

Mental Health Carers
Arafmi NSW Inc.
Annual Report
2012 - 2013





Mental Health Carers ARAFMI NSW Inc.

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About Mental Health Carers ARAFMI NSW Inc.

ARAFMI stands for the Association of Relatives and Friends of the Mentally Ill

Who we are

The Mental Health Carers ARAFMI NSW Inc. (ARAFMI NSW) is a non-government organisation that provides advocacy and support for families, relatives and friends of people who experience mental illness, living in NSW.

What we do

ARAFMI provides support and advocacy for families and friends of people living with a mental illness or disorder. If you have just discovered that a family member or friend has a mental illness or disorder you may be feeling shocked, confused and afraid. There is a solution to these feelings of despair if you know what to expect or how best to help the person you care for.

ARAFMI reaches out with friendship and understanding to all whose lives are touched by a mental health problem. Our aim is to maintain and improve existing levels of support and crisis resolution to all relatives and friends of people with a mental illness, including:

- Connect families to support services and information
- Carers in rural NSW
- Carers of Aboriginal and Torres Strait Islander descent
- Carers from non-English speaking backgrounds
- Young people, especially siblings and children of people living with a mental illness.

Our history

ARAFMI NSW has operated for 38 years and was formed in Sydney in 1975 by Margaret Lukes, (1915 – 2011) a social worker with the NSW Association of Mental Health. The first support group was made up of concerned relatives and friends who identified the need for a service that would specifically address such issues.

It was based on the principles of self-help and mutual support to build on the strengths of families, and improve their quality of life.

Branches soon grew in a number of regional areas in NSW: Central Coast, Hunter, Illawarra and are currently providing local services and support to carers. A series of support groups were established by member volunteers across NSW. The movement quickly spread to the other States and the Northern Territory, and ARAFMI became the primary provider of support to families and friends of people with a mental illness in Australia

Across its membership and its history – including the present time – volunteers have been a vital part of the organisation. There have been many dedicated members whose work to lessen the impact of mental illness has stood out, and who have sustained its vision.



A New Responsibility

In January 2009 Mental Health Carers ARAFMI NSW Inc. was appointed by the NSW Minister for Health as the Peak representative organisation and known as the 'Peak Body' in NSW representing the families and carers of people living with a mental illness.

As such we have been given the responsibility to undertake the following activities on behalf of carers:

- Conduct regular consultative work across the state to obtain representatives views, experiences and issues of carers
- Increase the level of advice about the directions of NSW Health, the NSW Government and the Australian Government on mental health issues
- Increase the level of advice and input to NSW Health policy directions and on planning an service delivery issues
- Increase the level of comprehensive, balanced, systemic advocacy about the delivery of mental health services in NSW

Our Vision Statement

Our vision is for a community that understands and responds to the impact of mental illness on families and carers and the many people who are living with a mental illness

Our Mission Statement

Mental Health Cares ARAFMI NSW ('ARAFMI NSW') is a community organisation of families' carers and friends of people living with a mental illness which encourages an active membership from among all of the diverse communities of NSW, which is informed by their experiences and provides support, education and advocacy in order to help them effectively fulfill their caring role

Our Values Statement

ARAFMI NSW values how it respects, advocates for and supports mental health carers as individuals and families with specific needs, including those who do not identify as carers or may be disadvantaged by social, cultural or economic circumstances or location, recognising the diverse and sometimes challenging or complex nature of caring.

ARAFMI also values consultation and the inclusion of carers in every stage of assessment and care planning, with the agreement of the

ARAFMI coordinates and delivers services of a high standard and that are readily available, affordable and adaptable, acknowledging cultural appropriateness, to ensure carers as well as others have access to current care recipient, in the review of services and support in ways that are family friendly and exercise choice relevant to the role of the carer or care worker assisting others on a journey towards personal recovery & well-being.



ARAFMI NSW Aims and Objectives

- Be a voice for families and carers of people with a mental illness in order to encourage government to acknowledge and incorporate families and carers into mental health policy.
- To assist in family and carer focused research and application of its findings for the benefit of families and carers of people living with a mental illness.
- Recognises and respects the dedication that all families, carers and friends have for those for whom they care; and will support them in their efforts that those for whom they care shall receive proper support and care from mental health services.
- Values the experience and knowledge of families and carers and will ensure their full participation in the planning and evaluation of ARAFMI NSW's services.
- Endeavour to inform mental health professionals and the community of the challenges faced by families and carers of people living with mental illness.
- Encourage mental health professionals and the community to respect the knowledge and rights of families, carers and those for whom they care.
- Encourage mental health professionals to include families and carers in the planning of their loved ones' treatment and care.
- Endeavour to lessen the stigma and isolation suffered by people with mental illness, their families and friends by taking every opportunity to educate and inform the community.
- Collaborate with mental health professionals and community services that provide support to families, carers and friends of people living with a mental illness and will refer people to these services and organisations as needed and appropriate.
- Provide opportunities for families and carers of people living with a mental illness to discuss their situation and benefit from the mutual support of others in similar circumstances in order to help families and carers understand that they are not alone.
- Provide opportunities for community participation and social interaction for families and carers that have become socially isolated.
- As conscious of the diversity of families and carers in the community and aims to help them in their caring role regardless of culture, language, gender, age, or whether or not they choose to become members of ARAFMI NSW; while appropriately respecting cultural differences and special needs.



Chief Executive Officer Report - 2013

The 2012-2013 financial year has been a dynamic one at Mental Health Carers ARAFMI NSW Inc. ('ARAFMI NSW') which has seen many changes and improvements in the operation of the association.

At the Annual General Meeting in 27 October 2012, ARAFMI NSW Board positions were open for nomination and elections were conducted. I welcome the new Board members to the ARAFMI NSW team and I am excited to be working with you all in achieving the goals and direction the Board has initiated.

Prior to that meeting, and my then recent appointment as acting CEO, the then Board requested a review process of the association in anticipation of the changes being made within the Health sector both on a state and commonwealth level.

The Board implemented directional changes which included a re-structure of the management team in September 2012 and the new Board endorsed the 2012 - 2015 Strategic Plan to build a greater awareness of ARAFMI with a renewed focus as the Peak body for Carers in NSW.

With emphasis on systematic advocacy with greater carer engagement, the strengthening of current and new stakeholder relationships, the establishing of new partnerships in the sector and the recruitment of our talented and experienced volunteers, staff and students alike, I am pleased to announce the changes implemented are now having a positive impact on the organisation

In December 2012, an expression of interest was forwarded to carers with the concept of establishing an Advisory Committee made up of experienced carers in order to give ARAFMI advice and input from carers into its projects and activities and to provide regular access to a range of carer views on topics for which ARAFMI is asked to comment.

It was an overwhelming response from carers and the Peak Advisory Committee (PAC) was launched in February 2012. Since then, up to 30 June 2013 the PAC has delivered 3 Peak Advisory Reports to management highlighting a range of issues concerning Carers and the mental health sector.

Since the appointment of the Peak Advisory Committee for ARAFMI, the organisation's recognition and engagement in the Mental Health and community sectors has increased dramatically. ARAFMI has overwhelmingly been approached by NSW Health committees and non-government organisations to provide representations for carers or carer stakeholders to participate directly.

In related developments, ARAFMI has also experienced an increased call to provide submissions to government service providers and to participate in NGO projects and both present papers on mental health issues and assist with providing stakeholders for discussions at universities, colleges and at Continuing Professional Development Training

The impact on the increase of demand for ARAFMI services has resulted in ARAFMI undertaking recruitment processes to attract suitably experienced and/or skilled staff, volunteers and student placements (from among students who are currently undertaking related studies in mental health or community services).

All in all the year has been one of rapid change and development for ARAFMI and the coming financial year should see many of the seeds planted in 2012 - 2013 bearing much useful fruit for the carers of NSW.

Jonathan Harms - CEO October 2013



President Report - 2013

It is with great pleasure I write as President of Mental Health Carers ARAFMI NSW Inc. this annual report.

This Peak organisation is absolutely fundamental and we are gaining momentum in areas of Carers issues like never before.

I contribute this to our partnerships with Mental Health Association, Mental Health Commissioner, Mental Health Co-Ordination Council, Consumer Advisory Group NSW Inc. and the NGO providers of the Family and Carer Mental Health Programs across NSW.

I feel that the establishing of the Peak Advisory Committee (PAC), of which I am also a member, with its very diverse membership, has contributed to ARAFMI's work in many ways and I look forward to their future activities.

In particular it is great to have an opportunity to become directly involved in addressing policy issues for carers as a Peak Advisory Committee member, in addition to being involved in the direction and management of the association as President of the Board.

Our funding present's challenges for all that we wish to do but I am pleased with the directional changes implemented late last year coupled with a renewed energy to be the voice and our voice will be heard loud and clear for carers in NSW.

I am excited about the future of ARAFMI NSW and our determination to remain relevant and invigorated after 38 years of service with the ability to adapt to the changes happening in the Health sector.

I wish to take this opportunity to thank all past and present volunteers whom are a vital part of the organisation. There have been many dedicated volunteers whose work to lessen the impact of mental illness has stood out, and who have sustained its vision.

Also a special thanks to our wonderful growing and accomplished team at the Peak Office.

And last but never least our CEO Jonathan Harms for without his professionalism and collaborative skills we would not be in this position and in particular developing our partnerships within the sector.

Kristine Havron

MHC ARAFMI NSW Inc.

President

October 2013



Treasurers Report – 2013

This year ARAFMI NSW has delivered services for carers and supported its members and branches to fulfill its objectives and obligations. Resources are always scarce and so ARAFMI NSW has executed its strategy in part, by again expending a part of its cash reserves as well as all of the grant funding provided for it by the NSW State Government and certain generous donations.

ARAFMI NSW particularly wishes to acknowledge the continuing support of the NSW Government, especially those individual officers that work with us and of course the Board warmly thanks all those personal donors including the de Haan Family, who made another generous contribution this year and are long term supporters of ARAFMI NSW.

While ARAFMI received \$339,600.00 in NGO Grant funding from NSW Health for its 2012-2013 financial year as well as generous donations for a total income of \$374,805, it undertook expenditure in that period of \$401,823.00. The operating deficit for 2012-13 was \$27,018.00 which is an 85% reduction on the previous year's deficit of \$186,051.00. At the end of the financial year ARAFMI's cash reserves still amounted to \$92,415.00

The Board and the CEO have committed to review the funding strategy of ARAFMI NSW in order to ensure its sustainability and create a platform to meet expectations of growing needs for the services of ARAFMI NSW to its members, carers and branches, whilst fulfilling its mandate from the NSW Government and from the carers of NSW. However, additional and diverse funding resources will be required, if ARAFMI is to continue to expand its role in future and to secure a more certain future in an expanding world of care.

It should also be noted that ARAFMI's block grant has been transferred for management from NSW Health to the Mental Health Commission of NSW and that the CEO (with the assistance of Board members, notably Board Secretary Tess Dellagiacomma), negotiated additional funding on a one off basis for the 2013-2014 financial year of \$38,000.00, for some enhanced services and in particular consultation activities relating to the development of the draft 'Strategic Plan for Mental Health' in NSW.

Internal controls and policies have also been reviewed by the Board and CEO to ensure timely, transparent reporting and to improve Board oversight of financial management. Whilst there is more progress to be made, appropriate policies have been put into place and the Board continues to discharge its duty to monitor the financial position.

In summary, I report that in spite of some challenges, the ARAFMI Management and Board have taken steps to ensure that the association is solvent and still in a sound and sustainable financial position.

I am able to make this declaration as ARAFMI NSW still has funds in reserve to necessarily supplement the confirmed NSW Government commitments to the grant for 2013/14, given the program for 2013/14.

Gordon Wing-Lun
Treasurer ARAFMI NSW





ARAFMI NSW Team *(in alphabetical order)*

| | | | |
|-------------------------|---|---------------------------|---|
| Lynette Anderson | Carer Engagement Officer & HELPLINE | Nidhi Arora | Human Resources and HELPLINE Consultant |
| Michele Bahari | Legal and Policy Development | John Bear | Data Entry and Analysis |
| Stephen Blood | Project officer : Carers Consolations / Veteran Affairs / GBLTI and | Micheal Broadhurst | Organisational Development and Training |
| Nikki Day | Project Officer and Peak Advisory | Gail Fletcher | Social Media Officer |
| Sue Gates | Administration | Jamal Hamid | Project Officer: Information Technology |
| Jonathan Harms | CEO | Bi Yun Huang | Project Officer - CALD Scoping Project |
| Peter Heggie | Carer Engagement Officer and HELPLINE | Amelia Martinez | Project Officer and HELPLINE Consultant |
| Ray Moss | Administration volunteer and Helpline Consultant | Mario Paola | Training Facilitator and HELPLINE Consultant |
| David Peters | Project Officer: Training Facilitator and HELPLINE Consultant | Martin Searle | Project Officer: Carer Worker Support forum / Veteran Affairs and HELPLINE Consultant |
| Melody Sgro | Student Placement | Ann Stedman | ARAFMI Field Relationships |
| Gareth Thomas | Helpline Consultant and Project Officer | Lynda Walton | Project officer: Older Persons / GBLTI and HELPLINE Consultant |

Our recent volunteers and staff members

| | | | |
|-----------------|----------------|------------------|----------------|
| Ritu Aggarwal | Haleh Abedy | Isabel Agostini | Chris Beards |
| Mihaila Beards | Anna Bethmont | Kieran Booth | Victoria Brook |
| Carol Duggan | Alec Dunn | Chris Dunstan | Sunny Hermaj |
| Austin Hui | Janis McDonald | Bronwyn Maddison | Ona Maksyvtis |
| Cheryl Milne | Gerard Newham | Eric Priestley | Francois Prime |
| Rosalind Watson | | | |



Programs & Projects 2012 – 2013

ARAFMI NSW is involved in a range of programs and projects representing NSW carers issues and concerns some we are partnering, others we are partners and most we have initiated.

This last year has seen ARAFMI NSW re-focus our energies to meet the demands of such a mixed and varied range of projects. As part of the review process, all projects and programs were reviewed to ensure they meet the vision, mission and value statements of ARAFMI NSW.

We have been very fortunate to have been able to recruit and increase the work place capability of to meet our current and future commitments to carers of NSW.

Programs and projects for 2012 - 2013

- **Representing Mental Health Carers**
- **MHC ARAFMI Strategic Plan**
- **Strategic Planning for Mental Health Commission**
- **Helpline**
- **Peak Advisory Committee**
- **Peak Advisory Report**
- **Carer Support Worker Forum**
- **CALD Consultation Program**
- **GLBTI Champions Project**
- **Training and Development**
- **Policy and Advocacy**
 - **NDIS**
 - **Mental Health Act Review (Expert Panel)**
 - **Older Persons Mental Health Working Group Clinical Advisory Council**
 - **Clinical Standards Reference Group**
 - **Benchmarking Program (InforMH)**
 - **Child and Adolescent Mental Health Working Group**
 - **Partners In Recovery**



Programs & Projects 2012 – 2013

Representing Mental Health Carers

ARAFMI Team members attend a variety of forums, consultations, events lectures each week. Some participate in committees and a host of other related activities. Management encourages Team members to engage in as many aspects of the mental health sector as possible.

This approach ensures ARAFMI represents mental health carer's voice across the sector.

ARAFMI NSW Strategic Plan 2012 – 2015

ARAFMI NSW has undergone significant changes with the development of a new Strategic Plan

The first of a series of Strategic Planning meeting included the Board plus CEO's of our Partners in Mental Health, the Consumer Advisory Group of NSW (Peri O'Shea) the Mental Health Association (Elizabeth Priestly); and the Mental Health Coordinating Council (Jenna Bateman).

Other meetings included mental health carers and consumers, professionals within the mental health sector and other NGO stakeholders. A series of on-line surveys were conducted on a range of carers issues and these results are now incorporated into the Strategic direction for ARAFMI in 2012 – 2013.

In addition, Strategic Planning meetings with the ARAFMI Branches Hunter, Central Coast and Illawarra in light of the changes to the Grant Management Improvement Program.

This process provided a definitive insight for the Board and management, and Team members to better understand the role of the Peak Body for mental health carers in the mental health system

At the conclusion of the strategic planning sessions management presented The Board with the 2012 – 2015 Strategic Plan whom then endorsed the plan to be implemented. to build greater awareness of ARAFMI via a combination of ongoing projects and the inclusion of social media platforms

Mental Health Commission Strategic Planning

ARAFMI has continued to assist the Commission with insight into carer needs for the development of the Strategic Plan for Mental Health, which ARAFMI has also ready participated in at a number of levels and for which a number of further consultations are planned in 2013-2014.

ARAFMI will be seeking to ensure that the needs of mental health carers are properly addressed and that their ambitions for the services that assist their loved ones are addressed by this Plan, which will be provided to the Minister (Hon Kevin Humphreys MLA in March of 2014).

ARAFMI NSW Helpline

The ARAFMI Helpline (Helpline) is a significant part of our NGO model in supporting Mental Health carers and their issues.

ARAFMI's Helpline is an invaluable service for any person seeking assistance with accessing Mental Health Services or other supports needed for people living with mental illness or their carers



Programs & Projects 2012 – 2013

ARAFMI NSW Helpline

ARAFMI Helpline is operated by our dedicated team of great people whom without their ongoing commitment, patience and humour it would be difficult to sustain this service.

This year, we have introduced a scope of improvements that assist both caller's enquiries and our Helpline Coordinators. This has significantly improved our capacity to refer callers to the most appropriate services by our Helpline Coordinators

This included broadening the offering of the Helpline services that include referral to providers; we can now connect callers directly to services and to provide a platform for callers share their mental health carer journey.

Providing callers with the platform to share their mental health journey and for us to be able to document their experience knowing their story is used to assist the ARAFMI Peak Advisory Committee (PAC) in developing advocacy strategies for reform in the mental health sector.

In addition to developing a greater exposure of the Helpline via social media platforms, we are witnessing a significant growth with social media interactions and plans in 2013 – 2014 to expand the Helpline platforms to accommodate this need.

Results for the HELPLINE Survey in 2012/13 have been analysed and used to inform ARAFMI of client preferences for the future continuous improvement of this service.

ARAFMI NSW Peak Advisory Committee

ARAFMI NSW Peak Advisory Committee (PAC) has now been established and contributing to the needs voice of carers in NSW. The PAC was recruited from among carer activists with a wealth of experience and insight into the issues of mental health carers issues.

The primary aim of this committee is to provide the link between ARAFMI Board, management and staff and the Helpline on carers issues by providing ARAFMI advice, input and objectiveness from carers to identify projects, activities and advocacy issues and regular exchange of carer views on topics for which ARAFMI is asked to comment.

The PAC has also initiated a range of sub committees to ensure as many carer issues are addressed and the appropriate advocacy strategies specifically to mental health carers issues.

The PAC has met 3 times between March to July 2013 and has furnished a series of recommendations that will be incorporated into various submissions and policy documents that will be published and circulated to all appropriate stakeholders in NSW.

In 2013 - 2014 it is hoped that this will be further developed by the establishing of Regional PACs based (at least at first) in ARAFMI's Branches.



Programs & Projects 2012 – 2013

ARAFMI NSW Peak Activity Report

ARAFMI intentionally attends as many relevant mental health activities as possible representing carers. This allows ARAFMI Team members to report to management on the discussions, decisions and deliberations of the activity. These reports plus the input and advice from the PAC allows ARAFMI to develop, publish and circulate ARAFMI Peak Activity Report.

ARAFMI NSW Carer Support Worker Forum

ARAFMI received support from the Mental Health Commission of NSW to develop a series of Carer Support Worker Forum to bring together carers and the workers who support them from around the State (particularly from the

Family and Carer Mental Health Program providers) to give a greater insight into the role of lived experience in such positions and to examine the possibility of developing an ongoing Forum for the exchange of ideas.

MHDAO and Other Mental Health Committees

ARAFMI continues to participate in the

- **Clinical Advisory Council for NSW**, facilitated by the Chief Psychiatrist Assoc. Prof John Allan, **Older Person's Mental Health Working Group** Chaired by Dr. Don McKay,
- **The Child and Adolescent Mental Health Working Group** chaired by Dr. Beth Kotze as well as more specific special purpose or project Committees/ working groups like the
- **Clinical Service Standards Reference Group**,
- The **Expert Reference Group** on the Review of the Mental Health Act (see below) and the various planning exercises undertaken by the Mental Health Commission.

This is all in addition to ARAFMI's own schedule of consultations and events, as well as the ongoing work of the Helpline and the Regional Branches.

In all these forums ARAFMI seeks to ensure that the views and needs of carers of people living with mental illness are appropriately addressed.



Programs & Projects 2012 – 2013

ARAFMI NSW Policy Review and Advocacy 2012 - 2013

NDIS

ARAFMI has undertaken a range of policy projects including an analysis of the role of the National Disability Insurance Scheme in helping people with serious psychiatric disabilities and has made a number of submissions to the NDIS concerning the supports available to carers and their role in a self-directed funding scheme,

Mental Health Act Review

In addition to the significant amount of work undertaken by ARAFMI in participating in the Mental Health Act

Review (both in general and as part of the Expert Reference Group) by providing input based on feedback from carers collected over the last few years and some specific consultation, especially around issues like carer

participation in the drafting of Mental Health Plans, and Tribunal proceedings and the sharing of information under the Primary Carer provisions.

The initial report has already been provided to Parliament and ARAFMI continues to participate in the processes to refine the findings for legislation in future.

Training and Development

ARAFMI has embarked upon updating all Training and Development resources and programs in 2012 – 2013. Training Programs have now been aligned to the national standards and accredited training packages.

ARAFMI is in discussions with several Registered Training Organisations to finalise a partnering arrangement where nationally accredited certification can be awarded upon successful completion of the training.

Further training programs are in the process of being developed and to be added to the Training Calendar in early 2013.



ARAFMI NSW Regional Branches:

Central Coast

Patron

- Lord Gosford

Committee of Management

- **President:** Karen O'Neill
- **Treasurer:** Christine Marsh
- **Secretary:** Maree Richards

Committee Members

- Helen Wotherspoon
- Helen Rodney
- Conette Wheatley
- Sandra Swannell
- Anne Stedman

Mental Health Carers ARAFMI Central Coast: Volunteers

Bingo

- Sue Sheather
- Judy Hardey
- Sheree Williams
- Charmaine Wicks

Recreation Program

- Tony Farrington
- Donna Stratford

Central Coast Staff

- **Regional Manager:** Rhonda Wilson
- **Family Support Coordinator:** Maria Blackburn
- **Family & Carer Worker:** Linda Weedon
- **Child & Adolescent Worker:** Marion Galbraith
- **Administration Assistant:** Donna Heward
- **Recreation Officer:** Jenny Ryan
- **Project Officer:** Meredith Gilmore
- **Donor Liaison Coordinator:** Vicki Schramko
-
- **Auditor:** Jennie Hawkshaw 'See Accounting Group'



ARAFMI NSW Regional Branches - Hunter

Committee of Management

- **President:** Robert (Bob) Hunter
- **Treasurer:** David Farley
- **Secretary:** Zorica Ciganovic

Committee Members

- Gail Parnell
- Bryan Abery
- Shirley Finney
- Janet Mundie
- Helen Hunter

Regional Manager

- Joanne Sinclair

Family Counsellor

- Coralie Reeve

Mental Health Carers ARAFMI Hunter: Volunteers

- Kay
- Helen
- Janette
- Julia
- Lisa
- Betty
- Neville

Walk of Pride 2013 Volunteers

- Martin
- Chris
- Julia
- Lisa
- Ben
- Jenna
- Brad
- Matthew
- Janette
- Laura
- Katie,
- Zorica
- Teena



ARAFMI NSW Regional Branches - Illawarra

Patron

- Mr. Alex Darling

Committee of Management

- **President:** Carol Woolley
- **Vice President:** Col Levy
- **Treasurer:** Peter Hutten / Jason Nunes
- **Secretary:** Melissa Wrightson

Committee Members

- Taina Levy
- Alice Scott
- Sandra Lacey

Regional Manager

- Kelley Knick-Parish

Consumer Representative Volunteer

- Paul Dalmazzo

SESIAHS Representative

- Christine Kulyk

Volunteer Family Support Worker

- Anne Coughlan

Volunteer Office Administration

- Lorraine Huisman

Volunteer

- Belinda Chalker
- Taina Levy
- Victoria Pena

Student Placements

- Ann Coughlan
- Bronte Rossiter
- Natalie Otni

Accountant James Holland (A.J. Bartlett Cachia Accountants)



Mental Health Carers ARAFMI NSW Inc.

Financial Report

2012 – 2013



Mental Health Carers ARAFMI NSW Inc.

A.B.N. 70 653 824 650

**FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2013**

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Mental Health Carers ARAFMI NSW Inc.
A.B.N. 70 653 824 650

2013 COMMITTEE'S REPORT

Your committee members present their report on the association for the year ended 30 June 2013.

Committee Members

The names of the committee member in office at the date of this report are:

KRISTINE HAVRON (President)
GORDON WING-LUN (Treasurer)
ROBERT HUNTER
ANN STEADMAN
TESS DELLAGIACOMA
JENNY LEARMONT
CAROL WOOLEY

Principal Activities

The principal activities of the company during the financial year were to provide support and advocacy for families with mental illness or disorder. ARAFMI reaches out with friendship and understanding to all those lives that are touched by mental illness. Our aim is to maintain and improve existing levels of support and crisis resolution to all relatives and friends of people with a mental illness.

There were no significant changes in the nature of the associations principal activities during the financial year.

Operating Results

The loss of the association for the financial year amounted to \$27,018

Indemnifying Officers or Auditor

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

Signed in accordance with a resolution of the Members of the Committee:

Committee Member *Kristine Havron*
KRISTINE HAVRON (President)

Committee Member *Gordon Wing-Lun*
GORDON WING-LUN (Treasurer)

Dated this 14th day of November 2013.



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 30th June 2013

| | 2013 | 2012 |
|------------------------------|-----------------------|-----------------------|
| | \$ | \$ |
| INCOME | | |
| Donation Received | 20,070 | 20,075 |
| Grant Income | 339,600 | 329,300 |
| Interest Received | 4,200 | 10,549 |
| Membership | 599 | 523 |
| Other Revenue | 4,081 | 18,754 |
| Wage Subsidy Funding | <u>6,255</u> | <u>1,400</u> |
| TOTAL INCOME | 374,805 | 380,601 |
| EXPENSES | | |
| Accountancy & Bookkeeping | 8,689 | 3,869 |
| Advertising & Promotion | - | 145 |
| Auditors Remuneration - Fees | 7,547 | 6,760 |
| Bank Charges & Interest | 620 | 1,127 |
| Computer Consumables | 1,702 | 905 |
| Conference | 4,290 | 4,953 |
| Depreciation | 3,958 | 7,729 |
| Education & Training | - | 3,503 |
| Entertainment & Donations | 150 | - |
| Events & Workshops | 403 | 1,255 |
| Filing Fees | 51 | 106 |
| Fines | 220 | - |
| Fringe Benefits Tax | - | 1,639 |
| Holiday Pay Entitlements | 5,579 | 3,408 |
| Insurance | 9,999 | 11,152 |
| Leasing Charges | - | 4,931 |
| Loss on Sale of Asset | 3,101 | 34,582 |
| Motor Vehicle Expenses | 2,369 | 1,498 |
| Postage | 1,641 | 1,404 |
| Printing & Stationary | 16,087 | 15,318 |
| Program Resources & Training | 1,682 | 7,098 |
| Rent | 4,052 | - |
| Repairs & Maintenance | 440 | 689 |
| Service Promotion | 1,401 | 6,845 |
| Staff Training | 836 | 6,845 |
| Staff Recruitment | 323 | 1,389 |
| Storage & Removal | 1,249 | 4,820 |
| Subscriptions | 2,903 | 2,957 |
| Superannuation | 23,657 | 28,404 |
| Telephone & Internet | 9,733 | 20,768 |
| Travel & Accommodation | 6,812 | 58,422 |
| Web Hosting | 1,850 | 2,350 |
| Wages & Fringe Benefits | <u>291,637</u> | <u>321,781</u> |
| TOTAL EXPENSES | <u>401,823</u> | <u>566,652</u> |
| OPERATING LOSS | 27,018 | 186,051 |



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30th June 2013**

| | 2012 | 2013 |
|---|---------------|----------------|
| | \$ | \$ |
| Retained Profits at July 1 | 105,674 | 286,254 |
| Transfers From Reserves | | |
| General Reserve Transfer | | |
| In/(Out) | <u>13,759</u> | <u>5,470</u> |
| PROFIT AVAILABLE FOR APPROPRIATION | <u>92,415</u> | <u>105,673</u> |
| RETAINED PROFITS | <u>92,415</u> | <u>105,673</u> |



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

BALANCE SHEET
AS AT 30 JUNE 2013

| | Note | 2013 \$ | 2012 \$ |
|----------------------------------|------|----------------|----------------|
| CURRENT ASSETS | | | |
| Cash Assets | 4 | 97,090 | 116,884 |
| Receivables | 5 | 6,441 | 16,568 |
| Other | 7 | <u>7,999</u> | <u>-</u> |
| TOTAL CURRENT ASSETS | | <u>111,530</u> | <u>133,452</u> |
| NON-CURRENT ASSETS | | | |
| Property, Plant and Equipment | 6 | <u>4,040</u> | <u>27,462</u> |
| TOTAL NON-CURRENT ASSETS | | <u>4,040</u> | <u>27,462</u> |
| TOTAL ASSETS | | <u>115,750</u> | <u>160,914</u> |
| CURRENT LIABILITIES | | | |
| Trade and Other Payables | 8 | 14,720 | 27,468 |
| Provisions | 9 | <u>7,921</u> | <u>13,500</u> |
| TOTAL CURRENT LIABILITIES | | <u>22,641</u> | <u>40,968</u> |
| TOTAL LIABILITIES | | <u>22,641</u> | <u>40,968</u> |
| NET ASSETS | | <u>92,929</u> | <u>119,946</u> |
| EQUITY | | | |
| Reserves | 10 | 514 | 14,273 |
| Retained Profits | 11 | <u>92,415</u> | <u>105,673</u> |
| TOTAL EQUITY | | <u>92,929</u> | <u>119,946</u> |



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th June 2013

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the NSW Associations Incorporation Act 2009. The committee have determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Impairment of Assets

At the end of each reporting period, the committee 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 statement.

Accounts Receivable and Other Receivables

Accounts receivable are recognised initially at the transaction price (i.e. cost) and are subsequently measured at cost less provision for impairment. 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.

At the end of each reporting period, the carrying amount of accounts receivable and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in profit and loss statement.



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th June 2013

Property, Plant and Equipment

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. It is the policy of the association to have an independent valuation every three years.

The revaluation of freehold land and buildings has not taken account of the potential capital gains tax on assets acquired after the introduction of capital gains tax.

Plant and equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal.

The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

Depreciation

The depreciable amount of Plant and Equipment and Motor Vehicles are depreciated on a diminishing value method over their useful lives to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset or over the term of the lease.

Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised over the life of the lease term.



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th June 2013**

Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits together with benefits arising from wages and salaries and annual leave, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs.

Contributions are made by the association to employee superannuation funds and are charged as expenses when incurred.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liabilities at the end of the reporting period for goods and services received by the association that remain unpaid.

Accounts payable are recognised at their transaction price. Accounts payable are obligations on the basis of normal credit terms.

Revenue and Other Income

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

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

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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

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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the assets or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST. The net amount of GST recoverable from, or payable to the ATO, is included with other receivables or payables in the balance sheet.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Cash and Cash Equivalents



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th June 2013

Cash and Cash equivalents include 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 on the balance sheet.

Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

BALANCE SHEET

AS AT 30 JUNE 2013

| | 2013 | 2012 |
|--|----------------|----------------|
| | \$ | \$ |
| Note 2 - REVENUE | | |
| Interest | 4,200 | 10,549 |
| Grants Received | 339,600 | 329,300 |
| Other | <u>26,924</u> | <u>21,998</u> |
| TOTAL REVENUE | <u>370,724</u> | <u>361,847</u> |
| Interest From: | | |
| Other persons | <u>4,200</u> | <u>10,549</u> |
| NOTE 3 - ITEM INCLUDED IN PROFIT | | |
| Expenses | | |
| Depreciation Non Current Assets | 3,958 | 7,729 |
| Remuneration of Auditor | | |
| Audit or Review | 7,547 | 6,760 |
| Rental Expenses on Operating Leases | | |
| Leasing charges | - | 4,931 |
| Net Loss on Disposal of Property, Plant and Equipment | 3,101 | 34,582 |
| NOTE 4 - CASH ASSETS | | |
| Cash in hand | 95 | 1,709 |
| Cash at Bank | <u>96,995</u> | <u>115,175</u> |
| | <u>97,090</u> | <u>116,884</u> |
| NOTE 5 - RECEIVABLES | | |
| Current | | |
| FBT Receivable | - | 10,393 |
| GST on Acquisitions | <u>6,441</u> | <u>6,175</u> |
| | <u>6,441</u> | <u>16,568</u> |



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650

BALANCE SHEET
AS AT 30 JUNE 2013

| | 2013 | 2012 |
|--|---------------|---------------|
| | \$ | \$ |
| NOTE 6 - PROPERTY PLANT AND EQUIPMENT | | |
| Plant and Equipment | 30,142 | 30,142 |
| Less Prov'n for Depreciation | 26,102 | 24,359 |
| | <u>4,040</u> | <u>5,783</u> |
| Motor Vehicles - at Cost | - | 45,102 |
| Other persons | - | <u>23,423</u> |
| Less Prov'n for Depreciation | <u>-</u> | 21,679 |
| | <u>4,040</u> | <u>27,462</u> |
| NOTE 7 - OTHER ASSETS | | |
| Current | | |
| Prepayments | 7,999 | - |
| NOTE 8 - TRADE AND OTHER PAYABLES | | |
| Other Creditors | 10,025 | 22,468 |
| Accrued Expenses | <u>4,695</u> | <u>5,000</u> |
| | <u>14,720</u> | <u>27,468</u> |
| NOTE 9 - PROVISIONS | | |
| Current | | |
| Provision for Employee Leave | <u>7,921</u> | <u>13,500</u> |
| Aggregate Employee Benefit Liability | <u>7,921</u> | <u>13,500</u> |
| NOTE 10 - RESERVES | | |
| General Reserve | <u>514</u> | <u>14,273</u> |
| Movements during the year | | |
| Opening Balance | 14,273 | 19,743 |
| General Reserve | (13759) | (5470) |
| Closing Balance | <u>514</u> | <u>14,273</u> |



Mental Health Carers ARAFMI NSW Inc. ABN 70 653 824 650
BALANCE SHEET
AS AT 30 JUNE 2013

| | 2013 | 2012 |
|--|---------------|----------------|
| | \$ | \$ |
| NOTE 11 - STATEMENT OF CHANGES IN EQUITY | | |
| As at 30 June 2013 | | |
| Opening Retained Profits (Accumulated Losses) | 105,674 | 286,254 |
| Net Profit / (Loss) | (27,018) | (186,051) |
| Transfer to Reserves | | |
| General Reserve Transfer | | |
| In/(Out) | <u>13,759</u> | <u>5,470</u> |
| | <u>4,040</u> | <u>27,462</u> |
| Closing Retained Profits (Accumulated Losses) | | |
| At End of Financial Year | <u>92,415</u> | <u>105,673</u> |

NOTE 12—ASSOCIATION DETAILS T

The registered office of the company is: Mental Health Carers ARAFMI NSW Inc. Suite 501 80
WILLIAM STREET EAST SYDNEY 2011

The principal activities of the company were MENTAL HEALTH.



Mental Health Carers ARAFMI NSW Inc.
A.B.N. 70 653 824 650

2013 COMMITTEE'S DECLARATION

The committee have 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.

The committee of the association declare that:

1. The financial statements and notes, as set out on pages 1 to 10:
 - (a) comply with Accounting Standards as detailed in Note 1 to the financial statements and the Associations Incorporations Act 2009; and
 - (b) give a true and fair view of the association's financial position as at 30 June 2013 and of its performance for the year ended on that date.
2. In the committee's opinion 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 declaration is made in accordance with a resolution of the Members of the Committee and is signed for and on behalf of the committee by:

Member Kristine Havron
KRISTINE HAVRON (President)

Member Gordon Wing-Lun
GORDON WING-LUN (Treasurer)

Dated this 14th day of November 2013.



INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF MENTAL HEALTH CARERS ARAFMI NSW INC.

A.B.N.70 653 824 650

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Mental Health Carers ARAFMI NSW Inc. (the association), a non reporting entity, which comprises the balance sheet as at 30 June 2013, profit and loss statement, a summary of significant accounting policies, other explanatory information and the declaration by members of the committee.

Committee's Responsibility for the Financial Report

The committee of Mental Health Carers ARAFMI NSW Inc. is responsible for the preparation and fair presentation 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 Act NSW 2009 and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditors' judgment, 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 auditors consider internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Liability limited a scheme approved under
Professional Standards Legislation.



**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF MENTAL HEALTH CARERS ARAFMI NSW INC.
A.B.N.70 653 824 650**


Auditors' Opinion

In our opinion, the financial report of Mental Health Carers ARAFMI NSW Inc. presents fairly, in all material respects the financial position of Mental Health Carers ARAFMI NSW Inc. (Non reporting) as of 30 June 2013 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act NSW 2009.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the Associations Incorporation Act NSW 2009. As a result, the financial report may not be suitable for another purpose.

Name of Firm: GOSS & CLARKE
Chartered Accountants

Name of Partner: 

Address: Level 6, 10 Spring Street, Sydney.

Dated : 19 November 2013

Liability limited a scheme approved under
Professional Standards Legislation.