

Annual Report 2017



BARWON

COMMUNITY LEGAL SERVICE

Vision

A just society in which all people have equal access to, and status under, the law; and a legal system which is humane, fair and equitable.

Purpose

To contribute to the provision of legal services in order to promote, protect and enhance the rights and interests of individuals and groups within our region who are disadvantaged in their access to justice.

To contribute to the provision of legal education and community development activities to educate and empower individuals and groups within our region who are disadvantaged in their access to knowledge.

To contribute to the reform of laws and structural inequities to achieve humane fair and equitable outcomes for individuals and groups within our region and the wider community.

Board

Chair: Mark Edmonds
Treasurer: McFarlane Pattinson
Secretary: Julie Clarke
Board Members: Emma Wagg
Ian Parsons
Jacqui Heffernan
Kylie Schulberg*
Lauren Watt

Staff

Executive Officer: Nick Hudson
Principal Lawyer: Mandi Hyland
Principal Social Worker: Lee FitzRoy*
Rose Carnes
Community Lawyers: Carolyn Howe
Elsie Stokie
Geordie Konieczka
Jeanette Connolly*
Lauren Hutson
Lee Bolton
Louise Thorsen
Marijana Graljuk
Mikala McIntyre
Sam Hawkins
Community Legal Education & Development Co-Ordinator: Jillian Chapman
Administration Officers: Grace Forrest
Charmaine Floyd
Liz Flynn

* resigned during year

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Chair & Executive Officer

Mark Edmonds and Nick Hudson

We are proud of all that BCCLS has achieved during the year across all areas of the service. We started the year in eager anticipation of moving office. This move was the culmination of a number of years searching and planning and while it was a lot of hard work, it went smoothly with limited disruption to services. The new premises is a stark contrast to Pakington Street and provides great facilities, enough space and a professional environment that will serve the organisation well into the future.

We paused during the year to celebrate 30 years of BCCLS. The birthday party provided an opportunity for many people who had contributed to BCCLS over that time to reflect on the achievements and work of the organisation. Today's BCCLS is a credit to the efforts of the small group of people that worked to establish the service in 1986 and to those who have worked since then to further grow and improve BCCLS. At the party we also celebrated Elsie's 30 years work with BCCLS, an incredible personal dedication to helping people in our community.

Through moving and birthdays our work continued as usual during the year. We had a particular focus on a number of projects which delivered some specific assistance to the local community. The Seeking Refuge Project saw us partnering with Refugee Legal and brought together a large number of volunteers to assist local people seeking asylum to complete and lodge protection visa applications. The successful crowd funding campaign for interpreters and busy workshops were a great example of how our partners can greatly increase the capacity and impact of our service.

The Social Work and Family Violence projects have also provided great additions

to BCCLS services. They have provided much valued additional support to our clients and improved our processes and client work, particularly with our work at court.

During the year we faced some funding uncertainty. We campaigned with many stakeholders and other CLCs across the country and were delighted that the Commonwealth government maintained funding to the sector. We were very disappointed to lose our tenancy funding from Consumer Affairs Victoria. Tenancy matters often accompany or are caused by other legal issues. Unfortunately with the loss of the program we will also lose the ability to deal holistically with clients. Instead we will need to refer potentially vulnerable people to a worker at another organisation who won't have an appreciation of the broader legal situation the client faces.

The Board has an ongoing program of using team engagement and alignment indicators to identify improvement opportunities for the service. The relocation has improved a lot of the environmental issues and we are now focussing on reviewing the BCCLS structure to strengthen operations to support the growing organisation to better focus on strategic priorities.

A big thank you to all of our staff and volunteers, your dedication and efforts are incredible and really make a difference for the local community. Thank-you as well to our Directors, also volunteers, who bring a great range of skills, experience and enthusiasm to governing BCCLS. We are looking forward to continue working with all of you in the years ahead.

Principal Lawyer – A time for new directions

Mandi Hyland

This year we have been taken on several new directions in the legal practice.

The main new direction is the direction I take when I go to work in the mornings. We moved from Pakington Street to our new offices in Belmont in September 2016 and took several months to settle into our new surroundings. There were teething problems with IT and in getting used to the new semi-open plan arrangement of desks. It took some getting used to to realise we had plenty of office space for many client interviews at once, room for projects and a social work team, to house numerous volunteers and students in a modern bank of desks, and to have a training room big enough to have several visitors at once without being interrupted by those seeking to have their lunch or make a coffee in the same space.

I admit that I miss my old in-office water feature every time it rained, but it is more than made up by the larger view of the tree outside my window. The new offices are bright, well fitted out and our new computer servers give us almost instant responses. Ultimately our client experience is better with more comfortable interview rooms, computers available in them and a larger reception area fitted with a lift.

Due to our new office space, our legal staffing has expanded. We have been able to take on more students, graduates and volunteers this year. We endeavour to take on at least two law graduates at any one time, who are completing their practical legal placements. The graduates stay for at least five weeks and work on a full time basis, taking on their own caseload of client matters, under strict supervision. Many however stay with us long after their requirement for a placement. We have been lucky to have had up to four graduates at once and this greatly assists in our capacity to see new clients and take on more legal work on their behalf. It has also changed the focus of the work mainly carried out by our lawyers, and allows them time to do more community legal education, important networking and law reform work as well as their court work.

We continue to be lucky to have so many law student volunteers within the practice. Our volunteers aid lawyers as their assistants, provide administrative support, help at court with client management and intake, and assist at our promotional activities and community events. BCLS could not operate as well as we do without their valuable support and I thank them.

Our third group of students are our Deakin Interns, who join us for a semester in a hands-on program, seeing clients mainly for wills or powers of attorney. This program is managed by my colleague Geordie Konieczka and myself, and students have a structured program of education and information sessions provided by all members of our office staff. It is a great group effort with the result that many students ask to stay on after the student program and work as our volunteers. It is heartening to see that our social justice teachings are taken on in such a way. Many of our graduates and students have gone on to work in the community legal sector or legal aid commission or are volunteering in other roles.

Our own lawyers have also changed direction. We lost Jeanette Connolly, who chose to leave us for her own practice and teaching at Deakin University. We wished her well after many years with us, but she left us with a huge gap in knowledge in the Welfare Rights arena and it has taken time to rebuild that area of legal understanding. A large part of our legal work involves Centrelink issues so this has been an important area of education for the lawyers. Our lawyer Elsie Stokie is stepping in to take up this area of law as her specialisation and will then pass her knowledge along to others. Elsie continues to see the majority of clients at our Barwon Health Corio Community Health Centre outreach. This is a worthwhile health justice partnership and links clients of the health service so that they have a more holistic approach to resolving issues they may have.

We were lucky to have Lauren Hutson join us as a new lawyer. Lauren was previously one of our students and volunteers, and was welcomed

back. Lauren has taken on the role of ‘Recycling Champion’ within the office, so we are trying to reduce our office wastage in a fun way. Lauren has also taken on the role of our Norlane Child and Family Centre lawyer and sees most of our clients there on Monday mornings. We are hoping to build this service even more in the future and engage with the other community services for young families using that venue.

Our projects have added many new dimensions and directions for the legal staff this year also. Mikala McIntyre has continued to work on our Family Violence Project which was funded as a result of the Royal Commission into Family Violence. As a result of her work we have introduced many new internal practices including changing our intake forms and procedures, and introducing a triage system for talking to Applicants for Intervention Orders prior to their court hearing dates. This saves valuable time on the court day for our lawyers and clients come to court understanding what the day is likely to entail, putting them more at ease with the process. We have significantly changed our education processes for new volunteers working at court with information sessions and student wellbeing sessions, being aware of the vicarious trauma effects on both lawyers and volunteers. Staff have attended multiple educational programs on Family Violence in all its forms, and must be some of the most educated lawyers in this area of law in Victoria. In very recent times we are trialling Mikala being at court when we are not required as duty lawyers, to offer pre-court advice and work with the Court Applicant worker there. So far this is a very successful part of the project and we hope to continue this service.

Marijana Graljuk continues to be the Project Worker for the SRP Program, helping newly arrived refugees to obtain their visas to stay in Australia. This has been a very successful program, not only for the resultant visas that have been granted (a 100% success rate so far!) but from an organisational point of view, to coordinate a huge number of volunteer lawyers and migration agents, Refugee Legal and volunteers from the community,

all in one project, has been an amazing achievement. Its online fundraising raised many thousands of dollars for interpreting, and this has assisted every client that needed it to have vital interpreter help when needed.

Our projects in collaboration with others, are very much a direction of the future. Louise Thorsen has this year taken on a joint project with Minerva Community Services to provide advice to their Family Violence clients, many of whom have fled the family home, again with a more holistic approach to dealing with those clients’ problems. Louise is working on being able to provide advice at Minerva and will also offer advice with Family Law, tenancy, criminal law and fines to those that need it. It will be interesting to see how this joint project expands. We hope to expand this project to be able to cope with their clients’ needs at a most vulnerable time in a woman’s life.

We continue to work in a joint project with Deakin University Student Association and Eastern Community Legal Centre , offering legal help through Sort It! legal service for Deakin students. Our lawyer Lee Bolton has this year been the major participant in this project, attending both Geelong Waterfront and Waurn Ponds campuses to provide free legal advice on a weekly basis. Whilst student appointments have been low in number, we are still helping those students to great effect with sorting out group housing, car accident claims, traffic and transport fines, and child support issues. We see a large number of international students who are unfamiliar with our legal system, and how to start addressing some of these issues they are facing. We are hoping with more community development activities that we will get greater uptake of our individual appointments in the future.

Our project at the Family Relationship Centre is going strong. We offer one-on-one appointments for those people attending mediations, and our lawyers Geordie and Louise also provide a regular information session on the court process on a Tuesday and Thursday night.

Night service at BCLS is very much a collaboration with the local lawyers. They come on a Tuesday evening to provide client advice appointments in Family law and for general legal matters. This is a valuable addition to the services that we ourselves are able to provide to our clients, and we thank them for their continued support.

Funding changes have made some sad changes to our direction this year. Our lawyers Sam Hawkins and Carolyn Howe championed the tenancy project and provided many clients with legal help at Geelong and Warrnambool VCAT venues, assisting with disputes over arrears of rent and poor housing conditions. Problems with housing are often a cause of other legal issues, or so intertwined with them, so that fixing one aspect does not really assist the client get on with their lives. For example a woman suffering from family violence may wish to leave the home, but she is the person named on the lease which is in arrears, and she cannot afford to live elsewhere. She has never had her own money or job and is financially dependent on the perpetrator of the violence. We would be able to assist this woman to get intervention orders, have the perpetrator removed, apply for Centrelink and assist with a payment plan for outstanding rent. Our tenancy funding therefore allowed us to become experts in the tenancy area, whilst offering a holistic service to our clients. Unfortunately this funding was cut in 2017 when our proposal for ongoing funding was not accepted and another organisation will offer tenancy advocates, not lawyers, in our regional areas. This means that many clients may no longer be offered a holistic approach to their legal issues which is disappointing.

It has also meant that our Warrnambool tenancy services have ceased and Carolyn's hours reduced, but we were lucky to retain Carolyn to carry out our Colac Court duties on a Monday and for her to see clients at Colac Area Health. We thank the Gunditjamara Aboriginal Cooperative for having us as

tenants in their building during Carolyn's time there. It is a pity that we lost our funding at a time when we were endeavouring to set up a free legal clinic for their community.

Community Legal Education is always an important part of BCLS with our lawyers providing information sessions to many groups including schools, community health services and workers, the elderly and newly arrived. Jillian Chapman is our champion in organising such events, but with her extended leave this year, all staff have stepped up to organise their own such events so that this valuable work can continue.

None of the above could be carried out to such good effect without the backup support of our administration team. Grace and Charmaine work at the forefront in an often difficult and challenging role, trying to find help for every stressed person that rings us expecting an immediate response. I always tell our new volunteers and students, that reception is one of the most difficult jobs in the office, but that they are a huge vault of knowledge. I enjoy Liz's chatter and ever positive attitude in the early morning. Her obvious enjoyment at filing and recording is a mystery to me, but I do have days when the thought of a file destruction would make my day. It is people like Liz, Grace and Charmaine that keep the system working for us all.

It is a pleasure to work with our Executive Officer, Nick and look at the forward direction for the legal practice. It is important to have someone to see the big picture for the organisation, to share ideas with and to be a sounding board, and I think our team effort is working well. The Board has been supportive through many changes and some challenges this year, and we have come through it all with a better building and I believe a better workplace, on so many levels.

In summary, the future direction for BCLS is onwards and up.



Community Legal Education and Community Development

Jillian Chapman



63+
requests for legal
information sessions



51
family law sessions at the
Family Relationship Centre



20+
consultation sessions



20+
service promotion stalls



Lots
of networking opportunities

Our Work

Barwon Community Legal Service develops and participates in community legal education projects to provide support and information to community members and service providers living in the Barwon South West Region.

The projects increase knowledge about legal rights and build the capacity of community agencies in responding to legal matters.



*BCLS staff at Harmony Day picnic.
Photo by Jillian*

Our Staff, Volunteers and Students

BCLS employs Jillian Chapman as a part-time Community Legal Education and Development Coordinator with most staff spending a proportion of their time being involved in community development and education activities. BCLS has appreciated the hard work provided by a number of community legal education volunteers. Alissa Ierardi, Karen Mortarotti and Frankie Rodriguez have played an integral part in the community legal education project by maintaining the publication library, preparing and presenting legal information sessions, undertaking research and assisting with special events.

Our Impact

The community legal education undertaken by BCLS is both proactive and reactive and during the past year BCLS has continued to respond to requests for information sessions from the community, undertake regular service visits and be involved in community development activities.

BCLS has responded to over 63 requests for legal information sessions from a variety of organisations and groups, some of these being:

- Barwon Health
- Diversitat
- Bethany
- Deakin University
- Local Libraries
- The Gordon TAFE
- St Vincent de Paul Society
- Diversitat Financial Counsellors
- Grovedale College - Legal Studies Students
- Teachers and Support Staff at various local high schools
- Lavers Hill College
- Minerva Community Services
- CatholicCare

An example of some of the session topics include:

- Gender Equality
- Young People and Respectful Relationships
- Identifying Legal Problems and where to get free help
- Wills and Powers of Attorney
- Elder Abuse – what is it and where to get help
- Family law – how to get a divorce and parenting after separation
- Child Support
- Family Violence and Intervention Orders
- Social Security Law
- Where to get Legal Help

BCLS has regular community legal education commitments too, for example this year:

We have run numerous sessions on family law at the Family Relationship Centre, presented by Mandi, Geordie, Louise and other staff members

Jillian and Marijuana have ran a number of sessions for the Stepping Up Consortium

Louise has ran sessions for Living, Learning Lifestyle groups connected with the Salvation Army Withdrawal Unit

Newly arrived Communities

Again this year, we have been involved in providing legal information to newly arrived communities. Information sessions ranged from an introduction to Australian law, human rights law, driving law, gender equality and family law. We presented as part of a couple of special projects too, including the Safe and Confident Project and the Strong and Equal project. Additionally, in partnership with Victoria Police, Jillian and Lauren ran Australian law sessions and regular popular tours of the Geelong Law Courts as part of the orientation program organised by Diversitat.

In addition to the above sessions, Jillian and Lee were involved in working with young people from newly arrived communities and presented a Mock Trial session as part of the Justice Education Program and Employment Law sessions in partnership with CatholicCare.



Above: Jillian and Lee at a Mock Trial session at Geelong Court

Left: First CLE in our new room!



Our fabulous FlashMob Crew, 2016

30 Year Celebration

We produced a short movie to celebrate BCLS providing services in the community for over 30 years. The movie provided a short snapshot of the type of work we provide in the community. This movie was shown as part of the BCLS 30 year Celebration party and during various education sessions.

Month of Action to Stop Violence Against Women and Children

During October 2016 we were involved with various events as part of the Barwon Month of Action to Stop Violence Against Women and Children. Mikala was involved in the Netball Respect Cup, whereby local agencies partner with local schools to provide education about gender equality and run an afternoon netball competition.

Jillian coordinated our first ever Flash Mob event. For this event we partnered with a number of agencies including Bethany Community Support, Diversitat, City of Greater Geelong and a bunch of young people to stop traffic in Geelong CBD between Market

Square and Westfield Shopping Centres. The group surprised unassuming shoppers with a Flash Mob dance in the street that was aimed at raising awareness about respect and healthy relationships. The Flash mob was choreographed by Irene, a talented young person, and consisted of some fun and challenging dance moves that the group practiced in lunch breaks and at the fOrT Youth Centre over a number of weeks.

Free Session for Community Workers

Jillian, Mikala and Lee organised another one of our Month of Action events in November 2016, whereby we provided Community Workers with an overview of the services we offer clients experiencing family violence and the impact of cross applications for Family Violence Intervention Orders.

One of our most popular sessions this financial year that we offered was run by Jillian and Sam to assist Community Workers identifying legal issues and finding legal help for their clients. We will now look at making this a regular offering in our program.

Community Workers participating in the information session



Law Week

To celebrate Law Week this year BCLS staff joined the Walk for Justice – the first event of this kind held in Geelong which was successfully organised by Justice Connect and Law Institute of Victoria.

Policy and Law Reform

Jillian kicked off the year by writing a submission for the Senate Committee into the Marriage Amendment (Same-Sex Marriage) Bill. As a Community Legal Centre we are committed to striving for equitable access to the legal system and justice, and the equal protection of human rights. We consider that the fundamental human rights principle of equality means that civil marriage should be available, without discrimination, to all couples, regardless of sex, sexual orientation or gender identity.

Representation and Networking

Our staff attend and represent our service on a number of local, state and national networks. During this financial year Jillian, Nick and Marijana presented at the National Community Legal Centre Conference. Jillian was involved in a panel presentation discussing the development of our new Social Work Service and integrated legal and social support services in CLCs. Jillian and Marijana presented on the Seeking Refuge Project in relation to our experience in creative collaborations in seeking justice for asylum seekers with Nick focusing on a co-presentation with Deakin University about our crowd funding experience.

Service Promotion

Jillian and Mikala have continued to edit and produce our BCLS newsletter. On the socials, Jillian has continued to promote BCLS activities on our Facebook page and Nick has continued to tweet about us on Twitter.

Follow us on Twitter @BarwonCLS

Like us on Facebook <https://www.facebook.com/barwoncls/>

Subscribe to our newsletter
www.barwoncls.org.au

Looking forward

Our Community Legal Education and Community Development activities will continue to be undertaken addressing the needs within our community.

*Liz, Lauren and Nick:
Law Week 2017*



Our Service Highlights



3,000+
people supported



1,775
people provided with legal
advice and representation



1,180
court appearances



97
people assisted with
social work support



150+
community legal
education activities



76
protection visa
applications completed



20
law reform activities



66%
of clients are women



77%
of people assisted
have low or no income



18%
of people assisted identify
as living with a disability



9
outreach partnerships
and locations



50+
local, state and national
networks attended



133
volunteers



27
social work, legal
intern and PLT student
placements



450+
hours of interpreter usage

Some Examples of Our Work

Norlane

Lauren Hutson

The Norlane Child and Family Centre (NCFC) is operated by the City of Greater Geelong and hosts a range of services focussing on children and families. Located in the building are a kindergarten, supported playgroup, Maternal and Child Health Nurse and counselling services provided by other organisations. BCLS offers legal appointments on Mondays. While our front desk workers can book clients who make telephone enquiries into the Norlane appointments if the location is more accessible for clients, we have seen an increase in referrals from workers at NCFC who identify legal problems of the parents who

utilise their facilities. This growing relationship is a great example of the benefit of co-locating our services with other organisations and working to embed our practice into the service offerings of a community. In this way legal issues can be identified by other workers and we will see clients that would not ordinarily seek out our services. Similarly, we can use a trusted relationship with our clients to connect them into services at the same facility. Recently we were able to facilitate a child's enrolment in the kindergarten program at NCFC when the child's mother attended the Centre for a legal appointment.

Divorce Clinic

Louise Thorsen

Getting divorced is important for many people to close a particular chapter in their lives and is an important step in protecting their future. Recognising the demand in our community for low-cost divorces we revamped our 'Divorce Clinic' in September 2016 to increase capacity. To best utilise our resources, one of our BCLS lawyers supervises Practical Legal Training (PLT) students on placement who assist clients to complete online applications to the Federal Circuit Court (FCC). While the new FCC process is streamlined and relatively simple, many of our clients do not have access to the necessary computer equipment or lack the knowledge or language skills to complete the application.

We have held 23 fortnightly clinics have been held in the past 12 months and they have been a popular service offering at BCLS. Clients attend for an initial appointment to complete the application and return a few weeks later to swear an Affidavit of Service. There have been 79 appointments this year which have resulted in more than 40 successful divorce applications so far. All of the clients who access the clinic are grateful for our assistance.

The clinics also provide a valuable learning experience for our PLT students. There are opportunities to practice interviewing clients and, when circumstances are not straightforward, the students can hone their research and drafting skills with Affidavits and Minutes of Orders. A marriage certificate lost overboard might need to be explained to the Court, or maybe a Respondent cannot be found despite numerous attempts. The Court needs to know all the relevant facts.



Mandi, Marijuana and PLT Students

Clinical Legal Education

Geordie Konieczka

BCLS is committed to providing practical legal experiences for law students. We recognise that this work provides an understanding of legal practice that cannot be gained in a classroom and also gives students an insight into community legal centres and the people we assist. We hope we develop skills and appreciate of social justice in the students and that they make a contribution to our work during their time with us.

We have been delivering a practical elective subject for Deakin University since 1986. Today it is called Legal Internship and involves students spending two days a week for a semester working alongside our lawyers. We have hosted Ben, Josephine, Josh, Isobel, Chris, Andrew, Georgia, Maddison and Caleb during 2016/17 as part of this program. BCLS also hosts law students who are completing their post graduate training in legal practice, known as Practical Legal Training (PLT). During the year we have hosted Luke, Ronan, Claire, Anna, Tanya, Peter, James, Annica, Amanda, Kayla, Mauro, Emma, Shane and Keith on PLT placement.

These two programs run alongside each other and overlap in some aspects. During induction we conduct tutorials to train students in the areas of law that they will encounter when working in a community legal service. They also receive sessions on community legal education and the various services that BCLS provides. Many students also had the opportunity to go to Court with staff, to sit in on the Criminal Clinic, as well as to the

Family Relationship Centre to observe our weekly information session. Students learn a lot from observing client appointments with our lawyers and volunteer lawyers.

Placement with BCLS enables students to gain an appreciation of how a legal practice operates, and to extend and deepen their theoretical knowledge of the law whilst working under the supervision of qualified lawyers. The students enjoy the opportunity to take instructions, do legal research, negotiate disputes and build on their interviewing techniques. It is often the first opportunity many of them have had to use their legal knowledge in a practical setting.

Several of our students this year have managed to secure employment following their placement with BCLS, at places such as the Telecommunications Industry Ombudsman, The Department of Education and other Community Legal Centres. Several have also secured work in private practices and as in house counsel in private businesses.

We are very grateful for the work that our students do as it helps us to assist more people than we would be able to assist otherwise. BCLS remains committed to educating the next generation of lawyers and giving them the opportunity to see what the community legal sector does and what career opportunities it can offer them.

Some of the feedback we have received from our students:

"Thank you for providing me the opportunity to develop my skills and confidence in legal practice."

"Thanks for all your help over the years, I have learnt so much from you"

"I have had a great time at BCCLS and it has provided me with an invaluable experience in moving forward with a legal career. Thank you for your mentorship and support."

"Learning about the law in books and classes are so much different to how the law is actually applied to real life cases. It's something they can't teach in classes and it's been really nice just being able to converse with clients about their cases and working out the legal from the non-legal issues."

Meet Quan

Quan* recently arrived in Australia after many years spent in a refugee camp and is a permanent resident. As a result of the treatment received during her time in the refugee camp Quan lives with severe and permanent physical and mental disabilities. She cannot work, has difficulty understanding both her own language and English and finds it difficult to perform daily tasks. , luckily she has family to help her. When Quan applied (with assistance) for a Disability Support Pension, her application was rejected. Ruth*, her case-worker from another organisation helped Quan make and attend an appointment with a BCCLS lawyer for advice regarding her application.

Our lawyer drafted an appeal to Centrelink's Authorised Review Officer and explained to Quan and Ruth what medical information was needed to meet the technical requirements[#] to qualify for a DSP. Ruth then helped Quan to obtain a medical report which confirmed that the condition was fully treated and stabilised. Quan's application for and the DSP was subsequently granted and the payments backdated.

*names changed to maintain privacy

[#] *The Applicant must have a health condition which is fully diagnosed, treated and stabilised, and which would receive an impairment rating of "20 points" under Centrelink's set of Tables. As a result of the condition/s, she must also be unable to work at least 15 hours per week, and (if the rating is not 20 points under one Table) have completed an approved Programme of Support.*

Tenancy

Sam Hawkins

BCLS has assisted a large number of tenants across the Barwon South West region which runs from Queenscliff to the South Australian border. We have helped people with a wide range of matters including advice about rights and responsibilities, negotiations with landlords, providing valuable resources through advocacy at the Victorian Civil and Administrative Tribunal (VCAT).

During the year we made a number of submissions to the Fairer, Safer Housing, a review of the Residential Tenancies Act in Victoria. We contributed to this large scale review in multiple stages both as an individual service and as a part of various networks of which we are part. It is hoped the review will bring about changes to update the law to reflect the current rental market whilst proving tenants with safe, secure and fair housing.

For the past 5 years the tenancy program has been funded by Consumer Affairs Victoria (CAV). CAV have advised us they will terminate our funding for this program at 30th June and we have spent the last part of the year working to ensure our current clients would continue to receive support and that appropriate referrals provided from 1st July.

This program has allowed us to provide holistic assistance to many people. We have particularly assisted women and their children living with family violence and used this tenancy assistance to help them achieve and maintain safety. Whilst we are disappointed to lose this funding, BCLS will continue to offer some limited assistance with tenancy matters for our most vulnerable clients.

Family Relationship Centre Partnership

Geordie Konieczka

BCLS continued its partnership with the Geelong Family Relationship Centre (FRC) in 2016/17. Staff attend weekly to provide legal information sessions to recently separated parents as well as to provide Family Law advice to clients of the Family Relationship Centre.

Our information session provides a legal framework to separation and encourages parents to focus on the best interests of their children in trying to come to an agreement about contact time with each parent. This

focus is aimed at preventing parents from having to take matters to court, thereby saving them money and time, as well as trying to preserve their relationship for the longer term.

Advice provided during appointments generally covers issues of child contact, however we also often provide advice on child support, property division, divorce, intervention orders and child support during these sessions. Clients find it beneficial to come to the one place to discuss all of their issues.



Seeking Refuge Project

Marijana Hawkins

The Seeking Refuge Project (SRP) is a partnership between local group Bellarine for Refugees, Refugee Legal and BCLS. The project has been in operation since January 2016 with Marijana Hawkins coordinating as the Project Worker for two days a week. The SRP assists people living in the Geelong and Bellarine regions and some Western suburbs of Melbourne who are seeking asylum to apply for Protection Visas and navigate the complex 'Fast Track' assessment process. The SRP enjoyed the support of approximately 70 volunteer Migration Agents and Administrative Assistants who assisted Asylum Seekers navigate the complex application process. These volunteers answered a total of 7676 questions to complete 76 Protection Visa applications, all supervised by lawyers from Refugee Legal. Assistance was provided over 8 Saturday clinics and an exhausting number of

pre-clinic appointments to reach multiple and ever changing deadlines set by the Immigration Minister, the final one being 1 October 2017.

The SRP has seen 15 successful visas granted to date, with hopefully many more to come as they are assessed by the department. The SRP continues to assist the clients with post-lodgement and interview requests. It could not have been possible without the assistance of the founders of the SRP (Bellarine for Refugees), Refugee Legal, Diversitat, Deakin University, various Rural for Refugee groups, the Wesley Centre for Life Enrichment, Asylum Seeker Resource Centre, the donors, supporters and of course the army of SRP volunteers. The SRP is an example of successful collaboration between multiple stakeholders to successfully assist the most vulnerable people to achieve what we all take for granted, peace and safety.

Sort It! Legal Service for Deakin Students

With partners Deakin University Student Association (DUSA) and Eastern Community Legal Service (ECLS) we operate the Sort It! service on campus at Deakin Waterfront and Waurn Ponds. As well as providing advice, we work with our partners to provide community education and development activities which raise awareness of common legal issues and promote our services on campus. These

activities are held as part of larger events during Orientation and other Weeks designed to provide support to students. We share event ideas with ECLS and are always trying innovative ways to interact with the students. Our legal appointments have been well attended and we assist students with a broad range of legal problems with tenancy, fines and family law being the most common.

*Left: SRP Volunteers enthusiastically preparing for a weekend workshop
Right: Disco Frisco help out at during Health & Wellbeing Week at Deakin*



Meet Alice

Alice* has been in a relationship with Andrew* and they have two children together, Angus* and Zoe*. Alice and Andrew have separated and while they argue about a lot of things they agree that they want the children to see both parents. Alice and Andrew are attending the FRC to undertake mediation so they can put in place arrangements to provide structure and security for Angus and Zoe to spend time with both parents.

Alice saw one of our lawyers at the FRC and it was identified during the discussion that there was a Family Violence Intervention Order in place. The intervention order prevented Andrew from contacting Alice at all. So, despite their best intentions to reach a mediated outcome regarding the children, the order meant that they could not undertake the mediation.

We helped Alice apply and attend court to vary the order which then meant that the mediation could proceed. Alice and Andrew reached an agreement and Angus and Zoe now share time between their parents. Alice and Andrew still disagree about a lot of things but they are both pleased that their children now see both of them and those arrangements are no longer causing them to argue.

*names changed to maintain privacy

Social Work Service

Jillian Chapman

In 2015 BCCLS identified that additional support should be provided to family violence clients of the legal service in the form of immediate social work assistance to address a recognised gap in service delivery. BCCLS considered that in-house specialist family violence social work assistance could improve women's experience of the legal process, which in turn would assist them in their recovery and lay the basis for a more sustainable positive outcome for women and their children escaping family violence. Coincidentally when the Royal Commission into Family Violence (RCFV) delivered its findings, it included a recommendation for an increased investment in specialist family violence counselling for family violence victims in services that are holistic.

Jillian Chapman who identified the need and designed the BCCLS Social Work Pilot Project now provides ongoing project supervision to our small team made up of a Principal Social Worker and Social Work students. Our first Principal Social Worker, Dr Lee FitzRoy started in January 2016 and she set up the framework for social work services in BCCLS, established a social work placement programme to work with a team of social work students undertaking professional placement, and provided ongoing case management and counselling of family violence clients to provide a holistic service in conjunction with the legal team. In January 2017 Lee resigned and Dr Roslyn Carnes joined the team. Both Lee and Rose have done a fantastic job establishing and running the social work program at BCCLS.

In practice our Principal Social Worker provides free emotional and practical support to current or past client of the legal service and who are currently experiencing or have previously experienced family violence. Our Principal Social Worker has been able to provide short term counselling and support, family violence

safety planning, advocacy and referral to welfare, housing, health and other support services and assistance with applications for Family Violence Intervention Orders. Additionally, the Principal Social Worker has liaised with local family violence, sexual assault, child protection and migration agencies and Centrelink as well as written and submitted affidavits and statutory declarations for family law disputes; citizenship and visa applications, probation and applications to waive traffic fines. The support provided has been practical, broad, professional and appreciated. The Principal Social Worker also participates in a range of local, state and national networks discussing, promoting and improving this alliance of social work and legal practice.

BCLS has appreciated the hard work provided by a number of Social Work students who have undertaken their 70 day placements at BCCLS. Karen Mortarotti, Frankie Rodriguez, Rebecca Jehu, Shannon Jolly and Briony Neilson have played an integral part in the Social Work project by maintaining client files, managing client appointments, undertaking research and supporting the Principal Social Worker where appropriate.

BCLS has engaged Amanda George, an external consultant, to undertake a two year evaluation of this pilot project. The first evaluation report finds that the Social Work pilot project has been a successful and valuable program extension that has assisted a number of clients who may not have been able to access Social Work assistance and support. Expanding the project would further benefit BCCLS clients and increasing the very limited funding would make it easier to retain talented part-time workers. It is hoped that we will be able to attract additional funding to the project to allow it to continue and grow in 2018.

Meet David

David* is a single father with a daughter, Chloe*, who attends kindergarten at NCFC. David wanted to get divorced so he could plan a positive future with Chloe but couldn't afford a private lawyer. David has had some negative experiences with workers from the community services sector in the past and was reluctant to ask for help from our service. He trusted one of the workers at NCFC who introduced him to our lawyer and arranged a legal appointment for him at NCFC, an environment he was familiar with and where he felt comfortable. David has since attended our Divorce clinic at the Belmont office and is now happily divorced. As a result of the supported referral by a trusted worker he has developed a positive relationship with our service and has referred some of his friends for assistance.

*names changed to maintain privacy

Social Work Service Feedback - Assisting Clients Recovery

I found that the family violence was hidden in myself. I was ashamed that I let it happen. It's paralysing.

She gave me things to read about brain pathways and trauma research, it really helped me understand myself.

She made me see that I was stronger than I thought I was.

I eventually went in for face to face sessions and we went real deep. I felt validated and not crazy.

Left: Lee FitzRoy, social work students and Jillian Chapman
Right: Rose Carnes and social work students



Volunteer Report

Charmaine Floyd

Thankfully, not a lot has changed at BCCLS in regards to the retention and recruitment of our volunteers. We continue to have a dedicated number of law firms in the region volunteer their services during our Night Service and Criminal Law Clinic. Some of these lawyers have been with us from the very beginning, giving countless hours over some 30 years, while others are approaching or have surpassed a decade of providing voluntary legal services to our client base. We are very grateful to have them attend faithfully every Tuesday evening for our family law and general law service and twice a month for our Criminal Law Clinic. We have said goodbye to some familiar faces, but also welcomed three new volunteer lawyers to our service and hope that we will continue to maintain strong relationships with the private practices and practitioners in the community.

Law students and law graduates continue to seek out our service to provide them with professional experience and better prepare them for a legal career. We are immensely proud to be able to share our knowledge, experience and practical skills to help the students become great lawyers. We had cause for concern early in 2017 when we were advised that Deakin University would no longer require their law students to undertake a

mandatory 30 days of professional experience within a legal environment. However, applications for volunteer roles have remained steady and we have trained and placed 19 new law students at our service and currently have 28 actively volunteering with us. Further promotional and recruitment activities to keep interest alive in volunteering at BCCLS will be undertaken in 2018.

We again celebrated International Volunteer Day in December 2016 by inviting all our volunteers to the Geelong Carousel for some light-hearted fun and food. Volunteers were also invited to attend Martin Ching's residence for Christmas in July and an end of year celebration in December. Turnout for the latter events was great and gave volunteers a chance to mingle with BCCLS staff who they may not have met before.

We sincerely appreciate the generous donation of time and effort given by all our volunteers and look forward to their continued collaboration with our service.



Marijana and volunteers celebrating International Volunteer Day

Volunteers

Lawyers

Allison Rowe
Amelia Rayson
Amy Kearney
Andrew Zingler
Ashleigh Lincoln
Brendan O'Halloran
Caetlyn Wells-Simon
Colette Crehan
Guanqi (Lucky) Zhou
Hannah Dawes
Jacinta Learey
Jaz Cornish
John Butler
Kim Lamb
Luke Griffin
Martin Ching
Megan Alford
Michelle Fielding
Mikarla Perisic
Panayiota Karnis
Paul Cahill
Rachael Dalton
Rebecca Hocking
Robyn Davis
Rob Considine
Stephanie Mawby

Practical Legal Training Students

Amanda Smith
Anna Oliveira-Fry
Annica Akerfelt
Emma Cvitzk
Hugh Boulton
James Silcock
Kayla Kristensen
Kyle Eccles
Luke McGowan
Mauro Del Citto
Peter Williams
Rachael Somers
Tom O'Grady
Tanya Chapman
Shane Foyster

Law Students

Alex Trower
Alissa lerardi

Amy Loughnan
Anai Lindsay
Andrew Fay
Arlena Barton
Bianca Sealey
Caitlin Doble
Caitlin O'Keeffe
Chelsea Mellington
Cheyenne Spowart-Shaw
Chloe Frantz
Daniel Tkaczuk
Danika Pamplin
Drita Halimi
Elise Almond
Emily Fraser
Emma Lee
Imogen Aitken
Jess Hegarty
Josie Fazio
Joyce Pan
Lauren Handreck
Lisa Patterson
Maeve Liston
Martina Salazar
Meg McNeel
Mercy Wanyonyi
Mitch Ryan
Rachael Sommers
Raphi Meikle-Stewart
Rebecca Richert
Sophia Young
Tanya Nenov
Taylah McWilliams
Tessa Barbary
Tom Edwards
Venezia Scudellaro

Seeking Refuge Project

Migration Agents

Andrew Alexander
Arwinder Singh
Bianca Sealey
Corinne Grant
Deanne Woodman
Ella Vines
Jane Elliot
Kate Fitzgerald
Katie Batty
Lee Bolton

Lydia De Raad
Mark Henricks
Mark Sehler
Naomi Kinsella
Oz Ozturk
Sandra Kerr
Victor Galaz
Administration
Amy Stagg
Austin Paterson
Babita Chawla
Chloe Taylor
Christine Hodgson
Christopher Brydon
Claire Menzel
Colin Bridges
Deanne Woodman
Drita Halimi
Emily Fraser
Emma Cvitak
Gosia Bucki-Smith
Guo Cheng Ho
Helen Brereton
Helen Dwyer
Joan Gill
Jovita Protacio
Julia Lamb
Julia Pritchard
Karen Agudelo
Kath Welch
Luke Smith
Lynne Knight
Mandy Bridges
Mandy Kennedy
Margaret Griffith
Maria Castro
Marlo Drake-Bemelmans
Miriam Williams
Mitchell Ryan
Rosemary Billings
Sarah Minter
Sascha Davies
Stephen Chen
Suvini Dissanayake
Yaseen Tiry

Acknowledgements

BCLS gratefully acknowledges the support of the following organisations and people during the year:

| | |
|--|---|
| 94.7 The Pulse | Jane den Hollander |
| All Saints Opportunity Shop Barwon Heads | John Reynolds |
| Amanda George | K & C Law Group |
| Asylum Seeker Resource Centre | KG Lawyers |
| Barwon Centre Against Sexual Assault | Dr Lee FitzRoy |
| Barwon Health – Corio Community Health Centre | Lino Bisinella |
| Bay FM | Jobwatch |
| Bellarine for Refugees | Loddon Campaspe Community Legal Centre |
| Bethany Community Services | Martin Ching |
| Brett Roberts | Minerva Community Services |
| Cahill & Rowe Family Law | Monash University |
| Catholic Care | Murray Mallee Community Legal Centre |
| Central Highlands Community Legal Centre | National Association of Community Legal Centres |
| City of Greater Geelong | Netgain |
| Christine Couzens | Norlane Child and Family Centre |
| Colac Area Health | Outline Print Design |
| Combined Refugee Action Group Geelong | Peninsula Community Legal Centre |
| Commonwealth Attorney General's Department | Percy Baxter Charitable Trust |
| Consumer Action Law Centre | Perisic Lawyers |
| Coulter Roache | Reclaim the Night |
| Cornish Lawyers | RE Ross Trust |
| Crown Melbourne | Refugee Legal |
| Danks and Annie Danks Trust | Regional Information and Advocacy Centre |
| Deakin University | Richard Marles |
| Deakin University Student Association | Roger O'Halloran & Co |
| Diversitat | Sarah Henderson |
| Eastern Community Legal Service | Seniors Rights Victoria |
| Federation of Community Legal Centres (Victoria) | Social Security Rights Victoris |
| Foley's List | Stary Norton Halphern |
| Fitzroy Community Legal Centre | Surfcoast Rural Australians for Refugees |
| Frank Costa | Tekworx |
| FoRt | TAC |
| Geelong Criminal Lawyers | Victoria Law Foundation |
| Geelong Family Relationship Centre | Victoria Legal Aid |
| Geelong Law Association | Victoria Police |
| Geelong Law Courts | Victorian Aboriginal Legal Service Co-operative |
| Gippsland Community Legal Centre | Wesley Centre Geelong |
| Give Where You Live Foundation | WEst Justice |
| Greater Geelong Legal | Whyte Just & Moore Lawyers |
| Gunditjmara Aboriginal Cooperative | WS Lawyers |
| Hume Riverina Community Legal Centre | |

Everyone who generously donated to the Seeking Refuge campaign

Funding

BCLS receives funding from a range of different government and non-government sources. BCLS provides a range of services including legal advice, referral to specialist casework services, social work, community legal education, community development and policy and law reform activities to assist members of our local community. All advice provided by BCLS is done so by qualified lawyers and our service is governed by the same regulations and professional standards as all legal practices. BCLS acknowledges the funding gratefully received from the following sources:

| | Amount | Program |
|--|---------|-------------------------------------|
| Commonwealth Attorney General's Department | 576,148 | CLSP |
| Victoria Legal Aid | 519,652 | CLSP |
| Consumer Affairs Victoria | 108,311 | TAAP |
| Department of Justice & Regulation | 142,372 | Family Violence Projects |
| Deakin University Student Association | 56,830 | Sort It! Legal service for students |
| RE Ross Trust | 30,000 | Seeking Refuge Project |
| Deakin University | 6,000 | Legal Internship |
| Victoria Law Foundation | 5,540 | Law Week Event |

BCLS gratefully acknowledges generous support from the following organisations that have donated funds to support our work during the year.

| | Amount | Purpose |
|---|--------|--|
| Crowd funding campaign in partnership with Bellarine for Refugees and Deakin University | 76,282 | Interpreters to support the Seeking Refuge Project |
| Give Where You Live Foundation | 25,000 | New premises fitout |
| Danks & Annie Danks Trust | 20,000 | New premises fitout |
| Commonwealth Attorney General's Department | 14,328 | Videoconferencing equipment |
| Percy Baxter Charitable Trust | 10,000 | New premises fitout |

Financial Reports

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BARWON COMMUNITY LEGAL SERVICES INC

Opinion

We have audited the financial report of Barwon Community Legal Services Inc (the association), which comprises the assets and liabilities statement as at 30 June 2017, the income and expenditure statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2017 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the association for the purpose of fulfilling the directors' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose.

Other Information

Those charged with governance are responsible for the other information. The other information comprises the information included in the association's annual report for the year ended 30 June 2017, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *ACNC Act* and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Report

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

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.



Stephen Kirtley
Director

Dated this 14th day of November , 2017

*Davidsons Assurance Services Pty Ltd
101 West Fyans Street
Geelong, Victoria 3220*

**STATEMENT OF COMPREHENSIVE INCOME
FOR YEAR ENDED 30 JUNE 2017**

| | NOTES | 2017 \$ | 2016 \$ |
|---|----------|------------------|------------------|
| REVENUE FROM ORDINARY ACTIVITIES | 2 | 1,563,251 | 1,335,732 |
| EXPENSES FROM ORDINARY ACTIVITIES | | | |
| Employee Benefits Expense | | 1,192,739 | 962,096 |
| Depreciation | | 23,245 | 14,106 |
| Administration Expenses | | 375,690 | 205,345 |
| TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES | | 1,591,674 | 1,181,547 |
| NET RESULT FROM ORDINARY ACTIVITIES | | (28,423) | 154,185 |
| OTHER COMPREHENSIVE INCOME | | - | - |
| TOTAL COMPREHENSIVE INCOME FOR THE YEAR | | (28,423) | 154,185 |

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2017**

| | NOTES | 2017 \$ | 2016 \$ |
|--------------------------------------|-------|----------------|----------------|
| CURRENT ASSETS | | | |
| Cash | 3 | 659,619 | 709,628 |
| Receivables | 4 | 20,648 | 7,165 |
| TOTAL CURRENT ASSETS | | 680,267 | 716,793 |
| NON-CURRENT ASSETS | | | |
| Fixed Assets | 5 | 144,172 | 38,935 |
| TOTAL NON-CURRENT ASSETS | | 144,172 | 38,935 |
| TOTAL ASSETS | | 824,439 | 755,728 |
| CURRENT LIABILITIES | | | |
| Payables | 6 | 192,546 | 153,032 |
| Provisions | 7 | 218,918 | 166,544 |
| TOTAL CURRENT LIABILITIES | | 411,464 | 319,576 |
| NON-CURRENT LIABILITIES | | | |
| Provisions | 7 | 39,206 | 33,960 |
| TOTAL NON-CURRENT LIABILITIES | | 39,206 | 33,960 |
| TOTAL LIABILITIES | | 450,670 | 353,536 |
| NET ASSETS | | 373,769 | 402,192 |
| EQUITY | | | |
| Reserves | 8 | 9,040 | 9,040 |
| Retained Profits | 9 | 364,729 | 393,152 |
| TOTAL EQUITY | | 373,769 | 402,192 |

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2017

| | NOTES | 2017 \$ | 2016 \$ |
|--|-----------|-------------------------|------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| PAYMENTS | | | |
| Payments to Employees | | (1,135,119) | (910,291) |
| Other Operating Expenses | | (350,833) | (214,952) |
| RECEIPTS | | | |
| Government Grants | | 1,379,899 | 1,218,485 |
| Interest Received | | 9,083 | 8,791 |
| Other Operating Income | | 207,685 | 108,456 |
| NET CASH PROVIDED BY OPERATING ACTIVITIES | 10 | <u>110,715</u> | <u>210,489</u> |
| CASH FLOW FROM INVESTING ACTIVITIES | | | |
| Payments for purchase of Fixed Assets | | (160,724) | (11,356) |
| NET CASH PROVIDED BY INVESTING ACTIVITIES | | <u>(160,724)</u> | <u>(11,356)</u> |
| NET INCREASE IN CASH HELD | | (50,009) | 199,133 |
| CASH AT THE BEGINNING OF THE REPORTING PERIOD | | 709,628 | 510,495 |
| CASH AT THE END OF THE REPORTING PERIOD | 3 | <u>659,619</u> | <u>709,628</u> |

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2017

| | NOTES | RETAINED PROFITS \$ | RESERVES \$ | TOTAL \$ |
|---|------------------|---------------------------|----------------|-----------------------|
| BALANCE AT 1 JULY 2015 | | 238,967 | 9,040 | 248,007 |
| Total Comprehensive Income for the Year | | 154,185 | - | 154,185 |
| BALANCE AT 30 JUNE 2016 | 8 & 9 | <u>393,152</u> | 9,040 | <u>402,192</u> |
| Total Comprehensive Income for the Year | | (28,423) | - | (28,423) |
| BALANCE AT 30 JUNE 2017 | 8 & 9 | <u>364,729</u> | 9,040 | <u>373,769</u> |

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reforms Act 2012 (Vic)* and the *Australian Charities and Not-for-Profits Commission (ACNC) Act 2012*. The board has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs, which do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

(a) Fixed Assets

Fixed assets are brought to account at cost. The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time that the asset is held ready for use.

(b) Employee Entitlements

Employee entitlements have been measured at their nominal amount.

(c) Depreciation

All assets are depreciated over their estimated useful lives. The depreciation rates used for fixed assets are the applicable Australian Taxation Office rates.

(d) Revenue

Income from grants and the contribution of assets (including cash) is recognised as revenue in the year to which the associated expenditure and funding agreement (if any) relates. Accordingly, income received in the current year for expenditure in future years is treated as revenue in advance and in such cases the amount brought to account as income is equivalent to that amount expensed by the Association during the financial year. Where surplus funds are required to be repaid, they will remain as a liability in the financial statements until repayment.

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

Revenue from the sale of assets is recognised upon delivery of the assets to customers.

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

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

(e) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks, and on deposit.

(f) Income Tax

Barwon Community Legal Service Inc. is exempt from income tax.

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2017**

| | 2017 | 2016 |
|---|------------------|------------------|
| | \$ | \$ |
| NOTE 2: REVENUE FROM ORDINARY ACTIVITIES | | |
| CLSP Grant Income | 1,095,800 | 1,013,464 |
| Non CLSP Grant Income | 250,683 | 205,021 |
| Interest | 9,083 | 8,791 |
| Other | 207,685 | 108,456 |
| TOTAL REVENUE FROM ORDINARY ACTIVITIES | 1,563,251 | 1,335,732 |
| NOTE 3: CASH ASSETS | | |
| Cash at Bank | 659,154 | 709,084 |
| Cash on Hand | 465 | 544 |
| TOTAL CASH ASSETS | 659,619 | 709,628 |
| NOTE 4: RECEIVABLES | | |
| Accounts Receivable | 6,600 | 220 |
| Accrued Income | 47 | 278 |
| Other Receivable | 7,334 | 6,667 |
| Prepayments | 6,667 | - |
| TOTAL RECEIVABLES | 20,648 | 7,165 |
| NOTE 5: FIXED ASSETS | | |
| Plant & Equipment | 114,911 | 205,697 |
| Accumulated Depreciation | (58,404) | (166,762) |
| | 56,507 | 38,935 |
| Motor Vehicles | 39,422 | 39,422 |
| Accumulated Depreciation | (39,422) | (39,422) |
| | - | - |
| Leasehold Improvements | 96,807 | - |
| Accumulated Depreciation | (9,142) | - |
| | 87,665 | - |
| TOTAL FIXED ASSETS | 144,172 | 38,935 |

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 5: FIXED ASSETS CONT.

| Movement In Assets Note: | Leasehold Improvements \$ | Plant & Equipment \$ | Motor Vehicles \$ | Total \$ |
|--------------------------------|------------------------------|-------------------------|----------------------|----------------|
| Balance at 1 July 2015 | - | 41,685 | - | 41,685 |
| - Additions | - | 11,356 | - | 11,356 |
| - Disposals WDV | - | - | - | - |
| - Depreciation | - | (14,106) | - | (14,106) |
| Balance at 30 June 2016 | - | 38,935 | - | 38,935 |
| - Additions | 96,807 | 63,917 | - | 160,724 |
| - Disposals WDV | - | (32,242) | - | (32,242) |
| - Depreciation | (9,142) | (14,103) | - | (23,245) |
| Balance at 30 June 2017 | 87,665 | 56,507 | - | 144,172 |

2017
\$ 2016
\$

NOTE 6: PAYABLES

| | | |
|-----------------------|----------------|----------------|
| Trade Creditors | 18,493 | 4,509 |
| Revenue in Advance | 122,420 | 75,521 |
| Staff Benefits | 11,841 | 39,866 |
| GST Payable | 20,017 | 21,248 |
| PAYG Payable | 18,146 | 10,372 |
| Credit Cards | 1,629 | 1,516 |
| TOTAL PAYABLES | 192,546 | 153,032 |

NOTE 7: PROVISIONS

| | | |
|-------------------------------------|----------------|----------------|
| Current Provision | | |
| Provision for Annual Leave | 89,569 | 83,309 |
| Purchased Leave Provision | 3,282 | 4,087 |
| Provision for Long Service Leave | 126,067 | 79,148 |
| Total Current Provisions | 218,918 | 166,544 |
| Non current Provisions | | |
| Provision for Long Service Leave | 39,206 | 33,960 |
| Total Non Current Provisions | 39,206 | 33,960 |
| TOTAL PROVISIONS | 258,124 | 200,504 |

NOTE 8: RESERVES

| | | |
|---------------------------|--------------|--------------|
| Asset Revaluation Reserve | 9,040 | 9,040 |
| TOTAL RESERVES | 9,040 | 9,040 |

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2017**

| | 2017 | 2016 |
|---------------------------------|----------------|----------------|
| | \$ | \$ |
| NOTE 9: RETAINED PROFITS | | |
| Retained Profits at 1st July | 393,152 | 238,967 |
| Net Profit | (28,423) | 154,185 |
| Retained Profits at 30th June | 364,729 | 393,152 |

NOTE 10: RECONCILATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING RESULT

| | | |
|--|----------------|----------------|
| Operating result | (28,423) | 154,185 |
| Depreciation | 23,245 | 14,106 |
| Loss on disposal | 32,242 | - |
| (Increase)/decrease in other receivables | (13,483) | (44) |
| Increase/(decrease) in provisions | 57,620 | 9,593 |
| Increase/(decrease) in creditors | 39,514 | 32,649 |
| | 110,715 | 210,489 |

NOTE 11: LEASING COMMITMENTS

Operating lease commitments

Non-cancellable operating leases contracted for by not capitalises in the financial statements.

Payable - minimum lease payments:

| | | |
|---|----------------|--------------|
| Property: | | |
| Not later than 12 months | 80,000 | 6,667 |
| Later than 12 months but not later than 5 years | 260,000 | - |
| | 340,000 | 6,667 |
| Other | | |
| Not later than 12 months | 16,080 | - |
| Later than 12 months but not later than 5 years | 32,160 | - |
| | 48,240 | - |
| Total | 388,240 | 6,667 |



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