



ANNUAL REPORT

Combined Community Legal Centres' Group (NSW) Inc

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2003

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CCLCG

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State Office Contact Details

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Surry Hills 2010

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The State Office resources and carries out much of the work of the Combined Community Legal Centres Group. It oversees the CLC networks and programs including funding, human rights, advocacy and policy, management and technical advice and co-ordination for the sector.

As well as ensuring that CCLCG fulfils its many objectives, the State Office acts as a busy referral point for members of the public seeking legal advice or information about community legal centres.

State Office Staff in 2003/2004 was as follows

Director	Brigid Inder (resigned December 2003) Polly Porteous (Acting Director January – April 2004; appointed Director May 2004)
Advocacy & Human Rights Officer	Polly Porteous (until May 2004)
Administration & Information Officer	Julie Smith
Finance Officer	Carol Roberts

The Combined Community Legal Centres Group NSW Inc

The Combined Community Legal Centres' Group NSW (CCLCG) is an Incorporated Association representing the network of Community Legal Centres throughout New South Wales.

The objects of CCLCG include the following:

- To *assist* member centres fulfil their goals and policies, particularly through advocacy for the provision of adequate resources and education of the public about the role of Community Legal Centres.
- To *facilitate* communication and cooperation among member centres, and between member centres other bodies and to assist all member centres, especially those in remote and rural areas, to participate fully in the activities of the organization.
- To *support* member centres to advocate for people who are socially or economically disadvantaged through research, community development projects and law reform.
- To *provide* information and referral for Community Legal Centres and related agencies and disadvantaged people in need of legal services.
- To *work* co-operatively with other organizations, particularly the NSW Legal Aid Commission and relevant national networks, in relation to justice issues and the provision of community based services.
- To *assist* CLCs fulfil the strategic directions of the CLC sector.

The current strategic directions for the NSW CLC Sector are set out on the inside cover of this Annual Report.

CCLCG Members 2003/2004

<i>Generalist Centres</i>	<i>Specialist Centres</i>
Albury Wodonga Community Legal Service	The Aged-Care Rights Service
Blue Mountains Community Legal Centre	Arts Law Centre of Australia
Central Coast Community Legal Service	Communications Law Centre
Far West Community Legal Centre	Consumer Credit Legal Centre
Hawkesbury/ Nepean Community Legal Centre	Court Support Scheme
Hunter Community Legal Centre	Disability Discrimination Legal Centre (NSW)
Illawarra Legal Centre	Domestic Violence Advocacy Service
Inner City Legal Service	Environmental Defenders Office
Kingsford Legal Centre	HIV/AIDS Legal Centre
Macarthur Legal Centre	Immigration Advice and Rights Centre
Macquarie Legal Centre	Intellectual Disability Rights Service
Marrickville Legal Centre	National Children's and Youth Law Centre
Mt Druitt and Area Community Legal Centre	National Pro Bono Resource Centre
North and North West Community Legal Centre	NSW Working Women's Centre
Northern Rivers Community Legal Centre	Public Interest Advocacy Centre
Redfern Legal Centre	Public Interest Law Clearing House
Shoalcoast Community Legal Centre	Redfern Legal Centre Publishing
South West Sydney Legal Centre	Refugee Advice and Casework Service
Western NSW Community Legal Centre	Tenants' Union of NSW
	UTS Community Law and Legal Research Centre
	Welfare Rights Centre
	Warringa Baiya Aboriginal Women and Children's' Legal Centre
	Women's Legal Services NSW

CCLCG Board 2003-2004

The CCLCG Board is composed of workers from members of Community Legal Centres elected at the AGM every year in November. Board members from November 2003 to November 2004 were as follows.

<i>Position</i>	<i>Name</i>	<i>Member centre</i>
Chairperson	Jane Cipants	Illawarra Legal Centre
Secretary	Simone Montgomery	Tenants' Union of NSW
Treasurer & Public Officer	Wendy Brown	Illawarra Legal Centre
Legal Aid Commissioner	Simon Moran	Public Interest Advocacy Centre
State Representative to NACLCL (2)	Catherine Carney	Women's Legal Service NSW
	Gina Vizza (Resigned mid 2004)	Hawkesbury Nepean CLC
Sector Development Convenor	Katrina Harrison	Marrickville Legal Centre
PII convenor	Trish Mundy	Shoalcoast Legal Centre
Law Reform & Policy Convenor	Anna Hartree	Kingsford Legal Centre
Rural, Remote and Regional CLCs convenor	Angela Pollard (On leave April-October 2004)	Northern Rivers CLC
General members	Louise Boon-Kuo	Refugee Advice and Casework Service
	Helen Campbell	Redfern Legal Centre

Chairperson's Report

JANE CIPANTS

Once again, the State Office of the NSW Combined Group has played an important role in resourcing and representing the work of NSW CLCs. The State Office is a small yet dynamic organization that has seen a significant turn over of staff – but has remained focused on its core work over the year.

Brigid Inder (Director since December 2000) resigned from her position in December 2003. We acknowledge some of the foundational work Brigid undertook in ensuring a process for CLCs to participate in the State's pre-budget processes.

Polly Porteous came on board as the Advocacy and Human Rights Officer in May 2003, and very ably stepped in as Acting Director in Brigid's absence. CCLCG was very pleased to officially appoint her to the position of Director in May 2004.

Julie Smith and Carol Roberts continued to provide excellent administrative and financial support to the office over the year.

A number of key projects were undertaken during the year. They were:

- A review of OHS policies and procedures in the State Office, and liaison with other State CLC Offices to establish some 'model' policies and procedures.
- A change in the way the State Office prepares and interacts in the pre-budget process – this has required going 'back to basics' on some of the key components of our submission, and skilling ourselves in the new process. This is an ongoing process and will develop over the next few years.
- Preparation for the impending Commonwealth/State Review of NSW CLCs. After many years of anticipation, the NSW review officially began in August 2004.

- The sector is participating in a pilot called Cooperative Legal Service Delivery Model, and the State Office has had an ongoing involvement in the development of the model with Legal Aid.
- The State Office has been working with the Board and other States on developing a more comprehensive Membership Policy.

A number of CLC people served as Board members over the period, and I would particularly like to acknowledge their interest and dedication to the State Office and the broader sector.

Janet Loughman resigned as Chairperson in August 2003, and we thank Janet for her years of work for the Board. Other people we would like to thank for involvement with the Board in 2003 are Steve Bolt, Fran Gibson, Vedna Jivan, Tracy Leahy, Natalie Ross.

Thank you also to the following organizations and individuals who provided various forms of support to the State Office throughout 2003/2004:

- Blake Dawson Waldron, for pro bono design for 'On The Record' and for providing meeting space for ad hoc CCLCG meetings
- Freehills, for providing pro bono design for the 2004 Directory
- Dennis Roach, CLC Funding Program Manager, Legal Aid Commission, for his patience and ongoing support for individual community legal centres and the State Office

And lastly, but not least, I would like to thank all those fabulous NSW CLC people (staff, management, volunteers) for making the sector such a vibrant place. We look forward to working together over the next year.

Report from NSW Representative to National Association of Community Legal Centres (NACLC)

CATHERINE CARNEY

Being the NSW Representative on the National Association of Community Legal Centres has given me a real insight into the very valuable work that is done by the National Association.

The Association advocates for CLCs at a crucial national level and negotiates with the Commonwealth, other service providers and our Insurers on our behalf. That National Association is continually submitting submissions on behalf of CLCs on various issues from the Review of Legal Aid Services to smaller submissions on the placement of the new Violence Prevention Units.

In my role as state representative I have contributed to some of the following areas of work the National Association has undertaken in the last year: Inquiry into Child Custody, Indigenous Legal Services, Service Agreements, the Data entry systems CLSIS, Charity Legislation and Election Campaigning 'Doing Justice Campaign 2'.

The Association supports our efforts in Pro Bono Projects and continues to negotiate with the Federal Government on our behalf.

It has been a privilege to be the NSW representative on the Board.

Report from CCLCG Representative on the NSW Legal Aid Commission

SIMON MORAN

The Combined Community Legal Centres Group continues to have a close working relationship with the NSW Legal Aid Commission. There are many ways in which CLCs interact with the Commission including through local and regional networks, community legal education and through representation on the Commission's Board's formal committees. Simon Moran is the CLC representative on the Commission Board and the Board's civil law and community funding committees. Catherine Carney is the alternate commissioner and is on the Board's Family Law and Domestic Violence Court Assistance Scheme sub-committees.

The Commission is constantly reviewing means of providing its services more efficiently so as to maximise its direct service provision to clients. The Commission is continuing with the introduction of electronic filing of legal aid applications and has pursued a variety of innovative approaches to service delivery.

In particular, CLCs have worked closely with the Commission on the pilot Cooperative Legal Service Delivery Model that aims to address some of the gaps in the provision of legal services in NSW, particularly in rural and regional NSW.

The Commission has undertaken a thorough review of the civil law section. The Board is monitoring the implementation of the review's recommendations and has reiterated its support for the civil law program.

Reports from key CCLCG sub-committees

CCLCG Sub Committee convenors

Although the CCLCG Board includes some subcommittee convenors as Board positions, there are other CCLCG subcommittees, and also several non-Board convenors, who carry out the work of CCLCG. For the financial year 2003/2004 these are as follows.

<i>Sub-committee</i>	<i>Convenor</i>	<i>From which centre</i>
Administrators/Coordinators	Jane Cipants	Illawarra Legal Centre
Community Legal Education Worker Group (2 co-convenors)	Tatiana Lozano Pepe Clarke	Northern Rivers CLC Environmental Defenders Office
Discrimination and Human Rights	Simon Moran	PIAC
Domestic Violence	Carolyn Bass	Domestic Violence Advocacy Service
Employment	Sinead Eastman	Kingsford Legal Centre
Law Reform & Policy	Anna Hartree Meredith McLaine	Kingsford Legal Centre Shoalcoast Legal Centre
Legal Aid	Janet Loughman	Marrickville Legal Centre
Practice / Public Indemnity Insurance (2 co-convenors)	Trish Mundy Natalie Ross	Shoalcoast Legal Centre Inner City Legal Centre
Rural, Remote and Regional	Angela Pollard	Northern Rivers CLC
Sector Development	Katrina Harrison	Marrickville Legal Centre
Victim compensation	Andrew Taylor	Macarthur CLC

The following two reports provide just a snapshot of the sorts of work done by these sub-committees.

Report from the Law Reform and Policy Sub-Committee

MEREDITH MCLAINE

Fran Gibson continued as convenor of Law Reform and Policy until her departure for Victoria in early 2004, with Meredith McLaine and Anna Hartree then stepping in as co-convenors.

The committee worked with the State Office this year in preparing two 'big picture' law reform submissions, being the CCLCG submission to the Senate Inquiry on Legal Aid and Access to Justice, and commentary on the Commonwealth Attorney-General's Civil Justice System Strategy Paper. These both provided opportunity for advocacy with regard to matters such as the importance of enhanced funding for community legal centres; a strengthened legal aid system; the support urgently needed for indigenous legal access projects; and access to interpreters for legal matters. We also brought a State focus to access to justice with a CCLCG submission to Legal Aid NSW's review of its civil law practice.

The committee's quarterly meetings and the NSW law reform folder on the BBS provided a forum for discussion and cooperative work on many other matters during the year – reviews, enquiries, reforms, rumours, and regressive anti-reforms. Examples include the Disability Discrimination Amendment Bill, which sought to legitimise discrimination against drug users; proposals to restrict the advocacy activities of organisations with charitable status; changes to the Fines Act, which met some of the concerns raised in an earlier CCLCG campaign; and issues brought to the committee by the Domestic Violence and Employment law sub-committees.

Report from Domestic Violence Sub-Committee

CAROLINE BASS

In November 2003 I accepted the position of convenor for the Domestic Violence Sub-Committee (DVSC). I would like to acknowledge and congratulate the DVSC on their dedication and exceptional work over the past year. Some of the issues that we have been actively addressing include:

1. Inappropriate referral of domestic violence matters to mediation;
2. Police common law powers to carry firearms despite being defendants to Apprehended Violence Orders (AVO);
3. Low rate of success in section 68T Family Law Act applications (this legislation allows magistrates to make, revive, vary, suspend or discharge family law contact orders during AVO applications);
4. Legal Aid guidelines in AVOs matters;
5. The low success rate of police initiated Apprehended Violence Orders in some courts;
6. Investigating the Attorney Generals Report on court safety.

In August we welcomed combining our quarterly meetings with the Victims Compensation Sub-Committee (VCSC). The integration of the sub-committee meetings allows us to gain from each other's experience, as well as providing a strong alliance in addressing our many interlinked issues.



Strategic Directions for the NSW CLC sector 2002-2005

Funding

Our funding priorities include maximising opportunities within the existing Commonwealth and State Funding Program to increase funding, to seek additional funding from alternative sources and to secure and expand our funding base overall.

Human Rights

Recognising that human rights and social justice are defining principles for the sector, we will further promote respect for and understanding of human rights in the community and within the sector.

Gaps in Legal Services

There are critical gaps in the availability of legal services particularly in rural, regional and remote areas of NSW. We will work closely with our primary 'legal' partners – Legal Aid Commission, the NSW Law Society, and Aboriginal Legal Services – to ensure the most appropriate legal services are provided.

Strategic Service Delivery

We will advocate for, and continue to use, 'Strategic Service Delivery'. This is the practice of addressing systemic injustices through a multi-disciplinary approach including strategic casework, community legal education advocacy and law reform.

Capacity Building

CCLCG will develop and support training and capacity building programs for staff and volunteers and seek funding and other opportunities to create further support for training and skills development in the sector.

Overview: Areas of Work for CCLCG

As the role of CCLCG is to further the strategic directions of the sector, the work of the State Office of CCLCG can be divided into four main areas:

1. Support Services to CLCs
2. Sector Development, including funding and partnerships
3. Human Rights and Advocacy
4. Communications and Publications

The following pages outline the work in these areas during 2003/2004.

Support services to CLCs

Quarterly Meetings

CCLCG continues to run four 2-day sector-wide meetings a year (in August, November, February and May). The 'quarterlies' provide an opportunity for all the CCLCG committees to meet on a regular basis. So they include casework meetings, sector development meetings, compulsory Public Indemnity Insurance meetings (for all principal solicitors), community legal education worker group meetings, and also Combined Group meetings – a meeting of CCLCG members which makes key strategic decisions.

Subsidies are made available to regional community legal centres for travel into Sydney to participate in the quarterlies. The quarterlies are therefore an invaluable opportunity for community legal centres throughout the state to network, share skills, and provide direct feedback to the State Office of CCLCG regarding our work.

Training

One afternoon of each quarterly is set aside for training for legal centre workers. This year the following training was run:

August 2003: *Funding – Maximizing our funding potential*
By Rosemary Dixon
Informed Centres on how to promote our work to funders, improve our funding submissions and extend our funding base.

Office of the Public Guardian
A workshop on changes to the NSW Guardianship Act and issues in relation to enduring guardianship.

November 2003: *Human Rights Training*
By Kate Eastman
Training in systemic advocacy and use of Human Rights as a framework for casework and activism, including use of Australian legislation and International Human Rights instruments.

February 2004: *Burn out and Community Legal Centre Workers*
By Mark MacDiarmid (Blue Mountains CLC)

- Presented the findings of his recently completed nationwide study of burnout among CLC caseworkers;
- Discussed the OH&S obligations of legal centre management committees to their staff;
- Provided training tips for legal centres to creatively address burnout in the workplace.

Training Needs of Management Committee members

Thanks to a \$3000 grant provided by the Law and Justice Foundation NSW, CCLCG contracted Michelle Jones to do a small research project on the training needs of management committee members in community legal centres. The Final Report found that management committee members want more training to assist them to meet their responsibilities. CCLCG has embarked on a process to fulfil the recommendations of the report, although a lack of ongoing funding for management support is hindering progress.

Copies of Michelle Jones' report for CCLCG, *Board of Directors and Management Committee Training Needs*, December 2003 are available from the State Office.

Sector development, including funding and partnerships

NSW Budget 03/04

CCLCG continues to provide annual Budget Submissions to the NSW Government, via the NSW Legal Aid Commission. Our Budget Submissions have focussed on increasing core funding to the lowest funded community legal centres. Although we have been unsuccessful in our bids for increased core funding in recent NSW Budget, the Government did pass on CPI increases to all legal centres (and the State Office) for the period 03/04.

Review of Community Legal Centres

Just before the end of the financial year, the Commonwealth Attorney-General and the NSW Attorney General confirmed that a Joint Commonwealth/NSW Review of NSW Community Legal Centres would commence in 2004. The State Office of CCLCG has a key role to play in ensuring the legal centres are adequately consulted during the process. We expect that the Review will be completed by mid-2005.

Partnerships

Legal Aid Commission

CCLCG works closely with the Legal Aid Commission NSW as a fellow legal service provider in NSW. The CCLCG representative on the Legal Aid Commissioner, Simon Moran, ensures that legal centre views are expressed to the Commission.

CCLCG also enjoys a great relationship with the Funding Program Manager Dennis Roach, and we are grateful for Dennis's ongoing support and patience with the 32 legal centres that receive funding through this program.

ATSILS

In March 2004, a contingent of community legal centre workers attended a meeting of the Coalition of Aboriginal Legal Services to talk about the work being done through CLCs with Aboriginal communities. This was a great opportunity to forge links with the NSW Aboriginal and Torres Strait Islander Legal Services and ensure that services were aware of the work going on throughout the two sectors.

Law and Justice Foundation NSW

CCLCG has an important relationship with the Law and Justice Foundation, which continues to provide a significant number of grants to legal centres for various projects including community education, research, centre publicity material, and translation of information into community languages.

The Law and Justice Foundation also provided a small grant to CCLCG for a small research project into the training needs of management committee members. This project is outlined in this Annual Report under 'Services to Members'.

CCLCG also continues to sponsor an award at the Law and Justice Foundation Awards held every year. In 2003, the CCLCG award went to Kate Eastman, a barrister who provides a huge amount of pro bono work for community legal centres including Kingsford, Illawarra, Redfern and the Disability Discrimination Legal Centre.

Congratulations Kate!

Human rights and advocacy

In 2003/2004, the Advocacy & Human Rights Officer worked with the CCLCG Law Reform and Policy Committee (see 'Reports from Sub-Committees') and individual workers at legal centres on human rights and policy initiatives.

CCLCG has promoted human rights within the sector and within NSW State by

- refining what human rights means for the CLC sector and the communities and clients we work with
- advocating for compliance with international human rights instruments through involvement with human rights reporting projects
- working towards the adoption of an overarching human rights framework for Australia, such as a bill of rights.

Policy Submissions

CCLCG has engaged in several law reform projects, particularly in response to federal inquiries.

Submissions compiled by the Human Rights and Advocacy Officer:

- Submission to the Senate Legal and Constitutional Committee Inquiry into Legal Aid and Access to Justice (September 2003)
- Submission to the Board of Taxation on the Charities Bill 2003 (September 2003)
- Submission to the Senate Inquiry on the Disability Discrimination Act Amendment Bill 2003 (February 2004)

Compiled by the CCLCG Law Reform and Policy Sub-Committee:

- Submission to the Legal Aid Commission on the Legal Aid Commission Review of the Civil law Programme (September 2003)
- Response to the Commonwealth Attorney-General's Federal Civil Justice System Strategy paper (April 2004)

Resourcing NSW CLCs to do human rights advocacy

CCLCG has done the following:

- Provided briefings and information sessions on the human rights consequences of various government law and policies, such as the Disability Discrimination Amendment Bill 2003 and the Charities Bill 2003
- Human rights briefing to community workers in Nowra
- Organised human rights training for CLC case workers during the quarterly meetings
- Organised human rights education sessions at the National Association of Community Legal Centres annual conference

Using international human rights mechanisms

The Advocacy and Human Rights Officer, as well as individual legal centres, have worked on several human rights projects. We have been greatly assisted by several law students who have provided invaluable human rights research. We would like to thank the following for their contribution.

Margaret Assaf	University of Technology Sydney	CEDAW project
Phoebe Burgess	University of Technology Sydney	CEDAW project
Nicole Davis	UNSW – Kingsford Legal Centre	Convention Against Torture
Kathryn Simon	University of Sydney	Women and Housing project
Leonie Lam	University of Technology Sydney	CEDAW project

Australia's compliance with the Convention Against Torture

CCLCG was part of a small research team with other human rights organisations, researching possible ways to implement of the Convention Against Torture into domestic legislation. This research is ongoing.

National CEDAW Women's Report Card Project

Consultations were held nationally to obtain information for a shadow report to be submitted to the Committee of CEDAW (the Convention on the Elimination of Discrimination Against Women), for its review of the Australian Government's compliance with this convention.

In March 2004, NSW Council of Social Services hosted the 'Our Rights Our Voices Forum' in March 2004. CCLCG facilitated NSW CLCs to contribute to the NSW consultations and report, participated in the NSW Working Group, assisted with coordinating consultations and supervised three students to work on writing the report.

Women and Adequate Housing Report

Consultations were held nationally to elicit information to submit to the UN Special Rapporteur on Adequate Housing for his 2005 report on women and adequate housing.

CCLCG facilitated CLCs' to contribute to the consultations and the report, participated in the Working Group and supervised a student to work on writing the report.

Communications and publications

On The Record successfully re-launched

This year saw the re-launching of 'On The Record', the newsletter of the NSW community legal centre sector. Two editions were published this financial year, and they met with widespread support. The purpose of the newsletter is to report on the work of legal centres to the wider community. Copies were sent to media outlets, key state and Commonwealth agencies, libraries, and members of parliament. Both editions are available via www.nswclc.org.au.

Blake Dawson Waldron very kindly provided pro bono design and layout for the first 4 editions of 'On The Record'. CCLCG warmly thanks Blakes, and in particular their patient designer Belinda Parton.

2004 Directory of Community Legal Centres

CCLCG released and widely distributed an updated Directory this year. Once again, this was made possible thanks to the pro bono donation of design skills, this time by Freehills.

'Your Guide to Community Legal Education' 2004 edition

PEPE CLARKE

During 2003-2004, the Community Legal Education Workers Committee produced an updated version of the 1997 publication, 'Your Guide to Community Legal Education'. The publication aims to promote and enhance CLE activities within community legal centres throughout New South Wales by providing workers with information and practical tools for the delivery of CLE.

Financial support for the production of the second edition of this publication was provided by the State Office of the Combined Community Legal Centres Group NSW. Free copies of the publication will be distributed to community legal centres throughout New South Wales.

Thank you to all those involved in updating, editing and reformatting this new edition. Thank you to the original contributors to this compilation. Extracts from Cassandra Goldie's excellent 'Community Legal Education Handbook' provide a firm foundation for this publication and we are grateful for her continuing support for this project.

Financial Statements

SANDRA D. GROLLMUS

Registered Company Auditor
Registered Tax Agent

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INDEPENDENT AUDIT REPORT

To: The MEMBERS

Scope

I have audited the financial report of the COMBINED COMMUNITY LEGAL CENTRES' GROUP (N.S.W.) INC. for the financial year ended 30 June 2004. The Members of the governing body are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the members.

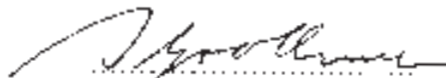
My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and relevant statutory and other requirements, so as to present a view which is consistent with my understanding of the Organisation's financial position and the results of its operation.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report presents fairly, in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Funding and Performance Agreements the financial position of the COMBINED COMMUNITY LEGAL CENTRES' GROUP (N.S.W.) INC. as at 30 June 2004 and the results of its operations for the year then ended.

Dated at Allawah this 9 day of August 2004.


SANDRA GROLLMUS
Registered Company Auditor
Registered No. 1254

Combined Community Legal Centres (NSW)
Suite 3B, Briard House
491-493 Elizabeth Street
Surry Hills NSW 2010

Balance Sheet

As of June 2004

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Assets		
Cash on Hand		
CBA Cheque Account	-\$554.66	
Cash Management Account	\$154,990.86	
Fixed Deposit	\$33,379.96	
Petty Cash	\$150.00	
Total Cash on Hand	<u>\$187,966.16</u>	
Accounts Receivable		\$55.00
Bonds-electricity		\$200.00
Non-Current Assets		
Office Equipment		
Office Equipment @ Cost	\$23,507.18	
Accum Depreciation - Office E	-\$20,781.36	
Total Office Equipment	<u>\$2,725.82</u>	
Bond premises-Elizabeth St		\$5,000.00
Total Non-Current Assets		<u>\$7,725.82</u>
Total Assets		<u>\$195,946.98</u>
Liabilities		
Current Liabilities		
Accrued expenses		\$3,472.60
Holiday Pay Accrual		\$3,589.66
GST LIABILITIES		
GST Collected from Customers	\$5.00	
Total GST LIABILITIES		<u>\$5.00</u>
Total Current Liabilities		<u>\$7,067.26</u>
Other Current Liabilities		
CLEW TRAINING MONEY		\$2,692.23
Combined Group Funds		
CLC Group Funds	\$25,745.28	
Administrators Trust money	\$545.00	
State Conference	\$4,214.94	
Prov-Publications printing	\$3,209.06	
Review	\$6,053.68	
PII Reserve	\$19,599.79	
PII paid in advance	-\$10,000.00	
Total Combined Group Funds	<u>\$49,367.75</u>	
LAC-MSP project funds		\$14,059.00
Provisions		
L.S.L. Provision	\$2,922.77	
Other leave provision	\$22,471.00	
Prov'n - equipment & fitout	\$3,985.00	
Prov for recruit costs	\$2,000.00	
Total Provisions	<u>\$31,378.77</u>	
Total Other Current Liabilities		<u>\$97,497.75</u>
Total Liabilities		<u>\$104,565.01</u>
Net Assets		<u>\$91,381.97</u>
Equity		
Accumulated Surplus		\$60,660.49
Accumulated Surplus-MSP		\$5,523.24
Current Year Surplus		\$25,198.24
Total Equity		<u>\$91,381.97</u>

Combined Community Legal Centres (NSW)

*Suite 3B, Briard House
491-493 Elizabeth Street
Surry Hills NSW 2010*

Profit & Loss Statement

1/7/03 through 30/6/04

Income		
Core Funding Received	\$220,174.56	
Bank Interest Received	\$7,412.37	
Workers Compensation Income	\$13,323.80	
Workes Comp-other	\$5,043.80	
Total Income		<u>\$245,954.53</u>
Expenses		
Staffing Expenses		
Salaries		
Direct Salaries	\$83,310.95	
Salaries-workers compensation	\$13,323.80	
Leave Expense	(\$567.43)	
Consultants & Contractors	\$2,090.00	
Staff entitlement prov/LSL	(\$2,175.11)	
Total Salaries		<u>\$95,982.21</u>
Salary Sacrifice expense		
Inder, Brigid-salary sacrifice	\$5,572.43	
Smith, Julie-Sal sacrifice	\$9,240.00	
Total Salary Sacrifice expense		<u>\$14,812.43</u>
Salary On-Costs		
Superannuation	\$9,996.44	
Cents per klm	\$324.30	
Workers Comp Insurance	\$4,003.14	
Total Salary On-Costs		<u>\$14,323.88</u>
Staff related expenses		
Staff Training & Development	\$818.18	
Staff Recruitment	\$4,007.32	
Conferences	\$2,511.20	
Supervision	\$3,007.28	
Total Staff related expenses		<u>\$10,343.98</u>
Total Staffing Expenses		<u>\$135,462.50</u>
Operating Expenses		
Premises		
Rent	\$21,437.50	
Other Premises Costs		
Heat, Light & Power	\$919.02	
Total Other Premises Costs		<u>\$919.02</u>
Office Overheads		
Donations	\$200.00	
Legal expenses	\$158.05	
Postage & Couriers	\$1,115.65	
Printing & Stationery	\$8,574.01	
P&S Annual Report	\$1,540.00	
Software	\$527.06	
Equip repairs & maintenance	\$5,314.95	
Office Expenses	\$714.07	
Total Office Overheads		<u>\$18,143.79</u>
Communication		
Telephone	\$6,513.21	
Fax	\$566.47	
Internet	\$756.15	
Web expenses	\$80.00	
Total Communication		<u>\$7,915.83</u>
Financial & Accountability		
Accounting & Audit Fees	\$19,815.82	
Bank Charges & Interest Paid	\$370.30	
Insurance - General	\$2,281.81	
Total Financial & Accountability		<u>\$22,467.93</u>
Library, Resources & Subs	\$1,432.18	
Travel	\$2,456.15	
Program & Planning		
Board Expenses	\$1,850.42	
Meeting expense-1/4 room hire	\$3,825.00	
Total Program & Planning		<u>\$5,675.42</u>
Office Assets		
Office Equipment	\$724.55	
Total Office Assets		<u>\$724.55</u>
Depreciation/capital equipment	\$4,121.42	



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