

# Annual Report 2014-15



Mt Druitt & Area  
Community Legal  
Centre Inc.

# Contents

|  |                   |
|--|-------------------|
| <b>President's Report</b>  | <b>1</b>          |
| <b>Management Committee Report</b>   | <b>3</b>          |
| <b>Our Staff</b>   | <b>6</b>          |
| <b>Our Volunteers</b>  | <b>16</b>         |
| <b>Our Clients</b>   | <b>19</b>         |
| <b>Client Services</b>   | <b>20</b>         |
| <b>Community Development</b>   | <b>23</b>         |
| <b>Staff Professional Development</b>                                      | <b>24</b>         |
| <b>Accreditation</b>   | <b>25</b>         |
| <b>How the Services are Funded</b>   | <b>26</b>         |
| <b>Acknowledgements</b>  | <b>27</b>         |
| <b>Hours of Operation</b>  | <b>28</b>         |
| <b>Audited Financial Statements for the period<br/>ending 30 June 2015</b> | <b>Appendix A</b> |

*Photo on cover by Caroline Keith*

*Staff from left to right: Veselko Cuic, Vivian Michael, Hemal Perera. Rosemary Davies and Kate Barbagallo.  
Outside the Mt Druitt & Area Community Legal Centre on November 10<sup>th</sup> 2015.*



## President's Report

The highest priority of the Mount Druitt & Area Community Legal Centre (MDCLC) is to obtain both Commonwealth and State Funding to maintain free, relevant and accessible legal services that are responsive to the needs of our diverse Mt Druitt and Area community. Adequate funding is essential to the continuing employment of all our excellent staff. It enables them to operate efficiently and effectively in providing service and goodwill within our community.

The MDCLC received notice of a funding grant made in May 2013 by the former Federal Attorney-General Mark Dreyfus for the amount of \$150,000 payable over three (3) years. The first instalment of \$50,000 was paid in July 2014. The funding helped to meet the on-going demand for domestic violence and family law services. The current Federal Government, unfortunately, cancelled the next two payments. We were delighted and relieved when those payments were reinstated.

The reinstatement of the payments meant that for the financial years up to, and including the 16-17 FY, the Centre's services would continue to be delivered to the community. Beyond that time there isn't any sense of funding certainty.

We have received wonderful assistance and support from across the community. On behalf of the Management Committee our appreciation is extended to the Federal Member for Chifley, Ed Husic MP, State Member for Mount Druitt, Edmond Atalla MP, State Member for Londonderry, Prue Car MP and Blacktown City Mayor, Councillor Stephen Bali for their assistance and ongoing support.

The Management Committee (MC) acknowledges the commitment and diligence of our loyal staff: Veselko Cuic Principal Solicitor, Vivian Michael part-time solicitor, Hemal Pereira part-time solicitor, Nicholas Comino part-time solicitor, Rosemary Davies Financial Budget Administrator, Kate Barbagallo Office Assistant and our many volunteers.

The Management Committee extends our thanks to local businesses which have assisted the Centre with funding, especially Blacktown City Council and the West Tradies Club.

On a personal note I thank the members of the Management Committee who have given their time not only at monthly Management meetings but also when issues arise which require immediate attention. Special thanks to Merleen Millson, treasurer of the MC, who assumed extra work with her usual diligence during my recent illness.



The Management Committee members share a wealth of experience in community activities. This is an invaluable asset to draw upon and helps ensure decisions made by the MC are relevant to and in the best interest of the community.

Doreen O'Grady JP

President

## Management Committee Report

### Countdown to Service Delivery Milestone



The Centre is in its 19<sup>th</sup> year. December 2016 will mark twenty years of continuous service delivery to the Centre's client catchment area, Blacktown and the East Ward of Penrith Local Government Areas (LGA'S)

It seems appropriate, given the funding uncertainties that swirl around the community legal sector generally, and in particular how that impacts on the Centre's capacity to sustain its services for the next twenty years, to give some thought to the journey that has taken us from 1996 towards 2016.

The Centre opened its doors to a community and landscape that obviously, over time, has undergone significant changes to the growth and diversity of its population.

Market gardens, poultry farms, most rural-based enterprises and large tracts of bushland have fallen victim to a population push into the western suburbs of Sydney and the strong demand that has brought for new housing and services. The so-called aspirational suburbs have seemingly sprung-up overnight: The Ponds, Kellyville Ridge, Stanhope Gardens, Arndell Park, Colebee and Bungarribee are just some of the new suburbs that are all in the Blacktown LGA, our client catchment area. Blacktown now has forty-four suburbs and more are on the planning board.

The following data is taken from the ABS census of 1996, the year the Centre opened and the 2011 census.

COUNT OF PERSONS – BLACKTOWN LGA

|                   | <b>2011</b> |       | <b>1996</b> |       |
|-------------------|-------------|-------|-------------|-------|
| Persons           | 303,528     |       | 232,219     |       |
| Born in Australia | 174,951     | 57.6% | 151,838     | 65.4% |

The next census will be conducted in 2016. Blacktown city Council is predicting that the results from that census will show that the population has increased to 332,000.

A search of data from the 1996 census did not show any recorded population figures for the East Ward of Penrith.

However, according to Penrith City Council the population of its East Ward in the 2011 census was 54,834.



Based on the figures from both LGA's it seems reasonable to claim that the 2016 census results will show that the population of the Centre's catchment area is fast approaching or will have reached 400,000.

The NSW Department of Planning is in fact predicting that by 2036, the next 20 years, the population of Blacktown LGA will have reached 481,600.

Source: NSW Department of Planning. New South Wales Statistical Local Area Populations, 2006-2036, March 2010.

Predications are only available for all of Penrith LGA.

The population growth figures give a clear insight into why the demand for the Centre's services has outstripped commonwealth recurrent funding for some considerable time.

Recurrent funding from the Federal Government is supposed to cover the cost of employing two and one-half staff and all other cost outlays. The reality is that the Management Committee has battled with a shortfall between income and expenditure and a greater demand for its services for most of its years of operation.

The Management Committee knows from long experience, that to deliver only the most basic of the Centre's services requires it to employ between two and three quarter full-time solicitor hours and one and three quarter full-time administrative hours.

We celebrate each year that we have managed to stay open, despite the shortfall between federal funding and expenditure; and to employ the number of staff needed to respond to community demand for legal services. This has only been achievable due to the great support we have received from a number of sources:

- Blacktown City Council - concessional rent allowance;
- Local organisations, particularly West Tradies which recently met the cost (\$9,955) of replacing a faulty telephone system and repeated instances of generosity over many years;
- The financial and physical support receive from Ashursts, formerly Blake Dawson Waldron from 2001-2011.

The Centre has also benefited from several one-off payments from the Federal Government.



We go back to the earlier comment about the funding uncertainties confronting the community legal sector; the only realistic conclusion that can be drawn from this situation is that some form of change appears to be inevitable.

The Management Committee's considered position is that we must embrace the reality that change will happen. We must take every opportunity possible to seize the future so that the Centre will continue to operate for the next twenty years and beyond.

## The Management Committee

The Centre has been very fortunate to have a team of dedicated management committee members. During the reporting period, they were:

|                  |                          |
|------------------|--------------------------|
| Doreen O'Grady   | President                |
| Valerie McKinnon | Vice President           |
| Merleen Millson  | Treasurer/Public Officer |
| Patricia Ehrke   | Secretary                |
| Joan Husic       | Ordinary Member          |
| Patricia Edghill | Ordinary Member          |
| Nicole Seniloli  | Ordinary Member          |
| Gayle Barbagallo | Ordinary Member          |
| Kathy Collins    | Ordinary Member          |

## Our Staff

The staffing at the Centre in the reporting period consisted of one full-time solicitor and three part-time solicitors (total eighty nine legal service provision hours per week), one full-time Administrator and one part-time Administrative Assistant (total fifty six hours per week).



Solicitors and administrative staff have done their best to provide the local community with excellent legal services and representation in ever changing circumstances. During the reporting period the following staff members were:

## VESELKO CUIC

### ***Principal Solicitor (2006 to current)***

For a four month period from late 2004 until early 2005 Veselko conducted his practical legal training at the Mt Druitt & Area Community Legal Centre. From around July 2005 until December 2005 he worked at the Centre as a volunteer solicitor. Veselko commenced part-time work at the Centre in late 2006 and was employed full time in early 2008. In 2011 he was appointed Acting Principal Solicitor and became Principal Solicitor in 2012.

*"During my university studies I had always planned on working in a commercial firm. I had approached many commercial firms during 2004 with the view of undertaking the practical legal training (PLT) component of my Graduate Diploma in Legal Practice.*

*All the firms stated they hadn't any space available for me at the time; one suggestion was that I try the Mount Druitt and Area Community Legal Centre. I had never heard of a Community Legal Centre before that suggestion was made.*

*I have been at the Centre since my PLT time, apart from 9 months in private practice in 2006. I now find it difficult to believe I wanted to practice in the commercial area. I am proud to work with a wonderful group of people and to provide a valuable service to the local community".*

## Civil Law – Veselko Cuic

The Centre's civil law practice covers a wide range of matters including: neighbourhood disputes, minor traffic matters, driver's licence appeals, victim's services applications for compensation and opposing restitution orders, consumer complaints, motor vehicle accidents, unfair dismissals, tenancy issues, mortgage defaults and credit and debt matters.

The Centre suffered a loss when Emma Scott resigned as part-time civil law solicitor in August 2015. Emma put much effort into assisting clients in civil law matters, achieving some great results. We thank Emma for her services.





On 9 October 2014 Nicholas Comino joined our Centre as the part-time civil law solicitor working three days a week, bringing with him experience gained from his time at the Redfern Legal Centre and Mid North Coast Community Legal Centre.

There was a decrease in credit and debt, road and traffic, and motor vehicle accident matters in the 2014-2015 year; these decreases were offset by increases in other areas such as wills/probate and the area of minor matters grouped into the 'other' category.

## Case Studies – Veselko Cuic

The civil law practice achieved some great results throughout the year. Two good examples are mentioned in the case studies below.

### Case Study 1 – Harry and Henrietta

*Harry contacted the Centre for advice in mid-October 2014. Judgement was entered against both him and his wife Henrietta in late September 2014 for the amount of \$75,876 after they failed to attend the hearing due to illness. Harry was upset that the hearing wasn't adjourned since this was the first Court date he and his wife had missed, and that since the plaintiff had received the benefit of six adjournments including two when he failed to appear at court without an excuse. Harry was under a lot of stress: Henrietta was due to give birth in a few months' time to the couple's second child; Henrietta's income was going to decrease due to going on maternity leave following the birth; their first child was entering day care; and Harry's income would be the main support for the family. Harry was at a loss about what to do. He believed he and his wife were not liable for the full amount of \$75,876.*

*I drafted a notice of motion to set aside the judgement. The application was successful and the Court ordered the client to file and serve evidence in just two weeks.*

*I quickly drafted affidavits for Harry and Henrietta, as well as subpoenas to obtain bank records, and quickly had all documents filed just prior to Christmas.*

*Volunteer solicitor Nancy Michail represented Harry and Henrietta at the hearing in January 2015 where the matter was settled on the issue of quantum for an amount of just \$23,394.87. The matter was adjourned for two months which enabled the entire matter to be settled via deed of release for a total of \$25,394.87 inclusive of legal costs payable by monthly instalments.*

*Harry and Henrietta were delighted with the result. The matter was settled for an amount that reflected the approximate amount Harry owed under the loan agreement, their credit rating was clear and they could easily pay the lower amount off via an instalment arrangement.*

### Case Study 2 – Ahmed



*Ahmed originally attended our office for advice in late 2013 after he received a letter of demand for school fees he allegedly hadn't paid. Ahmed had three children who attended the local private school. Ahmed's children were not eligible to attend public schools because of his visa status.*

*In January 2014, Ahmed attended our office again for advice in relation to the same matter; this time in relation to a defence, as he had been sued for a total of \$46,131.23 by the school. Ahmed always maintained he was not liable for the sum claimed because he had agreed with the school Principal that a much lower amount of fees would be paid due to Ahmed's low income and that the plaintiff also failed to account for payments Ahmed had made.*

*I assisted Ahmed throughout his matter with advice and drafting various documents such as his defence, amended defence, notice of motion and affidavit in support to subpoena bank records of the plaintiff and two affidavits. Ahmed represented himself throughout the proceedings.*

*In September 2014 Ahmed called and told me that his matter was settled out of Court for the amount of just \$8,000, payable by instalments over six months, with both parties to pay their own legal costs. The documents produced under subpoena were vital to the matter settling as they showed Ahmed had paid most of the school fees. I prepared a deed of release and terms of settlement document for Ahmed according to the verbal agreement. Both parties signed the settlement documents and the matter was dismissed by the Local Court.*

*Ahmed was very happy with the result. Ahmed could easily afford to pay the instalment amounts and his credit rating was kept clear.*

*\*client names have been replaced with pseudonyms for client confidentiality*

## VIVIAN MICHAEL

### **Part-time Solicitor (2008 to current)**

Vivian started with the Centre as a Practical Legal Training (PLT) Student in about October 2008. Since admission in 2009, she has been employed as a solicitor, working primarily in employment law.

*"Undertaking the PLT at a Community Legal Centre and then taking on a solicitor's role at the Centre has been rewarding and provided me with the following skills set:*

- Agility in legal practice; ability to confidently and quickly take on case work in several new practice areas; and*



- *Practical end-to-end management of case work from the date of admission; a rarity in some large private firms.*

*The Centre has improved its success rate of settling employment matters through preventative measures; whenever possible we advocate during negotiations for employees before termination. Further, in instances where matters escalate to termination, the Centre is able to empower clients in the unfair dismissal teleconference process by encouraging their participation.*

*The Centre assists most clients from the lodgement of an unfair dismissal claim through to representation at a Fair Work Commission teleconference and preparation of a Deed of Release to finalise the matter. The Centre assists with hearings in exceptional circumstances as about 80% of matters are successfully resolved at the teleconference stage.”*

## Case Studies – Vivian Michael

### Case Study 1 - Damien

*Damien was unfairly dismissed by his employer, he had been working for his employer for about nine years. The employer stated that the dismissal was because of a car accident during work hours and a history of other warnings however the employer was not able to produce evidence of prior warnings. We were able to assist the client recover \$20,000 including his entitlements and a compensation payment.*

### Case Study 2 - Ellen

*Our client was dismissed from her employment for poor performance without any prior warning, support person or an opportunity to respond to the dismissal. About three months before her dismissal, there was a business re-structure that involved the business changing ownership. We helped the client with an unfair dismissal application.*

*The employer lodged a jurisdictional objection to the unfair dismissal arguing that our client would not be entitled to make a claim for unfair dismissal as she had only been working for three months. We assisted our client challenge successfully the jurisdictional objection by arguing that the employment period continued because she had not received a letter from her new employer stating that her period of time with the old employer would not be recognised and that our client had in fact been working for over twelve months. We were also able to assist the client recover compensation of six weeks of pay.*

*\*client names have been replaced with pseudonyms for client confidentiality*

**HEMAL PERERA**



**MT DRUITT & AREA  
COMMUNITY LEGAL CENTRE INC.**

### **Part-time Solicitor (2012 to current)**

With fourteen year's experience in the Community Legal sector Hemal commenced with MDCLC as a volunteer solicitor in April 2012. A vacant part-time family law solicitor's position was offered to Hemal and he started as a part-time family law solicitor but soon found himself helping clients in other areas of a generalist legal service.

*"I have been providing help in parenting issues, divorce and other related issues. In this area I have provided advice on what they could expect in their individual circumstances, how they must seek mediation before taking parenting issues to court and how to initiate proceedings in court after mediation. I help clients by drafting their court papers. I sent additional email advice to all clients who provided their email addresses. My email advice consists of web links which helps clients gain access to reading material from the Family Court and other service providers on relationship breakdown, sample affidavit, sample orders, court filing fees, how to request a reduced fee and so on. I provide sample initiating applications as attachments. Before sending emails I make changes to my normal email to suit client's needs and situation.*

*I help clients with the preparation of court papers. I ask clients to show me their drafts before filing. I made changes where necessary. Where advice is sought on property financial issues I explain to them that we do not provide help in that area. However, I provide them with some basic advice in relation to property issues.*

*I have provided advice to clients on credit & debt matters, neighbourhood disputes, deceased estates, powers of attorney & guardianship and on employment issues when our employment solicitor is not available. I have drafted enduring power of attorneys and enduring guardianship documents for many clients. In Local Court claim matters, I have helped clients with their pleadings, affidavits, defences or other material."*

### **Aboriginal Family Law (AFL) Project**

I was given the responsibility for this project when MDCLC received funding in March 2013. At that time I contacted many Aboriginal organisations/services and held educational workshops at many places with the intention of providing a continuing outreach service. I was successful in commencing an outreach service at NgalluWal Aboriginal Child and Family Centre in Doonside.

From August 2014, I have attended the NgalluWal Centre once a fortnight except for school holidays. I have delivered talks on family law & early intervention. The Aboriginal people who attend the centre know me well and do not hesitate to ask me for help on



many issues outside family law. I have also helped many of them in the area of family law and have drafted for them their court papers when required.

Those who sought help outside the area of family law were given legal advice and I also helped them with letters and or other material. This service is continuing despite the fact that the funding received for the AFL Project has been fully exhausted.

I have attended The Community Legal Centre's NSW Aboriginal Family Law discussion groups at its quarterly sessions on a regular basis, and I will continue to attend such meetings in the future.



Naidoc week at NgalluWal Aboriginal Child

and Family Centre



## Case Studies – Hemal Perera

### Case Study 1 – Alice

*This aged Pensioner came to me to recover about \$5000 (approx.) that she had loaned to a friend. The loan was made in three to four instalments. Alice did not have any acknowledgement from her friend except an informal note where some figures were written. I drafted the statement of claim and asked the client to file it in court. A sealed copy was served and a default Judgment obtained and the wages of the defendant garnished. With client's instructions I also had to locate the defendant's employer.*

*In this matter I prepared all the pleadings, affidavits and other material made to the court. The client then filed those documents. On the court file she was listed as unrepresented. The client followed all my instructions and is at present receiving fortnightly payments from the defendant's employer.*

### Case Study 2 - Tony

*Tony contacted me after he had been involved in a motor vehicle accident. NRMA Insurance was treating Tony as the negligent driver and claiming costs for damage to the other vehicle involved.*





*On the facts given to me it appeared that both drivers could have been negligent. Tony was at a kerbside in a parked position where he stayed parked on the directions of the road works traffic controller, who signalled for vehicles to stop and move towards the kerb. When Tony was signalled to move he entered the road. As Tony attempted to enter his lane, another vehicle emerged apparently from nowhere and was attempting to overtake Tony. Tony took photos of the vehicles soon after the collision had occurred. There was one photo that showed the marked street lines together with the damaged vehicles immediately after the collision. The angle at which the selected photo had been taken was observed to be beneficial to Tony and would place the fault for the collision on the other driver. A later photo was taken after the road was clear of traffic.*

*I selected the photo that was beneficial to Tony, showing the two vehicles soon after the collision and the photo of the road showing the two lanes marked for the traffic to flow in the two directions together with the kerb parallel parking also marked with white lines. I drafted a letter to the NRMA placing responsibility on their client. This letter was sent under Tony's signature. The exchange of letters and the emails between Tony and the NRMA went on for more than a year. I drafted all the responses for correspondence received by Tony which he then sent to the NRMA. Finally, the NRMA had to drop the claim when they were questioned on the pre-accident value report of their client's vehicle because the report did not identify who had prepared it and the evidence in the photo could not be disputed.*

*\*client names have been replaced with pseudonyms for client confidentiality*

## **Note**

*In the Local Court Small Claims Division and the Federal Circuit Court in the Family Law Division I have helped many clients with their pleadings and preparation of relevant material together with instructions on what to say in court. Most clients have had successful outcomes without the assistance of personal representation from the Centre.*

## **NICHOLAS COMINO**

### ***Part-time Solicitor (October 2014 to current)***

Nicholas started volunteering at Redfern Legal Centre between 2006, later being employed as volunteer coordinator and solicitor from 2007. In 2011, Nicholas relocated to Port Macquarie to set up the new Mid North Coast Community Legal Centre. In 2013 Nicholas returned to Sydney to open up his own legal practice in family and domestic violence law. Nicholas joined the Centre in October 2014 as a part time solicitor working



across a range of areas of law including care and protection, family law, and general civil law.

*“As a generalist solicitor, I see clients facing a range of life challenges. This might include legal proceedings that have already been initiated against them, or confrontations with authority such as police or NSW Community Services, and they may have been victims of domestic violence or other crime. Advice on legal rights and options for dispute resolution can help achieve a practical solution that is less confrontational for all parties concerned.*

*I have supported clients through mediation, represented in matters relating to apprehended domestic violence orders, drafted affidavits and court applications, sought pro bono representation for clients through the NSW Bar Association or other schemes, and negotiated with insurers and creditors to resolve financial problems.*

*I reviewed a chapter for the NSW Law Handbook (Redfern Legal Centre Publishing) on neighbours and the law.”*

## Case Studies – Nicholas Comino

### Case Study 1 – Tessa

*Tessa was a non-English speaking client who had been a victim of abuse at the hands of her step-son following the death of her husband. Her step-son had told her she would not be buried in the same burial plot, and had told her that he owned the plot and could do what he wanted. Tessa was socially isolated by her culture, language, and her step-son’s exclusion of her from her family and her community. We were able to give her effective legal advice, provide interpreters, and ensure that the cemetery had the information and supporting documents so that they could secure the availability of that funeral plot for Tessa.*

### Case Study 2 - Jane

*Jane had lived a life characterised by sexual abuse, domestic violence, and later drug addiction. While Jane had successfully settled down with a new partner and without ongoing drug issues, Jane has lost a child to AIDS. As there had been an extensive delay in the coroner completing its report, her two younger children were removed by Families and Community Services. Jane con-*



tinues to live with the psychological effects of a lifetime of trauma, and was happy to be able to retain a number of visits per year with her children. The service facilitating the contact unilaterally stopped all contact without notice. We were able to negotiate with the agency, and support Jane through the process of reinstating some of that time with her children.

*\*client names have been replaced with pseudonyms for client confidentiality*

## ROSEMARY DAVIES

### **Administrator (2014 - Current)**

*"I commenced employment at the Centre in January 2014, working two days per week in the position of Budget Administrator. It was a job sharing arrangement with the Centre's Administrator.*

*My role was to monitor and manage the Centre's financial system and its related responsibilities. I was to work closely with the Treasurer and to report directly to the Management Committee.*

*My professional qualifications include an Advanced Diploma in Accounting. I have had extensive experience gained in the private sector, as a Company Accountant. My particular area of expertise and interest is with financial management and human resources/payroll.*

*The opportunity to work at the Centre came at a time when the organisation I was employed by was in the process of centralising its financial arm to its North Shore Head Office. I live in western Sydney and believed that the travel arrangements I would have had to make would impact negatively on other responsibilities and commitments, so I left my position as Company Accountant reluctantly, as I had been with the company for thirteen years and enjoyed a good working relationship.*

*Settling into my new job I found I really liked responding to the new challenges of working in, and learning about the community service sector; and how important the contribution the legal services delivered by the Centre make to the wellbeing of the community.*

*In September 2014 Anita Pemberton, the Centre's long serving Administrator of thirteen years, resigned to pursue her academic aspirations.*

*I was delighted to be offered the administrator's position. This meant I would be responsible for the day-to-day management of the Centre's administrative and financial systems. My working arrangements changed from two to four days per week.*

*What had interested me about working extra days was that I would become more involved in the delivery of the Centre's services and very much a member of a team of hard working solicitors*





*and Management Committee members all driven by the same goal, to provide the best possible legal service to the community.*

*I have really come to love my job and enjoy being a member of a great team.*

*I would like to take the opportunity to publically acknowledge the following:*

- *The legal staff, Veselko Cuic, Vivian Michael, Hemal Perera and Nicholas Comino; who with their generosity of time and knowledge helped me settle into my new role;*
- *Kate Barbagallo, our office assistant who so cheerfully and competently delivers the skills and support needed to make us, in my view, a very cohesive and results orientated administrative team;*
- *The Management Committee members, for the faith they had in me to offer me the position and their unfailing support; always willing to respond quickly and efficiently to matters which require their attention;*
- *The volunteers, Sherif Alam, Andrea Rodrigues, Rachel Kite and Omar Rodriguez without whom the Centre could not function effectively;*
- *Bronwyn McCutcheon and Benjamin McDougall, from Legal Aid NSW whose guidance and advice was so important to me as I came to terms with my new reporting responsibilities."*

## KATE BARBAGALLO

### **Office Assistant (September 2014 - current)**

Kate joined the Centre as the Administrative Assistant in September 2014. She is responsible for the delivery of the Centre's reception services, referral services, the Client Legal Service Information System (CLSIS) data collection and general administration.

*"In the twelve months I have worked at the Centre, I have found my job very satisfying and quite different from my previous work experience. I have learnt so much and gained experience in helping to run an office. I recognise how important my interaction with clients is because it is generally the first point of contact with our clients.*

*My reception and telephone duties require me to listen to clients and their issues and then do whatever I possibly can to help get them a solution at the earliest date possible. Clients want to know that they are being heard, that their matters are important and they are able to get the help they need; when clients thank you for your help and for listening, it is very rewarding. When I'm not assisting clients and arranging call-backs, I am assisting Rosemary, the Administrator, with her responsibilities."*



## Our Volunteers

Volunteer law students continue to make a very significant contribution to the provision of legal services at the Centre by assisting with administrative tasks and legal research. Without volunteers we would find it difficult to come close to providing the extensive legal service that we do deliver to our clients. We are very proud of the level of service we are able to provide to our community.

The Centre offers the students practical application of their legal studies and they in turn assist in the provision of an essential service to the community. During the reporting period, they were:

|                     |                     |
|---------------------|---------------------|
| Nancy Michail       | Volunteer Solicitor |
| Scott Paige         | Volunteer Solicitor |
| Khan Maqbool        | Volunteer Solicitor |
| Jaspreet Singh-Bans | Volunteer Solicitor |
| Andrea Rodrigues    | Volunteer Student   |
| Sherif Alan         | PLT Student         |
| Rachel Kite         | PLT Student         |
| Amber Boatman       | PLT Student         |
| Justine Emerson     | PLT Student         |
| Omar Rodriguez      | PLT Student         |

## SHERIF ALAM

### ***PLT Student (2013 - current)***

Sherif started with the Centre as a volunteer student in January 2013. Since then Sherif has provided assistance with front-desk responsibilities and legal research on matters undertaken by the Centre. In July 2015 Sherif commenced his twenty week PLT placement with the Centre.

*"My time at the Mt Druitt & Area Community Legal Centre was my first experience in a legal practice. It was also my first experience in a professional working environment. Working at the Centre has been a highly uplifting experience, both professionally and personally. I am pleased to have tangibly helped members of my community realise their rights, and to have had the Centre play an important foundation role in my early career."*



*The Centre has provided excellent supervision with the autonomy to take carriage of matters and projects of interest. In 2014 I assisted the Centre in the development of their website. I authored helpful guides and templates for clients to use under the supervision of Vivian Michael, project leader. A highlight was the website launch party held at the Mt Druitt Hub, attended by local councillors, members of parliament and representatives from the Law & Justice Foundation, Legal Aid NSW and others.*

*For these and other contributions to date, I was nominated for the Law & Justice Foundation Volunteers Award in 2015. I am deeply humbled to have received the Centre's nomination, and I look forward to continuing to support the Centre in the provision of prompt and quality legal service."*

## ANDREA RODRIGUES

### **Student Volunteer (October 2014 - current)**

*"I am currently a second year Law and Arts student at the Australian Catholic University. Prior to commencing my pro bono involvement required as a part of my degree, I had never heard of a community legal centre. After volunteering here it is very clear to me the significance of what this Centre does and achieves for our community. It is evident the staff and other volunteers here are dedicated to achieving what's best for our clients no matter how overworked and understaffed they are. My role as a volunteer is to be the first point of contact for our clients seeking legal assistance, I also assist the solicitors whenever I can with a range of things including research, following up with clients, drafting letters and doing case briefs. Overall at the MDCLC, it is great to be able to assist a diverse range of clients with a diverse range of legal issues and it is great to see what I am learning being put into practice, all within a supportive atmosphere."*

## RACHEL KITE

### **PLT Student (December 2014 - current)**

*"My time at the Mt Druitt & Area Community Legal Centre for the past ten months has truly been an inspiration in my early legal career. The highly uplifting practical experience at the Centre has*



*provided me with a range of knowledge in the various areas of law such as criminal, civil and family law.*

*My primary role at the Centre has been staffing the front reception desk. This position is a fundamental part of assisting our clients with their matters because it is the first point of contact. After speaking with the clients about their matter, I try to ascertain what their legal issue is by asking relevant questions to help determine the type of advice they require. I then arrange a day for a solicitor to contact the client to provide the legal advice they need. Further, I also assist the solicitors and administration staff with their work load and other ad hoc duties.*

*The overall experience at the Centre has given me the opportunity to be part of a supportive team of dedicated solicitors, frontline staff and administrators who consistently strive to achieve the best solutions for all our clients, in the aim of achieving social justice in our community.”*

## OMAR RODRIGUEZ

### **PLT Student (May 2015 - current)**

*“As a post graduate law student I wanted to make the most of the Practical Legal Training component of my Juris Doctor.*

*Ever since I started at the Centre, in May 2015, I have been exposed to many areas of the law and different facets of legal practice.*

*My primary role has been at the front reception desk. This to me is invaluable foundational legal training. People call up and speak to me about their problems which I then have to frame so that the relevant legal issues are identified and brought to the attention of the Centre’s solicitors.*

*What I find most endearing about the Centre is the passion of its solicitors, not only in relation to the practice of law, but in their dedication to the community. Irrespective of the nature of the enquiry, people who seek assistance at the Centre are treated with a great deal of respect and courtesy. This to me is the most valuable lesson I could learn before I enter the legal profession.*

## Our Clients



The majority of services delivered by the Centre was provided to people from disadvantaged socio-economic groups; people on low incomes and often from non-English speaking backgrounds.

**Table 1 Snapshot of our clients**

|   |
|---|
| Eight seven percent (87%) of our clients were aged between 18 and 64 years with the largest group of clients aged between 35 and 49 years. This group represented thirty five percent (35%) of our client base. |
| Six percent (6%) of our clients were of Aboriginal or Torres Strait Islander origin.  |
| Fifty one percent (51%) of our clients were female and forty nine percent (49%) were male.  |
| Fifty three percent (53%) of our clients were low income earners and eight percent (8%) were high income earners.   |
| Forty five percent (45%) of our new clients were born outside of Australia; the highest country of birth being the Philippines (6.25%), followed by India (5.5%).   |
| Fourteen percent (14%) of clients were sole parents with dependent children.  |
| Twelve percent (12%) of clients indicated as having a disability.   |
| Twenty six percent (26%) of our new clients lived in the Mount Druitt postcode 2770 and ten percent (10%) of clients lived in the Blacktown postcode 2148.  |

## Client Services

### Website Launch, an exciting new initiative for clients

#### Vivian Michael

The Mt Druitt & Area Community Legal Centre website was launched at the Mt Druitt Hub on Tuesday 28 April 2015. We are excited about the website because it has improved accessibility of legal services to the local community. Our website includes access to self-help sample documents and a phone advice request form. Clients benefit from self-help documents and the ability to re-



quest advice on our website and avoid long wait periods on the phone during the peak phoned advice period. Thanks and deep appreciation are extended to the Law and Justice Foundation for funding the project.



## Summary of Client Service Activities

The 2014-15 reporting period also saw another productive year of service delivery highlighting the diligent efforts of the Centre's staff and volunteers; in particular the

hard work undertaken in meeting or exceeding the majority of performance indicator objectives.

## Telephone Advice

The telephone advice line is the primary point of contact for clients seeking to obtain legal advice, information or referrals.

The telephone advice line operates on Tuesdays and Thursdays between 2 pm and 4:30 pm. The Centre tries to ensure that all solicitors and volunteers are available at this time to answer the numerous calls made to the Centre. The service averages fourteen – eighteen calls each session.

The phone advice line generates appointments for further information and ongoing case work.

## Casework

The Centre continued to provide and manage casework services to clients according to the Centre's policies.

## Representation

The Centre prides itself on the fact that in certain circumstances it provides legal representation e.g. for disenfranchised people or those who would be disadvantaged if



they were not legally represented. During the reporting period the Centre represented clients at various local courts and tribunals.

We focus particularly on representing clients from non-English speaking backgrounds and clients with physical or mental disabilities.

We also provided representation for those people who, without legal assistance would be in an unequal bargaining position or disadvantaged at the time of litigation.

**Table 2 Snapshot of client services**

|   |
|---|
| We provided 1,463 telephone/conference/mail & email advices during the reporting period and saw over 458 clients face-to-face in an interview situation.                          |
| We opened 81 new case files during the year, maintained a further 33 open files and we were able to finalise and close a further 59 files.  |
| We served a total of 1,169 clients; 913 new clients and 256 repeat or existing clients.   |
| We represented clients in the Civil & Administrative Tribunal (1), local courts (25), mediation at Penrith FRC (1) and the Fair Work Commission (18 – including teleconferences). |

## Summary of Problem Types

The Centre is a generalist community legal centre. Legal advice was provided through face to face interviews, telephone advice or by way of written correspondence. During the reporting period we provided advice and casework predominately on employment, family law, road traffic and motor vehicle regulatory offences, credit and debt, motor vehicle accidents, consumer complaints (fair trade/trade/sell practice), neighbourhood disputes, apprehended violence orders, tenancy, wills and power of attorney matters and advocacy in a variety of jurisdictions.

The above services provided demonstrate how the Centre has assisted people in the community who need ongoing assistance to resolve their legal problems when other avenues for legal assistance are not available to them.

Number of Problem Types



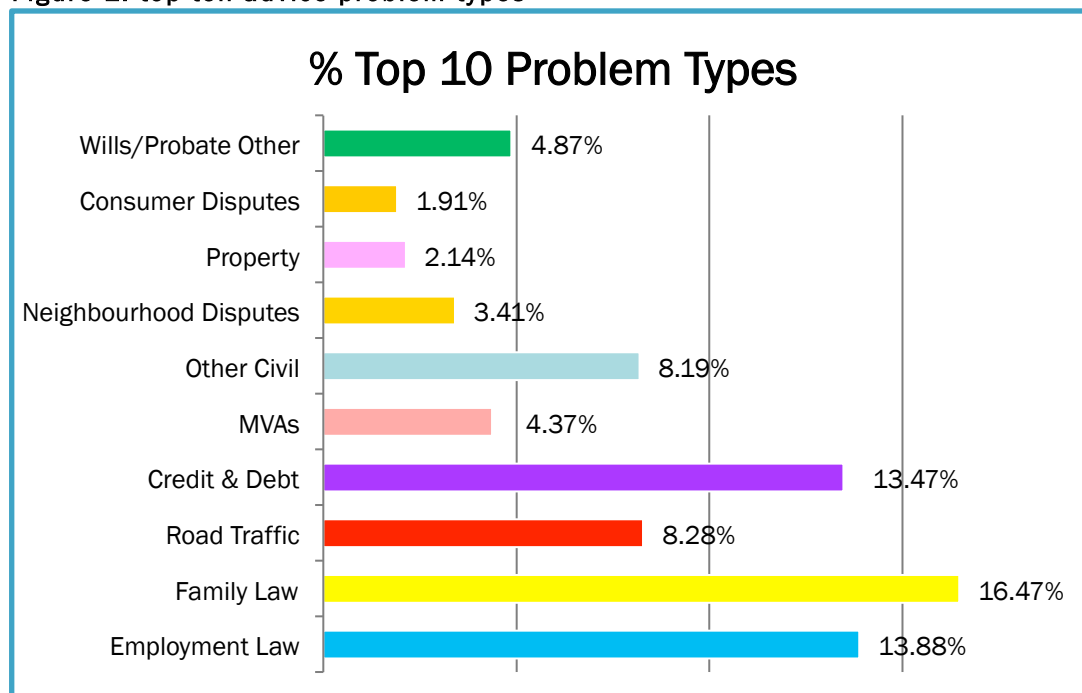
**MT DRUITT & AREA  
COMMUNITY LEGAL CENTRE INC.**



| Family Law | Employment Law | Credit & Debt | Road & Traffic | Other Civil | Wills/ Probate Other | MVA | Neighbourhood Disputes | Property | Consumer Disputes | All Other Problem Types |
|------------|----------------|---------------|----------------|-------------|----------------------|-----|------------------------|----------|-------------------|-------------------------|
| 362        | 305            | 296           | 182            | 180         | 107                  | 96  | 75                     | 47       | 42                | 506                     |

Table 3

Figure 1: top ten advice problem types



## COMMUNITY LEGAL EDUCATION

We conducted legal education sessions at various venues within the community. These were tailored to suit the needs of particular community groups. The Centre contacted and liaised with, community groups and service provider agencies to provide Community Legal Education (CLE) that prepares people with the knowledge and skills needed to successfully resolve the law-related problems encountered in their everyday lives.

Table 4 Snapshot of information sessions

Six (6) CLE and information sessions including Naidoc Event for Ngalluwal; the Financial Literacy Forum; a Pacific Islander Talk at the Mt Drutt Hub; the Chifley Seniors Forum at the Mt Drutt Hub; the Chifley Amateur Radio Club; and Family Centre CLE at Holy Family Parish.

## Community Development





The Centre maintained its commitment to develop and maintain relationships with those organisations and individuals who represent and who are representative of the target communities in our catchment area.

The contacts can also be seen as an effective tool in collective problem solving and utilising collective resources. It also helps to promote the Centre's services. Many community contacts were made during the reporting period.

**Table 5**

|  |
|--|
| Staff attended the Sydney West Legal Services Group meetings held at Penrith Legal Aid in November 2014 and February 2015.   |
| Staff attended quarterly CLCNSW Network meetings and training sessions in July and November 2014, and February and May 2015.   |
| Staff attended Legal Aid Civil Law Conference in August 2014.  |
| Staff attended the NgallaWal Aboriginal Child & Family Care Centre in July, August, September, October and November of 2014, and February, March, April, May and June of 2015. |

## Staff Professional Development

Staff were provided with the following professional development and training opportunities during the reporting period:

**Table 6**

|  |
|--|
| Staff attended NSWCLC Legal Training Day in February 2015.   |
| Staff attended quarterly CLCNSW Network meetings and training sessions in July and November 2014, and February and May 2015. |
| Staff completed 'Best Interest Principals in Family Law' webinar in June 2015.   |
| Staff completed 'Surviving in a Volatile Funding Environment' webinar in May 2015.   |
| Staff attended Taxation & Payroll Training Seminar in April 2015.  |
| Staff attended and complete First Aid courses and training in January and March 2015.  |
| Staff completed CLSIS webinar training in October & November 2014.   |



## Accreditation

Approval for the Centre's accreditation status was given in June 2015. Management Committee members and staff have been working steadily throughout the year to ensure that all the policies and procedures adopted during the accreditation process are being fully implemented, reviewed and assessed according to schedule. The following list summaries those activities:

### **Human Resources**

New orientation programme introduced for both new employees and volunteers

Performance reviews completed annually

### **Policy Maintenance and Review**

Document register completed to assist for timely review of policies

Policies all approved by Management Committee

Policy folder created and maintained on the shared drive for easy access for soft copy version

Policy folder created of hard copy for easy access

### **Work Health Safety**

Evacuation signs displayed

Emergency management plan completed

Fire drill completed bi-annually

Fire exit signs

Fire extinguisher training for all staff

First Aid courses attended by a minimum of two staff members

Hazard report procedures easily accessible to staff

Risk management plan completed

Workplace health safety walk through completed bi-annually

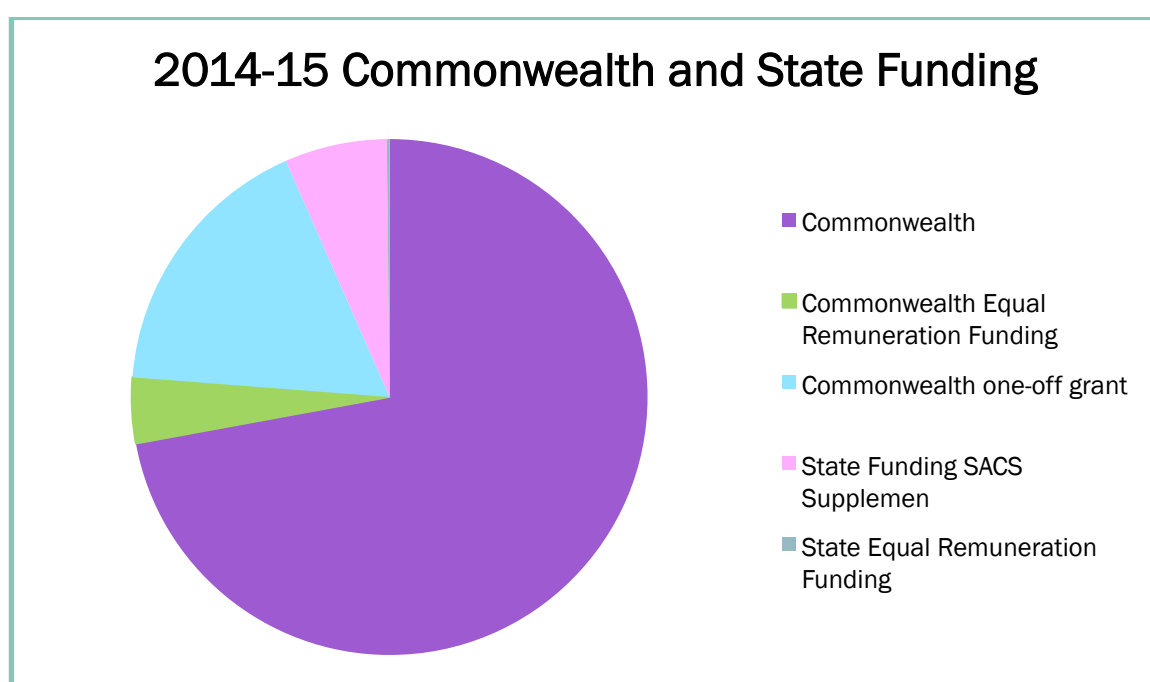


## How the Services are Funded

The Centre receives most of its funding from the Commonwealth funding with very small contribution from the State Government.

During the financial year 1 July 2014 to 30 June 2015, the Centre received a total of \$290,769 (exclusive of GST) in Commonwealth and State funding. See Figure 1 for the breakdown of recurrent operational funding and one-off funding. During the reporting period the Centre also received a grant of \$9,955.22 from the West Tradies Club through the Club Grants Scheme.

**Figure 2: 2014-15 Commonwealth and State Funding**



**Table 7**

| 2014-15 Commonwealth and State Funding |  |                               |                                     |   |
|--|--|-------------------------------|-------------------------------------|---|
| Commonwealth                           | Commonwealth<br>Equal<br>Remuneration<br>Funding | Commonwealth<br>one-off grant | State Funding<br>SACS<br>Supplement | State<br>Equal<br>Remuneration<br>Funding |
| \$209,660                              | \$11,956   | \$50,000                      | \$18,648                            | \$505.80                                  |

## Acknowledgements

The Centre would like to thank the following people and organisations for their contribution to the Centre in 2014-15.

- Attorney-General's Department
- Blacktown City Council
- Clayton Utz
- Community Legal Centres NSW (CLCNSW)
- Ed Husic, MP
- Edmond Attalla, MP
- Prue Car, MP
- Family Relationships Australia
- Financial Rights Legal Centre
- Law Access NSW
- Law and Justice Foundation of NSW
- Legal Aid NSW
- National Association of Community Legal Centres (NACLC)
- NgalluWal Aboriginal Child & Family Care Centre
- P.J Roseby & Co
- The Law Society of NSW
- West Tradies

## Hours of Operation



76 Rooty Hill Rd North  
Rooty Hill NSW 2766

PO Box 93  
Rooty Hill NSW 2766

Telephone: (02) 9675 2009  
Facsimile: (02) 9675 2110  
Email: Rosemary\_Davies@clc.net.au

[www.mdclc.org.au](http://www.mdclc.org.au)

**Office Hours:** Monday – Friday, 9:30am to 4:30pm.  
Closed for lunch between 1 pm and 2 pm daily.

*MT DRUITT & AREA COMMUNITY LEGAL CENTRE  
INCORPORATED*

**P.J. Roseby & Co**  
Certified Practising Accountants

PHILLIP J. ROSEBY B.COM.,C.P.A.

37 Catherine Crescent,  
Rooty Hill

TELEPHONE: 9625 9051  
FACSIMILE: 9832 2478  
Address All Correspondence to:  
P.O. Box 104, Rooty Hill 2766

**INDEPENDENT AUDITORS' REPORT TO  
THE COMMITTEE OF MANAGEMENT OF  
MT DRUITT & AREA COMMUNITY LEGAL CENTRE INCORPORATED**

**NTRE INC.**



## MT DRUITT &amp; AREA COMMUNITY LEGAL CENTRE

**PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2015**

| Last Year                          |                                | This Year   |
|------------------------------------|--------------------------------|-------------|
| \$                                 |                                | \$          |
| <b><u>GROSS INCOME</u></b>         |                                |             |
| <b><u>CLC Funding</u></b>          |                                |             |
| 205953.76                          | - Commonwealth Government      | 259660.92   |
| 18216.48                           | - State Government             | 18648.20    |
| <hr/>                              |                                | <hr/>       |
| 224170.24                          |                                | 278309.12   |
| 3216.00                            | CDSE Funding                   | 9955.22     |
| 14332.00                           | CW SACS ERO                    | 11956.00    |
| 303.48                             | SACS ERO (STATE)               | 505.80      |
| -                                  | CLC State Care                 | 28500.00    |
| 3816.00                            | Miscellaneous income           | 5379.00     |
| 1512.55                            | Expenses Recouped              | -           |
| <hr/>                              |                                | <hr/>       |
| \$247350.27                        |                                | \$334605.14 |
| <b><u>Add: Other Income</u></b>    |                                |             |
| 11769.14                           | Interest Received              | 11567.07    |
| <hr/>                              |                                | <hr/>       |
| \$259119.41                        |                                | \$346172.21 |
| <b><u>LESS: EXPENDITURE</u></b>    |                                |             |
| <b><u>Office Overheads</u></b>     |                                |             |
| 692.65                             | - Postage                      | 579.10      |
| 450.00                             | - Printing                     | -           |
| 1384.15                            | - Office Supplies              | 1673.24     |
| 730.12                             | - Cleaning & Rubbish Removal   | 890.00      |
| 267.68                             | - Photocopier Charges          | 1240.15     |
| 5555.45                            | - Equipment less than \$1,000  | 1707.00     |
| -                                  | - Loss on Disposal of Assets   | 616.00      |
| 969.00                             | - Computer Hardware Maintnc    | 5208.63     |
| 763.64                             | - Computer Support - MYOB      | 840.00      |
| 12.01                              | - Entertainment Expenses       | -           |
| 811.15                             | - Staff Amenities              | 801.06      |
| <hr/>                              |                                | <hr/>       |
| 11635.85                           |                                | 13555.18    |
| <b><u>Other Premises Costs</u></b> |                                |             |
| 12927.00                           | - Rent                         | 12000.00    |
|                                    | - Council Rates & Domestic     |             |
| 1428.04                            | Waste                          | 1388.28     |
| 2101.88                            | - Electricity                  | 1886.19     |
| 459.12                             | - Security                     | 476.52      |
| 1070.00                            | - Cleaning                     | 275.39      |
| -                                  | - Repairs & Maintenance        | 220.00      |
| 55.84                              | - Washroom Service             | 55.84       |
| 1345.84                            | - Archival Storage             | 1341.48     |
| <hr/>                              |                                | <hr/>       |
| 19387.72                           |                                | 17643.70    |
| 6613.00                            | Depreciation                   | 4335.93     |
| <b><u>Employment Expenses</u></b>  |                                |             |
| 301372.52                          | - Wages & Salaries             | 278439.47   |
| 25073.69                           | - Long Service Leave Provision | 6237.23     |
| -                                  | - Sick Leave Provision         | 30332.30    |
| -                                  | - Annual Leave Provision       | 12762.70    |





## MT DRUITT &amp; AREA COMMUNITY LEGAL CENTRE

**PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2015**

| Last Year<br>\$ |  | \$       | This Year<br>\$ | \$ |
|-----------------|--|----------|-----------------|----|
|                 | <b><u>On Costs</u></b>                               |          |                 |    |
| 22771.43        | - Superannuation                                     | 24092.79 |                 |    |
| 6099.66         | - On Costs Provision                                 | 1722.96  |                 |    |
| -               | - Redundancy Provision                               | 44482.28 |                 |    |
| 715.79          | - Workers Compensation                               | 1128.95  |                 |    |
| 29586.88        |  |          | 67981.06        |    |
|                 | <b><u>Staff Related Expenses</u></b>                 |          |                 |    |
| 229.05          | - Professional Indemnity Ins                         | 487.31   |                 |    |
| 3977.27         | - Staff Training & Recruitment                       | 2417.64  |                 |    |
| 2800.00         | - Practising Certificate                             | 2940.00  |                 |    |
| 192.37          | - Parking & Travel Expenses                          | -        |                 |    |
| 82.67           | - Travel Reimbursement                               | 241.97   |                 |    |
| 7281.36         |  |          | 6086.92         |    |
|                 | <b><u>Communication Expenses</u></b>                 |          |                 |    |
| 10881.22        | - Telephone  | 3541.22  |                 |    |
| 490.95          | - Internet Fees                                      | 691.59   |                 |    |
| -               | - Mobile   | 2501.07  |                 |    |
| 11372.17        |  |          | 6733.88         |    |
|                 | <b><u>Financial &amp; Accountability Corp</u></b>    |          |                 |    |
| 1450.00         | - Audit Fees   | 1450.00  |                 |    |
| 695.40          | - Bank & Govt Charges                                | 368.60   |                 |    |
| 1168.47         | - Building & Public Liab Ins                         | 2557.73  |                 |    |
| 500.00          | - Accounting Services                                | 500.00   |                 |    |
| 52.00           | - Annual Statement Fees                              | 53.00    |                 |    |
| 3865.87         |  |          | 4929.33         |    |
|                 | <b><u>Library, Resources &amp; Subscriptions</u></b> |          |                 |    |
| 284.73          | - Reference Books                                    | 108.00   |                 |    |
| 1475.35         | - Dues & Subscriptions                               | 989.80   |                 |    |
| 2320.91         | - Legal Centre Levies                                | 1295.45  |                 |    |
| 4080.99         |  |          | 2393.25         |    |
| 420270.05       |  |          | 413431.09       |    |
| \$161150.64     | <b><u>NET DEFICIENCY FOR THE YEAR</u></b>            |          | \$67258.88      |    |



# MT DRUITT & AREA COMMUNITY LEGAL CENTRE

## BALANCE SHEET AS AT 30TH JUNE 2015

| Last Year<br>\$    |  | \$       | This Year<br>\$ | \$                 |
|--------------------|--|----------|-----------------|--------------------|
|                    | <b><u>ACCUMULATED FUNDS</u></b>              |          |                 |                    |
| \$456156.71        | Credit Balance 1st July, 2014                |          |                 | \$295006.07        |
|                    | <b><u>LESS:</u></b>                          |          |                 |                    |
| 161150.64          | Net Deficiency for the Year                  |          |                 | 67258.88           |
| <u>\$295006.07</u> | <b><u>Credit Balance 30th June, 2014</u></b> |          |                 | <u>\$227747.19</u> |
|                    | Represented by:                              |          |                 |                    |
|                    | <b><u>CURRENT ASSETS</u></b>                 |          |                 |                    |
| 200.00             | Petty Cash Float                             |          |                 | 200.00             |
| 3000.00            | Bond Deposit - Blacktown Council             |          |                 | 3000.00            |
| 70238.95           | Cash at Bank - Commonwealth Bank             |          |                 | 4459.79            |
| -                  | Deposit - CBA High Interest Account          |          |                 | 134825.76          |
| <u>\$73438.95</u>  |  |          |                 | <u>\$142485.55</u> |
|                    | <b><u>FIXED ASSETS</u></b>                   |          |                 |                    |
| 12184.00           | Fitout - at cost                             | 12184.00 |                 |                    |
| 305.00             | Less: Accumulated Depreciation               | 602.00   |                 |                    |
| <u>11879.00</u>    |  |          | 11582.00        |                    |
| 24362.00           | Furniture & Fixtures - at cost               | 24362.00 |                 |                    |
| 24310.00           | Less: Accumulated Depreciation               | 24344.00 |                 |                    |
| <u>52.00</u>       |  |          | 18.00           |                    |
| 16295.00           | Computers, Modems - at cost                  | 18111.00 |                 |                    |
| 13372.00           | Less: Accumulated Depreciation               | 12383.00 |                 |                    |
| <u>2923.00</u>     |  |          | 5728.00         |                    |
| 4260.00            | Office Equipment - at Cost                   | 13359.00 |                 |                    |
| 4255.00            | Less: Accumulated Depreciation               | 4788.00  |                 |                    |
| <u>5.00</u>        |  |          | 8571.00         |                    |
| 9740.00            | Photocopier - at Cost                        | 9740.00  |                 |                    |
| 5684.00            | Less: Accumulated Depreciation               | 6901.00  |                 |                    |
| <u>4056.00</u>     |  |          | 2839.00         |                    |
| 639.00             | Staff Amenities - at cost                    | 639.00   |                 |                    |
| 639.00             | Less: Accumulated Depreciation               | 639.00   |                 |                    |
| <u>-</u>           |  |          |                 |                    |
| <u>18915.00</u>    |  |          |                 | <u>28738.00</u>    |



## MT DRUITT &amp; AREA COMMUNITY LEGAL CENTRE

BALANCE SHEET  
AS AT 30TH JUNE 2015

| Last Year<br>\$                       |  | \$ | This Year<br>\$ | \$                 |
|---------------------------------------|--|----|-----------------|--------------------|
| <b><u>INVESTMENTS</u></b>             |  |    |                 |                    |
|                                       | Term Deposits - Commonwealth Bank                          |    |                 |                    |
| 67118.44                              | - Term Deposit - 50084213 - Employee Leave Provisions      |    | -               |                    |
| 44302.40                              | - Term Deposit - 50110135 - Capital Expenditure Provisions |    | -               |                    |
| 25192.02                              | - Term Deposit - 50115091 - Safety Net                     |    | -               |                    |
| 102352.02                             | - Term Deposit - 50146963 - One Off                        |    | -               |                    |
| 14500.00                              | - Term Deposit - 50148512 - CW                             |    | -               |                    |
|                                       | - Term Deposit - 50148686 - FLATSI                         |    | -               |                    |
| 40000.00                              | Term Deposit - Capital Assets                              |    | 50460.27        |                    |
| -                                     | Term Deposit - Safety Net                                  |    | 30276.16        |                    |
| -                                     | Term Deposit - Leave Entitlement                           |    | 70657.93        |                    |
| -                                     | Term Deposit - Redundancy                                  |    | 50000.00        |                    |
| 293464.88                             |  |    |                 | 201394.36          |
| <u>\$385818.83</u>                    | <b><u>TOTAL ASSETS</u></b>                                 |    |                 | <u>\$372617.91</u> |
| <b><u>CURRENT LIABILITIES</u></b>     |  |    |                 |                    |
| 370.07                                | Trade Creditors  |    | 2973.79         |                    |
| 8779.55                               | ATO BAS Liability  |    | 8719.00         |                    |
|                                       | Sick Leave Provision                                       |    | 30332.30        |                    |
| 44808.94                              | Annual Leave Provision                                     |    | 29812.77        |                    |
| 13388.00                              | Long Service Leave Provision                               |    | 13574.65        |                    |
| 2180.85                               | Superannuation Payable                                     |    | 1837.42         |                    |
| 4972.00                               | Current On Cost Provision                                  |    | 3855.78         |                    |
| 3500.00                               | Provision for Capital Expense                              |    | 3500.00         |                    |
| 77999.41                              |  |    |                 | 94605.71           |
| <b><u>NON-CURRENT LIABILITIES</u></b> |  |    |                 |                    |
| 11685.69                              | Long Service Leave Provision                               |    | 5261.81         |                    |
| 1127.66                               | Non-Current On Cost Provision                              |    | 520.92          |                    |
| -                                     | Provision Redundancy                                       |    | 44482.28        |                    |
| 12813.35                              |  |    |                 | 50265.01           |
| <u>\$90812.76</u>                     | <b><u>TOTAL LIABILITIES</u></b>                            |    |                 | <u>\$144870.72</u> |
| <u>\$295006.07</u>                    | <b><u>NET ASSETS</u></b>                                   |    |                 | <u>\$227747.19</u> |

