

# Federation of Community Legal Centres (Vic) Inc Annual Report

06/07

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# Chairperson's Report

Capacity building, community law partnerships and collaboration have been themes of the work undertaken by the Federation this year. The organisation has had a very exciting and demanding year. We have had excellent increases in funding to the sector and we have also rolled out some very significant law reform and sector development activities. Working across the continuum to improve service delivery and lobbying for policy change continues to remain the predominant work undertaken by CLCs and the Federation plays an active role promoting this work.

The Community Law Partnerships and Capacity Building Project, funded by Victoria Law Foundation, enhanced the ability of the Federation to consult with the sector and develop ongoing activities for workforce development, resource development and pro bono partnerships. An increase of over \$70,000 in ongoing funding from Victoria Legal Aid has allowed the organisation to employ a permanent Sector Development Officer to implement the recommendations from the project. In particular, we have developed some excellent professional development packages to address issues related to governance, management and employment.

The Federation has continued to facilitate the Multi Business Agreement process to improve the wages and conditions of the staff in the sector. The process has ensured the delivery of the first year's funding of a 3% wage rise. Our ongoing lobbying in collaboration with the centres has also seen a \$8.8 million boost of funding for CLCs over 4 years from the Victorian Government including 8 new family violence positions and 5 new rural and regional positions. The family violence funding is particularly exciting as it is being supported by the Federation's Best Practice Project which will set benchmark standards for legal excellence in service delivery around court-based family violence programs.

It would be good to see this commitment to CLCs matched by the Federal Government. Over the past 5 years, recurrent Federal Government CLC program funding for Victorian CLCs has decreased by over 5% in real terms.

To resource our members better and improve communication, the website update and review project was completed. The process has identified strategies for the ongoing website development work in the next financial year.

A key challenge for the sector this year has been the Federal Government's review of the CLC sector and we are currently awaiting the outcomes and recommendations which may impact on the funding and service delivery model.

Our Policy Officers, with guidance and collaboration from the Justice Initiatives Standing Group and Federation working groups, developed some innovative projects including the Smart Justice Campaign, the G20 Human Rights Observers Project and the Family Violence Best Practice Project. We also continued our work on the Sexual Offences Project and the Women's Violence for Justice Project. These projects and our membership structures ensure that the voices and concerns of the sector and its clients are communicated by the Federation in an effective manner to support change.

Community legal centre policy and law reform work is critical to maintaining a fair and responsive justice system. Yet this work is often misunderstood or misrepresented. The client groups that CLCs serve often cannot effectively represent their needs and interests to government. Our work in this area allows governments to hear the views of the disadvantaged, the minorities and the voiceless and contributes their perspective to the shaping of our legal system. It results in important improvements to laws, policies and practices. It promotes debate and democracy and allows governments to better target their

resources to address areas of need. It is vital that the sector continue to fearlessly pursue this work.

The Federation also plays an important direct service role by providing more than 700 referrals annually to CLCs and other legal service providers. The community law website has had over 70,000 visits this year and is a popular resource tool for the sector and other organizations.

The Federation has had staff changes but also welcomed the opportunity to bring new staff to challenging roles in the organisation. We thank Pauline Spencer for her leadership and management support in the last two years. We also thank Anthony Kelly, Kaz MacKay, Camilla Pandolfini and Marie Collard for their contribution and hard work. In particular, our thoughts go to Liz McKeag, who resigned in June 2007 due to ill health.

We also welcome Hugh de Kretser as the new Executive Officer, who brings in a lot of enthusiasm and incredible knowledge and experience from both the CLC and the private sectors. We thank Sarah Nicholson and Alison Rayner for their ongoing work and welcome Annie Nash and Sally Goldner. I would like to thank all the workers in the CLC sector and volunteers for their participation and ongoing support. Finally, thank you to the funders and other supporters of the CLC land.

The crusade continues....

Yours in Justice  
**Rachna Muddagouni**  
Chair, Management Committee



## About the Federation of Community Legal Centres (Vic) Inc

The Federation is the peak body for fifty two community legal centres across Victoria. The Federation leads and supports community legal centres to pursue social equity and to challenge injustice.

The Federation:

- provides information and referrals to people seeking legal assistance
- initiates and resources law reform to develop a fairer legal system that better responds to the needs of the disadvantaged
- works to build a stronger and more effective community legal sector
- provides services and support to community legal centres
- represents community legal centres with stakeholders

The Federation assists its diverse membership to collaborate for justice. Workers and volunteers throughout Victoria come together through working groups and other networks to exchange ideas and develop strategies to improve the effectiveness of their work.

## About Community Legal Centres

Community legal centres are independent, community organisations that provide free legal services to the public. Community legal centres provide free legal advice, information and representation to more than 100,000 Victorians each year.

Generalist community legal centres provide services on a range of legal issues to people in their local geographic area. There are generalist community legal centres in metropolitan Melbourne and in rural and regional Victoria.

Specialist community legal centres focus on groups of people with special needs or particular areas of law (eg: mental health, disability, consumer law, environment etc).

Community legal centres receive funds and resources from a variety of sources including state, federal and local government, philanthropic foundations, pro bono contributions and donations. Centres also harness the energy and expertise of hundreds of volunteers across Victoria.

Community legal centres provide effective and creative solutions to legal problems based on their experience within their community. It is our community relationship that distinguishes us from other legal providers and enables us to respond effectively to the needs of our communities as they arise and change.

Community legal centres integrate assistance for individual clients with community legal education, community development and law reform projects that are based on client need and that are preventative in outcome.

Community legal centres are committed to collaboration with government, legal aid, the private legal profession and community partners to ensure the best outcomes for our clients and the justice system in Australia.

## Federation Management Committee

**Chair & Secretary, Fitzroy Legal Service**  
Rachna Muddagouni

**Treasurer, Tenants Union Victoria**  
Mark O'Brien

**Victorian Aboriginal Legal Service**  
Robin Inglis

**Villamanta Disability Rights Legal Service**  
Greg Leeson

**Human Rights Law Resource Centre**  
Phil Lynch

**Wyndham Legal Service**  
Cynthia Manson

**Springvale Monash Legal Service**  
Vanessa Sweeney (to March 2007)

## Standing Group Convenors

**Justice Initiatives**  
Helen Yandell (Springvale Monash Legal Service)

**Sector Development**  
Rachna Muddagouni (Fitzroy Legal Service)

## Federation Office Staff

**Executive Officer**  
Pauline Spencer (to October 2006)  
& Hugh de Kretser (from January 2007)

**Policy Officer**  
Sarah Nicholson & Anthony Kelly (to January 2007)

**Sector Development Officer**  
Annie Nash

**Locum Sector Development Officer**  
Kaz Mackay

**Administrator**  
Alison Rayner & Liz McKeag (on extended leave)

**Finance Officer**  
Sally Goldner

## Federation Volunteers

Amira Alic, Jayden Barberis, Tim Bertsch, Elizabeth Chase, Mae Comber, Aimee Cooper, Katherine Francis, William Ho, Julia McLean, Stephanie Morrow, Phuong Nguyen, Shelly Snir Teo, Yau Yau

## Federation Project Staff

**Family Violence Best Practice & Women's Voices for Justice Projects**  
Catherine Plunkett

**Sexual Offences & Cognitive Impairment Project**  
Donna Swann & Maree Kelly

**Capacity Building & Community Law Partnerships Projects**  
Maxina Martellotta

**Locum Sector Development Officer**  
Kaz Mackay

**Smart Justice Project**  
Anthony Kelly

**Policy Project Officers**  
Prue Elletson & Camilla Pandolfini

**Website Project 2007**  
Michelle Lee

## Federation Representatives

**NACLC State Representative** – Robin Inglis (VALS)

**Department of Justice Infringements Oversight Unit Standing Committee** – Gary Sullivan (West Heidelberg)

**Human Rights Law Resource Centre Advisory Group** – Sophie Delaney (Mental Health Legal Centre)

**Legal Services Commissioner Community Consultation Committee** – Gary Sullivan (West Heidelberg)

**State-wide Steering Committee to Reduce Family Violence** – Joanna Fletcher (Women's Legal Service)

**State-wide Steering Committee to Reduce Sexual Assault** – Chris Jennings (DVIRC)

**Family Violence Court Monitoring Committee** – Pauline Spencer, Sarah Nicholson & Catherine Plunkett (Federation Office)

**Family Violence Court Evaluation Committee** – Joanna Fletcher (Women's Legal Service Victoria)

**Victoria Legal Aid Community Consultative Committee** – Helen Constatas (Peninsula)

**Young People's Commission Coalition** – Youthlaw

**Volatile Substance Abuse Protocols Advisory Committee** – Youthlaw

**CAV Working Together Forum** – Jackie Galloway (Peninsula)

**Women's Correctional Services Advisory Committee** – Arati Vidyasagar (Darebin)

**Youth Referral and Independent Persons Program (YRIPP)** – Pauline Spencer & Sarah Nicholson (Federation Office)

**Victorian Equal Opportunity And Human Rights Commission Education Strategy Committee** – Helen Yandell (Springvale Monash)

**Victorian Government Elder Law Advisory Group** – Hugh de Kretser (Federation Office)

## Funding and Support

The Federation Office's core funding is provided by Victorian Government and Victoria Legal Aid. The Federation thanks them for their ongoing support.

We would also like to thank the following organisations for their support:

Collie Foundation – ANZ Trustees  
Donkey Wheel Fund  
Helen Macpherson Smith Trust  
Law Institute of Victoria  
Maddocks  
Reichstein Foundation  
Victoria Law Foundation  
Victorian Women's Trust

## CLC Fellowship

The CLC Fellowship is an initiative of the Victoria Law Foundation, based on a sabbatical model, which provides funding to a CLC to allow a staff member to undertake a research or other project of lasting significance to the sector and the community.

The 2006-07 Fellowship was awarded to Rachna Muddagouni (Fitzroy) who produced the excellent CLC resource "*Thinking & Planning Ahead: A Resource Manual for Community Legal Centre Staff*". The 2007-08 Fellowship has been awarded to Nicole Rich (Consumer Action). Our thanks go to the Victoria Law Foundation for continuing this important initiative. For more information visit [www.victorialaw.org.au](http://www.victorialaw.org.au).

## Assisting the Community with Information and Referrals

The Federation provides a direct information and referral service for the public via telephone and our website [www.communitylaw.org.au](http://www.communitylaw.org.au). Our contact details are listed as a referral point for CLCs in many different legal assistance publications and websites.

Last year, we estimate we provided over 700 telephone referrals to members of the public, many of whom are distressed and unsure about how to find help to deal with their legal problem. Our website [www.communitylaw.org.au](http://www.communitylaw.org.au), which hosts and provides links to CLC websites and a range of legal resources and information, received over 70,000 visits in the year.

## Sector Development

The Federation works to build a strong, effective and well-resourced community legal sector. The Sector Development Standing Group provides strategic guidance for this work.

2006-07 was a particularly important year for sector development. The Federation conducted the Capacity Building and Community Law Partnerships Project, funded by the Victoria Law Foundation. The Capacity Building Report examined activities, resources and support to strengthen the skills and abilities of centres to take effective action. The report identi-

fied priority needs around governance, management and human resources. The Community Law Partnerships Report examined ways to support and resource community legal centres to better engage in pro bono partnerships with the private legal sector.

Victoria Legal Aid provided recurrent funding for a permanent Sector Development Officer which greatly boosted the Federation's capacity to support the sector and to implement the recommendations of the Capacity Building and Community Law Partnerships Project.

Recruitment and retention of staff continue to be extremely challenging for CLCs but the delivery of funding by Victoria Legal Aid for the first 3% pay increase for CLC staff under the Multi Business Agreement process will assist in this regard. Victoria Legal Aid also provided capital equipment funding to help centres improve their IT infrastructure and the Federal Government has also made increased IT funds available.

The Federation continued to conduct its professional development program for CLC staff focussing on areas identified by the Capacity Building Project and on assisting centres to meet their compliance obligations. We continued to improve our online toolkit which contains useful resources to help CLCs operate more effectively and we updated the content and reviewed the community law website, which hosts over 20 CLC "sub-webs".

The Federation also worked with the Victorian Council of Social Service and the Public Interest Law Clearing House on a project funded by the Reichstein Foundation to investigate ways community organisations access support and assistance to engage effectively in systemic advocacy.

## Justice Policy

The Federation leads law reform and policy work in the sector and promotes collaboration between centres and other relevant organisations. The Justice Initiatives Standing Group provides overall strategic direction for our justice policy work and also reviews and updates our Justice Policy Positions

2006-07 was another busy year in justice policy and included some innovative projects to improve our justice system. The Smart Justice Project promoted effective criminal justice policies that moved beyond retribution and "law and order" politics. With support from a coalition of organisations, the Project produced a series of fact sheets on law and order issues and a campaign website ([www.smartjustice.org.au](http://www.smartjustice.org.au)). The project was made possible through funding from the Victoria Law Foundation and the Donkey Wheel Fund.

The Federation's G20 Human Rights Observers Project involved coordinating a team of 28 volunteer human rights observers to monitor the police response to the protests around the G20 meeting in Melbourne in November 2006. The Project involved preparing a detailed report which critically analysed the protest and the police response and made recommendations for improving police responses to future protests.

The Federation continued to be extremely active in participating in government and agency reviews of laws, making submissions on a range of issues including anti-terror laws, graffiti prevention, the Coroners Act, client legal privilege, proposed infringement offences, suspended sentences and

investigations powers. Federation submissions are available on our website: [www.communitylaw.org.au](http://www.communitylaw.org.au).

The Justice Initiatives Standing Group also revised and updated its strategic work plan, arranged human rights training for community legal education workers and lawyers and assisted community legal centre contributions to the Shadow Reporting process on the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights.

## Justice Policy Projects

The **Family Violence Best Practice Project** promotes best practice in the development and delivery of court-based intervention order assistance for victims of family violence. The project has involved researching and documenting best practice and preparing a Code of Practice and associated operational tools to support the work of CLCs providing Family Violence Applicant Programs in Magistrates Courts.

A corresponding professional development package and mentoring scheme is being developed with Women's Legal Service Victoria and the Domestic Violence and Incest Resource Centre. The initiative will be implemented in early 2008 when newly funded CLC programs are on-line in nine Magistrates Courts throughout Victoria. The project is funded by the Helen Macpherson Smith Trust and the Department of Justice.

Following the release in 2006 of the Victorian Law Reform Commission's *Review of Family Violence Laws*, the **Women's Voices for Justice and Human Rights Project** established a partnership with Domestic Violence Victoria and jointly launched a campaign for the comprehensive implementation of the Commission's recommendations.

The campaign is supported by a large group of individuals and organisations including the Victorian Council of Social Service, Amnesty International Australia, the Women's Electoral Lobby, No To Violence Male Family Violence Prevention Association and the Victorian Women with Disabilities Network. Its work in the lead-up to the state election achieved a promise from Government for legislative change and the implementation of several key recommendations. The campaign work continues through 2007-2008, providing a response to proposed new family violence legislation and highlighting the non-legislative reform agenda. The project was funded by the Reichstein Foundation and the Victorian Women's Trust.

The **Sexual Offences Project** has raised awareness about the enormous challenges facing victims of sexual abuse with a cognitive impairment in accessing justice and has promoted cross-sector collaboration in addressing these issues. The project has also resulted in important legislative changes addressing the needs of sexual abuse survivors with a cognitive impairment. The current Stage 4 of the Project, with continued funding from the Reichstein Foundation, has focused on developing a model for cross-sector advocacy and support services to assist sexual abuse victims with a cognitive impairment to access justice.





# Working Group Reports

## About Federation Working Groups

Federation working groups exist to develop strategic responses to sector, policy and law reform issues. Membership is drawn from member CLCs with support from Federation staff. Working groups promote sector collaboration, networking and information sharing. They build the Federation's capacity to respond to issues by drawing on the expertise, experience and skills of member CLCs. Task groups are short-term working groups.

## Access to Interpreters Working Group

Convenor: Suzy Fox (St Kilda)

The Working Group continues to liaise with Victoria Legal Aid on the funding allocated to CLCs for onsite interpreters and translation services provided by the Victorian Interpreting & Translating Services and VICDEAF to facilitate access to legal services for members of our culturally and linguistically diverse communities and those with hearing impairments. The group greatly appreciates the increase in funding from \$66,000 to \$75,000 for 2007-2008.

At the Federal level, responsibility for CLC interpreters provided through the Telephone Interpreting Service (TIS) was transferred from DIMIA to the Commonwealth Attorney General's Department. CLC access was limited by notional budgets applied to each state and territory. Given the high demand for TIS services in Victoria, the Federation and NACLC successfully advocated for increased budgets in Victoria which will be implemented in 2007-2008. Over this transitional period, the Working Group assisted CLCs with the new administrative procedures required for accessing TIS and Automated TIS services.

The update of the Interpreters Kit was also completed and distributed to CLCs via CD-Rom. In the coming year the Working Group will be undertaking a research project to identify both the existing and future interpreting and translation needs of Centres.

## Anti-Terrorism Laws Working Group

Convenor: Marika Dias (Western Suburbs)

The Anti-Terrorism Laws Working Group has enjoyed a busy and productive year with participation from various member centres, Federation volunteers and academics. The Working Group has continued to work with communities targeted by Australian anti-terrorism laws, including Tamil, Somali, Muslim and Kurdish community groups. This work has included provision of community legal education sessions, community forums, campaign support and legal support.

Working Group members have spoken at numerous forums, conferences and public meetings involving activists, academics, non-government organisations and other community groups. We have also participated in a number of radio interviews.

The Working Group has continued to work in collaboration with other organisations including Amnesty International, the Victorian Equal Opportunity and Human Rights Commission, academic institutions and activist groups. We have met with police to discuss their implementation of the laws and policies relating to counter-terrorism policing. The Working Group has also continued to make submissions to parliamentary and independent inquiries relating to anti-terrorism laws. In the last year, we produced detailed submissions relating to changes to the classification scheme and to a review of the 'listing provisions' relating to terrorist organisations. We made a submission to and consulted with the Australian Law Reform Commission's inquiry into client legal privilege focussing on the privilege in anti-terrorism matters.

The Working Group has provided continued support to CLC's working on anti-terrorism issues. We have conducted training sessions for several CLC's and have assisted CLC's to present CLE sessions and conduct project work. We have also been developing a training kit for CLC lawyers which will be printed and circulated in the near future. We have also had input into the publications of other organisations such as the Australian Muslim Civil Rights Advocacy Network and the RMIT Legal Service.

## Child Protection Task Group

Convenor: Paula Grogan (Youthlaw)

The Child Protection Task Group was established to focus on the review of the child protection system, including changes to the legislative framework and the service system. The *Children, Youth and Families Act* 2005 commenced on 23 April 2007.

The Working Group believes that it is important that there is independent monitoring of the child protection system to ensure the new Act promotes and protects the rights and well-being of children, young people and families. We have sought information from the Department of Human Services about its proposed evaluation process for the legislation and have proposed that CLCs participate in that monitoring process.

## Children's and Youth Issues Working Group

Convenor: Tiffany Overall (Youthlaw)

Drawing on the expertise, networks and commitment of members of the Children's and Youth Issues Working Group, our key achievements over the past 12 months are:

- organising an anti-bullying forum targeted at teachers and producing a report with the various papers from the forum
- planning another forum (this time in Geelong) with a focus on the disturbing trend of cyber-bullying
- contributing to submissions on the Anti-Graffiti Bill and raising awareness in the sector of the way proposed legislation potentially infringes on children's and young peoples rights to freely associate and to due criminal process; and
- supporting the development of a wallet-sized information sheet for young people about public transport fines.

## Civil Law Reform Task Group

Convenor: Adrian Snodgrass (St Kilda)

The Civil Law Issues Task Group was formed to respond to the Victorian Law Reform Commission's review of civil justice. The Task Group contributed submissions outlining the barriers to civil justice faced by disadvantaged groups in the community. Key recommendations include the need for court-based assistance for unrepresented litigants, the need for court-based interpreters for civil matters, the re-instatement of Legal Aid assistance for civil disputes, capping and certainty of cost awards and the introduction of a compulsory third party insurance scheme. The Task Group also supports the campaign by CLCs to promote awareness by insurers of their obligations under the Insurance Code of Conduct. The campaign has been successful in changing the way insurers train their staff and in assisting CLC clients experiencing financial hardship to deal with debts to insurers.



## Community Legal Education Workers (CLEWS) Working Group

Convenor: Tim Bloxsome (Essendon)

CLEWS supports community legal education projects and assists in exchanging education ideas and information within the Victorian CLC sector. CLEWS also links in with the National CLEWS group to share knowledge about community legal education projects occurring around Australia.

2006-07 has been an exciting year. A National survey or 'CLE Map' has been completed of community legal education workers and current projects. CLEWS started a partnership project with the Victoria Law Foundation to collect and maintain a library of current community legal centre publications and projects. Utilizing a system used by the State Library of NSW, CLC workers will be able to quickly search this database from their office. CLEWS spent much of the early part of 2007 organising the Specialist-Generalist community legal education mini-conference to build relationships and synergies between generalist and specialist community legal education workers.

The CLEWS membership would like to thank Richard Duffy, Kylie Smith and Cherie Marian for all their work as co-convenors.

## Corrections Working Group

Convenor: Arati Vidyasagar (Darebin)

Highlights in the area of corrections work included the continued work for reforms to address systemic discrimination in the prison system against women prisoners. The Working Group also supported Brimbank Melton CLC's project, funded by the Reichstein Foundation, to develop a model and support for the establishment of a specialist prisoner legal service in Victoria.

## Police Issues Working Group

Convenor: Lee Hurlston (North Melbourne)

Over the past year, the Working Group has conducted strategic planning aimed at finding long-term solutions to entrenched policing problems facing our clients and communities.

Three areas identified as requiring urgent attention include: the creation of individually and systemically effective mechanisms of police accountability; the need for human rights-based and community-responsive policing; and a shift towards criminal justice responses that meaningfully address and take responsibility for disadvantage and the root causes of crime.

The Working Group also supported the Smart Justice Campaign and identified mechanisms to map and share information and strategies from CLCs around the state and elsewhere on police issues. We prepared a submission to the Office of Police Integrity and supported the G20 Legal Advice Line and complaints processes. We also assisted Flemington Kensington CLC's work in seeking justice for the many young



migrant and refugee people in the Flemington area who have reported experiences of police racial and religious harassment and profiling, brutality and excessive use of force.

### Professional Standards Working Group

Convenors: Gary Sullivan (West Heidelberg) & Richard Besley (Darebin)

The Working Group helps CLCs to meet their obligations under the Legal Profession Act and the national CLC professional indemnity insurance scheme. It has continued to be an essential collaborative mechanism to assist CLCs to address common legal practice issues and to promote excellence in the delivery of legal services.

### Older Persons Law Task Group

Convenors: Eve Stagoll (PILCH) & Jenni Lee (Southport)

The Older Persons Law Task Group was established in early 2006 to recognise and extend the work of CLCs in providing services to older people. As well as providing a forum for discussion and exchange of ideas, the Task Group has highlighted the legal needs of older people and the work of CLCs in this area. The Group prepared a submission to and consulted with the Commonwealth Inquiry into the Legal Needs of Older People.

In June 2006, following an Elder Abuse Prevention Consultation, the State Government announced funding for a range of initiatives to target elder abuse including the establishment of a specialist CLC for older people. The Task Group has been active in developing principles and models for the new CLC and made a detailed submission to the government consultation in April 2007.

### Refugee and Immigration Law Working Group

Convenor: Marika Dias (Western Suburbs)

The Working Group has met regularly over the course of the last year to discuss and work on issues relating to refugee and immigration law. We made a detailed submission relating to citizenship testing and also endorsed a submission relating to amendments to superannuation regulations. The Working Group also liaised with CLC's to encourage their involvement in Refugee Week activities and member centres participating in the Working Group organised well-attended Refugee Week events in their respective catchment areas.

This year the Working Group was also pleased to welcome the Asylum Seeker Resource Centre as a new member of the Federation. The Working Group held some of its meetings at the ASRC and we also produced an information sheet on Bridging Visa E's for the ASRC's fundraising sleep-out. In the coming year, one focus of the Working Group will be the lack of migration agents in CLCs.

### Violence Against Women and Children Working Group

Convenors: Belinda Lo (Whittlesea) & Claire Wiegall (Aboriginal Family Violence)

The Working Group has continued to monitor Victoria's response to family violence. The Victorian government has commendably encouraged a "whole of government" approach to family violence but the insidious nature of family violence continues to feature in many Victorian lives.

We have been greatly assisted by Catherine Plunkett who has coordinated and facilitated the Family Violence Best Practice and the Women's Voices for Justice Projects and has worked on demystifying the Police Code of Practice. Catherine's dedication and focus on the work of the Working Group has been greatly appreciated and we are thrilled that her position has been granted additional funding to continue her work.

We also welcome the Victorian Government funding for additional family violence solicitors in the CLC sector. In anticipation of this announcement, the Group organized a very successful comprehensive family violence advocacy training day with pro bono assistance from experienced barristers who conducted the training. The Federation has also been represented on the Statewide Steering Committee to Reduce Family Violence and the Family Violence Court Monitoring Committee.

## Federation Members 06/07

#### GENERALIST CENTRES

Albury Wodonga Community Legal Service  
 Brimbank Melton Community Legal Centre  
 Broadmeadows Community Legal Service  
 Casey Cardinia Community Legal Service  
 Central Highlands Community Legal Centre  
 Darebin Community Legal Centre  
 Eastern Community Legal Centre  
 Essendon Community Legal Centre  
 Fitzroy Legal Service  
 Flemington/Kensington Community Legal Centre  
 Footscray Community Legal Centre  
 Geelong Community Legal Service  
 Gippsland Community Legal Service  
 Loddon Campaspe Community Legal Centre  
 Monash Oakleigh Legal Service  
 Moreland Community Legal Centre  
 Murray Mallee Community Legal Service  
 North Melbourne Legal Service  
 Peninsula Community Legal Centre  
 South Port Community Legal Service  
 South West Community Legal Centre  
 Springvale Monash Legal Service  
 St Kilda Legal Service Co-Op  
 Surfcoast Community Legal Service  
 West Heidelberg Community Legal Service  
 Western Suburbs Legal Service  
 Whittlesea Community Legal Service  
 Wyndham Legal Service.

#### SPECIALIST CENTRES

Aboriginal Family Violence Prevention & Legal Service (Victoria)  
 Asylum Seeker Resource Centre  
 Communications Law Centre  
 Consumer Action Law Centre  
 Disability Discrimination Legal Service  
 Disability Employment Action Centre  
 Domestic Violence & Incest Resource Centre  
 Environment Defenders Office (Victoria)  
 Family Mediation Centre  
 Human Rights Law Resource Centre  
 Job Watch  
 Melbourne University Student Union Legal Service  
 Mental Health Legal Centre  
 Mildura Aboriginal Corporation Indigenous Family Violence Prevention Legal Service  
 Public Interest Law Clearing House (Vic)  
 Refugee & Immigration Legal Centre  
 RMIT Union Legal Service  
 Student Legal Service  
 Tenants Union of Victoria  
 Victorian Aboriginal Legal Service  
 Villamanta Disability Rights Legal Service  
 Welfare Rights Unit  
 Women's Legal Service Victoria  
 Youthlaw.





# Federation of Community Legal Centres (Vic) Inc

## Financial Report for the Year Ended 30 June 2007

### INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

| Note  | 2007<br>\$            | 2006<br>\$           |
|---|-----------------------|----------------------|
| <b>INCOME</b>   |                       |                      |
| State Grant (recurrent)   | 335,269               | 247,783              |
| Victoria Legal Aid – Website Phase 3                                      | -                     | 4,034                |
| CLC – Lexis Nexis Project   | -                     | 37,578               |
| CLC Program - Other Income  | 6,719                 | -                    |
| OP – Anti-Terror Laws   | 3,000                 | -                    |
| OP – Family Violence Project<br>(Dept of Justice)                         | 26,436                | 22,000               |
| OP – Grant Income   | 1,400                 | -                    |
| OP – Inclusion and Disability   | 30,000                | -                    |
| OP – Sector Development<br>(Victoria Law Foundation)                      | -                     | 29,500               |
| OP – Sexual Offences<br>(Reichstein Foundation)                           | 21,000                | 22,000               |
| OP – Smart Justice  | 18,517                | -                    |
| OP – Women’s Justice (Reichstein<br>Foundation & Victorian Women’s Trust) | 15,982                | 30,000               |
| Membership Levies   | 16,000                | 15,368               |
| Membership - Other Income   | 6,237                 | -                    |
| Interest  | 11,014                | 7,481                |
| State Conference - Sponsorship  | -                     | 11,500               |
| State Conference - Registrations  | -                     | 18,164               |
| Management Fees   | 19,700                | -                    |
| Miscellaneous Income  | (909)                 | 9,766                |
|   | <u>510,365</u>        | <u>455,174</u>       |
| <b>EXPENDITURE</b>  |                       |                      |
| Salaries  | 276,062               | 229,997              |
| Superannuation  | 26,494                | 23,211               |
| Workcover   | 5,892                 | 4,585                |
| Provision – Annual Leave  | (5,662)               | 10,075               |
| Provision – Long Service Leave  | (3,865)               | 313                  |
| Provision – Parental Leave  | 6,500                 | 13,960               |
| Oncosts – Other   | -                     | 4,414                |
| Rent  | 10,634                | 10,345               |
| Other Premises Costs  | 7,396                 | 3,692                |
| Staff Training  | 2,318                 | 1,704                |
| Staff Recruitment   | 2,744                 | 993                  |
| Communications  | 7,696                 | 7,173                |
| Office Overheads  | 14,056                | 9,322                |
| Insurance   | 880                   | 3,269                |
| Finance, Audit & Accounting Fees  | 15,844                | 2,840                |
| Library, Resources & Subscriptions  | 2,414                 | 3,302                |
| Travel  | 2,621                 | 2,284                |
| Programming and Planning  | 2,286                 | 2,060                |
| Other Expenses  | 876                   | 866                  |
| Depreciation  | 6,893                 | 7,934                |
| Loss on Disposal  | 12,061                | -                    |
| State Budget Submission   | -                     | 939                  |
| Transfer To (From) Provisions   | -                     | (10,800)             |
| Transfer To (From) Project Balances                                       | 6,800                 | 3,423                |
| Project Expenses  | 10,844                | 44,256               |
| Project Expenses – Membership   | 2,090                 | 47,604               |
| Other Projects  | -                     | 260                  |
| Management Fees   | 19,700                | -                    |
|   | <u>433,574</u>        | <u>428,021</u>       |
| Profit before income tax  | 76,791                | 27,153               |
| Income tax expense  | -                     | -                    |
| Profit after income tax   | 76,791                | 27,153               |
| Transfer From(to) Capital Reserve 9                                       | 15,826                | -                    |
| Retained Profits at the beginning of<br>the financial year                | 73,403                | 46,250               |
| <b>Retained Profits at the end of the<br/>financial year</b>              | <b><u>166,020</u></b> | <b><u>73,403</u></b> |

### BALANCE SHEET AS AT 30 JUNE 2007

| Note                             | 2007<br>\$ | 2006<br>\$            |                       |
|----------------------------------|------------|-----------------------|-----------------------|
| <b>CURRENT ASSETS</b>            |            |                       |                       |
| Cash                             | 3          | 220,305               | 153,272               |
| Trade and other receivables      | 4          | 50,319                | 17,253                |
| <b>TOTAL CURRENT ASSETS</b>      |            | <u>270,624</u>        | <u>170,525</u>        |
| <b>NON-CURRENT ASSETS</b>        |            |                       |                       |
| Property, plant and equipment    | 5          | 22,935                | 41,626                |
| <b>TOTAL NON-CURRENT ASSETS</b>  |            | <u>22,935</u>         | <u>41,626</u>         |
| <b>TOTAL ASSETS</b>              |            | <u>293,559</u>        | <u>212,151</u>        |
| <b>CURRENT LIABILITIES</b>       |            |                       |                       |
| Trade and other creditors        | 6          | 31,004                | 13,161                |
| Amounts received in advance      | 7          | 43,306                | 53,504                |
| Provisions                       | 8          | 30,295                | 33,323                |
| <b>TOTAL CURRENT LIABILITIES</b> |            | <u>104,605</u>        | <u>99,988</u>         |
| <b>TOTAL LIABILITIES</b>         |            | <u>104,605</u>        | <u>99,988</u>         |
| <b>NET ASSETS</b>                |            | <u><b>188,954</b></u> | <u><b>112,163</b></u> |
| <b>MEMBERS' FUNDS</b>            |            |                       |                       |
| Retained profits                 |            | 166,020               | 73,403                |
| Capital Reserve                  | 9          | 22,934                | 38,760                |
| <b>TOTAL MEMBERS' FUNDS</b>      |            | <u><b>188,954</b></u> | <u><b>112,163</b></u> |

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2007

| Note   | 2007<br>\$ | 2006<br>\$            |                       |
|--|------------|-----------------------|-----------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>            |            |                       |                       |
| Receipts from Gov't Grants                             |            | 303,382               | 248,238               |
| – recurrent  |            |                       |                       |
| Receipts from Gov't Grants                             |            | 121,875               | 154,686               |
| – non-recurrent  |            |                       |                       |
| Receipts from Other Sources                            |            | 41,028                | 57,222                |
| Interest received                                      |            | 11,014                | 7,481                 |
| Payments to Suppliers and<br>Employees                 |            | (394,177)             | (420,017)             |
| Net Cash provided by operating<br>activities           | 10         | <u>83,122</u>         | <u>47,610</u>         |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>            |            |                       |                       |
| Payments for purchase of property<br>and equipment     |            | (263)                 | (6,738)               |
| Net Cash provided by (used in)<br>investing activities |            | <u>(263)</u>          | <u>(6,738)</u>        |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>            |            |                       |                       |
| Proceeds from capital<br>replacement reserve           |            | (15,826)              | (4,062)               |
| Net Cash provided by (used in)<br>financing activities |            | <u>(15,826)</u>       | <u>(4,062)</u>        |
| Net increase (decrease) in cash held                   |            | 67,033                | 36,810                |
| Cash at the beginning of the year                      |            | 153,272               | 116,462               |
| <b>Cash at the end of the year</b>                     |            | <u><b>220,305</b></u> | <u><b>153,272</b></u> |

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

#### Note 1: Statement of Significant Accounting Policies

This financial report is special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act (Vic.). The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act (Vic.) and the following Australian Accounting Standards:

|           |                                     |
|-----------|-------------------------------------|
| AASB 112  | Income Taxes                        |
| AASB 1031 | Materiality                         |
| AASB 110  | Events after the Balance Sheet Date |
| AASB 119  | Employee Benefits                   |
| AASB 137  | Provisions                          |

No other applicable Accounting Standards, Urgent Issue Group Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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

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

#### a. Income Tax

The charge for current income tax expenses is based on profit for the year adjusted for non-assessable or disallowed items. It is calculated using tax rates that have been enacted by the balance sheet date. The Association is exempt from paying income tax by virtue of Section 50-45 of the Income Tax Assessment Act, 1997. Accordingly, tax effect accounting has not been adopted.

#### b. Fixed Assets

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all fixed assets are depreciated over the useful lives of the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### c. Employee Entitlements

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of estimated future cash outflows to be made for those benefits.

Sick Leave is not provided for on the balance sheet.

#### d. Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007**

| Note  | 2007<br>\$     | 2006<br>\$     |
|---|----------------|----------------|
| <b>Note 2: Income Tax Expense</b>   |                |                |
| Prima facie tax payable on operating profit at 30% (2006: 30%)                          | 23,037         | 8,146          |
| Less tax effect of:<br>non-taxable member income<br>arising from principle of mutuality | (23,037)       | (8,146)        |
| <b>Income tax expense</b>   | <u>-</u>       | <u>-</u>       |
| <b>Note 3: Cash and cash equivalents</b>  |                |                |
| Cash at bank  | 220,105        | 152,972        |
| Cash on hand  | 200            | 300            |
|   | <u>220,305</u> | <u>153,272</u> |
| <b>Note 4: Trade and other receivables</b>  |                |                |
| <b>Accounts Receivable</b>  | <u>50,319</u>  | <u>17,253</u>  |
| <b>Note 5: Property, plant and equipment</b>  |                |                |
| Furniture and fittings - at cost  | 89,600         | 89,337         |
| Less accumulated depreciation   | (66,665)       | (47,711)       |
|   | <u>22,935</u>  | <u>41,626</u>  |
| <b>Note 6: Trade and other payables</b>   |                |                |
| Creditors and accruals  | 29,205         | 13,161         |
| Payroll liabilities   | 1,799          | -              |
|   | <u>31,004</u>  | <u>13,161</u>  |
| <b>Note 7: Amounts received in advance</b>  |                |                |
| Victoria Legal Aid - Website Phase 3  | 1,494          | 9,204          |
| CLC program - EAP   | 2,292          | 2,292          |
| OP Beyond Law and Order   | -              | 15,000         |
| OP Anti-Terror  | 3,000          | -              |
| OP Family Violence Policy   | -              | 8,390          |
| OP Imprisoned People  | 1,400          | -              |
| OP Inclusion and Disability   | 30,000         | -              |
| OP Sector Development   | -              | 14,386         |
| OP Sexual Offences  | 1,746          | 2,000          |
| OP Women's Justice  | 3,374          | 232            |
| Membership - CLE Speaking tour  | -              | 2,000          |
|   | <u>43,306</u>  | <u>53,504</u>  |
| <b>Note 8: Provisions</b>   |                |                |
| Current   |                |                |
| Provision for annual leave  | 15,785         | 21,448         |
| Provision for long service leave  | -              | 3,865          |
| Provision for parental leave  | 14,510         | 8,010          |
|   | <u>30,295</u>  | <u>33,323</u>  |
| <b>Note 9: Capital replacement reserve</b>  |                |                |
| Opening balance   | 38,760         | 42,822         |
| Transfer to/(from) reserve  | (15,826)       | (4,062)        |
| <b>Closing balance</b>  | <u>22,934</u>  | <u>38,760</u>  |

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007**

| Note  | 2007<br>\$    | 2006<br>\$    |
|---|---------------|---------------|
| <b>Note 10: Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax</b> |               |               |
| Profit after income tax   | 92,617        | 27,153        |
| Cash flows excluded from operating profit attributable to operating activities                                    |               |               |
| Non-cash flows in profit  |               |               |
| - Depreciation  | 6,893         | 7,934         |
| - Loss on disposal  | 12,061        | -             |
| Changes in assets and liabilities;  |               |               |
| - (Increase)/decrease in trade and other debtors  | (33,066)      | (3,719)       |
| - Increase/(decrease) in trade and other payables   | 17,843        | (2,800)       |
| - Increase/(decrease) in amounts received in advance  | (10,198)      | 9,574         |
| - Increase/(decrease) in provisions   | (3,028)       | 9,468         |
| <b>Net cash provided by Operating Activities</b>  | <u>83,122</u> | <u>47,610</u> |

**STATEMENT BY MEMBERS OF THE COMMITTEE FOR THE YEAR ENDED 30 JUNE 2007**

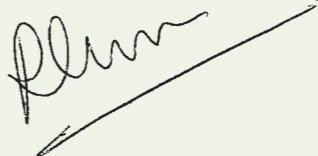
The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 6:

1. Presents a true and fair view of the financial position of Federation of Community Legal Centres (Vic) Inc. and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Federation of Community Legal Centres (Vic) Inc. will be able to pay its debts as and when they fall due.

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

Rachna Muddagouni  
Chairperson  
Dated: 3 Oct 2007



Mark O'Brien  
Treasurer  
Dated: 3 Oct 2007

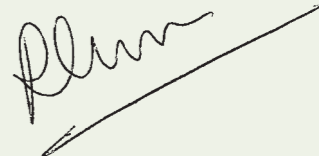


**CERTIFICATE BY MEMBER OF THE COMMITTEE**

I Rachna Muddagouni, and I Mark O'Brien, certify that:

This annual statement was/will be submitted to the members of the association at its annual general meeting.

Rachna Muddagouni  
Chairperson  
Dated: 3 Oct 2007



Mark O'Brien  
Treasurer  
Dated: 3 Oct 2007



**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF FEDERATION OF COMMUNITY LEGAL CENTRES (VIC) INC**

**Report on the Financial Report**

We have audited the accompanying financial report, being a special purpose financial report, of Federation of Community Legal Centres (Vic) Inc., which comprises the balance sheet as at 30 June 2007, and the income statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

**Committee's Responsibility for the Financial Report**

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statement, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act (VIC 1981) and are appropriate to meet the needs of the members. The committee's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conduct our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including

the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report. The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act (VIC 1981). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

**Independence**

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

**Auditor's Opinion**

In our opinion, the financial report of Federation of Community Legal Centres (Vic) Inc. presents fairly, in all material respects the financial position of Federation of Community Legal Centres (Vic) Inc. as of 30 June 2007 and of its performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

Sean Denham  
Dated: 4 Oct 2007  
Sean Denham & Associates  
CPA's  
Suite 12, 13-25 Church Street, Hawthorn VIC 3122





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Community Legal Centres  
VICTORIA

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