

Community Legal Centres  
Association (WA) Inc



# ANNUAL REPORT

## 2010/2011





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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 2010-11 financial year. We thank them for their ongoing support.

**The objects of the Association are to assist disadvantaged and marginalised people in WA 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 WA community**
- **Promoting WA community awareness of the law and to encourage WA community participation in the legal process**
- **Promoting equal opportunity in the law**
- **Promoting social justice in the law.**
- **Representing the views of members**
- **Being a member of and participating the National Association of CLCs and**

## **Vision**

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

## **Values**

### ***Autonomy of member centres***

Member centres are autonomous associations that service specific community needs. 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 centres experience different barriers to full participation in the association. As such, our focus is how we maximise access for all centres.

### ***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 promoting 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 2011

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  
Fremantle Community Legal Centre  
Geraldton Resource Centre  
Goldfields Community Legal Centre  
Gosnells Community Legal Centre (Inc)  
Kimberley Community Legal Services  
Marninwarntikura Family Violence  
Prevention 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  
Women's Legal Referral Service Inc  
Youth Legal Service

### EXECUTIVE COMMITTEE 2010/11

#### Chair

Karen Merrin, Northern Suburbs CLC

#### Deputy Chair

Cheryl Cassidy-Vernon, Youth Legal  
Service

#### Treasurer

John Perrett, Tenants Advice Service

#### Ordinary Committee Members

Chris Gabelish, Geraldton Resource  
Centre

Lynda Wennstrom, Fremantle CLC

Carol Hawkins, Wheatbelt CLC

Sara Kane, Employment Law Centre

Sandra Brown, Citizens Advice Bureau

### ASSOCIATION SECRETARIAT

#### Executive Director

Amanda Just (resigned August 2010)

Myles Kunzli (commenced January 2011)

#### Administrator

Kate Williams (resigned July 2010)

Fiona Hobbs (commenced July 2010)

#### Manager, Sector Development

Lee Collis (commenced June 2011)

#### Finance Officer

June Singh

## Chairperson's Report

Every year around this time around the nation not for profits and peak bodies reflect on their achievements in the past twelve months whilst struggling to complete reports for the organisations Annual General Meeting. Why do we do it? It would be easy to say we do it because the law and the Governments that provide our funding expect us to.

I don't really think that this is the reason. As much as Annual Reports cause us stress and angst and we mumble about timelines and deadlines and more important matters that need attention, I really feel that it gives us the opportunity to measure ourselves as organisations. What have we achieved in the past twelve months? How did we do it and could we have done it better? Could we have done more? And should we do more next year?

Reflection is always healthy for organisations and so I have spent some time looking back on the Association and its achievements over the past twelve months.

In January 2011 we were extremely lucky to have Myles Kunzli join us as the Executive Officer. Myles has an extensive background in CLC work and more recently was working in the UK in a similar position. Until Myles joined us several members of the Executive Committee and Fiona Hobbs, the Administrator in the Association office were carrying not only their own workloads but also spending a great deal of time on extra Association business.

Myles' appointment was not only very welcome it also gave the Executive Committee an opportunity to look at where we as an organisation were at and where we had to go to achieve a number of outcomes from the Strategic Plan.

As an organisation we have worked extremely hard over the past 12 months and as usual there are many people to acknowledge and thank for their contribution.

Cheryl Cassidy-Vernon handed over the Governance and Management Project with, I am sure, some relief to Myles and Lee Collis our newly appointed Sector Development Manager.

The project has been moving very quickly and I believe that at the time of this AGM most community legal centres have received training and information on Risk Management. It is now of course our responsibility to implement risk management as part of our ongoing commitment to best practices.

Accreditation has also been high on the agenda this year with the National Association implementing the accreditation plan and timelines. The Association together with the National Association of Community Legal Centres will be working towards assisting centres to implement accreditation early in the new year. I can almost hear the collective groans from our already overworked Managers and I sympathise and join with you in wondering where and when we will find time to complete all these tasks. As an Association we will need to work collectively in the next year to assist centres and Managers to achieve accreditation with as little disruption and fuss as possible.

Again Catherine Eagle and her Legal Practice and PII team stepped up to the mark and delivered an excellent program and ongoing support to lawyers in the sector.

John Perrett once again provided us with excellent advice as the Treasurer of the Association. Life as a Treasurer of an organisation can be quite demanding and during this term John has certainly steered the organisation in the right direction.

Executive members contributed to Association business spending many hours working through and implementing the Strategic Plan with Association staff. I am sure there were many times that members felt as though they should be attending to their own Centre's business but nevertheless committed their time and energy to the Association.

John Perrett and Chris Gabelish as usual embraced their roles as joint State representatives to NACLCL and were joined this year by the Executive Officer.

The staff at the Association achieved incredible results for such a small organisation and as the Chair I thank them personally for a job well done.

As the Chair this year my agenda has been to ensure succession planning for the Association. It is imperative that we attract new people and new ideas to the Executive whilst still retaining some of the experience of those members that have served the Association for a number of years. This past year we have attracted new Executive members and I am pleased to see that there is new interest this coming year.

Finally 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 and into the future. 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.

**KAREN MERRIN**

Chairperson

## Secretariat Report

It has been a year of change rather than consolidation at the CLC Association office.

My tenure began in January 2011 with my predecessor, Amanda Just, having moved on in August 2010. During this transition the Association were fortunate to have Fiona Hobbs begin in the role of Administrator in July 2010 to carry the work of the Association on her own. This was a challenging introduction to the organisation and the Executive, members and myself are extremely grateful to Fiona for her professionalism, skill and perseverance in holding the work of Association.

Later in June we were also fortunate to have Lee Collis join the team as Manager, Sector Development for an initial 12-month contract with the intent to seek resources to make this a permanent role for the Association. Lee has brought an invigorating range of expertise in organisational development and support and has generated much energy and goodwill among the members.

This past year the CLCA were halfway through our 5-year strategic plan, and with a new staff, the Executive Committee agreed to review the 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.

The review did recognise 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

Since beginning in January I have spent my time building relationships with our key stakeholders in order to represent and advance the interests of members and the communities they serve. In April and May we undertook an environmental scanning exercise to identify and clarify current and emerging priorities and, crucially, our key stakeholders. Both stakeholder management and communication plans are to follow in the 2011/12 year.

As a pre-cursor to this outward facing work, much energy has gone in to building communication and relationships between the Association office, the Executive

Committee and the members in order to identify member priorities and issues. Improved exchange both with and between members has been a major focus since January 2011 with more work on reviewing our member communication strategies continuing in to 2011/12.

## **Sector Development**

This year the CLCA Executive prioritised the advancement of the Governance and Management Project (GAMP). This important project was identified as a high priority and is designed to assist our member centres to maximize good governance in their respective organisations. To further this project the Association were fortunate to have a Lotterywest grant and funds from the Commonwealth Attorney General's Department (with the backing of Legal Aid WA and our long-term supporter there, Allison Currie).

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.

The project began in 2011 by engaging Blue Zoo consultancy to undertake a Risk Management workshop for each member with specific follow up by Association staff. All but one member took advantage of this opportunity and they have been a great success in highlighting not only specific risks but also allowing time to evaluate one of the core strategic roles of the Board and Managers.

While these workshops were undertaken, recruitment of the Sector Development Manager was underway with Lee Collis commencing on 8 June. 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. We hope to make this role a more permanent fixture for the Association going forward with a broad remit to support the organisational wellbeing and development of members.

The next 11 months will see the production of induction packages for Board members, Centre Managers and all staff (paid and volunteer); development of clear strategies to address recruitment and retention across the sector including strategies to support Managers and solicitors in their work roles.

The Chair has already made mention of the Accreditation process and this has played an increasing importance in the work of the Association this year. Resourcing the Association to both administer and support members through this will be a priority for the next year. This important initiative will go a long way to protecting the good name of CLCs and provide a framework for continuous improvement.

In terms of membership, our numbers stayed at 28 albeit with some movement. Sadly, Women's Legal Referral Service closed their doors after many years of searching for more sustainable funding in delivering property settlement services to women leaving family and domestic violence. People with Disabilities Inc did not renew their membership in an acknowledgement of their focus on non-legal advocacy.

We welcomed a couple of new members being Aboriginal Family Law Services (with 6 sites throughout WA) approved in September 2010 and the Albany Family Violence Prevention Legal Service (auspiced by the Southern Aboriginal Corporation) being approved in June to formally commence in July 2011. We are very pleased to be able to support such important work.

In tandem with this increased work with Aboriginal controlled organisations, the Association began developing a Reconciliation Action Plan.

An important aspect of this year's work was the Association's initiative in responding to the legal needs created by the Kelmscott bushfires. Our partners at Gosnells CLC, Legal Aid WA and the Law Society of WA responded immediately and generously to our call for a coordinated response. This successful collaboration resulted in the group beginning the development of a Disaster and Emergency Preparedness Plan for the legal profession in WA.

### **Administration and Member Services**

Fiona Hobbs has led this stream of work for the Association and includes the following achievements for the 2010/11 year:

- Annual cross checks mostly completed
- Moved to a weekly members update containing information received at the Association with a view to upgrading the monthly newsletter to a glossy quarterly with a broader audience
- Relocated back to Claisebrook Lotteries House in November 2010 after refurbishment works
- Expanded our office space in early 2011
- Referred 555 clients to CLCs and other service providers
- Hosted nearly 20 meetings on Association business – Executive, General, Special General and Annual General Meetings
- Supporting the Executive Committee
- Supporting the PII and Legal Practice Committee
- Administering the NALC Public Indemnity Insurance scheme in WA
- Networking with NALC and with other State Associations
- Developing and distributing monthly newsletters

- Disseminating information to member centres
- Maintaining and updating the website
- Attending forums and career expos to promote CLCs as an employer of choice

In terms of Finance Administration, we continued our long term engagement of June Singh as our finance officer. My appreciation is extended to both June and John Perrett as Treasurer who are diligent, prompt and practical.

In closing, I am pleased to report the activity of the Association has increased markedly this year with an energised staff, Executive and membership bringing to life the Association's vision. My thanks to the staff who have my gratitude and respect for their capacity for work and their 'service with a smile' approach to the members and stakeholders. We have been a busy office. 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. 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 as well as taking up much of the slack in the hiatus before my recruitment. I make special mention of Karen as Chairperson who has both guided and inspired me in starting my new role.

And finally, thank you to the member CLCs. Coming back to the Western Australian sector I am still in awe of what you do. Your rights-based approach to service delivery, blending the charitable with the activist, is a unique application of the law that is a pleasure and privilege to support.

**MYLES KUNZLI**

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 2010/11 NACLCL has devoted a significant amount of time and energy towards the implementation of the newly developed 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. It is ultimately hoped that the Commonwealth will adopt the scheme as an audit tool to satisfy its own service standard requirements when it provides funding to a CLC member.

After a long reign Liz O'Brien stepped down as **National Convenor** of NACLCL and took on a sea change moving from Canberra to Kununurra. Michael Smith (Victoria) was elected as the new Convenor. While Liz's contribution to the movement has been mentioned and acknowledged in other forums it is important to note that her interest in national affairs has not wavered and WA is the beneficiary of her career move.

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

Melbourne hosted the 2010 **National Conference** with 500 delegates attending the two and half days of meetings and forums. The 2011 Conference is to be held in Hobart. An innovation for delegates is the introduction of an on-line registration process. This will make it far more efficient for the conference organisers in accounting for delegates at the 2011 conference.

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 and this should be completed in the near future. 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.

In response to a request for guidance from a State Association, NALCLC has been contemplating what measures CLCs should consider when charging for their services. It is a complicated issue due to historical interests and practices against a background that CLCs fundamentally represent those members of the community with the least ability to engage legal representation.

NALCLC is undertaking a review of the **Fee structure** with a view to implementing a simpler system.

**CHRIS GABELISH and JOHN PERRETT**

Joint State Representatives to the NALCLC Management Committee

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

### **National PII Committee**

The national PII committee has spent most of the year working on the rewriting of the Risk Management Guide. The committee also met with several insurers prior to the PII policy being renewed this year to make sure that we got the best deal for centres. The new Risk Management Guide is expected to come into effect on 1 November 2011.

### **Legal Practice and PII Sub-Committee**

The subcommittee meets 6 weekly to deal with matters arising at a State level. The membership of this sub-committee was Catherine Eagle, Toni Emmanuel, Ann-Margaret Walsh and Fiona Hobbs. During the year we organised the crosschecks for all centres, organised CPD training for solicitors with the assistance of the pro bono coordinators of the big firms and coordinated preliminary checks for new centres wishing to join the PII scheme.

### **CATHERINE EAGLE**

Convenor, LP&PII Sub-Committee

## Stakeholder Consultative Committee Report

Only one meeting of the Stakeholder Consultative Committee occurred during 2010/11 Financial Year. The committee discussed the impact of Legal Aid Grant restrictions on community legal centres and Legal Aid's priority granting of independent representation for children in family law matters.

The recommendations of the Commonwealth Review of Community Legal Centres have been implemented via new service agreements which include a performance management framework, although a funding model is still being considered.

Community Legal Centres have expressed their concern that other parties of this committee do not seem to have a high level of commitment to the stakeholder consultative process.

### **CHERYL CASSIDY-VERNON and KATE BEAUMONT**

Joint CLC Representatives to the Stakeholder Consultative Committee

## Treasurer's Report

The Association is in a sound financial position with the Balance Sheet showing Total Members Funds or Equity to be \$178,625 due largely to a Net surplus of \$61,392 for the year, a rise of some \$30,000 on 2010.

The surplus carryover funds related to the State CLC Program (Legal Aid WA) is within the acceptable limits.

During the course of the year, we had some staff changes and new positions created. Those decisions have led to a number of new initiatives that will deliver greater benefits for the members in the future. Under the Executive Director's guidance, all projects are on track. Please note that some of the surplus is tied to specific projects and will therefore be expended in the 2010/11 financial year.

The recurrent funding from Legal Aid WA has provided the Association with greater funding stability, which has in turn provided a more secure base from which to obtain additional project funding. The Association is planning a number of new project initiatives that will consume some of the surplus funds over and above specific project funding.

Provision is included for all organisational liabilities and the Association can progress confidently to the new financial year. It is my understanding that the Association is able to meet all financial debts as of this date.

I express my appreciation to the Association staff for the assistance that they have made during the course of the year in maintaining the Association's financial records at an acceptable standard.

**JOHN PERRETT**

Treasurer

# **Audited Financial Statements**

**1 July 2010**

**to**

**30 June 2011**

**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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13 September 2011

Amanda Just  
Community Legal Centre Assoc. (WA) Inc  
Claisebrook Lotteries House  
33 Moore Street  
East Perth WA 6004

Dear Amanda

**30 JUNE 2011 FINANCIAL STATEMENTS**

Please find enclosed the financial statements for the Community Legal Centre Assoc. (WA)Inc, which has been subject to audit for the year to 30 June 2011.

The Schedule 5 "auditor certification" is also enclosed.

At the next management meeting, please table these financial statements for consideration & review by the committee members.

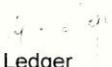
In the Official set, could you please arrange for the page titled "Declaration by the Board of Management" to be signed as indicated, which acknowledges that the accounts have been reviewed and adopted by the board. I would appreciate a signed copy being returned to me for our files.

The other copy is for your records.

Thanks for the assistance provided by June Singh during the audit.

If you have any queries please let me know.

Yours sincerely

  
Greg Ledger

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

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 June 2011**

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) INCORPORATION

### DECLARATION BY THE BOARD OF MANAGEMENT FOR THE YEAR ENDED 30 June 2011

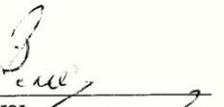
The Board of the Community Legal Centres Assoc (WA) Incorporation has determined that the Organisation is not a reporting entity. The Board of Management has determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

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

- 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 2011 ; and  
b) The balance sheet gives a true and fair view of the state of affairs of the organisation as at 30 June 2011 .
- 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 *K M MERRIN JP*

  
Treasurer *Jim Bennett*

## GREG LEDGER PTY LTD

CHARTERED ACCOUNTANT

ABN 63 066 718 134

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13 September 2011

**Name of Organisation:** Community Legal Centres Assoc (WA) Incorporation

**Financial Year Period:** 1 July 2010 to 30 June 2011

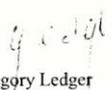
I hereby certify that:

- (a) I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in section 9 of the Corporations Act 2001;
- (b) In my opinion, the attached financial statements which comprise a Statement of Financial Position, a Statement of Financial Performance, a Statement of Cash Flows, and Notes to the Financial Statements of the above-mentioned Organisation ('the Organisation') for the stated Financial Year Period are:
  - based on proper accounts and present fairly in accordance with Note 1 to the financial statements, and
  - in accordance with the terms and conditions of the agreement between Legal Aid WA and the Community Legal Centres Assoc (WA) Incorporation
- (c) **The Statement of Financial Performance is provided in respect of Funds for all Funding Categories.**
- (d) Additional Statement of Cash Flow is provided in respect of the Fund.

This is an unqualified audit report

I hereby further certify that, in my opinion, there is no conflict of interest between myself and the Organisation or its Management Committee.

Yours sincerely

  
Ross Gregory Ledger

Greg Ledger Pty Ltd  
Chartered Accountant  
Registered Company Auditor  
Registration no: 74251

## COMMUNITY LEGAL CENTRES ASSOC (WA) INCORPORATION

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### Independent Audit Report

To the members of Community Legal Centres Assoc (WA) Incorporation

#### Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Community Legal Centres Assoc (WA) Incorporation, which comprises the balance sheet as at 30 June 2011, 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.

#### Independence

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

## COMMUNITY LEGAL CENTRES ASSOC (WA) INCORPORATION

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### **Audit opinion**

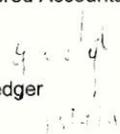
In my opinion, the financial report gives a true and fair view of the financial position of Community Legal Centres Assoc (WA) Incorporation as of 30 June 2011, and of its financial performance for the year then ended in accordance with accounting policies described in Note 1 to the financial statements.

### **Basis of Accounting**

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.

Greg Ledger Pty Ltd  
Chartered Accountants

RG Ledger



**GREG LEDGER PTY LTD**

**CHARTERED ACCOUNTANT**

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

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13 September 2011

The Board of Management  
Community Legal Centres Assoc (WA) Incorporated  
Claisebrook Lotteries House  
33 Moore Street  
EAST PERTH WA 6004

AUDITOR INDEPENDENCE DECLARATION

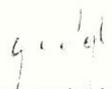
This declaration is made in connection with the audit of the financial report of Community Legal Centres Assoc (WA) Incorporated for the year ended 30 June 2011 and in accordance with the provisions of the Corporations Act 2001.

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

**Community Legal Centres Assoc (WA) Incorporated**  
**Income Statement**  
**For the year ended 30 June 2011**

	2011	2010
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	32,920	50,302
State Funding Program	121,501	98,431
Interest Received	5,101	3,968
Lottery West	20,000	19,638
Membership Fees Received	5,790	5,921
Administration Fees	2,300	2,400
LAWA Interest	35,080	20,287
State CLC Conference	14,861	27,056
Governance and Management Support	-	15,208
Donation	2,000	539
LP & PII Training Day	2,582	-
QA Provider Fees	6,865	-
Other Income	-	4500
<b>Total Income</b>	<b>249,000</b>	<b>248,250</b>
<b>Expenses</b>		
<b>Employment Expenses</b>		
Salaries and Wages	71,210	78,137
Temp Wages	14,625	14,625
Superannuation	6,323	6,875
Workers Compensation	455	527
Provision for Annual Leave	(4,117)	-
Provision for Leave Loading	(75)	-
Provision for Long Service Leave	(1,904)	837
<b>Total Employment Expenses</b>	<b>86,517</b>	<b>101,001</b>
<b>Rent</b>		
Cleaning	80	-
Rental Costs	9,347	5,876
Security	81	-
<b>Total Rent Expense</b>	<b>9,508</b>	<b>5,876</b>
<b>Staff Training</b>		
Conference	509	134
Staff Training	149	-
<b>Total Staff Training</b>	<b>658</b>	<b>134</b>
<b>Staff Recruitment</b>		
Staff Recruitment	630	400
<b>Total Staff Recruitment</b>	<b>630</b>	<b>400</b>
<b>Insurance</b>		
Insurance - General	1,911	1,445
Insurance - Directors & Officers	-	450
<b>Total Insurance</b>	<b>1,911</b>	<b>1,895</b>

**Community Legal Centres Assoc (WA) Incorporated**  
**Income Statement**  
**For the year ended 30 June 2011 (cont)**

	2011	2010
	\$	\$
Communications		
Internet Charges	595	1,354
Telephone	5,510	5,178
Website Development	690	670
Total Communications	<u>6,795</u>	<u>7,202</u>
Office Overheads		
IT Equipment & Purchase	3,232	924
Postage & Packaging	309	391
Printing & Stationery	3,696	1,343
Staff Amenities	356	587
Total Office Overheads	<u>7,593</u>	<u>3,245</u>
Finance & Accounting Fees		
Audit Fee	1,800	1,800
Bank Fees	228	191
Total Finance & Accounting Fees	<u>2,028</u>	<u>1,991</u>
Library, Resource & Subscription		
Library, Resources & Subscription	693	717
Membership fee	250	427
QA Provider Fee Expense	2,727	-
Total Library, Resource & Subscription	<u>3,670</u>	<u>1,144</u>
Travel & Other Grant Expenses		
Travel & Accommodation	5,387	19,213
Miscellaneous	70	10
Total Travel & Other Grant Expenses	<u>5,457</u>	<u>19,223</u>
Programming & Planning		
Programming & Planning	3,401	1,978
Strategic Planning	1,441	-
Total Programming & Planning	<u>4,842</u>	<u>1,978</u>
Other		
Honarium-NACLC State Rep	1,000	1,000
Honarium-P11 State Rep NACLC	3,000	1,000
Honarium - Chairperson	1,000	1,000
Project Consultancy Fees	-	1,227
Governance & Management Project	16,407	29,118
Governance & Management Project - Kimberley	14,106	-
CLC Promotions	-	9,637
State CLC Conference	4,955	27,472
State Conference Lotteries	9,906	-
Sector Training	1,623	786
Lotterywest - Reimbursement	-	-
Workshop Costs	6,002	-
Total Other	<u>57,999</u>	<u>71,240</u>
<b>Total Expenses</b>	<b><u>187,608</u></b>	<b><u>215,329</u></b>
<b>Net Surplus/(Deficit) for the Year</b>	<b><u>61,392</u></b>	<b><u>32,921</u></b>

**Community Legal Centres Assoc (WA) Incorporated**  
**Balance Sheet**  
**As at 30 June 2011**

	2011	2010
	\$	\$
<b>Current Assets</b>		
Cash Management Account	262,393	158,028
General Cheque Account	(3,568)	1,849
Petty Cash	100	100
Prepaid expenses	-	7,058
Net GST	-	78
<b>Total Current Assets</b>	<u>258,925</u>	<u>167,113</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><b>258,925</b></u>	<u><b>167,113</b></u>
<b>Current Liabilities</b>		
Current Income Prepaid	-	4,940
Current Expenses Accrued	-	1,000
Carried Forward Grant	75,375	-
Provisions		
Provision for Annual Leave	2,869	6,987
Provision for Long Service Leave	1,552	3,455
Provision for Annual Leave Loading	504	577
<b>Total Provisions</b>	<u>4,925</u>	<u>11,019</u>
<b>Total Liabilities</b>	<u><b>80,300</b></u>	<u><b>16,959</b></u>
<b>Net Assets</b>	<u><b>178,625</b></u>	<u><b>150,154</b></u>
<b>Accumulated Funds</b>		
Balance at Beginning of the Year	150,154	133,148
Prior Year Unspent Grants	(32,921)	(15,915)
Add Surplus/(Deficit) for the year	<u>61,392</u>	<u>32,921</u>
<b>Total Equity</b>	<u><b>178,625</b></u>	<u><b>150,154</b></u>

**Community Legal Centres Assoc (WA) Incorporated**  
**Statement of Cash Flow**  
**For the year ended 30 June 2011**

	2011	2010
	\$	\$
<b>Cash Flow from Operating Activities</b>		
Receipts from Government Grants	121,501	98,431
Receipts from Non-Government Grants	20,000	19,638
Receipts from Other Sources	34,398	75,909
Interest Received	40,181	3,968
Payments to Suppliers & Employees	<u>(117,132)</u>	<u>(218,501)</u>
Net Cash provided by Operating Activities	<b>98,948</b>	<b>- 20,556</b>
Net Increase (Decrease) in Cash Held	98,948	- 20,556
Cash at Beginning of Reporting Period	<u>159,977</u>	<u>180,533</u>
<b>Cash at End of Reporting Period</b>	<b><u>258,925</u></b>	<b><u>159,977</u></b>
<b>1. Reconciliation of Cash</b>		
Cash on Hand	100	100
Cash at Bank	<u>258,825</u>	<u>159,877</u>
	<b><u>258,925</u></b>	<b><u>159,977</u></b>
<b>2. Reconciliation of Net Cash used in Operating Activities to Operating Results</b>		
Operating Result	61,392	32,921
Add: Non-cash Items		
C/O Balance CLSP	(32,920)	(50,304)
Add: Increases in Liabilities		
Unexpended Grants	75,375	-
Less: Decreases in Liabilities		
AL Provision	(4,118)	-
Leave Loading Provision	(75)	-
LSL Provision	(1,904)	837
Other liabilities	(5,938)	3,125
Less: Increases in Assets		
Prepaid expenses	-	(7,058)
Net GST	-	(78)
Add: Decreases in Assets		
Net GST	78	-
Prepaid expenses	<u>7,058</u>	<u>-</u>
	<b><u>98,948</u></b>	<b><u>(20,556)</u></b>

**Community Legal Centres Assoc (WA) Incorporated**  
**State CLC Funding Program**  
**Income Statement**  
**For the year ended 30 June 2011**

	2011	2010
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	26,303	37,588
State Funding Program	121,501	98,431
Membership Fees	5,790	5,921
QA Provider Fees	6,865	4,500
PII Administration Fees	2,300	2,400
LAWA Interest	35,080	20,287
LP & PII Training Day	2,582	-
State CLC Conference	-	27,058
Governance and Management Support	-	15,208
	<u>200,421</u>	<u>211,393</u>
<b>Expenses</b>		
Employment Expenses		
Salaries and Wages	68,868	78,137
Temp Wages	14,625	14,625
Superannuation	6,112	6,875
Workers Compensation	455	527
Provision for Annual Leave	(4,117)	-
Provision for Leave Loading	(75)	-
Provision for Long Service Leave	(1,904)	837
Total Employment Expenses	<u>83,964</u>	<u>101,001</u>
Rent		
Cleaning	80	5,876
Rental Costs	9,347	-
Security	81	5,876
Total Rent Expense	<u>9,508</u>	<u>5,876</u>
Staff Training		
Conference	509	-
Staff Training	149	-
Total Staff Training	<u>658</u>	<u>-</u>
Staff Recruitment		
Staff Recruitment	630	400
Total Staff Recruitment	<u>630</u>	<u>400</u>
Insurance		
Insurance - General	1,911	1,445
Insurance - Directors & Officers	-	450
Total Insurance	<u>1,911</u>	<u>1,895</u>

**Community Legal Centres Assoc (WA) Incorporated**  
**State CLC Funding Program**  
**Income Statement**  
**For the year ended 30 June 2011 (Cont)**

	2011	2010
	\$	\$
Communications		
Internet Charges	595	1,354
Telephone	5,510	5,178
Website Development	690	670
Total Communications	<u>6,795</u>	<u>7,202</u>
Office Overheads		
IT Equipment & Purchase	3,232	925
Postage & Packaging	309	391
Printing & Stationery	3,696	1,343
Staff Amenities	356	585
Total Office Overheads	<u>7,593</u>	<u>3,244</u>
Finance & Accounting Fees		
Audit Fee	1,800	1,800
Bank Fees	228	191
Total Finance & Accounting Fees	<u>2,028</u>	<u>1,991</u>
Library, Resource & Subscription		
Library, Resources & Subscription	693	717
Membership fee	250	428
QA Provider Fee Expense	2,727	-
Total Library, Resource & Subscription	<u>3,670</u>	<u>1,145</u>
Travel & Other Grant Expenses		
Travel & Accomodation	5,387	2,964
Miscellaneous	70	10
Total Travel & Other Grant Expenses	<u>5,457</u>	<u>2,974</u>
Programming & Planning		
Programming & Planning	3,401	1,978
Strategic Planning	1,441	-
Total Programming & Planning	<u>4,842</u>	<u>1,978</u>
Other		
Honorarium - NACLC State Rep	1,000	1,000
Honorarium - PII State Rep NACLC	3,000	1,000
Honorarium - Chairperson	1,000	1,000
Project Consultancy Fees	-	1,227
Governance & Management Project	9,688	29,118
Governance & Management Project - Kimberley	14,106	-
CLC Promotions	-	9,637
State CLC Conference	-	27,472
Sector Training	1,623	786
Total Other	<u>30,417</u>	<u>71,240</u>
<b>Total Expenses</b>	<b><u>157,473</u></b>	<b><u>199,080</u></b>
<b>Net Surplus/(Deficit) for the Year</b>	<b><u>42,948</u></b>	<b><u>12,313</u></b>

**Community Legal Centres Assoc (WA) Incorporated**  
**Lotterywest**  
**Income Statement**  
**For the year ended 30 June 2011**

	2011	2010
	\$	\$
<b>Income</b>		
Add: Prior Year Carried Forward Grants	-	(3,200)
Lotterywest	20,000	19,636
State CLC Conference	14,861	-
	<u>34,861</u>	<u>16,436</u>
<b>Expenses</b>		
Employment Expenses		
Salaries and Wages	2,342	-
Superannuation	211	-
Total Employment Expenses	<u>2,553</u>	<u>-</u>
Travel		
Travel & Accomodation	-	16,250
Total Travel	<u>-</u>	<u>16,250</u>
Other		
Governance & Management Project	6,720	-
State Conference - Lotteries	9,906	-
State CLC Conference	4,955	-
Workshop Costs	6,002	-
Total Other	<u>27,583</u>	<u>-</u>
<b>Total Expenses</b>	<u>30,136</u>	<u>16,250</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>4,725</u>	<u>186</u>

**Community Legal Centres Assoc (WA) Incorporated**  
**Community Legal Centres Program Funding**  
**Income Statement**  
**For the year ended 30 June 2011**

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
<b>Income</b>		
Add: Prior Year Carried Forward Grants	6,617	15,915
Interest Received	5,101	3,968
Donation	2,000	539
	<u>13,718</u>	<u>20,422</u>
<b>Net Surplus/(Deficit) for the Year</b>	<u>13,718</u>	<u>20,422</u>

## COMMUNITY LEGAL CENTRES ASSOC (WA) INCORPORATION

### Notes to and forming part of the Financial Statements For the year ended 30 June 2011

#### **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) INCORPORATION**

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**Notes to and forming part of the Financial Statements  
For the year ended 30 June 2011**

### **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.