



NORTH WEST COMMUNITY LEGAL CENTRE INC.

ANNUAL REPORT

- 2020/2021 -

Presented at the NWCLC Annual General Meeting

- Friday 10 September, 2021 -



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NORTH WEST COMMUNITY LEGAL CENTRE INC.

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Abbreviations:

- CLC – Community Legal Centre
CLC Tasmania - Community Legal Centres TAS Inc.
CLE – Community Legal Education
LGA – Local Government Area
NPA – National Partnership Agreement
NWCLC – North West Community Legal Centre Inc.
NLAP – National Legal Assistance Partnership

We provide and promote an accessible and free of charge community based legal service which directly addresses the legal needs of those within the community who are of straightened financial circumstances or who are in any way underprivileged, vulnerable, disadvantaged, helpless, distressed or impoverished irrespective of gender, culture, race, age, sexual preference, disability or ethnicity.

CHAIRPERSON'S REPORT

We continue to live in challenging times in the midst of the pandemic, even though Tasmania has fared better than many other places both interstate and around the world. It is pleasing to see that the NWCLC has continued to meet the needs of the North West community through the ongoing provision of services through these times

It has been pleasing to see that the Centre was able to restart face to face Community Legal Education and to working in partnership with the *Women's Legal Service* in engaging with *Headspace* to provide access to legal services to young people in our community.

In early 2021 the Centre launched its new website. This is a platform that the Centre will be able to continue to expand its community legal education and a platform in increasing a virtual presence, giving the community the ability to seek assistance when they may not be able to attend in the more traditional way of meeting face to face. If we can take one positive from the pandemic it is our creativity and innovation in using technology to ensure that there are no barriers to providing access to justice.

As always, the Centre cannot do anything without the dedication of both the staff and the Management Committee to promote and progress the mission and values of the Centre. Thank you for all that you do.

Helen Bassett
Chairperson

TREASURERS' REPORTS

Having sustained a loss for the 19-20 year, we are very grateful to have received one off funding through the COVID-19 measures implemented both state and federally which have seen us return a surplus for the 20-21 Financial Year. Continuing due diligence with a close eye on the financials keeps us in great stead. The COVID relief funds, Cash Flow Boost Payments together with and continual funding from the Department of Justice via the NLAP will assist in navigating increasing expenses.

It is pleasing that after several months, our website was finalised earlier this year. This is an excellent investment providing clear, easy accessible information for clients, available at any time.

Danielle Tuck
Past Treasurer



I thank the past Treasurer, Danielle Tuck for her efforts during a time of much unknown with the challenges of COVID and the uncertainty of future funding from Commonwealth and State Governments.

While having sustained a loss for the 2019-2020 year, previous good management by past and present Coordinators and the management committee have allowed the Centre to continue to operate on the back of surplus funds. Continued due diligence and the use of surplus funds will see the Centre ride out any predicted future financial loss in the upcoming financial year and allow the Centre to continue to provide the same level of service to the community.

Jacinta Hamilton
Current Treasurer

COORDINATOR'S REPORT

If 2019/20 will be remembered most for the impact of COVID-19, 2020/21 will be remembered for how the *North West Community Legal Centre Inc.* ("NWCLC") dealt with those ongoing challenges and demands on service delivery in the midst of a rapidly changing world and funding environment.

Staff returning to the workplace at the commencement of the Financial Year brought about changes to the way in which we operated. Strict office cleaning protocols, reduced numbers of meeting spaces in which to see clients due to density restrictions and social distancing saw increases to remote service delivery methods as a means of meeting client demand. As restrictions eased within the local community and courts resumed normal operations, our delivery returned to more traditional methods with client demand for more resource intense services and Community Legal Education ("CLE") increasing as a result.

By far the biggest area impacted by the pandemic has been tenancy matters. In continuing to act as the North West Agent for the *Tenants' Union of Tasmania* ("TUT") throughout 2020/21, the last 12 months saw a 15.4% increase in tenancy matters over 2019/20, which in turn was 16.1% above 2018/19. Whilst the measures implemented under the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020* insofar as they impacted residential tenancies have now lifted, the tight rental market, limited social housing and rapidly increasing rents and land values across the State means such trends are likely to continue into the future.

The difficult funding environment in which the NWCLC must traverse through the commencement of the 5 year *National Legal Assistance Partnership* ("NLAP") received a welcome boost thanks to one off COVID-19 funding which was of great assistance and something the NWCLC is very grateful for. As we move into a new year we remain in a strong position to continue to negotiate the ebbs and flows of funding and the low interest environment which has removed access to more traditional supplementary income streams.

Despite the challenges, our desire to assist all clients that seek our services continues unabated. Over and above our core work of providing individual advice, tasks, ongoing legal support services and representation services we have reestablished our Outreach service to Burnie and engaged in partnerships with other organisations in our sector such as the *Women's Legal Service Tasmania* to bring about targeted and impactful CLE.

Volunteers and work experience students have returned to the NWCLC as we continue to give back and offer meaningful experience to those considering a career in law or looking for some experience prior to gaining employment within the legal sector.

A perhaps unforeseen but welcome improvement that has come from the pandemic for the NWCLC is a closer connection with all other organisations within the Community Legal Assistance Sector. Faced with adversity, we bound together to share information, resources and collaborate to ensure Tasmania's most disadvantaged receive the assistance and support they need to feel empowered in all things legal.

As a professional service provider, our backbone will always be the quality of staff and our ability to retain them. To this I acknowledge the efforts of all employees of the NWCLC over the last 12 months who have continued to tirelessly serve the NWCLC and its clients. The work we undertake is difficult, stressful and often filled with emotion as we attend upon clients from all walks of life and often in some of their most trying times. The dedication of staff to our cause is to be commended and for this we are very lucky.

Finally, I thank the Management Committee for their time and dedication to their role in the face of this difficult operational climate. Our monthly meetings transitioned temporarily to remote meetings during the height of the pandemic felt by Tasmania, but since September 2020 have returned to in person. Despite the challenges, the Committee has made some significant improvements to operations of the NWCLC over the last 12 months, starting with improvements to overall good governance through changes to our Rules of Association.

The demands on the sector are many as we move into the 2021/22 Financial Year, but efforts of staff and the Committee over the last 12 months places the NWCLC in a strong position to continue to service the most disadvantaged in our community for many years to come.

Ryan Gilmour
Coordinator/Senior Solicitor

SERVICE AREA

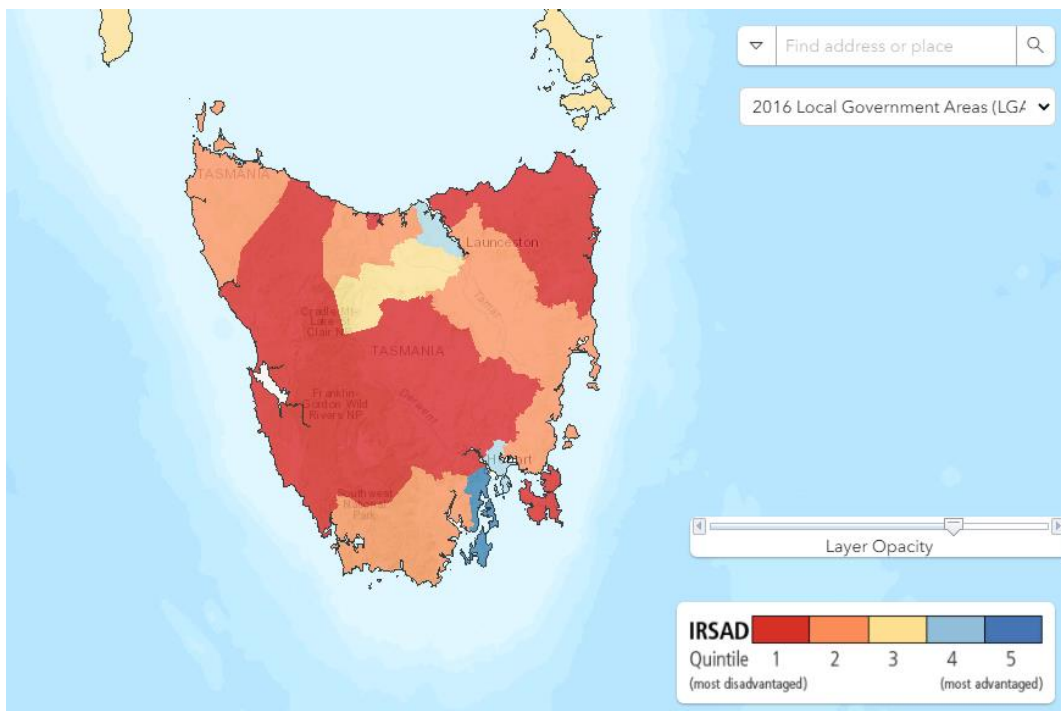
The NWCLC services the North West, West Coast and King Island areas of Tasmania. The total population of this catchment area as at 2015 (being the most recent Australian Bureau of Statistics ('ABS') statistic) was **113,834**.

We service some of the most socially and economically disadvantaged areas in the State. The ABS publishes an Index of *Relative Socio-economic Advantage and Disadvantage* ('IRSAD') using the information obtained during each national census.

A **low score** indicates relatively greater disadvantage. An area will have a low score if there are many households with low incomes and/or many people in unskilled occupations relative to those households with high incomes and skilled occupations.

A **high score** indicates a relative lack of disadvantage. An area will have a high score if there are many households with high incomes and/or many people in skilled occupations relative to those households with low incomes and unskilled occupations.

The 2016 Census produced the following IRSAD by local government area.



(Source: 2033.0.55.001 - Census of Population and Housing: Socio-Economic Indexes for Areas (SEIFA), Australia, 2016)

The entire catchment area of the NWCLC falls within 1st or 2nd quintile. Therefore each local government area serviced by the NWCLC falls within the bottom 20 – 40% of areas in Australia in terms of relative disadvantage.

With the data from the 2021 census currently being collated by the ABS, it will be interesting to compare and contrast the 2016 data with the updated statistics upon its release.

PRIORITY CLIENT GROUPS

Amendments to our publicly available Rules of Association make clear the objects and purpose of the NWCLC as a benevolent legal service provider.

In furthering the purpose and objects of the NWCLC, our priority client groups remain unchanged to those that existed under the NPA for the last several years.

The NWCLC continues to focus its activities on those in the community who identify as part of the following groups:

1. Legal assistance priority clients, being those persons whose capability to resolve legal problems are compromised by circumstances of vulnerability and/or disadvantage; and
2. Specific priority client groups, namely:
 - a) Children and young people (up to 24 years);
 - b) Indigenous Australians;
 - c) Older people (aged over 65 years);
 - d) People experiencing, or at risk of family violence;
 - e) People experiencing, or at risk of homelessness;
 - f) People in custody and prisoners;
 - g) People residing in rural or remote areas;
 - h) People who are culturally and linguistically diverse;
 - i) People with a disability or mental illness;
 - j) People with low education levels; and
 - k) Single parents.

The Policies and Procedures of the NWCLC ensure that our resources are directed to serving those priority client groups both through specific legal activities and CLE events whilst also supporting the broader profession and justice system.

SERVICE AGREEMENT

The 2020/21 Financial Year marked the commencement of the 5 year NLAP in place of the *National Partnership Agreement* ("NPA") which had been in place since 2015.

Delays in the completion of the Grant Deed between the *Crown in Right of Tasmania* (represented by the *Department of Justice*) and each organisation, including the NWCLC, has meant that throughout 2020/21 the NWCLC has continued to operate under its 2019/20 Funding Agreement. Income provided to the NWCLC was however in accordance with the NLAP.

The main source of funding for the NWCLC was that provided for in the Payment Schedule under the NLAP (as outlined below). That was made up of a combination of Commonwealth funding totaling \$259,646.54 and State funding totaling \$165,943.19. the only other sources of operational income for the NWCLC during this Financial Year have been the one off COVID-19 payments for both front line services and Information and Communications Technology Infrastructure totaling \$135,552.00 and Cash Flow Boost Payments of \$35,303.00 made available to all small and medium businesses and not profit organisations via credits applied in the activity statement system administered by the *Australia Taxation Office* ("ATO").

FINANCES

In 2018/19 the NWCLC received total funding of \$421,170.00 pursuant to the NPA. The 2019/20 Financial Year saw some slight CPI increases, providing total funding under the NPA of \$425,626.53.

The Payment Schedule for 2020/21 under the new 5 year NLAP was made up as follows:

Funding:	<u>Commonwealth</u> Amount	<u>State Amount</u>	<u>Total Funding</u>
Baseline Funding	\$130,520.33	100,000.00	\$230,520.33
2020-21 One-off Funding Shortfall		\$65,943.19	\$65,943.19
Baseline Funding: Family Law and/or Family Violence	\$107,600.00		\$107,600.00
SACS Supplementation	\$26,824.35		\$26,824.35
Less CLASS Contribution	(\$5,298.14)		(\$5,298.14)
Total Funding	\$259,646.54	\$165,943.19	\$425,589.73

The NLAP therefore provided the NWCLC with an overall reduction in funding from the previous year but overall funding increased thanks to the one off COVID-19 payments for both front line services and Information and Communications Technology Infrastructure together with Cash Flow Boost Payments totaling \$170,855.00.

STAFF PROFILE

The NWCLC under its Funding Agreement with *The Crown in Right of Tasmania represented by the Department of Justice* is required to provide an outline each year of our staffing profile which must include the names of employed staff of the NWCLC over the last 12 months together with a description of their role.

Over the last 12 months the NWCLC has continued to maintain a stable staffing profile with just one change to overall staff levels as a result of solicitor, Mr Matthew Rose resigning in February, 2021

As a result of the above, the NWCLC ends the 2020/21 Financial Year with a Full Time Equivalent (FTE) profile of 4.05 which is reflected in the following table:

<i>POSITION</i>	<i>NAME</i>	<i>FTE</i>
<i>COORDINATOR / SENIOR SOLICITOR (GENERALIST)</i>	<i>RYAN GILMOUR</i>	<i>1.0</i>
<i>LEGAL PRACTITIONER (GENERALIST)</i>	<i>HEW ROBERTSON</i>	<i>1.0</i>
<i>LEGAL PRACTITIONER (GENERALIST)</i>	<i>JENNIFER DUNN</i>	<i>0.4</i>
<i>ADMINISTRATION</i>	<i>KAREN HARRIS</i>	<i>0.83</i>
<i>ADMINISTRATION ASSISTANT</i>	<i>PAT MORGAN</i>	<i>0.82</i>

The table below outlines the staffing profiles of the NWCLC as at the date of this Report as submitted to the CLC State Program Manager at the Tasmanian Department of Justice:

Schedule 8 – Staff Profile and Legal Services Being Delivered by the Service Provider

2019/2020 Funding Agreement (as per its continued operation during 2020/21)

Position (Lawyer / Support Staff)	HOURS PER F/N	FTE	% Frontline Legal	% Admin	% OF FUNDS BY NPA/NLAP	% OF FUNDS BY OTHER SOURCE
<i>COORDINATOR / SENIOR SOLICITOR (GENERALIST)</i>	<i>76</i>	<i>1.0</i>	<i>70</i>	<i>30</i>	<i>100</i>	<i>0</i>
<i>LEGAL PRACTITIONER</i>	<i>76</i>	<i>1.0</i>	<i>100</i>		<i>100</i>	<i>0</i>
<i>LEGAL PRACTITIONER</i>	<i>30</i>	<i>0.4</i>	<i>100</i>		<i>100</i>	<i>0</i>
<i>ADMINISTRATION</i>	<i>63</i>	<i>0.83</i>		<i>100</i>	<i>100</i>	<i>0</i>
<i>ADMINISTRATION ASSISTANT</i>	<i>62</i>	<i>0.82</i>		<i>100</i>	<i>100</i>	<i>0</i>
TOTAL	307	4.05				

TOTAL	
Full Time Equivalent	4.05
% Frontline Legal Services	51.86%
% Administration	48.14%

SERVICES PROVIDED

As a generalist Community Legal Centre, Legal Practitioners of the NWCLC service clients in all areas of law, save and except migration/immigration law.

The 2020/21 Financial Year saw the NWCLC continue its long standing partnership with the TUT, acting as their North West Agent with all Legal Practitioners of the NWCLC acting in this capacity.

Throughout the year we continued to offer services of advice, referrals, legal tasks, ongoing legal support services and representation services to the community, unabated by the challenges brought about by the pandemic.

OUTREACH

The onset of the COVID-19 pandemic last year saw a temporary halt to our outreach services. In late 2020, in line with Government health directives, we recommenced weekly Outreach to Burnie, continuing our partnership with *Burnie Community House* in Shorewell Park as our Burnie legal outreach clinic location.

We attend *Burnie Community House* each Friday between 10am and 3pm as a means of making our services more accessible to those residing in Burnie and further North West. All regular services available to clients at our Devonport Office are available through our Outreach service.

In conjunction with our fixed weekly Outreach to Burnie, we now offer all clients the ability to engage with us via *Zoom* or *Microsoft Teams* together with all other traditional methods. This ensures that our services are conveniently accessible to our entire catchment area and urgent advice and assistance can be provided regardless of the client's ability to attend our office or our Burnie outreach clinic in person.

VOLUNTEERS

Dedicated volunteers and those seeking work experience are welcomed by the NWCLC as we strive to best service our community and give back to the future of the legal profession.

2020/21 saw the NWCLC form an informal partnership with the *University of Tasmania* which we hope will continue in future years. Over the course of two weeks in September, we had a final year law student attend our office to obtain

a taste of legal practice and more specifically, generalist legal practice in a community setting.

The latter half of the year saw an overseas admitted lawyer commence volunteering time at our office one day each week to gain local legal experience as she completes the necessary bridging subjects required to obtain admission to the *Supreme Court of Tasmania*.

All volunteers and work experience students are exposed to the full variety of legal matters we deal with as a generalist community legal centre, thus giving the broadest possible experience to those persons.

SECTOR COLLABORATION

Frequent regular online meetings between organisations within the sector during the peak of the pandemic in Tasmania have continued into 2021, allowing for increased information and resource sharing. Another benefit to derive from these strengthened connections has been increased opportunity for collaboration, particularly in relation to CLE. This has culminated in ongoing monthly CLE sessions to *Headspace* in Devonport in collaboration with the *Women's Legal Service Inc.* This continues into 2021/22 where it will be expanded to *Headspace's* Burnie office as we work to engage the youthful demographic outside of the traditional school setting.

Referrals between the NWCLC and all organisations within our sector are increasing as we become better informed as to each other's capacities and expertise. The statistics bear this out in the form of an 11.5% increase in referrals over 2019/20 and the highest figure to date.

The NWCLC continues its tradition of maintaining strong bonds with local service providers and others that add value to our objects and purpose. A new Memorandum of Understanding was created between our office and *Youth Family & Community Connections Inc.* ensuring the most vulnerable have a clear path to accessing our services at short notice and in a suitable setting. A new formal partnership was formed between our office and the *Fair Work Commission* whereby we are now a partner in the 'Workplace Advice Service' allowing for streamlined referrals for eligible clients within our catchment area that have matters before the *Fair Work Commission* and require advice on

matters before the Commission, including: unfair dismissal, general protections and workplace bullying.

HOURS OF OPERATION

Our office hours remain identical to previous years, being Monday to Friday 9am to 5pm.

The only closures of our office during these times over the course of the last 12 months have been for *Gazetted* public holidays and from 24 December, 2020 until 4 January, 2021 for the Christmas and New Year period.

CASE STUDIES

The NWCLC's reach as a generalist community legal centre is far and wide. The following case studies provide a snapshot of the work carried out by the NWCLC over the last twelve months as we empower the disadvantaged to understand and assert their legal rights and responsibilities and to address, or prevent legal problems.

Case Study 1 – Victims of Crime

A single mother with significant mental health problems sought our assistance in relation to an application for victims of crime compensation relating to a near 15 year old conviction of a former partner for which she was a secondary victim, pursuant to the *Victims of Crime Assistance Act 1976*.

We represented the client before the Commission, which included successfully waiving the limitation period. We then arranged medical appointments for the client to attend which included obtaining agreements for such professionals to accept a deferred payment upon both the application being successful and an award being made by the Commission.

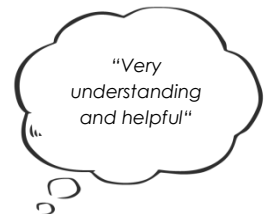
The client ultimately received the maximum award permissible under the *Victims of Crime Assistance Act 1976* for a secondary victim, being \$20,000.00 together with a further \$8,000.00 for future medical expenses.



"Very thorough and professional advice. I have used their services a number of times before and every time I had the same good experience "

Case Study 2 – Civil/Restraint Orders

A client going through bitter parenting proceedings before the *Federal Circuit Court of Australia* found himself served with a restraint order application from his former partner. The private lawyer representing him in the Family Proceedings was doing so via a grant of legal aid but was unable to assist him with respect to his restraint order as legal aid do not provide grants for same.




The private lawyer contacted our office and asked if we could offer some assistance, which we did.

We represented the client before the *Magistrates Court* whereby at the mediation the Interim Restraint Order was revoked and the client provided an undertaking to the Court with the application for restraint order to be dismissed at the expiry of 12 months with no order as to costs.

Case Study 3 – Civil/Insurance Law

A client was referred to us who had been involved in a car accident where he was providing driving instruction to a learner driver who negligently crashed his vehicle. The matter was complicated by English being the client's second language and thus requiring an interpreter to be engaged.



"[We] appreciated all of the wonderful help you all gave us. Thank you 😊"

We booked an interpreter for the client and scheduled an appointment. In advising and assisting the client we were able to advise the client in regards to the latest changes to the law in accordance with the High Court decision of *Imbree v McNeilly [2008] 236 CLR 510* and assist him in obtaining a financial settlement with the driver of his vehicle who caused extensive damage to his vehicle without commencing a civil claim before the Magistrates Court.

Case Study 4 – Property/Contract Law

An elderly client in financial difficulty approached our office with an issue regarding her 1/650th share in an interstate timeshare arrangement.

Due to her age and financial predicament, the client had no ability to use the accommodation. The client had tried to sell her share many times over recent years without success, largely due to high annual management fees making it unattractive on the open market. We reviewed all the contractual documentation and noted that it did not provide any specific requirement for the management company behind the venture to buy back the client's share, not even upon the death of the client. Notwithstanding this, through negotiation and references to case law we were able to convince the management company to purchase the client's share in the arrangement thereby relieving the client of a crippling financial burden which would otherwise continue for the rest of her life and affect her estate upon her death.

"I would like to thank you both for running the legal seminars over the last few months! I have been able to learn a lot of valuable information....Thank you so much for all you are doing for the community within the legal space!"

Case Study 5 – Family Law

"Thank you very much for your time and advice. I especially appreciate all the work you did in your email spelling out in very easy to understand steps with my options."

The NWCLC assisted an intellectually disabled woman to negotiate a property settlement with her former partner. The client's only income was a disability support pension and the asset pool consisted primarily of a jointly owned home in which the equity was very low such that that the client could not engage the services of a private lawyer.

At the time of coming to see us, the other party had been in the home for a number of years and had allowed it to fall into disrepair. He was refusing to leave the home or allow it to be put on the open market. This was causing the client a great deal of distress because it was her only asset.

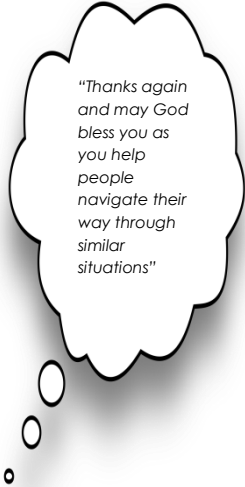
The NWCLC assisted the client in formulating an offer to put to the other party to finalise their property interests. After assisting the client in protracted negotiations with the other party, the other party finally agreed to vacate the home and NWCLC helped the client prepare consent orders to formalise the agreement.

Case Study 6 – Criminal Law

A lady in her 50s was charged with attempted burglary and was bailed to attend the *Magistrates Court*. At the time of the offence, the client had recently been released from a local mental health service as an involuntary patient.

The NWCLC contacted the CATT team to obtain evidence as to the client's state of mind and through further enquiries ascertained that the complainant did not wish to proceed against her. Having obtained the necessary evidence, we approached *Tasmania Police* seeking that they tender no evidence to the charge based on issues surrounding both the alleged act itself and the mental element of the charge.

Ultimately it was accepted by *Tasmania Police* that the prospects of conviction were low and that the client's specific circumstances did not attract a high degree of general deterrence in any event. No evidence was tendered before the Court such that the charge was dismissed accordingly.




"Thanks again and may God bless you as you help people navigate their way through similar situations"

Case Study 7 – Employment & Superannuation

A client attended our office seeking advice in relation to a long-standing underpayment of wages and superannuation concern, having been casually employed on a regular and systematic basis by a local business for a period of some 20 years.

The NWCLC crunched numbers based on pay records and ascertained the monetary entitlements owed to the client. After establishing the quantum of the claim, the NWCLC commenced negotiations with the other party who immediately engaged their own legal counsel.

After receiving legal advice, the other party accepted their wrongdoing and through their solicitor paid the client her full wage entitlements which totaled some \$10,000.00.



"Excellent presentation. Can we have more?"

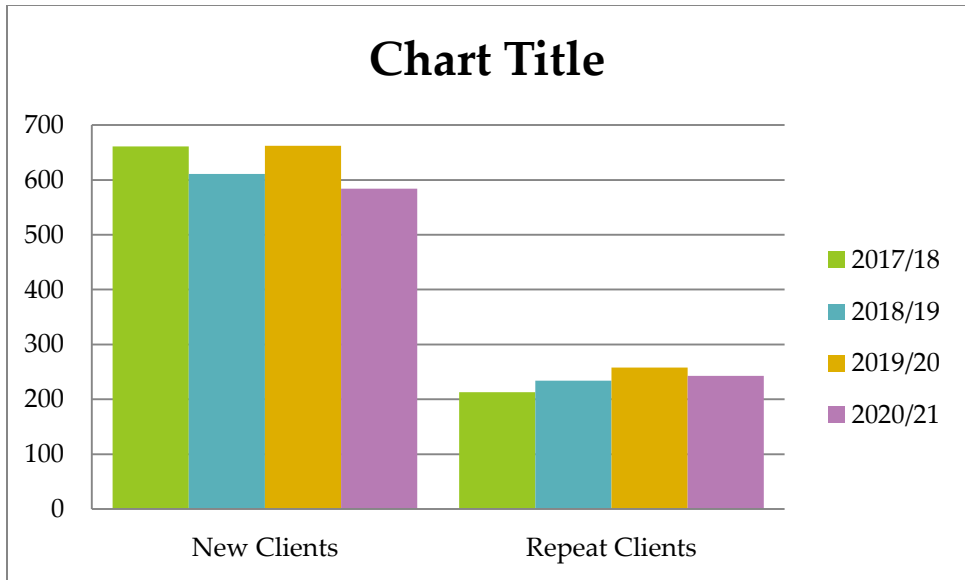
The underpayment of superannuation was reported to the *Australian Taxation Office* who accepted the case and commenced action to enforce payment from the employer.

CLIENT STATISTICS

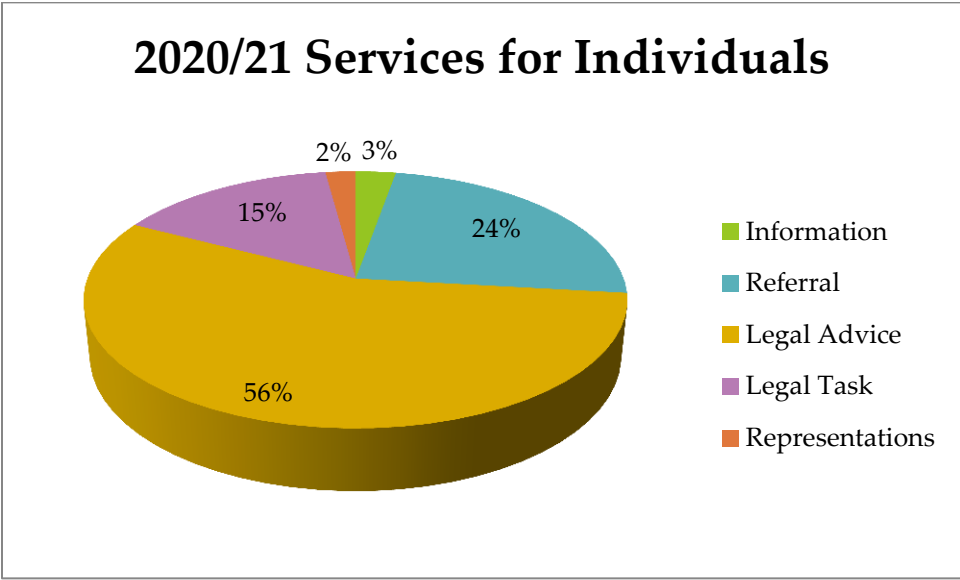
The 2019/20 financial year saw an increase in the total number of clients utilising the services of the NWCLC (excluding TUT files) at 937, up from 843 in 2018/19. 2020/21 saw a reduction of total client numbers by 11.4% and thus returning to trend, being near on par with the total client numbers seen during the 2018/19 Financial Year.



Repeat clientele remains strong, evidencing the high levels of goodwill attached to the NWCLC.

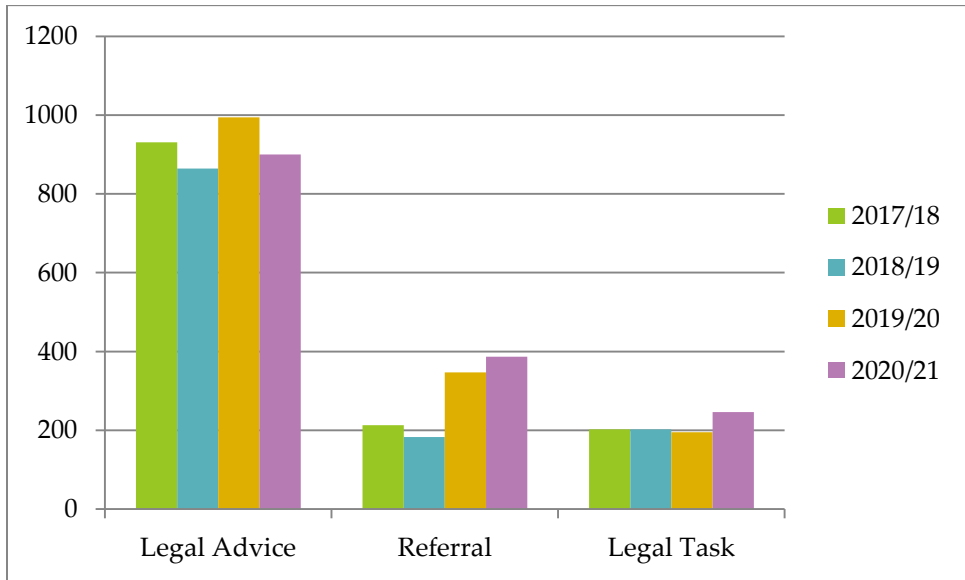


Legal Advice remains the majority of the work undertaken by the NWCLC followed by referrals and then legal tasks. Despite total client numbers returning to trend, overall services to clients have increased to 1612 from 1587 in 2019/20.

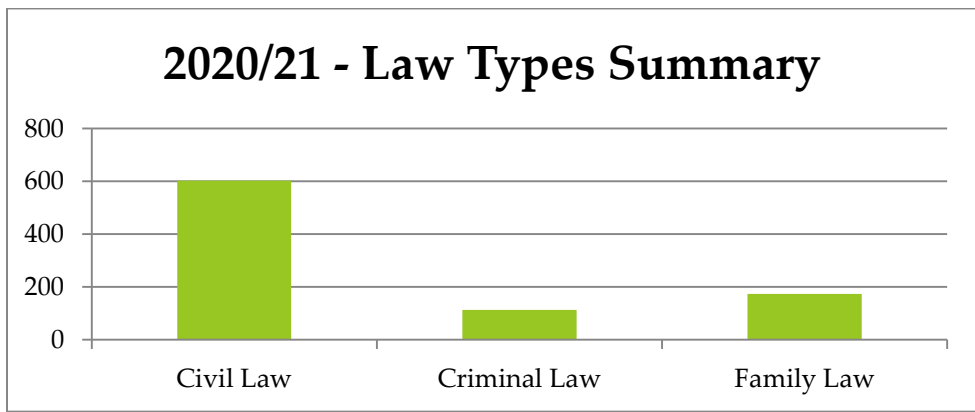


By taking the three most common service types provided to clients (Legal Advice, Referrals and Legal Tasks) we can see that whilst legal advice services remain high, both referrals and particularly legal tasks have risen significantly. In the case of the latter, it represents a 26% increase from 2019/20.

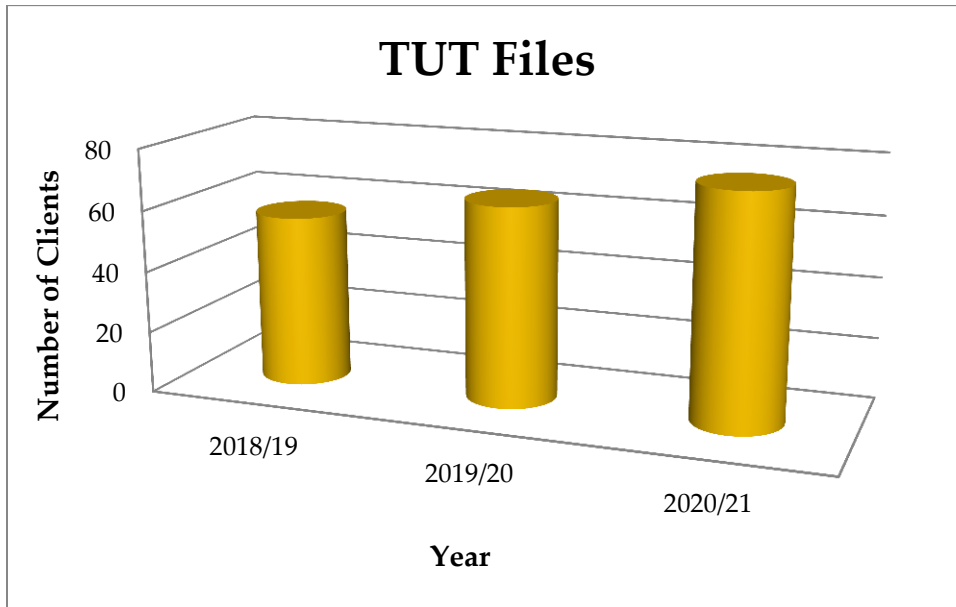
These statistics reflect the general trend being experienced by our solicitors, whereby clients that are attending the NWCLC are doing so with more complex matters requiring more time and services well beyond the provision of mere advice.



When Law Types are split into civil law, family law and criminal law for the purposes of reporting, we find that as seen in previous years, civil law is the most frequent matter type seen by the NWCLC. Family law remains in second with criminal law in third. This pattern is unsurprising given *Tasmania Legal Aid* offer assistance to those eligible persons in the criminal justice system as well as providing representation to those involved in parenting matters before the *Federal Circuit Court of Australia*. The NWCLC remains the primary organisation in our catchment area for assisting the disadvantaged with their civil queries and disputes.



Finally, it must be acknowledged that not included in our total figures are the matters the NWCLC undertakes as the North West agent for the TUT. 2018/19 saw the NWCLC open 56 files for the TUT, 65 files in 2019/20 and now 75 in 2020/21.



The increases in Tenancy matters could be put down to the temporary measures implemented under the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020* insofar as they impacted residential tenancies. With that said, rapidly rising house prices, large rental increases and the insufficient supply of private and public housing across Tasmania is likely to contribute to a continued upward trend in tenants seeking legal assistance into the short to medium term.

LAW REFORM

As in previous years, the NWCLC has continued to impact upon legal reform in Tasmania via *CLC Tasmania*. We provide information, feedback and guidance to policy officer of *CLC Tasmania*, Mr Ben Bartl along with other organisations in the sector to formulate a joint voice in Law Reform issues that are currently before State and Federal Parliaments.

In the 2020/21 year we participated in Law Reform activities as listed on the *CLC Tasmania* webpage <http://www.clctas.org.au> which include:

2021

- Submission to the Tasmanian Law Reform Institute on the *Sexual Orientation and Gender Identity Conversion Practices* Issues Paper (February 2021)

2020

- Submission to the Tasmanian Law Reform Institute on the *Re-Examination of the Case for a Human Rights Act in Tasmania* (November 2020)
- Comment on the *Youth Justice Amendment (Searches in Custody) Bill 2020* (October 2020)
- Comment on the *Monetary Penalties Enforcement Amendment Bill 2020* (September 2020)
- Letter to Legislative Council members in support of the *End of Life Choices (Voluntary Assisted Dying) Bill 2020* (September 2020)
- Letter to Jacqui Lambie calling for rejection of amendments to *Migration Amendment (Prohibiting Items in Immigration Detention Facilities) Bill 2020* (September 2020)
- Urgent appeal to UN Special Rapporteurs on the proposed introduction of the *Workplaces (Protection from Protesters) Amendment Bill 2019* (August 2020)
- Letter to Legislative Council members in support of the *Police Offences Amendment (Repeal of Begging) Bill 2019* (August 2020)
- Comment on the *Corrections Amendment (Electronic Monitoring) Bill 2020* (July 2020)

In addition to the contributions to law reform through *CLC Tasmania*, the NWCLC through its strong connections with government and non-government organisations provides ad hoc feedback regarding various matters of legislative concern throughout the year. In 2020/21 one such focus was with respect to limitations with the *Dog Control Act 2000*.

COMMUNITY LEGAL EDUCATION (“CLE”)

Face to face CLE resumed in the latter half of 2020 after it was temporarily halted due to the impact of COVID-19. Sixteen (16) CLE activities were recorded in 2020/21 which saw sessions conducted for organisations such as:

- *University of the Third Age – Port Sorell Chapter*
- *University of the Third Age – Wynyard Chapter*
- *Indie School*
- *Headspace*
- *Somerset Social Club*
- *Wynmatters Inc.*
- *Myeloma Australia*

With the upgrade to our website now complete and more frequent updates to our Facebook page, we strive to increase our educational presence on the North West Coast in future years.

The NWCLC remains, as always, happy to provide free CLE sessions to organisations, educational institutions and community groups upon request.



Ryan Gilmour
Coordinator/Senior Solicitor

The financial assistance provided to the NWCLC from both the State and Commonwealth Governments via the National Legal Assistance Partnership (NLAP) together with one off grants via the COVID-19 measures is gratefully acknowledged



willing
associates

Certified
Practising
Accountants

M Peebles CPA

Consultant:
DC Willing FCA

01 September 2021
DCW:crb

Ms Helen Bassett
North West Community Legal Centre Inc
PO Box 743
DEVONPORT TAS 7310

Dear Ms Bassett,

2021 Audit North West Community Legal Centre Inc

We have completed the audit of the financial statements for the year ended 30 June 2021.

Accordingly, we enclose three copies of the financial statements including our unqualified audit report which require the responsible persons' declaration to be signed. Once the declaration has been signed, could you please return a copy to our office.

The Association must submit its annual information statement to the Australian Charities and Not-for-profits Commission (ACNC) within six months of the Association's year end. The Association no longer has a requirement to lodge its financial statements with the Commissioner for Corporate Affairs.

Yours faithfully

M Peebles
Director
Enc.

24 Edward Street
Devonport Tas. 7310

P: 03 6423 1027
E: willingd@bigpond.net.au

North West Community Legal Centre Inc

Financial report

For the year ended 30 June 2021

Prepared by

Willing Associates Pty Ltd

24 Edward Street
DEVONPORT TAS 7310

North West Community Legal Centre Inc

FINANCIAL REPORT

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North West Community Legal Centre Inc

Income statement

For the year ended 30 June 2021

	2021 \$	2020 \$
Income		
Consulting fees	8,044	9,768
Funding - Department of Justice	425,590	425,627
Interest received	1,991	9,485
	<u>435,625</u>	<u>444,880</u>
Gross profit from trading	435,625	444,880
Income		
COVID 19 funding - DOJ	135,552	-
Cash Flow Boost	35,303	58,837
	<u>170,855</u>	<u>58,837</u>
Expenses		
Advertising	4,084	3,837
Annual dinner	1,428	1,264
Audit fee	980	980
Bank charges	30	286
CLASS contribution	-	2,777
Clothing	-	107
Depreciation - Plant and equipment	5,817	8,591
Dues and subscriptions	838	1,071
Employee entitlements provision	5,111	(17,237)
Insurance	6,085	5,116
Leasing charges	2,100	2,100
Levy - NACLC	2,419	2,417
Magazines, journals and periodicals	1,317	1,242
Postage	148	122
Power & gas	3,466	4,952
Printing and stationery	4,370	6,627
Registration & licence fees	2,753	1,399
Rent of premises	34,981	34,907
Repairs and maintenance	4,979	10,904
Security	484	492
Staff amenities	926	3,486
Sundry expenses	689	392
Telephone, mobile and fax	8,562	6,892
Travel	-	727
Wages	414,736	479,181
Water	1,296	981
	<u>507,599</u>	<u>563,613</u>
Surplus for year	98,881	(59,896)

These statements should be read in conjunction with the attached compilation report.

North West Community Legal Centre Inc

Balance sheet As at 30 June 2021

	Note	2021 \$	2020 \$
Assets			
Current assets			
Cash assets	2	461,901	354,691
Other assets	3	16,547	5,117
Total current assets		478,448	359,808
Non-current assets			
Property, plant and equipment	4	27,237	32,834
Total non-current assets		27,237	32,834
Total assets		505,685	392,642
Liabilities			
Current liabilities			
Payables	5	10,658	14,372
Provisions	6	42,403	46,701
Tax liabilities	7	8,630	(13,058)
Total current liabilities		61,691	48,015
Non-current liabilities			
Provisions	6	6,429	5,943
Total non-current liabilities		6,429	5,943
Total liabilities		68,120	53,958
Net assets		437,565	338,684
Equity			
Retained earnings		437,565	338,684
Total equity		437,565	338,684

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation report.

North West Community Legal Centre Inc

Notes to the financial statements For the year ended 30 June 2021

2021	2020
\$	\$

Note 1: Statement of significant accounting policies

a. This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act (Tas.) 1964. The committee has determined that the Association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act (Tas.) 1964 and the following Australian Accounting Standards:

AASB 1031: Materiality

AASB 110: Events after the Balance Sheet Date

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

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

b. **Property, Plant and Equipment**

Property, plant and equipment are carried at cost. Depreciable items are depreciated over their expected useful life using the diminishing value.

c. **Inventories**

Inventories are measured at the lower of cost and net realisable value.

d. **Income tax**

The association is exempt from income tax under section 23(h) of the Income Tax Assessment Act (1997).

e. **Grant income**

Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of those grants for specific purposes it is recognised in the balance sheet as a liability (Grants Unexpended) until such conditions are met or services provided.

f. **Goods and services tax (GST)**

The net amount of GST recoverable from or payable to the Australian Taxation Office is included as a current asset or a current liability respectively in the balance sheet.

g. **Members' Guarantee**

The club is incorporated under the Associations Incorporation Act 1964. If it is wound up, the rules of the club state that each member is required to make a contribution towards any outstanding liabilities.

These notes should be read in conjunction with the attached compilation report.

North West Community Legal Centre Inc

Notes to the financial statements For the year ended 30 June 2021

	2021 \$	2020 \$
Note 2: Cash assets		
Petty cash	471	847
Cheque account	131,210	87,764
Term deposits	330,220	266,080
	<u>461,901</u>	<u>354,691</u>
Note 3: Other assets		
Prepayments	16,547	5,117
Note 4: Property, plant and equipment		
Plant and equipment at cost	74,295	74,075
Less accumulated depreciation	(47,058)	(41,241)
	<u>27,237</u>	<u>32,834</u>
Note 5: Payables		
Trade creditors	10,658	14,372
Note 6: Provisions		
Provision for annual leave	31,890	26,393
Provision for long service leave	10,513	11,385
Superannuation payable	-	8,923
Provision for long service leave	6,429	5,943
	<u>48,832</u>	<u>52,644</u>
Note 7: Tax liabilities		
GST - Prior years liabilities	(792)	(13,058)
PAYG instalment payable	9,422	-
	<u>8,630</u>	<u>(13,058)</u>

These notes should be read in conjunction with the attached compilation report.

North West Community Legal Centre Inc

Responsible person's declaration

For the year ended 30 June 2021

The responsible persons declare that in the responsible persons' opinion:

- 1 there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- 2 the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013.

H Bassett
Chairperson

J Hamilton
Treasurer

1 September 2021

North West Community Legal Centre Inc

Auditors report on the financial report

We have audited the accompanying financial report being a special purpose financial report of North West Community Legal Centre Inc, which comprises the statement of financial position as at 30 June 2021, the statement of comprehensive income for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the declaration by members of the committee.

Committee's responsibility for the financial report

The Committee of the entity is responsible for the preparation of the financial report and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the financial reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The Committee's responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

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

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

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

Independence

In conducting our audit, we have complied with the independence requirements of APES 110 Code of Ethics for Professional Accountants.

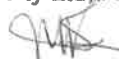
Auditor's opinion

In our opinion:

- 1 the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of North West Community Legal Centre Inc. at 30 June 2021, and of its performance for the year then ended;
- 2 we obtained the information we required for the audit and North West Community Legal Centre Inc. kept proper accounting records and other books during the year ended 30 June 2021; and
- 3 the rules relating to the administration of the funds of North West Community Legal Centre Inc. have been observed.

Willing Associates Pty Ltd, Accountants

Name of director



Maryanne Peebles

01/09/2021

Auditor's CertificationName of Organisation: North West Community Legal CentreFinancial Year Period: 01 / 07 / 2020 to 30 / 06 / 2021

I hereby certify that:

- a. I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in section 9 of the Corporations Act 2001
- b. In my opinion, the attached financial statements which comprise a Statement of Financial Position, a Statement of Comprehensive Income (previously known as a Statement of Financial Performance) and Notes to the Financial Statements of the above-mentioned Organisation ('the Organisation'), and, if general purpose reports are provided, a Statement of Cash Flows, for the stated Financial Year Period are:
- i. based on proper accounts and present a true and fair view of the Organisation's financial position and financial performance in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
 - ii. in accordance with the terms and conditions of the Agreement **The Crown in the right of Tasmania represented by the Department of Justice and North West Community Legal Centre 1 July 2020**, a copy of which has been made available to me, in relation to the provision of community legal services.
- c. The 12 month CLASS Funds Report, containing details of the Organisations transactions for the financial year, including audit adjustments, and the Organisation's grant position at the beginning and end of the financial year is provided in respect of funds provided in accordance with the Terms and Conditions of the Agreement referred to in b.ii. above for all Funding Categories.

This is an unqualified audit report.

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

AUDITOR DETAILSFull Name: Mary-Anne PeeblesName of Company (if applicable): Willing Associates Pty LtdACN or ABN Number: 45 009 544 629Registered Auditor: *If Yes:*
 Yes No Registration No.:Signature: Date: 1 / 9 / 2021

North West Community Legal Centre Inc
Members of the Committee
For the year ended 30 June 2021

Chairperson: Helen Bassett
Secretary: Jacinta Hamilton
Amber Scott
Treasurer: Danielle Tuck
Jacinta Hamilton
Public Officer: Callum Tregurtha
Committee: Callum Purcell
David Humphries
Jason Thomson
Olivia Lucas
Julie-Anne Hancock

We are the auditors of the abovenamed and confirm that the list of names of the members of the committee for the financial year ended 30 June 2021 as noted above, agrees with the minutes of the annual general meeting relating to that period.

Willing Associates Pty Ltd
Accountants



M Peebles
Director

01 September 2021