

Community Legal Centres  
Association (WA) Inc



# ANNUAL REPORT

2011-12





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## Introduction

The Community Legal Centres Association of WA (the Association) is the peak organisation representing the 28 Community Legal Centres (CLCs) operating in Western Australia. It is committed to the principles of human rights, social justice and equity, including the rights of West Australians to equity in access to legal services.

The Association conducts its business via a General meeting of members, an Executive Committee elected by the membership and various sub committees and working parties. Its hours of operation are Monday to Thursday, 8.30am to 5.00pm.

The Association is part of a national network of CLCs. Each State and Territory has a State Association. These State Associations collectively form the National Association of CLCs (NACLCL). The Association interacts with NACLCL via its State Representatives.

The Association was financially assisted by the WA Department of the Attorney General, Legal Aid Western Australia, Lotterywest and member's contributions during the 2011-12 financial year. We thank them for their ongoing support.

**The objects of the Association are to assist disadvantaged and marginalised people in the Western Australian Community to obtain access to legal services by:**

- **promoting the development of Community Legal Centres;**
- **promoting cooperation between Community Legal Centres;**
- **promoting the provision of legal assistance to disadvantaged sections of the Western Australian Community;**
- **promoting Western Australian Community awareness of the law and encouraging Western Australian Community participation in the legal process;**
- **promoting equal opportunity in the law;**
- **promoting social justice in the law;**
- **representing the views of Members; and**
- **being a member of and participating in the NACLCL**

## **OUR VISION**

Eliminating disadvantage through an effective, connected and influential Community Legal sector.

## **OUR VALUES**

### ***Autonomy of members***

Members are autonomous organisations that provide opportunities for access to justice. As such they bring specific skills and knowledge to the sector.

### ***Collaboration between members***

Through collaboration we benefit from our specific knowledge and our shared vision for the community.

### ***Equality of access***

Member organisations experience different barriers to full participation in the Association. As such, our focus is how we maximise access for all member organisations.

### ***Access to Justice***

The Association to be an influential community leader in promoting access to justice for all

## **OBJECTIVES**

### ***Objective 1:***

Lead, inform, educate, and influence stakeholders and the broader community in relation to access to justice

### ***Objective 2:***

Provide opportunities to members that consolidate and strengthen the capacity of the Community Legal sector

### ***Objective 3:***

Ensure the ongoing viability of the Association

## Membership at 30 June 2012

Aboriginal Family Law Services WA  
Albany Community Legal Centre  
Bunbury Community Legal Service  
CASE for Refugees  
Citizen's Advice Bureau  
Consumer Credit Legal Service (WA) Inc  
Employment Law Centre of WA (Inc)  
Environmental Defender's Office (WA) Inc  
Family Violence Prevention legal Service, Albany  
Fremantle Community Legal Centre  
Geraldton Resource Centre  
Goldfields Community Legal Centre  
Gosnells Community Legal Centre (Inc)  
Kimberley Community Legal Services Inc  
Marninwarntikura Women's Resource Centre  
Mental Health Law Centre WA Inc  
Midland Information, Debt & Legal Advice Service (MIDLAS)  
Northern Suburbs Community Legal Centre  
Peel Community Legal Services Inc  
Pilbara Community Legal Service  
Southern Communities Advocacy Legal & Education Services Inc  
Street Law Centre (WA) Inc  
Sussex Street Community Law Service Inc  
Tenants Advice Service Inc  
Welfare Rights & Advocacy Service (WA)  
Wheatbelt Community Legal Centre  
Women's Law Centre of WA  
Youth Legal Service

## Executive Committee 2011/12

### Chair

**Karen Merrin**, Northern Suburbs CLC

### Deputy Chair

**Cheryl Cassidy-Vernon**, Youth Legal Service

### Treasurer

**John Perrett**, Tenants Advice Service  
(to December 2011)

**Carol Hawkins**, Wheatbelt CLC  
(from February 2012)

### Ordinary Committee Members

**Chris Gabelish**, Geraldton Resource Centre

**Carol Hawkins**, Wheatbelt CLC

**Lynda Wennstrom**, Fremantle CLC  
(to October 2011)

**Sandra Brown**, Citizens Advice Bureau  
(to October 2011)

**Sara Kane**, Employment Law Centre

**Lesley Kirkwood**, Women's Law Centre  
(from October 2011)

**Gai Walker**, SCALES CLC  
(from December 2011)

**Mary Clark**, Aboriginal Family Law Services  
(from December 2011)

### Association Secretariat

#### Executive Director

**Myles Kunzli** (resigned April 2012)

**John Perrett** (commenced April 2012)

#### Administrator

**Fiona Hobbs**

#### Manager, Sector Development

**Lee Collis**

#### Manager, National Accreditation Scheme WA

**Kerry Marshall** (commenced Feb 2012)

#### Finance Officer

**June Singh**



## Chairperson's Report

Welcome to the 2012 Annual General Meeting of the Community Legal Centre's Association (WA).

It is with great pleasure that the Executive Committee and staff of the Association submit the Annual Report for your consideration.

Last year I completed my report by expressing that:

“We leave this year with a distinct feeling of satisfaction and a renewed energy to grow the Association and to better service the needs of our members over the next twelve months. I feel confident that we have the people in place, we have the enthusiasm and we have the will to move forward and implement positive change.

Through the enthusiasm and dedication of staff and with the support of the Executive Committee and members, I am able to confidently report that as predicted we have moved forward and we are implementing positive change within the organisation. This change will ultimately benefit members and will define the role of the CLCA as a leader in the community sector.

Unfortunately this year Myles Kunzli our Executive Director re located to London. Myles was the instigator of change at the Association and his energy was infectious within the Executive and membership and he will be missed by all in the sector. However, we have been fortunate in securing the services of John Perrett who will be a steadying hand as we move forward and implement change.

The team at the CLCA remains focused and committed to their work in supporting community legal center's to go about their business of delivering much needed legal assistance in the community. The mining “Boom” has, on one hand been welcome to many in our community and on the other has created an alarming number of working poor and disadvantaged people. Poverty within our State is at an all time high and community legal centres are overwhelmed with demand particularly in the area of housing, homelessness, mental health, finances and debt. It is during these times that we need the support from our Peak body and the team at the Association has done an incredible job of supporting centers' from Board level to administration.

This year a number of projects including the Governance and Management Program (GAMP) and Accreditation for community legal centres were at the forefront of the work carried out by staff at the Association. The report contains details and outcomes of these and other projects so I will not further elaborate here.

The CLCA is a member of the WA Jurisdictional Committee formed through the National Partnership Agreement for Legal Assistance Services. Other members include the Commonwealth and State Attorney General's offices, the Aboriginal Legal Service, the Indigenous Family Violence Services and Legal Aid WA. The focus of the Committee is about working together to achieve better outcomes for clients. This year the Committee met on two occasions and have agreed to work together to implement the desired outcomes.

The Executive members of the CLCA represent the CLCA on a number of Committees and Board including WACOSS, Stakeholders Committee, National Association of Community Legal Centres, WA Family Law Pathways and many more. Executive members are extremely busy with work at their own centres and to give up valuable time to represent the CLCA is commendable. On behalf of the members I thank you all.

Again Catherine Eagle has led the Legal and PII Committee and has worked to ensure that our legal practitioners are well trained and able to meet the requirements of the Legal Practice Board. Thank you Catherine.

To all members I say thank you. What an incredible sector with people who are not well remunerated committing themselves to social justice and to ensuring that there is a fair deal for all in our community regardless of means or status.

We look forward to the next twelve months and to an exciting journey for all of us.

**KAREN MERRIN**  
**Chairperson**

## Secretariat Report

Following on from the report prepared by my predecessor, Myles Kunzli, the last twelve months has continued on with the theme of change in the CLC Association office. Myles decided to leave in April 2012 and I had the pleasure of a three week handover before his departure towards the end of the month. Myles was a catalyst for re energising the Association office and engaging in new initiatives, facilitating closer working relationships with our government funding bodies and other stakeholders. His energy and passion for human rights will be the Association's loss.

In 2010/11 the Executive Committee agreed to review the strategic plan for its completion to 2013. The review confirmed the 3 broad strategic objectives:

1. Lead, inform, educate, and influence stakeholders and the broader community in promoting access to justice and human rights;
2. Provide opportunities to members that consolidate and strengthen the capacity of the Community Legal sector;
3. Ensure the ongoing growth, relevance, and sustainability of the Association.

This review recognised the need to invigorate and further resource strategic objective 1 and implement the next stage of the Governance & Management Project (GAMP) as the major component of Objective 2 (details below). Objective 3 was to focus on improving our internal functioning as an Association. These 3 objectives broadly align with the way we have structured the work of the Association being:

1. Policy, Liaison & Advocacy
2. Sector Development
3. Administration and Member Services

### ***Policy, Liaison and Advocacy***

The ability to develop, liaise and advocate for social policy reforms is difficult for a small PEAK with limited resources. Although the review of the strategic plan found that our objectives remain valid it was difficult to know when to implement, who and how to approach, etc. Consequently, Kalico Consultants were engaged to facilitate a workshop of members to create a set of strategies surrounding cultural, capability and influence. The drafting of a paper entitled "Influence and Advocacy Strategy" was the culmination of this work.

To achieve many of the identified and agreed actions of these strategies the Association approached Lotterywest regarding the quantity of work which was beyond its current resources and how it might build capacity to achieve and sustain into the future. The result was the advancement of the Capacity Building Project to review the business model and operational functions of the Association. An application has been lodged with LotteryWest for phase 1 of the project, and if approved will commence sometime in the first quarter of 2012/13.

The Association in conjunction with its members produced its first report card on Human Rights for many a year with a public launch in December 2012. I am

particularly pleased to acknowledge the work of many staff across the sector and especially our volunteer, Ms Nanise Vucago, who coordinated the work in the Association Office. The report analyses the conditions of human rights in Western Australia for 2011 and is a welcome addition to our research for use by other NGOs. The Report Card will become an annual fixture on the Association calendar in the future.

The need for improved coordination of pro bono work was identified as a priority for Western Australia. Myles Kunzli led the discussions by engaging with other key stakeholders, in the form of a reference group – Law Society of Western Australia, Legal Aid Western Australia, WA Bar Association, Aboriginal Legal Service, pro bono firms, etc. – to charter a course for this concept. Lotterywest are supportive of the initiative. The outcome of the reference group’s deliberations saw the creation of a steering group commissioned to develop a brief for a feasibility consultancy. The Association is the convenor of the Steering Group with excellent secretariat support provided by the Law Society. At the time of writing this report, the brief has been advertised and circularised to suitably interested and skilled consultants.

Legal Aid Western Australia established a new forum to meet with the community legal centre sector over matters pertaining to the Social Inclusion program. While the program is funded by the Commonwealth under a National Partnership Arrangement the manner of engagement and collaboration is far from satisfactory from a CLC perspective. CLCs opine that they are looked upon as the amateurs when it comes to community development. CLCs pride themselves on the ability to engage in their own communities with significant and profound results. The Association is keen to strengthen relationships with government and get the best value for money for the community on a level playing field.

### ***Sector Development***

The continuation of the GAMP project identified as a high priority is designed to assist our member centres to maximize good governance in their respective organisations. To further this project the Association was fortunate to receive a Lotterywest grant and utilise funds from the Commonwealth Attorney General’s Department (with the backing of Legal Aid WA and our long-term supporter there, Allison Harris). The GAMP project contains a number of elements including addressing:

1. Recruitment and retention of Board members.
2. The role of the Board.
3. An induction kit for prospective Board members.
4. A Risk Management education program.
5. A mentoring program for new CLC Managers and Solicitors.
6. An orientation kit for new CLC Managers.

In early June 2011 Lee Collis joined the Association as Manager, Sector Development. Lee’s focus will be implementing the Governance and Management Project (GAMP)

for the next 12 months. Her initial focus was to commence relationship building with member CLCs and to establish a clear plan for achieving the outcomes of the project, namely the production of induction packages for Board members, Centre Managers and all staff (paid and volunteer).

The Association embraced the accreditation principles for continuing membership of the organisation. While coordination is a national function, the actual assessment is undertaken by a regional state based coordinator. Kerry Marshall took up the challenge of this role in March 2012. Kerry has a complimentary background to this position having worked in the legal and community services sector for many years. Initial funding came from the NACLIC with further funding provided by Lotterywest to take the project through until June 2013.

In terms of membership, our numbers remained stable at twenty eight.

Traditionally, May is the month for our biennial state conference. However, due to other competing events the Conference has been postponed until October 2012. A subcommittee of Association office and members staff has been working diligently in coordinating three days of network meetings and presentations.

I am particularly keen to engage more with the RRR centres by encouraging participation in state and national conferences, professional development, embracing technology to deliver training, etc. The challenges for the regional and remote centres are essentially no different to those of their metropolitan cousins with staff recruitment and retention a critical issue. I am always encouraged when I meet with staff who work in the outlying centres of their contribution, commitment and many times the innovative approaches they use to help members in their communities seek a fair go.

### ***Administration and Member Services***

Fiona Hobbs has continued to lead this stream of office work for the Association and includes the following achievements:

- Annual Professional Insurance Indemnity cross checks,
- Continued the excellent delivery of a weekly members update containing information received at the Association,
- Referred 913 telephone enquiries to CLCs and other service providers
- Hosted over twenty meetings on Association business – Executive, General, Special General and Annual General Meetings
- Supporting the Executive Committee, the PII and Legal Practice Committee and administering the Public Indemnity Insurance scheme in WA and the Association's Quality Assurance status with the Legal Practice Board.
- Networking with NACLIC and with other State Associations
- Disseminating information to member centres
- Maintaining and updating the website

- Office technology and procedural improvements
- Attending forums and career expos to promote CLCs as an employer of choice
- Produced an Aboriginal Reconciliation Action Plan.
- Participated in the Mercer Salary Report with NACLIC and other State Associations for comparing CLC sector salary rates with counterparts in the WA public service.
- Endeavouring to finalise the staff Employment Agreement
- Preliminary research into a project for the colocation of CLCs based in the Perth CBD and surrounds.

In terms of Finance Administration, we continued our long term engagement of June Singh as our contract bookkeeper. My appreciation is extended to both June and Treasurer, Carol Hawkins for their contribution to the good financial management of the Association.

The Association extends its appreciation to **Lotterywest** for its support and interest, including financial assistance, in many of our endeavours. Without this income source the efforts of the Association would be reliant on government funding which does not keep pace with the pressures of everyday cost of living expenses. The staff of Lotterywest have been extremely helpful and encouraged us to think big with some of our projects. We look forward to continuing a strong working relationship with Lotterywest for the ultimate benefit of our members and the community as a whole.

Thanks also to our Legal Practice and Professional Indemnity Insurance Sub-Committee, led with such capability and clarity by Catherine Eagle, providing an invaluable service to members and making life for the Association staff so much easier. The strength of the Association is in its members and in 2013 it will be a major focus to establish / reinvigorate other networks.

My appreciation is also given to the members of the Executive Committee who have been exceptionally welcoming and supportive in my coming back in to the sector.

In closing, I am pleased to report the activity of the Association has continued at a high level this year with many challenges for the Executive committee and the staff. My thanks to the staff who demonstrate an excellent team approach to the work of the Association office. It is a pleasure to work with these dedicated and passionate people.

**JOHN PERRETT**  
**Executive Director**

## State NACLC Representatives Report

NACLC is the peak body for Community Legal Centres in Australia. Its members are:

- Australian Capital Territory Association of Community Legal Centres (ACTACLC)
- Combined Community Legal Centres Group (New South Wales) (CCLCG)
- Northern Territory Association of Community Legal Centres (NTACLC)
- Queensland Association of Independent Legal Services (QAILS)
- South Australian Council of Community Legal Services (SACCLS)
- Tasmanian Association of Community Legal Centres (TACLC)
- Federation of Community Legal Centres (Victoria)
- Community Legal Centres Association (WA) Inc

Together, these organisations represent around 200 community legal centres nationally.

NACLC is established for the public charitable purposes of assisting disadvantaged and marginalised people in the Australian community obtain access to legal services by, including but not limited to:

- supporting and assisting community legal centres to provide these services;
- providing a national forum for community legal centres;
- developing and coordinating national community legal centres policy; and
- advancing the interests of community legal centres within Australia.

The Association's governing body, the Management Committee, meets throughout the year. It comprises state and territory representatives and elected national representatives. The day to day management of the NACLC Office is conducted by the National Director.

### ***Current and Recent Activities***

In recent years NACLC has:

- provided information services to centres, a Bulletin Board Service (BBS);
- negotiated and maintained the national CLC Professional Indemnity Insurance policy;
- organised and supported the annual National CLC Conference in conjunction with state/territory CLC organisations;
- provided free training and support for CLSIS, BBS and WebEx use;
- fostered collaboration and sharing of resources between centres;

- negotiated national, cost effective services for centres, such as significantly discounted insurances and some free online legal resources and online training and collaboration technology;
- developed responses to consultations and negotiated on behalf of centres in relation to administration of the CLC Funding Program nationally and implementation and use of data systems for reporting, service standards and the Service Agreement;
- publicised the works and value of CLCs and lobbied on behalf of the sector, in the interests of centres' clients;
- researched and coordinated national policy on justice issues;
- provided support for a range of national networks of community legal centres;
- supported the development of advocacy for human rights; and
- provided advice and assistance to individual centres and state and territory organisations

During 2011/12 NACLCL continued to devote a significant amount of time and energy towards the implementation of the national **Accreditation Scheme**. To remain a member of the relevant State or Territory Association, a CLC will be required to review its internal systems, policies and procedures to ensure that a high standard of compliance is maintained and that gives confidence to end users that the governance and administration of the CLC is sound and reflecting best practice. With the federal government focusing its attention on reforms to the NFP sector, the introduction of the scheme is in our sector's best interests.

Michael Smith (Victoria) is the National Convenor and is in the final year of his two year term of office.

The national office continues to develop and respond to a range of **Human Rights Inquiries** both at a national and international level.

Hobart hosted the 2011 **National Conference** with 500 delegates attending the two and half days of meetings and forums. The 2012 Conference is to be held in Adelaide.

The Management Committee decided to strengthen and improve the timeliness of making internal decisions by establishing an **Executive** that has been armed with a range of delegated authorities to discharge as and when required. The goal is to improve the good governance of the national body.

A major review of the PII **Risk Management Guide** has been underway for a considerable period of time and has now been completed. The RMG is an essential tool for all Centres and specifically for legal practitioners to avoid the risk of litigation in the event of providing incorrect or misleading advice.

A national campaign, **Community Law Australia**, is being spearheaded by the Victorian Federation but backed by all state associations and the national management committee revolving round accessing an affordable legal system. A national launch is to be held in Canberra in the near future. Hugh de Kretser is the national spokesperson for the campaign.

A combined effort by NALC and some state associations enabled Mercers to undertake research into **salary levels** for a small number of common CLC staff positions. The result was no surprise with the manager and principal solicitor's roles significantly lower than their counterparts in state and federal government departments. The evidence supports the views that recruitment and retention of specialist staff in CLCs is often uncompetitive against better financially resourced sectors.

**CHRIS GABELISH and MARY CLARK**

**Joint WA State Representatives to the NALC Management Committee**

## **Legal Practice & Public Indemnity Insurance Committee Report**

Once again the work of the PII committee during the 2011/2012 year was focussed on finalising the Risk Management Guide. It was published in late 2011 and due to feedback about some aspects of the Guide an update was circulated to all centres in August 2012. The PII committee were also involved in ongoing negotiations about the PII policy.

In my role as state PII representative I fielded calls from centres about potential notifications and a wide variety of issues that arise when running a legal practice within a community legal centre setting – I certainly find it useful to be able to discuss questions and concerns as well as possible solutions to the issues raised.

The Legal Practice and PII administration sub-committee met 6 weekly and I would like to acknowledge and thank Fiona Hobbs for her continued administrative support of this subcommittee – she was able to keep track of what we were supposed to be doing and make sure that we got it done (often by doing the tasks herself).

During the year we:

- organised free CPD training for CLC lawyers with the assistance of the pro bono coordinators of the large firms and also with assistance from Lesley Kirkwood at Women's Law Centre who organised a speaker from Wanslea. Other sessions on legal ethics, the SAT and alternative dispute resolution were well received.
- provided training on the risk management guide;
- worked out the allocation of CPD points for sessions at the NACLC conference;
- finalised 2011 crosschecks and helped organise 2012 crosschecks.

During this year membership of our subcommittee waxed and waned but I would like to thank Ann-Margaret Walsh, Toni Emmanuel and Amanda Goodier who have all been valuable members of the subcommittee during this period. It is great to work with such enthusiastic and experienced community legal centre lawyers

**CATHERINE EAGLE**

**Convenor, LP&PII Sub-Committee**

## Stakeholder Consultative Committee (SCC) Report

### *Terms of Reference*

A Community Legal Centres (CLC) Stakeholder Consultative Committee be established to provide input to policy development on:

- (i) ways to facilitate coordination and collaboration throughout the CLC sector;  
and
- (ii) addressing unmet legal needs.

### *Composition of the Committee*

The Committee shall comprise a representative of the State Attorney General, a representative of the Commonwealth Attorney General, two representatives of the CLC Association (WA), a representative of Legal Aid WA and the CLC State Program Manager.

The Committee may consult with other stakeholders such as the Law Society or Aboriginal Legal Service as required.

The Committee shall meet not less than once annually and more frequently when required.

### *Yearly Overview*

From an Association perspective it has been a challenging year in respect to the SCC. The Association raised its view that the potential of the Stakeholder Consultative Committee to facilitate consultation and collaboration across the sector has not been reached because communication and consultation was not a two way process. After much rigorous discussion in late 2011 an improvement in communication is noted.

In December 2011, SCC met with an independent consultant to review the workings of the committee and to plan for 2012. It was resolved through the consultation process that 3 meetings per year were sufficient and that there was to be more reporting of a broad and strategic nature in relation to funding, forthcoming reviews, legal needs research and that there needs to be a clarification of the relationship of SCC with the WA Jurisdictional Forum.

Additionally, it was agreed that the Legal Aid Social Inclusion Round Table could be extended to include other service delivery areas within Legal Aid to ensure greater collaboration and cooperation at a service delivery level and conversely the Association has created space on its agenda for regular Legal Aid updates.

Other items of interest that were discussed during the year are:

- Discussed the issues for CLCs with the extension of current service agreements beyond 2013 and that CLCs will be faced with additional costs as a result of Fairwork Gender Pay decision and increases to superannuation with services without additional funding.

- The Commonwealth advised that clc agreements will be extended until 30 June 2014, in order to bring them into line with the National Partnership Agreement (NPA). Also, the Commonwealth was not going to be progressing the recommendations of the previous review of CLSP any further, rather, the review findings will be handed over to the consultants reviewing the NPA.
- Discussed the Tenancy Tender and the potential impacts if CLCs currently funded for this work are unsuccessful. Detailed that potentially new providers of tenancy assistance and the impact from 1 July 2012 on CLCs and also on LAWA.
- Request made with future CPD Days conducted by Legal Aid WA to recognise and utilise the available resources and expertise within the CLC sector.
- Law & Justice Foundation NSW has been commissioned to do a national survey of legal needs. Discussion on the previous methodology used by LJF NSW ensued. This report to be published in next 1-2 months.
- LAWA advised that it had conducted some surveys etc in Geraldton (for those accessing Legal Aid, Geraldton Resource Centre, ALS and IFVLS in relation to measuring the demand for services, with the intention of identifying unmet legal needs which can then be addressed in future funding submissions.
- LAWA working on how the additional 10% state increase will be rolled out in the future.
- Royalties for Regions funding to assist not for profit sector to house workers in RRR areas.

**KATE BEAUMONT and CHERYL CASSIDY-VERNON**  
**Joint CLC Representatives to the Stakeholder Consultative Committee**

## Treasurer's Report

The financial statements indicate that the Association continues to be in a sound financial position.

2011/12 was a year of action resulting in more funds flowing into the Association than in previous years. The majority of the extra funding is conditional and related to projects of an ongoing basis or covering more than one financial year.

The end of year surplus (Equity) of \$244,042 is a direct indication of the state of these extra funds, with over \$113,091 attributed to ongoing project based work (including Accreditation Coordination, GAMP/Sector Development).

It is noted that this past year saw the first injection of funds resulting from the State Government's commitment to the NFP sector under its new Procurement Policy. While increases in recurrent funding are welcome the overall value of government (State and Federal) funding into the sector has fallen in real terms.

A national campaign designed to highlight the cost and inequities of the justice system will commence shortly. The ultimate goal is to convince governments that justice is out of reach to many in the community and that a major injection of funds into the CLC sector enables more clients to access an affordable justice system in Australia.

The Association has sufficient cash reserves to meet its immediate and longer term liabilities.

The Association normally holds a conference every two years. Due to other competing interests and conferences it was decided to defer the 2012 conference to the 2012/13 financial year. Consequently, funds normally spent by the end of the financial year have been retained for use in 2012/13.

I am indebted to the Association staff for making the role of Treasurer a pleasure on the Executive Committee.

**CAROL HAWKINS**  
Treasurer

## **Audited Financial Statements**

**1 July 2011**

**to**

**30 June 2012**

**COMMUNITY LEGAL CENTRES ASSOC (WA) INC**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2012**

**GREG LEDGER PTY LTD**

Chartered Accountant

**SUITE 3, 20 ALTONA STREET**

**WEST PERTH WA 6003**

Phone: 08 9322 1114 Fax: 08 9322 1134

Email: [greg@ledgeraccounting.com.au](mailto:greg@ledgeraccounting.com.au)



# COMMUNITY LEGAL CENTRES ASSOC (WA) INC

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## DECLARATION BY THE BOARD OF MANAGEMENT FOR THE YEAR ENDED 30 JUNE 2012

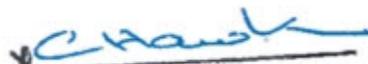
The Board of the Community Legal Centres Assoc (WA) Inc has determined that the Organisation is not a reporting entity. The Board of Management has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the Board of the Community Legal Centres Assoc (WA) Inc:

- 1
  - a) The profit and loss account gives a true and fair view of the result of the organisation for the year ended 30 June 2012 ; and
  - b) The balance sheet gives a true and fair view of the state of affairs of the organisation as at 30 June 2012.
- 2 At the date of this statement, there are reasonable grounds to believe that the organisation will be able to pay its debts as and when they fall due.

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

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Treasurer



Community Legal Centres Assoc (WA) Incorporated  
 Balance Sheet  
 As at 30 June 2012

	2012	2011
	\$	\$
<b>Current Assets</b>		
Cash Management Account Bankwest	180,427	262,393
Cash Management Account ANZ	87,848	
General Cheque Account Bankwest	1,177	(3,568)
General Cheque Account ANZ	(818)	
Petty Cash	100	100
Bank Deposits	50	-
Net GST	-	-
<b>Total Current Assets</b>	<u>268,784</u>	<u>258,925</u>
<b>Non Current Assets</b>		
Office Equipment	1,913	1,913
Less: Accumulated Depreciation	<u>(1,913)</u>	<u>(1,913)</u>
	-	-
<b>Total Non Current Assets</b>	<u>-</u>	<u>-</u>
<b>Total Assets</b>	<u><u>268,784</u></u>	<u><u>258,925</u></u>
<b>Current Liabilities</b>		
Carried Forward Grant	-	75,375
PAYG Withholding	4,058	-
ANZ Credit Card	2,889	-
Net GST	7,270	-
<b>Provisions</b>		
Provision for Annual Leave	6,008	2,869
Provision for Long Service Leave	3,466	1,552
Provision for Annual Leave Loading	<u>1,051</u>	<u>504</u>
<b>Total Provisions</b>	<u>10,525</u>	<u>4,925</u>
<b>Total Liabilities</b>	<u>24,742</u>	<u>80,300</u>
<b>Net Assets</b>	<u><u>244,042</u></u>	<u><u>178,625</u></u>
<b>Accumulated Funds</b>		
Balance at Beginning of the Year	178,625	150,154
Prior Year Unspent Grants	(47,674)	(32,921)
Add Surplus/(Deficit) for the year	<u>113,091</u>	<u>61,392</u>
<b>Total Equity</b>	<u><u>244,042</u></u>	<u><u>178,625</u></u>

Community Legal Centres Assoc (WA) Incorporated  
Income Statement  
For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	47,674	32,920
State Funding Program	152,165	121,501
Interest Received	5,955	5,101
Lottery West	40,000	20,000
Membership Fees Received	6,461	5,790
Administration Fees	2,850	2,300
LAWA Interest	12,457	35,080
State CLC Conference	12,090	14,861
Governance and Management Support	126,085	-
Donation	50	2,000
LP & PII Training Day	-	2,582
QA Provider Fees	7,457	6,865
Other Income	150	-
<b>Total Income</b>	<u>413,394</u>	<u>249,000</u>
<b>Expenses</b>		
<b>Employment Expenses</b>		
Salaries and Wages	174,809	71,210
Temp Wages	14,625	14,625
Superannuation	15,664	6,323
Workers Compensation	656	455
Provision for Annual Leave	3,139	(4,117)
Provision for Leave Loading	1,915	(75)
Provision for Long Service Leave	547	(1,904)
<b>Total Employment Expenses</b>	<u>211,355</u>	<u>86,517</u>
<b>Rent</b>		
Cleaning	-	80
Rental Costs	9,173	9,347
Security	68	81
<b>Total Rent Expense</b>	<u>9,241</u>	<u>9,508</u>
<b>Staff Training</b>		
Conference	3,813	509
Staff Training	167	149
<b>Total Staff Training</b>	<u>3,980</u>	<u>658</u>
<b>Staff Recruitment</b>		
Staff Recruitment	215	630
<b>Total Staff Recruitment</b>	<u>215</u>	<u>630</u>
<b>Insurance</b>		
Insurance - General	1,517	1,911
Insurance - Directors & Officers	483	-
<b>Total Insurance</b>	<u>2,000</u>	<u>1,911</u>

**Community Legal Centres Assoc (WA) Incorporated**  
**Income Statement**  
**For the year ended 30 June 2012 (cont)**

	2012	2011
	\$	\$
Communications		
Internet Charges	545	595
Telephone	4,522	5,510
Website Development	737	690
Total Communications	<u>5,804</u>	<u>6,795</u>
Office Overheads		
IT Equipment & Purchase	9,670	3,232
Postage & Packaging	312	309
Printing & Stationery	3,763	3,696
Staff Amenities	787	356
Office cost - GAMP	556	-
Repairs & Maintenance	55	-
Total Office Overheads	<u>15,143</u>	<u>7,593</u>
Finance & Accounting Fees		
Audit Fee	1,860	1,800
Bank Fees	262	228
Total Finance & Accounting Fees	<u>2,122</u>	<u>2,028</u>
Library, Resource & Subscription		
Library, Resources & Subscription	530	693
Membership fee	1,749	250
QA Provider Fee Expense	227	2,727
Total Library, Resource & Subscription	<u>2,506</u>	<u>3,670</u>
Travel & Other Grant Expenses		
Travel & Accommodation	7,848	5,387
Travel GAMP	7,357	-
Miscellaneous	123	70
Total Travel & Other Grant Expenses	<u>15,328</u>	<u>5,457</u>
Programming & Planning		
Programming & Planning	6,941	3,401
Strategic Planning	-	1,441
Total Programming & Planning	<u>6,941</u>	<u>4,842</u>
Other		
Honarium-NACLC State Rep	710	1,000
Honarium-Pll State Rep NACLC	3,636	3,000
Honarium - Chairperson	1,000	1,000
Project Consultancy Fees	-	-
Governance & Management Project	9,973	16,407
Governance & Management Project - Kimberley	-	14,106
CLC Promotions	277	-
State CLC Conference	455	4,955
State Conference Lotteries	10	9,906
Sector Training	-	1,623
External Contractors	9,599	-
Other	8	-
Workshop Costs	-	6,002
Total Other	<u>25,668</u>	<u>57,999</u>
<b>Total Expenses</b>	<u><b>300,303</b></u>	<u><b>187,608</b></u>
<b>Net Surplus/(Deficit) for the Year</b>	<u><b>113,091</b></u>	<u><b>61,392</b></u>

Community Legal Centres Assoc (WA) Incorporated  
Statement of Cash Flow  
For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Cash Flow from Operating Activities</b>		
Receipts from Government Grants	152,165	121,501
Receipts from Non-Government Grants	40,000	20,000
Receipts from Other Sources	155,143	34,398
Interest Received	18,412	40,181
Payments to Suppliers & Employees	(355,861)	(117,132)
<b>Net Cash provided by Operating Activities</b>	<u>9,859</u>	<u>98,948</u>
Net Increase (Decrease) in Cash Held	9,859	98,948
Cash at Beginning of Reporting Period	<u>258,925</u>	<u>159,977</u>
<b>Cash at End of Reporting Period</b>	<u><u>268,784</u></u>	<u><u>258,925</u></u>
<b>1. Reconciliation of Cash</b>		
Cash on Hand	100	100
Cash at Bank	<u>268,684</u>	<u>258,825</u>
	<u><u>268,784</u></u>	<u><u>258,925</u></u>
<b>2. Reconciliation of Net Cash used in Operating Activities to Operating Results</b>		
Operating Result	113,090	61,392
Add: Non-cash Items		
C/O Balance CLSP	(47,674)	(32,920)
Add: Increases in Liabilities		
Unexpended Grants	-	75,375
PAYG	4,058	-
GST	7,270	-
Credit card	2,889	-
Less: Decreases in Liabilities		
AL Provision	3,139	(4,118)
Leave Loading Provision	1,914	(75)
LSL Provision	548	(1,904)
Unexpended Grants	(75,375)	-
Other liabilities		(5,938)
Less: Increases in Assets		
Prepaid expenses	-	-
Net GST	-	-
Add: Decreases in Assets		
Net GST	-	78
Prepaid expenses	-	7,058
	<u>9,859</u>	<u>98,948</u>

Community Legal Centres Assoc (WA) Incorporated  
 State CLC Funding Program  
 Income Statement  
 For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	42,948	26,303
State Funding Program	152,165	121,501
Membership Fees	6,461	5,790
QA Provider Fees	7,458	6,865
PII Administration Fees	2,851	2,300
LAWA Interest	12,456	35,080
LP & PII Training Day	-	2,582
	<u>224,339</u>	<u>200,421</u>
<b>Expenses</b>		
<b>Employment Expenses</b>		
Salaries and Wages	110,963	68,868
Temp Wages	14,625	14,625
Superannuation	9,952	6,112
Workers Compensation	656	455
Provision for Annual Leave	2,090	(4,117)
Provision for Leave Loading	344	(75)
Provision for Long Service Leave	1,914	(1,904)
Total Employment Expenses	<u>140,544</u>	<u>83,964</u>
<b>Rent</b>		
Cleaning	-	80
Rental Costs	9,173	9,347
Security	68	81
Total Rent Expense	<u>9,241</u>	<u>9,508</u>
<b>Staff Training</b>		
Conference	2,674	509
Staff Training	-	149
Total Staff Training	<u>2,674</u>	<u>658</u>
<b>Staff Recruitment</b>		
Staff Recruitment	<u>215</u>	<u>630</u>
Total Staff Recruitment	215	630
<b>Insurance</b>		
Insurance - General	1,517	1,911
Insurance - Directors & Officers	483	-
Total Insurance	<u>2,000</u>	<u>1,911</u>

Community Legal Centres Assoc (WA) Incorporated  
 State CLC Funding Program  
 Income Statement  
 For the year ended 30 June 2012 (Cont)

	2012	2011
	\$	\$
Communications		
Internet Charges	545	595
Telephone	4,522	5,510
Website Development	738	690
<b>Total Communications</b>	<u>5,805</u>	<u>6,795</u>
Office Overheads		
IT Equipment & Purchase	9,670	3,232
Postage & Packaging	312	309
Printing & Stationery	2,463	3,696
Staff Amenities	787	356
<b>Total Office Overheads</b>	<u>13,232</u>	<u>7,593</u>
Finance & Accounting Fees		
Audit Fee	1,860	1,800
Bank Fees	262	228
<b>Total Finance &amp; Accounting Fees</b>	<u>2,122</u>	<u>2,028</u>
Library, Resource & Subscription		
Library, Resources & Subscription	530	693
Membership fee	1,749	250
QA Provider Fee Expense	-	2,727
<b>Total Library, Resource &amp; Subscription</b>	<u>2,279</u>	<u>3,670</u>
Travel & Other Grant Expenses		
Travel & Accomodation	7,050	5,387
Miscellaneous	367	70
<b>Total Travel &amp; Other Grant Expenses</b>	<u>7,417</u>	<u>5,457</u>
Programming & Planning		
Programming & Planning	6,927	3,401
Strategic Planning	-	1,441
<b>Total Programming &amp; Planning</b>	<u>6,927</u>	<u>4,842</u>
Other		
External Contractors - Common	3,512	-
Honorarium - NACLC State Rep	710	1,000
Honorarium - PII State Rep NACLC	3,636	3,000
Honorarium - Chairperson	1,000	1,000
Governance & Management Project	-	9,688
Governance & Management Project - Kimberley	-	14,106
CLC Promotions	277	-
Sector Training	-	1,623
<b>Total Other</b>	<u>9,135</u>	<u>30,417</u>
<b>Total Expenses</b>	<u>201,591</u>	<u>157,473</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>22,748</u>	<u>42,948</u>

Community Legal Centres Assoc (WA) Incorporated  
State CLC Conference  
Income Statement  
For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Income</b>		
Lotterywest	0	14,861
<b>Expenses</b>		
Accommodation subsidy		9,906
Travel subsidy		4,955
QA Provider Fee Expense	227	-
Salaries and Wages	377	-
State CLC Conference	454	-
Sundry	9	-
<b>Total Expenses</b>	<u>1,067</u>	<u>14,861</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>(1,067)</u>	<u>-</u>

Community Legal Centres Assoc (WA) Incorporated  
 Governance and Management Project  
 Income Statement  
 For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	4,725	-
Commonwealth grant	126,085	-
Lotterywest grant	-	20,000
	<u>130,810</u>	<u>20,000</u>
<b>Expenses</b>		
Employment Expenses		
Salaries and Wages	48,355	2,342
Superannuation	4,351	211
Staff Training	167	-
Total Employment Expenses	<u>52,873</u>	<u>2,553</u>
Other		
Conference	569	-
Office costs	556	-
Printing & Stationery	1,300	-
Programming & Planning	14	-
Travel	7,942	-
External contractors	16,060	6,720
Parking	25	-
Sundry	9	-
Workshop Costs	-	6,002
Total Other	<u>26,475</u>	<u>12,722</u>
<b>Total Expenses</b>	<u>79,348</u>	<u>15,275</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>51,462</u>	<u>4,725</u>

Community Legal Centres Assoc (WA) Incorporated  
 Accreditation Project  
 Income Statement  
 For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Income</b>		
Lotterywest	40,000	
NACLCS	12,090	-
	<u>52,090</u>	<u>-</u>
<b>Expenses</b>		
Employment Expenses		
Salaries and Wages	15,115	
Provision for annual leave	1,049	
Provision for leave loading	203	
Superannuation	1,360	
Total employment expenses	<u>17,727</u>	
NACLCS Conference	569	
<b>Total Expenses</b>	<u>18,296</u>	<u>-</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>33,794</u>	<u>-</u>

Community Legal Centres Assoc (WA) Incorporated  
Community Legal Centres Program Funding  
Income Statement  
For the year ended 30 June 2012

	2012	2011
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	-	6,617
Interest Received	5,955	5,101
Donation	50	2,000
Other Income	150	-
	<u>6,155</u>	<u>13,718</u>
<b>Expenses</b>		
Total Expenses	<u>-</u>	<u>-</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>6,155</u>	<u>13,718</u>

# COMMUNITY LEGAL CENTRES ASSOC (WA) INC

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## Notes to and forming part of the Financial Statements For the year ended 30 June 2012

### **Note 1 - Statement of Significant Accounting Policies**

These financial statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the organisation, pursuant to the constitution of the organisation and the requirements of the Association Incorporation Act of WA. The committee has determined that the Organisation is not reporting an entity.

The statements have been prepared in accordance with the requirements of the following applicable Accounting standards and other mandatory professional reporting requirements:

AASB 102 Inventories  
AASB 110 Events Occurring After Balance Date  
AASB 118 Revenue  
AASB 1031 Materiality  
SAC 1 Statement of Accounting Concepts "Definition of the Reporting Entity"

No other applicable Accounting Standard's or mandatory professional reporting requirements have been applied.

The financial statements are prepared on an accrual basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated current valuation of non current assets. The accounting policies adopted are consistent with those of the previous year.

### **Going Concern**

The financial statements have been prepared on a going concern basis, which contemplates continuity of normal activities of the organisation. The ability of the organisation to continue as a going concern will be dependent upon the continued receipt of grants from the various state funding bodies.

### **Plant and Equipment**

Plant and equipment are included at cost. All fixed assets are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

### **Superannuation**

Staff Superannuation has been paid in accordance with the requirements of the Superannuation Guarantee Charge legislation and is paid to complying funds.

### **Funding / Unexpended Grants**

All grants are brought to account as income when received, unless they relate to future years in which case they are recognised as income in the year expended.

They appear in the Balance Sheet as a liability – Carried Forward Grant.

# COMMUNITY LEGAL CENTRES ASSOC (WA) INC

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Notes to and forming part of the Financial Statements  
For the year ended 30 June 2012

## Note 1 - Statement of Significant Accounting Policies (continued)

### Employee Benefits

Provision is made in respect of the organisation's liability for Annual Leave and Long Service Leave. Both the provision for annual leave and long service leave has been accrued in respect of all employees from the commencement of their employment with the organisation.

# **COMMUNITY LEGAL CENTRES ASSOCIATION (WA) INC**

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## **Independent Audit Report**

**To the members of Community Legal Centres Association (WA) Inc**

### **Report on the Financial Report**

I have audited the accompanying financial report, being a special purpose financial report, of Community Legal Centres Association (WA) Inc, which comprises the balance sheet as at 30 June 2012, the income statement, and statement of cash flow for the year then ended, a summary of significant accounting policies, other explanatory notes and the declaration by the Board of Management.

### **The Responsibility of the Board of Management for the Financial Report**

The Board of Management of the entity are responsible for the preparation and fair presentation of the financial report. The Board of Managements responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditor's responsibility**

My responsibility is to express an opinion on the financial report and the disclosures based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Board of Management financial reporting under the Constitution. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

## COMMUNITY LEGAL CENTRES ASSOCIATION (WA) INC

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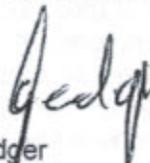
### Independence

In conducting my audit, I have complied with the independence requirements of the Australian professional accounting bodies.

### Audit opinion

In my opinion, the financial report gives a true and fair view of the financial position of Community Legal Centres Association (WA) Inc as of 30 June 2012, and of its financial performance for the year then ended in accordance with accounting policies described in Note 1 to the financial statements.

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describe the basis of accounting. The financial report has been prepared for the purpose of fulfilling the board's financial reporting responsibility under the *Associations Incorporation Act of WA*. As a result, the financial report may not be suitable for another purpose.



RG Ledger  
Chartered Accountant  
Registered Company Auditor

26/9/2012

# GREG LEDGER PTY LTD

CHARTERED ACCOUNTANT

ABN 63 066 718 134

PO Box 565  
Wembley, WA 6913

Suite 3, 20 Altona Street  
West Perth, WA 6005

Telephone+(08) 9322 1114  
Facsimile + (08) 9322 1134

*Liability limited by a scheme approved under Professional Standards Legislation.*

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26 September 2012

The Board of Management  
Community Legal Centres Association (WA) Inc  
33 Moore Street  
East Perth WA 6004

## AUDITOR INDEPENDENCE DECLARATION

This declaration is made in connection with the audit of the financial report of Community Legal Centres Association (WA) Inc for the year ended 30 June 2012 and in accordance with the provisions of the Corporations Act 2001.

I declare that, to the best of my knowledge and belief, there have been:

\*No contravention of the auditor independence requirements of the Corporations Act 2001 in relation to this audit;

\*No contravention of the Code of Professional Conduct of the Institute of Chartered Accountants in Australia in relation to this audit.

Yours sincerely



Ross Gregory Ledger  
Chartered Accountant  
Registered Company Auditor



**SCHEDULE 3 – Certificate of Compliance**

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This Schedule is established in respect of the 2011/12 Financial Year for the  
**Community Legal Centres Association (WA) Inc.**

Contact Officer: John Perrett (Executive Director)

Telephone: 92219322

The above named organisation certifies that:

1. The funds provided under the Terms and Conditions of the CLSP Service Agreement for 2010-13 have been used for the purposes for which they provided;
2. The Terms and Conditions of the CLSP Service Agreement for 2010-13 have been met;
3. The Audited Financial Statements in respect of the funds provided under the Terms and Conditions of the CLSP Service Agreement for 2010-13 have been certified by a person who is registered as an auditor in accordance with the Corporations Act 2001 are attached; and
4. Salaries and allowances paid to people employed using the Funds are in accordance with award salary rates and employment agreements.

SIGNED for and on behalf of the Community Legal Centres Association (WA) Inc.

By the Chairperson)

Karen Merrin

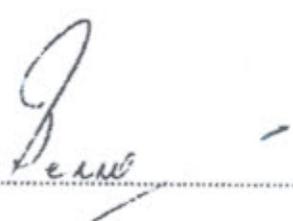


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Signature

In the presence of

John Perrett



.....

Signature

