



CONTACT US

Western Suburbs Legal Service Inc.

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HOURS OF OPERATION

Newport

Monday & Wednesday

9:30am-1:00pm and 2:00pm-5:00pm

Laverton

Tuesday & Thursday

9:30am-1:00pm and 2:00pm-5:00pm

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

COMMITTEE OF MANAGEMENT

Chairperson

Sandra Kerr

Treasurer

Scott Thompson

Secretary

Jenny Forti

Committee Members

Terrie Benfield Rhonda Probert Claire Kowarsky (Retired) Lucinda O'Brien (Retired) Leanne Banting Alan Yang

STAFF

Principal Solicitor

Annette Au Yeung

Community Lawyer (retired)

Cathy Assini

Community Legal Education Worker

Gillian Davy

Manager (retired)

Emel Ramadan

Administrative Assistant

Andrew McCutcheon

Finances

Bruce Dolphin



WSLS rallying against amendments to the Summary Offences Act (Vic)

ABOUT US

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

OUR VISION

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

OUR MISSION

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

THANK YOU

We would like to extend thanks to funders, partners and supporters:

Alfred Felton Amanda George Charandev Singh City of Melbourne Corrs Chambers Westgarth

Deakin University

Federation of Community Legal Centres

Helen Yandell

Hobsons Bay City Council

Justice Connect

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

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

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

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

International Student Care Service

Laverton Community Hub

Maurice Blackburn

National Association of Community Legal Centres

Rob Stary Lawyers Salvation Army

Victoria Legal Aid

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Chairperson's Report

2013/2014 has been a challenging, yet successful, year for Western Suburbs Legal Service.

The Service has not only continued to run

- offices in Laverton and Newport
- an outreach service to Half Moon Caravan Park
- clinical placement for Deakin University Law students
- night services in Laverton and Newport and
- community legal education programs throughout Hobsons Bay

It has also

- trialled a criminal law clinic at the Laverton Hub with the assistance of Robert Stary Lawyers
- produced or updated a variety of publications, and
- been heavily involved with the Western Region CLC Reform Project.

During the year Emel Ramadan (Manager), Annette Au Yeung (Principal Solicitor), Gillian Davy (Community Development Officer) and Andrew McCutcheon (Administrative Assistant) continued in their roles. Cathy Assini filled the Community Lawyer role providing outreach to Half Moon and running the criminal law clinic with the assistance of volunteers and Deakin students.

The service relies heavily on volunteers – whether that be assisting with administrative tasks, ensuring night service runs smoothly, taking case-notes, providing legal advice or being on the Committee of Management. They are congratulated for their commitment and positive attitude.

The Service has again increased advice, casework and non-casework statistics. With our presence in Laverton becoming increasingly known the number of

clients from nearby suburbs such as Altona Meadows, Seabrook and Altona has seen a marked increase. It is clear there is a great need in our area and we have continued to provide advice and casework to a high standard across a wide range of areas.

There were some changes with the Committee of Management during the year with Lucie O'Brien and Claire Kowarsky departing while Leanne Banting and Alan Yang joined. My thanks to all those who have served/are serving on the Committee – with particular thanks to Rhonda Probert who has contributed a considerable amount of time in her role on the Steering Committee of the Western Region CLC Reform Project.

Sandra Kerr

Treasurer's Report

The Committee has seen many challenges this year but is pleased to report it has maintained quorum, the next 6-8 months could quite possibly see an amalgamation with other Western Legal Services however this is yet to pass and until then, the entity must continue as a going concern.

In the face of uncertainty regarding Victorian Legal Aid's strategic objectives for the West, WSLS has shown resilience as a standalone service and demonstrated that it is a pillar of the community in its own right.

Overall the service has finished financially in a strong

position similar to last financial year. However we should be aware that the organisation is entering uncharted territory in 2014-15.

Despite the challenges facing WSLS I would like to note the professionalism of the staff during this difficult time and hope that the team continues to strive to provide the best service to the local community as possible.

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

Scott Thompson

Western Region CLC Reform Project

In the first half of the year, following extensive investigation of options for greater collaboration, the Committees of Footscray Community Legal Centre (FCLC), Western Suburbs Legal Service (WSLS) and Wyndham Legal Service (WLS) agreed to merge to form a new entity to provide community legal services to the local government areas of Hobsons Bay, Maribyrnong and Wyndham. Community West (CW) (which houses the Brimbank Community Legal Centre amongst a range of services) will provide some corporate services functions to the new entity.

A steering committee has been formed to guide the implementation of the merger. The Steering Committee is comprised of representatives of each of the merging Centres, together with representatives of Victoria Legal Aid, and representatives of the Federation of Community Legal Centres and Community West as observers. The Steering Committee has employed a project officer to undertake the implementation work.

Key elements of the merger approach are:

- The three entities will merge into a company limited by guarantee ie there will be a single governance body and a single legal practice, but with multiple locations of practice with shared corporate services;
- All Centres have committed that whilst there may
 be change in the nature of some roles, no staff
 member will be remunerated less favourably or
 otherwise have material change to their terms and
 conditions of employment and staff entitlements
 will be preserved and transferred to the new
 entity.
- The Constitution of the new entity is presently being finalised however it is intended that there be opportunities for members of the existing Centres to participate in the new entity.

Expected benefits from the merger include:

- Savings through consolidation of corporate services such as finance, data entry and reporting;
- The capacity to provide or enhance support services where they are currently unable to be addressed or addressed adequately with available resources eg HR, IT support and planning.
- The capacity to take on more complex and involved cases (with a larger legal team, the impact on the practice overall of one or more practitioners being occupied in court is significantly reduced);
- Consolidation of a significant data set regarding legal need in the West of Melbourne;
- The capacity for flexible practice that can respond to areas of emerging need. For example opening new clinic if new legal need or population is identified through Centre data;
- Improved capacity and scale to undertake change focussed practice, including law reform and systemic change;
- A number of staff benefits, including: increased staff capacity to specialize; greater depth and scale of practice; enhanced career path; lower staff turnover; improved governance efficiency; and effectiveness.

The merger also addresses risks identified for Centres through the Western CLCs Reform Project Report

The report considered risk across three areas:

- Corporate law risk the risk of breach of the fundamental requirements of corporations law.
 This risk can be mitigated by an organisational commitment to, HR, IT, compliance, risk management and reporting and skilled governance, including the provision of resources.
- Cultural risk the risk that a CLC is not able or significantly less able to operate in a manner that

defines CLC practice as unique. This matters not only from the perspective of what defines a CLC as unique but also from perspective of effectiveness of practice, and therefore funding expenditure, in achieving the outcome of addressing legal need. This risk is at once the easiest and most difficult to mitigate. Easiest in the sense that whilst easier to address with scale (as scale provides more 'space' to explore new projects and service delivery mechanisms), it does not require additional resources per se. Difficult in the sense that it requires a deep understanding of change focussed service delivery and some risk appetite.

Survival risk-the risk that the Centre loses capacity
to function effectively or loses funding altogether. In
light of the environmental factor outlined earlier,
mitigation of this risk requires attention to scale,
whether achieved through amalgamation or merger,
strategic partnerships or new funding sources.
Corporate and cultural risk issues must also be
managed.

In developing the project options, consideration was given to their capacity to address the different risks for different participating Centres. Thus for example, options that enable an increase in management resources relating to operational matters are most likely to address corporate law risk. It is important that in addressing one risk, another is not exacerbated. This for example, the provision of greater resources to finance, IT and HR could address corporate law risk but increase cultural risk as resources are drawn away from core functions. This in term led to the conclusion that innovation and/or scale are also important elements.

Catriona Lowe

Year in Review

Statistically the service again performed strongly for the year ending 30 June 2014. In terms of generalist service provision, overall client numbers increased 18%, from 521 in 2013 to 615 in 2014. There was also an increase in new clients receiving assistance of 36%, from 319 in 2013 to 437 in 2014, coinciding with WSLS operating out of its new location at Laverton. There was a vast improvement with regard to service provision. The number of advices increased by 39% from 462 in 2013 to 643 in 2014. Furthermore the number of cases conducted by WSLS increased by 19% from 124 in 2013 to 147 in 2013. There were also significant increases in Community Legal Education provision and Law Reform projects. As with the previous financial year civil law matters were the area of law client's most required assistance in, making up 62% of all matters. To complement the generalist night service clinics offered, WSLS trialled a Criminal Law Clinic from the Laverton Community Hub. The Clinic operated in partnership with Robert Stary Lawyers and whilst offered assistance to people with a variety of criminal law matters.

Committee of Management

Our Committee of Management has continued to provide leadership and guidance to the service in a time of uncertainty and change. We extend our appreciation to departing Committee Members Lucie O'Brien and Claire Kowarsky. We are very grateful for the time and effort they put into WSLS. We welcomed Leanne Banting and Alan Yang as Committee Members in the past year and we are sure that their skills and experience will provide great value to WSLS. Chairperson Sandra Kerr and Secretary Rhonda Probert

deserve special mention in particular for their dedication and commitment to bargaining in the interests of WSLS with respect to the proposed amalgamation of WSLS, Wyndham Legal Service, and Footscray Community Legal Centre.

Staffing

The reports on Casework and Community Development provide more detailed descriptions of the work we have undertaken this year. Some staffing changes have occurred in the past year. Notably WSLS Manager Emel Ramadan departed the service in August 2014. We thank her for her valuable contribution over many years. WSLS would like to provide a special acknowledgment to long time WSLS accountant Bruce Dolphin who continued his excellent work in balancing the books, and Jennifer Feeney who assisted as locum principal solicitor in the past year.

Looking forward

In terms of the future, we eagerly await resolution of the proposed amalgamation of our service, Wyndham Legal Service, and Footscray Legal Service. In the short term we will explore ways to collaborate with our CLC neighbours to achieve outcomes not only for the City of Hobson's Bay Community, but for the greater Western Suburbs of Melbourne community. WSLS will continue to target their services to those most at risk notably those experiencing homelessness, mental illness, low income, newly arrived, and youth. We also look forward to the immanent commencement of an Infringements Clinic which will assist individuals with mental health, addiction, and homelessness issues to resolve their infringement matters.

Volunteer Staff and Support

The outstanding contribution made by our volunteers in the past year deserves special mention. Our volunteers have continued to demonstrate a valuable commitment to social justice and have been instrumental in helping WSLS achieve outcomes it

could not have achieved otherwise. Please see the volunteer report for a more a more detailed look at our volunteer program. We are truly grateful to the following volunteers for their contribution through 2013-2014:

Richard Adamczyk Jennifer Feeney Jelena Adamovic Jenny Forti Georgia Allison Amanda George Nathan Goetz Mark Anstey Cathy Assini Julia Grech Rachel Auld Lauren Guerico Leanne Banting Yule Guttenbeil Adrian Brennan Timothy Harkin Amanda Burnnard Robyn Heyme Matthew Carazzo Andrew Jiang **Andrew Cocks** Sandra Kerr Zoe Dealher Claire Kowarsky Sam Drinjak Frank Li Bianca Dukic Kieran Lim Nathan Duong Sheirly Lugito Marlene Ebejer Megan Lynch Craig Edwards Pippa Malone Michael Faltermaier Toola Marcou Peter Farago Tess Megens Michael Farhadian Andreia Monteiro

Melissa Montesano
Samantha Monti
Funmi Olasoji
Emma Penfold
Sarah Wattie
Shani Williams
Simon Woolley
Billy Phung
Laura Purcell
Rhonda Probert
Nicolette Senserrick

Lisa Spagna
Nanki Singh
Charandev Singh
Georgia Suhren
Ann Tran
Rachel Tucker

Alan Yang



Andrew McCutcheon with volunteer Mark Anstey

Deakin Law Clinic Student Report

As a student at Deakin University we are given many opportunities to not only learn the law but to also apply it on a practical level. For a period of 6 weeks in November/December of last year I was fortunate enough to be selected to participate in the Law Clinic subject run by the university and was placed at the Western Suburbs Legal Service (WSLS).

Participation in the Law Clinic Program at WSLS has provided me with invaluable exposure to a diverse range of clients and the opportunity to work on a variety of matters. We initially participated in an induction day where we were introduced to the service and were taken through the importance of confidentiality and conflicts of interest.

We were required to attend at the service on a Monday at Newport and at Laverton on Tuesdays; we also assisted at the night services run on an alternating basis at Newport and the Laverton Community Hub. Annette ensured that we were prepared for all the work that we were asked to do by providing education sessions in which she taught us about the main areas of law undertaken by the centre, such as infringements and motor vehicle accidents. She also re-affirmed the importance of conflicts of interest and the duty of confidentiality owed to the clients.

I thoroughly enjoyed my time at the service and was exposed to a diverse range of clients which really opened my eyes to, what some may describe as, the less glamorous side of the law. The care and diligence with which Annette approaches every file is a true testament to how important the service is for people living within the city of Hobsons Bay. It showed me that the law has the power to not only transform lives but also that it is often those that have the least that need it the most.

In this sense, I was fortunate enough to attend at the Half-Moon Caravan park in Brooklyn with Cathy Assini, it was an opportunity for the service to try and further expand its engagement with the community. Whilst there we observed many people down on their luck, with some even approaching Cathy for advice on matters to try and help them get back on their feet. We assisted by helping the social workers with preparing lunch for the tenants and serving it to them and even had the opportunity to speak with some of the people there which made us realise how fortunate we really were.

My favourite aspect of the program run at WSLS was the night service, run at the office in Newport on Mondays and the Laverton Community Hub on Tuesdays. These nights provided me with the opportunity to not only engage with clients but also a variety of solicitors who were volunteering, it allowed me to talk candidly to them about what they do and gave me some insight into the different areas of law I may choose to go into. The follow-up work we did for the clients gave me immense satisfaction as I could develop the file and in some instances do further work for that client.

All of the staff at WSLS made me feel welcome and comfortable, I was never scared to ask a question. The program not only provided me with a great opportunity to engage with another side of the law, it also exposed me to many different practitioners and other volunteers who were always more than happy to pass on their wisdom and advice. Participation in the Law Clinic Program at WSLS has left an indelible mark on my young legal career, one which will stay with me forever.

Ielena Adamovic

Volunteer Report

I began volunteering at the Western Suburbs Legal Service three years ago. Since my first day, I have been welcomed and been working with a friendly and enthusiastic team. I initially decided to volunteer in order to assist with my law degree through gaining firsthand experience and knowledge in the legal environment. Through my weekly volunteering I have gained invaluable experience in the legal field complimenting the legal concepts I have learnt in my studies.

The legal system may seem complicated and difficult, however volunteers are able to pick up insightful legal knowledge through the many experienced legal staff collaborating at the centre to provide clients with the best legal advice. Volunteers are given the opportunity to work in a variety of roles, with the assistance of the legal staff at the centre. Even without any legal knowledge or background volunteers are provided a range of tasks. Since my time at the legal centre I have been granted the opportunity to draft legal documents with the guidance of the friendly and experienced staff. Volunteers are sometimes provided administrative tasks, however the nature of this work helps them to build their confidence and communication skill sets which are vital when dealing with clients.

I look forward each week to coming into the community legal centre to work with a motivated group of individuals that are always striving to provide the best legal advice to community members. In my time working here I have drafted many documents in relation to: family violence, fines, motor vehicle accidents, crime, debts and many more. The works of volunteers are vital in the operation of the legal service and requires great attention to detail to ensure the experienced staff are able to perform their best legal work.

After working at the community legal centre, I have learnt many different aspects of the law and have managed to work and deal with a diverse range of clients. It has been a challenging experience, but also rewarding, knowing that my work provided to clients have helped to resolve their legal issues. Volunteers are always appreciated for their work and are a vital cog in the operation of community service. I would encourage anyone who is interested to volunteer as it is an invaluable experience.

Billy Phung



Annette Au Yeung with volunteer Jelena Adamovic

Principal Solicitor's Report



Principal Solicitor Annette Au Yeung with Volunteer
Solicitor Sheirly Lugito.

The last year has again been a very busy year and a very rewarding one for WSLS's legal practice. We are very proud to have been able to provide even more legal advice and casework services to clients than last year and look forward to finding new and innovative ways to help the community.

Casework and Advice

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

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

 assisting a client who was homeless and alcoholic by applying for his fines to be revoked due to his special circumstances, gathering evidence to support the application and appearing for him at court. The client's fines, which were mostly issued for being drunk in a public place, were proven and dismissed and the client has not incurred any fines since this time.

- assisting a client who has a diagnosis of schizophrenia and whose financial affairs were being managed by State Trustees for the last eight years to apply to VCAT to remove State Trustees as administrator. The application was successful and the client is delighted that he has financial independence once again.
- assisting a client from Ethiopia with a dispute with
 a telephone company. The client received bills in
 her name but had no recollection of signing up
 with the company. We contacted the company and
 requested a copy of the oral contract. Upon
 listening to the recording it was clear that the
 contract had been entered into by one of her
 children and so the contract was cancelled and the
 bill withdrawn.
- assisting a client from Karen state in Burma with a refugee background to obtain a divorce from her husband. She and her husband were married at a refugee camp on the Thai-Burma border but a year or so later he left the safety of the refugee camp and did not return. As a consequence when she arrived in Australia she was married, but a single parent. We assisted her to prepare the necessary paperwork in order to obtain a divorce so that she could remarry in Australia.

assisting a woman who was charged with theft of a small number of items to obtain diversion. She was accused of stealing a small number of items from a supermarket, mostly items for her young baby. We negotiated with the informant and she was ultimately recommended for the criminal justice diversion program by the Magistrates Court. As a result of our assistance she will not have a criminal record and so when she is ready to return to the workforce she will have greater employment opportunities.

Casework and Advice

During the last year we also operated a fortnightly criminal law clinic at the Laverton Community Hub with the support of volunteer lawyers from Robert Stary & Associates. We are proud to have been able to provide high quality legal advice to clients with criminal law matters. Our thanks to Cathy Assini and Ann Tran and all the criminal law clinic volunteers who worked very hard to operate the clinic over the last year.

Outreach

The outreach program at Half Moon Caravan Park has changed this year from the lunch program where a hot meal and material aid were available, to a services based afternoon tea program. WSLS, together with CoHealth, Salvation Army, Yarra Housing, drug and alcohol agencies, Mercy Mental Health and Royal District Nursing apply a holistic approach to assisting these vulnerable and disadvantaged clients.

After Hours Clinic

Our Monday night and Tuesday night after hours clinics have grown from strength to strength. Each week our after hours clinic in both the Newport and Laverton locations is booked to capacity and it continues to be our main casework intake mechanism.

Volunteers

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

Deakin University

WSLS continues its tradition of teaching and training our next generation of law graduates by offering placements through the Deakin University Law Clinic subject. We have also hosted placements for several Deakin students this past year, some of whom have continued as volunteers after the end of their placement.

Annette Au Yeung

Community Development Report

Child Protection

Western Suburbs Legal Service this year undertook a comprehensive revision of *Child Protection: A Guide for Parents and Family Members*, which was originally published in 2008 with funding support from Victoria Law Foundation.

The guide has been repurposed as a resource for community service practitioners working with affected families and will be published early in 2015. WSLS extends its sincere gratitude to James Gorman of Gorman and Hannan for his pro bono assistance in updating the publication's legal content.

WSLS has also commenced preparatory work on the development of a practical tool for parents affected by Victoria's child protection laws. The tool will function as an 'emergency reference guide' that will enable affected parents to better engage with the Department of Human Services and the child protection system.

WSLS also joined the Federation's reconvened Child Protection Working Group.

Law Reform

WSLS made two law reform submissions this year. The first was in relation to a range of amendments to the *Summary Offences Act (Vic) 1966*. WSLS outlined its concerns about the introduction of exclusion orders and the expansion of police powers in relation to directions to move on in a letter to members of the Victorian Parliament, disseminated a media release on the issue to local news agencies and attended a public protest rally.

Those amendments were passed by the Victorian Parliament in March.

In relation to the proposed amendments to the *Racial Discrimination Act (Cth) 1975*, WSLS prepared a submission to the Human Rights Policy Branch of the Attorney-General's Department opposing, in particular, the proposed removal of Section 18C relating to offensive behaviour because of race, colour or national or ethnic origin. WSLS invited its fellow Western Suburbs Community Legal Centres to co-sign the submission. Following widespread community criticism, the Commonwealth Government withdrew its proposed amendments to the RDA in August.

WSLS was also pleased to take up the offer to meet with the newly appointed Commissioner to the Australian Human Rights Commission, Mr Tim Wilson, to discuss funding pressures on the community law sector.



Annette Au Yeung with Tim Wilson

Young People

Following the wide distribution of WSLS's redeveloped suite of Youthlaw fact sheets, a number of legal information workshops for young people were delivered this year. These included three sessions for the Brotherhood of St Laurence's Youth Transitions program for disengaged / at risk young people, as well as a session for Year 8 students at Bayside College Altona North.

An additional fact sheet on driving offences was developed. The full suite of fact sheets is now also available through the City of Hobsons Bay's online Youth Directory.



Community Development Officer Gillian Davy delivering a workshop on motor vehicle accident law to women in the Karen community.

Newly Arrived Communities

The prioritisation of community members who are newly arrived to the City of Hobsons Bay continued this year with the delivery of a number of legal Information workshops, as well as active participation in the Hobsons Bay Settlement Services Network.

The legal information workshops covered a range of topics and were delivered to adult ESL learners at Williamstown Community Centre, Wyndham Community Education Centre at the Laverton Hub and Adult Multicultural Education Services.

In response to a needs analysis undertaken by the City of Hobsons Bay, the Hobsons Bay Settlement Services Network this year tackled discrimination against tenants from a refugee background in the private rental market. WSLS prepared a range of resources on this issue for a meeting with local real estate agents.

CLE Workshops

Community requests for ad hoc CLE workshops covered a broad range of topics. A presentation introducing Western Suburbs Legal Service was made to the Laverton Community Association's Annual General Meeting, a workshop introducing Australian Law and Wills was delivered to members of Women's Health West's Sunrise Group, a session on Wills and Powers of Attorney was offered to residents of Laverton through Laverton Community Integrated Services and a professional development workshop on Legal Issues in Managing Volunteers was delivered to Volunteer Managers through Volunteer West.

Western Suburbs Legal Service was also very pleased to collaborate this year with Flat Out on the delivery of a session on Infringements for women incarcerated in the Dame Phyllis Frost Centre.

Networks and Events

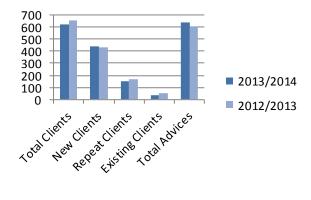
In addition to the Settlement Services Network and the Child Protection Working Group, WSLS continued to actively participate in the Hobsons Bay Youth Network, the Federation's Community Legal Education and Community Development Workers, Infringements and Civil Law Working Groups, as well as the Western Legal Assistance Forum.

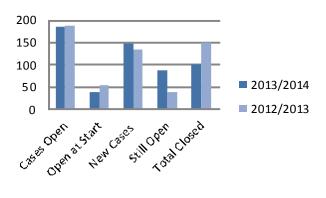
Information stalls were held at the Laverton Festival and Melbourne City Mission's Community Information Day at St Martin de Porres Primary School in Laverton. WSLS also participated in the City of Hobsons Bay's Refugee Week Community Event.

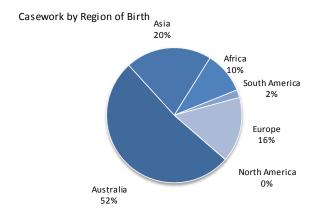
Gillian Davy

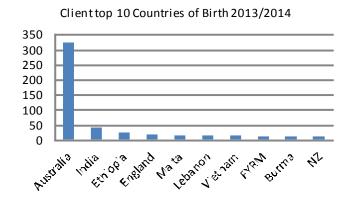
Centre Statistics

In the 2013/2014 financial year the service assisted 622 clients, slightly down from 658 in 2012/2013. However, this is to be expected given the closure of ISLAC. This included 437 clients who were new to the service and 185 new or existing clients. Despite ISLAC's closure, more advice sessions, 643, up from 609, were completed this financial year and casework remained steady.

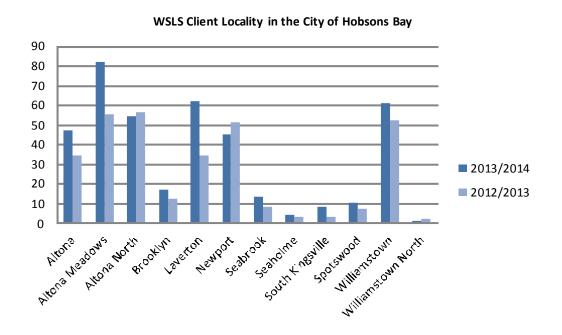




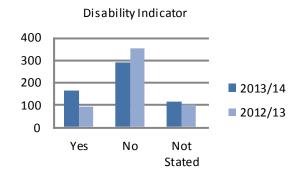


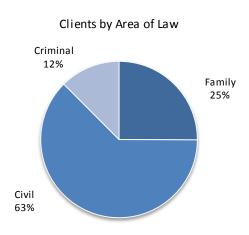


The year saw a significant rise in the number of clients who reside in Altona Meadows (82 clients, up from 55) and Laverton (62, up from 34). This may have been due to the increased access given to people in these suburbs from the continuing presence of the service in Laverton and offers support for the services move into the area. Interestingly, while there were slightly less clients visiting the service who reside in Newport, there were slightly more clients this year from Williamstown (61, up from 52). This, coupled with the fact that the income range of our clients remains steady (75% are classified as low income, the same number as last financial year), indicates that gentrification of the area may be proceeding slower than anticipated.



60% of clients sole source of income is a Government pension or benefit and an increasing number of clients identify as suffering from a mental or physical disability.





Assistance by Area of Law in 2013-2014

Problem Type	Advice	Cases open at start	Cases opened during period	Cases closed dur- ing period
Divorce/Separation	62	2	6	5
Children's Matters	57	0	1	1
Property	47	0	0	0
Family/ Domestic Violence	35	1	1	1
Child Support	9	0	0	0
FAMILY LAW TOTAL	234	4	8	7
Infringements	85	18	56	29
Credit and Debt	76	6	25	13
Consumer	49	3	6	5
Motor Vehicle Accidents	37	4	16	13
Wills/ Probate/ Power of Attorney	32	0	4	3
Tenancy	27	1	10	6
Neighbourhood Disputes	24	0	0	0
Centrelink Matters	13	1	1	1
Intervention Orders	13	0	1	0
CIVIL LAW TOTAL	418	35	126	78
Traffic Offences	40	1	11	10
Assaults	19	1	3	4
Theft and Related Offences	10	0	4	3
Weapons Offences	7	0	0	2
CRIMINAL LAW TOTAL	75	2	22	22
OVERALL TOTAL	727	41	156	107

Funds Report 12 month 2013 - 2014

Status : Approved Centre: 3009 07/Aug/2014 Generalist Services NET SURPLUS/DEFICIT FROM PREVIOUS YEAR Surplus/Deficit from previous yr 58,087.00 A.Surplus/Deficit from previous year Approved Capital Expenditure Net Surplus/Deficit from previous yr 58,087.00 B.Net Surplus/Deficit from previous yr CURRENT YEAR YTD Budget Variance to Date % over Year 12 month CLSP Income 95,458.00 95,866.00 -408.00 99.57 Commonwealth State 170,618.00 170,208.00 410.00 100.24 8,560.00 7,500.00 1,060.00 Service Generated Income 114.13 J. Total CLSP Income 274,636.00 273,574.00 1,062.00 100.39 332,723.00 $K = \{ [(Quarterly Period)/4] \times B \} + J$ K.CLSP General Purpose Income CLSP Expenses Salaries 196,888.00 166,138.00 30,750.00 118.51 124.67 Superannuation 18,213.00 14,609.00 -3,604.00 On Costs 10,102.00 -2,786.00 138.08 7,316.00 19,559.00 17,500.00 2,059.00 111.77 346.00 30.80 154.00 500.00 Repairs and Maintenance 16,700.00 Other Premises Costs 17,726.00 1,026.00 106.14 Staff Training 2,249.00 1,500.00 -749.00 149.93 96.00 Staff Recruitment 404.00 500.00 80.80 2,671.00 Communications 8,671.00 6,000.00 144.52 Office Overheads 7,963.00 9,000.00 1,037.00 88.48 2,381.00 Insurance 3,000.00 619.00 79.37 8,242.00 8,670.00 428.00 95.06 Finance, Audit & Accounting Fees 84.14 6,731.00 8,000.00 1,269.00 Library, Resources & Subscriptions 1,178.00 1,000.00 -178.00 117.80 Programming and Planning 0.00 0.00 0.00 Client Disbursements 0.00 500.00 500.00 0.00 0.00 0.00 0.00 Leases 1,000.00 53.70 Minor Equipment 537.00 463.00 72.34 Depreciation 2,890.00 3,995.00 1,105.00 600.00 -86.00 114.33 686.00 Other Salary and Related Expenses 225,203.00 188,063.00 37,140.00 119.75 Total Operating Expenses 79,371.00 78,465.00 906.00 101.15 304,574.00 266.528.00 -38,046.00 114.27 L. Total CLSP Expenses -29,938.00 M = J - L 36,984.00 M. Surplus/Deficit for Current Year Total Variance Other Income Total funds Received from Other Bodies 21,375.00 15,000.00 6,375.00 142.50 Total funds Received from Other Bodies 21,375.00 15,000.00 6,375.00 142.50 for non-CLSP CLSIS Activities Calculate Surplus/Deficit For Next Year FREDERIK P. L. CKSTEEN Actual Capital Exp in Current yr 0.00 P Collins & Co 28,149.00 N = A + M - P N.Surplus/Deficit for Next Year 127 Paisley Stret FOOT SCRAY 3011 Version 3.0 (04/2011) Page 1 of 4 15.10.7014

State Project 1				07/Aug/2014
NET SURPLUS/DEFICIT FROM PREVIOUS YEAR				
Surplus/Deficit from previous yr	0.01	A.Surplus/Defic	it from previou	s year
Approved Capital Expenditure	0.00			
Net Surplus/Deficit from previous yr	0.01	B.Net Surplus/Deficit from previous yr		
CURRENT YEAR	12 month	YTD Budget Va	riance to Date	e % over Year
CLSP Income Commonwealth	0.00	0.00	0.00	0.00
State	0.01	1.00	-0.99	1.00
Service Generated Income	0.00	0.00	0.00	0.00
J. Total CLSP Income	0.01	1.00	-0.99	1.00
K.CLSP General Purpose Income	0.02	K = {[(Quarte	rly Period)/4]	x B} + J
CLSP Expenses Salaries	1.00	0.00	-1.00	0.00
Superannuation	0.00	0.00	0.00	0.00
On Costs	0.00	0.00	0.00	0.00
Rent	0.00	0.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00
Other Premises Costs	0.00	0.00	0.00	0.00
Staff Training	0.00	0.00	0.00	0.00
Staff Recruitment	0.00	0.00	0.00	0.00
Communications	0.00	0.00	0.00	0.00
Office Overheads	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00
Finance, Audit & Accounting Fees	0.00	0.00	0.00	0.00
Library, Resources & Subscriptions	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Programming and Planning	0.00	0.00	0.00	0.00
Client Disbursements	0.00	0.00	0.00	0.00
Leases	0.00	0.00	0.00	0.00
Minor Equipment	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
Other	0.00	0.01	0.01	0.00
	1.00	0.00	-1.00	
Salary and Related Expenses	0.00	0.01	0.01	0.00
Total Operating Expenses L. Total CLSP Expenses	1.00	0.01	-0.99	10,000.00
M.Surplus/Deficit for Current Year		M = J - L	1 00	
				Total Variance
ther Income				
Total funds Received from Other Bodies				Male de la companya del companya de la companya del companya de la
Total funds Received from Other Bodies for non-CLSP CLSIS Activities				
alculate Surplus/Deficit For Next Year				
Actual Capital Exp in Current yr	0.00	P	FREDERIK	R. L. GKSTE
N.Surplus/Deficit for Next Year		N = A + M - P	Collins & C	D .
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			1-007 SCRA	y VIC 3611
			Da	
			14	
			/	15.10.

Consolidated				07/Aug/2014
			1	
NET SURPLUS/DEFICIT FROM PREVIOUS YEAR				
Surplus/Deficit from previous yr	58,087.01	A.Surplus/Defic	it from previou	s year
Approved Capital Expenditure	0.00			
Net Surplus/Deficit from previous yr	58,087.01	B.Net Surplus/D	eficit from pre	vious yr
CURRENT YEAR	12 month	YTD Budget Va	riance to Date	e % over Year
CLSP Income Commonwealth	95,458.00	95,866.00	-408.00	99.57
State	170,618.01	170,209.00	409.01	100.24
Service Generated Income	8,560.00	7,500.00	1,060.00	114.13
J. Total CLSP Income	274,636.01	273,575.00	1,061.01	100.39
K.CLSP General Purpose Income	332,723.02	K = {[(Quarte	rly Period)/4]	x B} + J
LSP Expenses Salaries	196,889.00	166,138.00	-30,751.00	118.51
Superannuation		14,609.00	-3,604.00	124.67
On Costs	10,102.00	7,316.00	-2,786.00	138.08
Rent	19,559.00	17,500.00	-2,059.00	111.77
Repairs and Maintenance	154.00	500.00	346.00	30.80
Other Premises Costs	17,726.00	16,700.00	-1,026.00	106.14
Staff Training	2,249.00	1,500.00	-749.00	149.93
Staff Recruitment	404.00	500.00	96.00	80.80
Communications	8,671.00	6,000.00	-2,671.00	144.52
Office Overheads	7,963.00	9,000.00	1,037.00	88.48
Insurance	2,381.00	3,000.00	619.00	79.37
Finance, Audit & Accounting Fees	8,242.00	8,670.00	428.00	95.06
Library, Resources & Subscriptions	6,731.00	8,000.00	1,269.00	84.14
Travel	1,178.00	1,000.00	-178.00	117.80
Programming and Planning	0.00	0.00	0.00	0.00
Client Disbursements	0.00	500.00	500.00	0.00
Leases	0.00	0.00	0.00	0.00
Minor Equipment	537.00	1,000.00	463.00	53.70
Depreciation	2,890.00	3,995.00	1,105.00	72.34
Other	686.00	600.01	-85.99	114.33
Salary and Related Expenses	225,204.00	188,063.00	-37,141.00	119.75
Total Operating Expenses	79,371.00	78,465.01	-905.99	101.15
L. Total CLSP Expenses	304,575.00	266,528.01	-38,046.99	114.28
M. Surplus/Deficit for Current Year	-29,938.99		26 005 00	
				Total Variance
ther Income				
otal funds Received from Other Bodies	21,375.00	15,000.00	6,375.00	142.50
otal funds Received from Other Bodies	21,375.00	15,000.00	6,375.00	142.50
or non-CLSP CLSIS Activities				
alculate Surplus/Deficit For Next Year			1	
Actual Capital Exp in Current yr	0.00	P	FREDERI	K R.L. EKST
N.Surplus/Deficit for Next Year	28,148.02	N = A + M - P	Collins	* Co
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Other Income

Amount	Source	Purpose	Supplementary to	Activities Recorded in CLSIS
15,315.00	Hobsons Bay Council	Project work	Generalist Services	YES
6,060.00	Alfred Felton Trust	Project Work	Generalist Services	YES
21,375.00	Total funds rece	ived from other bodies		
21,375.00	Total funds Rece	ived from Other Bodies	for non-CLSP CLSIS Act	ivities

Notes

Sp:

-Submitted 28-07-2014

Spm:

-Approved 07-08-2014

FREDERIK R.L. EKSTEGN

Collins 4 Co

107 Paisley Strat

V-GOT SCRAY VIC BOIL

15.10. 2014



TOWARDS A VISION SHARED

127 Paisley Street Footscray VIC 3011 Australia

Phone (03) 9680 1000 Fax (03) 9689 6605

www.collinsco.com.au

ATTACHMENT A

AUDITOR'S CERTIFICATION

WESTERN SUBURBS LEGAL SERVICE INCORPORATED

Name of Organisation: Financial Year Period:

1ST JULY 2013 TO 30 JUNE 2014

I hereby certify that:

- I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in section 9 of the Corporations Act 2001.
- b. In my opinion, the attached financial statements which comprise a Statement of Financial Position, a Statement of Comprehensive Income (previously known as a Statement of Financial Performance) and Notes to the Financial Statements of the abovementioned Organisation ("The Organisation") and, if general purpose reports are provided, A statement of Cash Flows, for the stated Financial Year Period are:
 - (i) Based in proper accounts and present a true and fair view of the Organisation's financial position and financial performance in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
 - (ii) In accordance with the terms and conditions of the Agreement, a copy of which has been made available to me, in relation to the provision of community legal services.
- c. The twelve months CLSIS Funds Report, containing details of the Organisations transactions for the financial year, including audit adjustments, and the Organisation's grant position at the beginning and end of the financial year is provided in respect of funds provided in accordance with the Terms and Conditions of the Agreement referred to in (b).ii above for all Funding Categories.

This is a qualified/ unqualified audit report.

Unless written under separate cover, I hereby further certify that, in my opinion, there is no conflict of interest between myself and the Organisation or its Management Committee.

AUDITOR DETAILS

Full Name:

Frederik R.L. Eksteen

Name of Firm:

Collins & Co

ABN:

15 893 818 045

Registered Auditor Reg No.:

421448

Signature:

Date:

15 October 2014

Liability limited by a scheme approved under Professional Standards Legislation

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2013
Revenues from Operating Activities		
CLC Recurrent Grant Funding		
Community Legal Centre (CLC) Recurrent - Commonwealth	95,458	92,649
Community Legal Centre (CLC) Recurrent - State	170,618	236,531
	266,076	329,180
Other Income		
Interest Received	765	3,249
Other Grants	23,135	32,490
Other Income	50	2,400
Service Generated Income	8,560	4,049
	32,510	42,188
	298,586	371,368
The CLSP Allowable Surplus is \$28,149.		
Computer Equipment		
Equipment & Furniture	38,280	35,285
Less Accumulated Depreciation	(29,061)	(26,171)
19 (2000) 10 (1000) 10 (1000) 10 (1000)	9,220	9,114
Leasehold Improvements		
Leasehold Improvements	11,379	11,379
Less Accumulated Depreciation	(11,379)	(11,379)
		-

FREDERIK R.L. EKSTEEN

Collins & Co

127 Paisley Street, FOOTSCRAY VIC 3011

Date: 15 October 2014

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 COMMITTEE'S REPORT

Your committee members present the special purpose financial report on the entity for the financial year ended 30 June 2014.

Committee of Management Members

The names of committee of management members throughout the year and at the date of this report are:

Chaliperson

Sandra Kerr

Treasurer

Scott Thompson

> Secretary

Rhonda Probert

Executive Member

Leanne Banting

Exacutiva Member

Terrie Benfield

Executive Member

Jenny Forti

.....

Executive Member

Claire Kowarsky

Principal Activities

The principal activities of the entity during the financial year were:

Western Suburbs Legal Service is committed to working towards a just and equitable legal system by providing high-quality, free, independent legal advice and representation to people who live, work or study in the western suburbs of Melbourne, in particular the City of Hobson's Bay.

The Association put a particular emphasis on working with people who experience continuing problems with the justice system for reasons including age, gender, ethnicity, socio-economic status or political beliefs. They challenge unjust and inequitable legal structures and processes and campaign for progressive law reform.

Significant Changes

No significant changes in the nature of the entity's activity occurred during the financial year.

Operating Results

The deficit for the year attributable to the entity amounted to \$20,724 (Deficit in 2013; \$63,184).

After Balance Date Events

No significant after balance date events occurred.

Signed in accordance with a resolution of the Members of the Committee.

Chairperson

Treasurer

Dated this

12 day of November 2014

1

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2013 \$
INCOME		
CLC Recurrent Grant Funding		
Community Legal Centre (CLC) Recurrent - Commonwealth	95,458	92,649
Community Legal Centre (CLC) Recurrent - State	170,618	236,531
, , , , , , , , , , , , , , , , , , , ,	266,076	329,180
Other Income		
Interest Received	1,525	3,298
Other Grants	23,135	36,490
Other Income	7,850	2,400
	32,510	42,188
TOTAL INCOME	200 500	274 200
TOTAL INCOME	298,586	371,368
EXPENDITURE		
EXPENDITURE		
Staff Salaries, Wages & Oncost		
Salaries & Wages	234,121	272,428
Superannuation Contributions	20,988	23,819
Employee Leave Entitlements - Annual Leave	2,174	421
Employee Leave Entitlements - Long Service Leave	4,232	2,640
WorkCover	463	1,013
	261,977	300,320
Desmises Funences		
Premises Expenses Rent	19,559	15,698
Repairs & Maintenance	155	3,758
Amenities	3,286	4,794
Cleaning	3,668	2,901
Electricity, Gas and Fuel	5,395	4,236
Rates	4,189	3,208
Security	1,188	1,079
	37,439	35,675
Staff Related Expenses	4 444	4 400
Staff Training Staff Recruitment	1,141 404	1,486
Stan Recruitment	1,545	456 1,942
	1,040	1,342
Office Overheads		
Equipment: Repairs & Maintenance	1,959	1,682
Postage	973	1,408
Stationery & Photocopying	3,983	3,555
Telephone	8,671	6,616
	15,586	13,261
• A December 1980 File	0.004	
Insurance	2,381	2,881

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2013 \$
Finance, Audit & Accounting Fees		
Accounting Fees	6,600	6,641
Audit Fees	1,489	1,361
Bank Charges	153	207
man designe are growth as Theorem.	8,242	8,209
Library, Resources & Subscriptions		
Library	3,483	3,603
Memberships & Subscriptions	2,224	2,870
Practising Certificates	1,024	987
William Scharbetter C William Language and Control of Spanish and Control of Control o	6,731	7,460
Programming and Planning		
Community Legal Education	<u> -</u>	1,051
Project Costs	-	7,000
Publicity	1,048	1,543
Section (Control of the Control of t	1,048	9,594
Depreciation and Amortisation Expenses	4,143	3,333
Minor Equipment (Purchases Not Capitalised)	537	2,327
Other CLSP Expenses		
Sundry Expenses	686	1,119
Conferences	1,108	2,631
Travel	1,178	1,098
Transfers to/ (from) Grants in Advance	(23,290)	44,701
	(20,318)	49,548
TOTAL EXPENDITURE	319,311	434,552
NET DEFICIT ATTRIBUTABLE TO THE ASSOCIATION	(20,724)	(63,184)

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2014

	2014 \$	2013 \$
CURRENT ASSETS		
Operating Bank Account	1,871	2,442
Investment Bank Account	91,821	129,961
Fundraising Bank Account	3,245	3,245
Petty Cash	100	100
Accounts Receivable	2,640	-
TOTAL CURRENT ASSETS	99,677	135,747
NON-CURRENT ASSETS		
Office Fastingsont & Fuggiture at Cont	42.025	30,030
Office Equipment & Furniture - at Cost	42,025	39,029
Less: Provision for Depreciation	(31,582) 10,443	(27,998) 11,031
	10,440	11,001
Leasehold Improvements - at Cost	22,104	22,104
Less: Provision for Depreciation	(21,359)	(20,799)
	745	1,305
TOTAL NON-CURRENT ASSETS	11,188	12,336
TOTAL ASSETS	110,865	148,083
CURRENT LIABILITIES		
Accounts Payable	4,715	3,309
Salary Packaging Payable	707	(401)
GST Payable	4,648	(965)
PAYG Withholding Tax	1,936	1,853
Project Grant Income Received in Advance	-	7,820
Community Legal Centre Funding Received in Advance	10,851	40,788
Victoria Legal Aid (VLA) Surpluses	10,560	3,913
Provision for Annual Leave	25,173	22,999
Provision for Long Service Leave	14,342	10,110
TOTAL CURRENT LIABILITIES	72,932	89,426
NON-CURRENT LIABILITIES		
Provision for Long Service Leave		-
TOTAL NON-CURRENT LIABILITIES		
TOTAL LIABILITIES	72,932	89,426
NET ASSETS	37,932	58,657
FOLITY		
EQUITY Accumulated Members Funds	37,932	58,657
	37,932	58,657

The Statement of Financial Position is to be read in conjunction with the independent audit report and the notes to the financial statements.

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2014

	Accumulated Members Funds \$	Total \$
Balance as at 1 July 2012	121,841	121,841
Deficit attributable to the Association	(63,184)	(63,184)
Balance as at 30 June 2013	58,657	58,657
Deficit attributable to the Association	(20,724)	(20,724)
Balance as at 30 June 2014	37,932	37,932

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2014

		2/2/2/2	
	Note	2014	2013
	Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Government Grants - Recurrent		234,966	264,128
Receipts from Other Sources		28,345	114,402
Payments to Suppliers and Employees		(300,551)	(400,152)
Interest Received		1,525	3,298
Net Cash Generated From/ (Used in) Operating Activities	1 _	(35,715)	(18,324)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for Property, Plant and Equipment		(2,995)	(3,136)
Net Cash (Used in)/ Provided by Investing Activities	_	(2,995)	(3,136)
Net Increase/ (Decrease) in Cash Held		(38,710)	(21,460)
Cash and Cash Equivalents at Beginning of Financial Year		135,747	157,207
Cash and Cash Equivalents at End of Financial Year	2 =	97,037	135,747

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2013 \$
Note 1 - Net cash generated from/ (used in) operating activities		
Net Surplus for the Year	(20,724)	(63,184)
Non-Cash Flow Item: Depreciation	4,143	3,333
(Increase)/ Decrease in Accounts & Other Receivables Increase/ (decrease) in Trade and Other Payables Increase/ (Decrease) in Grants Received in Advance Increase/ (Decrease) in Provisions	(2,640) 8,211 (31,110) 6,406 (35,715)	2,640 (16,694) 52,521 3,060 (18,324)
Note 2 - Cash and cash equivalents at end of financial year		
Cash on Hand Cash at Bank	96,937 97,037	100 135,647 135,747

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2014

Note 1 - Statement of Significant Accounting Policies

This financial report includes the financial statements and notes of Western Suburbs Legal Service Incorporated, a incorporated association, which is incorporated in Victoria under the Associations Incorporation Reform Act 2012.

Policies Basis of preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act (Victoria 2012). The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

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

Accounting Policies

a. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Plant and Equipment

Plant and Equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the Committee commencing from the time the asset is held ready for use.

The asset's residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

b. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet,

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2014

c. Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating.

Grants received for specific programs are recognised as income only to the extent of work completed on those projects when the terms of the grants stipulate that any unexpended funds are to be returned to the sponsor if the program is not completed. In those circumstances the funds attributable to work still to be completed are carried forward as grants income deferred.

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

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

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

d. Income Tax

By virtue of its aims as set out in the constitution, the Association qualifies as an organisation specifically exempt from income tax under Section 50-45 of the Income Tax Assessment Act, 1997.

e. Goods and Services Tax (GST)

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

f. Employment 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.

Contributions are made by the association to employee superannuation fund and are charged as expenses when incurred.

g. 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.

WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 STATEMENT BY MEMBERS OF THE COMMITTEE

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 2 to 8:

- 1 Presents a true and fair view of the financial position of the Western Suburbs Legal Service Incorporated, as at 30 June 2014 and its performance for the year ended on that date.
- 2 At the date of this statement, there are reasonable grounds to believe that Western Suburbs Legal Service incorporated, will be able to pay its debts as and when they fall due.

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

Chairperson

Sahdra Kerr

Treasurer

Scott Thompson

Dated this 12 day of November 2014



TOWARDS A VISION SHARED

127 Paisley Street Footscray VIC 3011 Australia

WESTERN SUBURBS LEGAL SERVICE INCORPORATED
A.B.N. 49 241 011 943
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

Phone (03) 9680 1000 Fax (03) 9689 6605

www.collinsco.com.au

Report on the Financial Report

I have audited the accompanying financial report of Western Suburbs Legal Service Incorporated, which comprises the balance sheet as at 30 June 2014, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the members of the Committee.

Committee's Responsibility for the Financial Report

The Committee of the Association are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Associations Incorporation Reform Act (Victoria 2012). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

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

Independence

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

Auditor's Opinion

In my opinion, the financial report of Western Suburbs Legal Service Incorporated (the Association) is in accordance with the Associations Incorporation Reform Act (Victoria 2012), including:

i. giving a true and fair view of the Association's financial position as at 30 June 2014 and of its performance for the year ended; and

ii. complying with Australian Accounting Standards as per Note 1 and the Associations Incorporation Reform Act (Victoria 2012).

Basis of Accounting and Restriction on Distribution

Without modifying my opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Western Suburbs Legal Service Incorporated to meet the requirements of the Associations Incorporation Reform Act (Victoria 2012). As a result, the financial report may not be suitable for another purpose.

Name of Firm: Collins & Co

Name of Auditor: Frederik R. L. Eksteen

Address: 127 Paisley Street

Footscray VIC 3011

Date: 13 November 2014

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WESTERN SUBURBS LEGAL SERVICE INCORPORATED A.B.N. 49 241 011 943 CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, Sandra Kerr & Scott Thompson certify that:

- (a) We are members of the committee of management of the Western Suburbs Legal Service incorporated.
- (b) We attended the annual general meeting of the association held on November 2014.
- (c) We are authorised by the attached resolution of the committee to sign this certificate.
- (d) This annual statement was submitted to the members of the association at its annual general meeting.

Treasurer

Scott Thompson

Dated this

12 day of November 2014

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