PILBARA COMMUNITY LEGAL



### **ANNUAL REPORT 2008-2009**



Photograph courtesy of Michael Conroy Silvertone Photography

The Honourable Troy Burvell BEc MLA. Treasurer: Minister of Commerce: Science of Innovation: Housing & Works & Mrs Diana Fletcher presenting Nanette Williams (Manager) with the Richard (Dick) Fletcher Award at the 2009 Department of Commerce Award in Perth.



# PILBARA COMMUNITY LEGAL SERVICE MANAGEMENT COMMITTEE CHAIRPERSON'S REPORT FOR THE FINANCIAL YEAR 20082009

Pilbara Community Legal Service is well recognised by the community as an organisation that delivers a range of community services. The organisation has continued to grow with a team of 16 staff who are committed to our vision and objectives to empower the people of the Pilbara to effectively manage their lives in relation to personal and family conflict, legal issues, housing and finances. With this growth comes an assurance of increased empowerment for members of the community who are suffering hardship with the ultimate outcome being an overall improvement in the social fabric of our community.

The Manager and staff are to be congratulated on achieving increased funding for the delivery of a Supported Housing Assistance Program (SHAP), a W.A Law Society Grant for the 2009/2010 Financial Year to employ a Solicitor in the Karratha Office and one-off funding from the Federal Attorney General's Office for the delivery of a Community Legal Education Program to selected groups of Pilbara youth specifically designed to enable them to learn about the legal justice system, their legal rights and the court process in a fun and creative way working with a Dramatist/Artistic Director, a professional facilitator/educator and our Principal Solicitor.

Negotiations with the Department of Housing, Aboriginal Services will also see the employment of an Indigenous Tenancy Advocate based in the Township of Newman. Considerable effort was required to find a new location for our service in Newman with a very successful rent free outcome until such time as the building of the new Community House is completed. This has secured the delivery of our services to this community.

The Management Committee is committed to good Governance and is being strategically steered by the Manager to ensure that everything continues to be conducted appropriately to fulfil the mission and legal obligations of the organisation. As a result, the Management Committee worked together to achieve a full review of the Constitution and the implementation of an Organisation and Sustainability Review.

The Organisation and Sustainability Review was conducted as part of the Pilbara Organisational Review and Sustainability Project undertaken by the Pilbara Association of Non Government Agencies (PANGO) with the aid of a LotteryWest grant. The review of Pilbara Community Legal Service showed many positive features, the most important of which was the demonstration of a high level of governance, administration, documentation, and the excellent outcomes of staff training and development.

The Review also established that Pilbara Community Legal Service is the most sustainable Non Government Organisation looked at during the Pilbara-wide review. Pilbara Community Legal Service is reasonably funded and has reasonable reserves and secure contracts through to mid 2012 which support this view.

Without doubt, the biggest challenge facing our organisation is the retention of good staff which unfortunately relies on the housing situation in the Pilbara. To attract good Solicitors, there is a requirement to offer housing. With the housing rental situation in the area being \$14000 - \$1600 per week, the procurement of Solicitors

becomes impossible when the funding provided does not include a rental component. The service then relies on attracting a Solicitor who is already accommodated which is a rarity. During the year the lack of housing denied the organisation the opportunity to take on a Community Legal Centre Country Lawyer placement. We are indebted to BHP Billiton who has supported our organisation for many years with the provision of subsidised housing.

The Domestic Violence Advocacy and Victim Support service is currently funded on a part-time basis. Despite an increase of 117% in the number of clients seen during the last financial year, we have not to date been able to attract sufficient funding to increase this service to full-time.

It was a privilege to be invited to attend the Department of Commerce Awards in Perth when Pilbara Community Legal Service was presented with a Richard (Dick) Fletcher finalist award. The award acknowledges a non-government organisation which has, through a particular field of endeavour, made a significant and enduring contribution to the advancement of consumer protection by delivering a service or carrying out a project or initiative which raises community understanding and awareness of consumer protection issues.

Congratulations also to our Karratha Aboriginal Tenancy Advocate, Georgina Coomer who was a finalist in the Rona Oakley Award in the category of an individual West Australian who has influenced and inspired the development and promotion of consumer protection in the community and who has given selflessly of their time, energy and experience for the betterment of others.

The Pilbara Community Legal Service was featured in the Australian Community Management Magazine. The organisation's Manager and staff as having established an enviable reputation and showing a remarkable level of professionalism and team work. The Media Department of the Honda foundation also featured our organisation on their website.

The overall success of the organisation is the outcome of an enthusiastic Manager, a team of committed staff and a Management Committee who are dedicated to the wellbeing and growth of our community. All are to be sincerely congratulated.

Stephen Gwynne
Chairperson
For and on behalf of the Management Committee
Pilbara Community Legal Service



# PILBARA COMMUNITY LEGAL SERVICE MANAGER Annual Report 2008/2009

As the Manager of Pilbara Community Legal Service I am responsible for the human, financial and physical resources of the organisation. I also attend to the preparation of submissions for identified grants to enhance and maintain a service delivery that meets the recognised needs of the Pilbara community. Quarterly financial and statistical reports are prepared and submitted to all our funding bodies. I am supported by a part-time Administrative Officer and a full-time Executive Assistant, based in our South Hedland Office. The organisation is overseen by a voluntary Board of Management, a group of diligent members of the community who willingly give of their time to support the service.

The services provided by Pilbara Community Legal Service are delivered throughout the Pilbara a geographical area of 506,619 kilometres and to a mix of people of many cultures and nationalities. Offices are located in South Hedland, Karratha, Roebourne and Newman. The services provided include Legal Advice, specialising in family law overseen by a Principal Solicitor who is funded by the Federal Attorney General's Office via a Community Legal Service Program grant. A similar grant funds the Community Legal Education Officer who is currently a paralegal who will be in a position to practice as a restricted practitioner within our organisation by December 2009.

A second Solicitor is funded via W.A. Law Society Public Purposes Grant. Four Financial Counsellors based in each of our offices are employed via a Department of Child Protection grant. The Department of Child Protection also funds a part time Domestic Violence Advocacy and Victim Support Worker for the Shire of Roebourne. A Regional Tenancy Advocate is funded via the Department of Commerce and an Indigenous Tenancy Advocate is funded via the Department of Housing. The Department of Housing also fund three Supported Housing Assistance Program (SHAP) workers, 2 full-time and one part time.

An outreach legal advice service is provided to Newman and Roebourne. In addition to providing advice to clients our Solicitors also support and guide all staff with the legal aspects of their work.

During the year, a team effort saw the establishment of an organisational Strategic Plan for the next four years to 2012, a review of the Constitution and the completion of an Organisational and Sustainability Review. The review showed many positive features, the most important of which was demonstration of a high level of governance, administration documentation, and staff training with excellent outcomes. The review contains a commendation for being possibly the best managed community service in the Pilbara with client and staff record standards met and in many cases exceeded. The Performance management system was also considered one of the best in the Pilbara with the Human Resource function being well managed. As a direct outcome of the review, the organisation featured in the July issue of the Australian Community Management Magazine.

Following on from one of the recommendations of the Organisational and Sustainability Review an approach will be made to a University or other group to partnership with our organisation to undertake research into the impact of the service on the community and clients with the development of a profile of the communities to whom we provide a service in order to ensure that we are meeting all the needs of the community.

A web-site and a communications/education and marketing plan is also a key strategy for the next financial year.

An Employee Assistance Program to provide counselling and support to all employees and their immediate family members was introduced during the course of the year. Any staff member can be comfortable in using the service to confidentially discuss any work or personal issues that are an inevitable part of life. This service can only serve to maximise staff potential and performance.

Pilbara Community Legal Service was a finalist in the Richard (Dick) Fletcher Award coordinated by the Department of Commerce. It was a privilege on behalf of our organisation to receive the award presented by Hon Minister Troy Buswell MLA. Mr Steve Gwynne the Chairperson of the Management Committee and our Principal Solicitor Ms Ellie Gan also attended at the presentation ceremony. Our Aboriginal Tenancy Advocate Ms Georgina Coomer was also a recipient of a finalist award in the Department of Commerce Rona Oakley Award. My sincere congratulations to Georgina.

During the course of the year I graduated as a fully-accredited Financial Counsellor which has enables me to supervise our four Financial Counsellors to also achieve accreditation status. My Accreditation Certificate was presented to me by the State President of the W.A. Financial Counsellors Conference during the State Conference held in Perth.

I take this opportunity to thank all staff for their tireless efforts to promote and enhance the valuable services we provide throughout the Pilbara. I also thank the Management Committee for their support, guidance and confidence.

Nanette (Nan) Williams Manager



#### Pilbara Community Legal Service Incorporation

ABN 43 336 581 511

Financial Statements For the year ended 30 June 2009

# Diamond Blue Consulting ABN 53 675 456 450 32 Roxburghe Drive

WA

Phone: 08 6296 7499 Fax: 08 6296 7599 Email: admin@diamondblueconsulting.com

### Statement of Financial Performance For the year ended 30 June 2009

	Note	ote 2009	2008
	\$	\$	
Revenues from ordinary activities	2	1,189,547	817,844
Depreciation and amortisation expenses	3	(37,444)	(36,305)
Other expenses from ordinary activities		(1,096,135)	(778,633)
Surplus/Deficit from ordinary activities	2	55,968	2,906
Opening Retained Surplus / (Deficit)		71,841	78,441
Transfers to Asset Reserve		(72,609)	(9,506)
Net Surplus attributable to programs of the association	14	55,200	71,841

#### Balance Sheet As At 30 June 2009

	Note	2009	2008
		\$	\$
Current Assets			
Cash assets	5	520,781	262,650
Receivables	7	1,376	4,726
Total Current Assets	-	522,156	267,375
Non-Current Assets			
Property, plant and equipment	8	140,725	115,931
Total Non-Current Assets	_	140,725	115,931
Total Assets	_	662,881	383,307
Current Liabilities			
Payables	9	181,482	10,913
Current tax liabilities	10	24,461	-
Provisions	11	42,468	24,358
Total Current Liabilities	_	248,411	35,271
Non-Current Liabilities			
Provisions	11	24,638	13,880
Total Non-Current Liabilities	_	24,638	13,880
Total Liabilities	_	273,049	49,151
Net Assets	=	389,832	334,156
Equity			
Reserves	4	334,632	262,315
Retained profits		55,200	71,841
Total Members' Funds		389,832	334,156

### Statement of Cash Flows

#### For the year ended 30 June 2009

	2009 \$	2008 \$
Cash Flow From Operating Activities		
Receipts from customers	1,182,718	803,634
Payments to Suppliers and employees	(861,871)	(801,001)
Interest received	10,179	11,429
Net cash provided by (used in) operating activities (note 6)	331,027	14,061
Cash Flow From Investing Activities		
Payments for plant, property and equipment	(72,896)	(9,505)
Net cash provided by (used in) investing activities	(72,896)	(9,505)
Net increase (decrease) in cash held	258,131	4,557
Cash at the beginning of the year	262,650	258,095
Cash at the end of the year (note 5)	520,781	262,650

### Notes to the Financial Statements For the year ended 30 June 2009

	2009	2008
Note 2: Revenue		
Operating Activities:		
Interest revenue	10,179	11,429
Government subsidies	1,052,247	792,232
Other operating revenue:		
Other income	127,121	14,183
	1,189,547	817,844
Note 3: Profit from Ordinary Activities		
Profit (loss) from ordinary activities before income tax has been determined after:		
Charging as Expense:		
Depreciation of non-current assets:		
- Plant and equipment	37,444	36,305
Total depreciation expenses	37,444	36,305
Losses relating to the disposal of non-current assets:		
- Plant and equipment	10,366	-
Total depreciation expenses	10,366	=
		-

#### Notes to the Financial Statements For the year ended 30 June 2009

	2009	2008
Note 4: Reserves		
Balance at the beginning of the reporting period		
General Reserve	46,330	46,330
Asset Reserve	215,984	206,479
	262,315	252,808
Increase (decrease) in reserves during the reporting period:		
General Reserve	62,763	ĺ
Asset Reserve	9,554	9,506
	72,317	9,507
Balance at the reporting date		
General Reserve	109,094	46,330
Asset Reserve	225,538	215,984
	334,632	262,315

#### Nature and purpose of each class of reserve:

#### -General Reserve

The general reserve records funds set aside for the future expansion of the economic entity

#### - Asset Reserve

The Asset reserve records funds that have been used to purchase Fixed Plant & Equipment and Motor Vehicles from accounting profits. This is consistant with the program funding basis that the association operates as Asset spending is not expensed in from accounting profit, but is expended from program funds.

### Notes to the Financial Statements For the year ended 30 June 2009

2009

2008

Note 5. 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:		
Bank accounts:		
Cash at bank	257,454	100,211
Provisional account	13,327	12,439
Term Deposits	150,000	150,000
Bigsky Term Deposit	100,000	
	520,781	262,650
Note 6. Reconciliation Of Net Cash Provided To Net Profit	By/Used In Operat	ing Activities
	By/Used In Operat	ing Activities
To Net Profit		
To Net Profit Operating profit (loss) after tax	55,968	2,906
To Net Profit Operating profit (loss) after tax Depreciation		
To Net Profit Operating profit (loss) after tax Depreciation Loss on disposal of assets Changes in assets and liabilities net of effects of	55,968 37,444	2,906
To Net Profit Operating profit (loss) after tax Depreciation Loss on disposal of assets Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:	55,968 37,444	2,906
To Net Profit Operating profit (loss) after tax Depreciation Loss on disposal of assets Changes in assets and liabilities net of effects of purchases and disposals of controlled entities: (Increase) decrease in trade and term debtors	55,968 37,444 10,366	2,906 36,305
To Net Profit  Operating profit (loss) after tax  Depreciation  Loss on disposal of assets  Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:  (Increase) decrease in trade and term debtors  Increase (decrease) in trade creditors & accruals	55,968 37,444 10,366	2,906 36,305 - (2,781)
To Net Profit Operating profit (loss) after tax Depreciation Loss on disposal of assets Changes in assets and liabilities net of effects of purchases and disposals of controlled entities: (Increase) decrease in trade and term debtors Increase (decrease) in trade creditors & accruals Increase (decrease) in other creditors	55,968 37,444 10,366 3,350 178,581	2,906 36,305 - (2,781) (7,125)
To Net Profit  Operating profit (loss) after tax  Depreciation  Loss on disposal of assets  Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:  (Increase) decrease in trade and term debtors  Increase (decrease) in trade creditors & accruals  Increase (decrease) in other creditors	55,968 37,444 10,366 3,350 178,581 16,449	2,906 36,305 - (2,781) (7,125) (23,804)
To Net Profit  Operating profit (loss) after tax  Depreciation  Loss on disposal of assets  Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:  (Increase) decrease in trade and term debtors  Increase (decrease) in trade creditors & accruals  Increase (decrease) in other creditors  Increase (decrease) in employee entitlements	55,968 37,444 10,366 3,350 178,581 16,449 28,868	2,906 36,305 - (2,781) (7,125) (23,804) 8,563
Operating profit (loss) after tax Depreciation Loss on disposal of assets Changes in assets and liabilities net of effects of	55,968 37,444 10,366 3,350 178,581 16,449 28,868	2,906 36,305 - (2,781) (7,125) (23,804) 8,563
To Net Profit  Operating profit (loss) after tax  Depreciation  Loss on disposal of assets  Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:  (Increase) decrease in trade and term debtors  Increase (decrease) in trade creditors & accruals  Increase (decrease) in other creditors  Increase (decrease) in employee entitlements	55,968 37,444 10,366 3,350 178,581 16,449 28,868	2,906 36,305 - (2,781) (7,125) (23,804) 8,563

### Notes to the Financial Statements For the year ended 30 June 2009

	2009	2008
Note 8: Property, Plant and Equipment		
Leasehold improvements:		
- At cost	59,424	59,424
- Less: Accumulated depreciation	(22,933)	(13,115)
	36,491	46,309
Plant and equipment:		
- At cost	99,023	107,106
- Less: Accumulated depreciation	(32,142)	(63,758)
	66,881	43,347
Motor vehicles:		
- At cost	67,091	49,455
- Less: Accumulated depreciation	(29,738)	(23,180)
	37,353	26,275
	140,725	115,931
Note 9: Payables Unsecured: - Trade creditors	181,482 181,482	10,913 10,913
		10,715
	181,482	10,913
Note 10: Tax Liabilities		
GST payable control account	28,393	-
nput tax credit control account	(11,944)	-
Amounts withheld from salary and wages	8,012	
	24,461	

#### Notes to the Financial Statements For the year ended 30 June 2009

	2009	2008
Note 11: Provisions		
Current		
Employee entitlements*	42,468	24,358
	42,468	24,358
Non Current		
Employee entitlements*	24,638	13,880
	24,638	13,880
* Aggregate employee entitlements liability	67,106	38,238
There were 13 employees at the end of the year		

#### Provision for Employee Entitlements

A provision has been recognised for employee entitlements relating to annual and long service leave for employees. In calculating the present value and future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The measurement and recognition criteria for employee benefits has been included in Note: Statement of significant account policies.

#### Note 12: Auditors' Remuneration

Remuneration of the auditor of the company for:		
Auditing or reviewing the financial report	2,040	4,129
Other services		-
	2,040	4,129

#### Note 13: Events Subsequent to Reporting Date

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

The financial effects of the above have not been brought to account in the accounts at 30 June 2009.

#### Notes to the Financial Statements For the year ended 30 June 2009

2009

2008

#### Note 14: Segment Reporting

The Pilbara Community Legal Service Inc operates a number of individually funded programs and treats them as different segements for the purposes of financial reporting. Below is a summary of the end of year surpluses of each segment;

Newman Financial Counselling Service	11,039	3,735
Karratha Financial Counselling Service	3,429	31
Hedland Financial Counselling Service	4,900	4,345
Roebourne Financial Counselling Service	2,155	1,970
Tenancy and Education Services	1,072	106
Indigenous Womens Project	2,655	7,000
Rural Womens Outreach Program	723	277
Project Money	11,902	8,813
Administration	16,124	27,294
Hedland Victim Support Services	<b>=</b> ×	3,084
Generalist	-	2,416
Newman IWP Workshop	-	3,450
Aboriginal Tenancy	-1	3,091
Karratha Solicitor Services	-	250
State Housing Assistance Program	1,202	5,974
Domestic Violence Advocacy Victim Support		
Services	<del>-</del>	
	55,201	71,841

The following programs have been discontinued for future financial years; Hedland Victim Support Services and the Newman IWP Workshop.

The following pages contain the detailed Income and Expenditure reports relating to each funding program listed above.

#### Note 15: Financial Risk Management

#### a) Financial Risk Management Policies

The Associations' financial instuments consist mainly of deposits with banks, local money market instruments, short term investments, accounts receivable and payable.

The Corporation does not have any derivative instruments at 30 June 2009.

(i) Risk Management

### Notes to the Financial Statements For the year ended 30 June 2009

2009

2008

#### Note 15: Financial Risk Management cont...

The Governing Committee members meet on a regular basis to analyse financial risk exposure and to evaluate management strategies in the context of the most recent economic conditions and forecasts.

The Governing Committee's overall risk management strategy is to seek outside consultants and advisors to assist the Corporation in meeting its financial targets, whilst minimising potential adverse effects on financial performance.

Risk management policies are implemented and reviewed by the Governing Committee on a as needed basis. These include the use of credit risk policies and future cashflow requirements.

#### (ii) Financial Risk Exposure and Management

The main risks the Association is exposed to, through its financial instruments are interest rate risk, liquidity risk and credit risk.

#### Interest Rate Risk

At 30 June 2009 the Association did not have any debt incurring interest.

#### Liquidity Risk

The Association manages liquidity risk by monitoring forecast cash flows ensuring that adequate liquidity is maintained. At 30 June 2009 the Association had no need to have unutilised borrowing facilities.

#### Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognise financial assets, is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the Balance Sheet and notes of the Financial Statements.

The governing Committee monitors credit risk by actively assessing the rating quality and liquidity of counter parties:

- Only banks and financial institutions with an 'A' rating are utilised;
- All potential members are rated for credit worthiness taking into account their particular circumstances and financial standing; and
- Customers. Management of the Association assess customers credit worthiness based on an individual basis.

At year end the Association does not have any material credit risk exposure to any single receivable or group of receivable under financial instruments entered into by the Association.

#### Price Risk

The Association is not exposed to any material commodity price risk.

The receivables balance as at 30 June 2009 does not include any counterparties with external credit ratings.

#### Notes to the Financial Statements For the year ended 30 June 2009

2009

2008

#### Note 15: Financial Risk Management cont...

a) Financial Instruments composition and Maturity Analysis

The table below reflects the undiscounted contractual settlement terms for financial instruments of a fixed period of maturity, as well as managements expectations of the settlement period for all other financial instruments. As such, the amounts may not reconcile to the Balance Sheet.

Financial Instruments - Floating Interest Rate Exposure

Cash Assets	262,650	258,095
Total financial instruments with floating interest rate exposure	262,650	258,095
Financial Instruments - Non Interest Bearing		
Receivables	1,375	4,726
	1,375	4,726
Trade creditors and payables	181,482	10,913
Tax liabilities	24,461	=
	205,943	10,913

Payables are expected to be paid within less than 6 months.

# Pilbara Community Legal Service Inc. - Newman Financial Counselling Services ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009 \$	2008
Note 14: Segment Reporting cont	J.	3
Income		
Grants Received	110,620	84,991
Total income	110,620	84,991
Expenses		
Advertising and promotion	636	946
Administration Expense	13,200	5,500
Audit fees	185	438
Cleaning/rubbish removal	436	-
Conference/seminar costs	291	æ
Conference room hire	113	•
Consumables	1,419	369
Contract payments	6,795	1,495
Depreciation	8,544	3,630
Electricity	635	1,259
Equipment purchases	5,574	893
Hire/rent of Plant & Equipment	3,253	2,224
Insurance	1,525	1,178
IT Expenses	721	2,794
Loss on Disposal of Assets	1,296	-
M/V other - Fuel & oil	1,359	1,108
M/V other - Repairs	186	=
Postage	1,134	368
Rent on land & buildings	6,173	7,000
Repairs & maintenance	159	353
Resources	8	211
Staffamenities	565	222
Stafftraining	68	-
Stationery	1,305	1,330
Subscriptions	912	1,394
Sundry expenses	182	-
Superannuation	2,889	3,389
Telephone	3,018	2,587
Travelaccommodation	5,118	3,900
Travelairfares	2,865	1,662

# Pilbara Community Legal Service Inc. - Newman Financial Counselling Services ABN 43 336 581 511

2009	2008
\$	\$
172	8
1-	224
31,442	43,398
1,135	
103,316	87,879
7,304	(2,888)
7,304	(2,888)
7,304	(2,888)
3,735	6,623
7,304	(2,888)
11,039	3,735
	\$ 172 - 31,442 1,135 103,316 7,304 - 7,304 7,304 3,735 7,304

# Pilbara Community Legal Service Inc. - Karratha Financial Counselling Services ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009 \$	2008 \$
Note 14: Segment Reporting cont	<b>.</b>	3
Income		
Other income	110.420	
Grants Received	110,420	40 104
	110.400	48,186
Total income	110,420	48,186
Expenses		
Advertising and promotion	126	35
Administration Expense	13,200	3,500
Audit fees	185	190
Cleaning/rubbish removal	37	_
Conference/seminar costs	291	~
Conference room hire	113	46
Consumables	580	63
Contract payments	4,151	1,495
Depreciation	5,744	3,630
Electricity	635	57
Equipment purchases	6,289	353
Hire/rent of Plant & Equipment	1,819	_
Insurance	1,382	1,178
T Expenses	571	1,215
Loss on Disposal of Assets	1,296	-
M/V other - Fuel & oil	1,033	339
M/V other - Repairs	186	292
Postage	665	431
Rates & water	=	131
Rent on land & buildings	4,695	2,864
Repairs & maintenance	-	353
Resources	200	-
Staffamenities	53	<u></u>
Stafftraining	68	<b>-</b> 8
Stationery	1,779	664
Subscriptions	912	983
Sundry expenses	155	-
Superannuation	3,987	2,669
Celephone	2,847	1,850

# Pilbara Community Legal Service Inc. - Karratha Financial Counselling Services ABN 43 336 581 511

	2009 \$	2008
		\$
Travel accommodation	2,466	1,238
Travelairfares	2,335	1,062
Travel mileage	262	8
Wages	46,957	22,172
Wages - Provision for leave	2,005	1,217
Total expenses	107,023	48,035
Profit from ordinary activities before income tax	3,397	151
Income tax revenue relating to ordinary activities	-	
Net profit attributable to the association	3,397	151
Total changes in equity of the association	3,397	151
Opening retained profits	31	(120)
Net profit attributable to the association	3,397	151
Closing retained profits	3,429	31

# Pilbara Community Legal Service Inc. - Hedland Financial Counselling Services ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009 \$	2008 \$
Note 14: Segment Reporting cont	Ψ	Φ
Income		
Otherincome	2,895	-
Grants Received	110,620	84,991
Total income	113,515	84,991
Expenses		
Advertising and promotion	126	613
Administration Expense	13,200	2,750
Audit fees	185	438
Conference room hire	113	46
Consumables	760	886
Contract payments	4,151	1,495
Depreciation	5,744	3,630
Electricity	667	658
Equipment purchases	3,515	893
Hire/rent of Plant & Equipment	1,265	-
nsurance	1,525	1,178
TExpenses	571	2,794
oss on Disposal of Assets	1,296	
M/V other - Fuel & oil	1,034	1,109
A/V other - Repairs	186	Ε.
ostage	651	368
Rates & water	-	54
Rent on land & buildings	4,695	7,000
Repairs & maintenance	31	353
taffamenities	53	_
staff training	1,086	-
tationery	1,490	1,377
ubscriptions	912	1,805
undry expenses	1,581	-
uperannuation	4,212	4,072
elephone	2,847	2,510
ravel accommodation	2,924	3,583
ravel airfares	6,711	3,504
`ravel mileage	110	166

# Pilbara Community Legal Service Inc. - Hedland Financial Counselling Services ABN 43 336 581 511

	2009	2008
	\$	\$
Uniforms	168	-
Wages	49,544	45,000
Wages - Provision for leave	1,606	310
Total expenses	112,960	86,592
Profit from ordinary activities before income tax	556	(1,602)
Income tax revenue relating to ordinary activities		-
Net profit attributable to the association	556	(1,602)
Total changes in equity of the association	556	(1,602)
Opening retained profits	4,345	5,946
Net profit attributable to the association	556	(1,602)
Closing retained profits	4,900	4,345

# Pilbara Community Legal Service Inc. - Roebourne Financial Counselling Services ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009 \$	2008 \$
Note 14: Segment Reporting cont	<b>.</b>	J
Income		
Other income	2,052	;=
Grants Received	110,620	84,991
Total income	112,672	84,991
Expenses		
Advertising and promotion	126	613
Administration Expense	11,000	5,520
Audit fees	185	438
Conference/seminar costs	1,427	-
Conference room hire	113	
Consumables	715	778
Contract payments	4,151	1,495
Depreciation	4,744	3,630
Electricity	635	658
Equipment purchases	4,756	671
Hire/rent of Plant & Equipment	1,058	
Insurance	1,438	2,355
IT Expenses	571	2,794
Loss on Disposal of Assets	1,296	-
M/V other - Fuel & oil	1,246	339
M/V other - Repairs	186	274
Postage	672	375
Rent on land & buildings	2,695	7,000
Repairs & maintenance	400	353
Staffamenities	53	=
Stafftraining	-	136
Stationery	3,425	1,104
Subscriptions	1,863	976
Sundry expenses	153	÷
Superannuation	4,262	3,963
Telephone	2,847	3,669
Travel accommodation	2,829	1,445
Travelairfares	5,833	2,312
Travelmileage	232	14

# Pilbara Community Legal Service Inc. - Roebourne Financial Counselling Services ABN 43 336 581 511

	2009	2008
	\$	\$
Uniforms	160	N=
Wages	48,671	44,490
Wages - Provision for leave	4,743	(1,973)
Total expenses	112,487	83,428
Profit from ordinary activities before incometax	184	1,563
ncome tax revenue relating to ordinary activities	-	_
Net profit attributable to the association	184	1,563
Total changes in equity of the association	184	1,563
Opening retained profits	1.970	408
Net profit attributable to the association	184	1,563
Closing retained profits	2,155	1,970

# Pilbara Community Legal Service Inc. - Tenancy Services ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009 \$	2008 \$
Note 14: Segment Reporting cont	3	\$
Income		
Other income		30
Grants Received	91,540	88,874
Total income	91,540	88,904
Expenses		
Advertising and promotion	126	1,191
Administration Expense	2,200	13,200
Audit fees	185	438
Cleaning/rubbish removal	110	440
Conference/seminar costs	-	55
Conference room hire	113	119
Consumables	806	613
Contract payments	4,251	1,438
Depreciation	2,244	3,630
Electricity	979	601
Equipment purchases	3,485	575
Hire/rent of Plant & Equipment	1,121	2,678
Insurance	1,525	1,178
IT Expenses	571	1,579
Loss on Disposal of Assets	1,296	-
M/V other - Fuel & oil	1,048	994
M/V other - Repairs	186	-
Postage	691	368
Rates & water		67
Rent on land & buildings	3,695	5,752
Repairs & maintenance	71	353
Resources	8	-
Staffamenities	53	
Stationery	1,339	674
Subscriptions	966	721
Sundry expenses	194	-1
Superannuation	4,287	3,660
Telephone	2,847	2,038
Travel accommodation	2,196	2,045

#### Pilbara Community Legal Service Inc. - Tenancy Services ABN 43 336 581 511

	2009	2008
	\$	\$
Travelairfares	6,402	1,449
Travel mileage	182	178
Wages	49,638	43,032
Wages - Provision for leave	(2,241)	2,801
Total expenses	90,574	91,868
Profit from ordinary activities before income tax	966	(2,964)
Income tax revenue relating to ordinary activities		-
Net profit attributable to the association	966	(2,964)
Total changes in equity of the association	966	(2,964)
	***	
Opening retained profits	106	3,070
Net profit attributable to the association	966_	(2,964)
Closing retained profits	1,072	106

### Pilbara Community Legal Service Inc. - Indigenous Women's Project ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009	2008
	\$	\$
Note 14: Segment Reporting cont		
Income		
Otherincome	268	i <del>a</del>
Grants Received	87,664	85,944
Total income	87,932	85,944
Expenses		
Advertising and promotion	126	613
Administration Expense	13,200	12,100
Audit fees	185	438
Cleaning/rubbish removal	-	35
Conference/seminar costs	68	500
Conference room hire	113	67
Consumables	410	463
Contract payments	4,151	1,438
Depreciation	5,489	3,630
Electricity	667	1,202
Equipment purchases	3,485	782
Hire/rent of Plant & Equipment	1,058	2,368
Insurance	1,740	500
TExpenses	571	1,688
Loss on Disposal of Assets	1,296	
M/V other - Fuel & oil	895	1,187
M/V other - Repairs	186	41
Postage	651	368
Rent on land & buildings	4,695	8,335
Repairs & maintenance	141	353
Resources	230	-1
Staffamenities	53	331
Stationery	1,468	826
Subscriptions	2,515	721
Sundry expenses	140	-
Superannuation	3,286	2,325
Telephone	2,847	2,616
Fravel accommodation	613	982
Fravel airfares	1,967	1,550

### Pilbara Community Legal Service Inc. - Indigenous Women's Project ABN 43 336 581 511

	2009	2008
	\$	\$
Travel mileage	110	3
Uniforms	168	-
Wages	39,756	37,545
Wages - Provision for leave		(2,768)
Total expenses	92,278	80,239
Profit (loss) from ordinary activities before income tax	(4,346)	5,705
Income tax revenue relating to ordinary activities		-
Net profit (loss) attributable to the association	(4,346)	5,705
Total changes in equity of the association	(4,346)	5,705
Opening retained profits	7,000	1,296
Net profit (loss) attributable to the association	(4,346)	5,705
Closing retained profits	2,655	7,000

### Pilbara Community Legal Service Inc. - Rural Women's Outreach ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009	2008
Note 14: Segment Penerting cent	\$	\$
Note 14: Segment Reporting cont		
Income		
Other income	364	1,325
Grants Received	89,656	89,222
Total income	90,020	90,547
Expenses		
Administration Expense	-	13,722
Cleaning/rubbish removal	t <del>e</del>	32
Conference/seminar costs	-	975
Consumables	135	577
Depreciation	1,617	3,630
Electricity	136	-
Hire/rent of Plant & Equipment		255
Insurance	-	950
Loss on Disposal of Assets	1,296	-
M/V other - Fuel & oil	91	951
M/V other - Repairs	500	318
Rates & water	-	13
Rent on land & buildings	888	882
Repairs & maintenance		249
Resources	836	36
Staffamenities	98	-
Stafftraining	102	1,895
Stationery		84
Subscriptions	480	=
Sundry expenses	27	-
Superannuation	5,741	4,144
Travel accommodation	3,343	2,267
Travel airfares	2,982	3,198
Uniforms	-	133
Wages	69,180	53,473
Wages - Provision for leave	2,122	3,912
Total expenses	89,573	91,698
Profit from ordinary activities before income tax	446	(1,151)
Income tax revenue relating to ordinary activities	-	

#### Pilbara Community Legal Service Inc. - Rural Women's Outreach ABN 43 336 581 511

	2009 \$	2008 \$
Net profit attributable to the association	446	(1,151)
Total changes in equity of the association	446	(1,151)
Opening retained profits	277	1,427
Net profit attributable to the association	446	(1,151)
Closing retained profits	723	277

# Pilbara Community Legal Service Inc. - Project Money ABN 43 336 581 511

	2009 \$	2008 \$
Note 14: Segment Reporting cont	•	
Income		
Interest received	10,179	11,429
Other income	10,221	12,144
Total income	20,400	23,573
Expenses		
Bank Fees And Charges	1,296	c <del>e</del>
Conference/seminar costs	943	
Equipment purchases	3,023	7 <b></b>
Hire/rent of Plant & Equipment	186	-
M/V other - Fuel & oil	25	-
Repairs & maintenance	1,150	-
Resources	3,911	936
Staffamenities	50	614
Staff training	1,930	-
Subscriptions	439	1,021
Sundry expenses	(156)	10,000
Travel accommodation	2,556	216
Fravel airfares	1,664	2,208
Travel mileage	293	_
Total expenses	17,311	14,996
Profit from ordinary activities before income tax	3,089	8,577
ncome tax revenue relating to ordinary activities	•	-
Net profit attributable to the association	3,089	8,577
Total changes in equity of the association	3,089	8,577
Opening retained profits	8,813	236
Net profit attributable to the association	3,089	8,577
Closing retained profits	11,902	8,813
Sissing Profits	11,702	0,013

#### Pilbara Community Legal Service Inc. - Administration ABN 43 336 581 511

	2009	2008
	\$	\$
Note 14: Segment Reporting cont		
I		
Income		
Administration Expense	93,500	84,370
Expenses		
Insurance	(-)	-
M/V other - Fuel & oil	-	194
Stafftraining	-	245
Stationery		64
Superannuation	8,136	4,205
Travelairfares	5,186	1,165
Wages	89,176	54,171
Wages - Provision for leave	2,171	450
Total expenses	104,669	60,494
Profit (loss) from ordinary activities before income tax	(11,169)	23,876
Income tax revenue relating to ordinary activities	=	-
Net profit (loss) attributable to the association	(11,169)	23,876
Total changes in equity of the association	(11,169)	23,876
Opening retained profits	27,293	3,418
Net profit (loss) attributable to the association	(11,169)	23,876
Closing retained profits	16,124	27,293

# Pilbara Community Legal Service Inc. - Hedland Victim Support Services ABN 43 336 581 511

	2009	2008
	\$	\$
Note 14: Segment Reporting cont		
Expenses		
Advertising and promotion	27	35
Consumables	Ξ.	22
Contract payments	-	105
Equipment purchases	_	172
Insurance	E	1,178
M/V other - Fuel & oil	-	699
Postage	-	248
Rent on land & buildings	-	1,689
Repairs & maintenance	-	196
Resources	-	1,841
Stationery	-	98
Subscriptions		452
Sundry expenses		2,685
Telephone	•	684
Travel accommodation	1,031	600
Travelairfares	=	1,366
Travel mileage	-	3
Wages	2,026	_
Total expenses	3,084	12,071
Profit (loss) from ordinary activities before income tax	(3,084)	(12,071)
Income tax revenue relating to ordinary activities		-
Net profit (loss) attributable to the association	(3,084)	(12,071)
Total changes in equity of the association	(3,084)	(12,071)
Opening retained profits	3,084	15,155
Net profit (loss) attributable to the association	(3,084)	(12,071)
Closing retained profits	-	3,084

#### Pilbara Community Legal Service Inc. - Newman IWP Workshop ABN 43 336 581 511

	2009 \$	2008
Note 14: Segment Reporting cont	Φ	\$
Expenses		
Wages	3,450	
Total expenses	3,450	-
Profit (loss) from ordinary activities before income tax	(3,450)	-
Income tax revenue relating to ordinary activities		
Net profit (loss) attributable to the association	(3,450)	_
Total changes in equity of the association	(3,450)	-
Opening retained profits	3,450	3,450
Net profit (loss) attributable to the association	(3,450)	
Closing retained profits	-	3,450

### Pilbara Community Legal Service Inc. - Aboriginal Tenancy ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009	2008
	\$	\$
Note 14: Segment reporting cont		
Income		
Grants Received	92,225	69,169
Total income	92,225	69,169
Expenses		
Advertising and promotion	126	1,191
Administration Expense	11,000	18,700
Audit fees	185	685
Conference room hire	57	-
Consumables	850	316
Contract payments	4,151	2,247
Depreciation	1,444	3,630
Electricity	635	1,202
Equipment purchases	3,485	575
Hire/rent of Plant & Equipment	1,058	2,113
Insurance	1,533	2,355
IT Expenses	571	1,579
M/V other - Fuel & oil	804	418
M/V other - Rego/Insurance	366	373
M/V other - Repairs	186	-
Postage	532	368
Rent on land & buildings	4,695	7,934
Repairs & maintenance	-	361
Staffamenities	53	_
Stafftraining	-	(45)
Stationery	1,031	2,043
Subscriptions	758	721
Sundry expenses	167	-
Superannuation	4,179	3,239
Telephone	2,847	2,510
Travel accommodation	2,763	3,129
Travel airfares	3,393	1,824
Travel mileage	110	3
Wages	48,339	41,697
Wages - Provision for leave	-	(383)

#### Pilbara Community Legal Service Inc. - Aboriginal Tenancy ABN 43 336 581 511

	2009	2008 \$
	\$	
Total expenses	95,316	98,785
Profit (loss) from ordinary activities before income tax	(3,091)	(29,616)
Income tax revenue relating to ordinary activities	-	_
Net profit (loss) attributable to the association	(3,091)	(29,616)
Total changes in equity of the association	(3,091)	(29,616)
Opening retained profits	3,091	32,707
Net profit (loss) attributable to the association	(3,091)	(29,616)
Closing retained profits	-	3,091

#### Pilbara Community Legal Service Inc. - Solicitor Karratha ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009	2008
Note 14: Segment Reporting cont	\$	\$
Income		
Grants Received	85,364	
Total income	85,364	
Expenses		
Advertising and promotion	98	
Administration Expense	4,400	(4,922)
Audit fees	185	-
Conference room hire	160	i.e.
Consumables	53	-
Contract payments	1,267	-
Electricity	434	-
Equipment purchases	2,462	
Hire/rent of Plant & Equipment	782	-
Insurance	98	-
IT Expenses	421	-
M/V other - Fuel & oil	1,033	114
M/V other - Repairs	293	-
Postage	403	-
Rent on land & buildings	3,433	853
Stafftraining	659	=
Stationery	1,003	_
Subscriptions	1,659	-
Sundry expenses	180	-
Superannuation	2,299	437
Telephone	1,703	-
Travel accommodation	5,716	
Travel airfares	6,159	-
Travel mileage	558	=
Wages	44,181	5,025
Wages - Provision for leave	5,975	(516)
Total expenses	85,614	990
Profit (loss) from ordinary activities before income tax	(250)	(990)
income tax revenue relating to ordinary activities	-	-
Net profit (loss) attributable to the association	(250)	(990)

#### Pilbara Community Legal Service Inc. - Solicitor Karratha ABN 43 336 581 511

	2009 \$	2008 \$
Total changes in equity of the association	(250)	(990)
Opening retained profits	250	1,241
Net profit (loss) attributable to the association	(250)	(990)
Closing retained profits	-	250

# Pilbara Community Legal Service Inc. - State Housing Assistance Program ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009	2008 \$
N 1 44 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$	3
Note 14: Segment Reporting cont		
Income		
Grants Received	131,179	62,946
Total income	131,179	62,946
Expenses		
Advertising and promotion	98	-
Administration Expense	7,700	14,300
Audit fees	371	438
Cleaning/rubbish removal	-	350
Conference room hire	185	2
Consumables	3,195	93
Contract payments	4,873	765
Depreciation	-	3,630
Electricity	879	439
Equipment purchases	31,860	181
Hire/rent of Plant & Equipment	1,401	1,071
Insurance	2,476	-
IT Expenses	571	3,158
Loss on Disposal of Assets	1,296	-
M/V other - Fuel & oil	1,096	262
M/V other - Rego/Insurance	366	373
M/V other - Repairs	203	=
Postage	812	120
Rates & water		1
Rent on land & buildings	5,313	4,847
Repairs & maintenance	-	158
Resources	182	7
Staffamenities	79	-
Stafftraining	200	273
Stationery	1,635	181
Subscriptions	1,155	269
Sundry expenses	221	=
Superannuation	3,434	1,592
Telephone	3,825	1,826
Travel accommodation	5,502	-

# Pilbara Community Legal Service Inc. - State Housing Assistance Program ABN 43 336 581 511

	2009	2008
	\$	\$
Travelairfares	4,617	700
Travel mileage	110	
Uniforms	36	177
Wages	53,011	21,500
Wages - Provision for leave	(751)	257
Total expenses	135,951	56,971
Profit (loss) from ordinary activities before income tax	(4,772)	5,974
Income tax revenue relating to ordinary activities		
Net profit (loss) attributable to the association	(4,772)	5,974
Total changes in equity of the association	(4,772)	5,974
Opening retained profits	5,974	-
Net profit (loss) attributable to the association	(4,772)	5,974
Closing retained profits	1,202	5,974

#### Pilbara Community Legal Service Inc. - Generalist ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009	2008 \$
Note 14: Segment Reporting cont	\$	3
Income		
Other income	1 <u>4</u> 1	684
Grants Received	89,372	92,920
Total income	89,372	93,604
Expenses		
Advertising and promotion	55	1,681
Administration Expense	2,200	97 <b>€</b> (\$1000) 1 <del></del>
Audit fees	93	628
Conference/seminar costs	291	900
Conference room hire	26	
Consumables	66	197
Contract payments	357	1,438
Depreciation	-	3,630
Electricity	74	
Equipment purchases	558	4,411
Hire/rent of Plant & Equipment	186	1,326
Insurance	60	-
IT Expenses	285	1,579
M/V other - Fuel & oil	369	1,337
M/V other - Repairs	75	831
Postage	202	379
Rates & water		1
Rent on land & buildings	729	362
Repairs & maintenance	-	700
Staffamenities	-	544
Stafftraining	-	553
Stationery	124	330
Subscriptions	699	721
Sundry expenses	70	æ
Superannuation	5,033	4,729
Telephone	478	2,704
Travel accommodation	2,401	954
Travel airfares	5,268	3,454
Travel mileage	8	28

#### Pilbara Community Legal Service Inc. - Generalist ABN 43 336 581 511

2009	2008 \$
\$	
61,174	56,096
10,906	5,254
91,788	94,767
(2,416)	(1,163)
<u>~</u>	-
(2,416)	(1,163)
(2,416)	(1,163)
2.416	3,580
(2,416)	(1,163)
-	2,416
	\$ 61,174 10,906 91,788 (2,416) (2,416) (2,416)

# Pilbara Community Legal Service Inc. - Domestic Violence Victim Support ABN 43 336 581 511

# Income and Expenditure Statement For the year ended 30 June 2009

	2009 \$	2008 \$
Note 14: Segment Reporting cont	Ψ	
Income		
Other income	901	-
Grants Received	53,387	-
Total income	54,289	
Expenses		
Advertising and promotion	49	-
Administration Expense	2,200	-
Audit fees	93	
Conference room hire	61	-
Consumables	851	
Contract payments	3,073	*
Depreciation	1,872	-
Electricity	318	-
Equipment purchases	4,111	-
Hire/rent of Plant & Equipment	529	-
Insurance	831	-
IT Expenses	285	-
M/V other - Fuel & oil	779	-
M/V other - Repairs	93	<u>-</u>
Rent on land & buildings	2,348	-
Resources	30	
Staffamenities	26	-
Stafftraining	282	-
Stationery	304	9=
Subscriptions	379	-
Sundry expenses	70	-
Superannuation	1,853	-
Telephone	1,423	E-
Travel accommodation	3,349	-
Travel airfares	690	-
Travel mileage	102	×
Uniforms	176	-
Wages	26,916	-
Wages - Provision for leave	1,195	-

#### Pilbara Community Legal Service Inc. - Domestic Violence Victim Support ABN 43 336 581 511

	2009 \$	2008 \$
Total expenses	54,289	_
Profit from ordinary activities before income tax	-	
Income tax revenue relating to ordinary activities		_
Net profit attributable to the association	=	
Total changes in equity of the association		

#### AUDITOR'S CERTIFICATION STATEMENT (WHOLE ORGANISATION) For the Year Ending June 30<sup>th</sup> 2009

#### **Auditor's Certification**

I hereby certify that, in my opinion, the attached financial statements of the Pilbara Community Legal Service Incorporated for the period 1 July 2008 to 30 June 2009 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and the Notes to the Financial Statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Pilbara Community Legal Service Incorporated as at 30 June 2009 and its financial performance and its cash flows for the year then ended.

AUDITOR	
Signature:	thy mm
Full Name:	Raymund Anthony McManus
Name of Organisation	Araluen Accountancy
Membership:	0863187 CPA
Date:	October 6 <sup>th</sup> 2009