



# ANNUAL REPORT

2018-2019



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## Funding and Support provided to Welfare Rights & Advocacy Service in 2018-2019

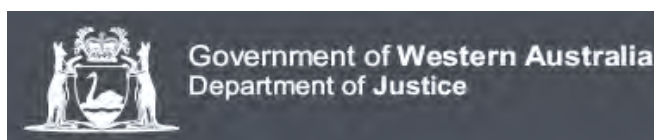
### COMMONWEALTH GOVERNMENT



DONATIONS

MEMBERSHIPS

### WESTERN AUSTRALIAN GOVERNMENT



## Personnel and Staff Profile 2018-2019

### Board

Owen Whittle  
Rebecca Dennison  
Sally Fox  
Cindy Labuschagne  
Zaneta Mascarenhas  
Philip O'Donoghue  
Sinead Glackin  
Sally Fox  
Claire Duffy  
Dan Hill

Chairperson  
Deputy Chairperson to AGM 2018  
Deputy Chairperson from AGM 2018  
Treasurer  
Secretary  
Committee Member  
Committee Member  
Committee Member to AGM 2018  
Committee Member  
Unions WA nominee

### Permanent and Contract Staff

Kate Beaumont  
Catherine Eagle  
Chris Belcher  
Jeanie Bryant  
Rhea Thomas  
Paul Harrison  
Marc Westley  
Debbie Wardle  
Christine Carr

Executive Officer  
Principal Solicitor  
Welfare Rights/Tenant Advocate  
Welfare Rights Advocate  
Solicitor/Youth Welfare Rights/Tenant Advocate  
Tenant Advocate (to 21 September 2018)  
Tenant Advocate (to 30 May 2019)  
Tenant Advocate (from 12 June 2019)  
Bookkeeper/Administrative Officer

### Volunteers

Elizabeth Watts  
Isabelle Flynn  
Shalini Thegargian

Hannah Flynn  
Cameron Bunney

## Chairperson's Report

This AGM marks the end of my fourth year as Chairperson of the TLC Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights & Advocacy Service. WRAS continues to deliver a substantial level of quality services within our areas of law to clients to assist with fighting inequality within our community.

The service has continued with similar levels of funding since 2017-2018 as we have only received a small increase to Commonwealth funding by way of SACS Supplementation and CPI increases for most of our core funding. In some ways we remain in a holding pattern as we come to the end of the National Partnership Agreement for the Community Legal Services Programme and a further extension of the tenancy funding from the Department of Mines Industry Regulation and Safety.

While there is some funding uncertainty after June 2020, WRAS is relatively secure in the short term. However it is important that we continue working to ensure our sustainability by working to strategic plans and continuing involvement in sustainability discussions with the broader community legal sector.

WRAS continues to contribute to the broader sector with Catherine Eagle convening the PII Committee's work for CLCA WA and NACLC at a local and national level and Rhea Thomas as convenor of CLCA WA CLEWS network. We also work with National Social Security Rights Network (NSSRN) to provide support through the provision of bookkeeping assistance and as a long standing committee member as well as contributing to the current NSSRN research on Duress and Debts.

I'm pleased that while working on the new EBA for staff we have been able to offer some improvement to workplace conditions of staff while maintaining pay rises in line with the Equal Remuneration Order which expires in 2020.

We have had some personnel changes in the tenancy area through the year with the departure of Paul Harrison in September 2018. Whilst Chris Belcher has continued to work in the tenancy stream following Paul's departure Rhea Thomas has expanded her areas of work from welfare rights advocacy and is now working as a part time tenant advocate. Marc Westley worked as a part time tenant advocate from November 2018 to May 2019 and since his resignation we have recruited an experienced tenant advocate Debbie Wardle who has re-joined the WRAS tenancy team.

As always thanks to the board for another productive year. Through planning we have been able to keep stability with most of the board renominating for 2019-20 but also recruiting new board members with some key additional skills.

I would like to thank departing board members Cindy Labuschagne for her assistance as Treasurer, Zaneta Mascarenhas as Secretary and Philip O'Donoghue who has been involved with WRAS in one form or another for a substantial period of time.



Owen Whittle  
Chairperson

## Objects of the TLC Emergency Welfare Foundation of Western Australia (Inc.)

The Objects of the Association are:

- to provide emergency financial and material support to persons who are homeless, destitute, necessitous, suffering, distressed, disabled, disadvantaged or otherwise stricken by misfortune;
- to provide advice and other forms of welfare, assistance and guidance to those persons and to make representations on behalf of those persons;
- to liaise with, and whenever appropriate request and arrange, the services of public instrumentalities, or of charitable or other bodies which may be able to meet the needs of those persons;
- to cooperate with other organisations having objects similar to those of the Association;
- to assist and represent persons in conducting appeals against administrative decisions by Government agencies, particularly in relation to welfare rights and tenancy;
- to work towards structural change, aimed at the elimination of poverty within the community and seek to empower welfare recipients generally and with respect to their legal, welfare and other rights; and
- to promote the principles of equal opportunity.

## Vision, Mission, Values and Objectives

### Vision

A just and compassionate society.

### Mission

Eliminating disadvantage by assisting people to realise their rights to income and housing.

### Values

We are committed to:

- Client focused ethical practice;
- Social justice and human rights principles;
- Empowering people;
- Collaboration and community engagement; and
- Innovation and creativity.

### Objectives

- Serving individuals through casework, advocacy and advice.
- Increasing the systemic awareness and responsiveness to clients.
- Attracting, retaining and developing capable staff and volunteers.
- Ensure effective governance and reputation.
- Maintain sustainable systems, facilitates and financial management.

## Centre Report

### Our work in 2018-2019

In 2018-2019 Welfare Rights & Advocacy Service continued to provide legal help in the areas of Social Security and Family Assistance Law, as well as Social Security Prosecutions and Tenancy Law. The main delivery mechanism for legal assistance by the service is through information and referral, legal advice and casework, duty advocate, court and tribunal representation, community legal education and law and policy reform.

Priority for legal assistance is to those within our geographic catchment area although help is provided to clients outside of our geographic catchment area in some circumstances.

The geographic catchment area for our service delivery varies between our different programs. Welfare Rights assistance is provided to those in the area north of the Swan River to the top of the state and across to the South Australian/Northern Territory border. Tenancy assistance is provided to the Local Government Areas (LGAs) in the Lower North Metropolitan Zone from Mosman Park up to Scarborough and across the City of Perth to Bayswater and Morley. Social Security Prosecution assistance and welfare rights assistance to young people is provided across the entire state.

The community legal education, law reform and legal policy work undertaken by the service is informed by the experience of our clients. The law reform activities of the service are augmented by its direct work with the National Social Security Rights Network (NSSRN) and the WA Tenancy Network.

All of the activities undertaken by Welfare Rights & Advocacy Service are in line with the vision, mission, values and objectives of the service and the Objects set out in the Constitution and Rules of the TLC Emergency Welfare Foundation of Western Australia (Inc.).

Assistance is provided from our premises at 98 Edward Street, Perth, Monday to Friday from 9.00 am to 5.00 pm with the exception of public holidays and during the Christmas shutdown. Outreach services are provided at the Perth

Magistrates Court, as part of a Tenancy Duty Advocate Program.

The staff of Welfare Rights & Advocacy Service includes a mix of lawyers and paralegals who deliver the core legal services provided to clients. This assistance is augmented by our volunteer program of law students. In 2018-2019 there was an increase in the number of hours contributed. Our law student volunteers contributed 407 hours to the service. Pro Bono legal assistance was provided to the service by Herbert Smith Freehills.

The service has a Disability Action Plan which includes the provision of disability access to its building and ensuring that all facilities hired to conduct education and information sessions are compliant with disability access requirements. Clients with disabilities can use their support workers to enhance access to our service when appropriate. People with disabilities are able to access feedback and complaint mechanisms by either directly contacting the service for information via a pamphlet or by telephone or email.

Welfare Rights & Advocacy Service encourages feedback and suggestions from all service users and the service website includes a feedback survey. In 2018-2019 client surveys were conducted, as part of the contractual arrangements for the Tenancy Program.

### Funding

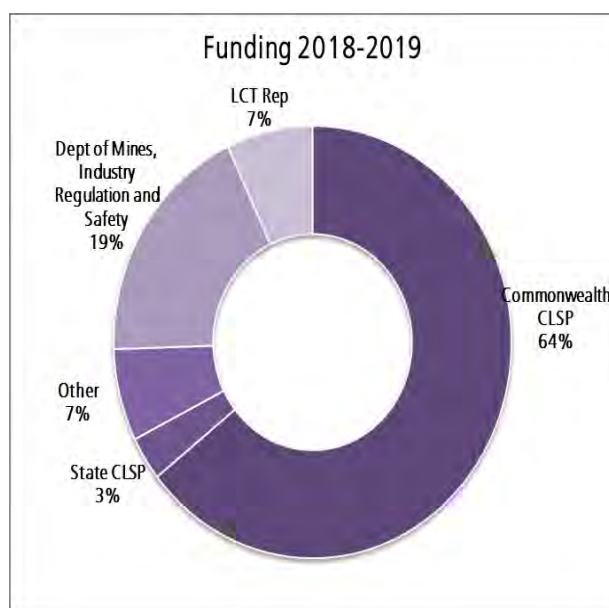
The main source of funding for the service continues to be through the Community Legal Service Program (CLSP) of Commonwealth Attorney General's Department under the National Partnership Agreement on Legal Assistance Services (NPA) which funds the welfare rights assistance provided by the service. This Commonwealth CLSP funding is augmented by State Community Legal Centre funding provided by the Department of Justice.

The second largest source of funding for the service is from the Department of Mines, Industry Regulation and Safety (DoMIRS) for our Tenancy Advice and Education Program (TAEP). In 2018-2019 the service had the second full year of reduced funding within the tenancy program. Due

to the funding reduction tenancy assistance is provided on a part time basis 4 days per week.

In 2018-2019 the service received replacement funding from the Department of Justice as the Legal Contributions Trust (LCT) was unable to fund our Youth Welfare Rights Project.

The service received other income which included interest, donations, memberships and accommodation income from other sources not related to our core funding. The service continues to receive income from the National Social Security Rights Network (NSSRN) for the bookkeeping work that it undertakes for the NSSRN Secretariat.

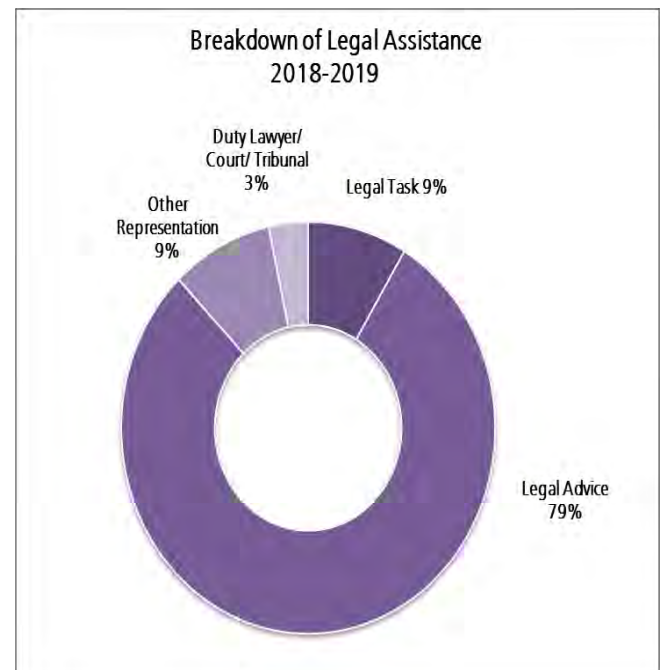


## Legal Assistance

The legal assistance provided by the service is by way of information and referral, legal advice and casework assistance which include other representation, legal task, duty advocate, and court and tribunal representation. The work undertaken by the service is recorded on the Community Legal Assistance Services System (CLASS) data base.

The total number of clients who accessed the service for assistance in 2018-2019 was 841 which represented an almost 5% increase from the previous year. Of those clients 81.3% were new clients, 18.4% were repeat clients and less than 1% were existing clients at the beginning of the year.

Across all service types of legal assistance (excluding information and referral), 79% were provided with legal advice, while 21% had ongoing assistance – almost 9% were categorised as other representation, almost 9% had legal tasks completed and 3.4% were assisted by a duty advocate or at a court or tribunal. There were 1,282 information and referral activities undertaken in 2018-2019.



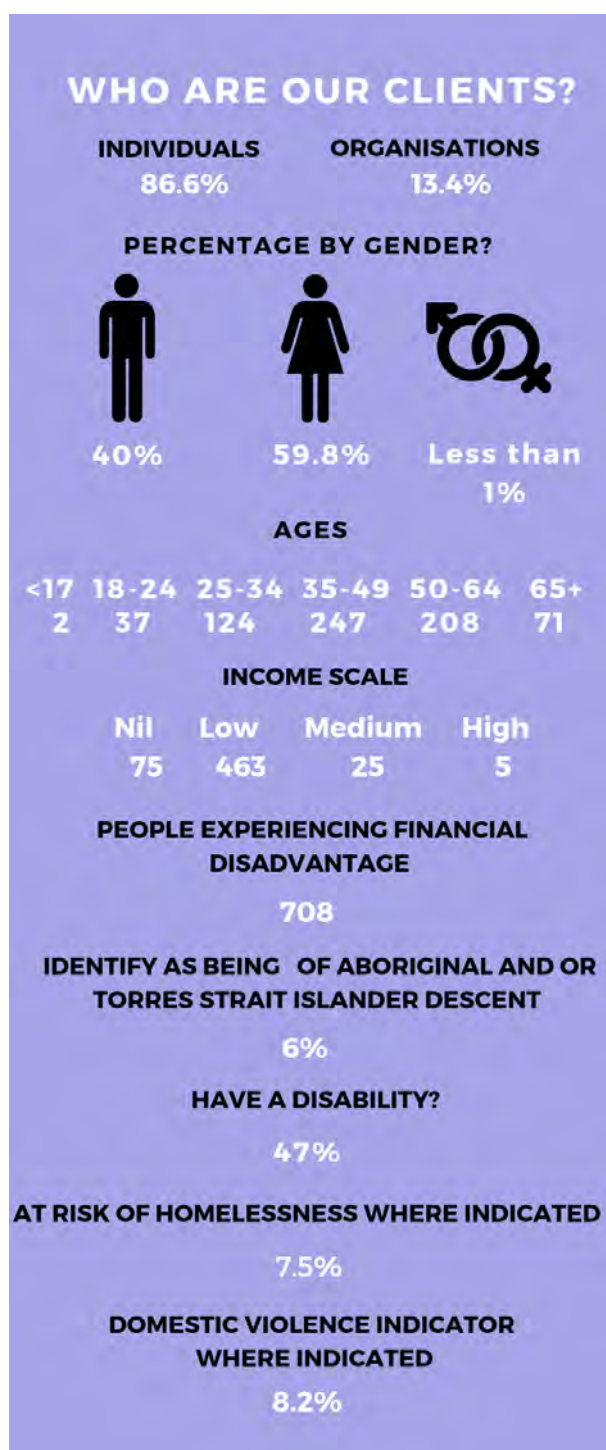
In 2018-2019 of legal advices across all programs 89 % were provided by telephone, with 8% by letter or email and 3% face to face.

Across all assistance types to individuals 97.1% were delivered to people experiencing financial disadvantage. Across all of the programs representation services 100% were delivered to people experiencing financial disadvantage.

The geographic location of those serviced by Welfare Rights & Advocacy Service across its programs included 732 from a Major City location, 24 from an Inner City location, 28 from an Outer Regional location, 7 from a Remote Centre and 14 from a Very Remote Location.



## Our clients

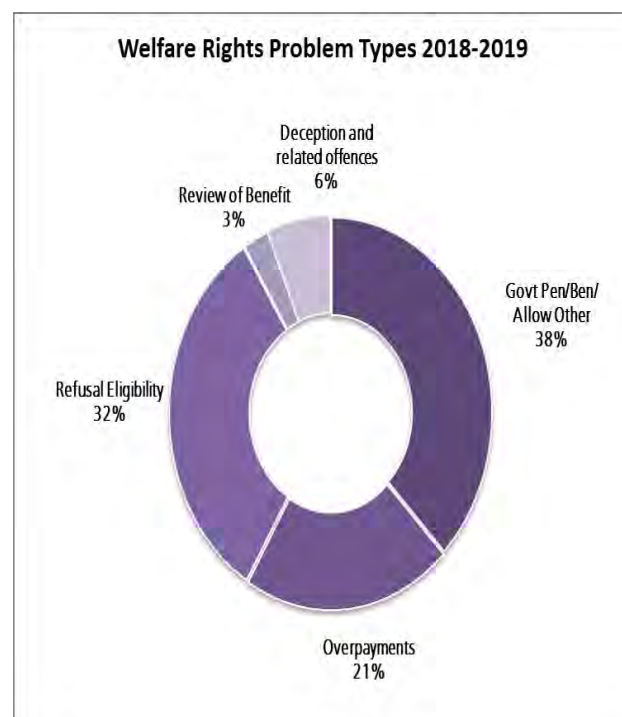


## Welfare Rights

Client numbers have increased from the previous year with an 8% increase in clients in the welfare rights program. Of the 631 clients 82.8% were

new clients, 17% were repeat clients and 0.02% were existing clients.

Disability Support Pension (DSP) was the main payment or entitlement type for 32.3% of the welfare rights clients this year. The second largest client groups were those receiving Newstart Allowance (22%) followed by Parenting Payment (9.56%), Family Tax Benefit (8.29%), Age Pension (7.58%) and Youth Allowance (4%).



The main welfare rights problem type for clients was Govt. Pensions/Benefits/ Allowance – Other (38%) which is a catch all to cover the breadth of Social Security work not captured in the CLASS problem type classifications. The second highest occurring problem type is Refusal Eligibility (32%), followed by Overpayments (21%).

There continued to be an increase in the numbers accessing the service in relation to Centrelink debts and of those debts 8.5% related to automated debts. There was also a doubling of those seeking help in relation to Deception and Related Offences (Social Security Prosecutions).

Correlating with the high numbers of welfare rights clients where DSP was the main entitlement type refusal of eligibility (rejection of their claim for DSP by Centrelink) is the main problem type for 130 of



these clients. Consistent over many years has been the difficulties experienced by those trying to access entitlement to DSP. With increasing numbers of individuals with permanent disabilities relegated to the lower rate of Newstart Allowance those entitlements are regularly at risk when medical exemptions are not granted by Centrelink. At some point government has to amend the requirements for temporary medical incapacity to recognise that a significant proportion of those on Newstart Allowance have permanent disabilities and do not qualify for DSP and do not have any work capacity.

Delays in Centrelink claim processing has continued to be a major reason for clients contacting us for help. Unfortunately there has been no improvement in this area and is the reason for many of the legal tasks undertaken by the service in the welfare rights program. The difficulty for those impacted by claim delays is that they are left without support for lengthy periods of time and with uncertainty over when and whether they will receive a payment. This is further compounded by the problems experienced in contacting Centrelink through its various service channels and the ineffectiveness of complaints processes through the Department and the Commonwealth Ombudsman's Office.

## Welfare Rights Case Studies

### Welfare Rights Case Study 1

#### *Referral to Commonwealth Director of Public Prosecutions (CDPP)*

Client is in her late 40s, CALD and suffers from mental health conditions. She has 5 children. She contacted WRAS as she had a \$70,000 Centrelink debt (parenting payment partnered) incurred over a 6-7 year period due to not updating her husband's income from various businesses. When she contacted us Centrelink had said a decision about referring her file to the CDPP was 'imminent'. We sought and obtained further time to investigate and make a submission on her behalf.

After speaking to her with an interpreter it became apparent that she had no understanding of her obligations when in receipt of parenting payment. Centrelink had never explained her obligations to

her with an interpreter. She did not know how her payment was calculated or what she had to tell Centrelink. She understood it was money 'for the children and she had to spend it on the children and not on herself'. She did not know what her husband did, where he went or what he earned.

We ascertained that she should have been on the single (higher) rate of payment as she and her husband had in fact been separated for some years. We assisted her to get onto the single rate of payment but this decision could not be backdated.

Centrelink considered our submission and decided not to refer the matter to the CDPP.

### Welfare Rights Case Study 2

#### *Rejection of claim for DSP for a nursing home resident*

Client was referred by a hospital social worker. He had applied for Disability Support Pension (DSP) and Centrelink rejected his claim. He had recently had an Aged Care Assessment (ACAT) and had been referred to a local residential aged care facility for respite care until somewhere more suitable could be found. The care facility told him he was unable to stay permanently unless he was receiving either DSP or Age Pension (he was too young for age pension). The client had a number of serious health issues. He was unable to live with family and had become homeless.

We contacted Centrelink who said that the decision was based on a Job Capacity Assessment (JCA) which found that none of the conditions had been fully treated and stabilised and so did not attract any impairment points.

Centrelink advised the client that if he had additional medical information he had to lodge a new claim. WRAS provided Centrelink with the ACAT assessment and additional medical documentation and sought a review of the decision to reject the claim which had been rejected rather than assisting him to lodge a new claim.

Whilst waiting for the outcome of the review the client was receiving Newstart Allowance and was told by his Job Active provider that he had to attend an appointment with them. He contacted them to advise that he was living in a nursing home

and was physically unable to attend. The Job Active Provider did not think that this was a 'reasonable excuse' and refused to pay him until a further medical certificate was provided.

WRAS contacted Centrelink asking them to exempt the client from activity requirements. We argued that the client should be considered manifestly eligible for DSP. Manifest grants of DSP allow a DSP claim to be determined, based on the presenting medical evidence without the need for further assessment and one of the categories is where the person has an assessment indicating they require nursing home level care.

Eventually the client was granted DSP and it was backdated 6 months to the date he lodged the original claim.

## Tenancy

Tenancy assistance decreased slightly this year. The service provides help to tenants irrespective of means in line with Tenancy Advice and Education Program (TAEP) contract with the Department of Mines, Industry Regulation and Safety. In the 2018-2019 100% of representation services in the tenancy program were to people experiencing financial disadvantage.

In 2018-2019 of tenants with a tenure type recorded 64.6% were private tenants, 26.7% were public housing tenants, 4% were community housing tenants and 2.6% were either homeless or in transitional or medium term accommodation. The remainder of just over 2% were made up of boarders and lodgers and other accommodation.

Welfare Rights & Advocacy Service has continued to provide assistance on an outreach basis as a Duty Advocate at the Perth Magistrates Court on a Thursday morning every three weeks. This assistance is provided in collaboration with Tenancy WA.

In this role our tenant advocate assists unrepresented tenants who are provided with advice and if appropriate representation at the court on the day. If ongoing assistance is required and the tenant is from our geographic catchment area they are referred into our service so ongoing

representation can be provided. If however the tenant is not from our catchment area they are referred to the LSU in their area for further help.

The main reason for tenants contacting the service for help was in relation to Tenancy Termination by Lessor which accounted for 25.27% of our tenancy work. There was a slight reduction in this work in comparison to the previous year.

Welfare Rights & Advocacy Service prioritises help to those facing eviction or at risk of homelessness. Advice and representation at court has been provided to tenants where appropriate to try to stop the tenant's eviction. This is augmented with the work undertaken as Duty Advocate at the Magistrates Court. Court/Tribunal and Duty Lawyer assistance accounted for 25 tenancy matters in 2018-2019.



The service continues to have high numbers of tenants seeking assistance facing eviction by the Housing Authority. The reasons for eviction include for rent arrears and for property standards, including hoarding. As a result of our assistance some tenancies have been saved and we have worked closely with other community organisations and the Housing Authority to support tenants to retain their housing.

The second highest occurring tenancy problem type was Tenancy Other (16.3% which is a catch all for tenancy matters not covered by the other tenancy problem types. The next highest problem type is Tenancy Bond (13.04%), Tenancy Access (10.87%) and Tenancy Repair (10.05%).

## Tenancy Case Studies

### Tenancy Case Study 1

#### *Tenancy Eviction by Housing Authority*

The tenant is an elderly man with a terminal illness who had received a Form 12. The Housing Authority (HA) had applied to court to end his tenancy due to objectionable behaviour under s75A (1)(b) or (c) of the RTA. The tenant had been residing in HA accommodation for over 14 years. The objectionable behaviour was alleged to have been by the tenant's former housemate/carer (Mr C) who at the time the notice was issued was no longer living at the house.

The tenant was provided with advice about the court process. He asked the tenant advocate to contact the HA to try to resolve the issues. The HA wanted the tenant to obtain a Violence Restraining Order against Mr C. The tenant was reluctant to apply for a VRO as he wanted to continue to have a friendship with Mr C. The tenant advocate advised the tenant to take steps to ensure Mr C stay away from his HA accommodation and the tenant agreed. The tenant advocate negotiated an adjournment of the court proceedings and drafted an agreement between the tenant and Mr C setting out the nature of their ongoing relationship and noting their agreement that Mr C would not come to the tenant's unit. The agreement also included arrangements for future communications between them, the return of Mr C's belongings which were still at the unit and ownership of a shared pet. Once the agreement was signed it was sent to the HA and consent orders were negotiated. The effect of the orders (made by the Court) were that provided the tenant satisfied certain conditions for a specified period his tenancy would be saved.

### Tenancy Case Study 2

#### *Termination of Tenant's interest in the tenancy under the family violence provisions of the Residential Tenancies Act 1987 (WA).*

The tenant was subject to family violence from her ex-partner. Following a particularly violent incident the tenant was able to obtain a VRO and her ex-partner left the property. The tenant's ex-partner had caused damage at the property prior to moving out of the property. After a few months the tenant began to struggle with the cost of the rent on her own and the owner of the property informed her that they intended to increase the rent.

The TA provided advice to the tenant about how she could terminate her interest in the tenancy under the recently introduced family violence provisions of the RTA. She was also advised how to apply for the release of the bond as it was lodged in joint names with her ex-partner. In the process of providing advice about the bond disposal process the TA identified a potential risk for the tenant - if she was able to reach an agreement with the landlord and her ex-partner about the release of the bond she would be required to provide a forwarding address for the bond disposal form. The TA advised the tenant that if she did not have a safe forwarding address she would be better off making an application for court orders about disposal of the bond as in this circumstance she did not have to provide her address.

Advice provided to the tenant enabled her to resolve the issue without the need for further assistance or representation.

## Community Legal Education

In 2018-2019 the service provided 14 Community Legal Education activities and 1 Community Legal Education resource was developed in the year.

Community education activities were undertaken in both our welfare rights and tenancy program and included both one off workshops and the development of information resources.

In the current year the service undertook a rural, regional or remote CLE visit to Kununurra.

Sessions were undertaken in the following settings:

- Australian Unemployed Workers Union (AUWU);
- Aboriginal Family Law Services;
- Consumers of Mental Health;
- Financial Counsellors of Western Australia Conference;
- Murdoch University – Kulbardi K Track;
- People with Disabilities;
- Kimberley Community Legal Centre;
- Social Work students at University of Western Australia;
- Murdoch University Law Students;
- University of Western Australia Guild Workers;
- WACOSS Emergency Relief Forum;
- National Social Security Rights Network (NSSRN Members Meeting).

The service developed a CLE Resource in relation to the new Compliance Framework for the CLE session undertaken with the AUWU.

Our existing suite of Fact Sheets was regularly reviewed and updated in response to changes to ensure their currency.

Rhea Thomas has regularly participated in the CLCA WA Community Legal Education Workers (CLEWS) Network Meetings and was the Co-Convenor in 2018-2019.

## Law Reform

In 2018-2019 there were increased numbers of law reform activities undertaken by the service. Law reform activities are informed by the experiences of our clients to bring about structural and systemic change.

The law reform work undertaken through the year included a range of activities which included forum participation, submissions, media interviews, and feedback to DHS and others on specific issues which related to service delivery and policy. Some of these occurred in the context of activities of the NSSRN of which we are a member centre.

The service has contributed to the NSSRN research project on 'Duress and Debt'. This research project

builds on the work undertaken by NSSRN in relation to: *How well does Australia's social security system support victims of family and domestic violence?* Available at: <http://www.nssrn.org.au/briefing-paper/family-violence-research/>



At a local and national level staff of the service participated in a number of regular meetings and forums and other activities. Some of the regular and ad hoc forums, conferences and meetings and activities in which staff have chaired and/or participated in 2018-2019 have included:

- WA Tenant Advocates' Meetings;
- WA Tenant Coordinators' Meetings;
- DHS Fraud Investigation Meeting;
- Senate Standing Committee on Education and Employment;
- Patrick Gorman – Parents Next;
- Veteran's Consultation;
- National Partnership Agreement Review Roundtable;
- NACLC PII Committee;
- CLCA WA Legal Practice and PII Sub Committee;
- CLCA WA Member Meetings;
- CLCA WA CLEWS Network Meetings;
- CLCA WA Quarterly Meetings;
- CLCA WA Manager's Meetings;
- NSSRN Conference (Sydney);
- NACLC Conference (Sydney);
- NSSRN Members' Meetings;
- NSSRN Committee Meetings;
- NSSRN Planning Day;
- WA Tenancy Conference;
- DHS Aboriginal Consultative Committee;
- DHS Community Consultative Committee;
- Sustainability/Co-Location/Merger Committee.



In 2018-2019 Catherine Eagle continued in her roles as the Convenor of the NALC Professional Indemnity Insurance (PII) Committee, the WA State Representative on the NALC PII Committee and as the convenor of the WA Community Legal Centre Association (CLCA) Legal Practice and PII (LP&PII) Committee. In this role Catherine Eagle provides support and guidance to other CLCs in relation to PII issues and a range of legal practice and ethical issues that arise within a community legal setting.

Welfare Rights & Advocacy Service is an active participant in the NSSRN. Three staff members participated in the NSSRN Annual Conference in Sydney in August 2018. In the last year we have convened, chaired and participated in the monthly Members Meetings, various Sub Committees and Committee Meetings of the NSSRN. At the NSSRN Members Meeting in May 2019 we led a session on Self Disclosure to other caseworkers. These meetings have a focus on casework trends, policy and law reform, as well as the governance of the NSSRN.

Kate Beaumont continued in her role as the Treasurer of the NSSRN. As a long standing committee member this has allowed the service to contribute and engage in the law reform and legal policy work undertaken by the NSSRN on behalf of its members.



## Governance

The governance of the Association rests with the Board of the TLC Emergency Welfare Foundation of Western Australia (Inc.). There were no changes to the Constitution and Rules of the Association in the most recent year as the changes required for the *Associations Incorporation Act 2015* had been made in the previous year.

The Chairperson of the Board has been Owen Whittle who has led the board since October 2015. The other office bearers were Rebecca Dennison as Deputy Chairperson until the AGM in 2018 and then Sally Fox from then, and Cindy Labuschagne and Zaneta Mascarenhas who were the Treasurer and Secretary respectively. Continuing on the Board from the previous year were Philip O'Donoghue, Sinead Glackin, Claire Duffy and Sally Fox until she moved into an office bearer position. Dan Hill continued as the Unions WA nominee for a second year in 2018-2019.

The Board met 8 times in 2018-2019 and there was quorum at all meetings.

In 2018-2019 the service has continued in its review of its policies and procedures as part of the NALC National Accreditation Scheme (NAS). The service has recently been certified under NAS until 2021.

The TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise Bargaining Agreement between staff, the Board and the Australian Services Union was registered in September 2016 expired on 30 June 2019. The new EBA between the Board and staff will be finalised in the near future.

## Future

The services two major funding agreements are due to end on 30 June 2020 with the end of the National Partnership Agreement on Legal Assistance Services and a final extension of the Tenancy Contract whilst the Department of Mines, Industry Regulation and Safety review the future of the program. Welfare Rights & Advocacy Service has been an active participant in the review of the Tenancy Education and Advice Program over recent months. We are hopeful that following the review there will be some additional resources made available to allow the program to restore consistent and increased tenancy assistance across the tenancy network. It is likely we will have to compete for funding through a tender process even though we have provided services under the program for over two decades.

In terms of the CLSP Program the parameters for the new agreement will be determined over the coming year. We are desirous that levels of funding will be maintained and potentially grown. It is pleasing that the Commonwealth Attorney General has provided assurances that SACs Supplementation will continue in the new agreement and be rolled in with recurrent Commonwealth CLSP funding.


Welfare Rights & Advocacy Service will continue to explore ways in which the service is able to be more sustainable into the future. As has occurred over the last two years the service will look at options available for merger, co-location and shared services within the sector through the sustainability project.

## Acknowledgement and Thanks

I would like to acknowledge the work and support of the Board over many years to Welfare Rights & Advocacy Service. Whilst there will be some changes on the Board in the coming year I am confident that the new Board members will work to consolidate on the work undertaken recently.

The service has over a number of years maintained a stable staff. There have been some personnel changes in the tenancy area over the last year and I would like to thank Paul Harrison and Marc Westley for their contribution in 2018-2019. Our focus has been on renewal and ensuring that we have staff able to provide help to our clients into the future.

Year in and year out I need to acknowledge the contribution of the staff and volunteers of the service. They provide quality help to our clients and work to assist clients to resolve their legal issue.



Kate Beaumont  
Executive Officer



## Treasurer's Report

I am pleased to present the 2018-2019 audited Special Purpose Financial Report. Australian Audit conducted our financial audit and confirmed that we have fulfilled all legislated responsibilities. The Board remained diligent in its review of the service's finances whilst executing the strategic plan.

The Operating surplus for the year before Capital Grants and Other Comprehensive income amounted to \$839. Our core income for services for the year was \$494,758 and was received from:

- the Commonwealth and State Attorney General's Department (CLSP – Welfare Rights Contract);
- the Department of Mines, Industry Regulation and Safety (Tenancy Advice and Education Program Contract); and
- the Legal Contributions Trust Replacement from the Department of Justice (LCT – Youth Welfare Rights Project).

All funding in 2018-2019 remained at similar levels as the prior year with small CPI increases except for the CLSP SACS wage supplementation which accounted for the most substantial increase in the year.

The service's redundancy reserve reduced by \$2,203 in 2018-2019 following personnel changes. Following on from last year's decision by the Board to account for our property at its revalued amount it was identified that building improvements cost and accumulated depreciation should have been brought together with Land and Buildings which is reported at the revaluation amount. As a result the revaluation surplus reserve has been adjusted to correct this with a reduction from \$790,000 to \$757,401.

At the end of the financial year the service had cash of \$496,834 and a net assets position of \$1.29 million.

The service's strong net assets and cash position provides a strong basis whilst the Board continues to actively pursue opportunities relating to future sustainability.



Cindy Labuschagne  
Treasurer

## Special Purpose Financial Report

**T.L.C. Emergency Welfare Foundation Of WA Inc.**  
**trading as Welfare Rights & Advocacy Service**  
ABN: 95 512 184 786

**Special Purpose Financial Report**  
**for the year ended 30 June 2019**

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading  
as Welfare Rights & Advocacy Service**

ABN: 95 512 184 786

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For the Year Ended 30 June 2018

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# AUSTRALIAN AUDIT

## DIRECTORS:

ROBERT CAMPBELL CA, CPA, RCA, MSW

VIRAL PATEL CA, CPA, FCCA (UK), RCA

ALASTAIR ABBOTT CA, RCA, M FORENSIC ACCOUNTING

## AUDITOR'S INDEPENDENCE DECLARATION

To the Board of T.L.C. Emergency Welfare Foundation of WA Inc.

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* and section 80 of the *Associations Incorporation Act 2015 (WA)*, in relation to our audit of the financial report of T.L.C. Emergency Welfare Foundation of WA Inc. for the year ended 30 June 2019, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b) No contraventions of the auditor independence requirements of the *Associations Incorporation Act 2015 (WA)* in relation to the audit; and
- c) No contraventions of any applicable code of professional conduct in relation to the audit



**Alastair Abbott, CA, MAICD, M. Forensic Accounting**

Registered Company Auditor number 486826

**Director**

**Australian Audit**

**Dated: 16 October 2019**

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# AUSTRALIAN AUDIT

DIRECTORS:

ROBERT CAMPBELL CA, CPA, RCA, MSW  
VIRAL PATEL CA, CPA, FCCA (UK), RCA  
ALASTAIR ABBOTT CA, RCA, M.FORENSIC ACCOUNTING

## INDEPENDENT AUDITOR'S REPORT

To the members of T.L.C. Emergency Welfare Foundation of WA Inc.

### Report on the Audit of the Financial Report Opinion

We have audited the financial report of T.L.C. Emergency Welfare Foundation of WA Inc. (the Entity), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the statement by the Board.

In our opinion the accompanying financial report has been prepared in accordance with requirements of the *Associations Incorporation Act 2015 (WA)* and Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- a) giving a true and fair view of the Entity's financial position as at 30 June 2019, and of its financial performance and its cash flows for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 2013*.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and 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 our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Entity to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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### Responsibilities of the Board for the Financial Report

The Board is responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the *ACNC Act* and the needs of the members. The responsibility of Board also includes such internal control as Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

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

### 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 the 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 Australian Auditing Standards, we exercise professional judgment 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 Board.
- Conclude on the appropriateness of Board'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.

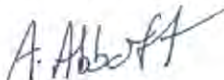
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance 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.

#### Report on Other Legal and Regulatory Requirements

In our opinion, T.L.C. Emergency Welfare Foundation of WA Inc. has complied with 60-30(3)(b), (c) and (d) of the *ACNC Act* and 82(1)(b), (c) and (d) of the *Associations Incorporation Act 2015 (WA)*:

- by providing us with all information, explanation and assistance necessary for the conduct of the audit;
- by keeping financial records sufficient to enable a financial report to be prepared and audited ; and
- by keeping other records required by Part 3-2 of the *ACNC Act*, including those records required by Section 50-5 that correctly record its operations, so as to enable any recognised assessment activity to be carried out in relation to the entity.
- by keeping other records required by Part 5 of the *Associations Incorporation Act 2015 (WA)*, including those records required by Section 66 that correctly record its operations, so as to enable true and fair financial statements to be prepared.



**Alastair Abbott, CA, MAICD, M. Forensic Accounting**

Registered Company Auditor number 486826

**Director**

**Australian Audit**

**Dated: 16 October 2019**

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights &  
Advocacy Service  
Boards' report  
30 June 2019**

The Board presents the report on the T.L.C. Emergency Welfare Foundation of Western Australia Inc. for the financial year ended 30 June 2019.

The Board have been in office since the start of the financial year to the date of this report unless otherwise stated.

The net surplus of T.L.C. Emergency Welfare Foundation of Western Australia Inc. for the financial year ended 30 June 2019 amounted to \$839.

The principal activity of the association during the financial year was the provision of independent information, advice, advocacy and referral to disadvantaged people, social security recipients and low waged workers.

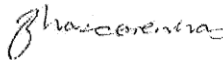
During the period, the T.L.C. Emergency Welfare Foundation of Western Australia Inc. applied the accounting policies described in Note 1 to these financial statements.

On behalf of the Board



Chairperson

16 October 2019



Secretary

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights &  
Advocacy Service  
Boards' declaration  
30 June 2019**

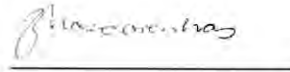
In the Boards' opinion:

- the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in Note 1 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and Western Australian legislation the Associations Incorporation Act 2015, the Charitable Collections Act 1946 and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in Note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 30 June 2019 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the Board



Chairperson



Secretary

16 October 2019

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights & Advocacy Service**  
**Statement of profit or loss and other comprehensive income**  
**For the year ended 30 June 2019**

	Note	2019 \$	2018 \$
<b>Revenue</b>			
Grant income	3	494,758	480,240
Donations		1,100	1,170
Interest income		11,374	12,853
Accommodation income		10,000	10,000
National Social Security Rights Network Bookkeeping		8,000	8,000
Other income		6,135	5,382
Total revenue		<u>531,367</u>	<u>517,645</u>
<b>Expenses</b>			
Administrative costs		(21,472)	(24,904)
Audit fees		(3,500)	(8,350)
Computer expenses		(1,690)	(2,366)
Conference fees		(2,324)	(704)
Employment costs	4	(452,202)	(431,671)
Insurance		(5,731)	(8,810)
Occupancy costs		(31,314)	(25,075)
Travel		(5,762)	(3,523)
Equipment repairs and maintenance		(2,881)	(526)
Minor equipment		(1,504)	-
Specialist Sustainability Project		-	(2,000)
Depreciation expense		(2,148)	(3,660)
Total expenses		<u>(530,528)</u>	<u>(511,589)</u>
<b>Surplus for the year</b>		839	6,056
<b>Other comprehensive income</b>			
<i>Items that will not be reclassified subsequently to profit or loss</i>			
Gain on the revaluation of land and buildings		-	790,000
Loss on the revaluation of land and buildings		(32,599)	-
Other comprehensive income for the year		<u>(32,599)</u>	<u>790,000</u>
<b>Total comprehensive income for the year</b>		<u><u>(31,760)</u></u>	<u><u>796,056</u></u>

*The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes*

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights &  
Advocacy Service  
Statement of financial position  
As at 30 June 2019**

	Note	2019 \$	2018 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5	496,834	482,285
Prepayments	6	12,064	13,507
Total current assets		<u>508,898</u>	<u>495,792</u>
<b>Non-current assets</b>			
Property, plant and equipment	7	1,006,525	1,040,609
Total non-current assets		<u>1,006,525</u>	<u>1,040,609</u>
<b>Total assets</b>		<u>1,515,423</u>	<u>1,536,401</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	8	16,569	23,684
Provisions	9	196,636	187,627
Total current liabilities		<u>213,205</u>	<u>211,311</u>
<b>Non-current liabilities</b>			
Provisions	10	11,288	2,400
Total non-current liabilities		<u>11,288</u>	<u>2,400</u>
<b>Total liabilities</b>		<u>224,493</u>	<u>213,711</u>
<b>Net assets</b>		<u>1,290,930</u>	<u>1,322,690</u>
<b>Equity</b>			
Reserves	11	809,623	844,425
Retained surpluses		481,307	478,265
<b>Total equity</b>		<u>1,290,930</u>	<u>1,322,690</u>

*The above statement of financial position should be read in conjunction with the accompanying notes*

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights & Advocacy Service**  
**Statement of changes in equity**  
**For the year ended 30 June 2019**

	<b>Redundancy Reserve</b>	<b>Revaluation Reserve</b>	<b>Retained surpluses</b>	<b>Total equity</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance at 1 July 2017	51,655	-	474,979	526,634
Surplus for the year	-	-	6,056	6,056
Other comprehensive income for the year	-	790,000	-	790,000
Total comprehensive income for the year	-	790,000	6,056	796,056
Transfer from reserves	2,770	-	(2,770)	-
Balance at 30 June 2018	<u>54,425</u>	<u>790,000</u>	<u>478,265</u>	<u>1,322,690</u>
	<b>Redundancy Reserve</b>	<b>Revaluation Reserve</b>	<b>Retained surpluses</b>	<b>Total equity</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance at 1 July 2018	54,425	790,000	478,265	1,322,690
Surplus for the year	-	-	839	839
Other comprehensive income for the year	-	(32,599)	-	(32,599)
Total comprehensive income for the year	-	(32,599)	839	(31,760)
Transfer from reserve	(2,203)	-	2,203	-
Balance at 30 June 2019	<u>52,222</u>	<u>757,401</u>	<u>481,307</u>	<u>1,290,930</u>

*The above statement of changes in equity should be read in conjunction with the accompanying notes*



**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights &  
Advocacy Service  
Statement of cash flows  
For the year ended 30 June 2019**

	Note	2019 \$	2018 \$
<b>Cash flows from operating activities</b>			
Receipts from customers (inclusive of GST)		519,993	502,000
Payments to suppliers and employees (inclusive of GST)		<u>(516,155)</u>	<u>(475,102)</u>
Net cash from operating activities	16	<u>3,838</u>	<u>26,898</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	7	(663)	(909)
Interest received		<u>11,374</u>	<u>12,853</u>
Net cash from investing activities		<u>10,711</u>	<u>11,944</u>
<b>Cash flows from financing activities</b>			
Net cash from financing activities		<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents		14,549	38,842
Cash and cash equivalents at the beginning of the financial year		<u>482,285</u>	<u>443,443</u>
Cash and cash equivalents at the end of the financial year	5	<u><u>496,834</u></u>	<u><u>482,285</u></u>

*The above statement of cash flows should be read in conjunction with the accompanying notes*

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights & Advocacy Service**  
**Notes to the financial statements**  
**30 June 2019**

**Note 1. Significant accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**New or amended Accounting Standards and Interpretations adopted**

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

**Basis of preparation**

In the Boards' opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and Western Australian legislation the Associations Incorporation Act 2015, the Charitable Collections Act 1946 and associated regulations. The Board have determined that the accounting policies adopted are appropriate to meet the needs of the Board of T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights & Advocacy Service.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for profit oriented entities.

*Historical cost convention*

The financial statements have been prepared under the historical cost convention, except for, where applicable, the revaluation of financial assets and liabilities at fair value through profit or loss, financial assets at fair value through other comprehensive income, investment properties, certain classes of property, plant and equipment and derivative financial instruments.

*Critical accounting estimates*

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

**Revenue recognition**

The incorporated association recognises revenue as follows:

*Grant revenue*

Grant revenue is recognised in the statement of profit or loss and other comprehensive income when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

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

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

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights & Advocacy Service**  
**Notes to the financial statements**  
**30 June 2019**

**Note 1. Significant accounting policies (continued)**

*Donations*

Welfare Rights & Advocacy Service receives non-reciprocal contributions of assets from the government and other parties for no or a nominal consideration. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the profit or loss.

Donations and bequests are recognised as revenue when received.

*Interest*

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

*Other revenue*

Other revenue is recognised when it is received or when the right to receive payment is established.

**Income tax**

As the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

**Current and non-current classification**

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

**Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**Property, plant and equipment**

Land and buildings are shown at fair value, based on periodic, at least every 3 years, valuations by external independent valuers, less subsequent depreciation and impairment for buildings. The valuations are undertaken more frequently if there is a material change in the fair value relative to the carrying amount. 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. Increases in the carrying amounts arising on revaluation of land and buildings are credited in other comprehensive income through to the revaluation surplus reserve in equity. Any revaluation decrements are initially taken in other comprehensive income through to the revaluation surplus reserve to the extent of any previous revaluation surplus of the same asset. Thereafter the decrements are taken to profit or loss.

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights &  
Advocacy Service  
Notes to the financial statements  
30 June 2019**

**Note 1. Significant accounting policies (continued)**

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives as follows:

Plant and equipment	3-5 years
---------------------	-----------

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss. Any revaluation surplus reserve relating to the item disposed of is transferred directly to retained profits.

**Trade and other payables**

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

**Employee benefits**

*Short-term employee benefits*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

*Other long-term employee benefits*

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

**Goods and Services Tax ('GST') and other similar taxes**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

**New Accounting Standards and Interpretations not yet mandatory or early adopted**

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the incorporated association for the annual reporting period ended 30 June 2019. The incorporated association's assessment of the impact of these new or amended Accounting Standards and Interpretations, most relevant to the incorporated association, are set out below.

**T.L.C. Emergency Welfare Foundation of Western Australia Inc. trading as Welfare Rights &  
Advocacy Service  
Notes to the financial statements  
30 June 2019**

**Note 1. Significant accounting policies (continued)**

*AASB 15 Revenue from Contracts with Customers*

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. The standard provides a single standard for revenue recognition. The core principle of the standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The standard will require: contracts (either written, verbal or implied) to be identified, together with the separate performance obligations within the contract; determine the transaction price, adjusted for the time value of money excluding credit risk; allocation of the transaction price to the separate performance obligations on a basis of relative stand-alone selling price of each distinct good or service, or estimation approach if no distinct observable prices exist; and recognition of revenue when each performance obligation is satisfied. Credit risk will be presented separately as an expense rather than adjusted to revenue. For goods, the performance obligation would be satisfied when the customer obtains control of the goods. For services, the performance obligation is satisfied when the service has been provided, typically for promises to transfer services to customers. For performance obligations satisfied over time, an entity would select an appropriate measure of progress to determine how much revenue should be recognised as the performance obligation is satisfied. Contracts with customers will be presented in an entity's statement of financial position as a contract liability, a contract asset, or a receivable, depending on the relationship between the entity's performance and the customer's payment. Sufficient quantitative and qualitative disclosure is required to enable users to understand the contracts with customers; the significant judgements made in applying the guidance to those contracts; and any assets recognised from the costs to obtain or fulfil a contract with a customer. The incorporated association will adopt this standard from 1 July 2019 but the impact of its adoption is yet to be assessed by the incorporated association.

*AASB 16 Leases*

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. The standard replaces AASB 117 'Leases' and for lessees will eliminate the classifications of operating leases and finance leases. Subject to exceptions, a 'right-of-use' asset will be capitalised in the statement of financial position, measured at the present value of the unavoidable future lease payments to be made over the lease term. The exceptions relate to short-term leases of 12 months or less and leases of low-value assets (such as personal computers and small office furniture) where an accounting policy choice exists whereby either a 'right-of-use' asset is recognised or lease payments are expensed to profit or loss as incurred. A liability corresponding to the capitalised lease will also be recognised, adjusted for lease prepayments, lease incentives received, initial direct costs incurred and an estimate of any future restoration, removal or dismantling costs. Straight-line operating lease expense recognition will be replaced with a depreciation charge for the leased asset (included in operating costs) and an interest expense on the recognised lease liability (included in finance costs). In the earlier periods of the lease, the expenses associated with the lease under AASB 16 will be higher when compared to lease expenses under AASB 117. However EBITDA (Earnings Before Interest, Tax, Depreciation and Amortisation) results will be improved as the operating expense is replaced by interest expense and depreciation in profit or loss under AASB 16. For classification within the statement of cash flows, the lease payments will be separated into both a principal (financing activities) and interest (either operating or financing activities) component. For lessor accounting, the standard does not substantially change how a lessor accounts for leases. The incorporated association will adopt this standard from 1 July 2019 but the impact of its adoption is yet to be assessed by the incorporated association.

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**Note 1. Significant accounting policies (continued)**

*AASB 1058 Income of Not-for-Profit Entities*

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. This standard replaces AASB 1004 'Contributions' in respect to income recognition requirements for not-for-profit entities. The timing of income recognition under AASB 1058 will be dependent upon whether the transaction gives rise to a liability or other performance obligation at the time of receipt. Income under the standard will be recognised where: an asset is received in a transaction, such as by way of grant, bequest or donation; there has either been no consideration transferred, or the consideration paid is significantly less than the asset's fair value; and where the intention is to principally enable the entity to further its objectives. For transfers of financial assets to the entity which enable it to acquire or construct a recognisable non-financial asset, the entity must recognise a liability amounting to the excess of the fair value of the transfer received over any related amounts recognised. Related amounts recognised may relate to contributions by owners, AASB 15 revenue or contract liability recognised, lease liabilities in accordance with AASB 16, financial instruments in accordance with AASB 9, or provisions in accordance with AASB 137. The liability is brought to account as income over the period in which the entity satisfies its performance obligation. If the transaction does not enable the entity to acquire or construct a recognisable non-financial asset to be controlled by the entity, then any excess of the initial carrying amount of the recognised asset over the related amounts is recognised as income immediately. Where the fair value of volunteer services received can be measured, a private sector not-for-profit entity can elect to recognise the value of those services as an asset where asset recognition criteria are met or otherwise recognise the value as an expense. The incorporated association will adopt this standard from 1 July 2019 but the impact of its adoption is yet to be assessed by the incorporated association.

**Note 2. Critical accounting judgements, estimates and assumptions**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

*Estimation of useful lives of assets*

The incorporated association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

*Employee benefits provision*

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.



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**Note 3. Grant income**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Community Legal Centre recurrent (Comm)	290,648	285,240
Community Legal Centre SACS supplementation (Comm)	50,969	43,520
Community Legal Centre recurrent (State)	17,510	17,063
Department of Mines, Industry Regulation and Safety	98,431	97,217
Legal Contribution Trust Replacement	37,200	37,200
	<u>494,758</u>	<u>480,240</u>

**Note 4. Employment costs**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Salaries	396,283	369,863
Annual leave	4,037	10,634
Long service leave	13,813	14,180
Superannuation	36,020	35,137
Other employment costs	2,049	1,857
	<u>452,202</u>	<u>431,671</u>

**Note 5. Cash and cash equivalents**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Cash on hand	200	200
Cash at bank	496,634	482,085
	<u>496,834</u>	<u>482,285</u>

**Note 6. Prepayments**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Prepayments and other receivables	<u>12,064</u>	<u>13,507</u>

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**Note 7. Property, plant and equipment**

	2019 \$	2018 \$
Land and buildings - at cost	1,000,000	1,000,000
Building improvements - at cost	-	61,317
Less: Accumulated depreciation	-	(28,718)
	<u>1,000,000</u>	<u>1,032,599</u>
Plant and equipment - at cost	57,593	57,482
Less: Accumulated depreciation	(51,068)	(49,472)
	<u>6,525</u>	<u>8,010</u>
	<u><u>1,006,525</u></u>	<u><u>1,040,609</u></u>

*Valuations of land and buildings*

The basis of the valuation of land and buildings is fair value. The land and buildings were last revalued on 25 June 2018 based on independent assessments by a member of the Australian Property Institute having recent experience in the location and category of land and buildings being valued. The Boards do not believe that there has been a material movement in fair value since the revaluation date. Valuations are based on current prices for similar properties in the same location and condition.

**Note 8. Trade and other payables**

	2019 \$	2018 \$
Trade payables	718	9,667
Accrued expenses	3,500	5,500
BAS and PAYG payable	12,315	7,908
Membership in advance	36	609
	<u>16,569</u>	<u>23,684</u>

**Note 9. Provisions**

	2019 \$	2018 \$
Annual leave	80,761	76,676
Long service leave	115,875	110,951
	<u>196,636</u>	<u>187,627</u>

**Note 10. Non-current provisions**

	2019 \$	2018 \$
Long service leave	<u>11,288</u>	<u>2,400</u>

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**Note 11. Reserves**

	2019 \$	2018 \$
Revaluation surplus reserve	757,401	790,000
Redundancy reserve	52,222	54,425
	<u>809,623</u>	<u>844,425</u>

*Revaluation surplus reserve*

The reserve is used to recognise increments and decrements in the fair value of land and buildings, excluding investment properties.

*Redundancy reserve*

The Redundancy reserve is a provision required in the TLC Emergency Welfare Foundation of Western Australia Inc. Enterprise Bargaining Agreement 2016.

**Note 12. Related party information**

*a) Members of the Board*

The members of the Board who served for the whole of the financial year, unless otherwise indicated, are as follows:

Owen Whittle	Chairperson	
Rebecca Dennison	Deputy Chairperson	to 19 October 2018
Sally Fox	Deputy Chairperson	from 19 October 2018
Cindy Labuschagne	Treasurer	
Zaneta Mascarenhas	Secretary	
Sinead Glackin	General Member	
Philip O'Donoghue	General Member	
Dan Hill	Unions WA Nominee	
Claire Duffy	General Member	
Sally Fox	General Member	to 19 October 2018
Kate Beaumont	Ex Officio - EO	

*b) Related party transactions*

There were no related party transactions requiring disclosure during the financial year.

**Note 13. Remuneration of auditors**

During the financial year the following fees were paid or payable for services provided by, the auditor of the incorporated association:

	2019 \$	2018 \$
<i>Audit services -</i>		
Audit of the financial statements	<u>6,000</u>	<u>5,850</u>

Please note there has been an adjustment to the amount of audit fees for 2018 (appears page 8) because of the over accrual of audit fees for that year. The actual fee is as appears in this note.

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**Note 14. Economic dependence**

The incorporated association is dependent on funding from Federal and State Government bodies to conduct its current activities. Should this funding not be made available in future, the incorporated association may not be able to continue to conduct its current activities. At the date of this report, management has no reason to believe that this financial support will not continue.

**Note 15. Events after the reporting period**

No matter or circumstance has arisen since 30 June 2019 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

**Note 16. Reconciliation of surplus to net cash from operating activities**

	2019 \$	2018 \$
Surplus for the year	839	6,056
Adjustments for:		
Depreciation and amortisation	2,148	3,660
Interest received	(11,374)	(12,853)
Change in operating assets and liabilities:		
Decrease/(increase) in prepayments	1,443	(981)
Increase/(decrease) in trade and other payables	(7,115)	5,748
Increase in employee benefits	17,897	25,268
Net cash from operating activities	<u>3,838</u>	<u>26,898</u>