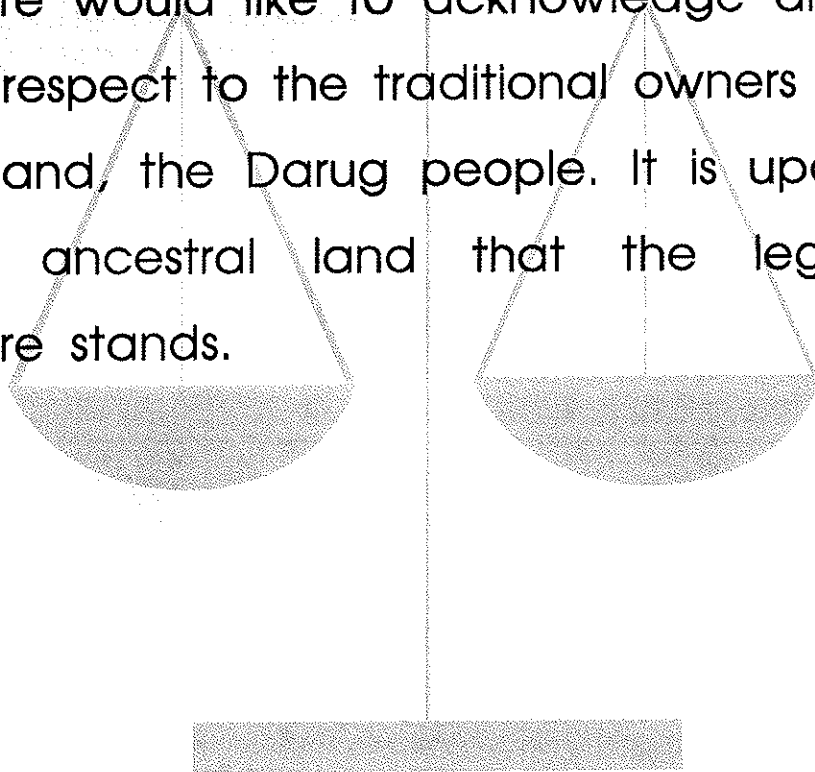


Hawkesbury Nepean Community Legal Centre would like to acknowledge and pay respect to the traditional owners of the land, the Darug people. It is upon their ancestral land that the legal Centre stands.



Mission

To work towards achieving social justice and access to the legal system by providing free legal services to the Hawkesbury Nepean communities, focusing on the empowerment of marginalised people.

Empowerment, self-determining communities where a socially just legal system ensures human rights and equality are respected and upheld.

Values

- Social Justice
- Equality
- Cultural Diversity
- Holistic Service Provision
- Integrity

Objectives

- Provides free legal advice and referrals to the community
- Advocate on behalf of the community
- Provide community legal education
- Lobby all levels of Government for law reform and systemic change
- Provide professional and accessible services
- Be transparent and accountable to the community and funding bodies
- Value staff and management

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Hawkesbury Nepean Community Legal Centre

unit 2, 299 George Street

PO Box 736

Windsor NSW 2756

T: 02 4587 8877

F: 02 4587 8938

E: hawkesbury_NSW@clc.net.au

W: www.hnclc.net.au

Outreaches

Bligh Park Community Centre

North Richmond Community Centre

Riverstone Neighbourhood Centre

Emu Plains Correctional Centre

Dillwynia Correctional Centre

Blacktown Family Relationship Centre

Penrith Family Relationship Centre

Telephone Advice Sessions

Monday 1:30pm - 4:00pm

Thursday 9:30am - 12:00pm

North West Sydney Womens Domestic Court Advocacy Service

T: Windsor 02 4587 9997

Blacktown and Windsor Courts
every Wednesday

Aboriginal Legal Access Program

Outreaches

South Windsor Public School

Mondays 9:30am - 11:30am

Kurrajong Community Centre

First Thursday of every month

San Miguel

Third Thursday of every month

9:30am - 11:30am

Women's Cottage Richmond

First Tuesday of every month

9:30am - 11:30am

Riverstone

Second Wednesday of every month

All Outreaches run during school terms only!

Management Committee


Imelda Eames.....Chairperson
Kate Rafton.....Treasurer 2012
Ross Bullof.....Committee Member
Sonja Parker.....Committee Member

HNCLC Staff

Samantha Frittmann.....Managing Principal Solicitor
Kimberley Galvin.....Executive Assistant
Kim Berry.....Solicitor
Teresa Rubio.....Solicitor
Joanne Ravot.....Aboriginal Legal Access Program Worker
Nicole Robinson.....Administration
Beth King.....Financial Administrator

WDVCAS Staff

Emma McPherson.....Co-ordinator
Aunty Vikki ArmytageAboriginal Specialist Worker
Elva Wright.....Aboriginal Specialist Worker
Oloa Savailinaea.....Relief Culturally & Linguistically
Diverse Specialist Worker
Hanh Ho.....Administration



**Hawkesbury Nepean Community
Legal Centre (HNCLC)**
Incorporating the
North West Sydney Women's Domestic Violence
Court Advocacy Service (NWSWDVCAS) and the
Aboriginal Legal Access Program

**SAY NO TO HOMOPHOBIA AND
TRANSPHOBIA**

HNCLC provides free legal advice to clients in the Hawkesbury,
Riverstone, Nepean and Hills area. The North West Sydney Women's
Domestic Violence Court Advocacy Service supports women experiencing
domestic violence and seeking ADVOs. The Aboriginal Legal Access
Program supports Aboriginal women experiencing family violence.
For further information, or to make an appointment,
please contact the Centre on **4587 8877** or
NWSWDVCAS on 4587 9997

Chairpersons report 2012-2013.

Every year the Hawkesbury Nepean Community Legal Centre (HNCLC) goes through growth and change but in the beginning of 2013 a decision was made to restructure the service. At the time this decision was not endorsed by all the staff at HNCLC and as a result some staff took that opportunity to branch out of HNCLC. The Management Committee of HNCLC wishes the staff that left only the best for their futures.

It is with great pleasure that I write this Chairpersons Report for the 2012-2013 annual report secure in the knowledge that the restructure has proven to be the right choice for the service.

The staff that remained at HNCLC has been the foundations on which a new and improved service has taken hold. To these staff I thank them for their professionalism, patience, trust and hope during the restructure and their generosity in being part of the creation of something better for the people of the Hawkesbury Nepean region. Change is often hard and can bring instability but it can also bring revitalisation and strength.

In particular I would like to acknowledge the amazing job Emma McPherson did as the Acting Manager through the restructure process. Emma's ability to support the HNCLC team during such a complicated time is a credit to her professionalism and her character. And I would also like to acknowledge the whole of the NSWWDVCAS team who maintained the service ensuring the doors remained open and the phones were answered whenever possible.

A big thankyou.

To the new staff who have joined HNCLC their involvement in the service has already made a difference to the community we serve. It is exciting to have new and diverse energy in the centre to bring fresh ideas and experiences to an already dynamic work place.

And a special thankyou goes to the current members of HNCLC Management Committee; Sonya Parker, Kate Rafton, Ross Bullot, and to Donna Hensen who resigned in April 2013. A more supportive, committed and respectful group of people I could not hope to work with.

Managing Principal Solicitors Report

This financial year saw a lot of changes at HNCLC and I would like to take this opportunity to thank everybody for welcoming me to the centre when I started in July 2013.

I would like to acknowledge the hard work and dedication of the former Principal Solicitor Pip Davis who was the Centre's Principal Solicitor since September 2005. I also would like to acknowledge solicitors Gabrielle Craig and Kellie McDonald who were working at the centre in the last financial year for their hard work and dedication over the years.

I also wish to acknowledge the former manager of HNCLC Kim Price for her hard work and dedication.

Whilst I am the author of this report all credit must go to the staff that were working at HNCLC in the last financial year.

The 2012/2013-year was another year filled with accomplishments. This work is not achievable without our committed staff employed at the centre and our volunteers.

I would like to thank the staff for your dedication and hard work and to the Management Committee for their dedication and support.

I would also like to thank Andrew Frazer and Ross Bullock who provide the centre with IT support.

This financial year saw a re-structure of HNCLC and we have welcomed many new staff members including myself.

In the last financial year we commenced work on a new project being the Legal Literacy in prison project. HNCLC is collaborating with legal aid, other community legal centres and teachers to enable prisoners to develop language, literacy and numeracy skills through legal education.

The Aboriginal Legal Access Program (ALAP) continues to go from strength to strength. This program is vital to the Community Legal Centre as it supports the local Aboriginal community.

In this last financial year our Aboriginal worker commenced a youth group, which meets every Tuesday during school terms. Upcoming events include the local police cooking a Barbeque for the children to help break down barriers between police and the youth.

The centre over all has again exceeded many of its targets in giving legal advice to the local community.

I would like to acknowledge all the funding bodies. Without their continuing support, this service would not be able to provide the vital access to justice that is required for marginalised people.

Legal

The Legal Service

The Hawkesbury Nepean Community Legal Centre, located in Windsor, provides free legal information and advice to people living in the Hawkesbury, Nepean, Riverstone and Hills areas of NSW.

Community legal centres work for the public interest, particularly for disadvantaged and marginalised people and communities. We promote human rights, social justice and equity through the provision of legal services including strategic casework, community legal education and law reform campaigns which advocate for access to justice, equitable laws and equitable legal systems.

Our Solicitors

We have now welcomed a new team of solicitors being myself, Kim Berry and Teresa Rubio.

Our Volunteers

Sean a first year law student has joined the centre as a volunteer. We are grateful for his help and assistance. Sean is enthusiastic and ready and willing to help which we appreciate. Amrita who is studying at University also has joined us as a volunteer to assist with administrative duties. Amrita brings with her a working knowledge of community legal centres having been previously employed with a Community Legal Centre in Queensland.

Our clients

While the service provides advice on most legal issues, the primary purpose of the legal service is to assist those people in our community who experience barriers in accessing legal services. Our client base consists of Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, prisoners, young people and other people, who because of mental illness, disability or social or economic disadvantage, find it difficult to access legal services.

Legal advice

This year has been another extremely busy one for the Centre, with 861 legal advices provided to clients. These clients received advice on a wide range of issues including:

- apprehended Domestic Violence orders;
- victims compensation;
- family law
- employment
- discrimination
- police complaints
- credit and debt; and
- neighborhood disputes.

How we provide advice to our clients.

Phone Advice Service

The Centre has continued to offer a twice-weekly phone advice service to the community and more than 453 clients have received legal advice over the phone throughout the year.

Outreach Services

The Centre provides a number of legal outreach services, which see our solicitors travelling to various locations so that clients do not necessarily have to travel to Windsor to see us in the Centre.

Our solicitors have travelled to Riverstone, North Richmond and Bligh Park, Emu Plains correctional, Windsor Court, The Women's cottage at Richmond and Dillwynia Correctional to give legal advice to clients.

The object of attending outreaches is to increase contact with the most disadvantaged and marginalised members of our community.

Outreach clinics in Dillwynia and Emu Plains Prisons

In July 2009, Hawkesbury Nepean Community Legal Centre, Wirringa Baiya Aboriginal Women's Legal Centre and Women's Legal Services NSW joined together to develop and implement the Legal Education and Advice in Prison (LEAP) for Women initiative.

The LEAP for Women initiative provides a coordinated civil and family law advice service for incarcerated women, in particular Aboriginal women, and was developed in response to the high level of unmet need amongst prisoners for civil and family law advice services.

The LEAP initiative involves the three CLCs providing regular and free legal advice at the three women's correctional centres in metropolitan Sydney at Dillwynia, Emu Plains and Silverwater. Each of the CLCs also provides ongoing casework and representation.

Our Centre continues to be involved in this program.

Outreach clinics in Blacktown and Penrith Family Relationship Centres

The Family Relationship Centre project continues to be a successful project.

The history of this project is that In January 2010, Hawkesbury Nepean Community Legal Centre and Women's Legal Services NSW were successful in an Expression of Interest to provide a range of legal services to clients of Blacktown and Penrith Family Relationship Centres.

We have been providing legal advice sessions at the Family Relationship Centres as well as representing clients in lawyer-assisted family dispute resolution sessions. The Centre provides advice to clients at FRC and we represent clients in lawyer-assisted family dispute resolution sessions.

Casework

Over the last year, the solicitors who were previously here have provided casework and representation to clients in a variety of legal matters including victim's compensation, employment, family law, police complaints and discrimination matters.

Casework Snapshots 2012/2013

Discrimination Matter

As I was not here in the 2012/2013 year it is difficult for me to give a summary of the cases we were involved in, in that financial year.

However since I joined HNCLC we have had some very successful outcomes for clients, which I can describe.

Recently we assisted a client whom we had a lodged a complaint with the Anti Discrimination Board as she had been discriminated against and unfairly dismissed because of a perceived disability. We were able to negotiate an excellent outcome for her at a conciliation conference held at the Anti Discrimination board.

The client received financial compensation, an apology and a reference letter.

Debt Matter

A client who we had spoken to during our phone advice session had several debt problems. We opened her file as a minor assistance file and after making some phone calls to various lenders and negotiating with them we were able to achieve for her an excellent outcome that means she could repay her debt in instalments over time and without further incurring interest. The debt had also been reduced by fifty percent.

Family Law

We assisted a client with a complex family law matter, who was not eligible for legal aid but could not afford to pay a private solicitor. This client had been representing herself throughout the process in the family court. It was a matter where the child had some complex medical needs. This client had her matter set down for a hearing in the family court and we were able to assist her with drafting her documents for court and assist her with negotiating with the other party solicitors to resolve many of the points of disagreement between them which reduced the complexity of the matters that need to be decided by the Court.

Our Pro Bono friends

We extend appreciation to Ashurst ,Clayton Utz and Gilbert and Tobin for accepting pro bono referrals over the year and for their time, support and advice. Additionally we have a number of local firms who will provide a free 30 minute advice to clients that we refer to them and we thank them for offering this service.

Community Legal Education

HNCLC has always placed a great importance on getting out into the community and providing community legal education.

As I mentioned at the start of this report the Legal Literacy in prison project is a large project we are involved in which is providing legal education to prisoners and also focuses on literacy.

HNCLC are delivering four days of classes in relation to Housing and the law.

HNCLC have agreed to deliver further community legal education to TAFE students and school students in the upcoming future.

In the last year HNCLC were involved in 23 CLE projects and 49 CLE activities.

Law Reform and Policy work

One of the core roles of community legal centres is to engage in law reform and policy work. This involves challenging laws or policies and practices that impact unfairly on disadvantaged and vulnerable clients and promoting reform that will address the needs of disadvantaged people including Aboriginal and Torres Strait Islander people, lesbian, gay, bisexual and transgender people, people with disability, people from culturally and linguistically diverse backgrounds, women, children and young people.

HNCLC have been very active in law reform and in the last year were involved in 9 law reform projects and 4 community development projects.

NORTH WEST SYDNEY WOMEN'S DOMESTIC VIOLENCE COURT ADVOCACY SERVICE (NWSWDVCAS) REPORT

Emma McPherson

Coordinator

Over 2012/2013 we have seen our Team change.

This year has seen many changes, a special acknowledgment to Vikki Armytage who stepped up as the Acting Coordinator for nine months, during the changes.

Maintaining a strong team and still giving, the best service to women and children.

I would like to thank all team members for their dedication and insistence that women accessing the NWSWDVCAS receive support that reflect their needs throughout and beyond the Apprehended Domestic Violence Order (ADVO) process.

Team members of NWSWDVCAS are the Coordinator Emma McPherson, Assistant Coordinator Vikki Armytage, / and (ASW) Aboriginal Specialist Worker, Culturally And Linguistically Diverse (CALD) Specialist Worker Janet Esteban, who has been on maternity leave, currently Oloa Savaiinaea is in the position and the Administration Worker is Hanh Ho.

The service operates across the Blacktown and Hawkesbury areas. Attending Blacktown and Windsor Local Courts every Wednesday.

This year we made a bold move and have based all staff in the Windsor office. This has been an exciting move bringing the team closer together.

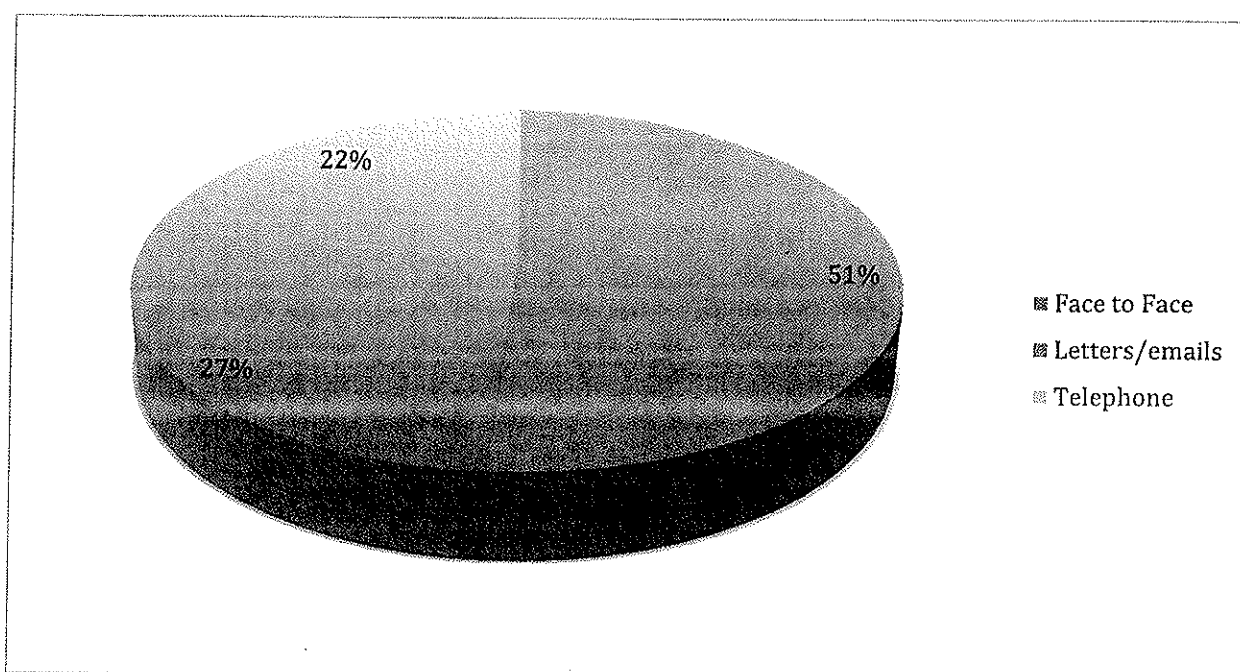
With the development of the police Prosecutor's clinics we have still been able to see clients at Blacktown and maintain a good service delivery to clients in the Blacktown area.

Aim

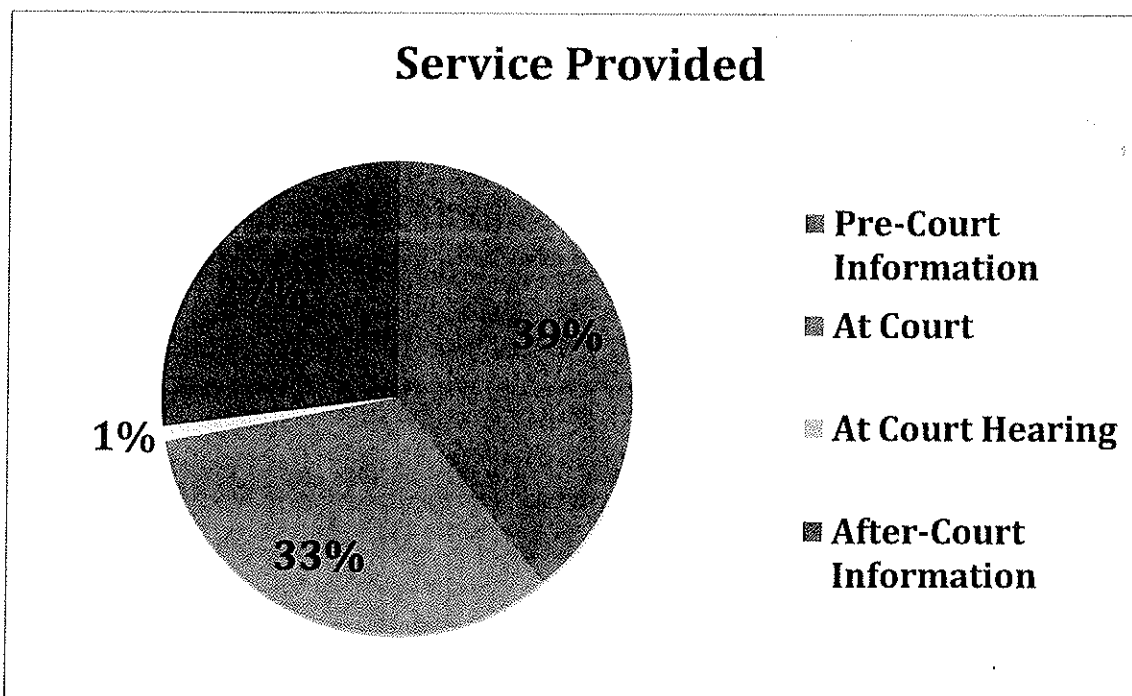
To assist women and children who have experienced or are experiencing Domestic violence to obtain effective legal protection from the court through applications for Apprehended Domestic Violence Orders;

The service supported 1635 clients, of which 1589 encounters were face to face, 841 letters or emails contacts and 686 telephone conversations. The graph demonstrates the number of clients who have sought the assistance of the NWSWDVCAS over the past twelve months.

NWSWDVCAS Client contact 2012/2013

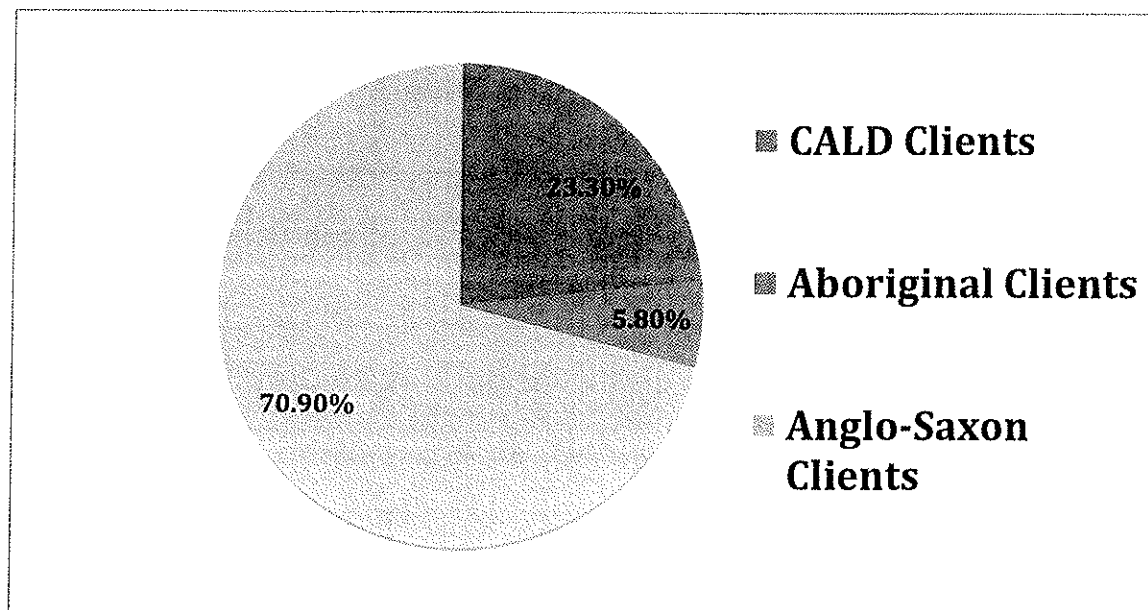


Services provided by NWSWDVCAS 2012/2013



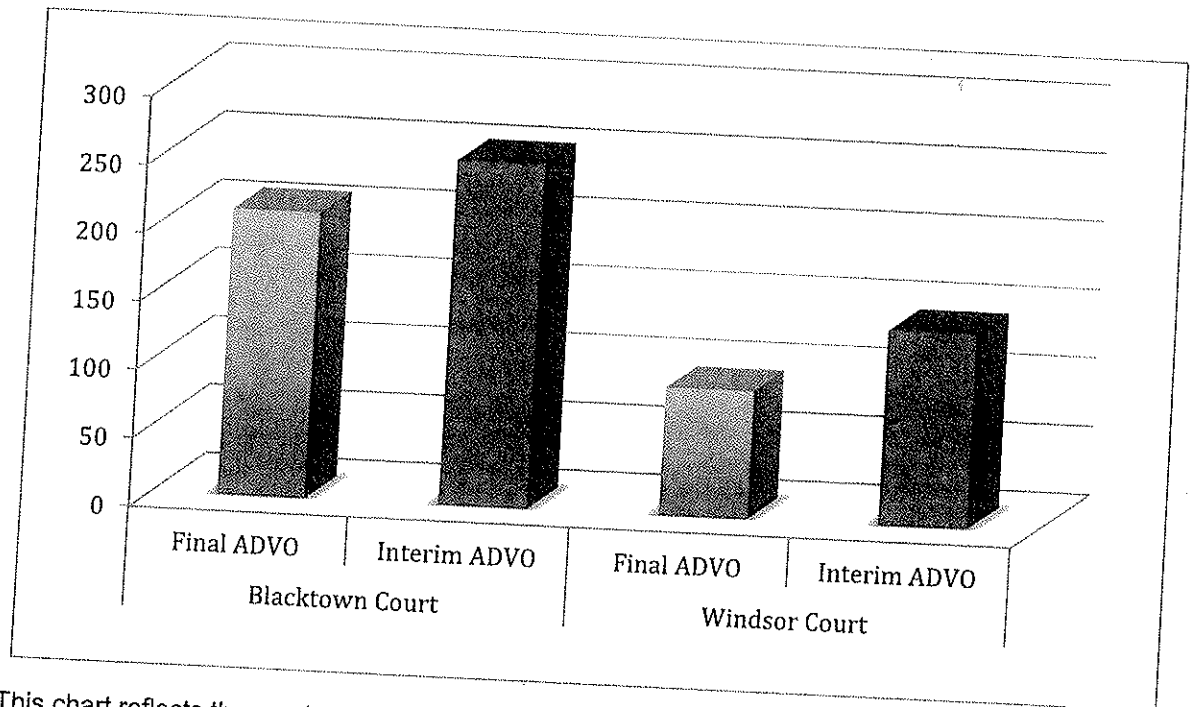
Note: This chart is based on service events from the period between 1 July 2012 and 30 June 2013

NWSWDVCAS Cultural background of clients 2012 / 2013



Note: This graph is based on total clients accessing DVCAS service from 1st July 2012 to 30th June 2013.

COURT ORDERS



Note: This chart reflects the number of Interim and Final Orders granted at court when DVCAS assistance

Local courts Blacktown and Windsor

The partnerships developed over the years with court staff have allowed us to maintain best practice service provision. We would like to thank all court staff and the sheriffs.

Windsor Local Court.

Sadly Windsor local court is under threat of closure 1st of July 2015, a direction has been made by the chief Magistrate due to funding, to close the court and all Hawkesbury clients will be sent to Penrith Local court. The NWSWDVAS is greatly concerned about the impact and is lobbying with other services to try and stop this happening.

Staff Comments.

Assistant Co-ordinator – Aboriginal Specialist Worker. Vikki Armytage.

During this past year I have worn several hats one as Acting Co-ordinator for a period of time as well as Aboriginal Specialist Worker and recently I applied for and was successful in obtaining the position of Assistant Co-ordinator whilst still retaining my Aboriginal Specialist role.

I am also on the Board of WDVCS (NSW) and the WDVCA as the Aboriginal representative.

I have to admit I have thoroughly enjoyed all the challenges.

The other challenge that still faces us is the new changes that have come about through Legislation that relates to the NSW Domestic Violence Justice Strategy which we are currently working through.

In this past year I have again been acutely aware of the amazing courage of the women I have worked with at Blacktown Local Court in their bid to live lives free from violence for themselves and their children.

I am honoured in the fact that they are willing to share their stories with me as this can be a very painful and traumatic experience for them.

I have supported many women from varied backgrounds including of course Aboriginal women and children through advocacy and referral to services who are there to support their individual needs whether that be through counselling, casework or support.

The women who we see often have very complex issues ranging from diagnosed brain injury, mental illness to post traumatic stress disorder due to a long history of suffering from Domestic Violence.

I have a very good working relationship with the Police DVLO's and Court staff whom I liaise with constantly which benefits our clients greatly as they feel they are listened to in regards to the tailoring of their ADVO requirements.

I recently had a client who was suffering PTSD after years of abuse and due to her anxiety levels appeared as a very difficult client. This client was also fighting to have custody of her children through the Family Law Court and was extremely vulnerable and fragile.

Through our DVPS scheme I was able to talk to a Barrister and Solicitor who are both on the Roster and obtain the vital help she needed as they both worked together to obtain a positive outcome for our client and her children.

I also would like to recognize the wonderful people I work with.

As an Aboriginal person to have such a safe workplace free from any form of Discrimination is testament to an amazing team of women in the workplace and the proactive dedication displayed by the men and women on our Management Committee.

CALD Specialist Worker: Oloa Savaiinaea

One of the many aspects of this role is to attend court to provide support for women applying for Apprehended Domestic Violence Order (ADVO). This is also an opportunity to meet the women face to face that we usually speak to over the phone during our first contact.

Most CALD women arrive at court feeling timid and ashamed to be there. They somehow felt responsible for the way the perpetrator behaved towards them. Through engaging them in conversation, they start revealing that some of the way they feel can be mainly attributed to their culture and the way they were brought up. However; it is always encouraging when these women being informed of their rights through the information shared and the safe environment provided are able to start sharing their stories with each other. Most of the ladies that walked into the safe room feeling timid with their heads bowed low, walked out of there with their heads held high, smile on their face feeling empowered to take the next step in their journey and it is a privilege to be part of this transition.

Administration Worker: Hanh Ho

I have been with the Women's Domestic Violence Court Advocacy Service since 2009 however I have just been with Northwest Sydney CAS since March 2013. I work as an Administrator Assistant. It has been a very great pleasure for me to work with a very dynamic team in CAS and HNCLC staff. Despite working in a very high demand environment where we always meet clients in crisis, we manage to laugh a lot and to

be positive about work and life. My job is to prepare documents before court and attend court to assist clients who go through court for ADVOs. I also contact clients after court should they need more assistance after court such as court results, services referrals and so on. I also assist Blacktown Police Prosecutor with their Domestic Violence Clinic. The Clinic is open once per month for victims of Domestic Violence who have ADVO Hearings. It creates a chance for clients to have a chat with a Police Prosecutor and Northwest Sydney CAS staff about the procedure of the ADVO Hearing, what to expect at the Hearing, how to best perform at the Hearing...etc. I remember once I met a lady at a car service center. She approached me and said "I remember you, you helped me at court when I was going for an AVO". She then told me how her life had changed without violence and that she had just established her own business and moved on very well. I was struck with joy because that was the first time I had ever known what actually happened after a woman left the Safe Room in one of the courts I worked. It reminds me that the work that CAS staff have been doing is worthy because somewhere in Australia, someone's life has been changed in a very positive way and that we are contributing to part of her change.

Legal Aid Domestic Violence Practitioner Scheme (DVPS)

The Domestic Violence Practitioner scheme (DVPS) provides duty solicitors to the NSWDCAS in Blacktown and Windsor Local court on a roster system. This is to assist women and children experiencing Domestic Violence.

This is a valuable service for our clients in obtaining legal advice, not just about their Apprehended violence orders, but also regarding Family Law matters and property recovery orders. They will also assist women who are Female defendants experiencing Domestic violence.

We are very fortunate at Blacktown Local Court as Women Legal Services as part of the Domestic Violence Court Assistance Scheme also attend the DVPS Roster. Giving Women a wide range of legal expertise to assist them.

Police.

NWSWDVCAS work in partnership with the police from three local Area commands, Blacktown, Quakers Hill, and Windsor.

NWSWDVCAS also works in partnership with the Police Prosecutor in the provision of services to clients who are having to attend Hearings through a Domestic Violence Clinic which is run at Blacktown Local Court on a monthly basis.

This service allows our clients the opportunity to see how a Hearing works thus making the experience less daunting.

The support and good relationships from the local police Domestic Violence Officers is paramount in supporting our clients to achieve good outcomes.

We are very fortunate in Blacktown Local Court and Windsor Local court to have wonderful Domestic Violence Officers who are committed to assisting Women and children experiencing Domestic Violence.

Seconded Workers:

NWSWDVCAS would not function on court days without the valuable support from seconded workers.

A seconded worker is a worker who comes from a community service and the DVCAS borrow them for court, assisting in filling forms and making sure the court day runs smoothly.

All workers have completed training from Legal Aid. Not only having the seconded workers helping the DVCAS it also develops a strong partnership for our clients referrals after court.

We would like to acknowledge the services and the workers.

We would like to acknowledge and thank the services and their wonderful workers.

Services NWSWDVCAS has referred to:

A major part of our service is to refer clients for the necessary support services, which some times can be quite complex, needing urgent re housing, financial supports, it could even be safety for pets.

This may mean making the referral or making sure the client has the information to this her self.

This is done two ways one by the initial contact through the yellow card system referred by the police. Which is done before the client attends court, she is sent an

information flyer what to expect at court, and information sent out regarding local support services.

After court we may refer for counseling or re housing or financial assistance.

Each client will also receive a letter and a flyer about what happened at court, reminding them what to do now they have a Apprehended Violence Order and what that means for them.

Community Education

We aim also to educate the communities and raise the issue of Domestic Violence through community education, which is done several ways attending local community events, attending meetings distribution of flyers at local meeting.

Each worker attends different local meetings so we can share the information and broaden our presence.

Workers involve them selves in annual community events like:

White Ribbon Day (November)

Reclaim the Night (Annual March held In October)

Nadioc Week (July)

International Women's Day (March)

Hawkesbury Show

Blacktown Community Expo

NWSWDVCAS staff

A special thank you to the team, this year we have seen many changes, and a staff member on maternity leave. The staff have all stayed focus and worked so hard to make sure clients receive the best service delivery for clients, and stayed strong and passionate as a team.

As every year I need to acknowledge the Women and children who have used are service, it never ceases to amaze me the strength of these women, and see them from victims to survivors is such a privilege.

I need to thank Beth King her support with all of us is amazing, this year she has taught me so much, more than I think she realizes

Thank you to HNCLC, and our Manager principal solicitor, her warmth and passion has been a breath of fresh air, and I am really looking forward to the next year.

Thank you to the Management Committee of HNCLC, this year I know has brought many challenges but your commitment to the service has never changed, and I am sure the community and clients are grateful for this.

ABORIGINAL LEGAL ACCESS PROGRAM (ALAP)

During the last twelve months as the ALAP worker, there have been a number of positive movements. These include outreaches, the beginning of a youth program, increases in networking, partnerships, and community engagement. The following is the work being done to meet the objectives of the program.

Wellamabami Youth Group:

Wellamabami youth group meets weekly during school terms, the youth came up with the name 'Wellamabami' themselves as it means 'Where ever your from' in Darug language. As they all come from different tribes from our great land. During the past year the youth have had some great Legal and Non Legal Education from different services such as Hawkesbury Nepean Legal Centre (driving and the law, plus more), University of Western Sydney, SWAHS (sexual health), Police Powers and more. At the moment the youth are learning more about Darug Culture and Men's and Women's Business, dance, singing, carving and bush tucker. The youth are very interested and are keen to be able to dance at Naidoc and at our AGM next year.

Outreaches:

All outreach programs bring together Aboriginal workers from Government and non-Government agencies in the Hawkesbury and surrounding areas. This ensures they are accessible to the Aboriginal communities, by meeting at various venues close to where the community lives.

Outreaches operate on a school term calendar and are unique in the ability to provide a coordinated approach to issues for Aboriginal families. Outreach's also gives community members up to date information so they can make better-informed decisions for themselves. Key workers get the chance to network and share information for the best outcomes for our community, also give each other support to try and stop burn out affecting us. I also arrange guest speakers from surrounding area's that programs cover the Hawkesbury to educate workers on new projects and services available to our clients.

South Windsor Outreach:

This outreach runs at Windsor South Public School, in conjunction with Merana's Aboriginal playgroup Kurigarang Gnorang (means happy place in Darug language). This works well when a client needs to speak to a service the children can stay in playgroup while we work with the client. South Windsor has a high population of Aboriginal people and it's the longest running Outreach from this project.

San Miguel Outreach:

This outreach runs monthly on the grounds of San Miguel (Family Refuge) at North Richmond where there are a number of Aboriginal families residing. San Miguel was happy to open the outreach to the community to attend. This outreach is active and is engaging with a number of Aboriginal clients with a multitude of issues.

Riverstone Aboriginal Outreach:

Is run monthly from the Riverstone Neighborhood Centre; this outreach is a mobile one; we meet in parks and at the shopping centre, we are trialing this to Endeavour to increase numbers and connect with as many Aboriginal families as possible, this outreach is well attended by services from local and Blacktown LGA.

Community Events/ Education:

LACACC:

(Local Area Command Aboriginal Consultative Committee) I have the pleasure of organising these meetings quarterly, these community meetings give the chance for Aboriginal people in the Hawkesbury to have a voice, ask questions and get involved in how our community is Policed within a safe and supported environment.

We have developed a community list of Aboriginal people that will support our youth in custody when their parent or careers are not contactable or available.

Allawah day:

Aboriginal high school students from five public local schools attended. Allawah day objective is to bring koori young people together to form friendships and awareness of each other and to bring culture, fun and legal education into their lives.

This year Indigenous Women's Legal Program, Women's Legal Service NSW, and HNCLC delivered 'Know Your Rights' workshop and quick quizzes to the students. Some of the students were like sponges and eager to learn. This was a great opportunity to educate and connect with the Aboriginal youth in the Hawkesbury.

There were five other workshops on the day for the youths to attend like art, sport, Aboriginal art artifacts and cultural talks. Overall a great day to connect with the Aboriginal youths.

TAFE visits:

A great opportunity to be a guest speaker for the Community Service students at Richmond TAFE. I spoke about culture, information share about what our service offers and how to work in the community. The students were very receptive and proactive with all aspects of the presentation.

NAIDOC day:

This years NAIDOC event in the Hawkesbury was held in Richmond Park in July. It was a great day to showcase Aboriginal Culture, dance, and many services available for community to utilize. I feel there were hundreds of people that attended this great concert day in the Hawkesbury.

Aboriginal Family Fun Day:

I attended the Aboriginal Family Fun Day event, ran by Merana Aboriginal Community Association for the Hawkesbury Inc and Hawkesbury Family Services (HFS). There were a great number of koori families at this gathering, had a yarn with many families, a great day for all.

Bligh Park Festival: Invited HNCLC to have a stall at this community event ran by Bligh Park Youth Centre, where I spoke to a large number of community members about our service and issues that are relevant to our youth that live in the area. This festival was a great way to get our service known to the youth and their families of this area.

Hawkesbury Action Network Against Domestic Violence (HANADV):

HANADV meets monthly at Richmond Community Services (RCS); HANADV consists of small group of workers in the Hawkesbury. HANADV runs community events such as 'Reclaim The Night', 'Stop Domestic Violence Day' and 'White Ribbon Day' to name a few. This network support community events such as Hawkesbury Show, NAIDOC day, Blokes day to bring awareness, education and resources to the community.

Hawkesbury Sexual Violence Prevention Network (HSVPN):

HSVPN meets monthly at HNCLC; this small group of workers produces great-published resources. HSVPN also work towards educating and supporting victims and community workers on sexual violence, by providing informational workshops by working with Adult Survivors of Child Abuse (ASCA) and local Detective's. HSVPN also is involved in Reclaim the Night and are active with 'Day of Action Against Sexual Violence'. A great proactive group of workers that make a difference in the Hawkesbury.

Court Support:

I am on the Domestic Violence Court Advocacy Service (DVCAS) seconded roster and attend court on a monthly roster and the relevant meetings. I enjoy my days at Windsor court working with women in crisis, also working with the workers from DVCAS that have such high standards and empathy working with their clients and Police.

Networking:

These are some of the meetings and networks that I have been attending: Quarterlies, Women's Cottage Management meetings, Doc's foster care recruitment, Hawkesbury Sexual Violence Prevention Network (HSVPN) Hawkesbury Action Network against Domestic Violence (HANADV) Staff meetings, Koori yarn, Seconded workers meetings, Koori women's support group, Youth meetings.

Partnerships:

Some of the great partnerships that I have the pleasure working with are Hawkesbury District Health (HDH), Merana Aboriginal Community Association for the Hawkesbury Inc, Hawkesbury Community Outreach Service (HCOS), Local Area Command (LAC), Richmond TAFE, Aboriginal Women's Legal Service, San Miguel Family Refuge, Women's Cottage, WDVCS, Windsor South Public School, Riverstone Neighborhood Centre, Bligh Park Community Services, Indigenous Community Volunteers org, Hawkesbury / Nepean Division for GP's and more.

I would like to thank The Public Purpose Fund and The Scully Fund for their valuable support in funding the Aboriginal Legal Access Program. Without this, all this great work in our community could not take place, so thanks again.

Joanne Ravot ALAP worker

Treasurer's Report

This financial year has been busy with the restructure of the HNCLC. We are very pleased to report that all of our programmes have a healthy balance sheet and as such we are able to continue on into next financial year at current staffing levels. The external audit has been undertaken with nil issues reported. We are currently advertising the part time solicitor outreach position and have provided funding to cover that role until the end of 2014 which is great news for the legal service so that the 3 solicitor positions will continue. All other programs will remain as is. Management has also recently approved some one off funding to promote the HNCLC and widely advertise the service to the local community. We are very pleased to report that despite some tough financial times, the funding has remained healthy for the centre and the important service we offer to the local community will continue. I would like to personally acknowledge the invaluable assistance of Beth our financial accounts person whom is a great asset to the HNCLC and has worked with our service for many years. Also to my fellow management committee members for your support and assistance during the past 12 months. Finally, can I make mention of the staff of the HNCLC whom have worked over the past 12 months with professionalism and dedication and embraced the positive change that the service has undertaken. I look forward to working with you (and our new management committee members) again in the new year.

Kate Rafton

HNCLC Treasurer 2013

Kate Rafton

Accredited Specialist-Family Law

Accredited Specialist-Childrens Law

HAWKESBURY NEPEAN COMMUNITY LEGAL CENTRE INC.

ABN 89 254 364 767

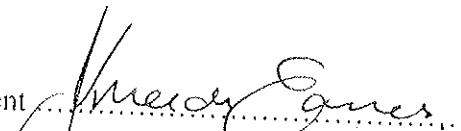
STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee has determined that Hawkesbury Nepean Community Legal Centre Inc. 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 Committee the accompanying financial report:

- (a) Presents a true and fair view of the financial position of Hawkesbury Nepean Community Legal Centre Inc. as at 30 June 2013 and its performance for the year ended on that date.
- (b) At the date of this statement, there are reasonable grounds to believe that Hawkesbury Nepean Community Legal Centre Inc. 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:

President 

Treasurer 

Dated this 10th day of September 2013.

SAMUEL Y WONG

CHARTERED ACCOUNTANT

ABN: 35 156 307 879

ALL CORRESPONDENCE TO:
PO BOX 96
BURWOOD NSW 1805

TELEPHONE: 0404 118 086
E-MAIL: swong@ihug.com.au



Chartered Accountant

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAWKESBURY NEPEAN COMMUNITY LEGAL CENTRE INC

I have audited the accompanying financial report of Hawkesbury Nepean Community Legal Centre Inc. (the Association), being a special purpose financial report, which comprises the Balance Sheet as at 30 June 2013, the Profit and Loss Statement and Notes to the Financial Statements for the year ended on that date.

Committee's Responsibility for the Financial Report

The committee of the Association is 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 consistent with the financial reporting requirements of the Associations Incorporation Act (NSW) and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my 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. I have conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I 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.

My audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, 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 committee's financial reporting requirements under the Associations Incorporation Act (NSW). I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

Independence

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

Auditor's Opinion

In my opinion, the financial report of Hawkesbury Nepean Community Legal Centre Inc. presents fairly, in all material respects the financial position of the Association as at 30 June 2013 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the financial reporting requirements of the Associations Incorporation Act (NSW).



Samuel Y Wong JP B. Com FCA
Chartered Accountant

Sydney, 10 September 2013.

Hawkesbury Nepean Community Legal Centre
PO Box 736
Windsor NSW 2756

Balance Sheet [Last Year Analysis]

June 2013

	This Year	Last Year
Assets		
Current Assets		
CSBanking (Bendigo Bank)	\$359,712.62	\$373,799.06
HNCLC Business Credit Card 1	-\$431.00	-\$1,603.41
HNCLC Business Credit Card 2	\$0.00	-\$1,833.50
Petty Cash CLC	\$500.00	\$500.00
Petty Cash CS	\$0.00	\$50.00
Prepayments	\$0.00	\$998.85
Total Current Assets	<u>\$359,781.62</u>	<u>\$371,911.00</u>
Non Current Assets		
Equipment		
Office Equipment	\$4,450.00	\$4,450.00
Accumulated Depreciation	-\$2,373.00	-\$1,483.00
Total Equipment	<u>\$2,077.00</u>	<u>\$2,967.00</u>
Total Non Current Assets	<u>\$2,077.00</u>	<u>\$2,967.00</u>
Total Assets	<u>\$361,858.62</u>	<u>\$374,878.00</u>
Liabilities		
Accounts Payable & Accruals	\$16,428.45	\$13,143.58
Grants in Advance	\$0.00	\$127,135.86
Income in advance	\$22,727.27	\$0.00
GST Liabilities		
GST Payable Control	\$14,478.00	\$23,052.00
Input Tax Credit Control	-\$4,364.40	-\$4,023.05
Total GST Liabilities	<u>\$10,113.60</u>	<u>\$19,028.95</u>
Payroll liabilities		
PAYG Payable	\$5,020.00	\$6,168.00
Annual Leave provision	\$18,792.70	\$55,733.73
Long Service Provision	\$9,105.49	\$30,612.95
Relief/Parental leave prov	\$42,851.90	\$42,461.90
Superannuation Payable	\$2,889.40	\$0.00
Provision for Redundancy	\$10,897.11	\$15,000.00
Total Payroll liabilities	<u>\$89,556.60</u>	<u>\$149,976.58</u>
Other provisions		
Provision equipment upgrade	\$15,000.00	\$4,000.00
ALA Programs	\$8,410.33	\$8,410.33
CLC Planning & Staff Training	\$7,000.00	\$0.00
Total Liabilities	<u>\$169,236.25</u>	<u>\$321,695.30</u>
Net Assets	<u>\$192,622.37</u>	<u>\$53,182.70</u>
Equity		
Retained Earnings	\$53,182.70	\$72,353.33
Current Year Surplus	\$139,439.67	-\$19,170.63
Total Equity	<u>\$192,622.37</u>	<u>\$53,182.70</u>

Hawkesbury Nepean Community Legal Centre
PO Box 736
Windsor NSW 2756

Profit & Loss [With Last Year]

July 2012 through June 2013

	This Year	Last Year
Income		
CLC Program Funding -Cwealth	\$143,576.00	\$141,036.03
CLC Program Funding -State	\$130,254.96	\$126,164.26
Commonwealth FRC Funding	\$57,340.00	\$56,328.00
Commonwealth one-off grant	\$77,500.00	\$20,546.00
CLC Program Generated Income		
Legal Education	\$0.00	\$500.00
Client Costs	\$4,440.59	\$7,820.14
Total CLC Program Generated Income	\$4,440.59	\$8,320.14
Program Management	\$25,649.00	\$21,943.00
Financial Administration	\$6,842.00	\$6,842.00
Investment Interest	\$8,893.68	\$13,731.62
Court Assistance funding	\$293,312.41	\$284,060.44
Aboriginal Legal Access Fundin	\$18,181.82	\$18,181.81
Public Purpose Funds	\$185,862.04	\$150,662.24
Aboriginal Program Income	\$3,162.00	\$0.00
Law & Justice Foundation	\$1,462.09	\$9,402.91
Membership	\$5.45	\$6.36
Other income	\$11,819.60	\$835.93
Total Income	\$968,301.64	\$858,060.74
Expenses		
Salary, Wages & On Costs		
Salaries & Wages	\$612,486.18	\$616,239.39
Prov for Annual Leave	-\$36,941.03	\$11,726.75
Prov for Long Service Leave	-\$21,507.46	\$10,268.87
Relief/Parental leave prov	\$390.00	\$3,999.33
Superannuation	\$49,809.39	\$54,764.76
Workers compensation	\$3,591.73	\$3,543.00
Severance Pay	\$33,703.60	\$0.00
Total Salary, Wages & On Costs	\$641,532.41	\$700,542.10
Redundancy Provision	-\$4,102.89	\$0.00
Contract Worker	\$14,800.95	\$976.49
Premises Rent		
Rent	\$31,384.60	\$31,480.31
Total Premises Rent	\$31,384.60	\$31,480.31
Other Premises		
Cleaning & Gardening	\$4,514.33	\$5,130.30
Electricity	\$5,762.02	\$4,486.41
Maintenance and Repairs	\$0.00	\$604.50
Work Health & Safety	\$572.00	\$53.00
Total Other Premises	\$10,848.35	\$10,274.21
Staff Related Expenses		
Recruitment	\$1,958.35	\$164.64
Practise certificates	\$590.00	\$960.00
Staff Development	\$10,731.30	\$2,116.68
Conference costs	\$7,602.25	\$11,092.58
Supervision	\$2,600.00	\$4,000.00
Total Staff Related Expenses	\$23,481.90	\$18,333.90
Office Overheads		
Computer costs	\$5,919.19	\$3,980.00
Stationary/PhotoCopier	\$4,919.66	\$6,013.10
Leasing photocopier	\$4,167.66	\$3,900.00
Postage	\$2,401.89	\$1,720.00
Total Office Overheads	\$17,408.40	\$15,613.10
Communications		
Telephone	\$7,770.33	\$8,191.24
Mobile phones	\$1,637.27	\$2,042.68
Internet service	\$999.06	\$929.07
Total Communications	\$10,406.66	\$11,162.99
Financial and Accountability		
Insurance	\$4,820.81	\$3,001.69
Bank Fees Paid	\$148.46	\$326.19
Incorporation expenses	\$51.00	\$91.00
Audit	\$2,600.00	\$2,500.00

Hawkesbury Nepean Community Legal Centre

Profit & Loss [With Last Year]

July 2012 through June 2013

	This Year	Last Year
A.G.M.	\$768.59	\$819.09
Financial Administration	\$6,842.00	\$6,842.00
Total Financial and Accountability	<u>\$15,230.86</u>	<u>\$13,579.97</u>
Library Resources Subscription		
Library & memberships	\$2,587.15	\$1,745.81
Levies	\$4,290.00	\$4,351.82
Total Library Resources Subscription	<u>\$6,877.15</u>	<u>\$6,097.63</u>
Travel	<u>\$5,202.99</u>	<u>\$8,336.64</u>
Program and Planning		
Amenities	\$1,699.05	\$1,839.03
ALA Program Expense	\$5,893.67	\$514.48
Management expense	\$521.06	\$8,397.38
Program Management	\$25,649.00	\$21,943.00
Legal education	\$0.00	\$72.54
Printing	\$2,031.81	\$10,722.73
Court Support program expense	\$1,596.05	\$2,087.64
Total Program and Planning	<u>\$37,390.64</u>	<u>\$45,576.80</u>
Client Disbursements	<u>\$5,668.43</u>	<u>\$1,984.45</u>
Office Assets		
Furnishings & Equipment	\$841.52	\$8,382.78
Depreciation	\$890.00	\$890.00
Equip provision	\$11,000.00	\$4,000.00
Total Office Assets	<u>\$12,731.52</u>	<u>\$13,272.78</u>
Total Expenses	<u>\$828,861.97</u>	<u>\$877,231.37</u>
Operating Profit	<u>\$139,439.67</u>	<u>-\$19,170.63</u>
Other Income		
Other Expenses		
Net Surplus/(Deficit)	<u>\$139,439.67</u>	<u>-\$19,170.63</u>

Hawkesbury Nepean Community Legal Centre
 PO Box 736
 Windsor NSW 2756

Job Profit & Loss Statement

July 2012 through June 2013

Page 1

Account Name	Selected Period
13alappf 12-13	Aboriginal Legal Access
Income	
Aboriginal Legal Access Fundin	\$18,181.82
Public Purpose Funds	\$83,985.24
Total Income	<u>\$102,167.06</u>
Expense	
Salaries & Wages	\$44,225.23
Prov for Annual Leave	-\$77.47
Prov for Long Service Leave	\$901.53
Superannuation	\$3,894.15
Workers compensation	\$225.00
Rent	\$2,310.67
Cleaning & Gardening	\$336.57
Electricity	\$460.94
Work Health & Safety	\$45.76
Staff Development	\$144.09
Conference costs	\$1,507.76
Supervision	\$100.00
Computer costs	\$447.35
Stationary/PhotoCopier	\$369.67
Leasing photocopier	\$312.00
Postage	\$116.74
Telephone	\$585.66
Mobile phones	\$550.00
Internet service	\$56.68
Insurance	\$369.45
Audit	\$208.00
A.G.M.	\$61.50
Library & memberships	\$176.27
Levies	\$343.20
Travel	\$643.75
Amenities	\$86.90
ALA Program Expense	\$4,393.67
Management expense	\$41.07
Program Management	\$3,536.00
Printing	\$600.00
Total Expense	<u>\$66,972.14</u>
Net Profit (Loss)	<u><u>\$35,194.92</u></u>

Hawkesbury Nepean Community Legal Centre

Job Profit & Loss Statement

July 2012 through June 2013

Page 2

Account Name	Selected Period
13clc 12-13	HN Community Legal Centre
Income	
CLC Program Funding -Cwealth	\$143,576.00
CLC Program Funding -State	\$130,254.96
Commonwealth one-off grant	\$77,500.00
Client Costs	\$4,440.59
Program Management	\$25,649.00
Financial Administration	\$6,842.00
Investment Interest	\$7,114.96
Law & Justice Foundation	\$1,462.09
Membership	\$5.45
Other income	\$11,819.60
Total Income	<u>\$408,664.65</u>
Expense	
Salaries & Wages	\$259,979.32
Prov for Annual Leave	-\$31,142.88
Prov for Long Service Leave	-\$19,570.26
Relief/Parental leave prov	-\$8,853.60
Superannuation	\$19,879.40
Workers compensation	\$1,726.73
Severance Pay	\$33,703.60
Redundancy Provision	-\$10,000.00
Contract Worker	\$11,200.95
Rent	\$15,732.01
Cleaning & Gardening	\$2,572.16
Electricity	\$3,169.22
Work Health & Safety	\$314.60
Recruitment	\$1,783.35
Practise certificates	\$590.00
Staff Development	\$7,543.21
Conference costs	\$1,352.95
Supervision	\$1,400.00
Computer costs	\$3,141.87
Stationary/PhotoCopier	\$2,455.91
Leasing photocopier	\$2,314.23
Postage	\$1,766.88
Telephone	\$4,059.19
Mobile phones	\$671.46
Internet service	\$389.36
Insurance	\$3,100.62
Bank Fees Paid	\$148.46
Incorporation expenses	\$51.00
Audit	\$1,430.00
A.G.M.	\$422.72
Library & memberships	\$1,595.55
Levies	\$2,359.50
Travel	\$1,027.25
Amenities	\$1,029.76
Management expense	\$304.15
Printing	\$1,002.54
Client Disbursements	\$5,668.43
Furnishings & Equipment	\$699.70
Depreciation	\$816.00
Equip provision	\$11,000.00
Total Expense	<u>\$336,835.34</u>
Net Profit (Loss)	<u><u>\$71,829.31</u></u>

Hawkesbury Nepean Community Legal Centre

Job Profit & Loss Statement

July 2012 through June 2013

Page 3

Account Name	Selected Period
13cs 12-13	North West WDVCS
Income	
Investment Interest	\$1,778.72
Court Assistance funding	\$293,312.41
Total Income	<u>\$295,091.13</u>
Expense	
Salaries & Wages	\$189,087.29
Prov for Annual Leave	-\$590.71
Prov for Long Service Leave	-\$1,108.24
Relief/Parental leave prov	\$9,243.60
Superannuation	\$16,512.42
Workers compensation	\$1,049.00
Redundancy Provision	\$5,897.11
Rent	\$8,277.16
Cleaning & Gardening	\$890.58
Electricity	\$1,152.47
Work Health & Safety	\$114.40
Recruitment	\$175.00
Staff Development	\$1,944.00
Conference costs	\$3,084.82
Supervision	\$1,100.00
Computer costs	\$1,118.37
Stationary/PhotoCopier	\$1,269.46
Leasing photocopier	\$841.54
Postage	\$215.63
Telephone	\$1,811.25
Mobile phones	\$415.81
Internet service	\$432.39
Insurance	\$764.55
Audit	\$520.00
A.G.M.	\$153.71
Financial Administration	\$6,842.00
Library & memberships	\$440.72
Levies	\$858.00
Travel	\$3,283.68
Amenities	\$346.06
Management expense	\$91.36
Program Management	\$14,203.00
Printing	\$379.09
Court Support program expense	\$1,596.05
Furnishings & Equipment	\$141.82
Depreciation	\$74.00
Total Expense	<u>\$272,627.39</u>
Net Profit (Loss)	<u><u>\$22,463.74</u></u>

Hawkesbury Nepean Community Legal Centre

Job Profit & Loss Statement

July 2012 through June 2013

Page 4

Account Name	Selected Period
13frc 12-13	Family Relations Centre
Income	
Commonwealth FRC Funding	\$57,340.00
Total Income	<u>\$57,340.00</u>
Expense	
Salaries & Wages	\$36,580.27
Prov for Annual Leave	-\$1,178.81
Prov for Long Service Leave	-\$618.51
Superannuation	\$3,393.84
Workers compensation	\$215.00
Contract Worker	\$3,600.00
Rent	\$1,489.62
Cleaning & Gardening	\$210.60
Electricity	\$288.07
Work Health & Safety	\$28.60
Staff Development	\$1,100.00
Conference costs	\$697.87
Computer costs	\$540.59
Stationary / PhotoCopier	\$220.01
Leasing photocopier	\$195.00
Postage	\$72.96
Telephone	\$335.63
Internet service	\$35.49
Insurance	\$127.46
Audit	\$130.00
A.G.M.	\$38.43
Library & memberships	\$110.17
Levies	\$214.50
Travel	\$105.81
Amenities	\$54.33
Management expense	\$34.21
Program Management	\$2,816.00
Total Expense	<u>\$50,837.14</u>
Net Profit (Loss)	<u>\$6,502.86</u>

Hawkesbury Nepean Community Legal Centre

Job Profit & Loss Statement

July 2012 through June 2013

Page 5

Account Name	Selected Period
13ppfcl 12-13	Public Purpose CLC
Income	
Public Purpose Funds	\$101,876.80
Total Income	<u>\$101,876.80</u>
Expense	
Salaries & Wages	\$81,256.63
Prov for Annual Leave	-\$3,951.16
Prov for Long Service Leave	-\$1,111.98
Superannuation	\$6,089.58
Workers compensation	\$376.00
Rent	\$3,575.14
Cleaning & Gardening	\$504.42
Electricity	\$691.32
Work Health & Safety	\$68.64
Conference costs	\$958.85
Computer costs	\$671.01
Stationary/PhotoCopier	\$504.61
Leasing photocopier	\$504.89
Postage	\$175.14
Telephone	\$878.60
Internet service	\$85.14
Insurance	\$458.73
Audit	\$312.00
A.G.M.	\$92.23
Library & memberships	\$264.44
Levies	\$514.80
Travel	\$142.50
Amenities	\$182.00
Management expense	\$50.27
Program Management	\$5,094.00
Printing	\$50.18
Total Expense	<u>\$98,437.98</u>
Net Profit (Loss)	<u><u>\$3,438.82</u></u>

Hawkesbury Nepean Community Legal Centre

Job Profit & Loss Statement

July 2012 through June 2013

Page 6

Account Name	Selected Period
13sp 12-13	ASW Chairperson 12-13
Income	
Aboriginal Program Income	\$3,162.00
Total Income	<u>\$3,162.00</u>
Expense	
Salaries & Wages	\$1,357.44
Superannuation	\$40.00
Stationary/PhotoCopier	\$100.00
Postage	\$54.54
Telephone	\$100.00
ALA Program Expense	\$1,500.00
Total Expense	<u>\$3,151.98</u>
Net Profit (Loss)	<u><u>\$10.02</u></u>

HAWKESBURY NEPEAN COMMUNITY LEGAL CENTRE INC.

ABN 89 254 364 767

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report that has been prepared for use by the members of the Hawkesbury Nepean Community Legal Centre Inc. (the Association) in order to satisfy the reporting requirements of the Associations Incorporation Act (NSW). The Committee has determined that the Association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following is a summary of the significant accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

a) Plant and Equipment

Plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

All other assets acquired during the year have been expensed at the date of purchase.

b) 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.

Contributions are made by the Association to employee superannuation funds and are charged as expenses when incurred.

c) Revenue and other income

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

d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognized as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.