

WESTERN SUBURBS LEGAL SERVICE ANNUAL REPORT 2012/2013



Contents

Western Suburbs Legal Service	2
Chairperson's Report	3
Treasurer's Report	4
Year in Review	4
Committee of Management	9
Staff Members	9
Volunteer Staff & Support	10
Community Development Report	12
Casework Report	14
International Student Legal Advice Clinic (ISLAC)	16
Deakin Law Clinic	18
Administration & Coordination Report	20
Statistical Report	21
Financial Report	25

Western Suburbs Legal Service Inc.

The Western Suburbs Legal Service Inc. (WSLS) was established in 1978 and is an independent, not-for-profit community organisation governed by an elected Committee of Management.

Our Vision

WSLS's vision is for a fair, just and equitable legal system that can be accessed by all members of our community.

Our Mission

WSLS is committed to working towards a just and equitable legal system by providing high-quality, free, independent legal advice and representation to people who live, work or study in the western suburbs of Melbourne, in particular the City of Hobsons Bay and surrounding areas.

WSLS is committed to providing free legal services to the most vulnerable and disadvantaged people in the community; those on low incomes and those marginalised from the justice system. Timely legal advice will avoid, if possible, costly private legal representation.

WSLS challenges unjust and inequitable legal structures and processes and lobbies and campaigns for their reform. WSLS also provides legal education in the community to assist people in matters affecting their lives.

WSLS aims to increase the delivery of free legal advice to its clients by encouraging pro bono work by private practitioners.

WSLS accesses funding from the CLC funding program and other funding sources.

CLC funded projects include casework, community legal education and law reform projects and campaigns. Special purpose projects are funded from other sources.

WSLS provides clinical legal education for law students.

WSLS also encourages local residents, clients and community groups to participate in the service to widen their understanding of the law and people's rights. WSLS provides other services as the Committee of Management may from time to time determine.

Office Locations: 30 Hall Street, Newport
54 Woods Street, Laverton
Telephone: (03) 9391 2244
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Website: www.wsls.org.au
Email: wsls@wsls.org.au

Incorporated Registered No: A6884
ABN: 49 241 011 943

Hours of Service:

Newport

Monday & Wednesday
9:30am-1:00pm and 2:00pm-5:00pm

Laverton

Tuesday & Thursday:
9:30am-1:00pm and 2:00pm-5:00pm
Friday:
Closed

The WSLS night service is held alternately on Mondays at 30 Hall Street Newport from 6:30pm-8:30pm and on Tuesdays at the Laverton Community Hub from 6:30pm-8:30pm.

Appointments can be arranged in person or by telephone.

Chairperson's Report

It's been another exciting year for the Westerns Suburbs Legal Service with the recent expansion of our service with the opening of a new office in Laverton. Criminal defence lawyer Robert Stary and Hobsons Bay Councillor Colleen Gates officially opened the new office at 54 Woods Street in May. The opening of this new office provides an opportunity for the service to extend its reach and assist residents of Laverton, Altona Meadows, Seabrook and neighbouring areas who are in need of legal assistance.

During this rather hectic financial year the service has also continued to provide advice and casework assistance to approximately 600 clients from our Newport and Laverton offices. Our night service, supported by volunteers, continues to operate from Newport on Monday evenings and Laverton on Tuesday evenings on the alternate week. We have also been involved in several projects and publications.

A big thanks to the efforts of our staff, Emel Ramadan (Manager), Annette Au Yeung (Principal Solicitor), Gillian Davy (Community Development Officer) Sheirly Lugito (Community Lawyer) and Andrew McCutcheon (Administration Assistance) who continue to ensure that our service runs smoothly during this period of change and expansion. I commend our staff for their positive attitudes and commitment to achieving good outcomes for the clients of our service.

It was disappointing that the long running International Student Legal Advice Clinic ended in April 2013. I would also like to thank Youth Law for partnering with WSLS, Toola Marcou,

Margaret Andoh –Okai, Harley Dannatt, Gillian Davy, Emel Ramadan and Sheirly Lugito for their dedication and hard work during the 5 years of its operation. We await the news of an application submitted to continue to provide services to International students.

Thank you also to all of our volunteers, without whom we could not continue running the service and conducting the amount of casework to the high standard and across the wide range of areas that we currently achieve.

To my fellow board members who continue to support the smooth operation and strategic and practical direction of the service, another big thank you. It has been another busy year and your commitment to the service and our projects during this time is greatly appreciated.

I look forward to another successful year.

Terrie Benfield



Treasurer's Report

The Committee is pleased to report that this year has seen a key milestone achieved with WSLS opening an office in Laverton. This will help strengthen the organisation and ensure the community needs are met where most prominent.

Although additional funds have been required for the new office, WSLS has managed to accommodate this within its current resources as well as with some financial assistance from the City of Hobsons Bay, and the Lord Mayors Charitable Fund. We plan to deliver services in Laverton on an ongoing basis in the future.

WSLS has demonstrated that it is a pillar of the community it serves. Overall the service has finished financially in a strong position similar to last financial year.

I have been very impressed by the dedication & professionalism of the staff, this team strives to ensure the service is always doing its best to meet the needs of the local community.

Many thanks to the funders of the service for their continued support.

Scott Thompson

Year in Review

It has certainly been an eventful 2012-2013 year for everyone at WSLS. Despite the increased demands being placed on our service we have continued to provide outstanding legal services to an expanding community in Melbourne's west, particularly the City of Hobsons Bay.

Laverton Branch

It was with great excitement that our service opened a new branch office in Laverton. The office, located at 54 Woods Street Laverton, is now home to WSLS staff and volunteers for two days per week. For the remaining three days of the week WSLS continues to be based at Newport.

Our permanent presence in Laverton is an

exciting step forward for the service. We will be able to maintain our close ties with the communities of Newport and its surrounding areas while also allowing us to better delivering services to a low socio-demographic region in need of free legal assistance. In a strategic sense we will also be in a position to take advantage of the opportunities presented by growth areas.

We celebrated the official opening of the Laverton branch office in April 2013. Guest speakers were well known criminal defence lawyer and WSLS co-founder Robert Stary, and Hobson's Bay City Councillor Colleen Gates.

International Student Advice Clinic [ISLAC]

It was with great sadness that we farewelled ISLAC. Unfortunately there was no further government funding for the service after the end of April 2013. ISLAC had its humble beginnings back in July 2009, operating out of Newport as an unfunded specialised legal advice service for international students. At the time, ISLAC provided a much needed response to the highly publicised attacks on Indian students, particularly in Melbourne's west, and more generally was a response to the legal needs of a growing population of international students in Melbourne.

WSLS would like to extend a big thankyou to all the staff and volunteers who assisted with ISLAC throughout its five years of operation. Special thanks to Shirley Lugito who was ISLAC solicitor for its final months and Toola Marcou and Margaret Andoh Okai who were casual employees at the ISLAC weekly drop-in clinic. We have tendered to the State Government to administer a revamped version of legal service delivery to international students and should know the result of this process in the coming months.

Staff

The performance of our staff members throughout the past year has been outstanding. The reports on casework, community development, coordination, and ISLAC provide more detailed descriptions of the work we have been involved in this year. Sadly though, funding issues have impacted our small team of staff. Shirley Lugito, who was ISLAC solicitor for its final months and former WSLS generalist community lawyer, will be leaving the service. WSLS thanks her for her valuable contribution to our service and we wish her every success for the future.

Volunteers

Our volunteers have continued to demonstrate a valuable commitment to social justice and have been instrumental in helping WSLS 'punch above its weight'. Our service is only able to achieve the outcomes it does due to its loyal and dedicated volunteers. Please see the volunteer report for a more a more detailed look at our volunteer program.

Committee of Management

Whilst the makeup of our Committee of Management has changed considerably in the past year, it has continued to provide strong leadership and guidance to WSLS as it seeks to better serve its community. We extend our gratitude to departing (and long time serving) Committee Members Alan Thompson, Jill Hockey and Fatoum Souki. We are very grateful for the time and effort each has put into WSLS over the years.

We are happy to welcome Jenny Forti, Lucie O'Brien and Scott Thompson as Committee Members and we are sure that their skills and experience will provide a valuable resource for WSLS to draw upon to improve legal service delivery.

History Project

WSLS has started to document its much celebrated achievements over its 35 year history. This project has commenced thanks to volunteer Sandra Kerr and will be completed in time to celebrate the services 40th birthday. A brief outline of some of the key achievements are provided below.

The Beginnings

- Williamstown Resource Centre provided space and resources so volunteer lawyers and students could offer free legal advice
- Whitlam Government through the Australian Assistance Plan funded one fulltime worker
- Western Suburbs Legal Service began at library site in Mason Street Newport

1978 - 1982

- Action against Smorgon's mini steel mill
- 900 local people signed up to a representative action
- Front page news, Footscray Mail "Populism meets the Law"
- Split with Western Region Legal Centre which opened in Footscray

1982 - 1984

- First legal education worker position funded
- Education program at local schools for unemployed youth
- Campaign to repeal consorting law
- Social security issues, tenancy law reforms and police powers
- Environmental law - opposing offending industries being set up or expanding in the west

1984 - 1987

- Community campaign supporting development of public housing in Cole Street, Williamstown
- Support for opening of Women's Refuge in Williamstown
- Publications included
 - "Appearing in Court: A Guide to the Magistrates' Court"
 - Aged Services Guide

1987 - 1989

- Environment and Pollution in the West
- Formation of the Altona Environment Action Group
- Halt the expansion of the Altona petrochemical complex – continuing pollution and environmental problems caused by the complex

- Secured legal aid for legal representation at panel hearings

1989 - 1990

- Support increased Public Housing at Williamstown Rifle Range
- Development of Western Youth Law Line
- Assisted with publication - "Your Rights on Trains"
- Domestic Violence Support group established as a response to requests from women trapped and alone in violent relationships.

1990 - 1992

- Divorce classes and forum on intervention orders
- Youth rights - theatre group toured
- Legal Aid facing a cash crisis

1993 - 1995

- FOI request for information about the police behaviour at the protest against the closure of Richmond Secondary School
- Report "Brute Force" launched (in conjunction with Northern Melbourne Legal Service)
- Participation in the launch of the second "Police Mistreatment Survey"
- Forums on the new Employees Relations Act
- Clinical Legal Education program begins with Deakin University - approx 12 students attend legal service each year

1995 - 1996

- Victoria Police announced trial of capsicum gas. Gas is presented as safe alternative to shooting
- Campaign against the introduction of capsicum gas

1996 - 1997

- "The Art of Shoplifting"
- Rabelais case - in defence of free speech
- 'Breaking the Brotherhood' - complaints against police in Victoria
- Maryborough case commences

1997 - 1998

- The Maritime Dispute - In conjunction with Flemington/Kensington CLC WSLs organised a roster of lawyers to be available at the docks to answer questions about legal rights and to liaise with organisers
- Produced a "Your Rights" leaflet for distribution to protestors

1998 - 2000

- Talks, Forums and Classes
- Police complaints system; Mandatory sentencing; Banking and finance issues
- Campaign - Hobsons Bay community against toxic sites

2000 - 2002

- ASIO - GET SMART campaign to oppose counter terrorism legislation
- community campaign to save local bank in Newport
- Oppose Home Detention Bill

2003

- campaign for refugees on Temporary Protection Visas living in the community
- Submission to parliamentary inquiry into joint residence
- submission to Tax Board on Charities Bill
- Project - booklet for parents whose children are subject of Protection Orders
- Assisted local residents opposed to Spotswood Road Transport Depot

2003 - 2004

- Completion of the Child Protection booklet project
- Involvement with local schools to develop a racism in schools project
- Working with local government youth workers to look at community legal education and ethnic communities to look at legal issues for women.
- Involvement in the Victorian Law Reform Commission review into the Crimes (Family Violence) legislation.

2004 - 2005

- The beginning of a major project on Racism in the West with funding from the Reichstein Foundation and research assistance from Mallesons Stephen Jacques
- Racism in schools project

2006 - 2007

- The launch of the Racial Vilification, Discrimination and Harassment project
- Development of the booklet/website on Child Protection Laws

2007 - 2008

- Published Child Protection booklet
- Published Anti-Terrorism Laws – A Guide for Community Lawyers

2008 - 2009

- 5 day opening of the service; Thursday afternoon and night service
- March 2009 - Westgate Workers Strike
- June 2009 - following increased violence and discrimination towards international students WSLs commenced the International Student Legal Advice Clinic (ISLAC)

2010-2012

- Published "Your Legal Rights: A practical guide to everyday legal issues" to build the legal knowledge and capacity of Victoria's Communities of Burma
- Published "Anti-Terrorism Laws: A Guide for Affected Communities"

2013

- 16 April – first regular night service at the Laverton Community Hub
- 20 May – official opening of Laverton office at Woods Street

Thank You

Finally, the service would like to extend thanks to funders, partners and supporters (in alphabetical order):

- Amanda George
- Australian Federation of International Students
- Charandev Singh
- City of Melbourne
- Commonwealth Government
- Corrs Chambers Westgarth
- Deakin University
- Helen Yandell
- Hobsons Bay City Council
- Jensen Ma – Tan & Tan
- International Student Care Service
- Lord Mayors Charitable Fund
- Maurice Blackburn
- PILCH
- Rob Stary
- State Government of Victoria: Department of Business and Innovation
- Salvation Army
- Victoria Legal Aid



Committee of Management

Chairperson:

Terrie Benfield

Treasurer:

Scott Thompson

Alan Thompson (Retired)

Secretary:

Rhonda Probert

Jill Hocking (Retired)

Committee Members:

Andrew Cocks (Retired)

Jenny Forti

Sandra Kerr

Claire Kowarsky

Lucinda O'Brien

Fatoum Souki (Retired)

Staff

Manager:

Emel Ramadan

Principal Solicitor:

Annette Au Yeung

Community Development Officer:

Gillian Davy

Administrator:

Andrew McCutcheon

Finance Officer:

Bruce Dolphin

ISLAC Lawyer:

Sheirly Lugito

Toola Marcou

ISLAC Registered Migration Agent:

Margaret Andoh-Okai



Volunteer Staff and Support

Volunteers are an important resource for our service. We could not provide the high level of legal service that we do without the ongoing support of our volunteers. Our volunteers work in many capacities including:

- Committee of Management members who assist in setting the strategic direction of the service and overseeing its management;
- Volunteer lawyers providing advice at evening advice services and during office hours;
- Volunteers undertaking paralegal work, administrative and community legal education assistance across all facets of the service;
- Law students on placement and Practical Legal Training Students, who support the casework undertaken within the service.

We strive to make our volunteer program one of mutual benefit; one in which our service can achieve greater outcomes for our clients and our community, but also one in which our volunteers gain from a positive and rewarding experience.

We are truly grateful to the following volunteers for their contribution through 2012-2013.

Richard Adamczyk	Gregory Buchhorn
Cathy Assini	Amanda Burnnard
Rachel Auld	Matthew Carrazzo
Leanne Banting	Andrew Cocks
Nicholas Bird	Emily Clark
Leigh Crosbie	Sheirley Lutigo
Stephanie Davies	Aneeta Maharaj
Craig Delphine	Kate McCutcheon
Amrita Dasvarma	Andreas Melgarejo
Guy Donovan	Bani Mishra
Sam Drinjak	Andreia Monteiro
Bianca Dukic	Samantha Monti
Nathan Duong	Angela Panuccio-
Marlene Ebejer	Grey
Craig Edwards	Emma Penfold
Michael Faltermaier	Maria Pizzi
Peter Farago	Chris Oldham
Michael Farhadian	Shani Williams
Jenny Forti	Simon Woolley
Amanda George	Adrian Wong
Stephen Goldsmith	Billy Phung
Nathan Goetz	Laura Purcell
Julia Grech	Sheryl Zorella
Robyn Heyme	Rhonda Probert
Marcus Holloway	Lisa Spagna
Quang Hunh	Fatoum Souki
Rumana Jahan	Charandev Singh
Andrew Jiang	Georgia Suhren
Bilal Kadour	Ann Tran
Sandra Kerr	Nicholas Tran
Claire Kowarsky	Sanmati Verma
Susie Lavalette	

Volunteer Report

I started volunteering at the Western Suburbs Legal Service in November last year with the aim of giving back to the community whilst gaining relevant legal experience in the process. I felt motivated to get involved beyond my law degree because I felt that volunteering at the service would provide me with practical legal experience that may not be a priority at law school.

I was particularly interested in volunteering at the Western Suburbs Legal Service because I live in the western suburbs and wished to assist disadvantaged individuals in my own community, especially since I believe that access to legal services should be a right and not a privilege available only to those with the financial means. Therefore, I was excited and grateful when I got the email asking to come down to the service for an induction.

Six months later and I am still grateful to have been given the opportunity to volunteer at the Western Suburbs Legal Service, but more than that, I feel very comfortable and valued at the service. I can only attribute this feeling to the staff, who have made me feel at home while I've been volunteering here. While I was learning the basics at the centre any question I had was answered patiently and keenly. To this day when I need to ask a question I never feel as if I am bothering or interrupting any of the staff when doing so. The patience and willingness to teach by the staff makes me feel like I am a valued member of the team at Western Suburbs Legal Service.

As part of the team here at the service I have taken on a number of responsibilities which continue to fulfil both my aims of

gaining legal experience and giving back to the community. My roles here are diverse and therefore I can honestly say that I have gained experience in a number of areas which I had no experience in before. My roles range from general administration duties to sitting in on client interviews and a whole number of activities in between. Therefore, I believe that volunteering at the Western Suburbs Legal Service has given me holistic knowledge of the way that a legal service is run. I appreciate this knowledge as it will undoubtedly benefit me in the future as I make my way into the legal profession.

Aside from the legal experience I have gained here, I feel a sense of fulfilment by volunteering at the service because I feel as if I am able to contribute to the lives of disadvantaged individuals even if it's only in a small way. From my time here I have experienced firsthand the effort that the staff will go to assist disadvantaged members of our community who are in need of legal advice and feel motivated by their attitude and commitment.

I have definitely enjoyed my time here at the Western Suburbs Legal Service. The friendly and motivating staff at the service and the knowledge I have gained from volunteering here has made me immensely grateful for the opportunity to be part of the team. More than that, this experience has inspired me to pursue other legal volunteering opportunities in the future so that I can assist disadvantaged members of our community in as many ways as I can.

Julia Grech

Community Development Report

Legal Needs Analysis

With training support from the National Association of Community Legal Centres, WSLS commenced work on a detailed legal needs analysis this year. The finished analysis will comprise three elements:

- (1) A range of CLSIS reports will be generated to provide a comprehensive breakdown of client advice and casework statistics.
- (2) 2011 census data from the Australian Bureau of Statistics is being cross-referenced with key indicators of legal need to identify the demographic cohorts within the City of Hobsons Bay that are most likely to require legal advice and education.
- (3) Service provider organisations within service area types relevant to each of the key indicators of legal need are being interviewed about their clients' experiences of legal problems and issues.

These three elements will enable WSLS to make informed and evidence-based decisions about the future allocation of limited resources. It is anticipated that the legal needs analysis will be completed by the end of 2013.

Young People

The redevelopment of WSLS's suite of 15 legal fact sheets for young people was completed and the fact sheets were distributed to all secondary schools within the City of Hobsons Bay, as well as made available online.

This resulted in the establishment of a new relationship with Williamstown High School, where a workshop on Youth Law was

presented to VCAL Students. The workshop covered common youth offences; the questioning, search, arrest and detention powers of the police, protective services officers and authorised officers; and sentencing in the Children's Court.

Newly Arrived Communities

Resources this year were devoted to the design of two community development projects.

The first project aims to build the legal capacity of members of the Chin community through the development and delivery of radio-based community legal education. Detailed project design has been completed.

The second project aims to better equip local settlement workers to identify when a client has a legal problem and make appropriate and timely referrals. Stakeholder consultations have confirmed a need for this type of professional development opportunity.

WSLS is currently seeking funding for both projects.

Anti-Terrorism Legislation

WSLS participated in the review of the financing provisions of Australia's counter terrorism and national security legislation by the Independent National Security Legislation Monitor.

In addition to appearing as a witness at the Melbourne public hearing, WSLS supported members of the Kurdish Association of Victoria to appear. Both organisations argued that the financing provisions are disproportionate to the risk of a terrorist act

in Australia; monitor and curtail the non-criminal activities of particular communities; and provide for excessively punitive measures where activities are prosecuted.

WSLS extends its sincere gratitude to Robert Stary Lawyers for the generous donation of funding to enable the translation into Arabic of our “Anti-Terrorism Laws: A Guide for Affected Communities” train-the-trainer kit. The review and translation of the kit will be completed by the end of 2013.

International Students

WSLS developed a prototype for an interactive legal education website for international students this year. The prompt driven website will guide users through the circumstances in which either self-actioned or lawyer assisted remedies are appropriate for particular types of legal problems. Although the termination of state government funding for ISLAC means the website will not be developed for an international student audience, WSLS is currently exploring the feasibility of alternative applications.

CLE Workshops

WSLS continued to respond to community requests for legal education, with the delivery of a range of CLE workshops to community organisations, schools and service providers. These workshops included consumer law for the Amaroo Women’s Program, an introduction to the legal system for students of Hales Institute, driving and motor vehicle accidents for English language learners at Williamstown Community Centre, and the powers of Protective Services Officers for service

delivery organisations involved in the Assertive Outreach Program.

Networks and Events

In addition to joining the newly formed Hobsons Bay Settlement Network, WSLS continued to participate in the Hobsons Bay Youth Network and the Hobsons Bay Interagency Network.

A number of community events coincided with the opening of WSLS’s new Laverton office, including the annual Laverton Festival and the opening of the Laverton Hub, both of which WSLS attended.

Gillian Davy



Casework Report

Principal Solicitor's Report

The last year has again been a very busy year and a very rewarding one for WSLS's legal practice. Annette Au Yeung has continued as the principal solicitor. We also thank Jennifer Feeney who has been our locum principal throughout the year.

Casework and Advice

WSLS has provided casework and advice assistance to clients in the western suburbs with a wide range of legal matters, including civil matters such as debts, car accidents, tenancy and appeals relating to working with children checks; Centrelink disputes; criminal law and traffic matters; infringements and family law.

During this year, some of the notable cases we have conducted casework on include:

- assisting a client with criminal law charges and a working with children check application. This client is a single parent with two children living in community housing and relies on Centrelink payments as her sole source of income. Over many years, our client studied part time to gain qualifications in order to work with young people. At the conclusion of her studies, she made an application for a working with children check as this would be necessary for future employment. In making this application, she discovered that there were criminal charges pending, and so her application was refused. We assisted this client to resolve the criminal charges which
 - resulted in a good outcome. This then had a direct impact on her working with children check.
- assisting a client with a demand for payment from an insurance company. The client is an elderly man, living in rental accommodation. He was a pedestrian walking across a road when he was hit by a car and injured. His injuries required a period of hospitalisation. Upon release from hospital, he returned home to find a letter of demand from the insurance company for the driver of the car, who were looking to recover loss and damage relating to the car. We wrote to the insurance company to ensure that our client was not pursued for the debt. The client was grateful for our assistance.
- assisting a newly arrived family from the Karen community to resolve a dispute relating to tenancy. The clients had found a brand new rental property and upon inspection of the property, signed a lease. Unfortunately, as the properties were all new, house numbers had not been affixed to the letterboxes, and our clients ended up signing a lease and paying bond and rent for the wrong house. The tenancy commenced, and we negotiated with the real estate agency to rectify this error so that our client could commence a tenancy in the correct house, with minimal financial losses incurred by the client. The family were delighted with this result and are very proud to live in this brand new home.
- assisting a client to make an application in Western Australia for his lifetime licence disqualification to be removed. This client is single, relies on the Disability Support Pension and has a diagnosed

mental illness. Over 20 years ago, when he was still living in Western Australia, he committed a number of traffic offences resulting in him being disqualified for life from holding a driver's licence in any Australian state. We assisted the client by preparing court documents which were filed in the District Court of Western Australia. His application was listed for hearing and assisted by a Centrelink advance payment he travelled to WA and appeared for himself. He was successful in obtaining an order for his lifetime licence disqualification to be overturned. He has informed us that he now has the ability to apply for a driver's licence in Victoria, which will have an enormous impact on his life and a positive impact on his mental health.

We wish to thank a number of barristers who have supported the legal service by providing advice or appearing on behalf of clients pro bono, or appearing for clients at substantially reduced rates, including Jessica Swanwick, Linda Lovett, Jessica Fallar, Stephen Warne and Darryl Williams SC.

Outreach

This year we have continued to provide an outreach clinic once a month to residents at Half Moon Caravan Park in Brooklyn at the Tuesday Lunch Program. WSLS, together with the Salvation Army, Yarra Housing, drug and alcohol agencies, Mercy Mental Health, Royal District Nursing and the City of Hobsons Bay, apply a holistic approach

to assisting these vulnerable and disadvantaged clients.

Night Service

In addition to the Monday night legal advice clinic, this year we extended our night service to include a new legal advice clinic on Tuesday nights at the Laverton Community Hub. This is a fantastic new community facility operated by the City of Hobsons Bay. The new clinic has been a great success and we welcome and thank our new Tuesday night volunteers for their outstanding commitment and contribution in establishing this new clinic.

Volunteers

Our legal centre simply could not provide the level of service and assistance without our dedicated day and evening volunteers. These include law students, law graduates, lawyers, barristers, administrative and reception staff. We wish to commend and acknowledge the efforts of all our dedicated volunteers.

Student Volunteers

WSLS continues its tradition of teaching and training our next generation of law graduates by offering placements through the College of Law and Deakin University Law Clinic subject. This year we welcomed Mark Anstey as a Practical Legal Training Placement student and have also hosted placements for several Deakin students, some of whom have continued as volunteers after the end of their placement.

Annette Au Yeung

ISLAC Report

The International Student Legal Advice Clinic (ISLAC) delivered its final Wednesday night service to international students at “The Couch”, at the Salvation Army on Bourke Street, Melbourne, on 24 April 2013. Our dedicated volunteers assisted our international student clients with their legal problems up to the last day when our funding finally ceased on 30 April 2013.

International students in Victoria have now lost an independent and specialised legal service attuned to their needs. ISLAC had been providing legal advice, legal education law reform and advocacy, casework and legal representation in matters specific to international students since July 2009. These legal problems include college defaults and disputes, employment law, tenancy, family law, credit and debts, motor vehicle accidents, criminal law, infringements, and these matters’ implications on Student Visa.

Case Studies

The following cases demonstrate why the international student community in Victoria requires a specialised legal service that understands and is capable of meeting its unique needs. Over the years, ISLAC and its team of volunteers have developed strong expertise in legal matters pertaining to the vulnerable community and have built relationships with organisations that support international students’ welfare.

- ISLAC assisted a young international student mother whose infant, born in Australia, was stateless. The infant’s international student father left before it was born. Our client was unable to register her infant’s citizenship with her country’s Embassy in Australia because her country’s citizenship law mandates a child to follow its father’s citizenship and not its mother’s. The

infant’s birth was also unable to be registered for citizenship with its father’s home country’s High Commission in Australia. As a result, the infant was stateless and our client was faced with the imminent reality of being required to leave Australia when her Student Visa expires without her infant.

We liaised with both of the infant’s parents’ home countries’ Embassy and High Commission. We brought the matter to the attention of the Department of Foreign Affairs and Trade. We finally secured an agreement with the respective Embassy and High Commission that enable our client to register her infant’s citizenship to follow hers. Our client’s infant is now no longer stateless and can be with its mother when she must leave Australia.

- ISLAC assisted an international student who was involved in a motor vehicle accident and mistakenly charged with driving offences as a learner driver by Victoria Police. Our client actually held a current overseas full driver’s licence and being a temporary resident, is not required to hold a Victoria driver’s licence. We negotiated with the prosecution to withdraw the incorrect charges and requested a diversion for the remaining charge as it was our client’s first offence. The prosecution agreed to withdraw the incorrect charges. Our client was granted a diversion by the Court for his remaining charge. ISLAC had assisted international students charged with similar drivers’ licence offences over the years as confusion about holding a Victorian driver’s

licences or overseas driver's licence continues.

We also assisted our client to settle his concurrent motor vehicle accident matter. Our client was unable to afford the payment demanded by the other party as his working hours as an international student are limited by his student visa's conditions to 40 hours per fortnight. We negotiated with the other party and sought a payment arrangement that our client could commit within his financial constraints as an international student.

- ISLAC assisted a newly arrived international student from a non-English speaking country with his infringement matters with the Department of Transport. Our client had only been studying English at a private college for several months when he received fines from the Department as a result of a miscommunication with the officer on a train. We prepared and submitted a request seeking an internal review to withdraw our client's infringement notice based on our client's circumstances. Our request was granted by the Department and our client was instead given an official warning.
- ISLAC assisted an international student who had a criminal matter listed before the Court and could not afford any legal representation. Our client's earning capacity was limited by her student visa's conditions. Our client's matter and circumstances also did not fall within the criteria for representation by duty lawyers in court. We assisted our client to request for diversion as it was our

client's first offence. When our request was refused by the informant, we represented our client in court for a plea. Our client received a good behaviour bond without conviction. Our client was also provided with migration advice as to the implication of the sentence to her student visa.

ISLAC provided numerous legal advices to international students throughout our Wednesday night service at the couch, including migration advice provided by our registered migration agent, and day appointments at our office in Newport.

Thank you

It has been a great opportunity to work together with the couch and the salvation army. Delivering our weekly clinic at the Couch in the CBD had ensured the accessibility of our legal services to international students from all around Melbourne. We thank them for their kind support and collaboration. Importantly, we are very grateful to our ISLAC volunteers for their invaluable commitment and efforts. It has been our pleasure and we will miss the time we have spent working together at ISLAC. We also wish to thank, in particular, students from deakin university for their assistance with ISLAC during their placement at WSLs.

Sheirly Lugito

Cash-strapped international legal service could close

VICTORIA'S only legal clinic for international students could close unless it receives recurrent funding in new month's state budget. Western Suburbs Legal Service (WSLS), based at Newport, established the International Student Legal Advice Clinic after a string of violent attacks on Indian students and teachers in the area in 2009 and 2010.

Legal services manager Janet Wattanachai said about \$125,000 was needed to keep the clinic going — a fraction of the amount that international students paid for Victoria's lawyers.

"We're in a position now where if we don't secure funding the clinic will close," she said.

"The state government have allocated just back to legal services to international students to get their general clinic in for people who live, work or study in the city of Melbourne Bay, whereas the international student clinic comes to students across Victoria."

College disputes and immigration issues accounted for the bulk of legal problems faced by international students in the 12 months to November last year.

Other issues included employment and

university disputes, family violence, debt, rental crashes, injuries and family law complaints.

Most clients were from India (181), followed by China (132), Colombia (17), Pakistan (14), Japan and Vietnam (10 each), South Korea and Sri Lanka (8 each), Brazil (7) and Indonesia (6). Of the clinics, 506 lived in Melbourne's western suburbs.

Lawyer Rosette Fu, Young and company head, was an ongoing battle for the state street service — one of Victoria's smallest but busiest services — as it sought to fulfill its role.

"She said that with the equivalent of 2.8 full-time staff, a large number of clients had to be turned away. "We simply don't have the staff... to do the case work."

James Crago, a spokesman for state Attorney-General Robert Clark, said decisions about the clinic's future funding were up to Victoria Legal Aid.

He said VLA was assessing the pilot program and how to best serve international students.

Students are eligible for the WSLS services of management. Details 9591 2244

— Craig Dwyer/ABC



Deakin Law Clinic Report

We continue to offer a law clinic program each trimester to students studying law at Deakin University. The service regards this program as an extension of our volunteer and community legal education program and other students and interested volunteers also attend the legal seminars we run. For the first time, we offered the subject as an intensive over the summer period and we received great feedback from the students who found this intensive format of learning quite beneficial.

We continue to offer four to six law students a clinical placement each trimester. Over the trimester, students attend the legal service and participate in the following activities:

- Attend night service and assist solicitors in client interviews by obtaining statistical information, taking notes, on-the-spot research, administrative tasks and compiling advice files ready for review.
- Throughout the day, conduct casework and research tasks under the supervision of the solicitor.
- Attend and participate in tutorials on a range legal topics relevant to client file work.
- Undertake a community legal education task where students use a client interview as a basis for developing a community legal education tool and present this learning tool in the final week of their placement.

The students who have participated in this program have generally been extremely dedicated, competent and enthusiastic.

Throughout the placement period, students gain practical legal skills, such as interviewing, taking detailed file notes, managing legal files, understanding the day-to-day operations of a legal office, issues relating to conflicts of interest, client confidentiality, working with our client group, using interpreters, administrative tasks such as answering the phones and making appointments for clients and legal research.

The feedback we receive from our students is overwhelmingly positive. Students say that they feel this subject has been of great value to them in giving them practical exposure to legal practice that no other subject does. More importantly, they get to see the “other side of the law” to that practised in private practice – community law. The manner in which a community legal centre operates allows the students to learn and ask questions about their cases.

Frequently, the students say that they believe it should be compulsory. The seminars we have conducted for students and other volunteers include interviewing techniques and file management, understanding the role of community legal centres within the wider legal landscape, criminal law, family law, civil law, infringements, motor vehicle accidents and community legal education and issues.

Again this year we are pleased that some of our former students have returned as volunteers once qualified. The Law Clinic is an excellent resource for getting the lawyers of the future involved in community law.

Annette Au Yeung

Deakin Student Report

Completing a law clinic placement at Western Suburbs Legal Centre has by far been one of the most rewarding and beneficial experiences of my law degree.

From the very beginning of the program, Deakin students were exposed to the full range of WSLS legal work. The team at WSLS were incredibly welcoming and approachable. Their willingness to answer any questions we had and to provide feedback on all of the work we completed was invaluable and directly enabled us to learn about the law and develop our casework skills very quickly.

The fortnightly seminars run by Annette gave us valuable knowledge relating to the legal issues facing many of WSLS's clients. This information was far more practical than most content I have learnt throughout my degree, and could be put into use immediately when interacting with new clients.

Further, Deakin students were also fortunate enough to be included in a number of other services at WSLS. We took part in a fortnightly night service clinic which allowed us to observe and take notes on professional solicitors interviewing clients. As we developed our skills, we were eventually able to run our own interviews with other students, before seeking instruction from Annette.

We also attended a joint meeting between Flemington-Kensington Community Legal Centre and Flat-Out criminalised women support service, to learn about and have a discussion around supporting women who have left the prison system in relation to children protection matters. Additionally, students attended a monthly service at the Half-Moon Caravan Park in Brooklyn, where we were able to share lunch and socialise with the park's residents, as well as provide a legal service if need be. Experiences such as these have been invaluable and provided a unique insight into

the real issues present in the community that, especially as students, we otherwise would not have been exposed to. They highlighted the importance of the work WSLS does and have inspired me to maintain involvement in community legal work, no matter my eventual career path.

Deakin students also learnt about WSLS's community legal education program. This involved students developing a CLE tool based on issues we had seen arise during our time at WSLS. Completing this project caused us to consider how to convey sometimes complex legal issues to the community in a way that will engage and educate them. It provided us with another opportunity to consider the law's application in a different light than we were used to – it is one thing to learn the law, but a completely different task to convey it effectively so that it is of actual use.

Undertaking the law clinic program at WSLS has resulted in me gaining considerable confidence in my legal skills and caused me to have a new appreciation of how to use the theoretical knowledge I have developed as a law student to best help the community. I am confident the skills I have learnt and developed during my time at WSLS will help me for the rest of my career. It has given me an invaluable insight into and appreciation of the important role CLCs play within communities.

As one of the most stimulating, challenging and rewarding programs I have experienced, I would highly recommend a law clinic placement at WSLS to all Deakin students.

Kelsey Ippolito

Coordination and Administration Report

Funding issues of the International Student Legal Advice Clinic (ISLAC) again affected the activities at WSLS in the past year. The funding uncertainty meant that services provided to international students were disrupted just as they were last year. Sadly, as of April 2013 there has been no further funding for ISLAC. It is disappointing for everyone who was involved with ISLAC throughout its four years of operation, including staff and the wonderful volunteers who were dedicated to assisting international students. A new model of service delivery to international students is being funded by the Department of Business and Innovation and we have tendered to provide this service. We await the outcome of this process.

The logistics of the partial move to Laverton took up much of the administrative resources at WSLS in the past year. Organising office furniture, computers, printing and copying equipment, extra phone lines, internet access, insurance, the update of office stationary and letterhead, as well as a partial refurbishment of the Laverton office itself kept everyone at WSLS busy.

We finally began occupying the Laverton office in May 2013 and while it has been challenging, the move has proved successful and we now feel that we are very much entrenched in the Laverton community. We look forward to exploring the new opportunities for service delivery that Laverton and its surrounding areas will bring, and to securing new sources of funding to provide much needed legal services to the area.

Statistically the service performed strongly once again with a high number of clients receiving either advice or ongoing casework despite the limited resources. As with last financial year the most prevalent problem types were infringements; credit and debt;

motor vehicle accidents; and family law/ child contact/ residency matters. Not surprisingly there was a steady increase in clients from Altona Meadows, Laverton, and Seabrook compared to the previous financial year as a result of WSLS having a presence in Laverton. WSLS continues to see a high number of clients from culturally diverse and newly arrived backgrounds, as well as clients who are predominantly on low incomes.

Our service is happy to report that we met all our accountability requirements with Victoria Legal Aid (VLA), and achieved accreditation from the National Association of Community Legal Centres. WSLS has also received excellent feedback from client satisfaction surveys with clients 100% satisfied with the service.

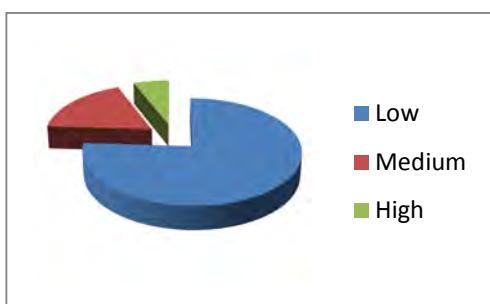
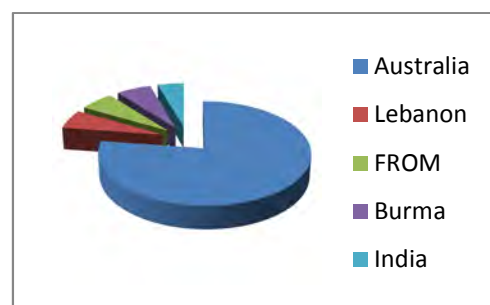
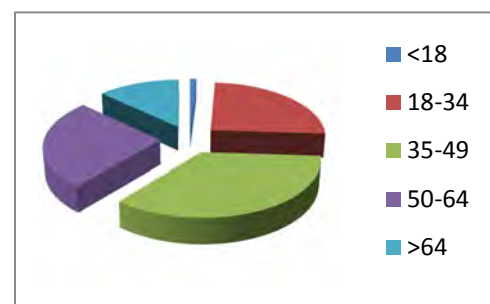
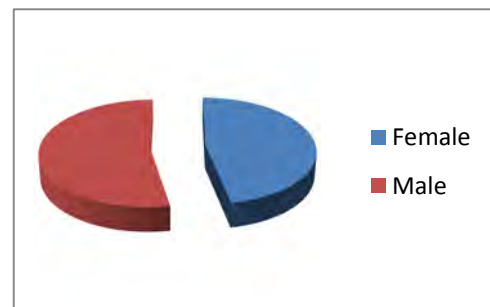
We must give credit to our volunteers whose contribution and support enables WSLS to operate at the high standard that it does. During the year WSLS hosted two volunteer inductions, where we welcomed a number of new faces to our ranks. We will continue to look at ways of improving our volunteer program to ensure that volunteers get just as much out of their WSLS experience as the community and clients get from their commitment and hard work.

Once again we must provide a special acknowledgement to our long-time finance worker Bruce Dolphin who continued his excellent work managing our finances. We also acknowledge the assistance provided by Jennifer Feeney who was WSLS locum principal solicitor at stages throughout the year and is always on hand to provide support and expertise whenever WSLS needs it.

WSLS

Statistical Reports

Clients	
Total Clients	565
New Clients	345
Reception/Information Enquires	1500
Gender	
Female	47%
Male	53%
Age	
<18	1%
18-34	25%
35-49	35%
50-64	26%
>64	13%
Top 5 Countries of Birth	
Australia	51%
Lebanon	4%
Former Republic of Macedonia (FROM)	4%
Burma	4%
India	3%
Income Level	
Low	76%
Medium	18%
High	6%

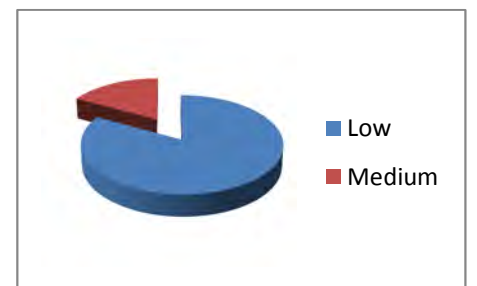
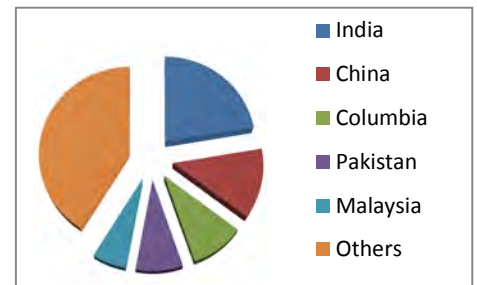
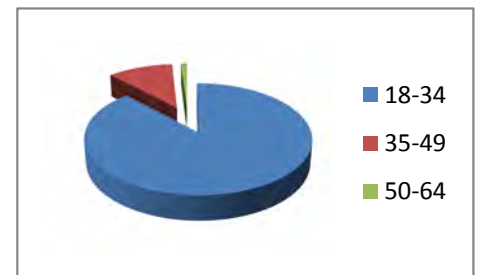
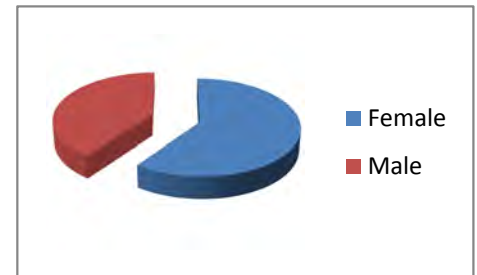


Problem Type	Advice	Cases open at start	Cases opened during period	Cases closed during period
Child Contact and Residency	53	0	0	0
Property	43	0	0	0
Divorce/Separation	27	1	2	2
Family/ Domestic Violence	8	0	0	0
Child Support	5	0	0	0
Other Family Matters	6	0	1	0
FAMILY LAW TOTAL	142	1	3	2
Credit and Debt	52	13	22	29
Infringements	47	22	28	36
Motor Vehicle Accidents	41	5	15	17
Wills/ Probate/ Power of Attorney	28	1	3	4
Consumer	25	2	11	10
Neighbourhood Disputes	22	0	0	0
Tenancy	15	3	5	7
Centrelink Matters	11	1	0	0
Personal Injuries	8	0	1	1
Other Civil Matters	30	2	12	12
CIVIL LAW TOTAL	279	49	97	116
Traffic Offences	22	0	9	8
Intervention Orders	13	0	1	1
Theft and Related Offences	6	0	3	3
Assaults	6	0	3	2
Other Criminal Matters	17	0	8	7
CRIMINAL LAW TOTAL	64	0	24	21
OVERALL TOTAL	485	50	124	139

ISLAC

Statistical Reports

Clients	
Total Clients	165
New Clients	115
Reception/Information Enquires	1000
Gender	
Female	60%
Male	40%
Age	
18-34	88%
35-49	11%
50-64	1%
Top 5 Countries of Birth	
India	19%
China	11%
Columbia	8%
Pakistan	6%
Malaysia	5%
Income Level	
Low	83%
Medium	17%
High	0%



Problem Type	Advice	Cases open at start	Cases opened during period	Cases closed during period
Divorce/Separation	5	0	0	0
Family/ Domestic Violence	2	1	0	1
Paternity	1	0	0	0
FAMILY LAW TOTAL	8	1	0	1
Immigration	57	0	0	0
Disputes with Education Providers	17	0	1	1
Credit and Debt	8	1	1	2
Tenancy	8	0	0	0
Motor Vehicle Accidents	8	0	3	3
Employment	8	0	0	0
Infringements	6	0	1	1
Consumer	5	0	1	1
Other Civil Matters	6	0	0	0
CIVIL LAW TOTAL	123	1	7	8
Intervention Orders	2	0	1	1
Traffic Offences	2	0	4	4
Other Criminal Matters	5	0	0	0
CRIMINAL LAW TOTAL	9	0	5	5
OVERALL TOTAL	140	2	12	14

Financial Reports



J L COLLYER & PARTNERS
ACCOUNTANTS & AUDITORS

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INDEPENDENT AUDITOR'S REPORT

To the members of **WESTERN SUBURBS LEGAL SERVICE**

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of **WESTERN SUBURBS LEGAL SERVICE** which comprises the balance sheet as at 30th June 2013, and the income statement, statement of changes in equity and cash flow statement for the year then ended.

Management's Responsibility for the Financial Report

The management of **WESTERN SUBURBS LEGAL SERVICE** are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the needs of the members. The management's responsibility also 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

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our 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 on 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 directors, 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 Management's financial reporting requirement. 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.

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

Independence

In conducting our audit, we have complied with the relevant independence requirements.

Auditor's Opinion

In our opinion the financial report of **WESTERN SUBURBS LEGAL SERVICE**

- (a) gives a true and fair view of **WESTERN SUBURBS LEGAL SERVICE's** financial position as at 30th June 2013 and of its performance for the year ended on that date in accordance with appropriate accounting policies; and
- (b) complying with appropriate Australian Accounting Standards.

Janet Collyer

J L COLLYER & PARTNERS

6th September 2013

DIRECTORS

JANET L. COLLYER FCPA
LIONEL R. ARNOLD CA B.BUS
RAELEN LAI CPA B.COM



Chartered Accountants

LIABILITY LIMITED BY A SCHEME APPROVED
UNDER PROFESSIONAL STANDARDS LEGISLATION

BALANCE SHEET
as at June 30 2013

Western Suburbs Legal Service Incorporated

		2012/13	2011/2012
CURRENT ASSETS			
1	Cash on Hand	100	100
2	Cash at bank (list cheque, and investment accounts, term deposits)		
	Operating	2,442	1,845
	Investment	129,961	152,018
	Fundraising	3,245	3,244
3	Accrued Income	-	-
4	Prepayments	-	-
5	Sundry Debtors		
	Sundry Debtors	-	2,640
TOTAL CURRENT ASSETS			
		\$ 135,747	\$ 159,847
NON-CURRENT ASSETS			
6	Fixed Assets		
	Office Equipment & Furniture	61,133	57,997
	Less Accumulated Depreciation	(48,797)	(45,464)
TOTAL NON-CURRENT ASSETS			
		\$ 12,336	\$ 12,533
TOTAL ASSETS			
		\$ 148,083	\$ 172,380
CURRENT LIABILITIES			
7	Creditors		
	Creditors	3,309	5,556
	Salary Packaging	401	160
	GST Payable	965	11,202
	PAYG Tax Payable	1,853	3,893
8	Employee Entitlements		
	Annual Leave	22,999	22,579
	Long Service Leave	-	-
	Other (specify)		
9	Unused Project Funds		
	Project Grants in Advance	7,820	-
	CLC Funding Advance	3,913	-
TOTAL CURRENT LIABILITIES			
		\$ 38,528	\$ 43,069
NON-CURRENT LIABILITIES			
10	Employee Entitlements		
	Annual Leave	-	-
	Long Service Leave	10,110	7,470
	Other (specify)		
11	Other: (specify)		
TOTAL NON-CURRENT LIABILITIES			
		\$ 10,110	\$ 7,470
TOTAL LIABILITIES			
		\$ 48,638	\$ 50,539
NET ASSETS			
		\$ 99,445	\$ 121,841
ACCUMULATED FUNDS			
12	Retained Surplus/(deficit) at Beginning of Year	121,841	155,251
	Surplus/(deficit) for Year	(22,395)	(33,410)
RETAINED SURPLUS/(DEFICIT) FOR THE YEAR			
		\$ 99,445	\$ 121,841

INCOME STATEMENT
Year Ending 30 June 2013

Western Suburbs Legal Service Incorporated

	2012/2013	2011/2012
CLSP INCOME ONLY		
Commonwealth		
CLC Recurrent (Commonwealth)	92,649	89,985
Other Commonwealth	-	-
State		
CLC Recurrent (State)	171,479	165,248
Other VLA	-	-
Other State (specify): _____	-	-
CLSP Service Generated Income:		
Interest	3,298	4,207
Membership	-	-
Community Legal Education	-	-
Costs Recovered & Retained	-	-
Fundraising/Donations	2,400	6,120
Sundry CLSP Income (specify):		
Other Grants	97,629	179,996
Sundry Income	-	-
TOTAL CLSP INCOME	\$ 367,455	\$ 445,556

CLSP EXPENSES ONLY		
Salaries		
Permanent Staff	272,428	356,682
Casual Staff	-	-
Superannuation		
Permanent Staff	23,819	31,264
Casual Staff	-	-
On Costs		
Work Cover	1,013	686
Increment to Annual Leave Provision	421	4,121
Increment to Long Service Leave Provision	2,640	2,250
Other (specify): _____	-	-
Rent	15,698	13,348
Repairs and Maintenance	3,758	-
Other Premises Costs		
Amenities	4,794	4,560
Cleaning	2,901	2,695
Electricity, gas and fuel	4,236	3,718
Rates	3,208	3,003
Security	1,079	1,237
Other (specify): _____	-	-
Staff Training	1,486	241
Staff Recruitment	456	-
Office Overheads		
Office Equipment Maintenance	1,682	1,079
Postage	1,408	2,798
Stationery/Photocopying	5,098	5,707
Telephone	6,616	5,024
Insurance	2,881	2,719
Finance, Audit & Accounting Fees		
Audit	1,361	1,238
Bank Charges	207	243
Bookkeeping	6,641	6,256

INCOME STATEMENT
Year Ending 30 June 2013

Library, Resources & Subscriptions		
Library	3,603	4,165
Memberships	2,870	1,783
Practising Certificates	987	1,602
Other (specify): _____	-	-
Travel	1,098	829
Programming and Planning		
Community Legal Education	1,051	13,098
Projects	7,000	8,163
Publicity	-	-
Other (specify): _____	-	-
Client Disbursements	-	200
Leases	-	-
Minor Equipment*	2,327	-
Depreciation	3,333	3,709
Other CLSP Expenses (specify):		
Sundry	1,119	1,128
Conference	2,631	3,664
Consultancy	-	-
	-	-
Total CLSP Expenditure	\$ 389,851	\$ 478,966
CLSP FUNDED SURPLUS/DEFICIT	-\$ 22,395	-\$ 33,410

* 'Minor Equipment' should only include equipment purchases that are not capitalised (ie. not being depreciated).

WESTERN SUBURBS LEGAL SERVICE INCORPORATED
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2013

	<u>2013</u>	<u>2012</u>
Retained Surplus at the Beginning of Financial Year	121,841	155,251
Operating Surplus/(Deficit) attributed to members	<u>(22,395)</u>	<u>(33,410)</u>
<u>Retained Surplus at the End of Financial Year</u>	<u><u>99,445</u></u>	<u><u>121,841</u></u>

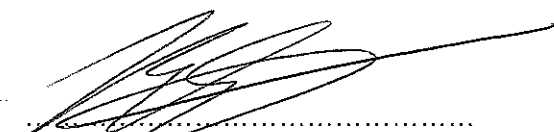
WESTERN SUBURBS LEGAL SERVICE INCORPORATED

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the Committee the financial statements as set out on pages 1 to 6:

1. Presents fairly the financial position as at 30 June 2013 and the results of the Service for the year ended on that date in accordance with Australian Accounting Standards and other mandatory professional reporting requirements as described in Note 1 to the financial statements.
2. At the date of this statement, there are reasonable grounds to believe that Western Suburbs Legal Service Incorporated will be able to pay its debts as and when they fall due.

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


.....
Chairperson


.....
Treasurer

Dated this 25th day of September 2013

Statement of Cash Flows
Year Ended 30 June 2013

Western Suburbs Legal Service Incorporated

	2012/2013	2011/2012
	\$	\$
Cash flows from Operating Activities		
Grants Received (Recurring)	264,128	255,233
Receipts from Other Sources	114,402	190,736
Interest received	3,298	4,207
Payments to suppliers and employees	(400,151)	(484,666)
Net cash provided by/(used in) operating activities	<u>(18,323)</u>	<u>(34,490)</u>
Cash flows from Investment Activities		
Proceeds from sale of plant and equipment	-	-
Payments for purchase of plant and equipment	(3,136)	(3,709)
Net cash provided by/(used in) investment activities	<u>(3,136)</u>	<u>(3,709)</u>
Cash flows from Financing Activities		
Proceeds from Borrowings	-	-
Repayment of Borrowings	-	-
Net cash provided by/(used in) financing activities	<u>-</u>	<u>-</u>
Net Increase/(Decrease) in Cash Held	(21,459)	(38,199)
Cash at the Beginning of the Reporting Period	157,107	195,306
Cash at the End of the Reporting Period	<u>135,648</u>	<u>157,107</u>

WESTERN SUBURBS LEGAL SERVICE INCORPORATED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 2013

Note 1. Statement of Accounting Policies

These financial statements are a special purpose report prepared specifically for the preparation of the Centre's reporting requirements. The Committee of the Service have determined that the Service is not a reporting entity as defined in Statement of Accounting Concepts 1: "Definition of the Reporting Entity", and therefore is no requirement to apply accounting concepts or standards in the preparation and presentation of these statements.

The statements are prepared on an accrual basis from the records of the Service. They are based on historical costs and do not take into account changing money values or, except where specifically stated current valuations of non-current assets.

Note 2: Cash Flow Information	2013	2012
Reconciliation of Net Cash Used in Operating Activities to Operating Result		
Operating Result	(22,395)	(33,410)
Non-cash Items		
Depreciation	3,333	3,709
Movements in Assets & Liabilities		
(Increase)/Decrease in Prepayments	-	11,815
(Increase)/Decrease in Sundry Debtors	2,640	4,620
Increase/(Decrease) in Creditors & Accruals	(16,694)	(19,352)
Increase/(Decrease) in Provisions	3,060	(1,872)
Increase/(Decrease) in Grants in Advance	11,733	-
Net Cash provided by/(used in) Operating Activities	<u>(18,323)</u>	<u>(34,490)</u>

Note 3: Fixed Assets	2013	2012
Equipment & Furniture - at cost	39,029	35,893
Less Accumulated Depreciation	<u>(27,998)</u>	<u>(25,225)</u>
	<u>11,031</u>	<u>10,668</u>
Leasehold Improvements - at cost	22,104	22,104
Less Accumulated Depreciation	<u>(20,799)</u>	<u>(20,239)</u>
	<u>1,305</u>	<u>1,865</u>
Total Fixed Assets	<u>12,336</u>	<u>12,533</u>



J L COLLYER & PARTNERS
ACCOUNTANTS & AUDITORS

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Email: kay@collyerpartners.com.au

AUDITOR'S CERTIFICATION

ATTACHMENT A

Name of Organisation : WESTERN SUBURBS LEGAL SERVICE

Financial Year Period : 1st JULY 2012 TO 30TH JUNE 2013

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 Comprehensive Income (previously known as a Statement of Financial Performance) and Notes to the Financial Statements of the abovementioned Organisation ("The Organisation") and, if general purpose reports are provided, A statement of Cash Flows, for the stated Financial Year Period are :
 - Based in proper accounts and present a 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
 - In accordance with the terms and conditions of the Agreement, a copy of which has been made available to me, in relation to the provision of community legal services.
- (c) The twelve months 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 a **qualified/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: Janet L Collyer
Name of Company: J L Collyer & Partners
ACN or ABN: 15 082 813 812

Registered Auditor Reg No.: 9110

Signature: *J. L. Collyer* **Date:** 6-9-2013

JanC/Auditors Cert 2012

DIRECTORS
JANET L. COLLYER FCPA LIONEL R. ARNOLD C.A.B.BUS RAELENE LAI CPA B.COM

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION



Chartered Accountants

INCOME STATEMENT
Year Ending 30 June 2013

Western Suburbs Legal Services Inc. - VLA Operations

	2012/2013	2011/2012
CLSP INCOME ONLY		
Commonwealth		
CLC Recurrent (Commonwealth)	92,649	89,985
Other Commonwealth	-	-
State		
CLC Recurrent (State)	175,392	165,248
Other VLA	-	-
Other State (specify): _____	-	-
CLSP Service Generated Income:		
Interest	1,649	2,104
Membership	-	-
Community Legal Education	-	-
Costs Recovered & Retained	-	-
Fundraising/Donations	2,400	5,400
Sundry CLSP Income (specify):		
Other Grants	-	-
Sundry	-	-
	-	-
TOTAL CLSP INCOME	\$ 272,090	\$ 262,737

CLSP EXPENSES ONLY		
Salaries		
Permanent Staff	165,005	186,668
Casual Staff	-	-
Superannuation		
Permanent Staff	14,908	14,947
Casual Staff	-	-
On Costs		
Work Cover	868	569
Increment to Annual Leave Provision	2,795	1,451
Increment to Long Service Leave Provision	2,640	2,250
Other (specify): _____	-	-
Rent	15,698	10,818
Repairs and Maintenance	1,370	-
Other Premises Costs		
Amenities	4,633	3,225
Cleaning	2,902	2,191
Electricity, gas and fuel	4,236	2,028
Rates	3,208	3,003
Security	1,079	1,237
Other (specify): _____	-	-
Staff Training	1,486	200
Staff Recruitment	-	-
Office Overheads		
Office Equipment Maintenance	1,682	639
Postage	1,408	1,816

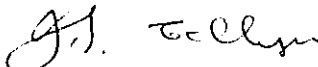
INCOME STATEMENT
Year Ending 30 June 2013

Stationery/Photocopying	3,278	4,110
Telephone	3,576	3,929
Insurance	2,882	2,719
Finance, Audit & Accounting Fees		
Audit	1,361	1,238
Bank Charges	207	241
Bookkeeping	4,641	5,752
Library, Resources & Subscriptions		
Library	3,604	3,418
Memberships	2,074	1,410
Practising Certificates	987	952
Other (specify): _____	-	-
Travel	1,095	815
Programming and Planning		
Community Legal Education	-	-
Projects	-	-
Publicity	-	-
Other (specify): _____	-	-
Client Disbursements	-	200
Leases	-	-
Minor Equipment*	159	-
Depreciation	2,079	2,455
Other CLSP Expenses (specify):		
Sundry	718	628
Conference	2,631	1,683
	-	-
Total CLSP Expenditure	\$ 253,210	\$ 260,593
CLSP FUNDED SURPLUS/DEFICIT	\$ 18,880	\$ 2,144

* 'Minor Equipment' should only include equipment purchases that are not capitalised (ie. not being depreciated).

WESTERN SUBURBS LEGAL SERVICE INCORPORATED
APPENDIX TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2013

	<u>2013</u>	<u>2012</u>
<u>Revenues from Operating Activities</u>		
Grants		
-CLC Commonwealth Grants	92,649	89,985
-CLC State Grants	171,479	165,248
Fees for Service	97,629	179,996
Interest Income	3,298	4,207
Donations, Fund Raisings, Lectures etc.	2,400	6,120
	<u>367,455</u>	<u>445,556</u>
The CLSP Allowable Surplus is \$44,701.		
<u>Office Equipment</u>		
Office Equipment	61,133	57,997
Less Accumulated Depreciation	<u>(48,797)</u>	<u>(45,464)</u>
	12,336	12,533
a) Movements		
Carrying amount at beginning	12,533	12,533
Additions	3,136	3,709
Disposal	-	-
Depreciation expense	<u>(3,333)</u>	<u>(3,709)</u>
	12,336	12,533


Janet L. Collyer (Partner)
J. L. COLLYER & PARTNERS
1st Floor, 189 Coleman Parade, Glen Waverley, VIC 3150

Date : 6-9-2013

Funds Report 12 month 2012 - 2013

Centre : 3009

Status : Approved
(Approved)

Generalist Services

NET SURPLUS/DEFICIT FROM PREVIOUS YEAR

Surplus/Deficit from previous yr	28,957.00	A.Surplus/Deficit from previous year
Approved Capital Expenditure	0.00	
Net Surplus/Deficit from previous yr	28,957.00	B.Net Surplus/Deficit from previous yr

CURRENT YEAR

	12 month	YTD Budget	Variance to Date	% over Year
CLSP Income				
Commonwealth	92,649.00	91,604.00	1,045.00	101.14
State	175,392.00	164,680.00	10,712.00	106.50
Service Generated Income	4,049.00	10,000.00	(5,951.00)	40.49
J.Total CLSP Income	272,090.00	266,284.00	5,806.00	102.18
K.CLSP General Purpose Income	301,047.00	K = {[(Quarterly Period)/4] x B} + J		

CLSP Expenses

Salaries	122,885.00	122,885.00		
Superannuation	14,822.00	14,822.00		
On Costs	5,303.00	5,303.00		
Rent	15,522.00	15,522.00		
Repairs and Maintenance	1,370.00	1,370.00		
Other Premises Costs	16,412.00	16,412.00		
Staff Training	4,117.00	4,117.00		
Staff Recruitment	0.00	0.00		
Communications	3,576.00	3,576.00		
Office Overheads	5,352.00	5,352.00		
Insurance	2,522.00	2,522.00		
Finance, Audit & Accounting Fees	5,103.00	5,103.00		
Library, Resources & Subscriptions	5,553.00	5,553.00		
Travel	1,005.00	1,005.00		
Programming and Planning	0.00	0.00		
Client Disbursements	0.00	0.00		
Leases	0.00	0.00		
Minor Equipment	157.00	157.00		
Depreciation	2,072.00	2,072.00		
Other	712.00	712.00		
Salary and Related Expenses	122,885.00	122,885.00		
Total Operating Expenses	266,284.00	266,284.00		
L. Total CLSP Expenses	266,284.00	266,284.00		
M.Surplus/Deficit for Current Year	15,806.00	M = J - L	15,806.00	Total Variance

Other Income

Total funds Received from Other Bodies	37,550.00	34,550.00	3,000.00	108.68
Total funds Received from Other Bodies for non-CLSP CLSIS Activities	37,550.00	34,550.00	3,000.00	108.68

Calculate Surplus/Deficit For Next Year

Actual Capital Exp in Current yr	3,136.00	P
N.Surplus/Deficit for Next Year	44,701.00	N = A + M - P

J.I. Collyer 6-9-2013
JANET COLLYER FCPA
Certified Practising Accountant
1/189 Coleman Parade
Glen Waverley Vic 3150
Phone 03 9560 0211

State Project 1

NET SURPLUS/DEFICIT FROM PREVIOUS YEAR

Surplus/Deficit from previous yr	71,624.00	A.Surplus/Deficit from previous year
Approved Capital Expenditure	0.00	
Net Surplus/Deficit from previous yr	71,624.00	B.Net Surplus/Deficit from previous yr

CURRENT YEAR	12 month	YTD Budget	Variance to Date	% over Year
CLSP Income				
Commonwealth	0.00	0.00	0.00	0.00
State	61,139.00	125,000.00	63,861.00	48.91
Service Generated Income	0.00	0.00	0.00	0.00
J.Total CLSP Income	61,139.00	125,000.00	63,861.00	48.91
K.CLSP General Purpose Income	132,763.00	K = {[(Quarterly Period)/4] x B} + J		

CLSP Expenses				
Salaries	25,445.00	25,445.00	0.00	0.00
Superannuation	8,145.00	8,145.00	0.00	0.00
On Costs	512.00	512.00	0.00	0.00
Rent	4.00	4.00	0.00	0.00
Repairs and Maintenance	8.00	8.00	0.00	0.00
Other Premises Costs	153.00	153.00	0.00	0.00
Staff Training	4.00	4.00	0.00	0.00
Staff Recruitment	23.00	23.00	0.00	0.00
Communications	2,530.00	2,530.00	0.00	0.00
Office Overheads	1,570.00	1,570.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00
Finance, Audit & Accounting Fees	1,400.00	1,400.00	0.00	0.00
Library, Resources & Subscriptions	700.00	700.00	0.00	0.00
Travel	1.00	1.00	0.00	0.00
Programming and Planning	8,051.00	8,051.00	0.00	0.00
Client Disbursements	0.00	0.00	0.00	0.00
Leases	0.00	0.00	0.00	0.00
Minor Equipment	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Salary and Related Expenses	114,112.00	114,112.00	0.00	0.00
Total Operating Expenses	114,112.00	114,112.00	0.00	0.00
L. Total CLSP Expenses	114,112.00	114,112.00	0.00	0.00
M.Surplus/Deficit for Current Year	132,763.00	M = K - L		Total Variance

Other Income

Total funds Received from Other Bodies				
Total funds Received from Other Bodies for non-CLSP CLSIS Activities				

Calculate Surplus/Deficit For Next Year

Actual Capital Exp in Current yr	0.00	P
N.Surplus/Deficit for Next Year	13,386.00	N = A + M - P

J. Collyer 6-9-2013
JANET COLLYER FCPA
 Certified Practising Accountant
 1/189 Coleman Parade
 Glen Waverley Vic 3150
 Phone 03 9560 0211

Consolidated

NET SURPLUS/DEFICIT FROM PREVIOUS YEAR

Surplus/Deficit from previous yr	100,581.00	A.Surplus/Deficit from previous year
Approved Capital Expenditure	0.00	
Net Surplus/Deficit from previous yr	100,581.00	B.Net Surplus/Deficit from previous yr

CURRENT YEAR	12 month	YTD Budget	Variance to Date	% over Year
CLSP Income				
Commonwealth	92,649.00	91,604.00	1,045.00	100.14
State	236,531.00	289,680.00	53,149.00	61.65
Service Generated Income	4,049.00	10,000.00	-5,951.00	40.49
J.Total CLSP Income	333,229.00	391,284.00	58,055.00	85.16
K.CLSP General Purpose Income	43,810.00	K = {[(Quarterly Period)/4] x B} + J		

CLSP Expenses	Salaries	250,451.00	251,112.00	661.00	26.42
	Superannuation	27,831.00	24,887.00	2,944.00	27.14
	On Costs	5,523.00	7,021.00	-1,498.00	22.49
	Rent	13,598.00	14,000.00	-402.00	122.12
	Repairs and Maintenance	1,370.00	1,000.00	370.00	137.00
	Other Premises Costs	15,128.00	12,100.00	3,028.00	105.24
	Staff Training	4,117.00	7,000.00	-2,883.00	58.81
	Staff Recruitment	53.00	1,000.00	-947.00	5.30
	Communications	5,075.00	7,000.00	-1,925.00	41.51
	Office Overheads	5,030.00	7,000.00	-1,970.00	50.14
	Insurance	3,542.00	3,500.00	42.00	101.20
	Finance, Audit & Accounting Fees	5,209.00	2,000.00	3,209.00	160.45
	Library, Resources & Subscriptions	7,443.00	2,000.00	5,443.00	272.15
	Travel	1,022.00	1,000.00	22.00	102.20
	Programming and Planning	5,351.00	1,000.00	4,351.00	217.55
	Client Disbursements	5.00	2,000.00	-1,995.00	0.25
	Leases	5.00	5.00	0.00	100.00
	Minor Equipment	173.00	1,000.00	-827.00	17.30
	Depreciation	3,072.00	1,000.00	2,072.00	207.20
	Other	719.00	1,100.00	-381.00	65.36
	Salary and Related Expenses	335,125.00	335,444.00	-319.00	99.91
	Total Operating Expenses	438,812.00	438,744.00	68.00	100.15
	L. Total CLSP Expenses	438,812.00	438,744.00	68.00	100.15
M.Surplus/Deficit for Current Year		14,472.00	M = J - L	14,472.00	Total Variance

Other Income

Total funds Received from Other Bodies	37,550.00	34,550.00	3,000.00	108.68
Total funds Received from Other Bodies for non-CLSP CLSIS Activities	37,550.00	34,550.00	3,000.00	108.68

Calculate Surplus/Deficit For Next Year

Actual Capital Exp in Current yr	3,136.00	P
N.Surplus/Deficit for Next Year	58,087.00	N = A + M - P

J. J. Collyer 6/9/2013
JANET COLLYER FCPA
 Certified Practising Accountant
 1/189 Coleman Parade
 Glen Waverley Vic 3150
 Phone 03 9560 0211

Other Income

Amount	Source	Purpose	Supplementary to	Activities Recorded in CLSIS
3,000.00	VICTORIA LAW FOUNDATION	Project Work	Generalist Services	YES
15,000.00	Hobsons Bay Council	Project Work	Generalist Services	YES
19,550.00	Alfred Fenton	Project Work	Generalist Services	YES
37,550.00	Total funds received from other bodies			
37,550.00	Total funds Received from Other Bodies for non-CLSP CLSIS Activities			

Notes

Sp:
-Submitted(Prov) 22-07-2013
Spm:
-Rejected 19-08-2013
Sp:
-Submitted(Prov) 19-08-2013
Spm:
-Approved 21-08-2013

J. Collyer 6-9-2013

JANET COLLYER FCPA
Certified Practising Accountant
1/189 Coleman Parade
Glen Waverley Vic 3150
Phone 03 9560 0211