



# ANNUAL REPORT 2018

## Western Sydney Community Legal Centre

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Western Sydney  
COMMUNITY LEGAL CENTRE



# WESTERN SYDNEY COMMUNITY LEGAL CENTRE

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## ACKNOWLEDGEMENT OF COUNTRY

Western Sydney Community Legal Centre (WSCLC) would like to acknowledge the Darug people who are the traditional custodians of the land on which all our offices are located and where we conduct our work. We acknowledge and pay respects to Elders, past and present, who have given us time, knowledge and guidance. We appreciate the rich contribution and resilience that Aboriginal and Torres Strait Islander people and youth provide to WSCLC Limited and the community.

WSCLC Limited continues to work together with our Aboriginal and Torres Strait Islander staff, and our non-Aboriginal staff, to better our understanding of Aboriginal and Torres Strait Islander cultures and the ongoing connection to the land, waters and seas. We are committed to creating a genuine appreciation for the diversity of Aboriginal and Torres Strait Islander peoples, their contribution to the workplace and community, and in turn, we are working towards reconciliation.

Always was, always will be Aboriginal Land.



# PRESIDENT'S REPORT

## Strategic Highlights

The focus for the 2017-2018 year for WSCLC has been continuous quality improvement and productivity gains. Staff have worked diligently to review our systems and processes to ensure that our organisation is taking the next steps in providing a high number of quality services to our community. This builds on the work of creating new Strategic and Organisational Plans that were finalised this year and our vision for the strategic direction for WSCLC was realised. We look forward to embedding this vision with our new governance and leadership teams and a new 3-5-year strategic plan for growth.

## Operating Highlights

Our new Principal Solicitor, Louise Coady, has made significant changes to the legal practice, creating practice streams across all our sites to create resources that focus on civil law, family law and community engagement and education. This move to lead and structure our services to meet the legal needs of our community is welcomed and supported by the Management Committee. We were grateful for the funding from the Scully Foundation which allowed us to maintain the Aboriginal Legal Assistance Program. We also celebrated Western Sydney's Tenants' Service's 10-year anniversary, a team that continues to be high performing and a great support to our community.

## Looking Ahead

On behalf of the Management Committee I would like to thank all the staff for their hard work this year, particularly Louise Coady for stepping up as Acting Director. As the Acting President I would also like to acknowledge the work and commitment of the Management Committee and wish President Debra Ronan a speedy recovery.

The next stages in the organisations evolution will be a move to be a company limited by guarantee and recruit a Board of Directors in the 2018 -2019 year. We thank our funders for their continuing support and we look forward to working with them and the Western Sydney community to continue to have a positive impact through our legal and community programs.

**Catherine Murphy**

**Acting President - Management Committee**



# VISION: NO LESS THAN JUSTICE FOR ALL

## STRATEGIC GOALS

### Legal Services

Our goal is to provide legal advice, information and representation to the most poor and disadvantaged in our communities.

### Financial and Corporate Management

Our goal is financial strength and accountability through effective corporate governance.

### Community Engagement.

Our goal is to participate, reach out and inform our communities.

### Community Support

Our goal is to empower community members to engage effectively with the law.

### People

Our goal is a loyal, high performing and enthusiastic workforce, built on mutual respect and support.

## VALUES

Our Values	Demonstrated by Our Behaviors
<b>Respectful - of each other, our communities and our stakeholders.</b>	Appreciating our colleagues' role and our work environment. Accepting and celebrating difference. Recognising and celebrating histories of communities and their CLCs.
<b>Supporting - empowering each other to achieve our vision and purpose.</b>	Fostering an inclusive environment. Showing empathy and care. Offering trust in each other to achieve the best outcome.
<b>People First - communities and clients come first.</b>	Demonstrating commitment to others. Demonstrating a team first approach. Sharing credit and responsibility.
<b>Accountable - in our thinking, attitudes and actions.</b>	Energetic pursuit of ideas. Always seeking best solutions. Taking responsibility for one's own actions.
<b>Dynamic - in pursuit of excellence.</b>	Committed to the pursuit of excellence. Refusing to settle for second best. Continually searching for a better way.

# PRINCIPAL SOLICITOR'S REPORT

As the first amalgamated NSW community legal centre, Western Sydney Community Legal Centre (WSCLC) has undergone a considerable period of change during 2017-8. We have transformed three individual CLC's into a single, coherent and efficient organisation.

Changes in Legal Practice management structure and appointments commenced in early 2018. This has resulted in activities and outcomes which have led to improvements in performance. One example has been the transformation of legal practice organisation and management structure. Standard processes and reporting have been introduced across all offices in the organisation. Moving from office location-based processes and structures, to standard processes driven by legal practice area managers, are critical to the success of the new organisation. These new standardised processes are heavily focused on quality, efficiency and outcomes to meet the catchment area needs, funding objectives and planned commitments. We have implemented uniform intake processes across all locations, with ongoing review, to ensure optimal performance.

Civil

Family

Community

As part of the transformation, the Legal Practice management team has shifted from observing only quantitative targets, to also include quality-based outcomes and strategies. This is to achieve the best results for our community.



2018/2019 will see a continuation of these transformation activities to significantly improve the quality of the legal services delivered across the organisation.

The scale and footprint of our catchment area and partnerships creates significant challenges in organisation alignment and program delivery. Community programs and activities are now driven from a single management point.

The change in direction of the Aboriginal Legal Access Program (ALAP) is new initiative for WSCLC. ALAP works in a complimentary relationship with the legal team to strive for a holistic and culturally appropriate service for Aboriginal and Torres Strait Islander people in Western Sydney.



While the WSCLC legal teams have undergone significant transformation in 2017-8, opportunities still arise to develop wrap around services for our clients. A focus will be on priority groups most vulnerable in our catchment, by way of a designated Outreach team. This includes a collaborative approach with other legal services, so that WSCLC can provide complimentary as opposed to duplicate services.

As Principal Solicitor I acknowledge and am appreciative of the tremendous commitment our solicitors have made to WSCLC during this period.

**Louise Coady**  
Principal Solicitor



# FAMILY LAW

The Family Law team delivered the following services:

Legal Advices	1420
Legal Tasks	35
Other Representations	49
Information	37
Dispute Resolution	3

The Family team assist socially and economically disadvantaged people of Western Sydney in navigating the Family Law system. They do this by providing vital advice and case assistance to clients.

## Partnerships

Despite funding being withdrawn for these services the Family Law team continues its partnerships with Family Relationship Centres at Penrith, Blacktown, Parramatta and Macquarie Park. We continued to provide legal advice to clients of the FRC's, and representation in Legally Assisted Mediations, during the reporting period.

## How We Work

The Family Law team predominantly provide services to individuals via telephone and face-to-face. This occurs through our three offices and outreach locations at Wilmott Hub in Mt Druitt; The WASH house in Mt Druitt; Jessie St Women's Refuge in Blacktown; and Family Relationships Centres at Blacktown, Parramatta, Penrith and Macquarie Park.

A client was referred to WSCLC for legal advice through Macquarie Park Family Relationships Centre. They were from a CALD background, a separated parent and were experiencing financial disadvantage. We provided them with advice in relation to her parenting matter and drafted an Application for Consent Orders and the Terms of Settlement.

The application was filed at Court and the Registrar requested that the parties attend Court and that our client prepare an affidavit supporting her application. They complied with the Registrar's request without any further assistance from our service. This resulted in the orders being made and the matter was finalised.

Our client was very grateful for the assistance of WSCLC and was very happy with the outcome.

## Supporting Our Diverse Community



The Family Law team have all completed training in Aboriginal Cultural competency and uses interpreters for people from Culturally and Linguistically Diverse Backgrounds to ensure we provide appropriate services. The team also provides referrals to appropriate support services for clients experiencing, or at risk of, family violence, including the Women's

Domestic Violence Court Advocacy Service (WDVCAS).

Family Law Solicitor Sarah Conistis, along with other members of WSCLC team, showed her support for LGBTIQ youth by wearing purple to work on 25 August 2017.

## Creating Future Lawyers

The Family Law team have been involved in providing the Macquarie University Family Law Clinical Program which provides students who are studying Family Law with an opportunity to complete one unit of their degree as a practical placement with us. The program runs three times a year and supports the ongoing training of lawyers in our community.

***"Thank you so much for the experience. It's honestly been an awesome two weeks and I never imagined how valuable and informative it would be!"***

***"This program has really opened me up to how much legal centres do in providing legal assistance for those in need, in that they play an extremely important role."***

Michael Kovac

Practice Manager - Family Law

# CIVIL LAW

The civil team was formed in early 2018 as part of the change to the structure of WSCLC's legal services and is responsible for providing services to clients in civil and minor criminal matters.

## Outreach

The Civil Law team delivered the following services:

Legal Advices	2,478
Legal Tasks	107
Other Representations	46
Court Representations	3

Apprehended Domestic Violence Order presentation developed for the Better Man DV Group. Runs every school term.

Blacktown - a very successful outreach where we attended with about 55 other services.

Our outreach at Marrin Weejali Aboriginal Corporation has increased- with 5 clients per week booked in for legal advice

## Case Study

'M' contacted us for assistance in a very distressed state- the Sheriff had attended her house seeking to seize her goods. 'M' failed to respond to a statement of claim, which resulted in a default judgment being entered against her. 'M's ex-partner claimed that 'M' held his goods.

'M' is the survivor of severe domestic violence perpetrated by her ex-partner. She has had severe mental illnesses that prevented her from representing herself in Court. We assisted 'M' by drafting an application to set aside the default judgment. Following the default judgment being set aside, negotiations took place over a few months for the return of goods to the plaintiff. However, the plaintiff still claimed goods that did not belong to him.

We drafted evidence and attended the hearing on 'M's behalf. The plaintiff agreed to consent to judgment in 'M's favour, so long as we did not claim legal costs. We agreed to the proposal.

Our assistance meant that 'M' never had to attend Court and face her violent ex-partner. 'M' was very pleased with the final result and could move on from her old relationship.

Veselko Cuic

Practice Manager - Civil Law



# SERVICES FOR THE COMMUNITY

## Services For The Community (SFC)



Community Legal Education (CLE)



Community Education/Engagement (CE)



Stakeholder Engagement/Interagencies (SE)



Law and Legal Services Reform (LR)

## Improvements to Community Delivery

During the 2017/18 year, WSCLC implemented a gradual but significant increase in the emphasis placed on services for the community. By the end of 2017/18, WSCLC had restructured the legal team to include a Manager of Services for The Community. This reflects our goal of having a widespread, visible and meaningful interaction with the community as a whole.

## Services Delivered

WSCLC performed CLE services that included:

"Planning For The Future" - for seniors and carers of adult children with a disability

"The Australian Legal System"- for multicultural people

"Domestic Violence and ADVOs"- for Aboriginal or Torres Strait Islander men

"Domestic Violence for GPs"- for medical professionals responding to victims of domestic violence

"The Australian Legal System & Free Legal Services"- for mental health workers and TAFE students

WSCLC attends various Stakeholder Engagement services including the Outer-West Legal Services Group which is our primary interagency in collaboration with key stakeholders such as Legal Aid, Law Access, the Law & Justice Foundation and other CLC/WDVCAS services.

WSCLC performed various Law and Legal Services Reform activities, including collaboration with other Community Legal Centres via the CLCNSW Quarterlies law reform committee.

## Community Education / Engagement

Seniors Week for seniors

Youth Week for young people

Sorry Day for Aboriginal and Torres Strait Islander people

NAIDOC for Aboriginal and Torres Strait Islander people

Reconciliation Week for Aboriginal and Torres Strait Islander people

Allowah Day for Aboriginal and Torres Strait Islander youth

Harmony Day for multicultural people

Community Services Expo for inmates at Dillwynia Correctional Centre

International Day Against Homophobia, Biphobia, Intersexphobia and Transphobia, (IDAHOBIT) for those who are intersex, gender and/or sexuality diverse

International Day of Persons with Disability- for people with a physical/mental/intellectual disability

Mental Health Month for people with a mental disability and/or social isolation



By the start of the 2018/19 Community Legal Services Programme (CLSP) year, WSCLC projected a further significant leap forward. This occurred with the development of a targeted, comprehensive and pre-planned Services for the Community program for the 2018-2019 year.

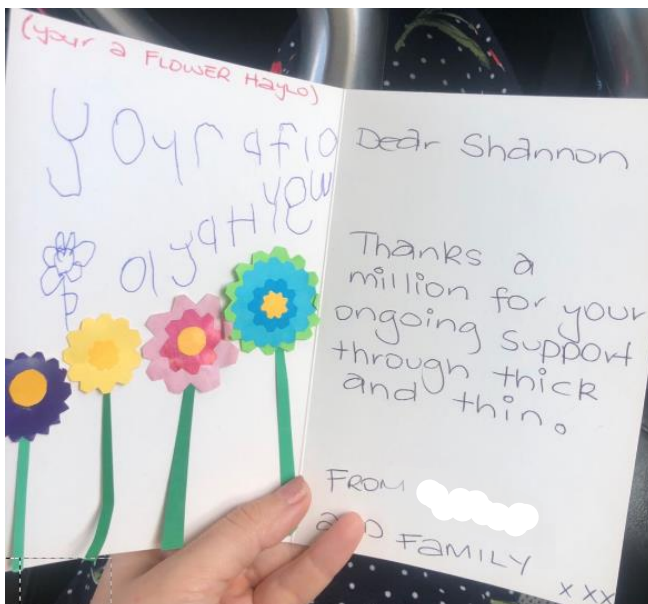
**Teresa Rubio**

**Practice Manager - Services for The Community**

# ABORIGINAL LEGAL ACCESS PROGRAM

*Prior to giving my annual report, I would like to acknowledge that the long standing Aboriginal Legal Access Worker, Jo Ravot, passed away during the year. Jo had a major contribution to the Aboriginal Legal Access Program and was a prominent member of the Hawkesbury Aboriginal community. Jo will be and is very missed and I would like to thank her for all that she made of the role in the six years she was employed in it. Jo will continue to inform the Aboriginal Legal Access Programs work as the years move forward knowing how passionate she was with regards to ensuring equity for her people.*

This year has shown significant changes to the role that Aboriginal Legal Access Program (ALAP) plays within community. While the role continues with the same core focus, the service has expanded now covering all three offices. The program has advocated that for all Aboriginal clients who agree, that the ALAP is the first point of call for them, to discuss things such as accessibility and having genuine conversations about the legal matter prior to meeting with a solicitor. This gives the community a more informed choice when accessing our service. Sometimes, this can make all the difference in engagement. It leaves ALAP to coordinate the advice, with the intention that the community member can have confidence that ALAP (or any of their ongoing supports, such as family, friends or support workers) can be present where needed to ensure that their experience with WSCLC is safe and appropriate.



A special note from a community member who came in with a Family Law matter and who also needed support with a criminal matter. ALAP provided case management, including court support and emotional support throughout this time, ensuring she was able to be represented by Aboriginal Legal Service.



Community Connection & Engagement	Working closely with Daramu Youth Justice Program from Marist 180, and a series of workshops have been held at the hub where the program runs.
	"Because of her, we can" NAIDOC celebrations - ALAP was able to draw on a local beauty therapist business to provide treatments to Elders and engaged community members in both ALAP case-management and Daramu case-management and other members of the wider community.
	Koolyangarra Aboriginal Children and Families Centre - we participate in a range of activities available to the Aboriginal community. It is a known meeting place now for members of community to access legal advice and support.
	Merana Aboriginal Association for the Hawkesbury continues to be a strong point of call for the community in the Hawkesbury and several community engagements have been held within this space. This includes things such as 'games nights' for local disengaged youth with the support of Platform Youth Services.
	We continue to have a strong relationship with Legal Aid's Aboriginal Projects officer and hold a strong presence at the "Money Worries" events located both at Buttacarbin Aboriginal Corporation and Western Sydney Aboriginal Medical Centre. ALAP was responsible for the Penrith event held out of Muru Mittigar's Financial Hub.
	This year, ALAP was a part of Hawkesbury NAIDOC planning committee and it was with absolute pleasure to work alongside both Aboriginal and Non-Aboriginal services and community members for a successful event in 2017.
	ALAP attended on average, at least 1 to 2 mainstream community events fortnightly to ensure an Aboriginal presence was available. This included events like Harmony Day, Youth Week.
	ALAP's priority is ensuring that there is a heavy commitment to significant days within the Aboriginal Calendar. This includes but not limited to NAIDOC, Sorry Day and Aboriginal and Torres Strait Islander children's day.
	Attended the NACLC conference with the theme "Mind the Gap - responding with resilience, resourcefulness and reconciliation" in Canberra.

*Aboriginal members are welcome to sit and have a yarn with ALAP in these spaces and our offices about what's been happening for them, identify legal issues, provide information and support a referral to not only Western Sydney Community Legal Centre but other centers' where appropriate.*

## ALAP Is Growing

This year, ALAP was successful in their application to Penrith City Council for their 'Community Assistance Program' on behalf of the Nepean Domestic Violence Network. This money has been used to create a resource and training package for Beauty and Hair businesses within the Nepean Region. After further research, ALAP had over 12 signatures from the local area from business' agreeing that there was a need on 'how to identify and support a client when they disclose domestic or family violence'. The sub-committee has worked tirelessly to make this happen and ALAP is grateful to have such a cohesive committee with members from Nepean Community Neighborhood Services and Integrated Violence and Prevention Service (Nepean Blue Mountains Local Health District). It will be launched next year at a local 'International Women's Day' event.

## Supporting WSCLC

ALAP continues to support its colleagues in the legal team to ensure flexibility and cultural safety when an Aboriginal Community member accesses legal advice information and referral. This has led to a very big focus in working towards our first Reconciliation Action Plan, with the hopes of it being implemented before the end of the next financial year.

## Case Management

ALAP has turned its mind to a gap in ongoing support and made case-management a priority this year supporting community members to address other needs outside of their legal issue to work towards capacity building. This is a new component of the role which is having a positive flow on affect where the member of community may not necessarily 'fit' into a specific program that could support their needs. ALAP can work with a client for up to 12 weeks, dependent on how long their legal issue is present. Therefore, the time of support for case-management can vary. It is there to address and advocate for other things such as, but not limited to; referrals for social and emotional wellbeing, making a connection to and encouraging community participation to enhance identity, housing support, safety planning, preparing for court and court support.

**Shannon Pendreigh**

**Aboriginal Legal Access Program**

# CARE AND PROTECTION



WSCLC has a Care Partner Agreement (CPA) with Legal Aid NSW to provide early intervention assistance to families at risk of Community Services intervention when there are care and protection concerns. The advice services under this CPA are limited to early intervention only.

This service focuses on opportunities to provide early advice to families through Community Legal Education and Community Partnerships to gain access to inform potential families at risk of FACS intervention.

## Community Education

A Community Legal Education Program has been developed and rolled out to services within our catchment

Delivery of care and protection advice services monthly to inmates at Dilwynnia and Emu Plains CC

CLE to young lawyers

Linked with Legal Aid NSW Early intervention as a preferred referral source for Care and Protection matters through the Health Justice Partnership with Blacktown Hospital

CLE to a Residential D & A centre (ONE80TC) focusing on proposed changes to the law including Section 90 Applications

Partnerships continue to be explored including with Legal Aid Early Intervention (HJP) as a warm referral source

Client A is an Aboriginal Mum and FACS were initially seeking a long-term order. After advice Client A remained engaged and consistently attended all requirements. FACS have now reversed their position and are proposing family restoration.

Louise Coady  
Principal Solicitor



# PARRAMATTA COMMUNITY JUSTICE CLINIC AND STUDENT LEGAL SERVICES

The Parramatta Community Justice Clinic (PCJC) and Student Legal Services (SLS) are partnership programs with Western Sydney University. They provide free legal advice, casework and representation to people living in the Parramatta area who are experiencing barriers to access to justice and to currently enrolled students of Western Sydney University. Law students from Western Sydney University also attend the PCJC for a clinical legal placement. This is a 5-day placement, in which they assist with client appointments and attend court for observations.

## The SLS service delivered the following:

Legal Advices	141
Legal Tasks	2
Representations	11

## The PCJC service delivered the following:

Legal Advices	178
Legal Tasks	21
Representations	34

A client contacted the PCJC after being charged with driving whilst suspended. The client's licence had been suspended due to accumulation of demerit points. Although knowing that her licence was suspended, she drove on this occasion because she was worried about missing an urgent work appointment. She was pulled over and charged by the Police. The client contacted the PCJC seeking assistance in responding to the charge. She had recently been diagnosed with anxiety and depression and so was particularly daunted at the prospect of navigating the legal system. The client was also particularly concerned about the automatic 12-month disqualification period that was attached to any conviction. We agreed to represent the client at the Local Court and made submissions on her behalf. The matter was dismissed pursuant to s10 of the Crimes (Sentencing Procedure) Act 1999. There was no imposition of a fine, no conviction recorded and no period of disqualification.

The client was extremely appreciative of Susannah's assistance, commenting "I am honored to have you as my lawyer, for all your effort, dedication, caring and professionalism. I'm very grateful to you that you restored everything for me. Also my big thank you for your determination in court."

*“PCJC helped me out in my difficult situation when all other doors were closed. They assisted me by assigning this matter to one of their best solicitors and representing me in the court. She was absolutely brilliant, kind, and understood my problem and assisted me in the best possible way. Because of her guidance and help, court dismissed my one offence. I am and will always be grateful to Susannah for helping me. PCJC is very lucky to have such a polite and knowledgeable person working with them.”*



On 24 January 2018, 27 students and lecturers from the China University of Political Science and Law attended the Parramatta Community Justice Clinic (PCJC).

153 Western Sydney University law students completed the Clinical Legal Placement with the Parramatta Community Justice Clinic in 2017/2018. I really enjoy working alongside university students to assist vulnerable clients. The students often find the week eye-opening and confronting as they come face to face with issues relating to access to justice, sometimes for the first time. The university students often approach the client problems with a lot of zeal and idealism. It's very rewarding to be able to channel that enthusiasm into the specific client problems for the week - I think that we work towards better outcomes for our clients because of the assistance of our Clinical Legal Placement students.

**Susannah Coles**

**Solicitor PCJC and SLS**

# HOME BUILDING ADVOCACY SERVICE

HoBAS was established in 2007 and auspiced first at Macquarie Legal Centre and now at Western Sydney Community Legal Service Limited. HoBAS continues to exceed the targets set by the funder, NSW Fair Trading, both in number, and more significantly, in quality.

HoBAS provides advice on the following matters;



Contractual Disputes



Licensed and unlicensed persons



Cooling Off Periods



Non-compliance with the s7 HBA contract requirements



Breaches of statutory warranty under s18B HBA



Transfer of proceedings from courts to the Tribunal



Uninsured works



Preparation of evidence in the Tribunal



Representation in the Tribunal



Renewal of Tribunal proceedings



Enforcement of Tribunal orders

The client had engaged an unlicensed person to perform residential building work consisting of a bathroom and laundry renovation. The client lives in regional NSW. The work performed by the contractor was defective and the cost of rectification, established by an expert report that complied with NCAT Procedural Direction 3, were estimated to be \$15,000.

HoBAS opened a case and sought leave to represent the client in the Tribunal. HoBAS assisted the client to prepare their evidence. The contractor denied defective building works and had made an offer to pay \$5,000 for the alleged defects.

Faced with strong evidence, at the Tribunal the contractor agreed to pay \$15,000 to the client by instalments and consent orders were made by the Tribunal, which could be renewed should the contractor default on the arrangement.

## The HoBAS team delivered the following services:

Legal Advice Services	778
Legal Tasks	7
Representation Services	8
Community Legal Education Activities	7
Law & Legal Service Reform Activities	1





*"I just wanted to inform you after writing two letter's of demand (and followed your advice as to the wording, and how to write it) - we were able to get in contact with the original builder after 18 months of no contact, and as such we received a payment of \$3,025.00 - which was the price of one out of the two quotes we received to rectify the faulty works. I just wanted to follow up with you for the purpose of saying a big thank you for all your assistance and acknowledge your professional and very helpful advice and as a result we were able to resolve the issue without wasting any further time and having to worry about taking it to the tribunal which we wanted to avoid.  
Thank you again!!!"*

Peter Longfield  
Manager HoBAS

# PARRAMATTA WOMENS DOMESTIC VIOLENCE COURT ADVOCACY SERVICE

The Parramatta Women's Domestic Violence Court Advocacy Service (PWDVCAS) is the first service to establish contact with all female victims of Domestic Violence after incidents are reported to the police. PWDVCAS provide support over the telephone and face-to-face at Parramatta, Burwood and Fairfield Local Courts, and Parramatta Children's Court for ADVO matters. At the Parramatta Family Circuit Court, the Family Advocacy and Support Service (FASS) team provide social support for female clients with family law matters.

A client attended the Local Court for an Apprehended Domestic Violence Order (ADVO) matter. A PWDVCAS worker spoke with the client. She was visibly distressed as she was not sure what was going on. The worker looked through the paperwork the client brought with her on the day, and realised that there was an ADVO and a family law matter active at the same time. The client was obviously a bit confused with the two matters and two different jurisdictions involved. She did not speak English well. This added to her difficulty in understanding. An interpreter was contacted via telephone and the two matters were explained to the client.

The team at the Local Court supported the client through the ADVO process, then made a warm referral to the FASS team at another Court for further support for her family law matter.

The client felt supported and became fully engaged with the court processes. She said she was grateful that she did not need to retell her story to the FASS team or try to explain to them what occurred at the Local Court. This was because teams assisting her worked collaboratively in sharing information to support the client and reduced her stress.

## How We Work

PWDVCAS implements the Safer Pathway - 'It stops here' Reform, working collaboratively with the Parramatta, The Hills, Cumberland and Ryde Police Area Command (PAC) to support women and child victims of Domestic and Family Violence (DFV). Through this,

PWDVCAS is the first point of support provided to victims. This is vital as the service reaches out to victims within 24 hours of any DFV incidents that are reported to police.

The service reduces the risk of victims being isolated during a very crucial time, providing referral information to link them to much needed services- such as emergency accommodations/refuges, access to financial support, and counselling. Safety plans are immediately put in place and this reduces the risk of further harm occurring.

The FASS team at the Federal Circuit Court extends this support to women who may have experienced family violence during their relationships and have moved on to another stage of their journey. The support provided by FASS mirrors what is provided at the Local Court, but the continued support for clients helps reduce their level of anxiety and having to retell their story numerous times, causing re-traumatisation. FASS helps avoid duplicate services, so resources are better focused on areas that have not yet been addressed.

## Community Education

Granville TAFE to students studying Community Services courses

Spanish and Latin American Association for Social Assistance (SLASA)

Life Without Barriers

Mission Australia Court Support Team

Domestic and Family Violence (DFV) Forum held by Cumberland and City of Parramatta Council

Parramatta Koori Interagency Meetings

The Hills Domestic Violence Network Meetings

Outer West Domestic Violence Network Forum



Multicultural Worker Leticia Marquez and Assistant Coordinator Jessica Bratina after a White Ribbon Event presentation 13/09/2017.



The PDWVCAS team delivered the following services through the Safer Pathway Program:

Clients supported	2056
Pre-court contacts via phone	2027
Face-to-face support	1372
Service events	6083
Referrals to other services	10,189
Clients supported through the Safety Action Meeting	176

The FASS team delivered the following services:

Clients	730
Matters	569
Service Events	1836



17/09/2017 - Assistant Coordinator Jessica Bratina with Labor MP for Lindsay, Emma Husar, at the Outer West DV Network Forum.

***"Thank you so much for the support. I would not know where to start if it wasn't for your service"***

***"Was not gonna come to court but I'm glad I came.....now I have some idea of what I need to do"***

***"Court is scary but thanks for making it a bit easier for me"***

This work is demanding but rewarding as we see women who we supported finding their confidence again. We also see the determination to make some of the hardest but necessary decisions in their lives to move forward.

Oloa Savaiinaea

PWDVCAS Coordinator



# CENTRAL WEST CONTACT SERVICE

CWCS is a contact service that assists family with high conflict to allow children to continue to have a safe and meaningful relationship with both parents, whilst also keeping the parents safe from conflict.

## The CWCS team delivered the following services:

Intake Assessments	110
Supervised Contacts	502
Changeovers	889
Referrals	50
Additional Supports	33

CWCS began working with Ms A and Mr A at the beginning of 2017. The family engaged the service for Supervised Contact. Initially, the family came to our service for Domestic Violence and Drug and Alcohol issues.

Since beginning contact CWCS assisted Mr A in getting into a Drug and Alcohol Program, and he has completed a Taking Responsibility Course. Ms A and Mr A both were open to support and referrals. They worked intensively with CWCS and undertook referrals made by CWCS to make their co-parenting arrangements work for the children. In February 2018, the family moved to our changeover program. In May this year, the family began to self-manage, and no longer require the services and support of CWCS.

## How We Work

Supervised contact sessions are offered fortnightly for two hours. Here, a trained supervisor is with the children, and the parent is subject to supervision. The supervisor is present to make sure the children are safe, and to support and offer guidance to the supervised parent.

CWCS provides a changeover service. This service is for families where conflict between the parents is high, but there is no risk of harm to the children by either parent. CWCS facilitates changeover with the children between parents so they have no contact with each other, minimising the children's exposure to conflict.

Ms X and Mr X were referred to CWCS from the Family Court of Australia in July 2016. The family had previously engaged two other contact services over a 2.5-year period with no success. The family was sent to CWCS after consultation between the ICL and the judge in relation to the case being Serious Parental Alienation Case and CWCS having a good track record on successful outcomes with these cases.

CWCS worked intensively with the family between July 2016 and May 2018. CWCS faced a lot of resistance from Ms X in supporting supervised contact. The Coordinator worked intensively with the ICL to get it court ordered that the parties must attend all courses and referrals recommended by CWCS. The Court agreed to make the order.

Ms and Mr X were both required to undertake parenting after separation courses with Ms X also undertaking a Circle of Security Course and attending a counsellor on a regular basis to assist in addressing her anxiety and anger issues. During this time CWCS continued to support the family with Supervised contacts. When the child initially attended the service she would not speak to Mr X or eat any food that Mr X offered because Ms X had told her not to.

After intense supervisions, encouragement and support the court granted unsupervised contacts and the family moved to changeover at the beginning of 2018. Once again resistance became evident with the child displaying the same behaviours that were occurring at the beginning of supervised contact. CWCS continued to support the family and it was recommended that Ms X go back to counselling which she had stopped. The ICL was able to get the court to appoint a very experienced family counsellor that works closely with the court at the recommendation of the CWCS Coordinator. In early June 2018 final court orders were granted for unsupervised contact and the family is now beginning to engage in the child having overnight stays with her father and as of the end of 2018 will move to alternate weekends and half of every school holidays with the mother now supporting this relationship. The child has a good bond with her father and now gets excited when it is time to go and see him.

# WESTERN SYDNEY TENANTS' SERVICE

Western Sydney Tenants' Service (WESTS) provides free, confidential tenancy advice and advocacy to residential tenants, boarding house residents, people living in land lease communities and other renters in these local government areas. We also provide referrals, community education, face-to-face appointments, preparation for and in some cases representation at the NSW Civil and Administrative Tribunal.

A community-housing tenant was requesting repairs for the past year to remove the exposed asbestos, repair to the front door, replacement of ceiling in bathroom and laundry and minor electrical works. The tenant cares for two disabled children and did not want to vacate the premises.

WESTS negotiated with the housing provider for the repairs to be carried out on a specified date. The tenant wanted to be placed in temporary accommodation while the repairs are carried out. The Advocate continued to negotiate on the tenant's behalf and the housing provider agreed for the tenant to be given temporary accommodation at Park Royal in Parramatta.

## How We Work

WESTS provides assistance to those experiencing disadvantage by accommodating their needs as much as possible. Use of interpreters, face to face appointments and speaking to housing providers on their behalf and attending meetings is part of these services.

WESTS have been able to assist 455 clients with a known disability, 134 clients who identify as Aboriginal or Torres Strait Islander and 1205 clients who either receive a government allowance or have no income.

Session Type	Number
Advice	3167
Assisting in Self-Representation	187
Case Management	5
Duty Advocacy	492
Information	3091
Non-Tribunal Advocacy	242
Referral	24
Tribunal Advocacy	320
Community Education Sessions	16
<b>Total</b>	<b>7528</b>

WESTS accommodate their clients by providing them options of attending Penrith or Parramatta for face-to-face appointments. Further to this, advocates can act on the client's behalf by negotiating with Housing, Park Managers, Real Estate agents and Landlords. Where a client feels unsafe during a tribunal hearing, appropriate steps are taken such as shuttle mediation.

*"I would like to sincerely thank you for your hard work and support that you gave me over the past three months. You impressed me with your knowledge, professionalism and work ethics. I am truly grateful to you"*

*"Just letting you know the hearing went well, and I received a good judgment. I was ordered to pay \$100.00 only out of the \$965.00 the landlord was claiming. Thanks again for all your help"*

Staff attend regular training sessions throughout the year which are conducted by the Tenants' Union. These sessions include core modules which all advocates are expected to complete, and specialized modules which focus on particular topics.

## Community Connections

WESTS has outreach offices in Penrith and the Muru Mittigar Aboriginal Office and have maintained this partnership throughout the year. We also maintained an on-going relationship with local councils by attending regular interagency meetings across the region and maintain an on-going relationship with the Tribunal by conducting duty advocacy.

Employed 10  
community  
volunteers

Provide information  
on our service to  
other community  
organisations

Attending  
community events  
and fairs to promote  
the service

Work with the  
Tenants' Union to  
provide resources  
for their website

WESTS have employed approximately 10 volunteers over this period and our volunteers are encouraged to get involved in other areas of the service. They are also encouraged to apply for any vacancies that become available.

When attending Fairs and community events, WESTS have always provided show bags that include information on both WSCLC and tenancy in order to promote the services of the centre.



A tenant was residing in a premise for a period of 4 years and there were a number of repair issues that the landlord failed to carry out, including an ongoing mould issue in 5 of the rooms.

WESTS assisted the tenant in lodging an application to NCAT for rent reduction and compensation. An extension of time was requested as the tenant's claims were out of time. Member made orders in favour of the tenant - \$1,500 for general compensation due to the state of the premises, \$607 for rent reduction for a period of one year and \$350 for the damaged furniture.

A month after these orders were made, the landlord applied to NCAT for compensation totaling \$10,000. This was subsequently dismissed as the application was made out of time.



The number of renters in NSW has significantly increased, which in turn has caused further disputes between landlords and tenants to occur. We, as a team, continuously strive to provide assistance in various forms to accommodate those who are in a position of disadvantage or vulnerability.

**Franya Repolusk**  
Coordinator WESTS

# HUMAN RESOURCES

WSCLC recognizes that talent management, performance management, hiring the right fit, compliance adherence and general staff management are all paramount for achieving its goals and objectives.

That is why the position of the first HR Manager was introduced which plays a crucial role in ensuring inclusive and accountable workplace best practices for all sites. WSCLC's goal of workplace best practice is achieved through the support of the HR Manager.

This is done through:

- Transparent recruitment practices which encourage cultural diversity
- Regular reports on HR activities and outcome
- Performance appraisals
- WHS activities
- Regular review of all employment contracts
- Probation Interviews within the first 3 months of joining, to give timely feedback
- Internal staff movements
- Developing and reviewing policies
- Understanding the pulse of WSCLC through exit interviews and feedback.
- Compliance with specific position requirements like ensuring staff have updated Working with Children Check Number and Practicing Certificates, where necessary



## OTHER NEWS

### WESTS Celebrated 10 Years with WSCLC

This year the Western Sydney Tenants' Advice and Advocacy Service (WESTS) celebrated their 10-year anniversary at Western Sydney Community Legal Centre (WSCLC). They were pleased to be joined by Dr Geoff Lee, Member for Parramatta and Parliamentary Secretary for Western Sydney and Multiculturalism.



WESTS is proud to have reached this milestone, knowing that they have helped many thousands of renters over the years - last year alone they assisted over 3,000 new clients.

The history of tenant services in Western Sydney extends back to at least 1986, when the Parramatta Auburn Holroyd Tenants Advice and Referral Service was funded as part of the Housing Information

and Tenancy Services (HITS) Program. However, this program only last four years before being axed. To fill the void, in 1990, Uniting Church's Board for Social Responsibility (now Uniting) funded a tenants' service for Western Sydney. It believed that tenant services were essential if residential tenants were to have a semblance of housing justice. WESTS was officially launched by Sir Ronald Wilson, President of the Human Rights and Equal Opportunity Commission and, at the same time, President of the Uniting Church in Australia. WESTS shared premises with Macquarie Legal Centre in Station Street, Harris Park.

In 1994, a new Housing Minister, Mr Robert Webster, re-established the Tenants' Advice and Advocacy Program. This program continues today, using money from the Rental Bond Board Interest Account and the Property Services Statutory Interest Account. The program funds 21 Tenants' Advice and Advocacy Services across NSW, including 5 specialist Aboriginal services.

In 2008, WESTS came to be auspiced by Macquarie Legal Centre, which is now part of Western Sydney Community Legal Centre.



## IDAHOBIT Celebrations

WSCLC celebrated International Day Against Homophobia, Biphobia, Intersexphobia and Transphobia (IDAHOBIT) in style in May. May 17 marks the day in 1990 when being gay was removed from the World Health Organisation's (WHO's) International Classification of Diseases (ICD). Since the day's establishment in 2004, it has expanded to not simply promote the rights of gay people, but also bisexual folk, intersex individuals and those who are transgender.



In Parramatta, WSCLC partnered with Twenty10, Western Sydney Recovery College and ACON to hold information stalls in Centenary Square, Parramatta. We handed out material about our service and engaged a large number of community members. Parramatta Council raised the rainbow flag in the square to mark the day.

In the afternoon, WSCLC joined up with Hawkesbury Community Outreach Services Inc. to hold stalls in Richmond Park. Thanks to everyone who came by our stalls! We look forward to further LGBTQI community engagement work in future.





## WSCLC Participates in White Ribbon Events across Western Sydney



WSCLC proudly participated in a number of White Ribbon events this year. The campaign's vision in Australia is for a nation that respects women, in which every woman lives in safety, free from all forms of men's abuse and seeks to engage men to make women's safety a man's issue too.

Staff from WSCCLC Rooty Hill Office participated in an event organised by the Outer West Domestic Violence Network

handing out white ribbons and wrist bands at Rooty Hill train station. Oloa Savaiinaea, Coordinator of Parramatta Women's Domestic Violence Court Advocacy Service, was the key speaker at the Australian Taxation Office Parramatta White Ribbon event. Oloa spoke about the effects of domestic violence on families and children. Belinda West, Aboriginal and Torres Strait Islander Advocacy worker in PWDVCAS, gave a presentation at the White Ribbon event at Westmead Hospital.

## WSCLC Supports #StandByMe and Disability Advocacy

The Commonwealth Government recently announced that funding for national disability advocacy will end in June 2020. NSW state funding for advocacy, information and peak representation is also slated to cease in June 2018. This threatens a number of services which provide advocacy, information and support to people with disability. The Victoria



government has committed to fully fund independent disability advocacy, recognising that it is an essential service. We hope that the NSW government will do the same.

#StandByMe is a campaign by the NSW Disability Advocacy Alliance to restore NSW's disability advocacy funding to ensure that people with disability have a voice; that they have input into and control over decisions that affect their lives.

WSCLC is proud to support #StandByMe, not least because we recognise the vital work undertaken by our colleagues at Disability Advocacy NSW, who share our office.

## APPENDIX A – FINANCIAL STATEMENTS

Independently audited financial statements and reports from the WSCLC Management Committee and William Buck, Chartered Accountants and Advisors.

# **Western Sydney Community Legal Centre Inc**

**ABN 81 963 193 626**

## **Financial Report - 30 June 2018**

**Western Sydney Community Legal Centre Inc**  
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**30 June 2018**

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**Western Sydney Community Legal Centre Inc**  
**Committee members' report**  
**30 June 2018**

The committee members present their report, together with the financial statements, on the incorporated association for the year ended 30 June 2018.

**Committee members**

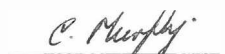
The following persons were committee members of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Debra Ronan (President)  
Catherine Murphy (Vice President)  
Merleen Millson (Secretary & Treasurer)  
Gayle Babagallo  
Doreen O'Grady  
Nicola Shaw  
Colleen Rassack  
Barbara Mew (17 April 2018)


**Principal activities**

The principal activity of the incorporated association during the year was to provide free legal advice for disadvantaged clients.

On behalf of the committee members

  
\_\_\_\_\_  
Catherine Murphy  
Vice President

17 September 2018

  
\_\_\_\_\_  
Merleen Millson  
Treasurer

**Western Sydney Community Legal Centre Inc**  
**Statement of comprehensive income**  
**For the year ended 30 June 2018**

	<b>Note</b>	<b>2018</b> <b>\$</b>	<b>2017</b> <b>\$</b>
<b>Revenue</b>	4	4,949,748	4,727,484
<b>Expenses</b>			
Administration expenses		(600,814)	(795,125)
Employee benefits expense		(4,087,076)	(3,914,890)
Depreciation and amortisation expense		(14,261)	(10,164)
Other expenses		(3,229)	(2,964)
<b>Surplus for the year attributable to the committee members of Western Sydney Community Legal Centre Inc</b>		244,368	4,341
Other comprehensive income for the year		-	-
<b>Total comprehensive income for the year attributable to the committee members of Western Sydney Community Legal Centre Inc</b>		<u>244,368</u>	<u>4,341</u>

*The above statement of comprehensive income should be read in conjunction with the accompanying notes*

**Western Sydney Community Legal Centre Inc**  
**Statement of financial position**  
**As at 30 June 2018**

	<b>Note</b>	<b>2018</b> <b>\$</b>	<b>2017</b> <b>\$</b>
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	6	2,197,646	101,091
Trade and other receivables	7	6,239	-
Held-to-maturity investments	8	64,316	1,840,360
Other assets	9	20,704	5,705
Total current assets		<u>2,288,905</u>	<u>1,947,156</u>
<b>Non-current assets</b>			
Property, plant and equipment	10	<u>68,603</u>	<u>62,121</u>
Total non-current assets		<u>68,603</u>	<u>62,121</u>
<b>Total assets</b>		<u>2,357,508</u>	<u>2,009,277</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	11	302,512	162,491
Employee benefits	12	408,359	444,661
Provisions	13	52,098	94,324
Deferred revenue		<u>734,927</u>	<u>732,416</u>
Total current liabilities		<u>1,497,896</u>	<u>1,433,892</u>
<b>Non-current liabilities</b>			
Employee benefits	14	<u>124,696</u>	<u>84,837</u>
Total non-current liabilities		<u>124,696</u>	<u>84,837</u>
<b>Total liabilities</b>		<u>1,622,592</u>	<u>1,518,729</u>
<b>Net assets</b>		<u>734,916</u>	<u>490,548</u>
<b>Equity</b>			
Retained surpluses		<u>734,916</u>	<u>490,548</u>
<b>Total equity</b>		<u>734,916</u>	<u>490,548</u>

*The above statement of financial position should be read in conjunction with the accompanying notes*

**Western Sydney Community Legal Centre Inc**  
**Statement of changes in equity**  
**For the year ended 30 June 2018**

	<b>Retained surpluses \$</b>
Balance at 1 July 2016	-
Surplus for the year	4,341
Other comprehensive income for the year	-
Total comprehensive income for the year	4,341
Retained surpluses on amalgamation	486,207
Balance at 30 June 2017	490,548
	<b>Retained surpluses \$</b>
Balance at 1 July 2017	490,548
Surplus for the year	244,368
Other comprehensive income for the year	-
Total comprehensive income for the year	244,368
Balance at 30 June 2018	734,916

*The above statement of changes in equity should be read in conjunction with the accompanying notes*



**Western Sydney Community Legal Centre Inc**  
**Statement of cash flows**  
**For the year ended 30 June 2018**

	<b>Note</b>	<b>2018</b> <b>\$</b>	<b>2017</b> <b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from stakeholders (inclusive of GST)		5,418,352	5,291,936
Payments to suppliers and employees (inclusive of GST)		<u>(5,097,681)</u>	<u>(5,003,665)</u>
		320,671	288,271
Interest received		<u>20,583</u>	<u>19,698</u>
Net cash from operating activities	18	<u>341,254</u>	<u>307,969</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(20,742)	(33,873)
Net decrease/(increase) in term deposits		1,776,043	(967,504)
Cash transferred on amalgamation		<u>-</u>	<u>794,499</u>
Net cash from/(used in) investing activities		<u>1,755,301</u>	<u>(206,878)</u>
<b>Cash flows from financing activities</b>			
Net cash from financing activities		<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents		2,096,555	101,091
Cash and cash equivalents at the beginning of the financial year		<u>101,091</u>	<u>-</u>
Cash and cash equivalents at the end of the financial year	6	<u><u>2,197,646</u></u>	<u><u>101,091</u></u>

*The above statement of cash flows should be read in conjunction with the accompanying notes*

**Western Sydney Community Legal Centre Inc**  
**Notes to the financial statements**  
**30 June 2018**

**Note 1. General information**

The financial statements cover Western Sydney Community Legal Centre Inc as an individual entity. The financial statements are presented in Australian dollars, which is Western Sydney Community Legal Centre Inc's functional and presentation currency.

Western Sydney Community Legal Centre Inc is an incorporated association, incorporated and domiciled in Australia. Its registered office and principal place of business is:

Suite 302, Level 3  
107 Phillip Street  
Parramatta NSW 2150

A description of the nature of the incorporated association's operations and its principal activities are included in the committee members' report, which is not part of the financial statements.

The financial statements were authorised for issue on \_\_\_\_ September 2018.

**Note 2. Significant accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Basis of preparation**

In the committee members' opinion, the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements.

These are special purpose financial statements that have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and New South Wales legislation the Associations Incorporation Act 2009 and associated regulations. The committee members have determined that the accounting policies adopted are appropriate to meet the needs of the members of Western Sydney Community Legal Centre Inc.

*Historical cost convention*

The financial statements have been prepared under the historical cost convention.

*Critical accounting estimates*

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 3.

**Revenue recognition**

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

*Rendering of services*

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

*Government grants*

A non-reciprocal contribution or grant is recognised when the entity obtains control of the contribution or grant and it is probable that the economic benefits will flow to the association, and the amount of the contribution or grant can be measured reliably. If conditions attached to the contribution or grant that must be satisfied before the entity is eligible to receive the contribution, recognition of the contribution or income is deferred until those conditions are met.

*Interest*

Interest revenue is recognised as interest accrues.

*Other revenue*

Other revenue is recognised when it is received or when the right to receive payment is established.

## **Note 2. Significant accounting policies (continued)**

### **Income tax**

As the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

### **Current and non-current classification**

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

### **Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

### **Trade and other receivables**

Trade receivables are initially recognised at fair value, less any provision for impairment. Trade receivables are generally due for settlement within 30 days.

Collectability of trade receivables is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off by reducing the carrying amount directly. A provision for impairment of trade receivables is raised when there is objective evidence that the incorporated association will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation and default or delinquency in payments (more than 60 days overdue) are considered indicators that the trade receivable may be impaired. The amount of the impairment allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

Other receivables are recognised at amortised cost, less any provision for impairment.

### **Investments and other financial assets**

Investments and other financial assets are initially measured at fair value. Transaction costs are included as part of the initial measurement, except for financial assets at fair value through profit or loss. They are subsequently measured at either amortised cost or fair value depending on their classification. Classification is determined based on the purpose of the acquisition and subsequent reclassification to other categories is restricted.

Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the incorporated association has transferred substantially all the risks and rewards of ownership.

#### *Held-to-maturity investments*

Held-to-maturity investments includes non-derivative financial assets with fixed or determinable payments and fixed maturities where the incorporated association has the positive intention and ability to hold the financial asset to maturity. This category excludes financial assets that are held for an undefined period. Held-to-maturity investments are carried at amortised cost using the effective interest rate method adjusted for any principal repayments. Gains and losses are recognised in profit or loss when the asset is derecognised or impaired.

## Note 2. Significant accounting policies (continued)

### *Impairment of financial assets*

The incorporated association assesses at the end of each reporting period whether there is any objective evidence that a financial asset or group of financial assets is impaired. Objective evidence includes significant financial difficulty of the issuer or obligor; a breach of contract such as default or delinquency in payments; the lender granting to a borrower concessions due to economic or legal reasons that the lender would not otherwise do; it becomes probable that the borrower will enter bankruptcy or other financial reorganisation; the disappearance of an active market for the financial asset; or observable data indicating that there is a measurable decrease in estimated future cash flows.

### **Property, plant and equipment**

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a reducing balance basis to write off the net cost of each item of property, plant and equipment over their expected useful lives as follows:

Plant and equipment	3-40 years
---------------------	------------

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss. Any revaluation surplus reserve relating to the item disposed of is transferred directly to retained surpluses.

### **Impairment of non-financial assets**

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Recoverable amount is the higher of an asset's fair value less costs of disposal and value-in-use. The value-in-use is the present value of the estimated future cash flows relating to the asset using a pre-tax discount rate specific to the asset or cash-generating unit to which the asset belongs. Assets that do not have independent cash flows are grouped together to form a cash-generating unit.

### **Trade and other payables**

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

### **Provisions**

Provisions are recognised when the incorporated association has a present (legal or constructive) obligation as a result of a past event, it is probable the incorporated association will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting date, taking into account the risks and uncertainties surrounding the obligation. If the time value of money is material, provisions are discounted using a current pre-tax rate specific to the liability. The increase in the provision resulting from the passage of time is recognised as a finance cost.

### **Employee benefits**

#### *Short-term employee benefits*

Liabilities for wages and salaries, including non-monetary benefits, annual leave, long service leave and accumulating sick leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled. Non-accumulating sick leave is expensed to profit or loss when incurred.



**Note 2. Significant accounting policies (continued)**

*Other long-term employee benefits*

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

*Defined contribution superannuation expense*

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

**Goods and Services Tax ('GST') and other similar taxes**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

**New Accounting Standards and Interpretations not yet mandatory or early adopted**

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the incorporated association for the annual reporting period ended 30 June 2018. The incorporated association's assessment of the impact of these new or amended Accounting Standards and Interpretations, most relevant to the incorporated association, are set out below.

*AASB 16 Leases*

This standard is applicable to annual reporting periods beginning on or after 1 January 2019. The standard replaces AASB 117 'Leases' and for lessees will eliminate the classifications of operating leases and finance leases. Subject to exceptions, a 'right-of-use' asset will be capitalised in the statement of financial position, measured at the present value of the unavoidable future lease payments to be made over the lease term. The exceptions relate to short-term leases of 12 months or less and leases of low-value assets (such as personal computers and small office furniture) where an accounting policy choice exists whereby either a 'right-of-use' asset is recognised or lease payments are expensed to profit or loss as incurred. A liability corresponding to the capitalised lease will also be recognised, adjusted for lease prepayments, lease incentives received, initial direct costs incurred and an estimate of any future restoration, removal or dismantling costs. Straight-line operating lease expense recognition will be replaced with a depreciation charge for the leased asset (included in operating costs) and an interest expense on the recognised lease liability (included in finance costs). In the earlier periods of the lease, the expenses associated with the lease under AASB 16 will be higher when compared to lease expenses under AASB 117. However EBITDA (Earnings Before Interest, Tax, Depreciation and Amortisation) results will be improved as the operating expense is replaced by interest expense and depreciation in profit or loss under AASB 16. For classification within the statement of cash flows, the lease payments will be separated into both a principal (financing activities) and interest (either operating or financing activities) component. For lessor accounting, the standard does not substantially change how a lessor accounts for leases. The incorporated association will adopt this standard from 1 July 2019 but the impact of its adoption is yet to be assessed by the incorporated association.

### Note 3. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

#### *Employee benefits provision*

As discussed in note 2, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

### Note 4. Revenue

	2018 \$	2017 \$
<i>Revenue</i>		
Grants and funding	4,843,292	4,592,897
Central West Contact Service	84,666	85,801
	<u>4,927,958</u>	<u>4,678,698</u>
<i>Other revenue</i>		
Interest	20,583	19,698
Other income	1,207	29,088
	<u>21,790</u>	<u>48,786</u>
Revenue	<u><u>4,949,748</u></u>	<u><u>4,727,484</u></u>

### Note 5. Expenses

	2018 \$	2017 \$
Surplus includes the following specific expenses:		
<i>Superannuation expense</i>		
Defined contribution superannuation expense	341,541	316,614
Salaries and wages	3,765,805	3,482,825
Rent	211,671	231,073
	<u>3,977,476</u>	<u>3,713,898</u>

### Note 6. Current assets - cash and cash equivalents

	2018 \$	2017 \$
Cash on hand	1,900	2,237
Cash at bank	2,195,746	98,854
	<u><u>2,197,646</u></u>	<u><u>101,091</u></u>

Western Sydney Community Legal Centre Inc  
Notes to the financial statements  
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**Note 7. Current assets - trade and other receivables**

	2018 \$	2017 \$
Trade receivables	5,561	-
Interest receivable	678	-
	<u>6,239</u>	<u>-</u>

**Note 8. Current assets - held-to-maturity investments**

	2018 \$	2017 \$
Term deposits	<u>64,316</u>	<u>1,840,360</u>

**Note 9. Current assets - other assets**

	2018 \$	2017 \$
Prepayments	14,436	-
Security deposits	<u>6,268</u>	<u>5,705</u>
	<u>20,704</u>	<u>5,705</u>

**Note 10. Non-current assets - property, plant and equipment**

	2018 \$	2017 \$
Plant and equipment - at cost	190,863	170,120
Less: Accumulated depreciation	<u>(122,260)</u>	<u>(107,999)</u>
	<u>68,603</u>	<u>62,121</u>

**Note 11. Current liabilities - trade and other payables**

	2018 \$	2017 \$
Trade payables	7,279	11,197
Sundry and accrued payables	<u>295,233</u>	<u>151,294</u>
	<u>302,512</u>	<u>162,491</u>

**Note 12. Current liabilities - employee benefits**

	2018 \$	2017 \$
Annual leave	282,793	286,430
Long service leave	42,208	75,855
Sick leave	71,498	63,286
Other employee benefits	<u>11,860</u>	<u>19,090</u>
	<u>408,359</u>	<u>444,661</u>

**Western Sydney Community Legal Centre Inc**  
**Notes to the financial statements**  
**30 June 2018**

**Note 13. Current liabilities - provisions**

	2018 \$	2017 \$
Redundancy	52,098	78,760
Equipment replacement	-	15,564
	<u>52,098</u>	<u>94,324</u>

**Note 14. Non-current liabilities - employee benefits**

	2018 \$	2017 \$
Long service leave	<u>124,696</u>	<u>84,837</u>

**Note 15. Contingent liabilities**

The incorporated association has given bank guarantees of \$30,640 to various landlords of premises leased by the incorporated association.

**Note 16. Commitments**

	2018 \$	2017 \$
<i>Lease commitments - operating</i>		
Committed at the reporting date but not recognised as liabilities, payable:		
Within one year	223,484	213,143
One to five years	44,987	75,758
	<u>268,471</u>	<u>288,901</u>

**Note 17. Events after the reporting period**

No matter or circumstance has arisen since 30 June 2018 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

**Note 18. Reconciliation of surplus to net cash from operating activities**

	2018 \$	2017 \$
Surplus for the year	244,368	4,341
Adjustments for:		
Depreciation and amortisation	14,262	10,164
Change in operating assets and liabilities (net of take on of amalgamated balances):		
Increase in trade and other receivables	(6,240)	-
Increase in security deposits	(14,999)	(2,602)
Increase in trade and other payables	124,457	104,683
Increase/(decrease) in other provisions	(23,105)	88,318
Increase in deferred income	2,511	103,065
Net cash from operating activities	<u>341,254</u>	<u>307,969</u>

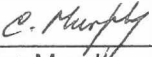


**Western Sydney Community Legal Centre Inc**  
**Committee members' declaration**  
**30 June 2018**

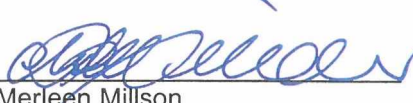
In the committee members' opinion:

- the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 2 to the financial statements, the attached special purpose financial statements have been prepared for the purposes of complying with the Australian Charities and Not-for-profits Commission Act 2012 and New South Wales legislation the Associations Incorporation Act 2009 and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in note 2 to the financial statements;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 30 June 2018 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the committee members

  
\_\_\_\_\_  
Catherine Murphy  
Vice President

27 September 2018

  
\_\_\_\_\_  
Merleen Millson  
Treasurer

## Western Sydney Community Legal Centre Inc.

### Independent Auditor's Report to Members

## Report on the Audit of the Financial Statements

### Opinion

We have audited the financial report of Western Sydney Community Legal Centre Inc. (the 'Centre'), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion the financial report of the Centre has been prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- a. Giving a true and fair view of the Centre's financial position as at 30 June 2018 and of its financial performance for the year then ended; and
- b. Complying with Australian Accounting Standards to the extent described in Note 2, and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Centre in accordance with the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Centre's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### CHARTERED ACCOUNTANTS & ADVISORS

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Level 29, 66 Goulburn Street  
Sydney NSW 2000

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## **Responsibilities of the Responsible Persons for the Financial Report**

The responsible persons of the Centre are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 2 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The responsible persons responsibility also includes such internal control as the responsible persons determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

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

The responsible persons are responsible for overseeing the Centre's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

A further description of our responsibilities for the audit of these financial statements is located at the Auditing and Assurance Standards Board website at:

[https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)

This description forms part of our independent auditor's report.

A handwritten signature in dark ink that reads "William Buck".

**William Buck**

ABN: 16 021 300 521

A handwritten signature in dark ink that reads "M A Nevill".

**M A Nevill**

Partner

Sydney, 22 October 2018



### **Thank you to our volunteers!**

Thank you to our volunteer students and solicitors who have been the lifeblood of our Centre over the past year. You make an invaluable contribution to our organisation and we wouldn't be able to operate without you!

### **Join us**

Volunteer with us: <https://www.wsclc.org.au/join-us/volunteering/>

Subscribe to Western Sydney Community Legal Centre's e-newsletter via our website:

<http://www.wsclc.org.au>

### **Donate to support our work**

Support from the community, law firms and others is crucial for WSCLC to continue providing its services. Your contribution assists WSCLC in providing free legal services to people who would otherwise not be able to afford legal help.

### **To donate, call us on**

(02) 8833 0911 or email: [admin@wsclc.org.au](mailto:admin@wsclc.org.au)

