



**Pilbara Community Legal Service Inc.**

# **ANNUAL REPORT**

## **2018-2019**



# Contents

About Pilbara Community Legal Service Inc.....	4
Board of Management.....	6
Vision .....	6
Purpose .....	6
Office Locations and Hours of Operation.....	6
Services .....	7
Funding .....	9
Positive Engagement of Local Volunteer .....	10
Board of Management Chairperson’s Report .....	11
Chief Executive Officer’s Report.....	13
Individual Service Reports.....	15
Legal Services .....	15
Financial Counselling Services.....	18
Domestic Violence Services.....	20
Housing Support Worker .....	22
Tenant Advice and Education Support.....	24
Supported Tenancy and Education Program (STEP) .....	26
Community Migrant Service.....	28
Redress Support Service.....	30
2016/17 Financial Reports .....	31

Pilbara Community Legal Service recognises the traditional owners of the lands across the Pilbara region and particularly the traditional owners on which the Pilbara Community Legal Service Offices are situated. We pay deep respect to Elders both past and present.

## PUBLICATION DETAILS:

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# Pilbara Community Legal Service Inc.

Pilbara Community Legal Service Inc. (PCLS) is a not-for-profit, government-funded community organisation that provides a range of free services which include; legal, financial counselling, tenancy advocacy and support, housing support, Redress, domestic violence advocacy and victim support and community migrant services. PCLS aims to reduce legal disadvantage, increase the capacity of individuals to manage their lives effectively and ensure people understand their rights and obligations. PCLS is part of a large national network of community legal service providers who occupy a unique position in law reform in Australia, pursuing a range of reform and public interest issues on behalf of disadvantaged people and the community at large.



Over the last 26 years, PCLS has become a highly valued part of the Pilbara's social infrastructure. PCLS is a well-established

service operating in four locations; Karratha, South Hedland, Roebourne and Newman.

PCLS provides outreach services across the Pilbara region to isolated communities such as Marble Bar, Nullagine, Onslow and Jigalong.

PCLS currently employs 25 full-time and part-time staff who are responsible to the Chief Executive Officer and the Principal Solicitor under the guidance of a voluntary Board of Management. All staff are sensitive to the presenting issues and encouraged to promote the service by participating in local community events, meetings and networking opportunities. As a result, they have developed a particular expertise working with people from culturally and linguistically diverse backgrounds.

Legal problems often have considerable adverse impacts on a broad range of life circumstances, including health, financial and social circumstances. For many individuals PCLS is often the first point of contact. PCLS strives to provide assistance to virtually anyone who walks in the door and some intensive services such as casework, advocacy, court representation, and community education to those experiencing

or at risk of social exclusion. PCLS does not only provide legal advice and assistance, but also encourages and empowers people to develop skills to be their own advocates. As a service delivery strategy, PCLS makes every effort to provide information, referral and advice to reduce escalation.

PCLS aims to assist low income and disadvantaged members of the community, these include but are not limited to:

- Community members identifying as Aboriginal and/or Torres Strait Islander
- Community members from culturally and linguistically diverse backgrounds
- Community members with intellectual, mental or physical disabilities, and
- Community members who may face discrimination in their access to services because of a particular characteristic such as age or gender.

The organisation's current strategic service delivery model is the outcome of an evidenced- based, pro-active, community involved process. As PCLS provides many services the team is able to work together and deal with multiple client issues simultaneously resulting in improved client outcomes. At the root of our service is the concepts of justice, human rights and community. PCLS adopts a rights-based, holistic, community development approach

to the delivery of the service, dealing not just with the 'immediate presenting problems' of clients, but also with other broader social community issues.

The demands for the services are expected to continue to increase significantly as the population of the Pilbara increases. All PCLS services are flexible and responsive, making PCLS a vital community organisation that contributes to the Pilbara region.

PCLS Staff and Board of Management are confident that despite issues associated with the Pilbara region, they can demonstrate excellence in terms of governance, program and service delivery, to empower the people of the Pilbara.

PCLS is unique in providing a holistic approach and not a 'referral roundabout'. It is extremely difficult to plan for when legal issues may arise, individuals do not budget for legal fees for issues like marriage breakdown, eviction or debt problems, however; PCLS ensures that every community member can access the services in the Pilbara regardless of their financial situation or social circumstances.

PCLS actively continues to improve their current services and expand where the need is.

## Board of Management

The Board of Management is a hard-working group of community based volunteers that work tirelessly and give freely of their time.

The Board of Management is responsible for the governance of the organisation, providing leadership and strategic direction.

The Board of Management is accountable to the membership ensuring that the organisation produces results, remains solvent, and complies with all of its legal, financial, and ethical obligations.

## Vision

*“Empowering the people of the Pilbara to manage their lives effectively”.*

## Purpose

Provide accessible, equitable, responsible and culturally appropriate advice, support and advocacy to the people of the Pilbara.

## Office Locations and Hours of Operation

**Hours of operation 8.00am – 4.00pm**

### Karratha Office (Regional Office)

Unit 1, 2, 3 Morse Court  
Welcome Lotteries House  
KARRATHA WA 6714  
Tel: 08 9185 5899  
Fax: 08 9185 6633



### Roebourne Office

2 Padbury Street  
ROEBOURNE WA 6718  
Tel: 08 6149 2031  
Fax: 08 9182 1180



### South Hedland Office

Unit 2, 9 Leake Street  
South Hedland Lotteries House  
SOUTH HEDLAND WA 6722  
Tel: 08 9140 1613  
Fax: 08 9172 2333



### Newman Office

Unit 4, 46 Iron Ore Parade  
Newman House  
NEWMAN WA 6753  
Tel: 08 9175 0148  
Fax: 08 9175 5298



## Services

### **CHIEF EXECUTIVE OFFICER**

#### **Karratha**

The Chief Executive Officer (CEO) is responsible for the operation of the organisation's physical, financial and human resources. The CEO is directly responsible to the Board of Management.

**Funding Body:** Federal Department of Attorney General, Community legal Service Program.

### **ADMINISTRATIVE ASSISTANT**

#### **Karratha, South Hedland**

The Administrative Assistants are responsible for the day-to-day administration of the service. They provide relevant assistance to the CEO, other staff and the Board of Management as required.



### **RURAL WOMEN'S OUTREACH SERVICE - PRINCIPAL SOLICITOR - PILBARA**

#### **Karratha**

This position responsible for the supervision and delivery of CLE and legal casework throughout the Pilbara to ensure people are aware of and able to access their legal rights. The Principal Solicitor responsible for the monitoring of file management and risk management supervision of all staff.

**Funding Body:** Federal Department of Attorney General– Community Legal Service Program.

### **INDIGENOUS WOMENS OUTREACH LAWYER PILBARA**

#### **South Hedland**

This position responsible for the delivery of community legal education and legal casework throughout the Pilbara to ensure that people are aware of and able to access their legal rights.

**Funding Body:** Federal Department of Attorney General– Community Legal Service Program/ Department of Prime Minister and Cabinet.

### **SOLICITOR**

#### **Karratha**

This service is responsible for providing community legal education and legal casework in the West Pilbara to ensure that people are aware of their rights and able to access relevant information and services.

**Funding Body:** WA Public Purpose Trust



### **REDRESS SUPPORT SERVICE**

#### **Karratha, Roebourne and South Hedland**

This position covers the Pilbara and is based in Karratha, Roebourne and South Hedland. Our redress support workers are here to help survivors of sexual abuse understand the Scheme, talk about feelings and guide them through the whole application process.

**Funding Body:** Department of Social Services



**Financial Counsellors  
Karratha, Roebourne, South Hedland and  
Newman**

Financial counsellors are responsible for providing support and advocacy for people experiencing financial difficulty with the objective of developing clients' skills, knowledge and confidence to effectively manage their financial and housing situation.

**Funding Body:** Department of Communities



**TENANCY ADVICE AND EDUCATION SERVICE  
Karratha and South Hedland**

The service advocates for and supports clients seeking to access housing. The service provides tenancy education and advocacy to people in the Pilbara to ensure that they are aware of their rights and responsibilities as tenants.

**Funding Body:** Department of Mines Industry Regulation and Safety

**SUPPORT TENANT AND EDUCATION  
PROGRAM (STEP)  
Karratha, Roebourne, South Hedland and  
Newman**

STEP is responsible for providing support to tenants to maintain their public housing tenancy, to assist families and individuals to increase their knowledge and skills to maintain stable accommodation.

**Funding Body:** Department of Communities

**NATIONAL PARTNERSHIP AGREEMENT ON  
HOMELESSNESS (NPAH):  
(HOUSING SUPPORT WORKER)**

**Karratha, Roebourne, South Hedland and  
Newman**

The service engages with and ensures that people who are experiencing homelessness are effectively linked with mainstream services to address issues including employment, health, financial management and social integration, to obtain housing and sustain their tenancy.

**Funding Body:** Department of Communities.



**DOMESTIC VIOLENCE ADVOCACY AND  
VICTIM SUPPORT SERVICE  
Karratha**

This service covers the Pilbara and contributes to the Department of Communities desired outcome 'that at-risk families and individuals are able to resolve crises and promote the safety and wellbeing of themselves and their family members and falls within the service delivery area of supporting individuals and families at risk or in crisis.'

**Funding Body:** Department of communities

**KEEPING WOMEN SAFE IN THEIR HOMES  
South Hedland**

This service covers the Pilbara and contributes to the Department of communities desired outcome 'that at-risk families and individuals are able to resolve crises and promote the safety and wellbeing



of themselves and their family members and falls within the service delivery area of supporting individuals and families at risk or in crisis.'

**Funding Body:** Department of Communities

### **DOMESTIC VIOLENCE OUTREACH INITIATIVE – PILBARA REGION (NPAH)**

#### **South Hedland**

This service covers the Pilbara region. The service assists at-risk families and individuals to resolve crises. The service ensures the safety and well-being of women and children and assists them to find solutions to problems both practical and personal that have arisen due to family domestic violence. The service supports women and children who have experienced family domestic violence and as a result have accepted a referral to the service at the time of, or shortly after the issue of a police order for the removal of the perpetrator.

**Funding Body:** Department of Communities



### **SETTLEMENT SERVICES**

#### **Karratha South Hedland**

Migrant Settlement Services is an information and referral service that assist newly arrived migrants in the Pilbara to become self-reliant and participate in Australian society.

**Funding Body:** Department of Social Services

## **Funding 2018/19**

PCLS derives funding from a range of sources, including the Commonwealth state local governments and community partners.

Obtaining funding for PCLS is competitive, there are many hours spent on writing submission for grants and funding proposals. PCLS currently faces a challenge in remaining financially sustainable and meeting demand to minimise the further erosion of access to justice for the Pilbara's most disadvantaged and vulnerable clients.

Regardless of funding cuts the staff at PCLS continually strive to provide assistance to anyone who walks in the door. This can be challenging, especially with the huge demand for the services. The collective effort of staff, volunteers and Board members actively lobbying and raising awareness of PCLS to provide a voice to obtain sponsorship and partnerships. The efforts of our team enable PCLS to be strongly positioned to move into the future.

PCLS would like to thank everyone for their support in the 2018/19 financial year

## Positive Engagement of Local Volunteer

### PCLS team member highlight and approach to community and people engagement



I was very grateful to have been offered the opportunity to volunteer as a paralegal at Pilbara Community Legal Service ('PCLS') in 2019.

In 2018 I completed my Bachelor of Laws with a passion for indigenous legal issues and the desire to work in regional Western Australia.

I began my Graduate Diploma of Legal Practice at the start of 2019 and my days volunteering at PCLS would count towards my 75 days of Practical Legal Training ('PLT').

Whilst under the supervision of the Principal Solicitor, I was fortunate enough to gain hands on legal experience such as:

- Sitting in on client appointments
- Contacting clients
- Going on outreach
- Drafting court and tribunal documents

A key project that I undertook was designing factsheets on family law, wills and estates and various court processes to assist clients, community members and non-legal staff to understand these areas of law.

The factsheets will aim to educate clients and the community on these areas of law and to

empower clients to represent themselves in court proceedings. This project played a key role in the provision of community legal education.

PCLS does an amazing job of servicing clients in such a vast region, who otherwise may not have access to legal services.

PCLS offers an invaluable service that aims to increase access to justice for some of the most vulnerable people in our society.

After I completed my further studies and my PLT hours I was very fortunate to have been offered a Solicitor's role with PCLS. In the next 12 months I hope to make a positive contribution to the community by providing legal advice, representation and legal education.

***Carolyn Ryland***  
***Paralegal***

## Board of Management Acting Chairperson's Report



What a challenging period we have just endeavoured. I commenced by tenure as the Vice Chairperson and assumed the role of Acting Chairperson to enable the Chairperson to manage operations and stabilize our organisation after the departure of our CEO.

Despite the challenges, this tenure has enabled me to introduce new partners and stakeholders to PCLS to further grow our ability to empower and support our communities. This is aligned with the PCLS strategy to actively encourage and support new services into the communities we represent.

In the past year we have completed the improvements at the property in Green Court which is currently tenanted to a staff member as well completed the IT and telephone upgrade across all offices. These improvements will ensure that we meet the security requirements of our funders and business needs of the future.

Moving forward we will be continuing to further develop our strategic plan to ensure that we are in a position to respond to any arising opportunities and to further support our communities. The board has recently

undertaken a proactive approach to increase the diversity, skill and representation of our board with applications from Hedland and Newman this year.

PCLS has had some gains and losses this year. Whilst we were not successful in achieving the contract to deliver the THRIVE program which was awarded to Mission (a very large national provider), we were successful in being appointed as a support provider for the National Redress Program. This program is a very important program designed to assist people who have experienced institutional child sexual abuse to obtain recognition and compensation for the abuse they have endured. We have been given an indication that the funding for our Financial Counselling program is likely to be extended for a further 18 months. These are only changes to our current service delivery with most of our current funding agreements extended to June 2020. This is the new norm in the communities' sector with both the State and Federal Governments considering longer term contracts into the future.

The biggest challenge ahead is changes to the funding process and how this will impact the future. Many local NFP's like us have

been impacted on the decisions of government to support larger more metro NFP's at the expense of smaller local providers. This is an issue that we are addressing with the Government as part of the broader NFP community many of which have been impacted by this change of direction.

I would like to take this opportunity to introduce our new CEO Miranda Cecich. Miranda has a strong connection with our communities having grown up in the Pilbara and undertaken numerous appointments within our region. Miranda has extensive experience in leadership, management and human relations and brings a fresh approach and a wealth of knowledge to PCLS.

As a board we also understand the tyranny of distance and the challenges and impacts of this on our organisation. Considering this the Board will work with Miranda to appoint an additional member to our executive team to be based in Hedland to better support our Hedland and Newman teams.

During the last few months our Chairperson, Sharyn, has taken on the roll as acting CEO and during this time has laboured hard and dealt with numerous issues within HR whilst strategically placing PCLS in a sound position within the ever-transforming sector that PCLS provides services within. On behalf of the Board I would like to thank Sharyn for her dedication and positioning PCLS for the

future and in readiness for Miranda to continue building from the foundation stones that have been set during this difficult time as the acting CEO. A big thank you.

Lastly, I would like to take this opportunity to thank our staff, communities and board members for their support, commitment and dedication.

**David Thomas**  
**Acting Chairperson**

**Chief Executive Officer's Report**  
**Federal Department of Attorney General**  
**Community Legal Service Program (CLSP)**  
*Generalist*



PCLS continues to be a well respected and fundamental service provider for our communities working to encourage, empower and support our clients and the people of the Pilbara region. PCLS continues to offer a holistic wrap around service to its clients while undertaking a very active role in empowerment by community education and support.

During my time as acting CEO of PCLS I have worked with a dedicated team who are extremely committed to supporting their clients. Our staff are often exposed to difficult, challenging and confronting circumstances and are always there to support each other as well as their clients. I am very proud to have been part of such a passionate and committed team many of whom have shown tremendous resilience. In the past 12 months we have welcomed many new staff to our team including the new legal team under the supervision of our new Principal Solicitor, Julie Mason.

Julie will be replacing Selena McCrickard, who had led our legal team through some very exciting and challenging times. We are proud of achievements and accomplishments

of our legal team; recently one, Najette Alaraibi was awarded the Rural, Regional and Remote Woman Lawyer of the Year. This was very prestigious award and a very positive acknowledgement of Najette's service and commitment and more broadly PCLS. Our new team has a balance of diversity and experience and I am very excited to introduce you to the talented and passionate team of Julie Mason, (Principal Solicitor), Mal Bradley (Family and Domestic Violence), Carolyn Ryland (Public Purposes Trust) and Sabrina Maine (Indigenous Women's Program).



Over the last few months the PCLS team has experienced some wins and losses. These include the addition of the Redress Support Program to our programs, our new redress coordinator Tracey Heimberger and bookkeeper (Trina Williamson). The end of

the STEP program and failure to secure the funding for the THRIVE program has had an impact, but we were able to accommodate most staff into other roles or support their transition into the Mission team.

A key achievement of 2019 was the development of the Reconciliation Action Plan and a commitment with community partners to establish a garden of healing for victims of institutional child sexual abuse. These type of projects and partnerships are a demonstration of our commitment to our communities and their welfare.

Whilst this sector is not without its challenges it would not exist without the support of our community partners, local, state and federal governments. The continued growth of domestic violence rates across the Pilbara has seen a commitment from all levels of government to support a plan of action to try to reduce the incidence of this horrendous social issue. PCLS is at the forefront of this issue which increases the risk of homelessness and other service requirements for our communities. We are working with community partners to ensure clients are able to be obtain any necessary support when experiencing DV and working with community to raise awareness through community projects and education.

During my time in this role I have spent a significant amount of time working with our

staff, funders and stakeholders to restore and strengthen our relationships. Whilst we juggle uncertain times, as many current funding arrangements are on 'extension', PCLS has significantly improved its relationships with our funding bodies and is proactively working in partnership to ensure that our reporting is a true reflection of the needs of our communities. It is my intention to work with and support Miranda our new CEO to continue to develop new partnerships and sustain and improve our existing relationships into the future.

On that note I would like to welcome Miranda to our team. I am very confident that with the support of our amazing team and board of management that PCLS under the direction of Miranda will continue to provide essential support and empowerment to the communities of the Pilbara into the future.

***Sharyn Morrow***  
***Acting CEO***

**Principal Solicitor's Report**  
**Federal Department of Attorney General**  
**Community Legal Service Program (CLSP)**  
***Rural Women's Outreach Program***

The legal team at PCLS has continued to provide a high-quality legal service to the people of the Pilbara over the course of the past financial year. The PCLS legal service and delivery lies predominately in family law, wills and estates, and civil law (Restraining Orders and Criminal Injuries Compensation).

PCLS continues to strengthen its relationships with the community and establish itself as a major provider of CLE by partnering with Wangaba Art Group in Roebourne, Ngaarda Media, (Roebourne Community Radio with a Pilbara wide broadcasting footprint).

In June, PCLS developed a Reconciliation Action Plan. Our key partners were Majun Construction (a local Aboriginal owned construction company) and Ngaarda Media.

This last financial year also saw PCLS partner with Legal Aid Western Australia to become a recognised service provider with the Blurred Borders Project. In the coming financial year, we hope to play a role in assisting to develop upcoming materials relating to Family Violence and Child Protection matters. We are now able to promote our service through this innovative and educative project.

PCLS continues to meet the challenges of providing face to face legal advice across a

service area twice the size of the state of Victoria. Lawyers are located at our South Hedland and Karratha offices.

Local Outreach is provided to the Roebourne office twice weekly. Remote outreach to our Newman office is provided as part of our very remote outreach program. This service is bolstered by a phone service run from our Hedland office however, PCLS is aware of the limitation of such a service as many of our Aboriginal clients do not have telephones or adequate reception. Further, Aboriginal clients need face to face contact to establish a relationship of trust. One of our Aboriginal staff members made the following observations on a recent outreach visit to Jigalong, Newman and Tom Price:

*"Last week when I was in Jigalong, Newman and Tom Price; the issue of accessing technology was raised in the context of telephone & computer counselling. There still is a need for face to face engagement. In terms of the Redress (and no doubt legal services), program(s), we will focus on face to face advice, education sessions and counselling. Telephones and computers are not the preferred vehicles for accessing counselling and educational information for various reason including;*

- Not owning a phone/ no credit on the phone
- Mobile phones are stolen by family members or broken and not replaced
- Shyness or inability for the client to clearly articulate what their needs are

PCLS continues to be the only local legal service provided to conduct remote outreach on a regular basis. Outreach services are conducted by at least one lawyer and one other member of staff. The advocate team members have built a strong connection to the Elders within our remote communities. We are focused on growing these relations with our new legal team in place.

PCLS recognizes the importance of providing access to justice to some of our communities most isolated, vulnerable and marginalized community member. The provision of this service comes at great cost to our organization and is one for which we are not provided with any extra funding despite the steady increase in the cost of providing this service. Further, the provision of this service means that legal services in the Hedland office must be restricted while very remote outreach takes place.

These restrictions in service, leave taken by lawyers and the provision of CLE result in skewed reporting figures that seem indicative of a reduction in need. This however, is not the case, it is simply that we

are unable to meet the increasing demand for legal services when we have one lawyer away on outreach, leave or providing CLE.

While we will continue to offer full representation to criminal injury compensation and care and protection clients, in order to assist more clients needing legal assistance, we have ceased providing full representation in family law matters which can be protracted and complex. We will be referring those clients to Legal Aid or AFLS. We have also restricted our wills and estate service to the drafting of simple wills and offering limited assistance with probate and letters of administration matters. This means that PCLS will be able to dramatically increase access to justice for the most disadvantaged and vulnerable members of the community.

#### **Community Legal Education**

The PCLS CLE plan has been developed as part of our NACLC Accreditation Plan. PCLS has increased its number of Community Legal Education Workshops including the most recently ran CLE run in conjunction with Street Law. Over the course of the 4 days CLE was delivered to Bloodwood Tree (Hedland), Wirraka Maya (Hedland), the Women Empowering Women Workshop (Hedland) and Karratha Women's Refuge. Our Family and Domestic Violence lawyer together with our Family Violence worker presented a very well received CLE during



WOW week about Family Violence and it's interaction with the legal system.



Over the course of the current reporting period PCLS has delivered CLE to the Women's Refuge in Hedland focusing on changes to the Residential Tenancies Act relating to victims of Domestic Violence, wills and estates CLE at Yaandina in Roebourne and the development of fact sheets across Family and Family Violence Law and Wills and Estates. These fact sheets will be used as part of upcoming CLE and will be published on our website. Our lawyers have participated in ongoing CLE with the Women Empowering Women program in Hedland.

PCLS has provided written submissions in relation to the following matters:

- Review of Alcohol Restrictions in the Pilbara -April 2019, by the Director of

Liquor Licensing

- 10-year strategy on the prevention of Domestic Violence in Western Australia – May 2019, to the Department of Communities
- Women's law reform network – met (NACLC Quarterlies)

**Selena McCrickard**  
**Principal Solicitor**

## Financial Counselling Department of Communities

Referrals to Financial Counselling come from government and non-government service providers and community groups. Many community members understand PCLS services and refer themselves for assistance. Our South Hedland and Karratha offices operate mostly by appointment whilst the Newman and Roebourne services operate as drop in services during office hours Monday to Friday.

**Over 600 Pilbara residents were assisted during the year by our four Financial Counsellors. The value of the debt waiver form the months of January to June 2019 was \$3,292,596 for 25 of those clients who sought help. This formidable achievement was done in a 6 month timeframe.**

The team of 4 assist families and individuals to improve their budgeting skills and to improve household spending patterns to reduce their debt stress. Many the PCLS clients are on low incomes or government benefits and require assistance with rental payments or assistance in paying their water and tenant liability. A percentage of our clients are high income individuals with excessive mortgage and unsecured debts such as car loans, personal loans and credit card debt.

To enter our service clients just need to be in

some sort of **financial hardship**.

We present options for clients considering bankruptcy or needing assistance to negotiate payment plans for banks and debt collectors. Many of our clients have large electricity bills and need assistance to keep their power connected. For low income clients we often assist with setting up payments, arranging concessional power and improving their chances of being eligible for assistance with state government initiatives such as the HUGS (Hardship Assistance Grant Scheme).

We often meet with clients who have experienced relationship breakdown or family violence where they are left liable for loans, mortgages and debt they are unable to service.

Job loss and changes to household income are still problems in the Pilbara, as are mortgages that are too large to be serviced or have moved from Interest Only to Principal.

In Roebourne and the Newman office about **95% of clients are aboriginal and a large percentage are in state government public housing or community housing. Over 50% speak English as a second language.** In our South Hedland and Karratha offices over 50% of our clients identify as Aboriginal.

Many of our clients require assistance to deal with government and non-government service providers and are less likely to have a phone and internet knowledge or access.

Some require assistance to deal with banks, telecommunication providers, the ATO and superannuation companies as well as power providers such as Horizon, BHP and Rio.

Clients coming into the service who are employed by the mining companies in the area often have investment properties and debts requiring a substantial amount of negotiation. If it is possible to prevent these workers losing everything due to the downturn in the mining sector and the fall in property prices we work for many months and sometimes years with clients to achieve the best outcomes available to the client and their families.

During the 2018/19 service period our 4 Financial Counsellors have been able to travel to Outreach destinations such as Nullagine, Jigalong, Marble Bar, Onslow and Tom Price to assist more remote clients.

***Case study:***

Client was referred with a large phone bill of \$2790 that was accumulated on one weekend when family stayed at the clients home during a cyclone. Client's DSP is paid weekly to the client to allow the client to manage their money. Client had tried to negotiate with the company and they advised the account needed to be paid and

they will charge interest. Client attended the appointment with a support worker.

The clients' story was presented and after investigating the company could see the client had never had previous issues and the debt was accumulated over one weekend. The debt was waived and client continued to pay the regular affordable contract amount.

***Case Study:***

Client presented with a default notice for a mortgage shortfall \$394k as the guarantor on a mortgage. Client had been in a long-term relationship and when their home loan was acquired the mortgage was in the partners name only and the client was named as guarantor. After their separation the ex-partner used the line of credit on the mortgage of \$80k.

The client had continually tried to advise the bank of the situation and they would not communicate or take advice from my client due to having no authority to speak on the account, due to only being named as the guarantor and not a joint account.

The client's case was discussed with the bank and after multiple meetings and communications and continually presenting the client's case, a full waiver was given to this client.

***Lynn Hart, Susanne Rooney, Jayne Jarito and Louise Carol  
Financial Counsellor***

## Domestic Violence Outreach Initiative– Pilbara Region (NPAH) Department of Communities

DVO, KWS, DVAVSS accept referrals from individuals, other services, organisations, Police, and Child Protection. Most of our referrals (68.2%) come from the Family Domestic Violence Response Team; a collaborative multi-agency team that comprises of WA Police, Child Protection (Department of Communities), and Mission Australia to assess risk, determine appropriate responses, and conduct safety planning with at-risk individuals. Our offices mostly operate as drop in centres, however, we also offer outreach and conduct joint home visits.

This year, we conducted **867 risk assessments, supported and empowered 431 women** to develop safety plans, identify perpetrator patterns, draft and submit Family Violence Restraining Orders, and provided **\$20,703.86 of financial assistance** for emergency accommodation, safe mobiles, food vouchers, relocation assistance, and safe transport to women and children in need.

Statistically, our typical client is a young, woman who does not identify as Aboriginal, between the age of 25-34 with 2 children who has been referred to our service through the triage system.

**49% of our clients identified as Aboriginal,**

**and a further 4% identified as Aboriginal and Torres Strait Islander. The largest cohort of women requiring assistance was between the ages of 25-34 (39.2%) followed by 35-49-year-old women (29.7%).**

Disturbingly, our youngest referral was for a young lady under the age of 17 who had been hospitalised as a result of family violence.

### *Case Study*

Our PCLS client is a 32-year old Aboriginal woman in a violent relationship with her partner of 12 years. They have two children together. Drug use is an intersecting factor in the violence reported to Police and both parties admit to using drugs. Child Protection have become involved with the family and the children have been placed in full time care with a family member.

Client has not engaged with support services successfully and is unwilling to seek counselling support for her drug use but wishes to cut down. Client has previously left her partner but they reconciled when she returned to town. Client does not acknowledge she is in a violent relationship and blames Child Protection and her family member for her children being taken into care. Using visual models, we discussed the Duluth wheel and the cycle of violence over a

series of face-to-face sessions. Client was able to identify the violence in her relationship and the intersecting drug use as a barrier to escaping the violence. Client established some goals to cut down her drug use and we identified barriers to changing her habits, and some tools she could use to distract herself if the urge arose. We established her wish to cut down her drug use was aligned with her values and her strong wish to parent her children in a safe and loving environment. Using brokerage, we provided Client with a mobile phone and reaffirmed her strengths when she reported violence perpetrated by her partner. It took just one more report for the Client to determine she was ready to leave her partner and we reimbursed her family member for a plane ticket out of town. Client attended rehabilitation and was eventually reunited with her children. She obtained an FVRO which was subsequently served on her partner. She had incurred tenant liabilities due to the domestic violence and PCLS advocated on her behalf to the Department of Communities to have the amounts waived and the property returned to the Department

***Rebecca Yeomans, Jessica Rankin and Sonia Dopierala***  
***Domestic Violence***

## Housing Support Worker Department of Communities

Pilbara Community Legal Service has Housing Support workers (HSW) are located in South Hedland, Newman, Roebourne and Karratha.

They are dedicated to assisting clients who are at risk of becoming/ are homeless achieve positive outcomes.

Our support service helps to provide safe, supported accommodation options for individuals and families. The Housing Support Worker empower individuals to achieve goals of sustaining their tenancy when they are at risk of becoming homeless.

HSW also provides support to those that are returning to community from Corrective facility by assisting with National Partnership Agreement – Homelessness (NPAH) applications for long term accommodation to help maintain a successful transition back into community.

HSW provide ongoing support for clients that may be currently engaged in treatment for substance abuse networking with Yaandina Rehabilitation Facility, offering ongoing support by developing actions plans to suit the individual needs of the clients. Providing tenancy information and support, advocacy and referrals to housing providers. We offer ongoing support for up to 12 months after commencing a tenancy to develop skills in

establishing and maintaining a home.

Over 400 people in the last financial period were assisted by Five Housing Support Workers across the Pilbara Region. Achieving long term stable accommodation – sustaining tenancies.

Our workers assist with:

- Public housing applications
- Support letters (for current clients of the service)
- Temporary accommodation
- Tenancies
- Home visits
- Centrelink assistance
- Financial counselling referrals

There is a range of emerging issues being in a HSW role these are:

- Waitlists with public housing
- No available crisis accommodation,

**Achievements of the service include but are not limited to:**

- Maintained tenancies
- Long & Short term accommodation
- Gaining employment
- Program engagements
- Referrals for counselling

### ***Case Study***

A 59 year old PCLS client whom was a disability pensioner, homeless client has a

long history of family violence. This client was couch surfing between friends and family, homeless for over 5 years.

She soon felt she was overstaying her welcome as a 'couch surfer'. The client contacted Housing Support Worker for support. Housing Support Worker assisted with priority housing application through the NPAH. This client has now been allocated a 2 bedroom property. She has a long term, safe and stable home to accommodate herself and her granddaughters.

#### ***Case Study***

A PCLS homeless, 37 years old, female and single client called in for assistance from Housing Support Worker with priority housing application to Housing Authority. She had been 'rough sleeping' on the streets after previously staying with family.

Her circumstance changed and client was no longer feeling safe to stay with her family due to family violence. HSW arranged brokerage for crisis accommodation at Aboriginal hostel Client was been allocated a property through Housing Authority within 8 weeks from her initial consult with Housing Support Worker.

***Machelle Cartner, Elisa Blackwell, Tamara Gilla and Carolyn Ryland  
Housing Support Worker***

**Tenancy Advice and Education Service (East and West Pilbara)**  
**Department of Mines Industry Regulations and Safety**

The Tenancy Advice and Education Service offered by PCLS is available for people whom have or had a Lease Agreement either with public or private rentals.

Court advocacy, all housing forms required including applications, disputes, breaches, bond issues, rent increases/reductions, support letters, and maintenance issues are all things PCLS can assist with.

An increase in financial hardship with clients/tenants, resulting in Breaches and or Termination of Tenancy for non-payment of rent is an emerging issue presently.

TAE achievements, highlights, education, outreach, training in the last twelve months include; the tenancy advocates have attained additional familiarity regarding legal obligations resulting in increased understanding of court proceedings .

Tenancy WA has been a great supporter to the PCLS tenancy advocates, providing essential training, particularly with court proceedings. WA Tenancy Conference 3<sup>rd</sup>-5<sup>th</sup> April 2019, Tenancy Networking 6<sup>th</sup> June. Shadowing Tenancy WA 27<sup>th</sup>-29<sup>th</sup> August.

18<sup>th</sup> Oct; The Marble Bar Training Centre open day was a great outreach program and was a opportunity and productive

networking event. The Tenancy Advocate, DV and Financial Advisor also attended. 21<sup>st</sup> June CLE - PCLS conducted and education session at the Women's Refuge with PCLS Principle Solicitor regarding changes with the Residential Tenancy Act and Family and Domestic Violence.

***Case study***

A PCLS client requested assistance with an application for rental housing form, though after discussions regarding her current accommodation, it was found the head tenant had vacated the premises leaving client and her son to maintain the property. Client (house holder) cared/assisted the head tenant for years prior to him vacating, as he was elderly and required assistance being bound to a wheelchair. I advised the client that she will not automatically receive the property as her own, as per the Housing Authority advising her to vacate the premises.

An email was sent by the team to HPSO at Housing Authority in relation to client to be considered for the succession of the current property. HPSO advised HA no longer offer succession of tenancies to householders and requested client write a letter to demonstrate why she would like to initiate a



tenancy.

A Support letter was provided to HA. We attended client's property in relation to ID & signed ICS form required for HA. ICS form was signed,. There were a multitude of emails and letters and many hours spend advocating for our client back and forth to HA.

HA imposed a limitation in relation to all documents required for the succession of the tenancy by June, 2019. HA advised a notice would be placed on the entry of the property.

Again, many emails were sent back and forth to HA. Follow up emails sent re any outcomes of succession, submitted to no avail.

By September 2019, Succession of Tenancy was approved for six months with conditions.

PCLS attended the client's property and dropped off LRP application to the client's son. PCLS organised an appointment for client at HA and inspection of property was completed. The client was extremely happy with the outcome.

Over the next 12 months the tenancy advocates of PCLS will continue to learn more about court proceedings, sustain and acquire any changes if any, regarding the RTA and maintain a good working relationship. December 2018

***Kelly Cook and Kailene Zuglian***

***Tenancy Advice and Education Service***

## Support and Tenant Education Program Department of Communities

Support and Tenant Education Program (STEP) is funded by the Department of Communities (Housing Authority) and was delivered across four locations in the Pilbara-Karratha, Roebourne, South Hedland and Newman.

STEP was a free program that provides support, education and early intervention to Public Housing tenants. Participation in STEP was voluntary; tenants who had been identified as having issues with their tenancy are referred to STEP by their Housing Services Officer (HSO), the STEP worker or tenant can also self-refer.

Issues that continue to impact on a tenant's ability to sustain and maintain their tenancy included:

- Property Standards
- Maintenance/Property damage
- Overcrowding
- Tenancy Account Arrears
- Disruptive behaviour complaints
- Family violence/ Elder Abuse
- Depression/ Trauma and substance abuse
- Cultural Sensitivity

- Low level of numeracy and literacy
- Centrelink Reporting requirements.

STEP aimed to improve and increase the tenant's capacity to sustain their tenancies by improving their living skills to manage their tenancy independently and successfully.

This was achieved by actively engaging with the tenant to build rapport and to work collaboratively with the tenants, other Government Departments and Community Service agencies to achieve positive outcomes.

By providing early intervention and support through education and case management it reduced the likelihood of tenants becoming homeless. Majority of tenants referred to STEP are Aboriginal/ Torres Strait Islander, some tenants can go on to successfully meet their tenancy obligations and manage their tenancy without further assistance and support. However, there are some tenants that need to be referred to STEP again as although they are empowered whilst on STEP once the support had ceased their tenancy could of been at risk again.

We continue to develop relationships with other service providers and communities

across the Pilbara, and over the last 12 months we have worked with West Australian Police (WAPOL), City of Karratha, Department of Child Protection and Family services, Yaandina HAAC Services, Real Employment for Aboriginal People (REFAP), Mawarnkarra Health and Environmental Services, Local Aboriginal Corporations and Groups, Aboriginal Elders, Housing Authority, Mission Australia, Puntukurnu Aboriginal Medical Service (PAMS), Newman Women's Shelter, Pilbara Disability Advocacy (PDA) and East Pilbara Independence Support (EPIS).

Worked collaboratively with WAPOL and tenants referred to STEP had successfully applied for Liquor Restricted Premises (LRP) approved by Department of racing, Gaming and Liquor.

Our STEP workers also provided Outreach to Onslow and Tom Price.

The biggest challenges amongst all locations was getting clients to understand that whenever family stay for extended periods of time, they need to add them as householders by completing a rent assessment form to help pay towards the cost of maintaining their premises. It is extremely common for family members to come and stay, and to not help or offer any financial assistance to the tenant. Tenants were at risk of losing their tenancies as their standards decline, disruptive behaviour complaints are lodged

against the tenancy and sometimes damages occur at the property and hardly ever gets reported. Some of our clients found the task of cleaning up after visitors leave too hard for them and are also left struggling financially due to the tenant liability charges that may have been raised against the rental account.

In addition, the last past year has been non-engagement of some clients that really do need the extra support but are just not engaging as much as they are required.

STEP was a vital program to public housing tenants across all four locations in the Pilbara. We continuously educated, supported and encouraged confidence and empowerment to tenants to effectively maintain their tenancy obligations and linked with other services for support.

As of the 30<sup>th</sup> September 2019 the STEP program did cease and shall be replaced by the new Department of Communities THRIVE program at Mission Australia.

***Karla Kelly, Jo Drummond, Angie Mitchell, Trevor Fraser and Tamara Gilla.  
Support and Tenant Education Program***

## Settlement Engagement and Transition Service (SETS) Department of Social Services

The SETS (Settlement Engagement and Transition Service) commenced on 1 January 2019 and is an enhanced version of the former Settlement Grant Program.

The program aims to empower eligible migrants, humanitarian entrants and migrant communities to address their settlement needs and to improve social participation, economic well-being, independence, personal well-being and community connectedness.

Our role is to help facilitate the successful settlement and integration of migrants and refugees. Compared to the metropolitan area, there is bigger social isolation in migrant communities; therefore, a holistic approach is needed. Here in the Pilbara, certain infrastructure and services are less developed than in metropolitan centres and existing migrant communities are less likely to be established. Needs based assessments are conducted in order to develop initiatives that respond directly to the specific challenges in our clients.

### **Case Study**

A PCLS Client was recently relocated to Port Hedland from Perth. She is a Sudanese national and experienced family violence from her Sudanese husband. The client had left an abusive relationship and had to start a

new life with her two young children, one with special needs. She had friends from the local Sudanese community living here, but with no job, furniture and limited finances, she was seeking help and support from our Community Migrant Service.

We contacted local charities and religious organisations where some of them donated basic items to the client's family. We applied on behalf of the client for Christmas Assistance coordinated by the Bloodwood Tree. The program helps families in need via the provision of toys from Kmart and food vouchers. Along with EPIC, we assisted the client with her resume and job search. She was able to find a job of a Carer with Lifestyle Solutions. We are happy to see her coming to my community events. She is now more confident, cheerful and more optimistic about her future.

### **Case Study**

A PCLS client migrated to Australia under a family migration stream. As her English and computer skills were limited, the client was seeking assistance with her application for Australian citizenship by conferral. We helped the client to create an ImmiAccount for online application, entered information, scanned and attached required documents. We contacted the Department of Home

Affairs and Centrelink on the client's behalf to find out more about possible assistance provided for her citizenship test. We also provided booklets in English and Greek to help her prepare to the test.

Our role is also to provide a welcoming and accepting environment by offering group sessions, such as multicultural lunches and cookery classes. There have been three cookery classes where the presenters of New Zealand's, French and Polish ethnic background showed how to prepare traditional meals. Attendees enjoyed delicious Maori Fried Bread, Beef Bourguignon and Polish Hunter's Stew as main dishes along with Afghan Biscuits, Chocolate Profiteroles and sweet Nalesniki Crepes for a dessert. These activities help better understand other cultures and eradicate ignorance leading to prejudices against refugees and migrants.

We are delighted to be invited to Indonesian Independence Day celebration in August and The Filipino Christmas party in November.

We maintain partnerships and links and with other agencies, such as, Well Women's Centre, EPIC, SMYL, TAFE, Relationship Australia, Bloodwood Tree, Child and Parent Centre and the Refuge. Key stakeholders are important to providing quality and holistic services. This also includes Royal Life Saving WA with which

we continued delivering swimming lessons for migrants. The two-week intense Women's Only Swim to Survive Program has been a success in October. Over 70% of participants successfully swam 25m, all participants performed reach rescue and knowledge of water safety. Learning to swim is a vital life skill that migrants need for safe water recreation activities. Quite often people born overseas cannot swim and are unfamiliar with the risks associated with water.

The future of the SETS Program after January 30th 2020 relies on the government decision to refund the program. Historically immigration has played an important role in building Australia. As regional Australia continues to experience population decline, we need migrant support here to rejuvenate the region. I hope the decision made will ensure the growth and support of the Pilbara migrant communities.

**Victoria Malyk**  
**Community Migrant Service**

**National Redress Program**  
**Department of Social Services**

PCLS commenced planning for service delivery to the Pilbara as part of the National Redress Scheme, from May-June 2019.

During this time period, most of the effort was focussed on establishing the Redress program.

A six-monthly plan was established for the funding body (Department of Social Services), and a media plan has also been developed, for promotion of the National Redress Scheme to local communities, to potential program clients and partners.

The program had a part-time coordinator (Aboriginal person) and three part-time workers (two are Aboriginal people).

Three staff members attended a Community of Practice workshop arranged by the National Redress Scheme Team which was held on Melbourne in late June. The workshop was conducted over two days from 26-27 June.

In the 2018/19 Financial Year, the Redress program had two new clients. PCLS assisted one to complete and post application into the panel for assessment. The second did not turn out to be a client and was a referral to an appropriate agency.

Information packages, downloaded from the

National Redress website were collated and presented to key organisations and departments throughout the Pilbara.

Information fact sheets and application forms were also let in high pedestrian traffic areas such as doctors clinics including Aboriginal medical centres.

***Redress Support Worker***  
***Tracey Heimberger, Machelle Cartner and***  
***Carolyn Ryland***

# **2018/19**

# **Financial Reports**

**Pilbara Community Legal Service Inc.**

**ABN 43 336 581 511**

Financial Statements

For the year ended 30 June 2019

**Northwest Accountancy Pty Ltd**

Shop 11, Karratha Village Shopping Centre

Karratha, WA, 6714

Phone: (08) 9185 9400 Fax: (08) 9143 1310

Email: [admin@nwapilbara.com.au](mailto:admin@nwapilbara.com.au)



**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**

**Contents**

Committee's Report

Auditors Independence Declaration

Statement of Profit or Loss and Other Comprehensive Income

Statement of Financial Position

Statement of Changes in Equity

Statement of Cash Flows

Notes to the Financial Statements

Detailed Income & Expenditure Statement

Detailed Financial Position

Statement by Members of the Committee

Certificate by Member of the Committee

Independent Auditor's Report

Compilation Report

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Committee's Report**  
**For the year ended 30 June 2019**

Your committee members submit the financial accounts of the Pilbara Community Legal Service Inc. for the financial year ended 30 June 2019.

**Committee Members**

The names of committee members at the date of this report are:

David Thomas - Acting Chair

Nick Furnival

Leslie Misarz

Mitsy Strickland

Geraldine Burgess

Janette Parson-Smith

**Principal Activities**

The principal activities of the association during the financial year were the provision of legal services throughout the Pilbara region including Hedland, Newman, Roebourne and Karratha.

**Significant Changes**

No significant change in the nature of these activities occurred during the year.

**Auditors Independence Declaration**

An Auditors Independence Declaration for the year ending 30 June 2019 has been received and forms part of this financial report.

**Operating Result**

The profit from ordinary activities after providing for income tax amounted to

	Year ended 30 June 2019	Year ended 30 June 2018
Surplus from ordinary activities	\$329,831	\$73,325
Less net Grants Refundable Liability	0	(1,482)
Surplus attributable to Association	<u>\$329,831</u>	<u>\$71,843</u>

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



David Thomas - Acting Chair

The accompanying notes form part of these financial statements.

Pilbara Community Legal Service Inc.  
ABN 43 336 581 511  
Committee's Report  
For the year ended 30 June 2019



~~Nick Furnival~~ Metua Mitoy Strickland

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Auditors Independence Declaration**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019 there have been no contraventions of:

- (i) the auditor independence requirements as set out in the Associations Incorporation Act 2015 (WA) and Australian Charities and Non-for-profits Commission Act 2012 in relation to the audit, and
- (ii) any applicable code of professional conduct in relation to the audit.

**Name of Firm:** Letizia Palmer Chartered Accountants



**Name of Auditor:** Leon Stielow

**Address:** Level 1, 544 Beaufort Street, Mt Lawley WA 6050

**Date this**                      **day of**

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Statement of Profit or Loss and Other Comprehensive Income**  
**For the year ended 30 June 2019**

	Note	2019 \$	2018 \$
<b>Revenue:</b>			
Grants Received		3,485,691	3,404,179
Other Income		14,613	187,270
Interest Received		10,830	15,560
<b>Total Revenue</b>		<b><u>3,511,134</u></b>	<b><u>3,607,009</u></b>
<b>Expenditure:</b>			
Marketing		(19,756)	(20,014)
Selling expenses		(89,295)	(87,418)
Employment & Training expenses		(2,326,895)	(2,588,287)
Administration expenses		(745,357)	(837,965)
<b>Total Expenditure</b>		<b><u>(3,181,303)</u></b>	<b><u>(3,533,684)</u></b>
<b>Net Profit</b>		<b><u>329,831</u></b>	<b><u>73,325</u></b>
<b>Other comprehensive income:</b>			
Other Comprehensive income		-	-
<b>Total other comprehensive income for the year, net of tax</b>			
<b>Total comprehensive income for the year</b>		<b><u>329,831</u></b>	<b><u>73,325</u></b>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Statement of Financial Position as at 30 June 2019**

	Note	2019 \$	2018 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash assets		2,110,007	1,394,536
Receivables		0	6,281
Other		<u>87,903</u>	<u>50,053</u>
<b>Total Current Assets</b>		<b><u>2,197,910</u></b>	<b><u>1,450,870</u></b>
<b>Non-Current Assets</b>			
Property, plant and equipment		2,249,595	2,164,797
<b>Total Non-Current Assets</b>		<b><u>2,249,595</u></b>	<b><u>2,164,797</u></b>
<b>Total Assets</b>		<b><u>4,447,505</u></b>	<b><u>3,615,667</u></b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables		756,632	229,737
Financial liabilities		0	26,197
Current tax liabilities		114,220	52,305
Provisions		<u>211,776</u>	<u>180,806</u>
<b>Total Current Liabilities</b>		<b><u>1,082,629</u></b>	<b><u>489,045</u></b>
<b>Non-Current Liabilities</b>			
Provisions		<u>0</u>	<u>91,576</u>
<b>Total Non-Current Liabilities</b>		<b><u>0</u></b>	<b><u>91,576</u></b>
<b>Total Liabilities</b>		<b><u>1,082,629</u></b>	<b><u>580,621</u></b>
<b>Net Assets</b>		<b><u>3,364,877</u></b>	<b><u>3,035,046</u></b>
<b>Equity</b>			
Reserves		3,035,046	2,963,203
Retained profits		329,831	71,843
<b>Total Members' Funds</b>		<b><u>3,364,877</u></b>	<b><u>3,035,046</u></b>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2019**

	Retained <u>Surplus</u>	Capital Asset <u>Reserve</u>	General <u>Reserve</u>	<u>Total</u>
	\$	\$	\$	\$
<b>Balance at 1 July 2017</b>	2,519,613	334,496	109,094	2,963,203
Comprehensive Income				
Net Surplus	71,843	0	0	71,843
Other Comprehensive Income	0	0	0	0
Total Comprehensive Income	<u>71,843</u>	<u>0</u>	<u>0</u>	<u>71,843</u>
<b>Balance at 30 June 2018</b>	<b><u>2,591,456</u></b>	<b><u>334,496</u></b>	<b><u>109,094</u></b>	<b><u>3,035,046</u></b>
<b>Balance at 1 July 2018</b>	2,591,456	334,496	109,094	3,035,046
Comprehensive Income				
Net Surplus	329,831	0	0	329,831
Other Comprehensive Income	0	0	0	0
Total Comprehensive Income	<u>329,831</u>	<u>0</u>	<u>0</u>	<u>329,831</u>
<b>Balance at 30 June 2019</b>	<b><u>2,921,287</u></b>	<b><u>334,496</u></b>	<b><u>109,094</u></b>	<b><u>3,364,877</u></b>

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Statement of Cash Flows**  
**For the year ended 30 June 2019**

	2019	2018
	\$	\$
<b>Cash Flow From Operating Activities</b>		
Receipts from customers	3,468,734	3,606,321
Payments to Suppliers and employees	(2,575,346)	(3,959,238)
Interest received	<u>10,830</u>	<u>15,559</u>
Net cash provided by (used in) operating activities	<u>904,218</u>	<u>(337,358)</u>
(note 2)		
 <b>Cashflow from Investing Activities</b>		
Payments/Proceeds for property, plant and equipment	<u>(162,550)</u>	<u>(30,438)</u>
Net cash provided from investing activities	<u>(162,550)</u>	<u>(30,438)</u>
Net increase (decrease) in cash held	<u>741,668</u>	<u>(367,796)</u>
Cash at the beginning of the year	<u>1,368,339</u>	<u>1,736,135</u>
Cash at the end of the year (note 1)	<u>2,110,007</u>	<u>1,368,339</u>

The accompanying notes form part of these financial statements.



**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Statement of Cash Flows**  
**For the year ended 30 June 2019**  
**2019**

**2018**

**Note 1. Reconciliation Of Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at bank	1,260,961	551,567
Term Deposits	843,027	828,791
Electronic clearing account	0	(26,197)
CBA debit card	<u>6,019</u>	<u>14,178</u>
	<u>2,110,007</u>	<u>1,368,339</u>

**Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit**

Operating profit (loss) after tax	329,831	73,325
Unexpended Grants	0	(1,482)
Depreciation	80,031	45,197
(Profit) / Loss on sale of property, plant and equipment	(2,280)	0

Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:

(Increase) decrease in trade and term debtor	(31,569)	14,872
Increase (decrease) in trade creditors and accruals	590,055	(443,884)
Increase (decrease) in other creditors	(1,244)	(2,774)
Increase (decrease) in employee entitlements	<u>(60,606)</u>	<u>(22,612)</u>
<b>Net cash provided by operating activities</b>	<b><u>904,218</u></b>	<b><u>(337,358)</u></b>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

**Note 3: Statement of Significant Accounting Policies**

The financial report is a general purpose financial report (RDR) that has been prepared in accordance with Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act 2015.

The financial report covers Pilbara Community Legal Service Inc. as an individual entity. Pilbara Community Legal Service Inc. is an association incorporated in Western Australia under the Associations Incorporation Act 2015.

The financial report of Pilbara Community Legal Service Inc. complies with all Australian equivalents to International Financial Reporting Standards (IFRS) in their entirety

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

**(A) Basis of Preparation**

*First-time Adoption of Australian Equivalents to International Financial Reporting Standards*

Pilbara Community Legal Service Inc. has prepared financial statements in accordance with the Australian equivalents to International Financial Reporting Standards (IFRS) from the 1 July 2005.

In accordance with the requirements of AASB 1: First-time Adoption of Australian Equivalents to International Financial Reporting Standards, adjustments to the company's accounts resulting from the introduction of IFRS have been applied retrospectively to 2005 comparative figures excluding cases where optional exemptions available under AASB 1 have been applied. These accounts are the first financial statements of Pilbara Community Legal Service Inc. to be prepared in accordance with Australian equivalents to IFRS.

The accounting policies set out below have been consistently applied to all years presented. The entities have however elected to adopt exemptions available under AASB 1 relating to AASB 132: Financial Instruments: Disclosure and Presentation, and AASB 139: Financial Instruments: Recognition and Measurement. Refer the Notes for further details.

Reconciliations of the transition from previous Australian GAAP to IFRS have been included in Note 2 to this report.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**(B) Accounting Policies**

**Income tax**

Pilbara Community Legal Services Inc. is recognised as a Tax Exempt Charitable Association by the Australian Taxation Office. Therefore there is no requirement for the association to pay income taxes. Hence, no tax effect accounting applies to these Financial Statements.

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

**Property, Plant and Equipment**

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

**a) Property**

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

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

**b) Plant and equipment**

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

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

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

**c) Depreciation**

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to Pilbara Community Legal Service Inc. commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

Class of Asset	Depreciation Rate %
Buildings	[2.5%]
Leasehold improvements	[4-30%]
Plant and equipment	[20-40%]
Other plant and equipment	[10-30%]
Motor vehicles	[18.75-25%]

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An assets carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**The accompanying notes form part of these financial statements.**

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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

**Financial Instruments**

**a) Recognition**

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

**b) Financial assets at fair value through profit and loss**

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management and within the requirements of AASB139: Recognition and Measurement of Financial Instruments. Derivatives are also categorised as held for trading unless they are designated as hedges. Realised and unrealised gains and losses arising from changes in fair value of these assets are included in the income statement in the period in which they arise.

**c) Loans and receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market are stated at amortised cost using the effective interest rate method.

**d) Held-to-maturity investments**

These investments have fixed maturities, and it is the company's intention to hold these investments to maturity. Any held-to-maturity investments are stated at amortised cost using the effective interest rate method.

**e) Available-for-sale financial assets**

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

**f) Financial liabilities**

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

**g) Derivative Instruments**

Derivative instruments are measured at fair value. Gains and losses arising from changes in fair value are taken to the income statement unless they are designated as hedges.

**h) Fair Value**

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

i) Impairment

At each reporting date, the committee members assess whether there is objective evidence that financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

**Impairment of Assets**

At each reporting date, the committee members review the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the income statement.

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

**Employee Benefits**

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled, plus related on-costs. Employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

**Provisions**

Provision are recognised when Pilbara Community Legal Service Inc. has a legal or constructive obligation, as a result of past events, for which it is probable that the outflow of economic benefit will result and that the outflow can be measured reliably.

**Cash and Cash Equivalents**

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

**Revenue**

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

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

Grant revenue is recognised when the right to receive a grant has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

**The accompanying notes form part of these financial statements.**

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

**Goods and Service Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**Comparative Figures**

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

**a) Critical accounting estimates and judgments**

The committee members evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and internally.

*Key estimates - Impairment*

The committee members assesses impairment at each reporting date by evaluating conditions specific to the group that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

No impairment has been recognised for the year ended 30 June 2019.

*Key judgments - Doubtful debts provision*

The committee members believe that the full amount of the debt is recoverable and no doubtful debt provision has been made at 30 June 2019.

**Note 4: Events Subsequent to Reporting Date**

Since the end of the financial year there have been no events subsequent to reporting date that will impact the financial position of the Pilbara Community Legal Service Incorporated.

**Note 5: Auditors' Remuneration**

Remuneration of the auditor of the Association for:	2019	2018
	\$	\$
Audit or reviewing the financial reports	5,000	5,494

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

**Note 6: Brokerage from Department for Children's Services and Family Support and Housing Authority W.A.**

At 30 June 2019, the following Brokerage monies received from The Housing Authority of WA – STEP during the 2018/2019 financial year remained unspent and have been carried forward to the 2019/2020 financial year. These amounts are included in Brokerage – Unspent at 30 June 2019 in the Balance Sheet.

	2019	2018
	\$	\$
STEP (Housing Authority WA)	2,632	2,632

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2019**

	2019 \$	2018 \$
<b>Income</b>		
Interest received	10,830	15,560
Prior year surplus brought forward	0	170,339
Other income	12,333	16,931
Profit on sale of property, plant, equip	2,280	0
Grants Received	<u>3,485,691</u>	<u>3,404,179</u>
<b>Total income</b>	<b><u>3,511,134</u></b>	<b><u>3,607,009</u></b>
<b>Expenses</b>		
Advertising and promotion	16,687	20,014
Audit and Accounting fees	3,339	34,127
Bank Fees and Charges	546	0
Cleaning/rubbish removal	20,704	0
Conference/seminar costs	3,068	0
Contract payments	89,295	87,418
Depreciation	80,031	45,197
Directors fees	29,644	0
Fringe benefits tax	7,855	0
General expenses	2,098	12,908
HR - Outsource	10,314	66,704
Insurance	77,525	38,431
IT & Computer costs	110,112	71,265
Legal fees	23,806	0
Light and Power	13,398	0
M/V car - Fuel & oil	61,555	0
Office Running costs	0	271,231
Postage	3,347	0
Rent on land & buildings	119,017	96,036
Repairs & maintenance	230	0
Security	11,513	0

The accompanying notes form part of these financial statements.



**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2019**

	2019 \$	2018 \$
Service fees	55,290	48,803
Staff amenities	10,050	33,358
Staff housing	43,905	83,917
Staff training	91,332	101,942
Stationery	36,792	0
Staff - relocation costs	21,969	0
Subscriptions	9,928	0
Superannuation	178,944	185,677
Telephone	39,321	0
Travel, Accommodation, Motor Vehicle	0	153,262
Travel airfares	24,341	0
Travel meals	34,296	0
Wages	2,011,657	2,183,393
Wages - Provision for leave	<u>(60,606)</u>	<u>0</u>
<b>Total expenses</b>	<b><u>3,181,303</u></b>	<b><u>3,533,684</u></b>
<b>Profit from ordinary activities before income tax</b>	<b><u>329,831</u></b>	<b><u>73,325</u></b>
Income tax revenue relating to ordinary activities		
Transfer to Grants Refundable	<u>0</u>	<u>(1,482)</u>
<b>Net profit attributable to the association</b>	<b><u>329,831</u></b>	<b><u>71,843</u></b>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Detailed Statement of Financial Position as at 30 June 2019**

	2019	2018
	\$	\$
<b>Current Assets</b>		
<b>Cash Assets</b>		
Cash at bank	1,260,961	551,567
Term Deposits	843,027	828,791
CBA Debit card	<u>6,019</u>	<u>14,178</u>
	<u>2,110,007</u>	<u>1,394,536</u>
<b>Receivables</b>		
Trade debtors	0	2,473
Accrued Income	<u>0</u>	<u>3,808</u>
	<u>0</u>	<u>6,281</u>
<b>Other</b>		
Prepayments	76,205	36,175
Tenant Bonds	2,400	4,580
TFN Withholding Credits	<u>9,298</u>	<u>9,298</u>
	<u>87,903</u>	<u>50,053</u>
<b>Total Current Assets</b>	<b><u>2,197,910</u></b>	<b><u>1,450,870</u></b>
<b>Non-Current Assets</b>		
<b>Property, Plant and Equipment</b>		
Buildings - at cost	1,845,841	1,836,256
Less: Accumulated depreciation	(6,262)	(4,671)
Leasehold improvements	207,757	207,757
Less: Accumulated depreciation	(123,629)	(114,783)
Furniture & Fittings at cost	423,541	325,404
Less: Accumulated depreciation	(278,533)	(247,428)
Motor vehicles - at cost	281,298	285,826
Less: Accumulated depreciation	<u>(100,418)</u>	<u>(123,564)</u>
	<u>2,249,595</u>	<u>2,164,797</u>
<b>Total Non-Current Assets</b>	<b><u>2,249,595</u></b>	<b><u>2,164,797</u></b>
<b>Total Assets</b>	<b><u>4,447,505</u></b>	<b><u>3,615,667</u></b>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Detailed Statement of Financial Position as at 30 June 2019**

	2019	2018
	\$	\$
<b>Current Liabilities</b>		
<b>Payables</b>		
<b>Unsecured:</b>		
Trade creditors	95,397	32,412
Other creditors	0	1,300
Payroll Accruals	0	25,992
Accrued Expenses	0	26,399
Grants Rec'd In Advance	641,591	45,434
Grants Refundable Liability	0	76,350
Tenant Bonds	1,400	900
Brokerage - Unspent 30th June	2,632	2,632
Superannuation Payable	<u>15,613</u>	<u>18,318</u>
	<u>756,632</u>	<u>229,737</u>
<b>Financial Liabilities</b>		
<b>Unsecured:</b>		
Electronic clearing account	<u>0</u>	<u>26,197</u>
	<u>0</u>	<u>26,197</u>
<b>Current Tax Liabilities</b>		
GST payable control account	121,882	46,626
Input tax credit control account	(37,385)	(25,289)
Amounts withheld from salary and wages	<u>29,724</u>	<u>30,968</u>
	<u>114,220</u>	<u>52,305</u>
<b>Provisions</b>		
Provision for annual leave	98,566	140,012
Provision for long service leave	<u>113,210</u>	<u>40,794</u>
	<u>211,776</u>	<u>180,806</u>
<b>Total Current Liabilities</b>	<b><u>1,082,629</u></b>	<b><u>489,045</u></b>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Detailed Statement of Financial Position as at 30 June 2019**

**Non-Current Liabilities**

**Provisions**

	2019 \$	2018 \$
Provision for Long Service Leave	<u>0</u>	<u>91,576</u>
	<u>0</u>	<u>91,576</u>
<b>Total Non-Current Liabilities</b>	<u>0</u>	<u>91,576</u>
<b>Total Liabilities</b>	<u>1,082,629</u>	<u>580,621</u>
<b>Net Assets</b>	<u>3,364,877</u>	<u>3,035,046</u>

**Members' Funds**

**Reserves**

General Reserve	109,094	109,094
Capital Asset Purchases	334,496	334,496
Accumulated surplus (deficit)	<u>2,921,287</u>	<u>2,591,456</u>
<b>Total Members' Funds</b>	<u>3,364,877</u>	<u>3,035,046</u>

The accompanying notes form part of these financial statements.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Statement by Members of the Committee**  
**For the year ended 30 June 2019**

In the opinion of the Committee the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and Notes to the Financial Statements:



1. Presents fairly the financial position of Pilbara Community Legal Service Inc. as at 30 June 2019 and its performance for the year ended on that date in accordance with Australian Accounting Standards, 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 association will be able to pay its debts as and when they fall due.
3. The committee have complied with the obligations imposed by its constitution and the terms and conditions of each Service Agreement entered into during the 2019 financial year.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

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



David Thomas - Acting Chair

  
  
~~metua~~  
Nick Furnival

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Certificate by Member of the Committee**  
**For the year ended 30 June 2019**

I, David Thomas and I, Nick Furnival certify that:

- a. We attended the annual general meeting of the association held on \_\_\_\_\_.
- b. The financial statements for the year ended 30 June 2019 were submitted to the members of the association at its annual general meeting.

Dated



David Thomas - Acting Chair

  
  
Mitsy Strickland  
Nick Furnival →

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Independent Audit Report**

**Report on the audit of the financial report**

**Opinion**

I have audited the accompanying financial report, being general purpose (RDR) financial report, of Pilbara Community Legal Service Inc. (the association), which comprises the Committee's Report, balance sheet as at 30 June 2019, the income statement, and notes to the financial statements, including a summary of significant accounting policies and management's assertion statement.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2019 is prepared, in all material respects, in accordance with the Associations Incorporation Act 2015.

**Basis of opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial report section of my report. I am independent of the association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the code.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Responsibility of management and those charged with governance**

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act 2015, and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.

**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Independent Audit Report**

**Auditor's Responsibilities for the Audit of the Financial Report**

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

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

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

We communicate with committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit. We also provide the committee members with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards



**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Independent Audit Report**

**Audit Opinion**

In our opinion, subject to the effects of such adjustments, if any, as might have been determined to be necessary had limitation discussed above not existed, the financial report of Pilbara Community Legal Service Inc. presents fairly the assets and liabilities as at 30 June 2019 and the income and expenditure of the association for the year then ended.

**Name of Firm:** Letizia Palmer Chartered Accountants

**Name of Auditor:**



\_\_\_\_\_  
Leon Stielow

**Address:** Level 1, 544 Beaufort Street, Mt Lawley WA 6050

**Date this**                      **day of**



**Pilbara Community Legal Service Inc.**  
**ABN 43 336 581 511**  
**Compilation Report to Pilbara Community Legal Service Inc.**

We have compiled the accompanying general purpose financial statements of Pilbara Community Legal Service Inc., which comprise the Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Position as at 30 June 2019, a summary of significant accounting policies and other explanatory notes. These have been prepared in accordance with the financial reporting framework described in Note 3 to the financial statements.

*The Responsibility of the Committee*

The committee of Pilbara Community Legal Service Inc. is solely responsible for the information contained in the general purpose financial statements and the reliability, accuracy and completeness of the information.

*Our Responsibility*

On the basis of information provided by the committee, we have compiled the accompanying general purpose financial statements in accordance with the financial reporting framework and APES 315: Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with Australian Accounting Standards. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

*Assurance Disclaimer*

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The general purpose financial statements were compiled for the benefit of the committee who is responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the general purpose financial statements.



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Northwest Accountancy Pty Ltd

Shop 11, Karratha Village Shopping Centre

Karratha, WA,

6 November, 2019