



# 2004-2005 ANNUAL REPORT



NATIONAL ASSOCIATION  
for LOSS and GRIEF

VICTORIA

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## Committee of Management

<p><b>Committee of Management 2004/05</b></p> <p>Tim Adam (President)</p> <p>Paul Tricker (Vice President)</p> <p>Mary Hansen (Treasurer to 19 April 2005)</p> <p>Rod Harris (Treasurer)</p> <p>Megan Moorhouse</p> <p>Alan Nightingale</p> <p>Roslynne Winkler</p> <p>Marge O'Donnell</p> <p>Pat Osborne</p>	<p><b>Life Members</b></p> <p>Archdeacon Frank Lowe</p> <p>Jean Cheshire OAM</p> <p>Irene Renzenbrink</p> <p>Meg Renfrey</p> <p>The Rev'd Bob Ower</p> <p>Professor Terry Seedsman</p> <p><b>Patron</b></p> <p>Mrs Lynne Landy</p> <p><b>Public Officer</b></p> <p>Tim Adam</p>
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## Sub-Committees & Chapters

<p><b>Assessment and Accreditation Board</b>            Alan Nightingale (Convenor)            Annie Cantwell-Bartl            Anne Giljohann            Bruce Rumbold</p> <p><b>Education and Research</b>            Mary Hansen (Convenor)            Joan Roberts            Jon Stebbins            Geraldine Paine            Bette Phillips</p>	<p><b>Ethics</b>            Maralyn Karpathiou            Ros Winkler</p> <p><b>Finance and Management</b>            Tim Adam            Paul Tricker            Rod Harris</p> <p><b>Chapter Convenors</b></p> <table> <tbody> <tr> <td>Danny Blackford</td> <td>Gippsland</td> </tr> <tr> <td>Ian Johnson</td> <td>South West</td> </tr> <tr> <td>Brenda Rutherford</td> <td>Grampians</td> </tr> <tr> <td>Beryl Kenny</td> <td>Barwon</td> </tr> </tbody> </table>	Danny Blackford	Gippsland	Ian Johnson	South West	Brenda Rutherford	Grampians	Beryl Kenny	Barwon
Danny Blackford	Gippsland								
Ian Johnson	South West								
Brenda Rutherford	Grampians								
Beryl Kenny	Barwon								

## Staff

<p><b>Executive Officer</b>            John Edwards</p> <p><b>Information and Membership Services Officer</b>            Catherine Prescott</p> <p><b>Community Education Officer</b>            Hilda Quiroga (to December 2004)</p> <p><b>Community Education Coordinator</b>            Christina Baxter</p> <p><b>Information and Administration Officer</b>            Anna Bardsley</p> <p><b>Consultant Finance Officer</b>            Mary Hansen (to June 2005)</p> <p><b>Finance Officer</b>            Huda Al-Madhoun (to October 2004)            Darrell Harding</p> <p><b>Project Officers</b>            Dr Arlie McQueen (to June 2005)            Ron Tiffen (to June 2005)</p>
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# President's Report

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It has been a challenging and rewarding year for the association and I am pleased to report that the Association has met its DHS funding agreement obligations, continued and developed its non DHS funded activities and strengthened its financial position.

Importantly the Association has finished the year with solid achievements in supporting the loss and grief sector and the wider community through its information and referral service, community education program, practitioner accreditation program, Grief Awareness Week, seminars, information materials and the work of its regional Chapters.

I am also pleased to report that the relocation of the Association's offices to East Melbourne has been well received by the members and the sector.

A significant development during the year for the Association and the sector was the release of the report of the *Review of Specific Grief and Bereavement Services Funded by Department of Human Services* (DHS) . On the whole, the Association agrees with the key findings of the report and the subsequent decisions of the Department of Human Services to strengthen the capacity of community health services in relation to grief and bereavement needs and to consolidate DHS's specialist grief and bereavement funding into a single specialist bereavement service.

Following DHS's decisions, new funding has been made available to community health services and the DHS funding that is currently provided to NALAG and the Centre for Grief Education will be made available to a *new* specialist bereavement service post June 2006. Neither NALAG's or CGE's DHS service agreements are to be continued past June 2006.

In response to the review outcomes the Committee of Management (COM) and Executive Officer, John Edwards, have been working hard on rearticulating, adapting and developing the Association's DHS funded and independently funded activities to better meet the needs of the loss, grief and bereavement sector in the changing environment. The work through the year has been demanding and the achievements remarkable.

With the support of DHS, as part of the new directions NALAG and Centre for Grief Education (CGE) worked together with the view to establishing the new specialist bereavement service. Throughout this process NALAG remained committed to a fair and equitable establishment of a new service that would draw on the capacities and strengths of both organisations and actively engage with the sector. Regrettably the negotiations were unsuccessful.

Still wanting to build on the strengths and capacities of the two organisations, DHS invited NALAG and CGE to work with them on designing and delivering the new service. In the first instance NALAG and CGE accepted DHS's constructive offer. However CGE subsequently declined the offer and DHS has now indicated that it will be putting the

new specialist bereavement service out to tender.

NALAG remains committed to the creation of a new specialist bereavement service and is now looking forward to collaborating with other organisations in tendering for the new service. However in the meantime NALAG will continue to operate and develop its services in keeping with the new directions and continue to support its members and the loss and grief sector.

The Association's achievements in the year just passed would not have been possible without the skills and hard work of its staff. It has been a year of change and uncertain times and the effort and dedication of all the staff has been very much appreciated. Thank you to everyone on the team for your commitment and contribution to the Association's work.

The Association's new Executive Officer, John Edwards has provided effective leadership and support in what by any measure has been a year fraught with challenges. Thank you John for your contribution, you are a significant asset to the Association.

My fellow members of the Committee of Management have brought valuable skills, commitment and wisdom to the association. It has been a demanding year and the Committee has risen to the challenge. Thank you for your support, hard work and good governance.

During the year the Community Education Committee, the Ethics Committee, the Accreditation Board and the Committee members who served on the Transition Steering Committee have made significant contributions to the work of the Association. NALAG's Chapters have also made an important contribution to the Association's work in regional Victoria. Thank you to all of the members who gave their time and served on the committees and supported the work of the Chapters. Your work has been very much appreciated. A extra thankyou to Committee of Management members Meg Moorhouse, Ros Winkler, Alan Nightingale and Mary Hansen who acted as Convenors for the various NALAG Committees.

Finally, I would like to thank DHS for its continued support for the Association and the work of the DHS staff to improve the loss, grief and bereavement sector in Victoria.

The immediate future will be a time of significant change and challenging opportunities for the Association and the sector. I am confident that NALAG will embrace the change and respond to the challenges with creative, thoughtful and careful work. I am also confident that NALAG will continue to be focussed on achieving the best possible outcome for loss and grief services in Victoria.

I look forward to your continued support in what is shaping up to be a year of exciting opportunities.

Timothy Adam  
President

# Executive Officer's Report

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During my first twelve months at NALAG I have become acutely aware that the experience of loss and grief is normal, painful, deeply personal and life changing. Equally I have learned that for many people the experience can be lonely, bewildering and personally damaging. Fortunately most people have the care and support of a network of family and friends when they grieve. However after a year at NALAG I have come to appreciate that many people are isolated and don't have access to a network of care and support and that some people require specialist assistance to manage their grief.

Importantly my experience at NALAG has highlighted the high level of need for loss and grief support services and the short supply of affordable and accessible services. In summary I have come to recognise the vital importance of NALAG's role in raising community awareness of loss and grief, supporting the work of loss and grief services and practitioners and connecting members of the community with appropriate services.

With the above in mind, the *Review of Specific Grief and Bereavement Services Funded by Department of Human Services* (DHS) has proved to be an excellent opportunity for NALAG to contribute to the development of an improved loss, grief and bereavement service system in Victoria. The outcomes of the review will mean change for the sector and change for NALAG, perhaps even painful change. However the benefits of having the loss and grief sector recognised and the identification of a commonly understood and supported service system framework should lead to much stronger loss, grief and bereavement service system.

In a year of review and change I am pleased to report that NALAG's services have been maintained and developed. During the year 2,980 people were connected with an appropriate service, 615 agencies and/or practitioner were supported in their work and 42 community education sessions provided for community organisations. In addition the practitioner accreditation program has been maintained and developed and a new seminar program was successfully introduced. Again Grief Awareness Week proved to be an important event and the Chapters continued to support loss and grief work in regional Victoria.

Through the year NALAG's new Loss and Grief Brochure, the Tsunami Brochure and the improved Newsletter have been well received. In an already full year NALAG also contributed to a range of important service system initiatives including the DHS Emergency Management Exercise (Heavy Metal) and the DHS self regulation of the counselling sector project. I have particularly appreciated NALAG's involvement with the Victorian Bereavement Services Network. Another highlight of the year was the metropolitan and regional consultations with the NALAG membership. The information and feedback from the membership was excellent.

The work of organisations cannot be effectively undertaken without good governance, skilled management and supportive administration systems. I am pleased to report that during the year NALAG reviewed and introduced a new constitution, reviewed the practitioner accreditation program, reviewed its ethics and complaints guidelines, reviewed and upgraded its IT and

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computer systems, reviewed and improved its financial management systems including the introduction of program budgeting, and relocated to new offices in East Melbourne.

As you can appreciate from the above it has been a demanding year with significant achievement. The amount of work undertaken and the achievements of the year would not be possible without the collaborative effort between the Committee of Management, the staff and those members of NALAG who generously and freely give their time to the work. I thank you all for your support, work and good example.

For me coming to an organisation during a period of rapid change has been an interesting and rewarding experience. At the same time the year has been personally challenging and I have particularly appreciated the support provided by the President, Tim Adam, and the two Treasurers during the year Mary Hanson and Rod Harris. Thank you. I extend a extra thank you to Mary who assisted NALAG while it was in-between finance officers.

The staff at NALAG are great and their contribution to the work of NALAG is substantial. They have put up with my idiosyncratic ways and still get the job done. Huda Al-Madhoun and Hilda Quiroga left during the year after making a good contribution to the work of NALAG. Anna Bardsley and Christina Baxter were welcomed t NALAG during the year and have already made a significant difference. I was pleased to welcome Darrell Harding to look after the finances and he's doing it extremely well. Dr. Arlie McQueen and Ron Tiffen joined NALAG for a short time to undertake some specific project work and I have sincerely appreciated your contributions and support. Cathy Prescott has been with NALAG for many years and I have certainly valued her knowledge, flexibility and ability to make things happen with a minimum of fuss. Thank you to you all for a year well done!

Finally I thank my colleagues from DHS, Lea Pope and Amanda Bolleter for their thoughtful and constructive approach with respect to a number of very difficult matters.

I am looking forward to a new year of improved loss, grief and bereavement services in Victoria.

John Edwards  
Executive Officer

# Treasurer's Report

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## General Comment

2004/2005 has been a year of review, change and consolidation for NALAG in respect to finances.

During the year there has been a review of the financial processes within the organisation to ensure that practices and procedures are in place to support an effective financial management system. The outcomes of the review have been changes that give greater accountability and clarity to financial activities, and allow better management of the Association's resources. The end of the year has been a period of consolidation, with effective controls and appropriate delegations that support the Association's purpose and achieve its mission.

The Committee also reviewed opportunities to seek recovery or partial recovery from other interested parties in relation to the theft of Association funds in previous periods. Following receipt of legal advice, and the consideration of costs and the risk of being unsuccessful in any legal action taken, the Committee of Management resolved to take no further legal action in this matter. This decision has been conveyed to the parties concerned. NALAG will continue to seek enforcement of Court Orders already in place. However, as the success of these orders cannot be determined, no provision for further recoveries has been made in the accounts. In the event of recoveries being made, these will be reported as and when they occur.

NALAG has achieved an operating profit of \$58,537 on the year's trading. This has arisen from a number of sources but is essentially through the number of unfilled positions on staff. Despite these positions being vacant, the Association has achieved its performance requirements in respect to the DHS Grants, and has continued to deliver quality services and support to its members.

As at 30 June, NALAG has total assets of \$286,218, including approximately \$18,000 for the NALAG/CGE Transition. Events subsequent to the end of financial year mean that this funding may no longer be required and there will be discussions with the Department of Human Services. Liabilities, including the DHS Reimbursement, total \$153,039, of which over \$86,000 is the DHS reimbursement.

Of the net assets of \$133,179, \$45,693 is held as fixed assets, cash and investments.

## Income

Grant income continues to be the most significant component of NALAG funding. However, there has been a pleasing shift to non-grant income from Accreditation, Investment and Seminar/Workshop Income. In relation to the latter, NALAG's focus on presenting low cost high impact seminars and workshops focussing on the development of the grief and loss field and its practitioners is particularly pleasing.

## Expenditure

As in all service organisations, staffing costs continue to be the biggest single expenditure. These have been well managed to ensure that staff are appropriately remunerated for the work undertaken, and recognise the skills and experience that the organisation requires to deliver its services.

## Other

NALAG has improved its management and monitoring of funds and funding over the past year, and the Board is fully informed regarding the Association's financial performance. NALAG has introduced systems and mechanism that provide effective control over the authorisation of expenditure, and the control of income. One development has been to shift to electronic funds transfer arrangements with Bendigo Bank to provide efficient and effective payment systems. During 2005/2006 the Association will further review its financial practices and policies to ensure that they are at the leading edge for organisations of its size and complexity.

During the year, the Department of Human Services advised NALAG that the purchase of services by the Department from NALAG would cease on 30 June 2006. This is an outcome of a review of grief and bereavement services that was concluded during the financial year. In October 2005, the Department advised that the funds applied to the purchase of services currently provided by NALAG and the Centre for Grief Education Inc would be the subject of a competitive tender process.

I would like to recognise the contribution of Mary Hansen, my predecessor as Treasurer of NALAG, in managing the accounts of the organisation. I would also like to thank Jan Collyer of J L Collyer and Partners for her effective and efficient audit process.

Rodney Harris

## Education Services

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The community education program is a statewide activity that has been established to provide information and raise awareness which reflects service requirements and enhances the response of the community to loss, grief and bereavement issues.

The program is targeted at communities, community groups, Community Health Services, government departments, local government, the health sector, the education and training sectors, and individual members of the public.

Key activities of the community education program include

- The provision of free / low cost community and agency information sessions by accredited loss and grief educators
- The development and distribution of loss and grief information material
- Undertaking promotional and awareness raising activities, including the print and electronic media
- The provision of a telephone information service and a website to support the work of community organisations, government departments and agencies and practitioners

- The coordination of "Grief Week". An annual statewide promotion of loss and grief in the last week of August

The Community Education Program is a valuable aspect of NALAG's work. Its flexibility and accessibility is reflected in the diversity of the organisations requesting information and education sessions on loss and grief. Sessions were presented to many community organisations, professional bodies, volunteer groups, schools, and health centres. No session is ever the same. Grief is a unique experience and it is these vastly different experiences that create the very distinct nature of each session. Inevitably when talking about loss and grief, one's own experiences of grief and loss can come to mind and this was certainly the case in many of the information sessions presented. It is a testament to the courage of individuals who can share their stories of pain and sorrow with others and support one another through difficult times. There were also many moments of laughter and lively discussion.

The information sessions cover topics such as what is loss? What is grief? How does grief impact on us? What are the experiences of grief? What factors influence the way we grieve? How can we support those who are grieving? Self-care and where to go for assistance.

In 2004/2005 Community Education and or/Information sessions were held for a wide range of organisations including;

Dianella Community Health CASA House  
Federation of Victorian Counsellors Frankston Psych Hospital  
Royal Talbot Nursing Home  
St Vincent's Day Patient Group  
Peter James Centre  
Abercare Family Services Brimbank  
Eltham Lodge  
Alzheimer's Association  
Armadale Disability Support Group  
Heidelberg Centrelink  
City of Kingston  
Ascot Vale Kindergarten  
Yarraville Kindergarten  
Kensington Childcare  
Residential Workers — Disabilities Preston  
Berwick Private Nursing Home

# Information Services

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The telephone information and referral program provides information and assistance to individuals, service providers and practitioners who are seeking to access loss, grief and bereavement support and/or services.

The service provides active assistance in identifying appropriate services and and/or support programs for people who have loss and grief needs.

The service has proved to be particularly important for isolated and low income members of the community in both metropolitan and regional Victoria. The service operates with a 'free call' facility for regional Victoria.

The information and referral service is delivered by caring and experienced staff that are skilled in providing information and support in the context of loss and grief and bereavement. In providing assistance the service regularly consults with generalist and specialist health and community service providers including specialist loss and grief service providers.

The service provides active assistance in identifying appropriate services and/or support programs for people who have loss and grief needs. The program is a free service that is targeted at members of the public, community organisations, community groups, government departments, Local Government and the health sector - including community health services.

In the 2004/05 year demand for the service continued to be high. The service assisted 2,980 people access an appropriate loss and grief service. 615 agencies and practitioners were assisted during the period.

NALAG continued to provide high quality information regarding the availability of free and low cost counselling. In 2004/05 the extension of community health counselling services to include grief counselling has improved access to free and low cost counselling.

## **Website**

The NALAG (VIC) website ([www.nalagvic.org.au](http://www.nalagvic.org.au)) continues to provide information on all of the organisation's activities including accreditation, practitioners and Grief Awareness Week.

### **Case Studies**

1. A mother rang concerned about her daughter interstate whose husband had been killed whilst working in a civilian capacity in Iraq. The mother felt the daughter needed counselling but was financially unable to afford it. NALAG advocated on behalf of the daughter with the Vietnam Veteran's Counselling Service interstate and they agreed to see her although she did not strictly fit their criteria.
2. A worker from Residential Aged Care rang with concerns about an elderly resident in an aged care facility. The woman was not mobile and therefore needed a home visit. NALAG arranged for the resident to be seen by the Aged Care Counselling team in the relevant municipality.
3. A woman rang on behalf of a friend in Sri Lanka who had lost touch with an elderly woman who lived in rural Victoria. NALAG traced the name and contacted the local hospital and the police. Eventually the woman was found through the local hospital. Several days later the original caller rang to say that the two women had been successfully reunited.
4. An isolated male pensioner in rural Victoria rang seeking grief counselling. NALAG contacted the local community health service who provided brokerage funding to engage a local loss and grief practitioner. The pensioner received a free service.
5. A young woman contacted NALAG looking for some post abortion support. She was put in touch with a local service and an abortion support agency.
6. A husband contacted NALAG seeking support for himself and his wife who had just experienced a miscarriage. He was put in touch with a specialist support service at a hospital and a support group.
7. Calls to the NALAG (Vic) Information and Assistance Service come from schools, kindergartens, local government, aged care staff, hospital staff, DHS and other agencies, bereaved people and friends/relatives of bereaved people.
8. The police contacted NALAG for referral to loss and grief counsellors in rural Victoria

### **About Loss, Grief & Bereavement Support**

NALAG continued to distribute the pamphlet 'About Loss, Grief & Bereavement Support'. The pamphlet was distributed to hospitals, community health, schools, churches etc. In addition, the pamphlet was available in seven community languages; Turkish, Vietnamese, Italian, Greek, Cantonese, Arabic and Spanish.

# Membership Services

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The Membership Program is a core activity of NALAG that informs and supports the loss and grief work and aspirations of its individual and organisation members. The general membership program engages a wide variety of individuals and organisations with a special interest in loss, grief and bereavement.

NALAG supports its members with information, newsletters and opportunities to participate in the loss and grief sector including forums and seminars. NALAG draws on the knowledge, skills and experience of its membership through consultations, regional groups (Chapters), specialist committees and participation in NALAG meetings and activities. The membership plays an important role in determining NALAG's activities and establishing NALAG's priorities.

NALAG members receive discounts on NALAG seminars, forums and workshops. Staff are always available to discuss any issue members may have.

## **Membership**

NALAG had 329 financial members in the 2004-05 year. Of these 54 memberships were organisations, and twenty six were concession. Uncertainty about the future of the sector following the DHS review has affected membership renewals however the Association remains confident that numbers will increase when some clarity is achieved. Members continued to receive the quarterly NALAG newsletter. Contributions from members are a valued resource.

## **Accreditation**

The Practitioner Accreditation Program plays an important role in establishing and maintaining appropriate professional education, training and practice standards for loss and grief counsellors and educators. The accredited practitioners are also full members of NALAG. In addition to the benefits of being a member of NALAG, practitioners have access to NALAG's professional information and support service.

Importantly members support the work of NALAG and contribute to the development of improved loss and grief information and services in Victoria.

Nine applications for Professional Accreditation were approved in the 2004/05 year. NALAG (Vic) now has 240 members with Professional Accreditation.

## **Newsletter**

The NALAG newsletter reflects the members interests and topical issues pertaining to the loss and grief sector. During the 2004/05 year the NALAG newsletter published four newsletters. Articles included Riutuals—their part in the grieving process and An Introduction to Horticultural Therapy as a Treatment Regime for Children.

# Program Development

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The community and service system development program undertakes activities to strengthen the community's capacity to respond to loss and grief issues and needs. The program has a particular focus on improving the availability and access to loss and grief services.

A central element of this program is the development and support of local and regional loss and grief service networks. This is achieved by providing practical support including the provision of resources, information and connection to the wider loss and grief sector. NALAG also provides advice and consultation in relation to service development and support for local projects. The program also undertakes projects to identify service needs and effective pathways to accessing the available services. In addition NALAG's regional Chapters meet regularly and undertake a variety of local activities.

The following provides a brief description of NALAG's four core activity areas.

## *1. Community Education*

The community education program strengthens the community's capacity to respond to grief and bereavement issues and service requirements by providing information and raising awareness of grief and bereavement issues and services. The program is a free / low cost service that is targeted at members of the public, community organisations, community groups, government departments, Local Government and the health sector - including community health services.

## *2. Information and Referral*

The information and referral program provides information and assistance in relation to accessing appropriate grief and bereavement support and services. The program is a free service that responds to community organisations, community groups, government departments, Local Government, the health sector, the education and training sectors and individual members of the public.

## *3. Community and Service System Development*

The community and service system development program incorporates a range of activities that maintain and facilitate the development of appropriate responses to grief and bereavement in the community including:

- Partnerships and collaborations with Government and community organisations to address loss, grief and bereavement issues.
- Undertaking projects that inform the loss, grief and bereavement service system in relation to community need, public policy and service provision.

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- Supporting community networks and agencies (including NALAG Chapters) that are concerned about and respond to loss, grief and bereavement needs in the community.

#### 4. *Membership and Accreditation*

The membership and accreditation program strengthens the capacity of the community to effectively and appropriately respond to loss, grief and bereavement by:

- Developing and supporting organisations, community groups, practitioners and individuals who have a special interest in grief and bereavement.
- Maintain and develop the loss and grief practitioner and organisation accreditation program.
- Maintain and develop loss and grief training and education recognition program.

## Seminar Series 2005

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In 2005 NALAG introduced a seminar series to resource workers and professionals in the loss and grief sector. The aim of the seminars was to provide low cost, high quality professional education on a range of topics of interest to workers in the field.

Between March 2005 and July 2005 three seminars were held;

- Rituals and Memorials—their importance in the grieving process
- The Empty Bed Syndrome—coping strategies for allied healthcare professionals, and
- Loss, Grief and Disabilities—Exploring the often invisible grief surrounding disability

The disability seminar attracted the largest registration with 120 people registered for the morning.

The Seminar Series has become an important part of the work of NALAG (Vic) and input from members regarding topics for future seminars is integral to its success.

In the 2005/2006 period 6 metropolitan and six regional seminars are planned.

# Grief Awareness Week

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Grief Awareness Week aims to raise community awareness of the impact of loss and grief and how it affects individuals, families and communities. The Association particularly encourages community participation.

In 2004, the theme for Grief Awareness Week was 'Grief is a pain...'. At the Annual Forum the keynote speakers were Julie Dunsmore, President of NALAG NSW who spoke about her experiences in supporting the victims and their families following the Bali bombings, and John Richardson, Manager State Recovery Unit, DHS, who discussed the impact of emergencies on the well-being of communities.

There was a panel of speakers with representatives from Very Special Kids, Road Trauma Support Team, The Asylum Seekers Resource Centre and the Jesuit Social Services. Bob Solly, Deputy Commissioner, Department of Veteran Affairs launched a video "The Impact of Loss and Grief on Veterans and their Families."

The Annual Grief Awareness Week Awards recognize outstanding achievements in the loss and grief field. In 2004, awards were given in the areas of media, community education, service provision and innovation and development.



The Annual Grief Awareness Week Forum was held at the Melbourne Town Hall on Wednesday 1st September 2004.

# Chapters

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NALAG has Chapters in the Grampians, Barwon, South-West and Gippsland Regions. The Chapters are an integral part of NALAG's regional focus and provide the opportunity for professionals to share resources, network and meet the regional needs of their area. The Convenors for 2004/05 were Beryl Kenny (Barwon), Ian Johnson (South West), Joan Ennis and Brenda Rutherford (Grampians) and Danny Blackford (Gippsland).

Each Chapter has regular meetings throughout the year, some chapters run workshops, and all host events and generally keep their members informed and well resourced.

The Chapters are also very actively involved during Grief Awareness Week and host regional events to mark the week. In 2004 Barwon hosted an evening of music, poetry and reflection.

NALAG values its Chapters and acknowledges the time and effort put in by its committed chapter members and Convenors.

During the 2005/2006 period 3 new chapters will be established in regional Victoria.



Members of Barwon Chapter—Grief Awareness Week 2004

# Financial Report for the year ended 30 June 2005

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## STATEMENT BY THE COMMITTEE OF THE NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC) INC FOR THE FINANCIAL YEAR ENDED 30 JUNE 2005.

In the opinion of the committee the financial report as set out on pages 18-23

1. Presents a true and fair view of the financial position of the National Association for Loss and Grief (Vic) Inc. as at 30 June 2005 and its performance for the financial year ended on that date in accordance with the Australian Accounting Standards and other mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement there are reasonable grounds to believe that the National Association for Loss and Grief (Vic) Inc will be able to pay its debts as and when they fall due.

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

Tim Adam  
PRESIDENT

Rod Harris  
TREASURER

Dated 19th day of October 2005 East Melbourne

## National Association For Loss And Grief (Vic) Inc.

### Statement of Financial Position

As at 30 June 2005

	2005	2004
	\$	\$
<b>EQUITY AND RESERVES</b>		
Chapter Reserves	-	7,788
Retained Earnings	133,179	66,855
<b>TOTAL EQUITY AND RESERVES</b>	<b>133,179</b>	<b>74,643</b>
Represented By:		
<b>CURRENT ASSETS</b>		
Petty Cash Imprest	300	300
Cash at Bank - Operating A/C	4,480	3,205
Cash at Bank - Cash Mangt A/C	187,211	165,397
Cash at Bank - Bendigo Cash Mangt A/C	39,995	-
Cash at Bank - Bendigo Donations A/C	99	-
Bond	5,000	-
Prepayments	3,439	29,909
Provision for GST	-	372
	<b>240,525</b>	<b>199,183</b>
<b>NON CURRENT ASSETS</b>		
Motor Vehicles	26,626	-
Less Accumulated Depreciation	649	-
	<b>25,977</b>	<b>-</b>
Office Furniture & Equipment	39,726	34,890
Less Accumulated Depreciation	20,010	19,164
	<b>19,716</b>	<b>15,725</b>
45,693	15,725	
<b>TOTAL ASSETS</b>	<b>286,218</b>	<b>214,908</b>
<b>CURRENT LIABILITIES</b>		
Cash at Bank – Bendigo Chq A/C	116	-
Sundry Creditors	6,708	6,594
Account Payables	1,717	-
Payroll Liabilities	8,651	1,254
Provision for Holiday Pay	13,142	6,465
Provision for GST	5,914	-
Income in Advance	24,364	-
	<b>60,614</b>	<b>14,313</b>
<b>NON-CURRENT LIABILITIES</b>		
DHS Reimbursement	86,471	122,471
Provision for Long Service Leave	5,955	3,482
	<b>92,426</b>	<b>125,953</b>
<b>TOTAL LIABILITIES</b>	<b>153,039</b>	<b>140,266</b>
<b>NET ASSETS</b>	<b>133,179</b>	<b>74,643</b>

## National Association For Loss And Grief (Vic) Inc.

### Statement of Financial Position

As at 30 June 2005

	2005	2004
	\$	\$
<b>INCOME</b>		
Accreditation Fees	17,467	14,482
Assessment Fees	28	1,214
Certificate Fees	-	275
Course and Workshop Income	5,919	5,770
Publication Sales	402	413
Donations and Fund Raising	1,293	24,563
Interest Received	7,642	4,547
Group Advertising	-	(436)
Newsletter Advertising	-	689
Workcover Reimbursements	-	1,951
Memberships	13,698	24,418
Sundry Income	100	30,859
Grants – Human Services	281,265	282,931
Grants – Other	34,700	-
Loss on Sale of Non-current Assets	(1,274)	-
	<b>361,239</b>	<b>391,677</b>
<b>EXPENDITURE</b>		
Accountancy Fees	8,558	4,743
Administration Fees	197	227
Advertising & Promotion	333	1,070
AGM Expenses	-	3,805
Audit Fee	2,275	5,075
Bank Charges	3,305	1,504
Building Maintenance	2,059	275
Computer Support	1,979	3,485
Conferences/Seminars	3,244	-
Depreciation	9,197	4,563
Employees' Amenities	1,732	280
Equipments Purchase	2,215	-
Holiday Pay	6,677	(2,205)
Insurance	1,118	530
Legal Costs	2,358	35
Library Expenses	275	181
Light & Power	525	700
Long Service Leave	2,473	367
Membership Expenses	162	624
Meeting Costs	4,943	2,401
Motor Vehicle Expenses	12,816	7,308
Newsletter Expenses	2,715	6,890
Postage & Courier	3,033	6,472
Printing & Stationery	11,523	7,446
Project Expenses	33,248	17,303
Rent & Storage	4,384	3,446

**National Association For Loss And Grief (Vic) Inc.**

Statement of Financial Performance

For the Year ended 30 June 2005

	2005	2004
	\$	\$
Salaries	82,737	81,003
Salary Sacrifice	70,366	63,267
Salary - Leave Loading	439	306
Staff Advertising	-	2,069
Staff Supervision	-	1,610
Staff Training & Welfare	119	59
Subscriptions & Registrations	255	364
Sundry Expenses	131	796
Superannuation Contributions	13,615	11,724
Telephone & Internet	10,270	7,884
Workcover	3,425	(812)
	302,702	244,793
<b>OPERATING PROFIT</b>	<b>58,537</b>	<b>146,883</b>
	2005	2004
	\$	\$
<b>OPERATING PROFIT</b>	<b>58,537</b>	<b>146,883</b>
Retained Earnings at the beginning of the financial year	66,855	(79,784)
<b>OTHER APPROPRIATIONS</b>		
Transfer To Reserves	-	(8,323)
Transfer From Reserves	7,788	8,079
	7,788	(244)
<b>RETAINED EARNINGS AT 30 JUNE 2005</b>	<b>133,179</b>	<b>66,855</b>

## NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC) INC

### STATEMENT OF CASH FLOWS

For the period ending 20th June 2005

	2005	2004
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from grants	281,265	311,224
Receipts from members	37,097	118,220
Sundry income received	60,873	4,702
Payments to suppliers and employees	(247,371)	(348,005)
Interest received	7,642	4,547
Net cash provided by (used in) operating activities (Note 2)	139,506	90,688
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Proceeds from (payment for) property, plant and equipment	-	12,273
Proceeds from (payment for) property, plant and equipment	(40,439)	(2,514)
Net cash provided by (used in) investing activities	(40,439)	9,759
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	(36,000)	(36,000)
Net cash provided by (used in) financing activities	(36,000)	(36,000)
Net increase (decrease) in cash held	63,067	64,447
Cash at beginning of year	168,902	104,455
Cash at end of reporting period (Note 1)	231,969	168,902

## NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC) INC.

### NOTES TO AND FORMING PART OF THE ACCOUNTS

For the period ending 30th June 2005

#### NOTE 1. RECONCILIATION OF CASH

For the purpose of the statement of the cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

##### (a) Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the

related items in the balance sheet as follows:

	2005	2004
Cash on Hand	300	300
Cash at Banks	4,463	3,205
Cash at management accounts	227,206	165,397
	231,969	168,902

#### NOTE 2. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING PROFIT

Operating Profit (Loss)	66,324	146,881
Non-cash flows in profit from ordinary activities:		
Depreciation	9,197	4,563
Equipment written off	1,274	-
Movements in assets and liabilities:		
(Increase)/decrease in other assets	(5,000)	3,602
(Increase)/decrease in reserves	(7,785)	-
(Increase)/decrease in prepayments	26,470	(29,749)
Increase/(decrease) in Income in Advance	24,364	-
Increase/(decrease) in provisions	9,150	(1,837)
Increase/(decrease) in creditors	15,512	(32,772)
	139,506	90,688



**J L COLLYER & PARTNERS**  
ACCOUNTANTS & AUDITORS

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**INDEPENDENT AUDIT REPORT**  
**To the Members of NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC) INC**

**INITIAL ENGAGEMENT**

We confirm that

In our opinion –

- (a) The opening balances do not contain misstatements that materially affect the current period's financial report;
- (b) The prior period's closing balances have been correctly brought forward to the current period; and
- (c) Appropriate accounting Policies are consistently applied in accounting policies have been properly accounted for and adequately disclosed.

**SCOPE**

We have audited the attached special financial report for **NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC) INC** for the year ended 30<sup>th</sup> June 2005. The Association is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. (These policies do not require the application of all Accounting Standards and UIG Consensus Views).

The audit opinion expressed in this report has been formed on the above basis.

**Audit Opinion**

In our opinion, the financial report presents a true and fair view in accordance with the accounting policies to the financial statements the financial position of **NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC) INC** as at 30<sup>th</sup> June 2005, and the results of its operations and its cash flows for the year then ended, and gives a true and fair view of the **NATIONAL ASSOCIATION FOR LOSS AND GRIEF (VIC)** during and at the end of its last financial year.

**Janet L Collyer**  
**J L COLLYER AND PARTNERS**  
**27<sup>th</sup> September 2005**





Front/Back cover illustration 'Wattle I Do?', by Faye Owen

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