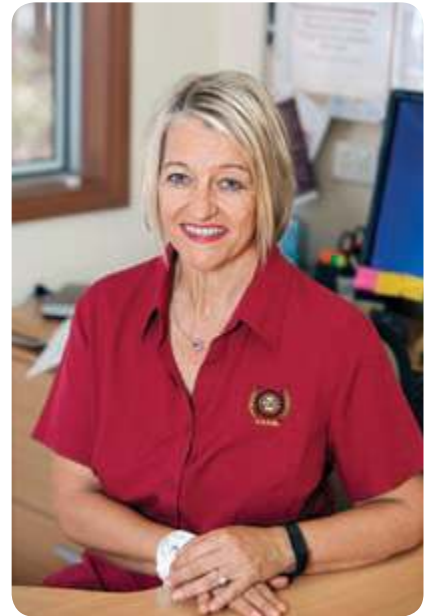
*"It is wonderful to see that after 30 years; progress is still being made to strengthen CAAPS... to do what we started out to do in the beginning. Helping vulnerable people in our communities who need us the most".*



## A Message from our CEO JILL SMITH

I joined this organisation 14 months ago knowing it would be both a challenge of a personal nature, while at the same time bringing great rewards. A colleague recently commented that this experience, managing a community controlled organisation and working alongside an Aboriginal and Torres Strait Islander Board "is a gift" and as I reflect on the dedication and commitment of the people at CAAPS I have to agree.

CAAPS sees an average of 200 clients in residential programs and an equal number through our outreach work each year. Most CAAPS clients live in the Top End of the Northern Territory and around 25% come from the Darwin region however we are seeing more clients referred from Central Australia. Many of CAAPS clients are considered to be the most vulnerable families in the territory and the support provided by our staff is crucial in creating opportunity for life changing positive experiences.



We are currently 100% funded by both Australian and Northern Territory Governments and this presents a risk when governments change focus areas resulting in the realignment of policy and redirection of resources. We have worked hard this year with the Commonwealth's Business Integrity Unit to deliver organisational Capacity Strengthening activities. The result of this is evidenced in the positive feedback from government which certainly makes it easier for us to approach our stakeholders in good faith to request continued support to run our much needed programs. CAAPS will be working to develop partnerships across the sector as a move toward strengthening future sustainability.

While celebrating our 30th Anniversary our team here at CAAPS have worked really hard to consolidate what they have today and articulate our plan for the future.

This year our teams:

- Hosted the recent Standing Committee into Alcohol use in Aboriginal Communities and gave evidence on behalf of CAAPS.
- Participated in the Darwin City Lord Mayor's Public Intoxication Community Wellbeing Working Group-Darwin Safer City project.
- Attended the Aboriginal Peak Organisations Northern Territory (APO NT NGO) forum to support the development of partnership principles with Aboriginal organisations and mainstream NGO's.
- Are represented on the national reference group for the Indigenous Knowledge Centre, supported by the Health InfoNet.
- Are represented on the Board of AADANT.
- Are represented on the Board of NTCOSS.
- Support the Making Justice Work group hosted by NAAJA.
- Are part of a course advisory committee for Batchelor Institute.

As part of our commitment to quality and continuous improvement, our teams conducted a complete policy review which our Board endorsed on the 6th of March 2014. CAAPS worked with a mentor provided through Commonwealth funding through EQHS-C to develop an Accreditation Work-plan.

## A Message from our CEO continued...

We also recently engaged Quality Innovation Performance QIP, as consultants to support our bid for accreditation as an organisation under QIC standards. This was made possible with support from the NT Department of Health.

CAAPS Healthy Families team collaborated with Human Resources and Administration staff to launch a new staff handbook containing what is described as "everything a team member needs to work at CAAPS". I am sure it will be a living document!

The Board have mentioned strategic planning activities this year and aspiring to the strategic goal of ensuring best practice in clinical governance. We do this by reviewing the service model and therapeutic program against best practice standards. We ensure all staff receive adequate training for their role, particularly in the area of co-morbidity due to prevalence of mental health issues that occur with substance use, and we ensure that there are mechanisms to gather client and community feedback to assist us to review and inform our practice.

We also value our partnerships and recognise the need to build sustainable links to better serve our clients in their own communities prior to and after coming into treatment at CAAPS. Of course we cannot achieve these goals without our stakeholders in the community sector, such as Aboriginal Legal Services, Aboriginal Health Services, Territory Housing, Correctional Services, Child and Family Services, Financial Counseling Services and services focussing on Social and Emotional Wellbeing and we thank you for your ongoing support.

Lastly I would like to thank the CAAPS staff, Members and Board members for their perseverance despite the need for numerous changes this year. Due to the efforts "on top of your day jobs" we can look forward to the benefits those changes can bring in the years ahead.

## CAAPS Clinical Manager **ELIZABETH STUBBS**



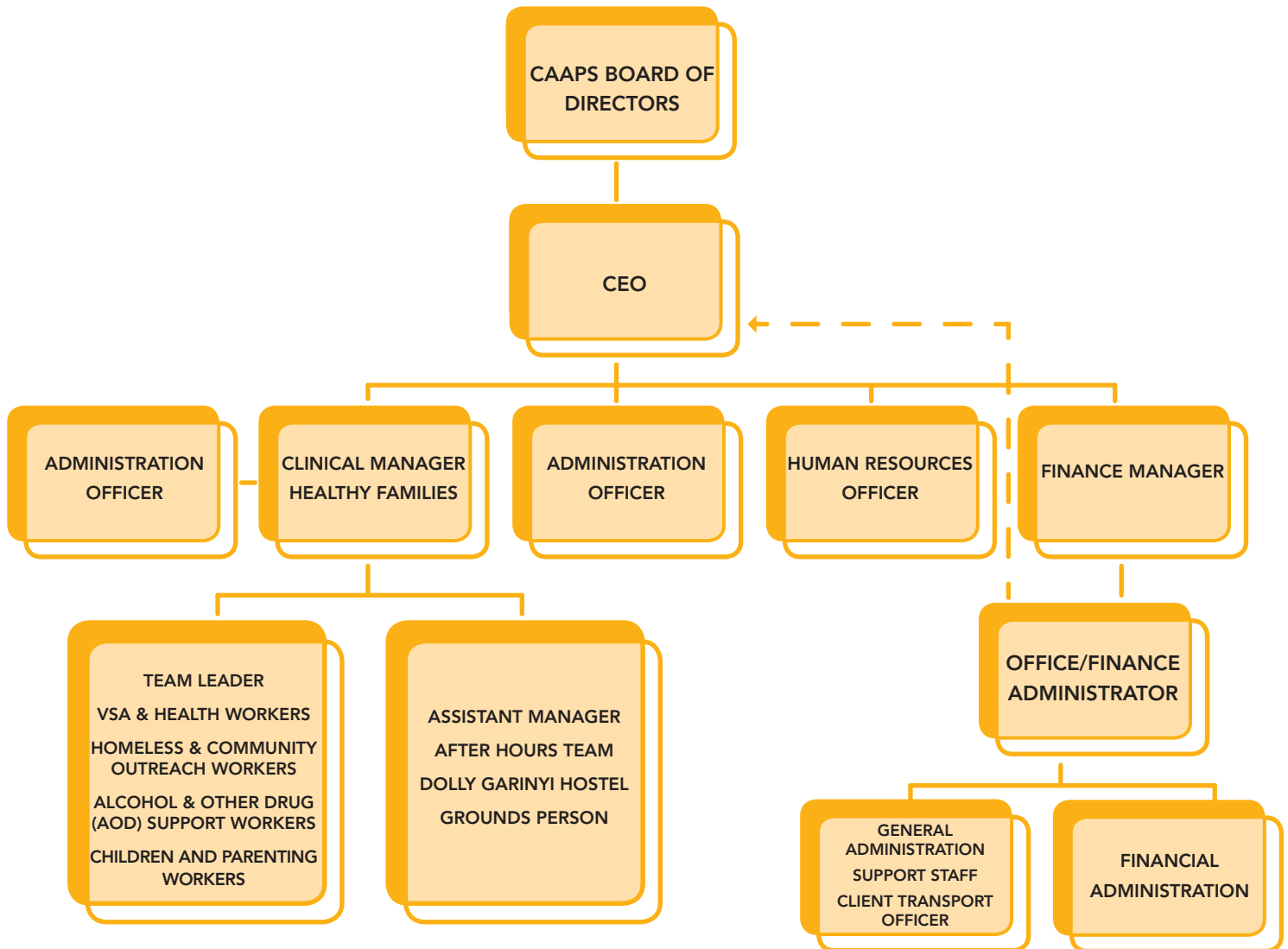
Elizabeth commenced at CAAPS in 2007. She was appointed Clinical Manager to the Healthy Families Department in 2014. During this time she has completed the Bachelor of Behavioural Science at Charles Darwin University.

Elizabeth brings a wealth of sector AOD knowledge to the position and has worked hard to cement the Healthy Families Program as a "best practice" service in the sector as well as providing real and sustainable outcomes to our communities.

Elizabeth has been involved in the AOD industry since 1999, working both in regional and remote centres providing residential treatment as well as contributing to AOD projects such as the National Volatile Substance Clinical Treatment Guidelines.

Elizabeth says, "CAAPS is about families. The whole family approach to assisting the person to make real life changes is so important as it is genuine ground work contributing to closing the gap in health, education and social equality".

## CAAPS Organisation Chart - 2014





# The Year That Was 2013 - 2014

## 2013

JULY	AUG	SEPT	OCT	NOV	DEC
New CEO Appointed	APO NT Grog Summit	Finance Manager Appointed	CAAPS AGM/ New Board Members Welcomed	Strategic Planning Workshops/New Clinical Manager	Accreditation Planning Commenced

## 2014

JAN	FEB	MARCH	APRIL	MAY	JUNE
New Outdoor Kitchen	Winding Up of the CAAPS RTO	Board Endorses New Suite of Policies	Senate Enquiry Held at CAAPS	CAAPS Becomes a Corporation	CAAPS 30 <sup>th</sup> Anniversary Open Day

## Community Outdoor Kitchen

This year CAAPS has been fortunate to see the opening of a community kitchen which is a space where clients can participate in the program's cooking sessions. The sessions are run by the after-hours team who provide the clients with instruction on creating healthy meals for their families that are budget conscious. Since the opening of the community kitchen, clients and staff have enjoyed many evening meals together as a community which works to break down the social isolation often prevalent in substance misuse.



## Standing Committee on Indigenous Affairs

Inquiry into the harmful use of alcohol in Aboriginal and Torres Strait Islander Communities - Standing Committee on Indigenous Affairs was held on 4th of April 2014 Darwin NT and CAAPS was invited to convene one of the meetings.

CAAPS CEO Jill Smith and Clinical Manager Elizabeth Stubbs were invited to present a briefing document to the enquiry. The following is an extract from the presentation by Jill Smith CEO.

CAAPS was formed 30 years ago in 1984 as a joint initiative of the Uniting, Catholic and Anglican churches and almost 20 years ago moved to the site we are meeting on today. Per annum CAAPS sees an average of 200 clients in residential programs and 140 through our outreach work (who are specifically using alcohol).

## The Year That Was continued...

Our programs support a strong connection to culture. Our cultural competence as a service provider is demonstrated in the buildings and surrounding grounds inclusive of a dedicated "culture block" (which you will see during your visit to this site).

It is also effectively demonstrated in the structure of our Governing Board who are of 100% Aboriginal and Torres Strait Islander descent, also our staff; 50% are Aboriginal all of whom have client care roles.

CAAPS recognises that alcohol misuse can be treated more effectively by involving the whole family. Families who experience health, emotional and spiritual harm as a result of the use of alcohol will often be more motivated and responsive to making changes in their lives than the person using alcohol, and the family as a whole need to be supported and empowered.

The social determinants of alcohol misuse will not be rectified by criminalising the act of drinking alcohol, in particular criminalising drinking during pregnancy. Aboriginal people are already vastly overrepresented in our prisons: they are about 30% of the general population but 80% of the prison population and over 90% of the young people in detention in the NT.

CAAPS supports the Justice Reinvestment approach looking at early intervention and prevention by diverting a proportion of corrections budgets to communities that have high rates of alcohol related offending, to invest in education, housing and health care programs that will improve the wellbeing of families, in particular children, many who currently suffer:

- Neglect of basic needs leading to poor health outcomes.
- Lack of suitable housing, overcrowding or homelessness.
- Lack of stimulation in early years having an impact on brain development in particular emotional regulation creating behavioural problems and poor educational outcomes.
- Witness to severe family violence where Aboriginal Women are 80 times more likely than non Aboriginal women to present at hospital emergency departments for injury related to family violence (Dr Bath – Statistics drawn from 5 major Northern Territory hospitals 2010).
- The trans-generational impact of Foetal Alcohol Syndrome Disorder (FASD).



*Prof Denis Gray, Associate Prof Edward Wilkes, and Jill Smith*

CAAPS recognises, despite these issues, that it is unhelpful to demonise men. Communities need to be able to empower their leaders to take ownership of the problems and to listen to the non-drinker's in their midst. CAAPS places a high priority on supporting Aboriginal communities and their organisations to have a united voice. The themes coming from those voices are:

- Reduce/restrict supply.
- Invest in prevention programs to reduce demand.
- Invest in early childhood and parenting education.
- Support communities to bring place based treatment programs to the bush.

Prof Denis Gray of the National Drug Research Institute (NDRI) reports "...if every Aboriginal person stopped drinking in the NT there would still be a consumption problem 30-40% above the national average". This raises many issues around rights versus responsibilities. The challenge for the Northern Territory is that alcohol misuse is not just an Aboriginal problem. We at CAAPS believe it will take a whole of community response to address these issues.





# CAAPS Open Day - Our History

On the 19th of June 2014 CAAPS celebrated the 30th Anniversary of the service with a Community Open Day. This was an outstanding success and it was supported by many members of the Darwin community.

We welcomed many past members of CAAPS and were privileged to have Mr Roger Sigston and his wife Josie and Ms Rosemary Murdoch (founding members of the CAAPS service), Professor Dennis Gray and Assoc. Professor Edward Wilkes, CAAPS Board member Mr Henry White as well as the Acting Lord Mayor Robyn Knox attend and be part of the official party.

Mr Sigston shared many memories of the early days of CAAPS with staff prior to the event and assisted with validating historical references for much of our 30 year history.

CAAPS Team Leader, Michael Chan participating in the open day.



Bush Tucker with Leslie Briston



Jill Smith, Josie and Roger Sigston, Kay Gehan.



Children's Activity Face Painting.



## Peer Recognition Awards

This year our staff developed a set of values that describe how they feel working at CAAPS. They talk of Caring, Respect, Passion, Integrity, Engagement and Harmony.

At CAAPS, we recognise that the collective efforts of all staff members contribute to the overall values of CAAPS and that we should encourage opportunities for those efforts to be acknowledged.

This year we initiated a Peer Recognition Award Program CIPHER Awards, to recognise and reward exemplary contributions and give all CAAPS staff members the chance to applaud the efforts of their co-workers.

## CIPHER Award

For an employee who contributes to the success of CAAPS initiatives; demonstrates CAAPS values and/or excels in the provision of quality service delivery or productivity.

The worthy recipients of the inaugural 2014 CIPHER Awards were:

- Dee Voysey
- Aunty Noelene Briston
- Thomas Friel
- James Parfitt
- Leslie Egan



Tommy Friel, Dee Voysey and Aunty Noely Briston some of our CIPHER Award recipients.

## Our Services

### Administration Team



The Administration Team are integral to the operations of the CAAPS Service. The team work closely with internal and external clients to ensure an efficient and value added service to the whole of CAAPS, our stakeholders and the greater Darwin community.

*Back Row: Kim Ellis, Baldeep Singh, Thomas Friel, Helen Bugno, Sharon Smellin.*

*Front Seated: Jill Smith, Claire Taylor.*

### Healthy Families

CAAPS Healthy Families Programs are family based and encourage families to address substance use issues and their impact in a culturally and physically safe environment while supporting each other through the journey to recovery.

The Healthy Families Department is staffed by a multidisciplinary team including staff with backgrounds in community services, alcohol and other drug treatment, health and nursing, psychology and social work.

Around 50% of the staff identify as Aboriginal with the remaining 50% being non-Indigenous staff from various backgrounds, this multicultural team work hard together to provide a high level of service to all CAAPS clients.



*Front Row: Clem Chan, Elizabeth Stubbs, Patricia Raymond, Gina Smith, Noely Briston, Anupa Mathew, Mandeep Singh.*

*Centre row: Doris Lolik, Derylene Voysey, Ora Opai, Michael Chan, Catherine Hallworth, Gary Virk.*

*Back Row: Julie Wauchope, James Manhire, Chris Cole, Pouv Pich.*

*Absent: Georgina Derrick, Jenny Mahoney, Brenda Senge, Marty White, Nadine Thompson, Melanie Morgan, Skye Cornwell, Aminda Singh Kang.*

## Healthy Families continued...

Clients and their families come to the program from many different towns and communities around the Northern Territory Including: Darwin, Katherine, Daly River, Port Keats, Beswick, Tennant Creek, Oenpelli, Borroloola, Groote Eylandt and Alice Springs among many other communities.

Programs provided by Healthy Families include a 12 week Alcohol and Other Drug (AOD) Program, 16 week Volatile Substance Abuse (VSA) program, a children's program and outreach and homelessness support programs (HOS).

Clients of CAAPS programs have access to the following services:

AOD case managers (2 Male and 2 Female) who deliver program sessions and support clients in developing and working towards their AOD treatment goals.

VSA case managers (1 male and 1 female) who deliver program sessions and support VSA clients in developing and working towards their treatment goals.

Afterhours workers support all residential clients needs outside of business hours and facilitate life skills development and recreational sessions.

A children's worker who supports parents with healthy family routines, helps older children increase their school attendance and increase their ability to access safety, and helps younger children to reach developmental milestones and learn ways of keeping themselves safe.

An AOD Health Support Worker who supports clients by accessing health screening on entry, developing and reaching health goals, providing information on health issues and assisting clients with medication and treatment of common health conditions.

Domestic Advisors at the Dolly Garinyi Hostel support clients in meeting the nutritional needs of themselves and their families and provide practical advice on keeping their units and surrounds safe and clean for their families.

A Homeless Outreach Worker assists clients who are homeless or at risk of becoming homeless with short term accommodation prior to entry into the CAAPS program and then with exit planning inclusive of sustainable accommodation.

Outreach workers support community to link up with relevant agencies inclusive of the CAAPS program and continue this support after discharge from the CAAPS program for a designated period within the client care planning.



*AOD Team*

*Back row: Chris Cole, James Manhire*

*Front row: Elizabeth Stubbs, Ora Opai*

*Absent: Melanie Morgan*

## 12 Week Residential Alcohol and Drug Program

The 12 week AOD education program reflects the National Drug Strategies (2010-2015) harm minimisation approach. The program specifically targets areas of reducing demand for alcohol and drugs amongst participants and reducing AOD harms associated with alcohol and drug use such as chronic health and family breakdown.



## Healthy Families continued...

The program accepts AOD referrals including self and family referrals, referrals from government departments and referrals from community organisations.

The program is presented using three main components; education sessions, therapeutic and recreation sessions, and support through comprehensive case management.

The education sessions are designed to be accessible to a variety of client types including; clients with English as a second, third or fourth language, clients with varying literacy levels, clients from traditional or urban background, and clients experiencing issues with alcohol, different types of drugs or poly drug use.

The design of the residential accommodation, based in a semi bush setting with a community feel, compliments the program design which has components loosely based on therapeutic community approaches.

Topics covered in the 12 week program include:

- From addiction to recovery.
- Relapse prevention.
- Goal planning.
- Parenting education.
- Family violence education.
- Healthy lifestyle education.

Clients also participate in:

- Relaxation sessions.
- Art therapy.
- Cultural activities, inclusive of recreation and community events.

The 12 week program has also received a complete review this year with education sessions being evaluated for currency, relevance and value to our client groups. Many of the new sessions currently being run will be reviewed through client feedback and outcomes analysis to assist CAAPS in ensuring the quality of our AOD program.

## Children's Program



*Trainee Children's Worker  
Georgina Derrick*

The CAAPS children's program is available to all children who are attending the facility with their parents who are enrolled in the 12 week AOD program.

The program provides parents with support in managing their child's school attendance as well as providing parents with information and support for healthy family routines that lead to better school attendance and participation.

The Children's program also provides a program for children between the ages of 18 months to 4 years who are not yet at school. The program aims to help toddlers reach developmental milestones (gross and fine motor skills) and to help pre-school aged children develop school readiness skills and learn ways to keep safe in their communities.

This year the Children's program has started a homework centre for school aged children. The outcome of this initiative has been greater compliance with children completing their homework as well as seeing children who participate in the centre becoming more confident in their abilities as students.

The children's program also runs school holiday activities for all of the children accompanying their parents during school term breaks.

## Healthy Families continued...

### 16 Week Volatile Substance Abuse (VSA) Program

The 16 week VSA program primarily accepts referrals from the Department of Health NT, and also has capacity as an 8 bed facility for referrals from other pathways such as self and family and community referrals.

The program is designed for young people 12-24 years who are experiencing issues with their volatile substance use.

The program is client centered and provides comprehensive case management and the delivery of a 16 week program which includes VSA and AOD education as well as life skills, therapeutic and recreational components.

Clients attend from a variety of regional and remote communities including Darwin, Katherine, Tennant Creek, Alice Springs, Beswick, Groote Eylandt, Harts Range, Engawala and Yirrkala communities.

This year the program gained a dedicated classroom where delivery of the program occurs. Previously the program was delivered in shared spaces which made it difficult when a presentation needed to be laid out or displayed over a number of weeks. The program room is also equipped with a smart board which will enhance the delivery of the program and allow for clients to participate in interactive sessions for numeracy and literacy education.



VSA Workers

Pouv Pich Doris Lolik Anupa Matthew

Absent - Skye Cornwell

### Outreach and Homelessness Programs

The outreach and homelessness team is responsible for engaging people in the community who want to make positive changes in their lives. Many of these clients are transient with no fixed address, and do not ordinarily attend services for help.

Reaching out to these vulnerable and disadvantage members of the communities, gives them access and support to engage with CAAPS as well as other service providers who may be able to assist with the changes that they want to make in their lives.



Outreach Worker - Julie Wauchope

HOS Worker - Brenda Senge

The outreach workers build rapport with these clients through weekly/fortnightly visits to the places that they are known to frequent and some of these clients go on to participate in the CAAPS 12 week AOD program or engage regularly with the Homelessness worker to develop and work towards their accommodation goals.

This year the outreach and homelessness team were out in Darwin and Palmerston communities as well as Belyuen community attending many community events including events for NAIDOC, Closing the Gap and Drug Action Week. The team also supported Danila Dilba in their Fluvax campaign in town communities and provided many clients with brief interventions on ways to reduce the harm from their alcohol and/or drug use.

# Human Resources and Work Place Health & Safety

## Human Resources activities for 2013/2014

HR staff assisted 24 successful recruitment processes this year. 70% were filled by external applicants and 30% were internal promotions. We recognise that the successful recruitment is critical to maintaining a culturally sensitive and capable workforce. The staff full-time equivalent for 2013/14 was 28 with 64% employed fulltime, 29% part time and 7% as casual workers.

## Snap shot of workforce

Gender	FTE's	%	#	Aboriginality	FTE's	%	#
Female	19	68%	23	Aboriginal	15	54%	17
Male	9	32%	12	Non-Aboriginal	13	46%	18

Staff turnover is caused due to many factors including:

- Change in career path.
- Personal & family matters.
- Further studies.
- Health Issues.
- Relocation which is a particular issue in the NT.

## Learning and Development

CAAPS support the development of our employees through specific programs based on the identified needs and aspirations of both individual staff and CAAPS organisational goals. CAAPS engage and develop young Aboriginal job seekers by providing traineeship opportunities and on the job mentoring. Our aim is to build an Aboriginal and Torres Strait Islander workforce of highly skilled individuals that will contribute positively to the future of CAAPS.

## Work, Health and Safety (WHS)

One of our goals is to create a safe and healthy working environment for employees. CAAPS takes into consideration working conditions, the environment and the personal capacities of employees. The aim is to prevent work-related mental and physical illness as well as accidents while maintaining a safe workplace.

While human resources play a coordination role, a comprehensive approach to WHS requires the involvement of all staff members and this is reflected in our WHS Committee and our stand alone Cyclone Action Committee.

Summary Incident/Injuries	2013/14
Reported Incidents and Injuries	3
Accepted Workers' Compensation claims	2
Lost time work (hours)	53.2
Employee Assistance Program (EASA)	4

## Workplace Policies and Procedures

This year we continued to monitor, review and implement new policies and work procedures to ensure our teams have the information they need to make decisions and our processes are compliant with relevant regulatory requirements. March 2014 marked a major policy milestone as the new suite of CAAPS policies were approved by the Board including a Peer Reward and Recognition framework based on CAAPS Values.



# Finance

The CAAPS Board would like to thank the following agencies for their continued financial support during 2013/2014:

- Commonwealth Department of Health now Prime Minister & Cabinet (PM&C).
- NT Department of Health (AOD).
- Aboriginal Hostels Limited.
- Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (now with PM&C).
- Commonwealth Department of Social services (now with PM&C).
- NT Department of Housing.

Understanding the financial position of an organisation is essential for good governance and the successful provision of services to clients. The Board, managers and staff need sound financial information when they are delivering, monitoring, evaluating and planning CAAPS activities and programs. With this in mind our Finance Manager, a Certified Practicing Accountant, brings many years of experience in the not for profit sector to lead the finance team in their bid to provide accurate and timely financial information and robust forecasting systems to support decision making processes.

CAAPS is committed to continuous improvement and financial policy, procedure and forms have been reviewed this year to streamline activities and improve access to information for all staff.

Our aim is to ensure accountability and transparency in all our financial dealings, while maintaining an appropriate balance between meeting our clients' needs and our responsibility to ensure funds are used efficiently and effectively in line with Australian Accounting Standards.

This year after a competitive tender process the Board made a decision to engage Lowry's Accountants as Auditors for the next 3 years. There will be some changes to the level of detail required in the future as CAAPS is now a registered Aboriginal Corporation. This requires CAAPS to move from specific purpose reporting to general purpose reporting from the 1 July 2014.

The fleet has been reviewed with a reduction of higher cost vehicles considered surplus to need. This has reduced CAAPS resourcing commitment for the fleet without compromising client care.

Despite significant funding cuts for 2014/15, CAAPS has to date managed to maintain key staff. CAAPS continues to seek opportunities to reduce operational costs while continuing to explore new opportunities for funding.

**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM  
SERVICES ABORIGINAL CORPORATION**

**ABN: 24 981 990 592**

**ICN: 8076**

**Special Purpose Financial Report  
For The Year Ended 30 June 2014**

COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION  
ABN: 24 981 990 592

**Contents**

Director's Report .....	1
Auditor's Report .....	2
Statement of Comprehensive Income .....	4
Statement of Financial Position .....	5
Statement of Changes In Equity .....	6
Statement of Cash Flows .....	7
Notes to the Financial Statements .....	8
True and Fair Certification by the Directors .....	20
Detailed Income and Expenditure Statement .....	21



## DIRECTOR'S REPORT

Your Directors submit the financial report of the COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION (CAAPS) for the financial year ended 30 June 2014.

### Committee Members

The names of committee members throughout the year from the 1 July 2013 to 14 May 2014 were:

Dean Chisholm (Chairperson)  
Frank Ah Mat (Vice Chairperson)  
Claudia Kantilla  
Keith Mamarika  
David Mirrawana

Eddie Mulholland (resigned on 25 July 2013)  
Djawut Gondarra  
Yurrandjil Dhurrkay  
Henry White  
Kay Gehan

A special general meeting was held on the 14 May 2014 and the following members were appointed to caretaker positions until the Annual General Meeting to be held on the 24 October 2014.

Dean Chisholm (resigned on 28 August 2014)  
Frank Ah Mat  
Henry White  
Claudia Kantilla  
Kay Gehan

### Principal Activities

The principal activities of CAAPS during the financial year was to provide care and support services to Aboriginal and Torres Strait Islander people, families and communities who were affected by addiction to alcohol and other drug related problems.

### Significant Changes

On the 24 June 2014 CAAPS ceased to be incorporated under the Northern Territory Associations Act and became a registered Aboriginal Corporation in accordance with the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

During the Board meeting held on 28 November 2013 the Board revoked the motion from June 2008 which awarded pro-rata long service leave entitlements to staff after (5) five years of service on termination or resignation, and adopted the *Long Service Leave Act of the Northern Territory* for the provision of long service leave entitlements for CAAPS staff.

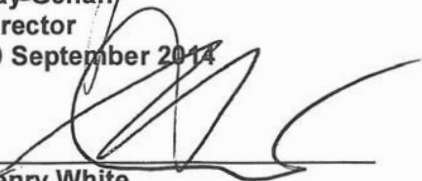
### Operating Result

CAAPS incurred a loss for the year of **\$60,187** (2013 loss of \$122,448).

Signed in accordance with a resolution of the Directors.

  
\_\_\_\_\_  
Kay Gehan  
Director

30 September 2014

  
\_\_\_\_\_  
Henry White  
Director

30 September 2014

**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION****INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED 30 JUNE 2014**

SWJR Nominees Pty Ltd  
ABN 49 078 887 171  
Cnr Coonawarra & Hook Roads  
PO Box 36394, Winnellie NT 0821  
Tel: 08 8947 2200  
Fax: 08 8947 1146  
lowrys.accountants@lowrys.com.au

**Report on the Financial Report**

We have audited the accompanying financial report, being a special purpose financial report, of the Council for Aboriginal Alcohol Program Services Aboriginal Corporation (the Corporation) which comprises the director's report, the statement of comprehensive income, the statement of financial position, the statement of changes in equity, the statement of cash flows, the true and fair certification by the directors and the notes to the financial statements.

**The Responsibility of the Directors for the Financial Report**

The Directors of the Corporation are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and ensuring that the accounting policies used and described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Northern Territory of Australia Associations Act and are appropriate to meet the needs of the members. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagement and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies use and the reasonableness of accounting estimates made by the Corporation, as well as evaluating the overall presentation of the of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Corporation's financial reporting obligations under the Northern Territory of Australia Associations Act. We disclaim any assumption of responsibility for reliance on this report or the financial report to which it relates, to any person other than the members, or for any purpose other than that for which it was prepared.

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



**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION****INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED 30 JUNE 2014 (Continued)****Independence**

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

**Audit Opinion**

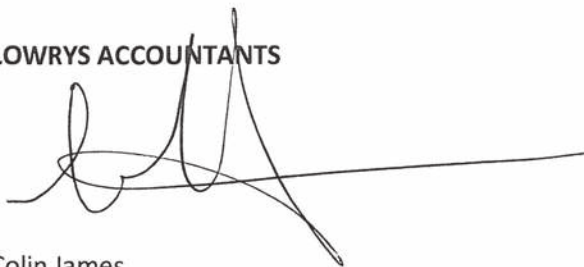
In our opinion, the financial report of Council for Aboriginal Alcohol Program Services Aboriginal Corporation presents fairly in all material respects the financial position of the Corporation as of 30 June 2014 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

**Basis of Accounting and Restriction on Distribution**

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 Council for Aboriginal Alcohol Program Services Aboriginal Corporation in meeting the requirements of the Northern Territory Associations Act. As a result the financial report may not be suitable for another purpose.

**Going Concern**

Without modifying our opinion, we draw attention to the fact Council for Aboriginal Alcohol Program Services Aboriginal Corporation receives Government funding to assist with operations of the Corporation. Without such funding the Corporation may be in a position where it cannot pay its debts as and when they fall due, therefore unable to operate as a going concern.

**LOWRYS ACCOUNTANTS**

Colin James  
**Registered Company Auditor**

Dated: 30 September 2014



**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION**  
**ABN: 24 981 990 592**

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2014**

	Note	2014 \$	2013 \$
Revenue and other income	2	3,063,429	3,137,965
Gain on sale of fixed assets		26,864	-
<b>Total revenue</b>		<b>3,090,293</b>	<b>3,137,965</b>
Salaries and wages		(1,799,173)	(1,794,908)
Depreciation expense		(216,876)	(225,536)
Sundry expenses		(1,134,431)	(1,239,969)
<b>Total expenses</b>		<b>(3,150,480)</b>	<b>(3,260,413)</b>
Net surplus / (deficit) for the year		<b>(60,187)</b>	<b>(122,448)</b>
Other comprehensive income		-	-
<b>Total comprehensive income / (deficit) for the year</b>		<b>(60,187)</b>	<b>(122,448)</b>

The accompanying notes form part of these financial statements.

**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION**  
**ABN: 24 981 990 592**

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2014**

	Note	2014 \$	2013 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	1,081,796	601,976
Accounts receivable and other debtors	4	11,097	65,785
Other current assets	5	21,523	10,512
<b>TOTAL CURRENT ASSETS</b>		<b>1,114,416</b>	<b>678,273</b>
<b>NON CURRENT ASSETS</b>			
Property, plant and equipment	6	1,966,339	2,187,434
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,966,339</b>	<b>2,187,434</b>
<b>TOTAL ASSETS</b>		<b>3,080,755</b>	<b>2,865,707</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable and other payables	7	676,101	286,293
Borrowings	8	31,222	56,101
Provisions	9	108,196	101,475
<b>TOTAL CURRENT LIABILITIES</b>		<b>815,519</b>	<b>443,869</b>
<b>NON CURRENT LIABILITIES</b>			
Borrowings	8	1,762	44,446
Provisions	9	-	53,730
<b>TOTAL NON CURRENT LIABILITIES</b>		<b>1,762</b>	<b>98,176</b>
<b>TOTAL LIABILITIES</b>		<b>817,281</b>	<b>542,045</b>
<b>NET ASSETS</b>		<b>2,263,474</b>	<b>2,323,661</b>
<b>EQUITY</b>			
Retained surplus		2,263,474	2,323,661
<b>TOTAL EQUITY</b>		<b>2,263,474</b>	<b>2,323,661</b>

The accompanying notes form part of these financial statements.

COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION  
ABN: 24 981 990 592

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2014

	<u>Total</u>
	<u>\$</u>
Balance at 1 July 2012	2,446,109
Comprehensive income	
Net deficit for the year	<u>(122,448)</u>
Total comprehensive income / (deficit) attributable to members of the entity	<u>(122,448)</u>
Balance at 30 June 2013	<u>2,323,661</u>
<b>Balance as at 1 July 2013</b>	<b>2,323,661</b>
Comprehensive income	
Net deficit for the year	<u>(60,187)</u>
Total comprehensive income / (deficit) attributable to members of the entity	<u>(60,187)</u>
<b>Balance at 30 June 2014</b>	<b><u>2,263,474</u></b>

The accompanying notes form part of these financial statements.



**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION**  
**ABN: 24 981 990 592**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

	Note	2014	2013
		\$	\$
<b>CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES</b>			
Grants (Commonwealth/State) operating received		3,264,525	2,522,072
Other receipts		238,866	242,990
Payments to suppliers and employees		(3,000,600)	(3,170,166)
Interest received		13,510	27,377
		<u>516,301</u>	<u>(377,727)</u>
Net cash provided by/(used in) operating activities	12	516,301	(377,727)
<b>CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		31,083	-
Purchase of property, plant and equipment		-	(132,300)
		<u>31,083</u>	<u>(132,300)</u>
Net cash provided by/(used in) investing activities		31,083	(132,300)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Payment of borrowings		(67,564)	-
		<u>(67,564)</u>	<u>-</u>
Net cash provided by/(used in) financing activities		(67,564)	-
Net increase/(decrease) in cash and cash equivalents		479,820	(510,027)
Cash and cash equivalents at beginning of financial year		601,976	1,112,003
Cash and cash equivalents at end of financial year	12	<u>1,081,796</u>	<u>601,976</u>

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

The financial statements cover COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION as an individual entity. COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION is a corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

The financial statements were authorised for issue on 30 September 2014 by the members of the committee.

**Note1 Summary of Significant Accounting Policies**

**Basis of Preparation**

The financial statements are special purpose financial statements that have been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the *Northern Territory Associations Act*. The Council for Aboriginal Alcohol Program Services (CAAPS) recently became a registered Aboriginal Corporation in accordance with the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, however, due to the late timing of registration, the organisation has been granted exemption from reporting in accordance with this Act for the 2013-14 financial year and has been granted permission to report in accordance with the Northern Territory Associations Act. CAAPS is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

**Accounting Policies**

**a) Income Tax**

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

**b) Property, Plant and Equipment**

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

*Plant and equipment*

Plant and equipment is measured on the cost basis and is therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present.

The cost of fixed assets constructed by the corporation includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

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 Corporation and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss during the financial period in which they are incurred.

*Depreciation*

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Plant and Equipment	20-33.3%
Computer Equipment	50%
Motor Vehicles	25%
Leasehold Buildings	4%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are recognised in profit or loss when the item is derecognised. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

**c) Employee Provisions**

Provision is made for the liability of employee entitlements arising from services rendered to balance sheet date for those employees for whom the Corporation is responsible. These benefits include wages and salaries. Sick leave is non-vesting and has not been provided for. Employee entitlements have been measured at their nominal amount.

**d) Cash and cash equivalent**

Cash and cash equivalents includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

**e) Accounts receivable and other debtors**

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from clients for accommodation and food provided in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

**f) Revenue and Other Income**

Non-reciprocal grant revenue is recognised in the statement of comprehensive income when the corporation obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the corporation and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the corporation incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

The corporation receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of comprehensive income.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. All revenue is stated net of the amount of goods and services tax.

**g) Goods and Services Tax (GST)**

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

**h) Fringe Benefits Tax**

The Corporation, as a Public Benevolent Institution (PBI) adheres to the *Fringe Benefits Assessment Act 1986*. As a PBI, the Corporation is exempt from fringe benefits tax for benefits provided up to a grossed-up value of \$30,000 per employee.

**i) Accounts Payable 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 corporation during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 14 days of recognition of the liability.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

**j) Leases**

Leases of property, plant and equipment, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the corporation, are classified as finance leases.

Finance leases are capitalised by recognising an asset and a liability at the lower of the amount equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the corporation will obtain ownership of the asset over the term of the lease.

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.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

**k) Impairment of Assets**

At the end of each reporting period, the corporation assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

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

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

**l) Financial Instruments**

*Initial recognition and measurement*

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the corporation commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

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 expensed to profit or loss immediately.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

*Classification and subsequent measurement*

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest method, or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) over the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying amount with a consequential recognition of income or expense in profit or loss.

The corporation does not designate any interests in subsidiaries, associates or joint venture entities as being subject to the requirements of Accounting Standards specifically applicable to financial instruments.

i. *Financial assets at fair value through profit or loss*

Financial assets are classified at 'fair value through profit or loss' when they are held for trading for the purpose of short-term profit taking, where they are derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in fair value (ie gains and losses) recognised included in profit or loss.

ii. *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and 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.

iii. *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 corporation'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.

iv. *Available-for-sale investments*

Available-for-sale investments are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with any remeasurements other than impairment losses and foreign exchange gains and losses recognised in other comprehensive income. When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are classified as non-current assets when they are NOT expected to be sold within 12 months.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

v. *Financial Liabilities*

Non-derivative financial liabilities other than financial guarantees 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.

**Impairment**

At the end of each reporting period, the corporation assesses whether there is objective evidence that a financial asset has been impaired. A financial asset (or a group of financial assets) is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a 'loss event') having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, 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. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the corporation recognises the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

**Derecognition**

Financial assets are derecognised where the contractual right 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 either discharged, cancelled or have expired. The difference between the carrying amount of the financial liability 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.



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

**Note 2 Revenue and Other Income**

	2014	2013
	\$	\$
Revenue		
- Grants (Commonwealth) operating	2,394,593	2,499,253
- Territory/State Grants	466,147	470,347
- Other grants	5,000	-
- Recoveries	75,468	47,397
- Other income	20,849	27,549
- Other revenue from non-operating activities	101,372	93,419
	<u>3,063,429</u>	<u>3,137,965</u>

**Note 3 Cash and cash equivalents**

Main Operational Account	175,072	93,145
NT Govt Funds Account	-	1,442
DFaHCSIA Funds Accounts	539,685	128,792
Accruals Provision Account	290,060	370,020
Client Funds Account	19,958	2,064
OATSIH Funds Account	5,150	1,466
Hostel (AHL) Funds Account	713	407
DoHA Funds Account	2,907	2,367
DEEWR Funds Account	-	1,061
Cash On Hand	2,000	3,000
NT DBR Account	46,251	2,519
Clearing Account	-	(4,306)
	<u>1,081,796</u>	<u>601,976</u>

**Note 4 Accounts receivable and other debtors**

Current

Other debtors	11,097	65,785
Total current accounts receivable and other debtors	<u>11,097</u>	<u>65,785</u>

No impairment of accounts receivable and other debtors was required at 30 June 2014 (2013: Nil).

**Note 5 Other Current Assets**

Current

Prepayments	14,756	4,704
OPAL Fuel	6,767	5,808
	<u>21,523</u>	<u>10,512</u>



**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION**  
**ABN: 24 981 990 592**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

**Note 6 Property, Plant and Equipment**

	2014	2013
	\$	\$
Buildings at Cost	3,530,050	3,530,050
Less: Accumulated Depreciation	(1,763,200)	(1,622,510)
	<u>1,766,850</u>	<u>1,907,540</u>
Plant and Equipment	853,945	853,945
Less: Accumulated Depreciation	(792,833)	(758,424)
	<u>61,112</u>	<u>95,521</u>
Motor Vehicles	355,336	420,951
Less: Accumulated Depreciation	(355,336)	(375,488)
	<u>-</u>	<u>45,463</u>
Land at Cost	141,480	141,480
Less: Accumulated Depreciation	(3,104)	(2,570)
	<u>138,376</u>	<u>138,910</u>
Total property, plant and equipment	<u>1,966,338</u>	<u>2,187,434</u>

The above land is prescribed property. Under this provision, the Corporation is prohibited from disposing or otherwise encumbering any of the property except for personal property under the valuation of \$25,000.

**Movements in carrying amounts**

Movement in carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Buildings	Plant and Equipment	Motor Vehicles	Land	Total
	\$	\$	\$	\$	\$
Balance at 30 June 2013	1,907,540	95,520	45,463	138,910	2,187,434
Additions	-	-	-	-	-
Disposals	-	-	(4,218)	-	(4,218)
Depreciation expense	(140,689)	(34,408)	(41,245)	(534)	(216,876)
Carrying amount at 30 June 2014	<u>1,766,851</u>	<u>61,112</u>	<u>-</u>	<u>138,376</u>	<u>1,966,339</u>

**Note 7 Accounts Payable and Other Payables**

Current

Accounts payable	72,712	117,793
Grant operating received in advance (note 7a)	513,426	114,641
Staff Clearing Accounts	-	333
Internal creditors	150	(430)
Accrued expenses	2,000	64,148
GST payable / (receivable)	87,813	(10,192)
	<u>676,101</u>	<u>286,293</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

	2014 \$	2013 \$
a. Financial liabilities at amortised cost classified as accounts payable and other payables:		
Accounts payable and other payables		
- total current	676,101	286,293
- total non-current	-	-
	<u>676,101</u>	<u>286,293</u>
Less grant operating received in advance	<u>(513,426)</u>	<u>(114,641)</u>
Financial liabilities as accounts payable and other payables	<u>162,675</u>	<u>171,652</u>

**Note 8 Borrowings**

Current

Better Business Loan	-	13,800
Equipment Loan Agreement (note 11)	31,222	42,301
	<u>31,222</u>	<u>56,101</u>

Non-current

Equipment Loan Agreement (note 11)	1,762	44,446
	<u>1,762</u>	<u>44,446</u>

Total borrowings	<u>32,984</u>	<u>100,547</u>
------------------	---------------	----------------

The following equipment loan agreements were entered into by the Corporation with Commonwealth Bank of Australia

- Loan agreement No. AAU1219782 was obtained on June 2010 amounting to \$26,714.40, including interest of \$4,952.74, for the purchase of one (1) motor vehicle. The repayment term of the loan was for 59 months ending May 2015. The motor vehicle was used as security for the loan.
- Loan agreement No. AAU121556 was obtained in May 2010 amounting to \$120,576, including interest of \$22,488.05, for the purchase of three (3) motor vehicles. The repayment term of the loan was for 59 months ending April 2015. The motor vehicles were used as security for the loan.
- Loan agreement No. AAU1219209 was obtained on June 2010 amounting to \$26,714.40, including interest of \$4,952.74, for the purchase of one (1) motor vehicle. The repayment term of the loan was for 59 months ending May 2015. The motor vehicle was used as security for the loan.

**Note 9 Provisions**

Current

Employee benefits - Annual leave entitlements	104,864	92,406
Employee benefits - Long service leave	3,332	9,069
	<u>108,196</u>	<u>101,475</u>

Non-current

Employee benefits - Long service leave	-	53,730
	-	53,730

Total provisions	<u>108,196</u>	<u>155,205</u>
------------------	----------------	----------------

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

**Employee Provisions -Annual Leave and Long Service Leave Entitlements**

The provision for employee benefits represents amounts accrued for annual leave and Long Service Leave. Based on past experience, the corporation does not expect the full amount of annual leave to be settled within the next 12 months. However, the amount must be classified as a current liability because the corporation does not have an unconditional right to defer the settlement of the amount in the event employees wish to use their leave entitlements. During the Board meeting held on 28 November 2013 the Board revoked the motion from June 2008 which awarded pro-rata long service leave entitlements to staff after (5) five years of service on termination or resignation, and adopted the *Long Service Leave Act of the Northern Territory* for the provision of long service leave entitlements for CAAPS staff.

**Note 10 Economic Dependency**

The continued operation of the Corporation is dependent upon continued funding from the Commonwealth and Northern Territory Governments.

	2014 \$	2013 \$
<b>Note 11 Expenditure Commitments</b>		
Better Business Loan (non-cancellable)		
- Not later than one year (note 8)	-	13,800
- More than one year but less than five	-	-
Equipment Loan Agreement (non-cancellable)		
- Not later than one year (note 8)	31,222	42,301
- More than one year but less than five (note 8)	1,762	44,446
Hiring Agreement (non-cancellable)		
- Not later than one year	-	40,783
- More than one year but less than five	-	-
	<u>32,984</u>	<u>140,490</u>

**Note 12 Cash Flow Information**

a)	Reconciliation of cash flow from operating activities with net current		
	Current year surplus after income tax	(60,187)	(122,448)
	Cash flows excluded from current year surplus	-	-
	Non-cash flows in current year surplus:		
	- Depreciation expense	216,876	225,536
	- Profit from sale of assets	(26,864)	-
	Changes in assets and liabilities		
	- (increase)/decrease in trade receivable and other debtors	54,688	102,002
	- (increase)/decrease in prepayments	(11,011)	(1,298)
	- increase/(decrease) in accounts payable and other payables	389,808	(512,934)
	- Increase/(decrease) in employee provisions	(47,009)	(26,284)
		<u>516,301</u>	<u>(377,727)</u>



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

	2014 \$	2013 \$
b) Reconciliation of cash		
Cash balance comprises:		
- Cash on hand	2,000	3,000
- Bank balance	1,079,796	598,976
Closing cash balance	<u>1,081,796</u>	<u>601,976</u>

**Note 13 Financial Risk Management**

The corporation's financial instruments consist mainly of deposits with banks, local money market instruments, investments in listed shares, receivables and payable and lease liabilities. The totals 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:

<u>Financial Assets</u>		
- Cash and cash equivalents	1,081,796	601,976
- Accounts receivable and other debtors	11,097	65,785
Total financial assets	<u>1,092,893</u>	<u>667,761</u>
<u>Financial Liabilities</u>		
- Accounts payable and other payables	676,101	286,293
Total financial liabilities	<u>676,101</u>	<u>286,293</u>

**Financial Risk Management Policies**

The main risks the corporation is exposed to through its financial instruments are credit risk, liquidity risk, and market risk relating to interest rate risk and other price risk. There have been no substantive changes in the types of risks the corporation is exposed to, how these risks arise, or the committee's objectives, policies and processes for managing or measuring the risks from the previous period.

The Treasurer's overall risk management strategy seeks to ensure that the corporation meets its financial targets, while minimising potential adverse effects of cash flow shortfalls.

**Specific Financial Risk Exposures and Management**

The main risks the corporation is exposed to through its financial instruments are interest rate risk, liquidity risk, credit risk and other price risk. There have been no substantive changes in the types of risks the corporation is exposed to, how these risks arise, or the Committee's objectives, policies and processes for managing or measuring the risks from the previous period.

**a. Credit risk**

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the corporation.

Credit risk is managed through maintaining procedures (such as the utilisation of systems for the approval, granting and removal of credit limits, regular monitoring of exposure against such limits, and monitoring of the financial stability of significant customers and counterparties) ensuring, to the extent possible, that members and counterparties to transactions are of sound credit worthiness.

Risk is also minimised through investing surplus funds in financial institutions that maintain a high credit rating or in entities that the committee has otherwise assessed as being financially sound.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2014

*Credit Risk Exposures*

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying amount and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

There is no collateral held by the corporation securing accounts receivable and other debtors.

Accounts receivable and other debtors that are neither past due or impaired are considered to be of high credit quality. Aggregates of such amounts are detailed at Note 4.

The corporation has no significant concentrations of credit risk with any single counterparty or group of counterparties. Details with respect to credit risk of accounts receivable and other debtors are provided in Note 4.

**b. Liquidity risk**

Liquidity risk arises from the possibility that the corporation might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The corporation manages this risk through the following mechanisms:

- preparing forward-looking cash flow analysis in relation to its operational, investing and financing activities;
- only investing surplus cash with major financial institutions; and
- proactively monitoring the recovery of unpaid subscriptions.

The table below reflects an undiscounted contractual maturity analysis for non-derivative financial liabilities. The corporation does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates.

**c. Market Risk**

*i. Interest rate risk*

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The corporation is exposed to earnings volatility on floating rate instruments. The financial instruments that expose the corporation to interest rate risk are limited to lease liabilities, listed shares and cash on hand.

The corporation also manages interest rate risk by ensuring that, whenever possible, payables are paid within any pre-agreed credit terms.

**Note 14 Corporation Details**

The registered office of the corporation is:

COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION  
60 Boulter Road  
Berrimah NT 0828

The principal place of business is:

COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION  
60 Boulter Road  
Berrimah NT 0828

**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES INCORPORATED**  
**ABN: 24 981 990 592**

**TRUE AND FAIR CERTIFICATION BY THE DIRECTORS**  
**FOR THE YEAR ENDED 30 JUNE 2014**

We, Kay Gehan and Henry White, Directors of the COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION, certify that;

The statements attached to this certificate, give a true and fair view of the financial position and performance of the COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES ABORIGINAL CORPORATION during and at the end of the financial year ending on 30 June 2014; and

The Corporation is able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Directors

  
\_\_\_\_\_  
**Kay Gehan**  
**Director**  
**30 September 2014**  
\_\_\_\_\_  
**Henry White**  
**Director**  
**30 September 2014**

**COUNCIL FOR ABORIGINAL ALCOHOL PROGRAM SERVICES INCORPORATED**  
**ABN: 24 981 990 592**

**DETAILED INCOME AND EXPENDITURE STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2014**

	2014	2013
	\$	\$
<b>REVENUE</b>		
Operating activities;		
Commonwealth Grants	2,394,593	2,499,253
Territory/State Grants	466,147	470,347
Other Grants	5,000	17,560
Recoveries	75,468	47,397
Other Income	101,372	27,549
Other revenue from non-operating activities	47,713	93,419
	<b>3,090,293</b>	<b>3,137,965</b>
<b>EXPENDITURE</b>		
<i>Staff Related Expenses</i>		
Wages (Employee Benefit Expense)	1,799,173	1,794,908
Staff On-costs	283,236	160,930
Relief Costs	44,197	69,925
Staff Turnover Costs	4,737	6,770
Personnel Development	35,466	24,291
<i>Property Management Expenses</i>		
Property Management	124,686	188,499
Vehicle Costs	80,669	70,745
Property Plant and Equipment Costs	98,213	282,817
Depreciation	216,876	225,536
<i>Client/Student Related Expenses</i>		
Program/Course Expenses	40,106	39,635
Residential Expenses	99,760	107,007
Client/Student Travel Expenses	197	1,969
Recoverable Expenses	24,669	-
Board Costs	26,110	41,445
<i>Operational Expenses</i>		
Consultants Fees	47,366	80,046
Health Promotion	15,194	12,699
Finance Costs	72,834	35,147
Communication Costs	39,638	38,319
Office Consumables	17,306	22,781
Information Resources	10,526	23,185
Information Technology	47,453	36,474
Operations Fees	22,068	(2,715)
<b>TOTAL EXPENDITURE</b>	<b>3,150,480</b>	<b>3,260,413</b>
<b>TOTAL COMPREHENSIVE LOSS FOR THE YEAR</b>	<b>(60,187)</b>	<b>(122,448)</b>





