



# **Elizabeth Evatt Community Legal Centre**

**Annual Report  
2018**

# Acknowledgement of country

---

The Elizabeth Evatt Community Legal Centre would like to pay our respects and acknowledge the continuing sovereignty of the Darug, Gundungurra and Wiradjuri nations as the owners of the land on which we work.



## Our funders

EECLC is funded through the following agencies:

- Commonwealth Attorney-General's Department and NSW Government through the Community Legal Services Program
- Cooperative Legal Services Delivery Unit at Legal Aid NSW
- NSW Fair Trading through the Tenants Advice and Advocacy Programme

EECLC also received funding from the Law Society of NSW and Blue Mountains City Council for our Family Law and FDV workshops in Katoomba and Lithgow this year.

We would also like to thank Blue Mountains City Council for their ongoing support of EECLC by providing us with rent-free office accommodation.

## Hours of Operation

Main office: 4 Station St, Katoomba NSW 2780

Monday – Friday: 9.30am – 4.30pm

Legal Advice Line: 4704 0207 or 1300 363 967

Tenancy Advice Line: 4704 0201

Fax: 02 4782 4384      Email: [admin@eeclc.org.au](mailto:admin@eeclc.org.au)      [www.eeclc.org.au](http://www.eeclc.org.au)

Bathurst office: 91 Seymour St, Bathurst

Monday – Thursday: 9.30 – 4.30pm

Ph: 6331 6649



# Table of Contents

- 
- 1: Acknowledgement of country
  - 2: Table of contents
  - 3: What we do/Who we are
  - 4: Presidents report
  - 5: Treasurers report
  - 6: Principal Solicitor's report
  - 7: Legal and Tenancy Services
  - 8: Client stories
  - 9: Community Legal Education
  - 10: Community partnerships
  - 11: Engaging for change
  - 12: Probono supporters and volunteers

# What we do

The Elizabeth Evatt Community Legal Centre (EECLC) is an independent, not for profit, community legal centre. We are part of a nation wide network of independent community legal centres that work towards achieving a fair and equitable justice system for all. We strive towards a fair society by making a positive difference in the lives of people who are disadvantaged in the Blue Mountains and Central Tablelands communities.

EECLC aims to increase our community's understanding of and access to the legal system by providing:

- free legal information and advice, assistance and representation;
- community legal education    - advocacy for tenants    - law reform activities.

We share a commitment to social justice; we respect diversity and we value the strengths and abilities of our community.

## Who we are

### **EECLC Board**

EECLC is run by a volunteer Board who give generously of their time and talents. Board members in 2017 – 2018 were:

President: Sarah Shrubb

Vice president: Suzie van Opdorp (commenced November 2017)

Treasurer: Hilary Kincaid

Secretary : Cecilia Vagg

Ordinary members: Neal Blewett, Christine Wren, Felicity Martin,

### **EECLC Staff**

Managing Principal Solicitor:

Solicitors:

Arlia Fleming

Julie Howes (finished 30 June),

Kathy Keat,

Amy Griffiths (finished May 2018) and

Mark Jongebloed (finished June 2018)

Tenant advocates:

Operations Officer:

Volunteer coordination & admin:

Jo Hibbert, Ben Connor

Tina Napier

Martin Roberts

# President's report

---

I would like to begin by noting that this is my last report as President, as I will be leaving the Board at the 2018 AGM. I have been on the Board for at least 10 years, and our new Constitution now precludes being on the Board for more than 6 years in one stretch. As it ought.

As usual, I begin by thanking the Managing Principal Solicitor, Arlia Fleming. I have worked with several fine Principal Solicitors over my time at EECLC, and I am convinced that the Centre is in excellent hands now. It has been a privilege and a pleasure to work with Arlia. She is a very special woman. Her personal and professional standards are high indeed, and that is reflected in the high standards all the staff maintain. She has an energy that is almost, but not quite, limitless – she knows when she needs to moderate that, and so is very aware of the staff's limits as well. She is thoughtful about both the tiny things and the huge things at the Centre, and plays an important role in the CLC sector statewide. She never forgets the communities the Centre serves, and everything she and the staff do is clearly focused on their needs – and on the unmet needs in our area.

I am very proud of the centre's staff. All of them work hard, collaboratively, and with great care and sensitivity. It is no surprise that the Centre commands respect and trust in our community. We are very lucky to have the staff we have. The Centre continues to increase its presence in the western part of our area, and indeed in the current process of applying for state funding for the next three years (from 2019 to 2022), we have proposed an extension of our coverage further west and south. This region does not fall within any current CLC's geographical area, and the nearest CLC, based at Dubbo, has been consulted and supports our application. The result of the application is not yet available.

Our membership of the CLCNSW Financial Services program has become the plus we hoped it would be when we joined it last year. The reports we now receive are clearer and more useful than those we have had in the past. There are also efficiencies in terms of billing and payment.

Finally, I would like to thank the other Board members: Hilary Kincaid, Celia Vagg, Felicity Martin, Neal Blewett, Christine Wren and Eric Sidoti. They have brought attention, thoughtfulness and enthusiasm to their work, and will continue to be a great asset to the Centre. I am proud of the work EECLC does, and of how it carries out its work. Every member of the staff, and every volunteer, works with care and kindness. Each one demonstrates their commitment to clients, colleagues, the community as a whole, and the ethos of EECLC, every day. I will miss being involved with the Centre, but feel that I am leaving it at a time when it is good hands, in terms of both staff and Board members.

Sarah Shrubbs





# Treasurer's Report

EECLC continued to chart a steady financial course in 2017 - 2018. Income from recurrent state and federal government grants has increased this year, which is welcome as demands on our service continue to grow.

The Board continues to prioritise our limited funds to service delivery, committing this year to make the contract solicitor position in Bathurst now permanent and to introduce the new position of supervising solicitor. To balance these initiatives, economies have been made in travel expenses and phone costs through regular use of our work vehicle and a switch to the NBN across Katoomba and Bathurst offices.

The Cameron Review into NSW Community Legal Centres conducted this year made a series of recommendations. Of note are the recommendations regarding increased funding, length of funding contracts, and the need for funders to pay additional costs associated with working in rural, regional and remote area. Long term contracts will provide better security and enable EECLC to engage confidently in strategic planning next year.

I would like to thank Julie Robson from the CLCNSW Financial Services Project, for her invaluable assistance to EECLC. A final note of thanks must be paid to auditor Bill Tomiczek and Carla Sawyer for their assistance this year.

It remains the case that all accounts can be paid on time and funds are sufficiently allocated.

Hilary Kincaid



# Managing Principal Solicitor's report

---

The last financial year has again been fraught with uncertainty about the centre's funding. Again, we were told we will receive 'no less than the previous year'. In fact, we then received a modest increase (just under \$40,000). This year we also faced a sector wide review of community legal centres in NSW. The strength and unity of the Community Legal Centre sector in NSW became even more evident as we participated in the review conducted by Alan Cameron AO. The outcome of the review is that CLC's will participate in a closed Application process, which will result in 3 years of funding security, though perhaps without further funding.

We also saw some staff leave EECLC to take up new challenges within the sector. Julie Howes, who had been with us for around 3 years, is now with the Women's Legal Service NSW, and we wish her the very best there. Mark Jongebloed has also moved on to have adventures at Far West Community Legal Centre in Broken Hill. Rebecca Frost, who stepped in part-time for some months in the first half of last year and then left to have a baby, has now returned as Supervising Solicitor. We are also joined by Thea Deakin-Greenwood, and Jessica Adams, in Bathurst. We have also had, over the year, several law students and other volunteers working at the Centre. We are very pleased to have the support of law students and practical legal training students and while it is sad to see them leave, I am very proud when they find paid employment.

Martin Roberts has now been with us for 2 years. He was invaluable in the transition we made to our intake procedure – volunteers and solicitors are now rostered onto phone advice lines, and Martin now coordinates the volunteers as well as doing other administration work. He remains steady and focused, and is always a voice and presence of calm.

Tina Napier, our Operations Officer and Co-ordinator of the Central Tablelands Cooperative Legal Services Network, has probably been at the Centre longer than any of the current staff except Jo Hibbert, one of our tenancy advocates. Having that kind of long-term knowledge is invaluable. Tina, like Martin, is a calm and steady presence, and is a big part of the fact that the Centre runs smoothly. Tina is thorough and thoughtful, and persistent and patient, and makes sure that all reporting requirements are met.

Our tenancy team, Jo Hibbert and Ben Connor, continue to do excellent work. Of course, there is still enough work for more than the fulltime position they share, but Jo and Ben do as much as anyone could with the time and money they have. There seems never to be a decrease in the need for their work.

Lastly, but all means not least I continue to be proud of the work that our centre does in serving the communities of the Blue Mountains and Central Tablelands and feel very privileged to be able to lead the centre into the future with hopefully more secure funding.

Arlia Fleming



# What we do: Our Legal Service

We assisted **823** clients this year, who received the following services:

- **1,158** advices
- **419** tasks
- **105** duty lawyer services
- **16** dispute resolution cases
- **84** court/tribunal matters
- **54** representation services



In addition, we provided:

- **134** information sessions
- **872** referrals

**The main types of problems we assisted with were:**

A word cloud within a white oval on a purple background. The words represent various legal issues, with 'Family or domestic violence' and 'Child protection' being the most prominent.

Injuries compensation  
Road traffic and motor vehicle regulatory offences  
Credit and debt  
Victim compensation  
Family law  
Family or domestic violence  
Child protection  
Credit and debt owed to clients  
Employment



# What we do: Our Tenancy Service

We assisted **258** clients this year, who received the following services:

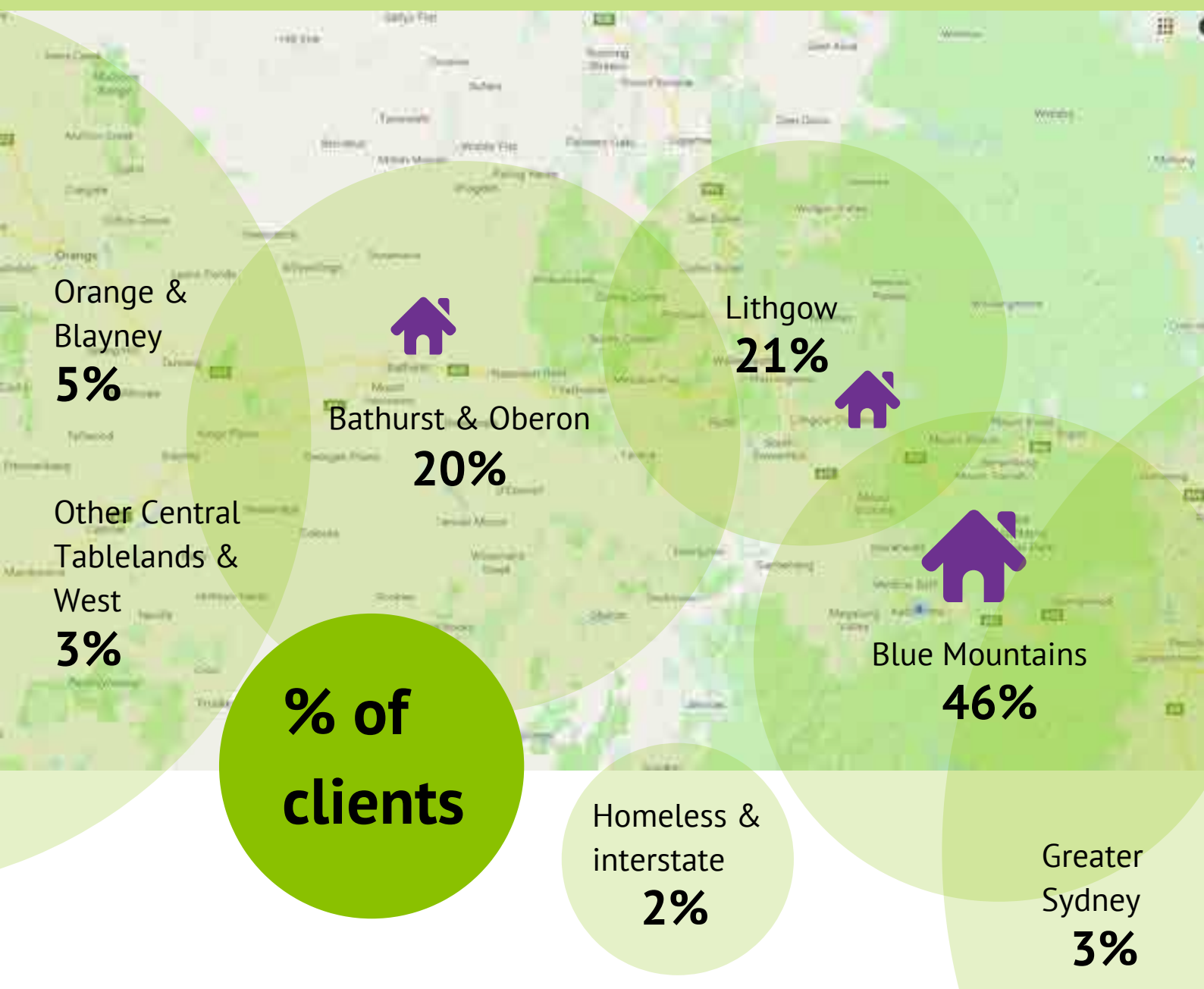
- **151** information sessions
- **29** referrals
- **224** advices
- **242** negotiation, advocacy and liaison services with landlords
- **66** duty advocacy services at the NSW Civil and Administrative Tribunal (NCAT)
- **55** applications, representation and appeals services at NCAT



**The main types of problems we assisted with were:**

Share accommodation  
**Rental bonds and compensation**  
**Rent and other charges**  
**Termination of lease**  
**Repairs and alterations**  
**NCAT matters**  
Social housing

**EECLC aims to increase access to justice for our community by providing regular outreach legal services across the Central Tablelands region.**



**These  
outreaches  
include:**



- Weekly legal advice and representation at Katoomba, Lithgow, Bathurst and local courts on apprehended violence order list days.
- Fortnightly advice and representation to tenants in dispute with their landlord at Katoomba NSW Civil and Administrative Tribunal.
- Fortnightly attendance at Bathurst Heighbourhood Centre.
- Weekly attendance at Lithgow Information and Neighbourhood Centre.
- Monthly attendance at Orange Aboriginal Medical Services.

# We prioritise vulnerable clients

## Legal services



85% Experiencing financial hardship

74% At risk of or are experiencing FDV



41% Have a disability

13% Identify as Aboriginal and/or Torres Strait Islander



10% 65 years or older

10% Under 25 years of age



10% At risk of or experiencing homelessness

3% English is not their main language



## Tenancy services



52% Experiencing financial hardship

26% Have a disability



9% Identify as Aboriginal and/or Torres Strait Islander

9% 65 years or older



3% Under 25 years of age

2% English is not their main language





# Client stories



## Betty

Contracts to provide services should be fair and reasonable to both parties. In some cases, people can find it challenging to negotiate the fine print when their situation changes.

Betty is a pensioner of advanced age, with significant mobility problems. Approximately 20 years ago, Betty signed up for a Holiday Time Share Scheme with her friend Delilah. The lease was due to expire in 2080. When Delilah passed away, Betty approached the property managers about ending the scheme now that one of the people had died. The Company insisted that she go through a cumbersome process to exit the scheme, requiring her to provide a range of legal documents and statutory declarations, none of which Betty knew how to do by herself.

We helped Betty by obtaining legal documents and liaised with the Company to assist Betty exit the scheme. This assistance means that Betty is no longer financially burdened and is secure in the knowledge that her affairs are in order.

## Alison



Indigenous women face continuing disadvantage in seeking to use the legal system to enforce their rights or seek protection from violence. This disadvantage is further exacerbated for women with disabilities and those living in rural and regional or remote communities.

Alison is a young Aboriginal woman living with a mild intellectual disability. Alison has recently had a baby and was living with her partner Brett in rural NSW.

Brett has been physically violent toward Alison throughout their relationship and this has culminated with death threats against her and the baby. When Alison attempted to escape with her baby, Brett called the police. Given Alison's disability she struggled to make an effective disclosure to police officers when they attended, and was asked to leave the property without her baby. Alison moved to a nearby town to stay with family but was unable to find a solicitor that would advise her without a Legal Aid grant.

We assisted Alison in preparing her application for a grant of Legal Aid and worked in partnership with a private solicitor to draft initiating court documents, so that when a legal grant was made a recovery order could be filed immediately. We also linked Alison in with local support services, and made a formal complaint to NSW Police on Alison's behalf.



## Marnie

It can be very difficult to formally change your child's surname to be the same as yours without the other parent's consent, especially if the other parent is not a part of the child's life.

Marnie is a single mother with 3 children under the age of 5 living in a rural area. Marnie has an ADVO and Court orders in place which say the father of the children cannot see them until they are teenagers. The three children have little to no memory of their father but they have his surname which confuses them as they do not share the same surname as their mum.

Marnie wanted to change the children's surname but NSW Births, Deaths and Marriages will only change the children's names if they have the father's consent or a Court order to change the children's names.

We helped Marnie by applying to the District Court of NSW for a Court order to change the children's names without involving the father due to safety concerns. As Marnie lives 150km away from the nearest District Court that would hear this matter, it would have been nearly impossible for her to attend each Court appearance. Our assistance has meant that Marnie has been able to change her children's name to the name that the children identify with.



Kathy at the District Court of NSW



## Hela and Bob

Elder financial abuse is commonly perpetrated by an adult child of the older person. Common forms of financial abuse include pressuring their parent

for money that is to be left in the will, borrowing large sums of money and not paying them back or kicking them out of their home.

Hela is a pensioner, who is vision impaired and has limited English. Hela's partner Bob is also a pensioner with limited English. Hela and Bob paid to build a house for themselves and their adult daughter Marnie to live with her partner and their four children. Hela only wanted her and Bob's name to be on the title of land, however, Marnie had gone against their wishes and registered the land in all three of their names. Marnie has also withdrawn \$80 000 against the house without their consent, and pressured her parents to pay her the \$50 000 they were planning to leave her in their will.

Hela and Bob are stressed and fed up with dealing with Marnie's financial abuse and want to sell the property so they can move elsewhere to retire in peace. With our assistance and that of our pro bono partners, a financial settlement has been reached so that Hela and Bob can now move out and live the rest of their lives the way they want.

## Natalia



Financial abuse is a common form of family violence that undermines a person's ability to become independent from the perpetrator. Debts and fines incurred by the perpetrator in the name of their partner generally surface after the relationship has ended, putting people in significant financial stress.

Natalia is a single mother on a parenting payment and living in transitional housing. She is originally from Albania and has limited English. During their relationship, Natalia's husband had pressured her to register his car under her name due to his bankruptcy status.

Natalia separated from her abusive husband in 2015 and since that time had learnt to drive. In 2017, when she tried to register a new car, she found out that she had been issued penalty notices in 2014 incurred by her ex-partner. She then started receiving letters in the mail that her license would be suspended if she didn't pay the unpaid fines. She started making small payments to delay her license being suspended.

We helped Natalia by making an application to annul the fines, explaining the reasons why she should not have to pay them and be refunded the money that she had paid so far. Our assistance has meant that Natalia has been able to resolve this matter without incurring further financial stress and clear her driving record.



# Many of our clients let us know that they are grateful for our advice

They were great – really listened to what I had to say. I was in a really bad place. They put me in touch with some people who could help.

The duty of care and level of care, compassion and patience have made it far less traumatising than it could have been.

(FDV) doesn't just happen to people in low socio-economic circumstances – it happens to everyone. People shouldn't be ashamed...

.....assistance has helped, if you are not in the legal system it is hard to understand – it is debilitating and draining –but the solicitor was very patient....I have already referred (people to you) many times.

You have made it easier than I could imagine. I also appreciate your frankness and honest opinions. Thanks again it's been a pleasure.

A lot of people can say a lot of BS to you - they gave me the facts.



# Our Community Legal Education

EECLC provides community legal education sessions for community workers and community members to increase their knowledge of the law and legal systems.

## 1. Family law and family violence

- All day family law sessions for community workers were held in Lithgow and Katoomba in June with grants from Blue Mountains City Council and Law Society of NSW

## 3. AVOs and Victims support

- Sessions on AVOs and victims support to our colleagues working in the domestic violence space in Lithgow, Blue Mountains and Bathurst


## 2. Planning Ahead: Wills, Powers of Attorney and Guardianship

- Seniors Week presentation with Browne Linkenbach in Lawson
- Community worker presentation in Bathurst
- Small group sessions at Blue Mountains Womens Health & Resource Centre

## 4. Discrimination and sexual orientation

- Session on discrimination for Pink Mountains members in the leadup to the Marriage equality vote in September
- Session on discrimination and family law matters in the LGBTIQ+ communities for community workers



The background image shows a man in a light blue shirt standing at the front of a room, presenting to a group of people seated at tables. A rainbow flag is visible on the wall behind him. The room has a brick wall and a white door. The image is overlaid with several speech bubbles containing feedback text.

"Presentation was clear, loved the handouts and could follow along with the presenter easily"

"The nuts and bolts of victim support payments"

"Really enjoyed the session and found it really useful and relevant"

"Fabulous session!"

"Given a greater understanding of the difficulties faced by clients"

"Has vastly improved my knowledge and also taught me where to go for more info"

"Excellent workshop, thank you for running it"



# Our community partnerships

EECLC partners with local services to raise awareness of legal issues in the wider community.



In 2017-18 we:

- Participated in NAIDOC events, family fun days and other events with the Blue Mountains Aboriginal Cultural Resource Centre, Mingaan Wiradjuri Corporation and other local services supporting Aboriginal people in our region.
- Worked with Blue Mountains Coalition Against Violence and Abuse, Lithgow Cares, and Bathurst Family Violence Action Group to support and inform the community about family violence through local events and production of resources.
- Advocated for human rights through the marriage equality survey period and conducting a vigil in Katoomba in response to local shock about the murder of Euridyce Dixon in Victoria.
- Worked with the Blue Mountains Elder Abuse Collaborative to develop an elder abuse kit.
- Facilitated the Cooperative Legal Services Delivery network for the Central Tablelands. Program highlights this year included a free Wills Day with our pro bono partner Sparke Helmore hosted by the Orange Local Aboriginal Land Council, and the establishment of a free legal service at Cowra Local Court.



# Engaging for change

EECLC is part of a strong network of community legal centres around the state (CLCNSW) and Nationally. We work with local politicians, advocacy services and law reform bodies to promote the interests of our communities and advocate for fairness within the legal system.



We promoted the need to remove no ground evictions within residential tenancy legislation through meeting with Member for Blue Mountains Trish Doyle and Shadow Minister for Innovation and Regulation, Yasmin Catley.

We wrote to our federal representative Member for Calare Andrew Gee and member for Macquarie Susan Templeman to express concerns about the impact of the Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Bill 2017 on fundraising by not for profit organisations.



This year EECLC wrote submissions to the Cameron review of Community Legal Centres and the NSW Sentencing Council Review of Victims Involvement in Sentencing.

In April 2017 EECLC hosted the Rural, Regional and Remote (RRR) Community Legal Centres NSW roadshow in Katoomba which brought together CLCs and specialist CLCs to enhance outcomes for people in rural communities.





Photos by Black Forest Cherry Photography

## Live without Fear Vigil July 27th 2018



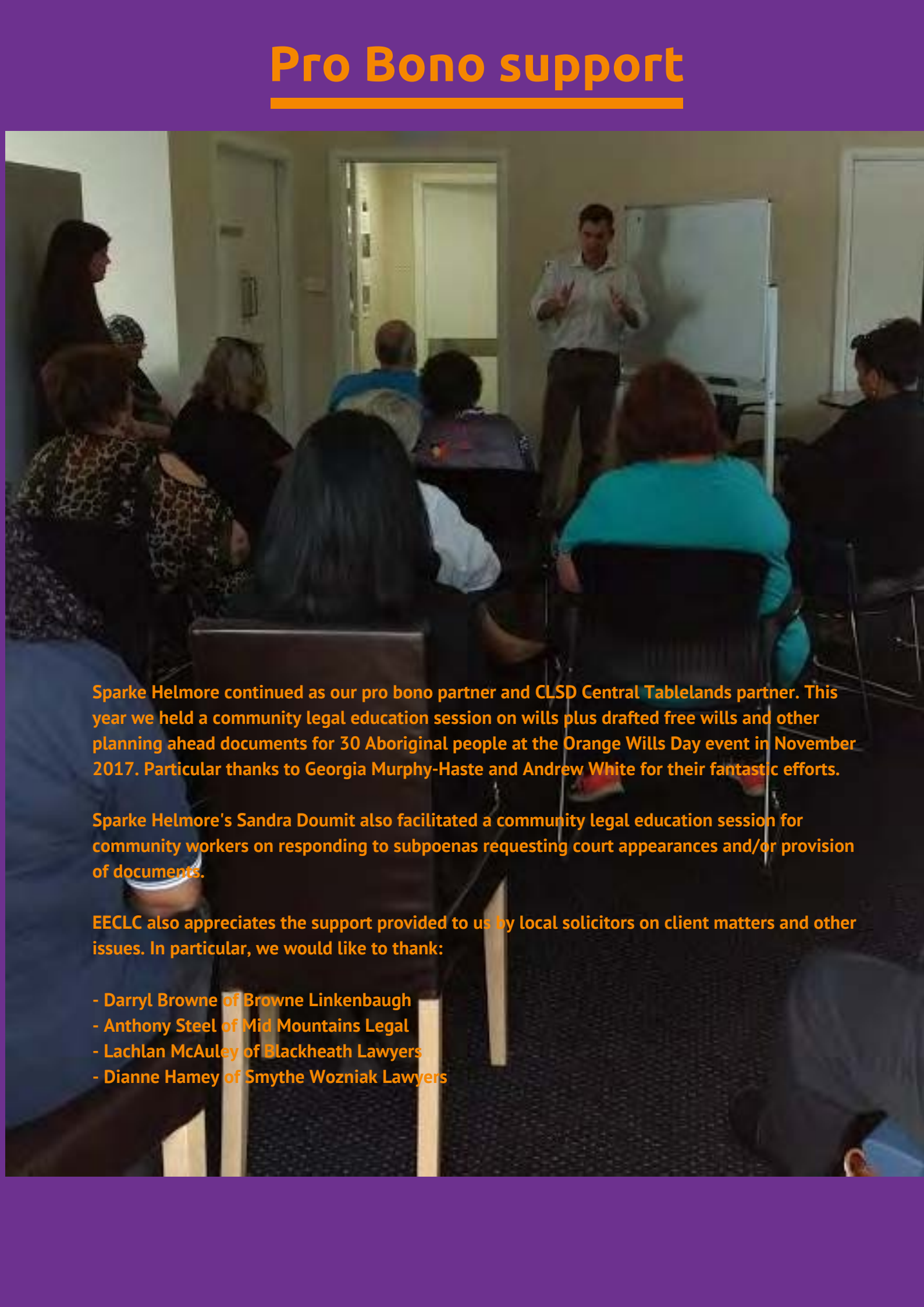


# IDAHOTB 2018



# Pro Bono support

---

A photograph of a community legal education session. A man in a light-colored shirt and dark trousers stands at the front of a room, gesturing with his hands as he speaks to a group of people seated in chairs. A whiteboard is visible behind him. The room has a doorway in the background leading to another area.

Sparke Helmore continued as our pro bono partner and CLSD Central Tablelands partner. This year we held a community legal education session on wills plus drafted free wills and other planning ahead documents for 30 Aboriginal people at the Orange Wills Day event in November 2017. Particular thanks to Georgia Murphy-Haste and Andrew White for their fantastic efforts.

Sparke Helmore's Sandra Doumit also facilitated a community legal education session for community workers on responding to subpoenas requesting court appearances and/or provision of documents.

EECLC also appreciates the support provided to us by local solicitors on client matters and other issues. In particular, we would like to thank:

- Darryl Browne of Browne Linkenbaugh
- Anthony Steel of Mid Mountains Legal
- Lachlan McAuley of Blackheath Lawyers
- Dianne Hamey of Smythe Wozniak Lawyers



# Volunteers

Volunteers are an integral part of EECLC. Our volunteers include law students, practical legal training (PLT) students, and practising lawyers. It is because of the time and enthusiasm they donate that we are able to provide a wider range of services and reach a greater number of vulnerable clients. Our student volunteers work in collaboration with and under the supervision of the lawyers and tenant advocates in all areas of our operations.

## **Law students/PLT students**

Aden Vallance  
Carolynne Duncan  
Samanthi di Costa  
Shona Dawes  
Emma Glinn  
Ella Kidd  
Evelyn Hoare  
Jasmine Gani  
Sabrina Beresford  
Josh Abbott  
Yvet Jones  
Maria Le Breton  
Amelia Purcell  
Mark Hoare



## **Solicitors**

Anthony Steel  
Melissa Keenan  
Roisin McEntegart  
Laila Nawsheen  
Jessica Adams  
Kay Nolan



## **Evening Advice Service Solicitors**

Lachlan McAuley  
Marcia Ruf

## **Other volunteers**

Malcolm Macpherson



**THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED ABN 67  
636 528 166**

**Contents**

Committee's Report

Income and Expenditure Statement

Detailed Balance Sheet

Notes to the Financial Statements

Statement by Members of the Committee

Independent Auditor's Report to the Members

Detailed Job Profit and Loss Statement

THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED ABN 67  
636 528 166  
Committee's Report  
For the year ended 30 June 2018

---

Your committee members present the financial accounts of the THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED for the financial year ended 30 June 2018.

### Committee Members

The names of committee members at the date of this report are:

Sarah Shorro - President  
Debra Vegg - Secretary  
Jellicy Martin  
Hilary Kennard - Treasurer  
Nora Blawie  
Christine Wilson  
Suzanne O'Sullivan - Vice President (appointed 25th November 2017)

### Principal Activities

The principal activities of the association during the financial year were: Provision of Legal Services for the community.

### Significant Changes

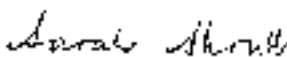
No significant change in the nature or scope of activities occurred during the year.

### Operating Result

The profit from ordinary activities is presented as:

Year ended	Year ended
30 June 2018	30 June 2017
\$ 125	\$ 52,897

Signed in accordance with a resolution of the Members of the Committee on:



Sarah Shorro



Hilary Kennard

---

The accompanying notes form part of these financial statements

**Profit & Loss Statement**  
**The Elizabeth Evatt Community Legal Centre**  
**For the 12 months ended 30 June 2018**

	Jun-18 \$	Jun-17 \$
<b>Income</b>		
Donations	83	493
Fees and Charges - Unrestricted	439	0
Grants - Other	34,603	161,778
Grants Commonwealth, Recurrent	250,095	211,154
Grants C/wealth Non-Recurrent	0	61,659
Grants State, Recurrent	471,805	408,294
Interest	5,386	7,851
Membership Fees	35	38
Other Sundry Income	1,750	930
Program Management Fee	10,628	3,998
Recoveries	742	6,251
<b>Total Income</b>	<b>805,366</b>	<b>842,413</b>
<b>Gross Profit</b>	<b>805,366</b>	<b>842,413</b>
<b>Less Operating Expenses</b>		
Accounting Fees	25,000	19,792
Advertising & Promotion	516	399
Assets < \$1000	1,413	1,710
Audit fees	2,630	2,272
Bank Charges	61	128
Board/Governance Expenses	2,877	2,423
Business Planning & Evaluation	0	201
Cleaning & Pest Control	4,301	2,749
Client Support Services	516	539
Computer Expenses	6,618	7,075
Credit card fees	25	0
Depreciation - Motor Vehicle	2,926	0
Depreciation Plant & Equipment	3,970	2,465
Employment Support & Supervision	3,170	1,230
Equipment Hire/Lease	1,678	2,226
Fees & Permits	234	1,380
Health & Safety	118	135
Insurance - General	2,651	1,653
Insurance Professional Indemnity	899	740
Insurance Volunteers	290	405
Insurance Associations	1,271	0
Loss on Sale of Assets	0	1,044
Management Fees	10,628	3,998
Meeting expenses	1,939	1,062
Meeting RRR Roadshow	300	0
Membership Fees paid	6,091	7,134
MV Fuel and Oil	1,701	1,007
MV Insurance	1,123	610
MV Registration	210	0
MV Repairs and Maintenance	1,077	720
Postage, Freight & Courier	1,588	866
Printing & Stationery	4,982	4,312
Prov for Annual Leave (60620)	-6,624	31,561
Prov For Long Service Leave	7,854	6,968



**Profit & Loss Statement**  
**The Elizabeth Evatt Community Legal Centre**  
**For the 12 months ended 30 June 2018**

	Jun-18	Jun-17
	\$	\$
Prov for Redundancy (50823)	-11,916	0
Publications & Info Resources	1,059	216
Recruitment expenses	686	020
Rent	1,000	0
Repairs & Maintenance	2,525	6,374
Salaries & Wages	636,141	564,205
Security Expenses	1,767	1,445
Staff Amenities	2,393	2,556
Sundry Expenses	17	485
Superannuation	56,007	52,901
Telephone & Internet charges	8,279	16,200
Training & Development	2,330	10,160
Travel & Accommodation	4,645	17,305
Utilities	5,629	7,920
Volunteer Costs	500	0
Workers Compensation	1,996	1,776
<b>Total Operating Expenses</b>	<b>805,241</b>	<b>789,516</b>
<b>Net Profit</b>	<b>125</b>	<b>52,897</b>

This statement should be read in conjunction with the notes to the accounts.

**Balance Sheet**  
**The Elizabeth Evans Community Legal Centre**  
**As at 30 June 2018**

	30 June 2018	30 June 2017
	\$	\$
<b>Assets</b>		
Bank		
Cash Account - Debit Card	3,629	5,840
Commercial Save - 124493435	161,007	0
Elizabeth Evans Community Legal	162,876	226,710
Term Deposit 3642	0	119,077
<b>Total Bank</b>	<b>317,512</b>	<b>391,627</b>
<b>Current Assets</b>		
Accounts Receivable	802	500
Deposits held	400	400
Fully Cash	11	500
Prepayments	4,368	582
<b>Total Current Assets</b>	<b>5,522</b>	<b>2,042</b>
<b>Fixed Assets</b>		
Motor Vehicles	23,410	23,410
Motor Vehicles Accumulated Depreciation	-4,725	-1,239
Office Furniture	0	21,562
Office Furniture Accumulated Depreciation	0	-21,562
Plant & Equipment Accumulated Depreciation	-105,393	-105,473
Plant and Equipment	116,290	111,254
<b>Total Fixed Assets</b>	<b>26,882</b>	<b>27,842</b>
<b>Total Assets</b>	<b>349,116</b>	<b>421,455</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	1,630	0
Accrued Expenses	5,210	5,162
Grants Received in Advance	104,838	165,424
GST	46,832	53,213
GST instalments	-32,845	-44,795
PRNG Withholding Payable	8,876	6,886
Provision Annual Leave	51,951	55,584
Provision for Sick Leave	13,030	13,030
Provision T.L Liability	2,556	2,365
Rounding	0	0
Superannuation Payable	5,540	6,610
<b>Total Current Liabilities</b>	<b>207,868</b>	<b>274,238</b>
<b>Non-Current Liabilities</b>		
Prov for Equipment Finning Replacement	12,484	12,484
Prov for Long Service Leave Non Current	25,945	20,902
Prov for Redundancy	39,400	51,316
<b>Total Non-Current Liabilities</b>	<b>77,829</b>	<b>84,653</b>
<b>Total Liabilities</b>	<b>285,697</b>	<b>358,891</b>
<b>Net Assets</b>	<b>63,479</b>	<b>62,564</b>
<b>Equity</b>		
Current Year Earnings	125	52,097
Retained Earnings (38020)	63,354	10,467
<b>Total Equity</b>	<b>63,479</b>	<b>62,564</b>

This statement should be read in conjunction with the notes to the accounts.

## **Note 1: Summary of Significant Accounting Policies**

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

The financial report has been prepared on an accruals basis and is based on historical costs and does 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 this financial report.

### **(a) Property, Plant and Equipment (PPE)**

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

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

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

### **(b) Impairment of Assets**

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

### **(c) Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

### **(d) Provisions**

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reasonably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### **(e) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

---



**THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED ABN 67  
636 528 166**

**Notes to the Financial Statements**

**For the year ended 30 June 2018**

---

**(f) Goods and Services Tax (GST)**

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

**(g) Trade and Other Payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**(h) Revenue and other income**

Revenue comprises of revenue from grant income, donations, bank interest and other income.

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised when received.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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

**(i) Income tax**

The Association is a registered charity and is exempt from income tax in accordance with Section 50-B of the Income Tax Assessment Act 1997. The Association holds deductible gift recipient status.

---

**THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED ABN 67  
636 528 166**

**Statement by Members of the Committee**

**For the year ended 30 June 2013**

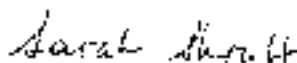
---

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

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

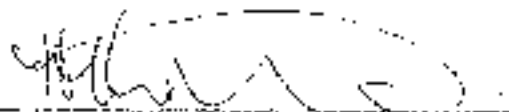
1. Presently fairly the financial position of THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED as at 30 June 2013 and its performance for the year ended on that date
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its liabilities and when they fall due

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



Sarah Stubbbs

President



Hilary Kinscald

Treasurer

---

The accompanying notes form part of these financial statements.

## **Report on the Audit of the Financial Report**

### **Opinion**

We have audited the financial report of THE ELIZABETH EVATT COMMUNITY LEGAL CENTRE INCORPORATED (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet as at 30 June 2018, 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 2018 and [of] 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 Associations Incorporation Act 2009.

### **Basis for Opinion**

We conducted our audit in accordance with Australia Auditing Standards. Our responsibilities under these 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 ethical responsibilities in accordance with the Code.

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

### **Emphasis of Matter – Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 2009. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### **Other Matter**

The audit report does not relate to the additional information presented in these financial statements, namely the detailed job profit and loss statements. These statements have been prepared from the accounting records of the association and we do not express an opinion thereon.

### **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 Associations Incorporation Act 2009 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 related 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.



Independent Auditor's Report to the Members

**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.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.

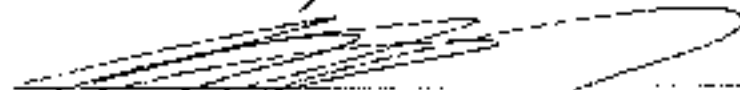
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.

- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on: 19th September 2018



William Pontcock F.I.P.A., Registered Company Auditor 1425

66 Emu Plains Rd Mt Riverview 2774

**Job Profit & Loss Statement**  
**The Elizabeth Evans Community Legal Centre**  
**All Programs**  
**1 July 2017 to 30 June 2018**

	Admin/ELF2 Ballinacree plus car	Case Partner	Centre Funds	DLSD	GLSP & PPT	TAAP	Total
	\$	\$	\$	\$	\$	\$	\$
<b>Income</b>							
Donations	-	-	49	-	30	-	79
Fees and Charges - Unrelated	-	-	-	-	438	-	438
Grants - Other	14,013	-	-	-	59,520	-	73,533
Grants Commonwealth & State	-	-	-	-	253,306	-	253,306
Grants State - Required	-	18,950	-	21,219	373,627	16,169	419,955
Interest	-	-	1	-	4,884	500	5,385
Members' / Fees	-	-	10	-	-	-	10
Other Fundraising	-	-	-	-	1,756	-	1,756
Program Management Fee	-	-	-	-	10,548	-	10,548
Revolutions	-	-	-	-	654	49	703
<b>Total Income</b>	<b>14,013</b>	<b>18,950</b>	<b>60</b>	<b>21,219</b>	<b>632,737</b>	<b>17,351</b>	<b>695,269</b>
<b>Grants Profit</b>	<b>14,013</b>	<b>18,950</b>	<b>60</b>	<b>21,219</b>	<b>632,737</b>	<b>17,351</b>	<b>695,269</b>
<b>Less Operating Expenses</b>							
Accounting Fees	-	-	-	-	12,302	5,299	17,601
Advertising & Promotion	-	-	-	-	345	-	345
Accounts Payable	231	-	-	27	97	195	1,410
Cost of Sales	-	-	-	-	1,304	1,108	2,412
Bank Charges	-	-	-	-	77	4	81
Board Governance Expenses	-	-	-	76	2,405	298	2,779
Cleaning & Pest Control	9	-	-	100	2,283	1,201	4,083
Direct Support Services	-	-	-	-	172	5	177
Computer Expenses	-	-	-	105	3,773	2,736	6,614
Credit card fees	1	-	-	-	23	-	24
Debt Repayment - Major Vendors	2,925	-	-	-	-	-	2,925
Depreciation Plant & Equipment	-	-	-	21	2,411	354	3,076
Employment Support & Supervision	-	-	-	118	2,082	-	2,200
Equipment Maintenance	-	-	-	47	1,284	207	1,538
Fees & Forms	-	-	-	5	205	28	238
Health & Safety	-	-	-	-	400	10	410
Insurance - General	-	-	-	80	1,076	1,198	2,354
Insurance - Professional Indemnity	-	-	-	77	729	159	965
Insurance - Public Liability	-	-	-	-	200	-	200
Insurance - Professional Indemnity	-	-	-	47	555	333	935
Management Fees	3,325	-	-	1,121	-	11,199	15,645
Meeting Expenses	-	-	-	559	1,391	-	1,950
Marketing - BBS & Newsletter	-	-	-	45	20	227	292
Membership Fees paid	8	-	-	-	4,010	705	4,723
Office Expenses - DL	1,117	-	-	4	500	18	1,639
Office Expenses - GLSP	1,153	-	-	-	-	-	1,153
Office Expenses - TAAP	250	-	-	-	-	-	250
Office Repairs and Maintenance	1,098	-	-	-	3	-	1,101
Printing, Freight & Courier	-	-	-	44	1,289	235	1,568
Printing & Stationery	417	88	18	115	3,001	860	4,529
Provision for Annual Leave (2017/18)	-	1,628	-	-	4,020	3,128	8,676
Provision for Long Service Leave	-	170	-	-	5,060	2,055	7,325
Provision for Redundancy (2017/18)	-	-	-	-	11,970	-	11,970
Subsistence & Other Payments	-	-	-	-	506	254	760
Travel Expenses	1,003	-	-	16	530	65	1,604
Travel & Maintenance	-	-	-	41	3,113	360	3,514
Salaries & Wages	-	15,530	-	16,154	562,795	31,014	625,419
Security Expenses	-	-	-	50	1,450	205	1,705
Staff Amenities	102	-	-	17	2,048	267	2,427
Security Expenses	-	-	-	2	10	2	14
Superannuation	-	1,535	-	1,037	45,342	1,058	48,972
Telephone & Internet charges	1,917	130	-	150	1,449	4,603	8,249
Training & Conferences	-	250	-	39	1,597	144	2,030
Travel & Accommodation	-	534	-	478	3,630	4	4,646
Utilities	-	-	-	149	4,745	528	5,422
Vehicle Expenses	-	-	-	-	420	76	496
Workers Compensation	-	38	-	59	1,574	250	1,901
<b>Total Operating Expenses</b>	<b>14,013</b>	<b>18,950</b>	<b>18</b>	<b>21,219</b>	<b>632,737</b>	<b>117,329</b>	<b>809,264</b>
<b>Net Profit</b>	<b>-</b>	<b>-</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>125</b>