



northern suburbs
community
legal centre



annual report
2018-2019



northern suburbs
community
legal centre

vision

Access to social justice for all.

mission

Responding to community needs with accessible, appropriate, quality legal and community services.

values commitment

We are committed to enhancing the quality of life of our clients, both current and future.

collaboration

We value and appreciate the richness of individual contributions, community partnerships and teamwork.

respect

We respect the opinions and rights of all those with whom we interact.

service

We believe in ethical, honest and trustworthy conduct.



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Names, locations, and ages of persons referred to in case studies have been altered to protect their identity.

message from the chair

Reflecting on the year that has been, our minds are drawn to the loss of our long term manager and great friend, Karen.

The community legal sector would not have developed to the impact it has today, without Karen's tenacity and ferocious appetite for universal justice. I join with the Staff, Board Members, and supporters of the Centre, in celebrating Karen's legacy, to which I am certain will endure.

The preceding year was a particularly turbulent, uncertain one. Funding uncertainty continues as in years past, to which the Board and I applaud the staff for their resilience in the face of uncertain tenure. The appetite for change is afoot, with funding uncertainty highlighted as a key finding in the **Review Of The National Partnership Agreement On Legal Assistance Services 2015-2020 (2018)**.

We join others in the push for more certainty in the sector.

The Board and I extend our sincerest gratitude to Principal Solicitor Louellyn Gane who has performed beyond her remit to ensure continuity of the service throughout these past difficult times. Louellyn's dedication to the ethos of the centre, and the welfare of its staff during this period of transition has been invaluable. Thank you.

The Board was pleased to announce the appointment of Kathy Blitz-Cokis to the role of Chief Executive Officer in April.

Kathy brings with her 27 years experience in various health and human service state government departments, as well as in the non-government community sector.

Kathy is settling in well, and has overseen some new exciting changes within the organisation. The Centre has recently achieved phase two NACLC accreditation which provides independent recognition of the dynamic,

compliant, and quality services delivered by the centre.

We are very proud of the work that has gone into achieving Phase 2. **Girls Standing Strong** was rolled out by staff at our WREN unit to great success. The Centre is currently seeking funding sources to continue this innovative, praised program. The Centre has also commenced offering financial counselling services delivered by in-house staff through the WREN unit.



• Karen Merrin.

The pairing of financial counselling with the WREN service is a natural fit and we look forward to sharing feedback of the service at the next reporting juncture.

My third year as Chair of the Northern Suburbs Community Legal Centre Inc. has been eventful but also exciting. Thanks must go to my fellow Board members for their commitment and wise counsel and especially to the staff who under exceptional circumstances delivered on every outcome and continued to be innovative and resourceful.

Dr W Rupert Johnson
Chairperson

message from the chief executive officer

The last year has heralded a combination of reflection and change for the Northern Suburbs Community Legal Centre. It has been a celebration of Karen Merrin, the legacy that she has created and the person that so many people will miss.

Karen was the driving force behind the development of the Centre in 1996 to its present day footprint.

She was committed and worked right up until her passing in February – something of an extraordinary achievement in itself. People have reminded me that Karen’s dedication and strong resolve has left large shoes to fill. Even from a distance, Karen was larger than life and well known to me. I take this opportunity to commemorate Karen and the significant contribution she has made across the community and legal service sectors.

As the new Chief Executive Officer, I am proud and fortunate to become a member of this iconic organisation.

The Centre has a strong foundation with an exceptional contingent of staff.

The skills, expertise and dedication lead the way for serving the most vulnerable groups of people and I can see the impact of this each day. As you will read, the Centre has been involved with many varying projects, as well as the day-to-day legal advice and support. There have been positive and heart-warming stories threaded throughout the year.

Moving forward, the focus is on consolidation with a renewed vision and exploration of opportunities.

Thank you to Members of the Board who have provided me with a strong and supportive base in these first few months. Thank you also to staff, who have welcomed me, helped me and shared a few moments of laughter. I look forward to the new journey and an opportunity to be part of creating the next chapter.

Kathy Blitz-Cokis
Chief Executive Officer



our people



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Board of Management

Dr. W Rupert Johnson	Chairperson
Diana MacTiernan	Deputy Chairperson
Michael Klimek	Secretary/Treasurer
Jennifer Hannan AM	Member
Tracey Negus	Member
Judy Joukador	Member
Gaelle Gouillou	Member
Shane Skuja	Member

Chief Executive Officer Principal Solicitor

Kathy Blitz-Cokis
Louellyn Gane

General Legal Services - Mirrabooka and Joondalup

Client Service Officer	Rachael Orr
Client Service Officer	Sarah Webley
Client Service Officer	Anne Kendall
Client and Corporate Service Coordinator	Phillip Plato
Senior Lawyer	Nicolas Snare
Lawyer	Laura Post
Lawyer	Vicki Edwards
Tenancy Advocate	Mary Martin
Tenancy Advocate	Paul Harrison
Finance Officer	June Singh

Older People's Rights Service

Senior Lawyer	Fran Ottolini
Nurse Advocate	Gaynor Noonan
Communications/Volunteer Coordinator	Marissa Martin

Restraining Orders and Respondents Joondalup Court

Lawyer	Julie Hona
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Women's Resource and Engagement Network

Client Service Officer	Kate Thorp
Social Worker	Arielle Carignan-Perron
Senior Lawyer	Fleur Leishman
Senior Lawyer (Legal Aid)	Kim Broughton



our volunteers

At the Northern Suburbs Community Legal Centre (NSCLC) we understand the value of volunteers to both the organisation and local community. We have a range of volunteers all with their own unique skills and background who give up their time freely to support our vision and programs.

Older People's Rights Service – Volunteers

A group of formally trained peer educators who advocate for the protection of seniors rights by providing information to their peers on issues relating to elder abuse, as well as promoting positive ageing strategies.

OPRS volunteers contribute their time supporting and facilitating a variety of projects. These include: the 'Purple Road'; community awareness events and exhibitions; community partnerships; network meetings and a positive ageing newsletter 'Older and Wiser'. This year we were privileged to have the following people involved:

Judy Joukador, Pauline Simpson, Joy Emmeluth, Mary Kepert, Karen Reed and Evaline Bailey.



• volunteers: Peter and Jan.

Seniors at Risk Register

The NSCLC Seniors Register is operated by trained volunteers who make weekly calls to older adults at risk of isolation and who appreciate a social chat. The primary reason for establishing the Seniors Register was to reduce the risk of abuse and crime to seniors in their own home and thereby maintaining their personal and financial security.

We take this opportunity to thank Jan Watts and Peter Van De Maulen who continued this valuable work.

Lawyers

Our volunteer lawyers enable the work of NSCLC to continue in a seamless manner for our clients. During 2018/2019 we were fortunate to have six volunteers:

Alan Gomes	Kristy Hill
Emily Puah	Rebecca Jacobsen
Kathryn Goldie	Joanne Thompson

**Thank you to all our volunteers
for their tireless energy,
expertise and time.**

our partners

Funding

- Commonwealth Government, Attorney General - CLSP Program-Generalist Funding
- Commonwealth Government, Women's Safety Package SDVU/HJ - Partnership
- Department of Mines, Industry Regulation & Safety - Tenancy Advice and Education Services (TAES)
- Department of Communities - Older People's Rights Service
- Department of Justice (WA) - Joondalup Family Violence Respondent Duty Lawyer Service
- Department of Justice (WA) Criminal Confiscation Grant Program - Joondalup office
- Lotterywest - Older People's Peer Education Project
- WA Police - Girls Standing Strong - WREN
- WA Police - Community Funding - Stop the Violence DVD

Pro Bono Partners

- Klimek & Wijay Family Lawyers
- Bloxham Legal
- Walters O'Sullivan Lawyers
- Baily Family Law
- Saxon Legal
- Hartrey Legal

Partnerships

- Legal Aid WA
- Edith Cowan University
- Ramsay Health
- SCALES Community Legal Centre
- Spiers Centre



our services

The NSCLC provides multidisciplinary, high quality legal and advocacy services. Our programs are primarily for people residing in the northern suburbs, across six local government areas. Our Older People's Rights Service is offered across the metropolitan area.

We aim to provide clients a service that is specific to their needs. We understand that legal and social matters can be complex and often require a combination of legal, social and financial support.

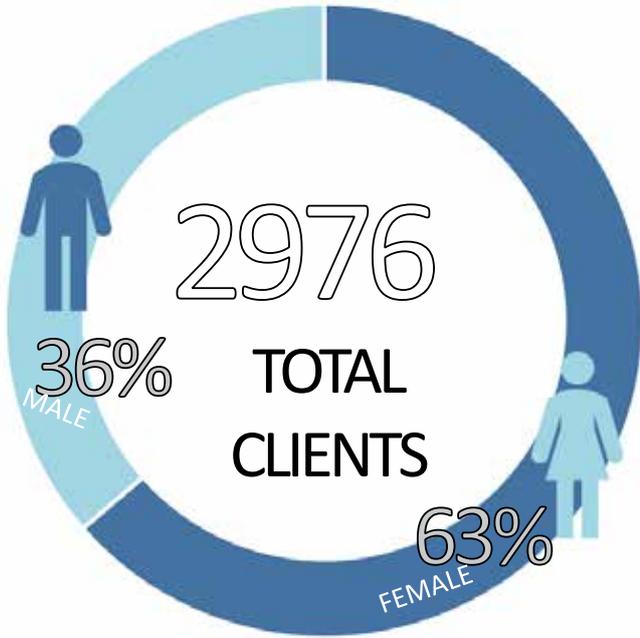
This year, NSCLC employed lawyers, nurse advocates, tenancy advocates, social work staff, financial counsellors, client service officers as well as a valuable contingent of volunteers.

In 2018/2019, we provided services to approximately 2400 people and in excess of 5000 advices.

Our core services include:

- General legal service – family law, civil and minor criminal (Mirrabooka and Joondalup) and a legal service for family and domestic violence.
- Older People's Rights Service (OPRS) for people over 65 years at risk of or experiencing elder abuse – senior lawyer and client/nurse advocate team.
- Respondent Duty Lawyer Service (RDLS) at Joondalup Court each fortnight.
- Women's Resource and Engagement Network (WREN) for women and children experiencing family and domestic violence – senior lawyers and client advocate/case management; and
- Tenant Advocacy Program, including a weekly duty service to Joondalup Court.



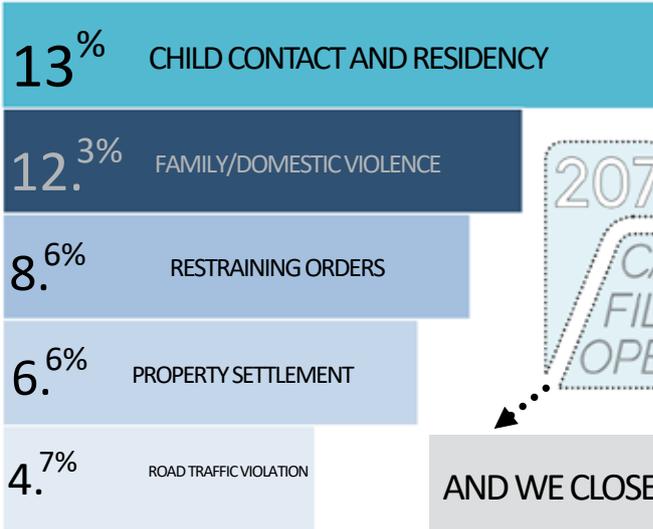


DISCRETE ADVICE SERVICES DELIVERED

8,097

2400+ RELATING DIRECTLY TO FAMILY AND/OR DOMESTIC VIOLENCE

TOP PROBLEM TYPES



207
CASEWORK FILES OPENED

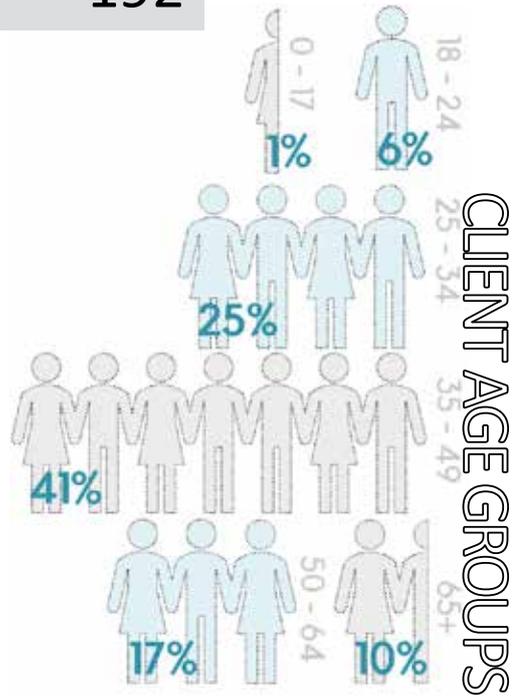
AND WE CLOSED... **192**

249
DUTY LAWYER SERVICES

over **91%** OF CLIENTS CURRENTLY EXPERIENCING FINANCIAL HARDSHIP

79 COMMUNITY LEGAL EDUCATION ACTIVITIES DELIVERED

580+ CLIENTS SELF REPORT AS HAVING A DISABILITY AND/OR MENTAL HEALTH ISSUES



general legal services

General legal advice appointments continued to be offered at both the Joondalup and Mirrabooka five days per week.

Lawyers provided limited representation at the Family Court of WA and in the Magistrates Court in Midland, Joondalup and Perth.

Our Mirrabooka lawyers provided legal advice in family law, family violence, and civil law including debt, criminal injuries compensation and motor vehicle accidents.

The Joondalup office provided telephone advice in family law, family violence, civil including debt, criminal injuries compensation and motor vehicle accidents as well as legal advice on traffic and minor criminal matters.

Our partnership continued with Edith Cowan University with our Joondalup office again hosting the Community Law and Practice Unit for the School of Law. Students in the program attended our Joondalup office one day per week, and under supervision of the centre's lawyers, gained practical legal experience.

Thirteen students completed the undergraduate practicum unit this year, and an additional four completed the practical training module of the Graduate Diploma of Legal Practice.

Both offices recorded a high proportion of clients attending with family and domestic violence concerns and an increasing number of clients presenting with multiple complex issues.

Our data shows that people experiencing family and domestic violence and mental health concerns were 1.6 times more likely to return to the service within a month.

People from culturally diverse backgrounds were 1.3 times more likely to seek advice regarding family and domestic violence and a family law matter after the onset of court or police involvement.



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a case study

Our client presented after a recent separation and was the mother of a young child.

Her ex-partner was controlling, often threatened legal action if she did not comply with his demands and had a history of drinking to excess.

In 2018, she reluctantly agreed for the ex-partner to take their child travelling overseas. This was on the premise that they would video call each day which created more distress and anxiety for their young daughter.

In 2019, the father and his extended family booked a holiday to Bali and told our client he intended to take the child.

Our client sought legal advice on whether, and how, she could prevent this. She had also been granted an FVRO against him and following our advice, told him that she would not allow the holiday.

He made an urgent application in the Family Court and with less than a week before the hearing, our lawyer managed to draft, file and serve the client's response documents. At the hearing, our client self-represented whilst the father had legal representation.

The Magistrate was in favour of our client and offered the father no more than what our client sought in the response documents.

The parties signed a consent order regarding the father's time with the child in the exact same terms.

This case highlighted the importance of family court documents and the crucial timing of advice and action to clients who represent themselves.

The OPRS team, funded through the Department of Communities, continued to provide legal advice, information and support to older adults who are at risk of, or are experiencing elder abuse in the Perth Metropolitan and City of Mandurah area.

The team maintained the outreach service to the Southern Communities Advocacy, Legal and Education Service (SCALES) in Rockingham with the monthly clinic.

The last twelve months have been extremely busy for staff with local and national acknowledgment that elder abuse is a growing issue in our communities.

The OPRS team worked tirelessly to return some stability and security to the lives of their clients. We also contributed to the Department of Communities, Draft Strategy to respond to the Abuse of Older People (Elder Abuse) and continued involvement with the Alliance for the Prevention of Elder Abuse (APEA).

As with other programs, OPRS believes that education, early intervention, coupled with positive ageing strategies are the keys to unlocking the door and exposing elder abuse within our communities.

The staff facilitated several professional development presentations, including a case presentation at Osborne Park Hospital, with whom we maintain an ongoing working relationship.

In this 2018-2019 year, most of our clients were female who also self-reported disability and/or mental illness and were in the 70-89 year age bracket. The people reported responsible for the elder abuse concerns were predominantly family members.



a case study

Jennifer (85) contacted OPRS after attending a community legal education session provided by NSCLC. Jennifer had received an OPRS calendar that provided her with useful information and contact numbers so that she could obtain advice about any of her future planning decisions.

Jennifer was being pressured by a well-meaning adult child, to complete documentation that she did not understand. Jennifer was able to attend an OPRS appointment where she was provided with information and education about Enduring Power of Attorney (EPA) and Enduring Power of Guardianship (EPG) documents.

This enabled Jennifer to control when, or if she completed an EPA or EPG and to understand the alternatives available to her to remain as independent as possible in the community, so that she could make well-informed decisions about her property, affairs and lifestyle.

The outcome reduced risk of elder abuse and provided a safe space to talk, increased selfconfidence and informed decision making through education, person centered support and knowledge of services who can assist.

respondent duty lawyer service – joondalup court

The Respondent Duty Lawyer Service provided advice and support to 113 clients through the Joondalup Court this year. A large proportion were respondents seeking assistance with Family Violence Restraining Orders and Violence Restraining Orders. Many clients presented with little or no knowledge of why the restraining order had been issued, and many lacked knowledge about their options and potential outcomes.

It is a valuable service that is an integral part of the broader court system. Our lawyers provided a range of information and with many clients, attempted to resolve matters before resulting to a trial.

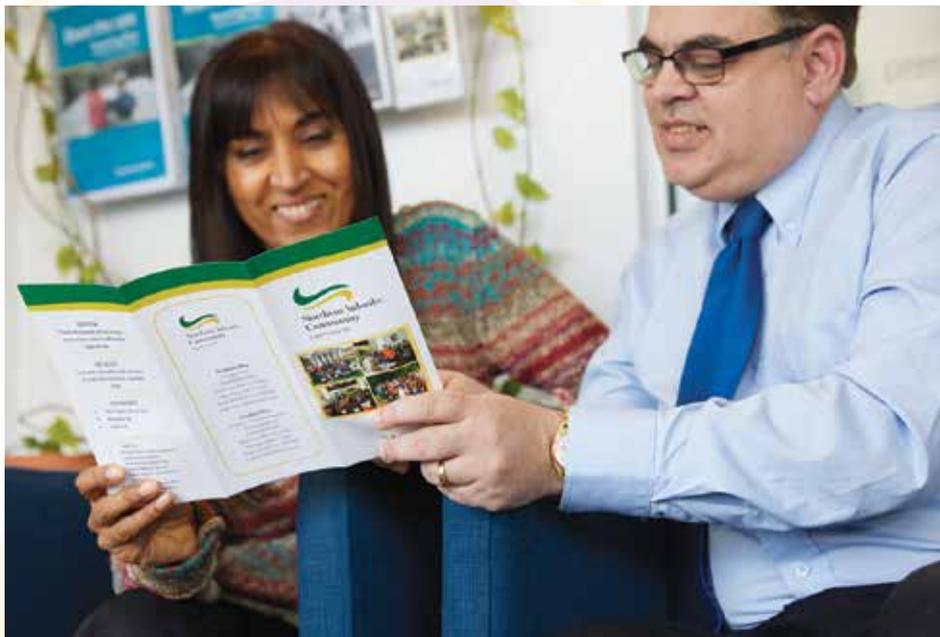
A large proportion of applicants were willing to discuss options and many cases involved children.

Early intervention and information is important in managing restraining order issues. Consistently our work involved clear referral pathways for social, health and financial support services which was critical for clients experiencing an overlap of problems.

In the last reporting period, the NSCLC, Respondent Duty Lawyer Service:

- Provided assistance to 113 people.
- Of all respondents, 70% were male and 50% of matters involved children;
- 7.9% were Aboriginal clients (compared to 4.5% of all family violence matters NSCLC dealt with in 2018/2019) and 9% were from non-English speaking background;
- 69% of all cases involved some aspect of family and domestic violence; a Family Violence Restraining order and almost 70% of these cases involved children;
- Of the cases involving a FVRO, 34.2% were respondent self-reporting mental health/ disability problems and 20% of cases self reported a drug and alcohol concern, and;
- 57% of matters involving FVROs were resolved through an Undertaking, Consent Orders, or Conduct Agreement Orders.

Access to services and clear referral pathways for respondents who agree to social and health related support is an important factor.



WREN is in its third year of operation and was established under the Commonwealth Government, Women's Safety Package. It is a partnership with Legal Aid WA and the Ramsey Health/Joondalup Health Campus. The service continues to work closely with other agencies including the SPIERS Centre (offering financial counselling) the Pat Giles Centre and Edith Cowan University, School of Psychology.

During 2018-2019, client referrals were received from Joondalup Health Campus, Magistrates Court, Family Violence Services, domestic violence support services, the Department for Child Protection and Family Support, NSCLC Mirrabooka and Joondalup offices, WA Police, multicultural services and other support services.



and the health-justice partnership

The WREN Health-Justice partnership continues with the Joondalup Health Campus where the WREN lawyers attended weekly to provide legal advice and assistance to women experiencing family and domestic violence.

WREN maintained an office at the hospital and provided advice to clients referred either from the social work team or from medical staff at the hospital. A number of the clients attending were patients from the antenatal clinic, with other hospitals making referrals including King Edward Memorial Hospital.

An integral component of the Health-Justice partnership is the provision of education to medical and allied health staff. At the request of the RACGP (Royal Australian College of GPs), a WREN lawyer facilitated a family and domestic violence presentation at a Men's Health Seminar that was well received. We also provided basic and practical training to all ECU students on placement at the Psychological Services Centre.

a case study

Marie was referred to WREN from the Patricia Giles Centre after separating from her partner. There was a history of family violence including physical, emotional and financial abuse. Marie had two young children aged three and five years. She was unable to access full payments due to her a Special Category Visa.

Marie sought WREN's assistance when her ex-partner Family Court proceedings seeking time with them and an injunction preventing Marie from travelling with the children to visit family overseas.

An Independent Children's Lawyer was appointed to represent the children.

Marie sought orders to return to her country of origin with the children, where she had a support network and would be entitled to full parenting payments.

The parties agreed to consent orders in 2018 that Marie and the children relocate to her country of origin.

Marie had already prepared for her and the children to relocate when the father withdrew his consent at the last minute.

Time was of the essence as the parties were only given six working days to prepare for trial.

This was not enough time to engage a pro bono barrister and the decision was made to undertake the matter in-house.

WREN provided Marie with legal advice and representation in the Family Court in her children's matter, drafting documents and negotiating with the father.

The matter went to trial in 2019 and final orders were made for the client to relocate the children, sole parental responsibility, allowing passports for the children to be issued without the father's consent, and that any time the father spends with the children to be supervised.

WREN launched the Girls Standing Strong Program in February 2019 – a free early intervention nine week pilot program for young girls between the ages of seven and 17 years old who have experienced family and domestic violence.

This pilot project was funded through WA Police Community Crime Prevention Fund for 2018/2019.

The weekly sessions combined content from Standing Strong and Love Bites, offering the participants a platform where they could express themselves and build confidence, resilience and self-esteem, as well as develop their understanding of safe and trusting relationships.

The series of nine classes were designed to foster connection and safety; improve the girl's confidence and encourage them to embrace their individuality; improve their health and body-image; manage stress; and gain tools and knowledge around respectful relationships.

The ultimate goal was to aid trauma recovery, prevent intergenerational violence and guide the girls towards healthy and inspired lives.



From February to June 2019, WREN successfully delivered two classes per week (Strong Juniors 7-11yo and Strong Teens 12-17yo) for nine weeks over two terms. This had a total of 18 weeks of unique educational, empowering and wellbeing sessions that benefited 31 young women.



• Arielle at the Womens Health Conference 2019.

tenancy advocacy and education program

Our Tenant Advocates provide advocacy and advice for tenants in the catchment areas. They are skilled negotiators advocating for the rights of both public and private tenants whilst also working with tenants to provide them with the necessary tools to improve their situation and to accept responsibility for the decisions they make.

Tenancy is one of the busiest programs in the organisation, dealing with clients often presenting with multiple, complex problems.

The program is offered at the Mirrabooka and Joondalup office.

During this year, as in past years, our Advocates have built relationships with public housing staff and real estate agents and have achieved many positive outcomes through their cooperative working practices. In addition, our Tenant Advocates appear in the Joondalup Court each week.



Our Tenant Advocates provided in excess of 1200 advices during the course of the year as well as representing clients in court on several occasions.

A component of the Tenant Advocacy program is to provide education in the community and work with the delivering education to newly arrived refugees and humanitarian entrants.



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a case study

The Tenant vacated a private rental property, and had attempted on numerous occasions to settle the bond. Three months after vacating the tenant had made no progress. She was from Sudan with English being her second language.

The Tenant Advocate contacted the Bond Administrator and confirmed that the bond monies had not been lodged. Attempts to contact the owner of the rental property were unsuccessful, so the tenant was assisted in filing a court application to have the monies lodged with the administrator.

The Tenant Advocate attended the Perth Magistrates Court (PMC) with the tenant and presented the matter on her behalf. This appearance was successful in obtaining an order that the owner lodge the bond monies with the Administrator, yet the property owner ignored the Court's order.

After numerous calls, the property owner contacted our office and advised that he would not agree to the bond being disbursed, unless outstanding water charges were paid. The Tenant Advocate assisted with a further Court application and once again represented the client at the PMC. Discussions were held and it was agreed that he would receive the sum of \$500.00 for water charges, and the Tenant would receive the sum of \$900.00.

This was a protracted process that the client would not have managed alone. This was typical of an unfortunate situation that the culturally and linguistically diverse community regularly face in our catchment.

the peer education project

goal: connect + inform + support + empower

older people's peer education scheme (oppes)

Our volunteers advocate for the protection of senior rights by providing information to their peers about elder abuse, as well as promoting positive ageing strategies. Originally, the WA Department of the Attorney General's Criminal Property Confiscation Grants' Program and Lotterywest provided funding to set up the two-year pilot project.

During the year, we continued with the Older People's Peer Education Scheme (OPPES) and worked tirelessly to educate professionals and communities on the risks of elder abuse including financial elder abuse and the potential misuse of enduring documents.

The OPPES was first introduced to assist in alerting older adults to the risk of elder abuse as well as provide them with the tools that will help to identify, prevent and protect them against such abuse including information on where to get help if required.

Our volunteers held **over four thousand conversations** related to Elder Abuse, the rights of an older adult, information regarding resources and positive ageing strategies.

Our wonderful contingent of OPPES Volunteers attended 17 events during the course of the year. They raised awareness of elder abuse through developing and promoting our community initiative the Purple Road.

This helped many older adults participate in conversations about concerns they have about elder abuse or not being allowed to age positively, in a safe way with peers who can point them towards much needed assistance.



the purple road

The Purple Road continued on its journey this year with visiting many sites across Perth but also interstate. It reached 18 metres in length, displaying thousands of handmade flowers (and still growing). The Purple Road was displayed in 12 libraries across cities of Stirling, Joondalup and Wanneroo and will continue its road trip to other locations over the coming 12 months.

The Road travelled to:

- CitiPlace Community Centre for World Elder Abuse Awareness Day
- NAIDOC Event
- Featured in 'Life in Pictures' production
- Trinity School for Seniors
- Tuesday Morning Group Holly Wood Event
- 2018 Ageing Disgracefully
- Seniors Week - Live Well, Age Well positive ageing event
- Have A Go Day 2018
- Liza Harvey talk
- Healthy Lifestyle Expo
- Civic Centre City of Melville
- A.H. Bracks Library
- Bull Creek Community Centre
- Bluegum Community Centre
- Willagee Community Centre
- Forum preventing Financial Abuse of Older Western Australians
- World Elder Abuse Awareness Day 2019

- Multicultural Women's Healthy and Wellbeing Expo 2018/19
- 2019 Ageing Disgracefully
- Transforming Cultures Uniting Church Conference

Purple is the colour of age and wisdom. Every flower represents someone's story, a conversation or reflection relating to the very important, yet sensitive subject of Elder Abuse.

Social isolation will always remain an issue, calendars, brochures and volunteer telephone calls to older adults feeling isolated have helped to reduce the risk to older adults of elder abuse.

OPRS 2019 yearly calendar displayed beautiful, age focused images, legal information and resources.

The calendars promoted positive actions that can be taken to remain informed, empowered, connected and supported. Anecdotal feedback on using the term elder abuse in the calendars was viewed as counter-productive to the overall aim of empowering older adults.

The WA Police contributed \$2000 towards the calendar project that in 2018/19, involved the distribution of 8000 elder abuse awareness calendars to seniors in our community.



seniors at risk register

The Seniors at Risk Register is an unfunded program managed by the Older People's Rights Services. The aim of the program is to retain contact with older people identified as being at risk in their own homes.

At risk may be that they are alone, have no family support or that they have had problems, either with family members or with other

issues that have been identified by staff at OPRS or by the WA Police.

Volunteers continued to work on Mondays and Wednesdays call to check on the welfare of people on the register. They may just discuss every day events or the older person may have raise an issue of concern.

community education program

These were some of the Centre's Community Legal Education activities:

- 720 ABC Law Segment – **10** sessions presented by the Principal Solicitor. Known on air as '**Legal Lou**' Louellyn participates in public radio interviews hosted by Nadia Mitsopolous and Russell Woolf.
- Elder Abuse – **17** sessions presented by our OPRS Lawyer, Advocate and other staff members.

There over in excess of 709 people who attended our events and workshops.

- Tenant Advocates provided **10** education sessions including workshops on various topics such as the **Rental Ready Program**
- WREN staff provided **7** professional development sessions on family and domestic violence to a range of providers including general practitioners, psychology students and women's refuge staff.



NORTHERN SUBURBS COMMUNITY LEGAL CENTRE INC

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2019

Attachment B

Auditor's Certification (from Schedule 5 of Current Agreement)

Name of Organisation: Northern Suburbs Community Legal Centre Inc.
Financial Year Period: ...01... / ...07... / ...2018... to ...30... / ...06... / ...2019....

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, Income Statement (previously known as a Statement of Financial Performance), and Notes to the Financial Statements of the above-mentioned Organisation ('the Organisation'), and, if general purpose reports are provided, a Statement of Cash Flows, for the stated Financial Year Period are:
 - i. based on proper accounts and present true and fair view of the Organisation's financial position and financial performance in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
 - ii. in accordance with the terms and conditions of the Agreement between Commonwealth of Australia And Legal Aid Western Australia And Northern Suburbs Community Legal Centre Inc., a copy of which has been made available to me, in relation to the provision of community legal services.
- (c) The fourth quarter CLSIS Funds Report, containing details of the Organisations transactions for the financial year, including audit adjustments, and the Organisation's grant position at the beginning and end of the financial year is provided in respect of funds provided in accordance with the Terms and Conditions of the Agreement referred to in b.ii above for all Funding Categories.

This is an unqualified audit report.

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

AUDITOR DETAILS

Full Name: Ross Gregory Ledger

Name of Company (if applicable): Greg Ledger Pty Ltd

ACN or ABN Number: 63 066 718 134

Registered Auditor: *If Yes:*

Yes No

ASIC Registration No.: 14163

Signature: 

Date: 9 / 08 / 19

Independent auditor's report

To the members of Northern Suburbs Community Legal Centre Inc.

Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Northern Suburbs Community Legal Centre Inc (the Association), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the committee.

In our opinion, the financial report of Northern Suburbs Community Legal Centre Inc has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

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

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the *Associations Incorporation Act 2015 (WA)* and the *Australian Charities and Not-for-Profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibility of the Committee for the Financial Report

The Committee is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the *Australian Charities and Not-for-Profits Commission Act 2012*, and the needs of the members. The committee's responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

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

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

- Conclude on the appropriateness of the Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Committee to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Ross Gregory Ledger
Chartered Accountant
Registered Company Auditor

8 AUGUST 2019

Northern Suburbs Community Legal Centre Inc.
30 June 2019
Declaration by the Management committee

The Management committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

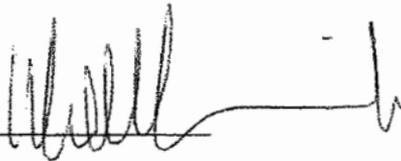
In the opinion of the Management Committee the financial statements and notes to the financial statements are in accordance with *Association Incorporation Act 2015 (WA)*, the *Australian Charities and Not-for-profits Commission Act 2012* and:

- comply with the Australian Accounting Standards applicable to the Association;
- gives a true and fair view of the financial position of Northern Suburbs Community Legal Centre Inc as at 30 June 2019 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
- at the date of this statement, there are reasonable grounds to believe that Northern Suburbs Community Legal Centre Inc. will be able to pay its debts as and when they fall due and payable;

This statement is made in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profits Commission Act 2012* and is signed for and on behalf of the Committee by:



Chairperson



Treasurer

Date: 9 October 2019

Northern Suburbs Community Legal Centre Incorporated
 Balance Sheet
 As at 30 June 2019

	2019 \$	2018 \$
Current Assets		
Cash Management Account	658,121	724,292
Credit Card	-	2,439
General Cheque Account	46,203	50,393
CBA Term Deposit	208,271	204,496
Petty Cash	550	550
Total Current Assets	<u>913,146</u>	<u>982,170</u>
Non Current Assets		
Office Equipment	46,046	46,046
Less: Accumulated Depreciation	<u>(41,251)</u>	<u>(40,760)</u>
	4,795	5,286
Building Improvements	57,050	57,050
Less Accumulated Depreciation	<u>(41,283)</u>	<u>(40,306)</u>
	15,767	16,744
Total Non Current Assets	<u>20,562</u>	<u>22,030</u>
Total Assets	<u>933,707</u>	<u>1,004,200</u>
Current Liabilities		
GST Payable	10,991	16,566
PAYG Tax Payable	<u>17,592</u>	<u>20,578</u>
	28,583	37,144
Unspent Grants	122,803	177,195
Employee Entitlements		
Provision - Annual Leave	84,489	102,576
Provision for Leave Loading	14,786	17,951
Provision - Long Service Leave	149,299	179,333
Provision - Super for AL & LL, LSL	<u>23,614</u>	<u>28,487</u>
Total Provisions	272,187	328,347
Total Liabilities	<u>423,573</u>	<u>542,686</u>
Net Assets	<u>510,134</u>	<u>461,514</u>

Northern Suburbs Community Legal Centre Incorporated
Income Statement
For the year ended 30 June 2019

		2019	2018
		\$	\$
Income			
Add: Prior Year Carried Forward Grants	2	177,195	130,912
Administration Fees Received		18,729	26,243
Court Costs Recovered		1,680	700
Grant Income		1,899,627	1,947,454
Interest Received		12,728	10,241
Donations		1,489	400
Legal Aid Conflict Referrals		2,940	6,160
Information Technology Income		24,761	-
Other Income		15,319	25,866
Membership Fees Received		165	135
Lotterywest		-	29,445
Less: Current Year Carried Forward Grants	3	(122,803)	(177,195)
Total Income		2,031,830	2,000,361
Expenses			
Employment Expenses			
Salaries and Wages		1,454,628	1,424,153
Superannuation		138,262	135,269
Staff Recruitment		9,495	145
Workers Compensation		4,482	4,249
Total Employment Expenses		1,606,867	1,563,816
Employee Entitlements			
Provision - Annual Leave		(18,087)	9,387
Provision - Leave Loading		(3,165)	1,643
Provision - Long Service Leave		(30,035)	(18,285)
Provision - Super for AL & LL, LSL		(4,872)	(689)
Total Provisions		(56,159)	(7,944)
Rental Costs		117,378	102,979
Building Design & Fit Out Costs			
Insurance		10,789	8,902
Repairs and Maintenance		2,598	2,382
Other Premises Costs			
Cleaning		2,927	3,859
Electricity		5,172	6,245
Security		719	1,463
Total Other Premises Costs		8,818	11,567
Staff Training			
Conferences		1,065	9,280
Staff Training		3,001	2,004
Total Staff Training		4,066	11,284

Northern Suburbs Community Legal Centre Incorporated
Income Statement
For the year ended 30 June 2018 (continued)

	2019	2018
	\$	\$
Communications		
IT & Computer expenses	-	-
IT Maintenance and Support	12,840	16,193
Internet Charges	5,185	4,838
Telephone	18,966	23,408
Website Development	2,134	391
Total Communications	<u>39,125</u>	<u>44,830</u>
Office Overheads		
Equipment	2,203	906
Postage & Packaging	1,695	2,814
Printing & Stationery	9,939	11,020
Staff Amenities	8,234	7,381
Total Office Overheads	<u>22,071</u>	<u>22,121</u>
Finance & Accounting Fees		
Bank Charges	1,265	1,126
Audit Fee	8,300	4,200
Total Finance & Accounting Fees	<u>9,565</u>	<u>5,326</u>
Library, Resource & Subscription		
Library, Resources & Subscription	30,967	18,302
Practicing Certificate	10,665	11,935
Total Library, Resource & Subscription	<u>41,632</u>	<u>30,237</u>
Programming and Planning		
Programming and Planning	2,446	1,345
Advertising and Marketing	-	1,897
Total Programming and Planning	<u>2,446</u>	<u>3,242</u>
Travel		
Mileage	11,257	7,113
Parking	3,617	3,841
Total Travel	<u>14,875</u>	<u>10,954</u>
Depreciation	1,468	2,707
Other		
Legal Aid - Secondment Wren	125,005	125,005
Info & Communication Technology	-	1,720
Licensing	2,044	-
Workshop Facilitation	10,688	-
OPPES Project Officer and Consultancy	-	36,370
Camera Hire Operator and DVD	1,636	-
Program Costs	9,165	3,610
Admin Fee	-	8,575
Partnership	-	3,715
Project, Train, Promotion Activity	9,135	16,205
Total Other	<u>157,672</u>	<u>195,200</u>
Total Expenses	<u>1,983,211</u>	<u>2,007,603</u>
Surplus/(Deficit) for the Year	<u>48,619</u>	<u>(7,242)</u>

Northern Suburbs Community Legal Centre Incorporated
Statement of Cash Flow
For the year ended 30 June 2019

	2019	2018
	\$	\$
Cash Flow from Operating Activities		
Receipts from Government Grants	1,899,627	1,947,454
Receipts from Other Sources	90,538	88,950
Interest Received	12,728	10,241
Payments to Suppliers & Employees	(2,071,918)	(2,024,724)
Net Cash provided by (used in) Operating Activities	<u>(69,025)</u>	<u>21,921</u>
Net Increase (decrease) in Cash Held	(69,025)	21,921
Cash at Beginning of Reporting Period	982,170	960,249
Cash at End of Reporting Period	<u>913,145</u>	<u>982,170</u>
1. Reconciliation of Cash		
Cash on Hand	550	550
Cash at Bank	912,596	981,620
	<u>913,146</u>	<u>982,170</u>
2. Reconciliation of Net Cash used in Operating Activities to Operating Results		
Operating Result	48,619	(7,242)
Add: Non-cash Items		
Depreciation	1,468	2,707
Add: Increases in Liabilities/Decreases in Assets		
AL Provision	-	9,387
Leave Loading	-	1,643
PAYG Tax Payable	-	4,352
Changes in Unspent Grants	-	46,283
Less: Decreases in Liabilities/Increases in Assets		
AL Provision	(18,087)	0
Leave Loading	(3,166)	0
Long Service Leave Provision	(30,034)	(18,286)
Provision - Super for AL & LL, LSL	(4,872)	(689)
PAYG Tax Payable	(2,986)	-
GST Payable	(5,575)	(16,232)
Changes in Unspent Grants	(54,392)	-
	<u>(69,025)</u>	<u>21,923</u>

NORTHERN SUBURBS COMMUNITY LEGAL CENTRE INC

Notes to and forming part of the Financial Statements For the year ended 30 June 2019

Note 1 - Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 2015 and the Australian Charities and Not for Profits Commission Act 2012. The Board of Management has determined that the association is not a reporting entity.

The financial statements have been prepared in accordance with the following mandatory Australian Accounting Standards applicable to entities reporting under the Australian Charities and Not for Profits Commission Act 2012 and the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with those of previous periods unless stated otherwise.

AASB 101 - Presentation of Financial Statements

AASB 107 - Cash Flow Statements

AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors

AASB 1048 - Interpretation of Standards

AASB 1054 - Australian Additional Disclosures

AASB 1058 - Income for Not-for-Profit Entities

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

Income Tax

The Association is exempt from income tax under the provisions of Section 50-5 of the Income Tax Assessment Act 1997.

Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised in the income and expenditure statement.

Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

NORTHERN SUBURBS COMMUNITY LEGAL CENTRE INC

Notes to and forming part of the Financial Statements For the year ended 30 June 2019

Cash and Cash Equivalents

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

Revenue and Other Income

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

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

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

Donations and bequests are recognised as revenue when received.

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

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Funding in Advance

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 – Funding in Advance

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. Amounts received for the current year that are not completely spent, and are permitted by the funding agreement to be spent in future years, or are not required to be returned to the funder, are recognised as income in the year expended.

They appear in the balance sheet as a liability – Unexpended Grants.

- NOTES -



northern suburbs
community
legal centre