
ANNUAL REPORT 2017-18



In 1976 a group of Warrnambool women met to explore the possibility of establishing a women's refuge in South Western Victoria.

A submission to the State Government of the day followed and after much work, in January 1979 the Warrnambool Women's Refuge (Emma House) became operational.

In 2018, 39 years later, Emma House Domestic Violence Services is still as strongly committed to the Women of the South West.

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VISION

Our hope

A society where women and children live free from family, domestic or intimate partner violence in all its forms.

MISSION

Our work

Emma House Domestic Violence Services Inc. is a client-centred, client-first organisation that exists to provide support and assistance to women and their accompanying children, who are experiencing, or who have experienced domestic violence.

Emma House Domestic Violence Services Inc. is a strong, effective voice for the rights of our clients and all women.

Our practice philosophy

- We are a feminist organisation operated by women for women.
- We believe in gender equality.
- We prioritise protection of women, provision of services and prevention of further violence.
- We hold perpetrators of violence accountable for their actions.
- We support and encourage the community to understand and address family violence, emphasising zero tolerance.
- We challenge the status quo.

SERVICE VALUES

What we believe in

- Responsiveness - We respond in a timely way to the needs of individual women and individual children, recognising that experiences of violence differ from individual to individual.
- Equality - We recognise that inequality between men and women is both a cause and effect of violence against women. We strive to draw attention to and redress gender inequality in our commitment to the safety and wellbeing of women and children, and in our work with partners and the wider community.
- Justice - We are committed to advocating for just outcomes for women and their children at both an individual and systemic level.
- Respect – We act fairly, honestly and openly in the way we engage with our clients, staff, partners and the community.
- Leadership – We lead by example in what we do as individuals and as a leading domestic violence service.
- Diversity – We recognise diversity in all its forms and are committed to ensuring our practice is inclusive, fair and accessible and meets the needs of our clients.
- Quality – Our services strive to deliver contemporary best practice. We are committed to embedding current strategic priorities such as prevention of violence against women where they complement our own strategic direction.
- Accountability – We are accountable to our clients, our funders and the community.

CHAIR REPORT

Good evening everyone and welcome to the 2018 Emma House Annual General Meeting.

While the focus of tonight has a very local flavour, I would ask us as a group to spare a moment to acknowledge the national crises facing Australia: of women being killed by men they know. At the time of writing this report 68 women have been violently murdered in Australia in 2018. More than one of our sisters' lives each week ended by this violence.

As we acknowledge and pay respect to these women who have been killed and those who continue to endure the impacts of domestic violence, please just take a moment to reflect not only on the loss of life, but how such violence impacts on family and community.

The women killed were people in their own right – yes people, but also daughters, mothers, friends.

Thank you.

I am pleased to present this report to the 2018 Annual General Meeting on behalf of the Council of Management.

Emma House Domestic Violence Services Inc. has completed another year of important work serving the communities of the South West of Victoria to support women and children, escaping or trying to escape family violence. The organisation provides a strong feminist voice that promotes the prevention of gender based violence.

Emma House has received \$472,970 extra funding as a result of the Victorian Family Violence Royal Commission. With these extra dollars it has meant more on the ground staff and greater access to funding that assists in addressing the impacts of domestic violence for our service users. We have also been able to extend our after-hours response to women in crisis.

Emma house has provided 1,292 instances of service to women and children in 2018. This number is lower than previous years due to a change in the counting rules, which excluded the inclusion of police reports.

We have operated with a budget of \$2,624,620 and our staff numbers have increased from 14 to 20.

The current period of unprecedented growth and sector transformation has provided the momentum for Emma House to develop strategically and

operationally. To this end the Board intends to adopt a new constitution, has reinvigorated Board membership, realigned the organisational structure and built new partnerships with innovative organisations, such as the Australian Childhood Foundation. These changes will provide a strong backbone for a robust, progressive, contemporaneous organisation moving in to the challenges of the future.

The other thing I would like to talk about tonight is the incredible women who make up the Board of Emma House. I wish to thank the Board for your dedication, selflessness and commitment. In times of business, as the Chair I have never felt alone, and the workload of governing Emma House has been totally shared and supported. Thank you to the other Board Executives, Mary our secretary for your diligence, wise counsel and word smithing, and thank you to our Treasurer Pam for your commitment to the numbers and your vigilance.

During 2018 we have welcomed 4 new Emma House Board members. Their added skill and diverse views will further enhance the vision and possibilities for us in the future. I would also like to thank and acknowledge the ongoing commitment and dedication of the other Board members who work towards the hope of women being respected rather than being the recipients of violence.

This year one of our founding members Del Clapp retired at the grand age of 90 years from Emma House. Del is a life member of Emma House and we thank her for knowledge of all things proper and motionable in meeting procedure. We thank her for her 40 plus years of sharing of wisdom, sage advice, unflinching support of our cause and of course her very wicked sense of humour. We love her, appreciate her and feel blessed that we have had access to her wisdom for so many years. We wish you well Del.

In closing I would like to also acknowledge the staff of Emma House. Your commitment, determination, faith, resilience and continued focus on assisting the women who access Emma House services is on display all day, every day, and is commended and applauded by the Board.

Thank you to Ruth our interim Executive Officer for your commitment, professionalism and for getting the job done.

Faye Oliver
Chair
EHDVSI 2018

ORGANISATION REPORT

Interim Executive Officer Report

I would like to begin by acknowledging the women and children who have been murdered by their current or past partner, or by their fathers/step fathers in 2017. This is unacceptable and should be a national emergency.

I arrived at Emma House approximately 3 months ago and it has been an extraordinary few months. The staff have overwhelmingly been welcoming and optimistic about the future. They have all shown themselves to be resilient, passionate workers who are deeply committed to the safety of women and children. They are constantly faced with rising demand and limited resources as the number of women and children presenting to Emma House continues to increase. An amazing group of women.

Over the past months, we have been focussing on continuing to create a positive value driven workplace culture that embodies our feminist principles and fosters gender equity. This culture will also underpin our practice, empowerment based recovery work and our organisational structure.

As Faye stated the current period of unprecedented growth and sector transformation has provided the momentum for Emma House to develop strategically and operationally but it also raises many challenges for a small rural specialist organisation. With Board renewal and new leadership, the future for Emma House is extremely bright and full of possibilities.

Ruth Isbel
Interim Executive Officer

OUR PROGRAMS

Housing

Crisis Accommodation Program

Our high security refuge has the capacity to accommodate and support multiple families at any one time in a communal living situation. Refuge referrals are coordinated state-wide by Safe Steps. We can also receive referrals from our own outreach program. This program area has experienced a significant increase in CALD families with diverse religious practices, and higher complexities of support needs. This has also led to some conflict in the communal living accommodation.

Our Crisis Housing and Transitional Housing program manages four properties within the South West and has nomination rights for two Salvo Connect properties. All women and children receive case management, support and advocacy that focuses on their presenting and emerging needs.

Women and children are remaining in the high security accommodation and transitional housing for lengthier periods due to the lack of affordable exit points. There has been a resurgence of the Southwest Housing Advisory Group to provide advocacy locally around the lack of affordable housing. Rebecca Callahan the Regional Homelessness Networker has been instrumental in getting this group going. We need the commitment and advocacy for all women and children who access our service.

Highlights

The last year has been filled with lots of changes, and we were too busy to even take some photos along the way – for instance, a one off DHHS funding grant refurbished all of our properties. Our team is happy with the upgrades so far and have plans to continue providing relevant resources to the women and children that come to our service having left many items behind.

There has been a consistent and committed approach to building a strong team, which is always an uplifting experience.

We have commenced work on reviewing all program areas, with a focus on simplifying all documents and processes as well as updating procedures and worker guidelines. Other improvements have included considering what supports would provide a sense of dignity for the women and children entering our services. We have increased their ability to have individual food choices and in purchasing quality linen that stays with the family. We have continued providing starter packs when a family enters a house. These packs have been partly funded by a \$4,000 donation from the Sister to Another Mister charity work in 2017.

We are accessing significant amounts of clothing and baby goods such as prams and cots initially from Geelong Mums who are a sister organisation of St Kilda Mums.

The Royal Commission into Family Violence identified a new model for refuge accommodation and we are in the beginnings of a redevelopment process. Refuges will move to a new core and cluster model, providing onsite support and independent accommodation for women and children experiencing family violence. Currently, most of Victoria's refuges are communal with shared kitchen and bathroom facilities and each bedroom accommodating a woman and her children. The new model will see a number of independent units and a 24-hour, 7 days per week, support facility built on one site to allow for greater privacy and independence, while still providing the support women and children need. Importantly, this will increase the number of women and children who can be assisted. We are at the stage of viewing properties; this is an exciting project for all of us.

We are also working towards trauma informed training for all staff, and building partnerships with relevant services who work with children to build our own practice framework and response to children.

All secondary schools in our catchment area have had the You The Man production performance and staff from EHDVSI have participated in the post-performance panel discussion.

An EHDVSI Christmas Wishing Tree has been initiated with Toyworld. Good work Anna.

Special thanks

To Christine our Service Support worker for her 14 attempts to get the NBN connected to the high security property that takes real commitment to achieve.

To Anna for providing the face for our support to children, especially in the youth case management space for her support and guidance of young women experiencing domestic and family violence.

Thanks Jen for returning to our program as a caseworker in this program after her successful student placement recently, you are a welcome addition to our team.

Deborah Pevitt
Team Leader

Outreach and Case Management

Intake, Case Management and Counselling Program

In the last year, we have received 1,577 referrals from police, agencies and women self-referring. This averages at 131 per month and highlights the continuing magnitude of the incidents of domestic and family violence in our region and the pressure on the front-end access point at Emma House. As a result of the reforms occurring in our sector and the raising awareness of violence against women and children additional funding was allocated to specialist family violence services for intake positions. This has enabled us to create a responsive, sustainable access service based on quality risk and need assessments completed by skilled staff.

I would like to thank Sam for taking on the intake role and welcome Lisa to the role while Sam is on maternity leave.

Our Case Management and Counselling program provides services to woman and their accompanying children who reside in the South West and who have experienced intimate partner / family / domestic violence.

Within the program we are able to provide risk assessment, outreach support, court support, advocacy, advice, counselling, assistance to secure or maintain private rental accommodation, intensive case management, and where safe to do so, support and assistance to remain in the family home. We operate a weekly outreach service to Portland, Hamilton, Camperdown and Terang.

Highlights

We have had many positive outcomes enabling women to increase their knowledge, skills and confidence to make informed choices in all areas of their health and wellbeing, and to assist them to remain safe in their own homes free of violence.

We have been able to work in partnership with other agencies through the Working Together Program and more recently with Brophy Family and Youth Services Men's Behaviour Change program. These partnerships not only enable our staff to share their knowledge and learn new ways of working but also improve outcomes for the women and children we work with.

Special Thanks

I would like to thank the case management team: - Amanda, Marita, Tamioka, Andrea, Jodie and Amy for their commitment, passion and flexibility. They have achieved many positive outcomes that have improved the lives of women and children.

Kellie New
Team Leader

Personal Safety Initiative

The Personal Safety Initiative (PSI) aims to assist victim-survivors of family violence to safely remain in their homes in the Wimmera Southwest. After a successful pilot in 2016, the state-wide rollout of PSI commenced in June 2017. Full implementation has been held up due to the complex nature of developing a state-wide approach to auditing and security equipment. It is anticipated that the initiative will commence early 2019.

PSI forms a key part of the Victorian Government's response to FVRC Recommendation 13. Through PSI, victim-survivors will have access to the following:

Women and children who leave the family home because of family violence are often at high risk of becoming homeless. This initiative is an important part of keeping women and their children safe within their own homes.

The Personal Safety Initiative will enable women to re-establish independence and stability and help children remain in their schools and in their communities.

Legal Program

Emma House auspices a one of a kind in house legal program. Victoria Legal Aid funds the full time Principal Solicitor position, which is located alongside the specialist family violence service. In late 2017-18 financial year the Principal successfully applied for an additional funding from the Attorney General's Department (ADJR). This additional funding enables the program to employ a part time administrative assistant and a locum solicitor to support the Principal and assist in providing the duty lawyer service at the three local Courts.

The Program provides a duty lawyer service at the Portland, Hamilton and Warrnambool Courts every week. The Program provides free advice and assistance to all female applicants in relation to Family Violence Intervention Order applications and provides ongoing casework and equal access to justice for women from low socio-economic and CALD backgrounds affected by family violence. The program assisted 305 women in the 2017-18 financial year.

In addition, the program undertook and was successful in achieving Accreditation pursuant to the National Association of Community Legal Centres (NACLC) principles. The program continues to meet all Legal Services Board requirements and works collaboratively with the local the VLA office, law enforcement, courts and private solicitors to achieve the best possible outcome for service users.

Special Thanks

It was with sadness that we recently said goodbye to Kayla Cox, Legal Administration Assistant. Thank you Kayla for all your hard work and professionalism

Jacqui Joseph
Principal Solicitor

Risk Assessment Management Panel - RAMP

EHDVSI is the auspice agency for the Risk Assessment Management Panel (RAMP) in the South West. RAMP is a formally convened multi-agency risk mitigation meeting targeting cases of family violence, which involve serious risk to women and children.

Women who are referred to a RAMP are identified as being at serious threat from family violence and require a comprehensive risk assessment and co-ordinated action plan to lessen or prevent the threat to her (and her children's) life, health, safety or welfare. RAMPs are not a substitute for the existing system but work to enhance the response to this high-risk group. RAMP's are required to focus on perpetrator accountability and to ensure a women's agency is a priority.

This process allows information to be shared in a confidential way to support a multi-agency risk assessment process to develop strategies to maximise the safety of women and children experiencing significant levels of family violence.

Highlights

We have received 99 referrals from 1/11/17-30/06/18, of which 73 of these were at significant risk. We have been able to create life-changing responses for the families involved.

We have been able to secure and build strong relationships with our partner agencies and work collaboratively in order to provide the women and children with holistic, strengths based approach whilst ensuring that their safety is paramount.

We have been able to secure better outcomes from the judicial sectors and more of a criminal focus on family violence with the support of our Victoria Police, family violence investigative unit and recommendations from the royal commission into family violence.

Special Thanks

I would like to thank our key RAMP partner Victoria Police and all the other services who provide core and associate members.

Sarah Brittain
RAMP Coordinator

Quality and Accreditation

The aim of the Quality framework at Emma House is to provide safe, effective, connected and person centred services for all of our clients every time. In order to achieve this the past 6 months has seen policy review and the development of practice guidelines in relation to intake and risk assessment, client incident management and reporting, provision of after hour's client response and the family violence information sharing scheme.

Our client data has been reported monthly to the Department of Health and Human Services and the Specialist Homelessness Services with 27 data elements now being collected each month to enable trends and performance tracking by our management team.

In order to improve the management and accessibility of staff policies, practice guidelines and forms PROMPT – which is a specialised web based document management system and information-sharing portal – will be implemented by the end of 2018. This system will assist in simplifying accreditation processes, enable automatic notifications for document reviews and updates and tighter management control with versioned controlled PDF documents.

Emma House accreditation is due in November 2019 and work will continue in order to achieve the tasks outlined in the organisations quality improvement plan and imbed the quality framework. Thanks to Casey Power, the Quality Project Officer who has been on Maternity Leave since July, for her excellent work in organising policy reviews and managing the quality improvement plan.

Tracey Wilkinson
Quality and Performance Manager

Collaboration and Partnership

Domestic and family violence is a complex social issue that requires a whole of community response if we are to create a world where women and children live free from all forms of violence. To that end EHDVSI understand the importance of working in partnership with other sectors, agencies and the community.

We thank all our collaborating agencies and in particular acknowledge the following in 2017-18:

Australian Childhood Foundation
Bethany Family Services
Brophy Family and Youth Services
Corrections Victoria
Department of Health and Human Services
Department of Justice
Domestic Violence Victoria
Gunditjmara Aboriginal Cooperative Ltd
Haven Home Safe
Mackillop Family Services
Magistrates Court
Regional Justice Network Group
Salvation Army and Salvos Connect
South West Centre Against Sexual Assault
Victoria Legal Aid
Victoria Police
Wimmera and South West Area Integrated Family Violence Partnership
Winda-Mara Aboriginal Corporation
Women's Health and Wellbeing Barwon South West
Working Together Project

Thank you and we look forward to building further relationships in 2018-19 and beyond.

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC.

**Statement of Comprehensive Income
For the Year Ended 30 June 2018**

	Note	2018 \$	2017 \$
Income			
Funding			
Victorian Legal Aid		175,986	130,453
Department of Human Services		2,446,014	1,995,050
Department of Justice and Regulation		42,500	52,174
Other Income			
Donations		11,567	5,780
Fee for Service Income		83,012	-
Interest		24,843	19,241
Profit on Sale of Asset		381	7,241
Rental income		9,986	8,117
Workcover Reimbursement		10,587	-
Sundry		4,978	825
Total Revenue		<u>2,809,854</u>	<u>2,218,881</u>
 Expenditure			
Accounting, Audit and Bookkeeping		69,048	46,241
Accreditation project		7,020	8,690
Administration costs		102,003	94,120
Client costs		699,169	531,084
Depreciation		64,669	60,466
Interest expense		18,882	21,840
IT Expenses		10,761	10,156
Locum Services		55,090	34,250
Loss on Sale of Assets		6,242	-
Minor equipment purchases		4,765	593
Staff cost including recruitment, training and medical		93,520	42,171
Refurbishment		66,518	-
Rent - Administration		13,309	13,229
Salary expenses		1,201,102	979,141
Telephone & Internet		37,213	27,732
Vehicle expenses		16,408	15,564
Workcover premium		34,508	37,679
Total Expenditure		<u>2,500,227</u>	<u>1,922,956</u>
 Total comprehensive income for the year		<u>309,627</u>	<u>295,925</u>

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC.

**Statement of Financial Position
As at 30 June 2018**

		2018	2017
Assets	Note	\$	\$
Current Assets			
Cash and Cash Equivalents	2	516,261	1,440,257
Investments	2	1,626,072	506,185
Receivables	3	-	15,918
Other current assets	4	2,115	1,498
		<u>2,144,448</u>	<u>1,963,858</u>
Non Current Assets			
Property , Plant and Equipment	5	1,012,158	1,061,689
Total Assets		<u>3,156,606</u>	<u>3,025,547</u>
Liabilities			
Current Liabilities			
Trade and Other Payables	6	537,751	357,196
Employee Provisions	7	56,604	81,615
		<u>594,355</u>	<u>438,811</u>
Non Current Liabilities			
Employee Provisions	7	18,535	7,002
Borrowings	8	-	345,645
Total Non Current Liabilities		<u>18,535</u>	<u>352,647</u>
Total Liabilities		<u>612,890</u>	<u>791,458</u>
Net Assets		<u>2,543,716</u>	<u>2,234,089</u>
Members Funds			
Retained Surplus		2,543,716	2,234,089
Total Members Funds		<u>2,543,716</u>	<u>2,234,089</u>

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC.

Statement of Changes in Equity

For the Year Ended 30 June 2018

	Notes	Retained Earnings \$	Total \$
Balance at 1 July 2016		1,938,164	1,938,164
Profit (loss) attributable		295,925	295,925
Transfers to and from reserves		-	-
Balance at 30 June 2017		<u>2,234,089</u>	<u>2,234,089</u>
Profit (loss) attributable		309,627	309,627
Transfers to and from reserves		-	-
Balance at 30 June 2018		<u>2,543,716</u>	<u>2,543,716</u>

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC.

Statement of Cashflows

As at 30 June 2018

	Note	2018	2017
		\$	\$
Cash Flow from Operating Activities			
Receipts from operating activities		2,862,194	2,405,022
Interest received		24,843	19,241
Interest paid		(18,882)	(21,840)
Payments to suppliers		(1,136,148)	(859,892)
Payments to employees		(1,169,472)	(950,801)
Net cash provided by operating activities	12	<u>562,535</u>	<u>591,730</u>
 Cash Flow from Investing Activities			
Proceeds from sale of property, plant & equipment		455	20,000
Payment for property, plant & equipment		(21,454)	(89,270)
Net cash used in investing activities		<u>(20,999)</u>	<u>(69,270)</u>
 Cash Flow from Financing Activities			
(Payment) / Proceeds from Borrowings		<u>(345,645)</u>	<u>(21,453)</u>
Net increase/(decrease) in cash held		195,891	501,007
Cash at the beginning of Financial Year		<u>1,946,442</u>	<u>1,445,435</u>
Cash at the end of Financial Year	2	<u><u>2,142,333</u></u>	<u><u>1,946,442</u></u>

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

Notes to and forming part of the Financial Statements for the year ended 30 June 2018

1. Statement of Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 and is a Charity registered under the Australian Charities and Not-for-profits Commission Act 2012 .

The Council have prepared the financial statements on the basis that the entity is a non-reporting entity because there are no users dependant on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the Associations Incorporation Reform Act 2012. The Association is a not-for-profit entity for financial reporting purposes under the Australian Accounting Standards.

The financial statements (exempt for cash flow information) have been prepared on an accruals basis and are based on historical costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets. The amounts presented in the financial statements have been rounded to the nearest dollar.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise. The financial statements were authorised for issue by the Council as per the Council Statement.

Accounting Policies

a. Income Tax

The Committee believe the Association is exempt from the payment of tax under Section 50-10 of the Income Tax Assessment Act 1997.

b. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses. Property, land and buildings are carried at their fair value and based on the market valuation periodically, obtained from an independent valuer which determines the value.

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

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

Notes to and forming part of the Financial Statements for the year ended 30 June 2018 (continued)

1. **Statement of Accounting Policies (cont.)**

b. **Property, Plant and Equipment (cont.)**

In the event the carrying amount of plant and equipment is greater than the recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(f) for details of impairment).

Plant and equipment that have been contributed at no cost, or for nominal cost, are recognised at the fair value of the asset at the date it is acquired.

Depreciation

Land is not depreciable. The depreciable amount of all fixed assets including buildings is depreciated on either a straight-line or diminishing value basis over their useful lives, commencing from the time the asset is available for use.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

c. **Superannuation**

The Association contributes employer superannuation on behalf of permanent employees receiving greater than \$450 per month. The Association is not legally obligated to contribute greater than 9.5% superannuation guarantee levy.

d. **Employee Benefits**

Short-term employee provisions

The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. Based on past experience, the Association does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However, these amounts must be classified as current liabilities since the Association does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement.

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

Notes to and forming part of the Financial Statements for the year ended 30 June 2018 (continued)

1. Statement of Accounting Policies (cont.)

d. Employee Benefits (cont.)

Other long-term employee provisions

The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as part of employee provisions expense.

The Association's obligations for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the company does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current employee provisions.

e. Revenue

Non-reciprocal grant revenue is recognised in profit or loss 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 the entity 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 or third party, 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; otherwise the grant is recognised as income on receipt.

Non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. 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 profit or loss.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised as it accrues using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer. All revenue is stated net of the amount of goods and services tax.

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

Notes to and forming part of the Financial Statements for the year ended 30 June 2018 (continued)

1. Statement of Accounting Policies (cont.)

f. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short term highly paid liquid investments with original maturities of three months or less and bank overdrafts.

g. Goods and Services Tax (GST)

Revenues, expenses, and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). Receivables and payables in the Balance sheet are shown inclusive of GST. The net amount of GST recoverable from, or payable to the ATO is included with other receivables or payables in the statement of financial position. Cash flows are presented on an exclusive basis. The GST components of cash flows arising from investing or financing activities which are recoverable from or payable to, the ATO are presented as operating cashflows included in receipts from customers or payments to suppliers.

h. Impairment of Assets

At each reporting date, the Association assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs of disposal and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit and loss.

Where an impairment loss on a revalued asset is identified, this is debited against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

i. Comparative Figures

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

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

**Notes to and forming part of the Financial Statements
for the year ended 30 June 2018 (continued)**

	2018	2017
	\$	\$
2. Cash and Cash Equivalents		
Petty Cash	91	43
Cheque and at call savings Accounts	515,743	1,436,124
EFTPOS Account	427	4,090
	<u>516,261</u>	<u>1,440,257</u>
Reconciliation of Cash:		
Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:		
Cash and cash equivalents	516,261	1,440,257
Investments - Restricted	1,626,072	506,185
	<u>2,142,333</u>	<u>1,946,442</u>
3. Receivables		
Receivables	-	1,600
GST Refundable	-	14,318
	<u>-</u>	<u>15,918</u>
4. Other current Assets		
Prepayments	<u>2,115</u>	<u>1498</u>
5. Property, Plant & Equipment		
Land 131-133 Kepler Street	** 470,000	496,800
Buildings 131-133 Kepler Street	** 405,000	432,069
Less Accumulated Depreciation	(28)	(36,824)
	* <u>874,972</u>	<u>892,045</u>
Refuge Property at Cost	*** 140,000	140,000
Less Accumulated Depreciation	(140,000)	(140,000)
	<u>-</u>	<u>-</u>
Refuge Property Improvements at Cost	25,226	25,226
Less Accumulated Depreciation	(15,868)	(13,788)
	<u>9,358</u>	<u>11,438</u>
Total Property & Improvements	<u>884,330</u>	<u>903,483</u>
Plant and Equipment at Cost	223,831	206,204
Less Accumulated Depreciation	(172,135)	(149,505)
	<u>51,696</u>	<u>56,699</u>
Motor Vehicles at Cost	146,984	146,984
Less Accumulated Depreciation	(70,852)	(45,477)
	<u>76,132</u>	<u>101,507</u>
Total Property, Plant and Equipment	<u>1,012,158</u>	<u>1,061,689</u>

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

**Notes to and forming part of the Financial Statements
for the year ended 30 June 2018 (continued)**

	2018	2017
	\$	\$
5. Property, Plant & Equipment (cont.)		
*The title search for 131-133 Kepler Street(Volume 10300 Folio 755) indicates that a registered mortgage is still held over the property		
** Land andBuildings value is based on the property valuation by Roger Cussens dated 30/06/2018		
*** Note a property is held for Emma house by Marvindel Inc. with a caveat held over the property by the Director of Housing forbidding the transfer or sale of the property.		
6. Trade and Other Payables		
Current:		
Accounts Payable	144,001	87,395
Payroll & Other Accruals	81,615	44,117
PAYG	20,426	12,816
Grants in Advance	274,514	212,868
GST Payable	17,195	-
	<u>537,751</u>	<u>357,196</u>
7. Employee Provisions		
Current		
Employee Benefits - Annual Leave	36,884	47,138
Employee Benefits - Long Service Leave	19,720	34,477
	<u>56,604</u>	<u>81,615</u>
Non - Current		
Employee Benefits - Long Service Leave	<u>18,535</u>	<u>7,002</u>
8. Secured Borrowings		
Mortgage - South West Credit	<u>-</u>	<u>345,645</u>
9. Events after Balance Date		
The Council is not aware of any events which have occurred subsequent to balance date which would materially affect the financial statements at 30th June, 2018.		
10. Related Party Transactions		
The Association did not enter into any contracts with related parties.		
11. Contingent Liabilities		
The title search for 131-133 Kepler Street(Volume 10300 Folio 755) indicates that a registered mortgage is still held over the property		

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC

Notes to and forming part of the Financial Statements for the year ended 30 June 2018 (continued)

	2018	2017
	\$	\$
12. Cash Flow Information		
Operations with Surplus from Ordinary Activities		
Net Result for Year	309,627	295,925
Non-cash flows in Profit		
Depreciation	64,669	60,466
Net(gain)/loss on disposal of assets	(381)	(7,241)
Changes in Assets & Liabilities		
(Increase)/Decrease in Receivables	15,918	(14,563)
(Increase)/Decrease in Other Assets	(617)	(787)
Increase/(Decrease) in Payables	180,555	259,677
Increase/(Decrease) in Provisions	(13,478)	(1,747)
Net Cash Provided by Operating Activities	<u>556,293</u>	<u>591,730</u>

13. Incorporation

The organisation received a Certificate of Incorporation from Consumer Affairs dated 14th August, 1986.

14. Income Tax Expense

The Committee believe the Association is exempt from the payment of tax under Section 50-10 Community Service of the Income Tax Assessment Act

15. Australian Charities and Not-For-Profit Commission (ACNC)

The organisation is registered with the ACNC as a charitable organisation.

EMMA HOUSE DOMESTIC VIOLENCE SERVICES INC.

ANNUAL STATEMENTS GIVE TRUE AND FAIR VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INCORPORATED ASSOCIATION

We, being members of the Council of Emma House Domestic Violence Incorporated, certify that -

- (1) The financial statements as set out on pages 1 to 11 present a true and fair view of the financial position of the Emma House Domestic Violence Inc. as at 30 June 2018 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Reform Act 2012.
- (2) Emma House Domestic Violence Services Inc. will be able to meet its debts as and when they fall due.
- (3) The financial statements and notes as set out on pages 1 to 11 satisfy the requirements of the ACNC Act.

This declaration is signed in accordance with subs 60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013.

Faye Oliver
Signature

[Signature]
Signature

Faye Oliver
Name

Sam Jackson
Name

13-11-2018
Dated

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF EMMA HOUSE DOMESTIC VIOLENCE SERVICES INCORPORATED

Report on the Audit of the Financial Report

We have Audited the financial report of Emma House Domestic Violence Services Incorporated, which comprises the statement of financial position as at 30 June, 2018, the statement of 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 Council's declaration.

In our opinion the financial report of Emma House Domestic Violence Services Incorporated, is in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- a. giving a true and fair view of the Emma House Domestic Violence Services Incorporated's financial position as at 30 June, 2018 and of its financial performance 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 Emma House Domestic Violence Services Incorporated, 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 for the purpose of fulfilling the Emma House Domestic Violence Services Incorporated's financial reporting responsibilities under 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.

Our Offices:

Warrnambool
Casterton

Colac
Mortlake

Hamilton
Port Fairy

Mount Gambier
Terang

Camperdown
Timboon

Responsibility of the Council and Those Charged with Governance for the Financial Report

The Council of Emma House Domestic Violence Services Incorporated, are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The Council's responsibility also includes such internal control as the Council determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Council are responsible for assessing Emma House Domestic Violence Services Incorporated'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 the Council either intend to liquidate Emma House Domestic Violence Services Incorporated, or to cease operations, or have no realistic alternative but to do so.

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 the financial report.

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform Audit procedures responsive to those risks, and obtain Audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the Audit in order to design Audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Emma House Domestic Violence Services Incorporated's internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.

- Conclude on the appropriateness of the Council'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 Emma House Domestic Violence Services Incorporated'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 Emma House Domestic Violence Services Incorporated, 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.



FELICITY MELICAN
PRINCIPAL

Dated this 14 November, 2018

257 Timor Street
Warrnambool VIC 3280

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