



*The*  
**NORTH WEST  
COMMUNITY LEGAL  
CENTRE INC.**

**ANNUAL REPORT**

---

**2021/2022**



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NATIONAL ACCREDITATION SCHEME

# S T I N E T H N C O O

01.	CHAIRPERSON'S REPORT	1
02.	TREASURER'S REPORT	2
03.	COORDINATOR'S REPORT	3
04.	SERVICE AREA	5
05.	PRIORITY CLIENTS	6
06.	STAFF PROFILE	7
07.	FINANCES	8
08.	SERVICE STATISTICS	9
09.	SECTOR COLLABORATION	13
10.	OUTREACH & VOLUNTEERS	14
11.	CASE STUDIES	15
12.	HOURS OF OPERATION	17
13.	FINANCIAL REPORT	18

# CHAIRPERSON'S REPORT

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The North West Community Legal Centre (“NWCLC”) has continued in its crucial role in providing legal advice and services to the most vulnerable people and communities on the North West Coast through the last year. Whilst not the only provider of such legal services, the NWCLC assists those in the community that are often otherwise ineligible for assistance, and fall through the cracks in the system. The continuation of this crucial role, allows those that would otherwise not receive legal assistance, to have the help that they need.

The confirmation of ongoing funding, both at the Commonwealth and State level, has given the NWCLC a degree of certainty moving forward. From the Committee’s perspective, confirmation of funding arrangements has allowed for greater future planning and for the opportunity to expand into new service areas as well as further develop those already in place.

It is fantastic to see renewed interest in joining the NWCLC Committee, particularly from those with expertise outside the legal sector. As highlighted in the NWCLC’s policies, it is important for the Committee to continue to encourage diversity to ensure the NWCLC is reflective of the individuals and communities that it serves.

Finally, I would like to thank the staff and the Committee members of the NWCLC for their fantastic work over the past year. In particular, the tireless work of the NWCLC’s coordinator Ryan Gilmour, under whose leadership has seen the NWCLC reach its targets and continue to grow.

Callum Purcell  
Chairperson

# TREASURER'S REPORT

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The Centre started the year with uncertainty as to its future financial position. Delays with the State Budget caused uncertainty as to what funding the Centre would receive in the future. Further insecurity was caused by not having a Payment Schedule to invoice against for the funding from the Department of Justice, meaning there was a period of time where the Centre was not receiving any income.

There was further concern for the Centre that funding received from the Commonwealth and State Governments was not keeping up with the increases required to employees at the Centre under the SCHADS award and the mandatory superannuation increases.

The uncertainty regarding funding was later resolved with the State Government confirming what assistance they were going to provide for the next 4 years and the Commonwealth providing additional funding for the next 4 years. This certainty has placed the Centre in a good position. It has allowed the Centre to employ another lawyer at the Centre so the Centre can provide legal assistance to a greater number of people.

The Centre is sitting in a good position regarding “surplus” funds that are currently invested in a term deposit. Now that there is certainty as to the financial position of the Centre for the next 4 years, consideration should be given as to whether any of the surplus funds can be used towards any necessary upgrades required at the Centre, such as IT upgrades.

Jacinta Hamilton  
Treasurer

# COORDINATOR'S REPORT



**On behalf of the  
Management  
Committee of the  
NWCLC, we are pleased  
to present our Annual  
Report for 2021/22**



## **Adapting Legal Assistance**

With the operational challenges brought about by the pandemic now subsiding, it should not be forgotten that major challenges persisted across 2021/22. With Tasmania opening its borders for free interstate travel, face masks became mandatory in all indoor settings commencing 21 December, 2021 and gradually easing throughout the first half of 2022. Managing clients, maintaining office cleaning protocols and promoting remote service delivery options became a priority, not dissimilar to what was first experienced at the outbreak of the pandemic in 2020.

Crucially, despite the persistent challenges, our doors remained open to the public throughout 2021/22 which has seen pleasing client statistics with unprecedented increases in certain areas, particularly Community Legal Education (CLE).

## **Strengthening Cultural Awareness & Operational Policies and Procedures**

For the last several years significant advancements have been made with respect to cultural awareness as well as policies and procedures more generally.

From the Purchase of carefully chosen aboriginal art to the creation of a Cultural Diversity and Awareness Policy, Cultural Safety Policy and Implementation Strategy, the NWCLC is committed to a process of continually improving practices to best assist those in our community who identify as Aboriginal or Torres Strait Islander.

In addition, the NWCLC completed works on Phase 2 of the National Accreditation Scheme's certification process with a view to being assessed by CLC Australia to progress to the third and final phase of Accreditation in 2022/23. A feat which has been some three years in the making.



## Financial Sustainability

Uncertainty with respect funding has been a hallmark of the sector for many years. Issues relating to the level of funding, the length of commitment of funding and when funding is received have traditionally been challenges for the NWCLC when it comes to budgeting and making mid to long term financial commitments.

2021/22 has seen a significant surplus of \$147,034.00. This has come about thanks to receiving the first instalment of funding to assist vulnerable women within our community allocated from the 2021/22 Commonwealth Budget but which was only received in May, 2022. With wages representing approximately 84% of total expenses, without this generous commitment, Award increases to wages as well as increases to the superannuation guarantee rate would otherwise create a difficult financial position for the NWCLC.

There remains long term concerns for unmet demand, particularly within the civil litigation arena when it comes to representation services. That said, the current financial position of the NWCLC sees it well placed to improve upon its already high level of service delivery into the future.

## A Special Thanks

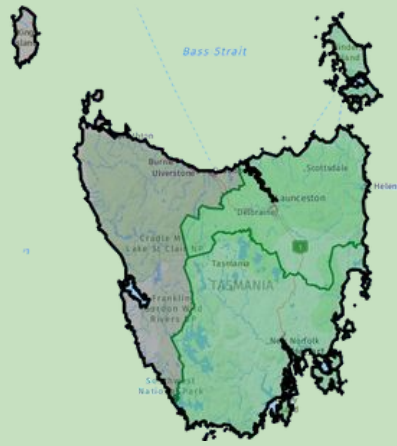
As always, there are two groups of individuals that deserve the praise in allowing the NWCLC to continue to serve our local community with professional and comprehensive legal services. They are our voluntary Management Committee and staff of the NWCLC.

The NWCLC ends the year with a FTE of 4.65 staff, up from 4.05 twelve months ago. Each employee of the NWCLC has contributed to the excellent results the NWCLC has experienced this year. As a service provider, the NWCLC is nothing without its staff and I am very proud to say that we have not just a stable team, but one that is highly experienced and committed to the objectives and purpose of the Association.

We end the year with a Management Committee of 11, all volunteering their time to oversee and manage the strategic goals and legal compliance requirements of a community legal centre. Attending monthly meetings, traversing reports and financials and frequently consulting our Rules of Association is not everyone's idea of fun, but without those in our community dedicating such time, Associations such as the NWCLC could not continue to operate. For that we are very grateful.

**Ryan Gilmour**  
Coordinator/Senior Solicitor

# SERVICE AREA



Source: Adapted from .idcommunity (2021). *Profile Areas - North West Tasmania* [online image]. Available from: <https://profile.id.com.au/tasmania/about?WebID=410> [Accessed: 30 August, 2022]

The North West Community Legal Centre services the North West, West Coast and King Island areas of Tasmania ("our Catchment"). At the 2016 Census Tasmania's population was 509,965 with 113,834 persons located within our Catchment. The 2021 Census saw Tasmania's population grow by 9.3% to 557,571 and our Catchment increase in population by 4.6% to 119,127.

The next release of data pertaining to the 2021 Census is due in October 2022, and as a result, we do not currently have available the Index of Relative Socio-economic Advantage and Disadvantage (IRSAD) in order to compare and contrast to the 2016 scores.

Of the data currently available and using the Commonwealth electorate of Braddon for comparison purposes, the areas of data released to date that are considered to be indicators of disadvantage hint at a very similar picture to what was presented in the 2016 Census, as seen in the table below.

	<u>2016 Census</u>	<u>2021 Census</u>
Median Age	44	45
Aboriginal and/or Torres Strait Islander	7.5%	8.5%
Median Weekly Household Income	\$982.00	\$1,194.00
Unoccupied private dwellings	13.3%	10.9%
Occupied private dwellings with no cars	6.9%	5.9%
One Parent Families	17.9%	17.6%
Separated or Divorced	14.2%	14.4%

Australian Bureau of Statistics (2016) Braddon Census Allpersons QuickStats [<https://www.abs.gov.au/census/find-census-data/quickstats/2016/CED602>], Accessed 8 September, 2022 &

Australian Bureau of Statistics (2021) Braddon Census Allpersons QuickStats [<https://www.abs.gov.au/census/find-census-data/quickstats/2021/CED602>], Accessed 8 September, 2022

# PRIORITY CLIENT GROUPS

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Amendments made to our publicly available Rules of Association in May 2021 make clear the objects and purpose of the NWCLC as a benevolent legal service provider. This document is available for viewing by the public via the Australian Charities and Not-for-profits Commission website.

In furthering the purpose and objects of the NWCLC, the priority client groups remain unchanged from recent 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:

- Children and young people (up to 24 years);
- Indigenous Australians;
- Older people (aged over 65 years);
- People experiencing, or at risk of family violence;
- People experiencing, or at risk of homelessness;
- People in custody and prisoners;
- People residing in rural or remote areas;
- People who are culturally and linguistically diverse;
- People with a disability or mental illness;
- People with low education levels; and
- 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 & activities whilst also supporting the broader legal profession and justice system.



# 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.

At the end of the 2021 calendar year our much loved lawyer, Jennifer Dunn made the difficult decision to leave the NWCLC for the greener pastures of retirement. Ms Dunn commenced employment with the NWCLC in April 2012, making her the longest serving lawyer of the NWCLC at her time of resignation.

With the loss of Ms Dunn, the NWCLC went about recruiting a full time lawyer to fill Ms Dunn's position which resulted in Serena Williams relocating from Western Australia to join the team in May, 2022.

With the addition of Ms Williams, the NWCLC ends 2021/22 with a Full Time Equivalent (FTE) profile of 4.65 staff and a FTE increase in lawyers of 0.60 over last year. This has only been possible thanks to the extra grants provided by both the State and Federal Governments and allows the NWCLC to continue to meet the increasing demands on its services into the future.

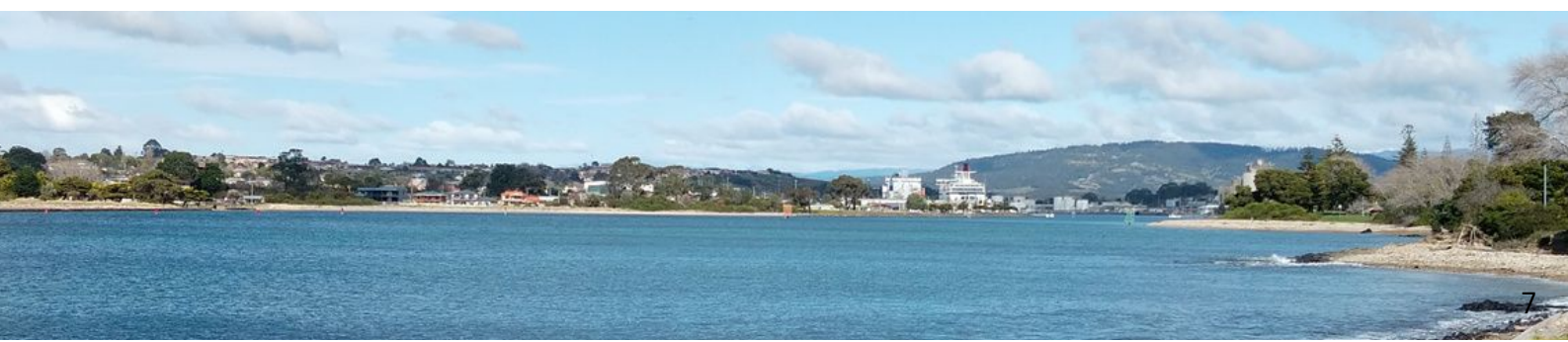
POSITION	NAME	FTE
COORDINATOR / SENIOR SOLICITOR (GENERALIST)	RYAN GILMOUR	1.0
LEGAL PRACTITIONER (GENERALIST)	HEW ROBERTSON	1.0
LEGAL PRACTITIONER (GENERALIST)	SERENA WILLIAMS	1.0
ADMINISTRATION	KAREN HARRIS	0.83
ADMINISTRATION ASSISTANT	PAT MORGAN	0.82

**Schedule 8 - Staff Profile and Legal Services Being Delivered by the Service Provider 2019/2020 Funding Agreement (as per its continued operation during 2021/22)**

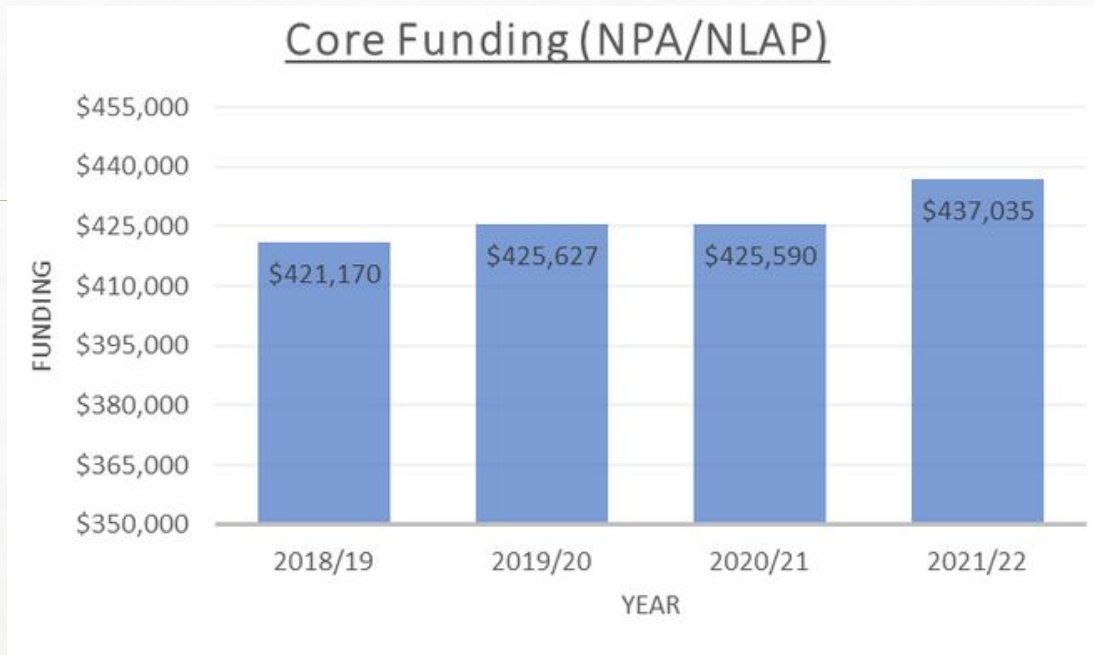
Position (Lawyer / Support Staff)	HOURS PER F/N	FTE	% Frontline Legal	% Admin	% OF FUNDS BY NPA/NLAP	% OF FUNDS BY OTHER SOURCE*
COORDINATOR / SENIOR SOLICITOR (GENERALIST)	76	1.0	70	30	100	100
LEGAL PRACTITIONER	76	1.0	100		100	100
LEGAL PRACTITIONER	76	1.0	100		100	100
ADMINISTRATION	63	0.83		100	100	0
ADMINISTRATION ASSISTANT	62	0.82		100	100	0
<b>TOTAL</b>	<b>353</b>	<b>4.65</b>				

\*LEGAL ASSISTNACE SECTOR SUPPORT FUNDING & INCREASED LEGAL ASSISTNACE FOR VULNERABLE WOMEN

<b>TOTAL</b>	
<b>Full Time Equivalent</b>	<b>4.65</b>
<b>% Frontline Legal Services</b>	<b>58.13%</b>
<b>% Administration</b>	<b>41.87%</b>



2021/22 marks the end of the second year of the 5 year National Legal Assistance Partnership (NLAP) which provides for the majority of income received by the NWCLC.



Total NLAP Funding increased by 2.69% over 2020/21 with a total sum of \$437,035.00 received.

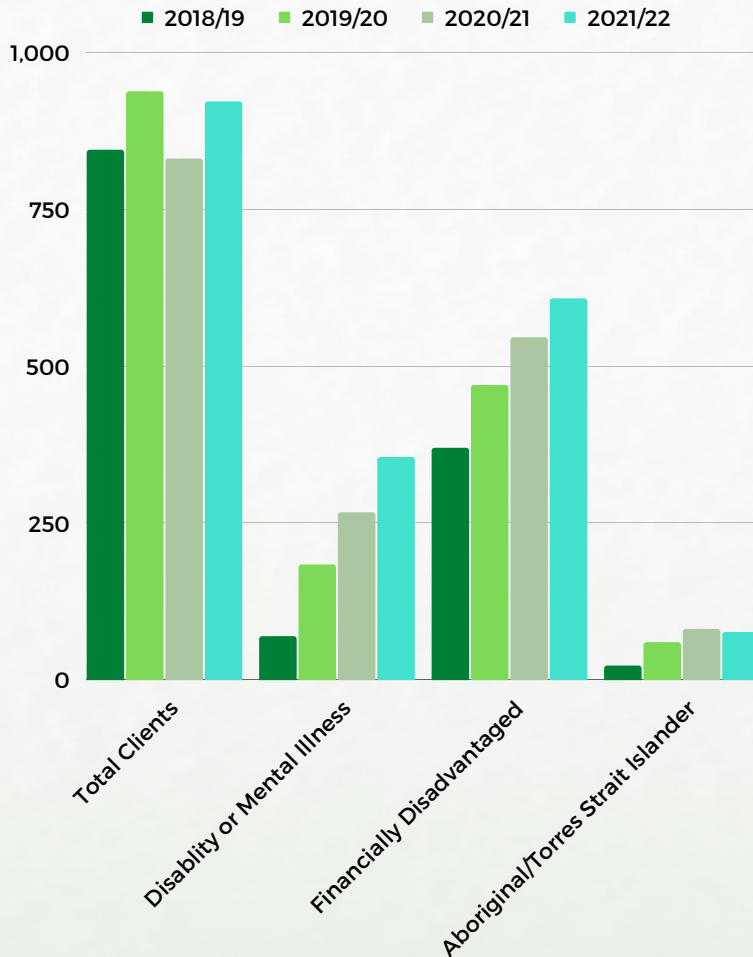
It is with gratitude that the 2021/22 State Budget allocated a further \$200,000.00 over four years to the NWCLC as a part of a \$2.2m Tasmanian Legal Assistance Sector package to assist in maintaining core services to the community.

Similarly, we are very thankful to have received additional Commonwealth funds totalling \$512,000.00 over four years to assist vulnerable women, including those experiencing or at risk of family violence which was announced as part of the 2021/22 Federal Budget.

Over the course of the year, there was a 64% increase in clients presenting to our service experiencing family violence when compared to 2020/21. With this in mind, the additional funding from the Commonwealth is very much welcomed and allows the NWCLC to continue to provide comprehensive legal services to the most vulnerable in our community.

Without the combination of the these extra grants provided by both the Commonwealth and the State, the NWCLC would not be able to continue in its current size and form and meet the demands placed upon it.

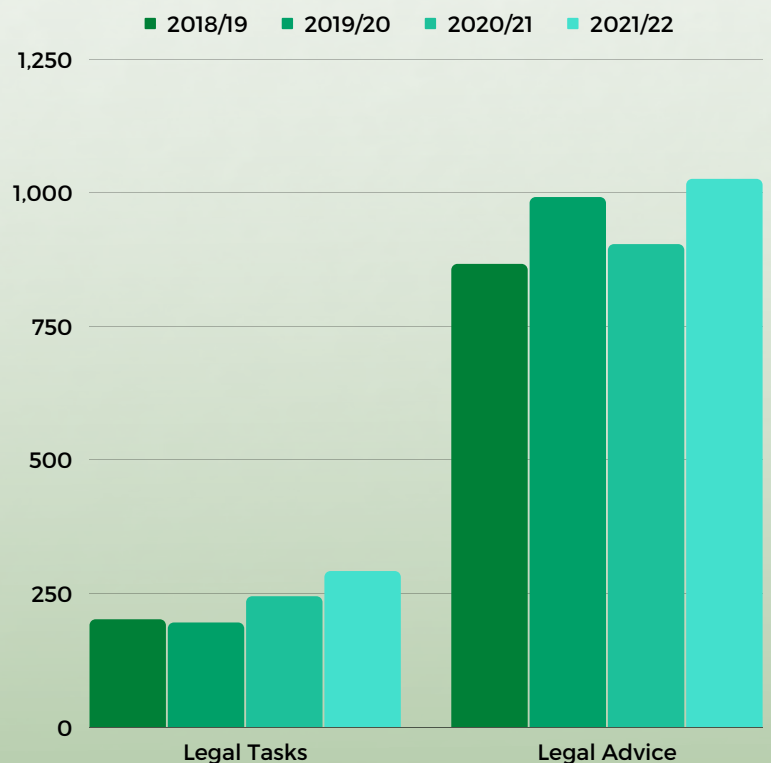
# SERVICE STATISTICS



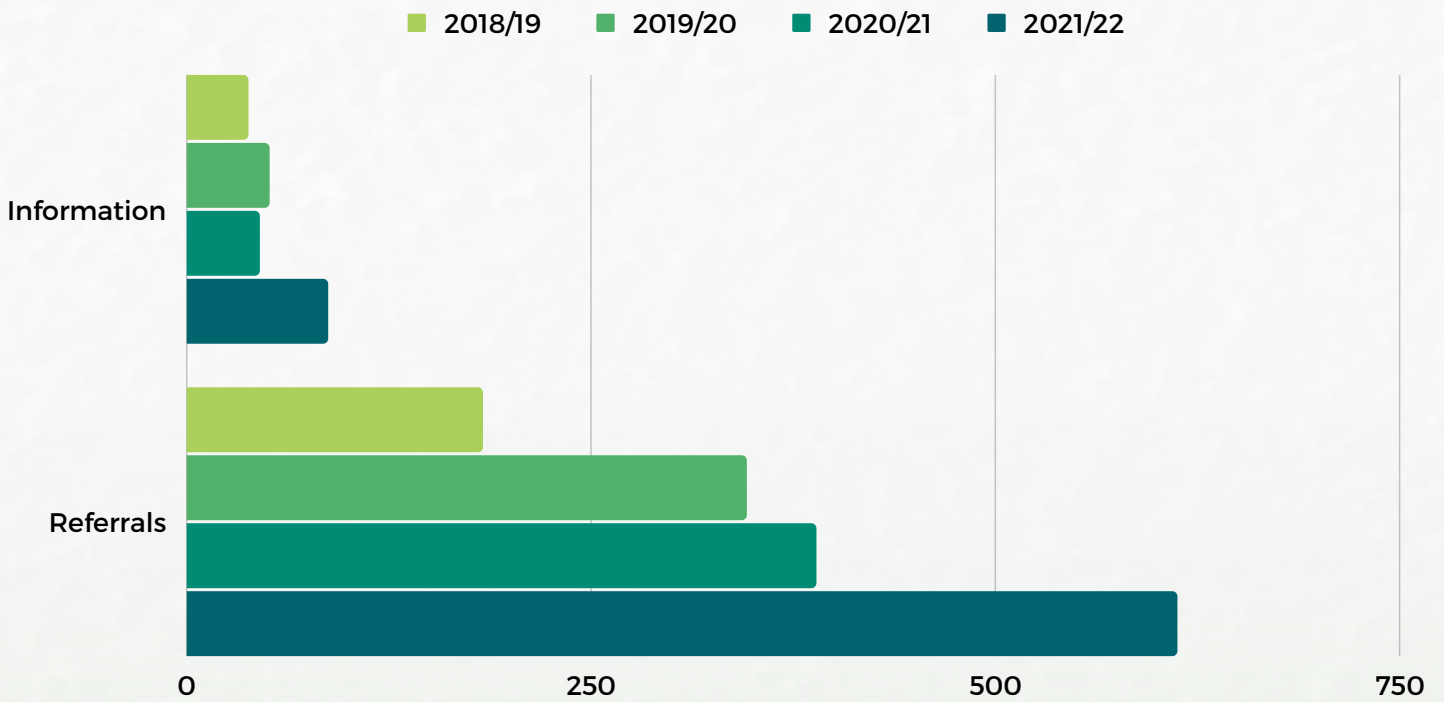
Total client numbers increased over 2020/21 by 10.95% with a total of 922 clients seen. Of those clients seen:

- 38.5% presented with a disability or mental illness (up from 32.2% in 2020/21).
- 65.9% experienced financial disadvantage (up from 65.8% in 2020/21).
- 8.2% identified as Aboriginal or Torres Strait Islander (down from 9.8% in 2021/22).

Despite total client numbers utilising the services of the NWCLC being similar to 2019/20, there has been significant increases in the individual activities performed for those clients utilising the NWCLC's services. Combined activities of Legal Advice and Legal Tasks are up 14.7% over 2020/21 and 11.0% above 2019/20. This is indicative of clients presenting with more varied and complex matters generally.



Information and referral numbers marked some of the most significant increases over previous years. Information attendances increased 93.3% over 2020/21 with referrals 57.3% higher over that same period. Many of those referrals were to other organisations within the Tasmanian Legal Assistance Sector as the NWCLC continues to work more closely with other organisations to best assist clients.



Those clients presenting to our service registering on the family violence indicator increased significantly from the previous financial year.

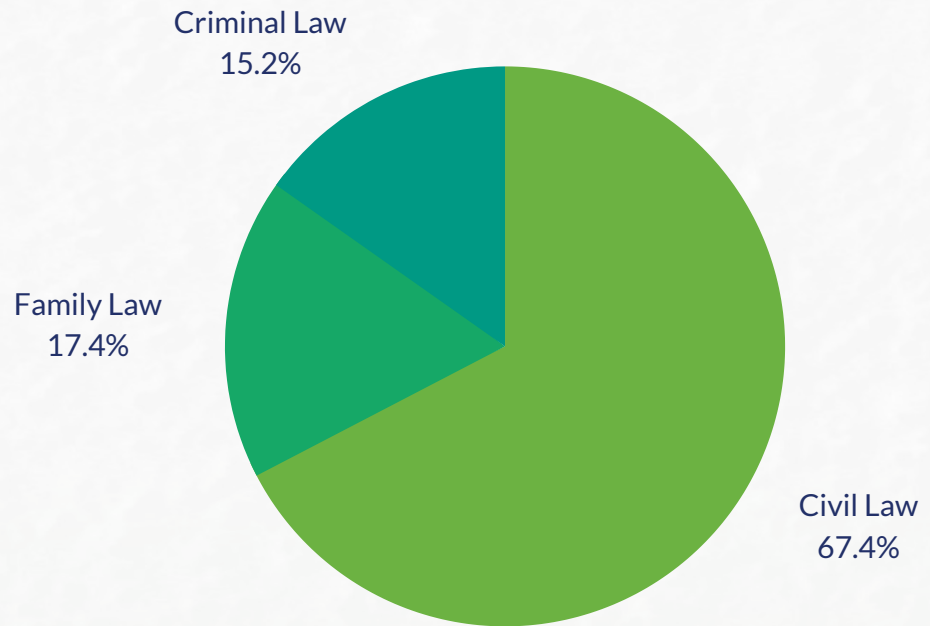
Across all clients provided with Legal Advice and Legal Task services, 9.2% of those registered on the family violence indicator. Whilst a figure of nearly 1 in 10 is significant, this also reflected a 63.5% increase over the 2020/21 figures.



# 67.4%

## CIVIL LAW

Civil Law continued to be the area of law where the majority of clients attending the NWCLC sought advice or casework. Family law was the second most commonly seen law type at 17.4%, closely followed by Criminal Law matters at 15.2%

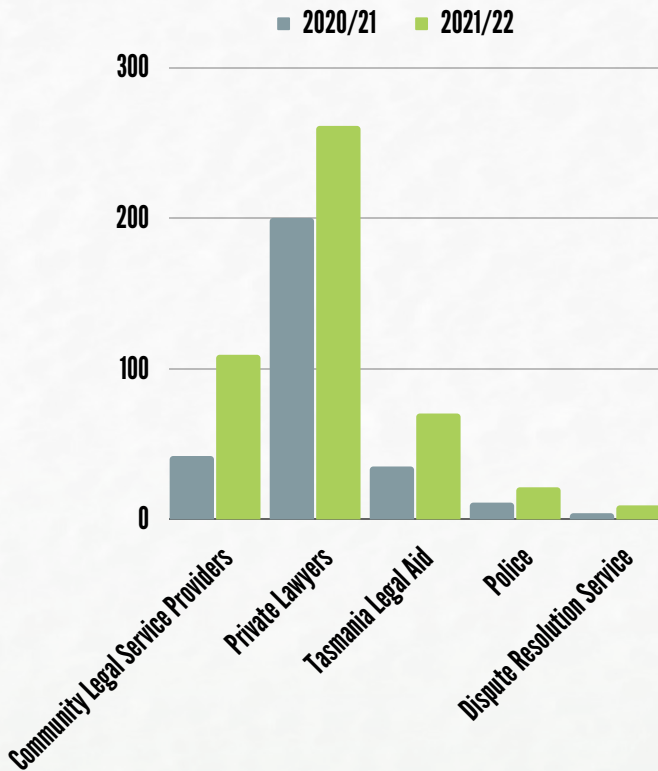


## 129.4% INCREASE IN COMMUNITY LEGAL EDUCATION

Community Legal Education has been a focus for the NWCLC over the last few years, with the aim of both increasing public awareness of our service and empowering more people in the community with legal knowledge on topics relevant to them.



## SIMPLE REFERRALS



# 58.82%

### INCREASE IN SIMPLE REFERRALS

594 simple referrals were made in 2021/22 as compared to 374 in 2020/21. Of greater significance is an increase of 159.52% in simple referrals to other community legal service providers from 42 last year to 109 this year. A key focus of the National Legal Assistance Partnership is increased collaboration between legal service providers to ensure reductions in unmet need. The NWCLC ensures it is in close contact with other legal service providers so that where necessary, referrals to specialist legal service providers are made to comprehensively assist those accessing our services.

## 20% INCREASE IN REFERRALS TO COMMUNITY SUPPORT SERVICES

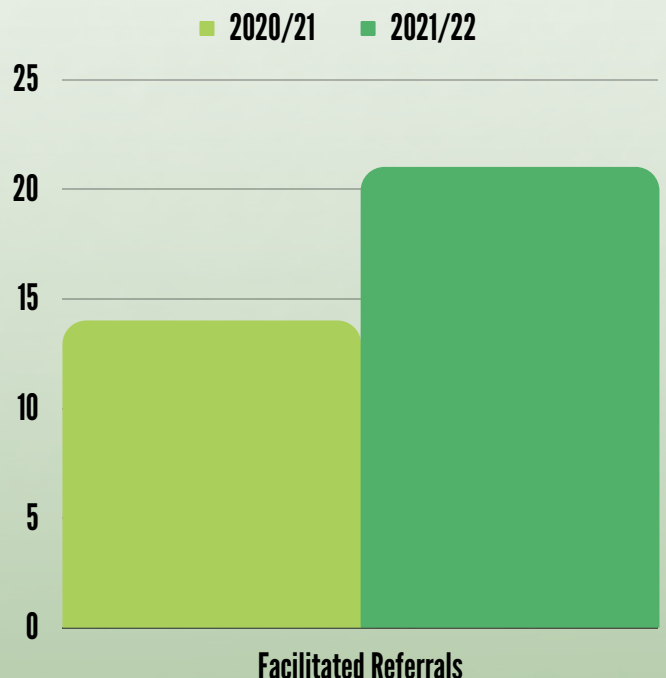
Whilst being a legal service, clients of the NWCLC often present with a range of issues, some of which can be best assisted by non legal support services. Keeping in close contact with local non legal support services ensures clients of the NWCLC are referred to appropriate organisations so that there is comprehensive assistance provided to best assist the client.

# 50%

### INCREASE IN FACILITATED REFERRALS

On occasion clients will present with an issue that can best be assisted by another legal service provider but the particular personal circumstances of the client make it difficult or impossible for them to follow up on the referral provided. In these situations the NWCLC will make contact with the relevant service provider to ensure that the organisation is willing to assist as well as make the appointment for the client to attend.

Facilitated referrals increased by 50% over 2020/21 which in turn was up 11.5% on 2019/20.

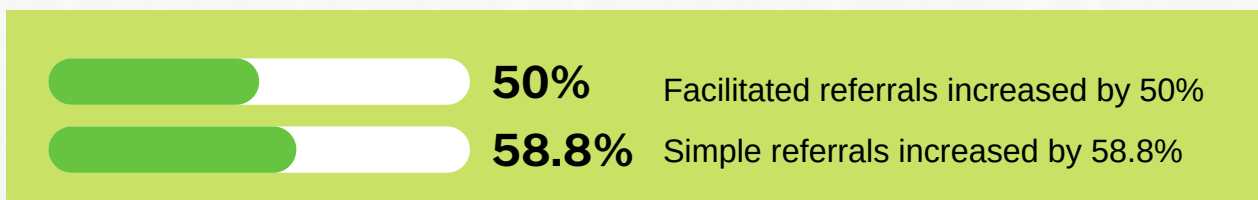


# SECTOR COLLABORATION

Referral statistics are captured for each client covering both simple and facilitated referrals to organisations both inside and outside the legal assistance sector.

Appropriate referrals to organisations or legal firms with particular expertise ensures that all clients are given the most comprehensive advice and assistance with their matter. The aim being to make sure no client falls through the gaps as they are fully informed of their legal rights, obligations and options to best advance their matter.

Many of the referrals provided are to specialist organisations within the legal assistance sector itself, including: the Women's Legal Service Tasmania, Tasmania Legal Aid and the Tenants' Union of Tasmania.



The NWCLC met with the Department of Justice (Tasmania) regularly and consistently over the course of the year. Some of the collaborative work included:

- Attendances at all Law Link Tasmania: Tasmanian Legal Assistance Collaborative Service Planning Forums.
- Undertaking client surveys over a two week period and providing feedback of those results.
- Providing feedback on new NLAP reporting requirements, including: Estimated Time Spent statistics, the new Legal Assistance Strategy & Action Plan and amendments to Schedule D of the NLAP.

On top of working with the Department of Justice (Tasmania) to ensure all parties can meet their commitments under the NLAP, the NWCLC met regularly throughout the year with the other legal assistance service provider organisations to discuss all things community legal education via Steering Committee meetings. This has ensured that where possible there is maximum collaboration within the sector and that there is no overlap between the various organisations in terms of delivery of community legal education across Tasmania.

The NWCLC continued its partnership with the Fair Work Commission by way of their "Workplace Advice Service" and maintained its ongoing commitments to clients of Youth, Family & Community Connections Inc in accordance with the existing Memorandum of Understanding. The collaboration between The Women's Legal Service Tasmania and the NWCLC continued with the expansion of community legal education to Headspace's Burnie Office.

The NWCLC also makes office space available for The Women's Legal Service Tasmania, the Tenants' Union of Tasmania and Knowmore (supporting survivors of child abuse) as and where required to ensure clients of those services have an easily accessible and safe location to obtain assistance from their legal representative when in Devonport.

# OUTREACH

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As Tasmanian borders opened back up for interstate travel and mask mandates came into place, we continued our partnership with Burnie Community House in Shorewell Park as our weekly Burnie Outreach Legal Clinic location.

Each Friday between 10am and 3pm we attended Burnie Community House as a means of making our services more accessible to clients residing in Burnie and further North West/West. To ensure staff safety, the only change made to our service from previous years was to move into the main Community House building. Previously we utilised the separate house on site, but in line with our Risk Register, it was deemed beneficial to move into the main building for workplace health and safety.

Offering our services to clients via face to face appointments, telephone appointments, Zoom and Microsoft Teams, in a world that has quickly become accustomed to electronic communications over the course of the pandemic has meant that our current one day per week Outreach service to Burnie is presently sufficient to meet client demands.

# VOLUNTEERS

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The NWCLC encourages all those seeking work experience or wishing to volunteer to contact our service as we strive to both best serve the community and give back to our local community and in particular those that are looking to gain some legal experience in a community environment.

The last half of 2020/21 and into the first half of 2021/22 saw an overseas admitted lawyer volunteer with the NWCLC one day each week. This volunteer was looking to obtain experience in an Australian legal environment before embarking on the necessary education to obtain local admission.

Volunteers and work experience students are exposed to all areas of legal practice at the NWCLC and are rotated through our lawyers to ensure they experience the full spectrum of legal matters.



# CASE STUDIES

## PRIVATE NUISANCE

A retired lady attended our services with a dispute over a right of carriageway that exists over her property to solely benefit her neighbour. The client had erected unlocked gates over the right of carriageway to prevent trespassers, slow traffic down and provide her with greater safety when accessing her garden. The neighbour refused to accept the installation of these gates and desired that they be removed entirely to provide a full and free right to traverse the client's property at all times.

After negotiations broke down, the neighbour engaged a local private lawyer to institute Supreme Court proceedings in private nuisance.

Being in support of Centrelink assistance and thus not able to afford private counsel to respond to these proceedings, the NWCLC represented the client before the Supreme Court of Tasmania.

The matter was ultimately resolved by the installation of speed humps at the cost of the other party which satisfied all parties and saved the client many thousands of dollars she did not have.

## INSURANCE LAW

A young lady approached our services seeking advice and assistance after her single room business premises were the subject of a burglary, losing some \$10,000.00 in plant and equipment.

The client's premises were within a larger head lease over the entire building and the client was under the impression she was covered by that policy of insurance. However, when she approached the head lessor, she was refused the ability to include her loss in the claim.

Comprehensive advice and representation services were provided to the client in accordance with the head lease agreement. The head lessor ultimately accepted the position put forward and the client was able to recover the value of her lost plant and equipment via the head lessor's building and contents policy without the matter proceeding to Court.



# CASE STUDIES CONT'D

## EMPLOYMENT LAW

A middle aged man approached our services suffering from a significant acquired brain injury who had just been summarily dismissed from his employer of some 14 years for an impulsive comment made to his boss.

The client's employer was well versed on the client's ABI and how it can manifest.

An Unfair Dismissal Application was filed on the basis that the employer did not comply with the requirements of the Fair Work Act 2009 and more specifically, the dismissal was "harsh, unjust and/or unreasonable" and did not constitute serious misconduct.

The employer engaged a large employment consulting firm to respond to the Unfair Dismissal Application before the Fair Work Commission.

Through mediation, the matter was able to be resolved in favour of the client, with:

- 14 weeks of pay;
- A Statement of Service citing resignation and not termination; and
- A Separation Certificate issuing.

A Notice of Discontinuance was filed and the matter was brought to a swift end.

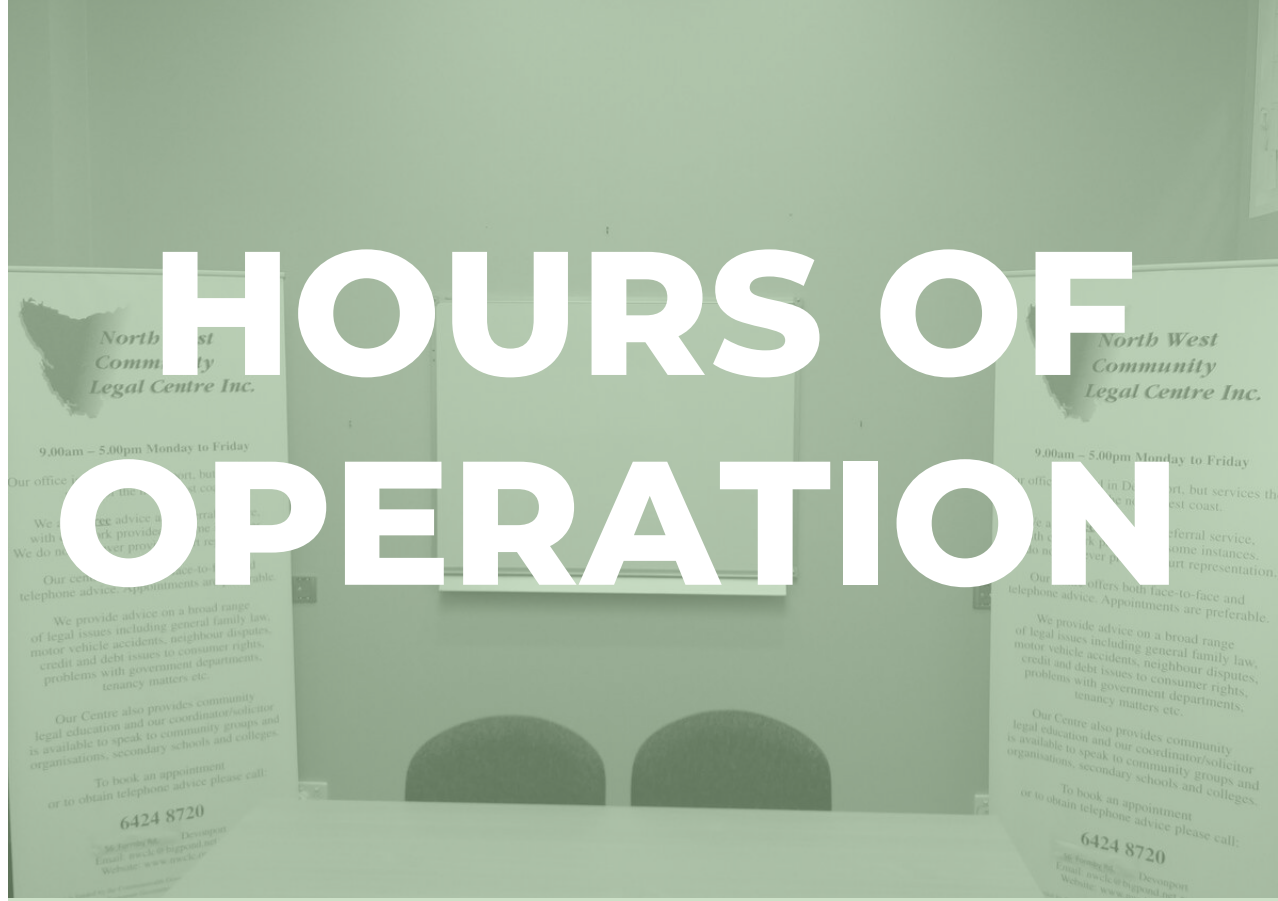
Not only was the client unable to afford representation, but due to his ABI, the client was unable to represent himself, meaning had the NWCLC not been involved, the client would have been denied his rights entirely.

A person is holding a tablet computer. The screen displays a testimonial message in black text on a white background. The message is a thank-you note from an employment law client, dated March 2022. The person holding the tablet is also holding a white stylus. In the background, a white coffee cup is visible on a white table.

"I just wanted to thank you again for all your help, this situation has been completely overwhelming for me and I really did appreciate having someone on my side. You have been excellent to work with and the service you provided me was very professional, with the process being very smooth for me. All the best!"

EMPLOYMENT LAW CLIENT, BY  
EMAIL - MARCH 2022

# HOURS OF OPERATION



The NWCLC's office hours remained identical to previous years, being Monday to Friday 9am to 5pm.

The only closures that have occurred during these times over the course of 2021/22 have been for Gazetted public holidays and from 24 December, 2021 until 3 January, 2022 (inclusive) for the Christmas and New Year period.

**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 AND RECURRING GRANTS IS GRATEFULLY ACKNOWLEDGED**



**56 Formby Road, Devonport, TAS, 7310**



**(03) 6424 8720**



**[www.nwclc.org.au](http://www.nwclc.org.au)**

# FINANCIAL REPORT 2021/22



willing  
associates

Certified  
Practising  
Accountants

M Peebles CPA  
AR Aylett  
Consultant:  
DC Willing FCA

07 September 2022  
DCW:kgw

Mr Callum Purcell  
North West Community Legal Centre Inc  
PO Box 743  
DEVONPORT TAS 7310

Dear Mr Purcell,

## 2022 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.

We would like to note that GST can be claimed on applicable purchases made using the debit card account.

Yours faithfully

M Peebles  
Director  
Enc.

24 Edward Street  
Devonport Tas. 7310

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

Willing Associates Pty Ltd  
ABN 45 009 544 629

**North West Community Legal Centre Inc**  
**Members of the Committee**  
**For the year ended 30 June 2022**

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Chairperson: Callum Purcell  
Secretary: Callum Tregurtha  
Treasurer: Jacinta Hamilton  
Public Officer: Amber Scott

Committee:

- David Humphries
- Olivia Lucas
- Julie-Anne Hancock
- Helen Bassett
- Danielle Tuck
- Sophie Warren
- Danelle Griffin

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 2022 as noted above, agrees with the minutes of the annual general meeting relating to that period.

Willing Associates Pty Ltd  
Accountants



M Peebles  
Director

07 September 2022

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**North West Community Legal Centre Inc**

**Financial report**

**For the year ended 30 June 2022**

Prepared by

**Willing Associates**

24 Edward Street  
DEVONPORT TAS 7310

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# North West Community Legal Centre Inc

## FINANCIAL REPORT

### Contents

	<u>Page</u>
Profit And Loss Statement	2
Balance Sheet	3
Notes To Financial Statement	4
Statement By Members Of Committee	6

## North West Community Legal Centre Inc

### Income statement

For the year ended 30 June 2022

	2022 \$	2021 \$
<b>Income</b>		
Consulting fees	1,724	8,044
Funding - National Legal Assistance Partnership	437,035	425,590
Funding - Legal Assistance Sector Support	50,000	-
Funding - Increased Legal Assistance for Vulnerable Woman	126,172	-
Interest received	1,258	1,991
Lease Agreements	291	-
	<u>616,480</u>	<u>435,625</u>
<b>Gross profit from trading</b>	<b>616,480</b>	<b>435,625</b>
<b>Income</b>		
COVID 19 funding - DOJ	-	135,552
Cash Flow Boost	-	35,303
	<u>-</u>	<u>170,855</u>
<b>Expenses</b>		
Advertising	587	4,084
Annual dinner	2,065	1,428
Annual leave	635	-
Audit fee	980	980
Bank charges	60	30
Cleaning	54	-
Computer expenses	3,778	-
Depreciation - Plant and equipment	4,215	5,817
Employee entitlements provision	(7,351)	5,111
Insurance	9,112	6,085
Leasing charges	2,100	2,100
Levy - NACLC	1,215	2,419
Postage	139	148
Power & gas	3,671	3,466
Printing and stationery	4,407	4,370
Reference materials	127	2,155
Registration & licence fees	1,647	2,753
Rent of premises	35,327	34,981
Repairs and maintenance	2,769	4,979
Security	594	484
Staff amenities	(83)	926
Sundry expenses	200	689
Telephone, mobile and fax	7,703	8,562
Travel	627	-
Wages	393,298	414,736
Water	1,570	1,296
	<u>469,446</u>	<u>507,599</u>
<b>Surplus for year</b>	<b>147,034</b>	<b>98,881</b>

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



## North West Community Legal Centre Inc

### Balance sheet As at 30 June 2022

	Note	2022 \$	2021 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash assets	2	656,721	461,901
Other assets	3	13,415	16,547
<b>Total current assets</b>		<b>670,136</b>	<b>478,448</b>
<b>Non-current assets</b>			
Property, plant and equipment	4	30,339	27,237
<b>Total non-current assets</b>		<b>30,339</b>	<b>27,237</b>
<b>Total assets</b>		<b>700,475</b>	<b>505,685</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	5	22,696	10,658
Provisions	6	47,544	42,403
Tax liabilities	7	42,427	8,630
<b>Total current liabilities</b>		<b>112,667</b>	<b>61,691</b>
<b>Non-current liabilities</b>			
Provisions	6	2,769	6,429
<b>Total non-current liabilities</b>		<b>2,769</b>	<b>6,429</b>
<b>Total liabilities</b>		<b>115,436</b>	<b>68,120</b>
<b>Net assets</b>		<b>585,038</b>	<b>437,565</b>
<b>Equity</b>			
Retained earnings		585,038	437,565
<b>Total equity</b>		<b>585,038</b>	<b>437,565</b>

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 2022

2022  
\$

2021  
\$

#### 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 Australian Charities and Not-for-profits Commission Act 2012. 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 Australian Charities and Not-for-profits Commission Act 2012 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 Australian Charities and Not-for-profits Commission Act 2012. 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 2022**

	2022 \$	2021 \$
<b>Note 2: Cash assets</b>		
Cash on hand	490	-
Debit Card	346	471
Cheque account	325,552	131,210
Term deposits	330,333	330,220
	<u>656,721</u>	<u>461,901</u>
<b>Note 3: Other assets</b>		
Prepayments	13,415	16,547
<b>Note 4: Property, plant and equipment</b>		
Plant and equipment at cost	81,611	74,295
Less accumulated depreciation	(51,273)	(47,058)
	<u>30,339</u>	<u>27,237</u>
<b>Note 5: Payables</b>		
Trade creditors	22,696	10,658
<b>Note 6: Provisions</b>		
Provision for annual leave	32,525	31,890
Provision for long service leave	6,822	10,513
Superannuation payable	8,197	-
Provision for long service leave	2,769	6,429
	<u>50,313</u>	<u>48,832</u>
<b>Note 7: Tax liabilities</b>		
GST - Prior years liabilities	26,965	(792)
PAYG instalment payable	15,462	9,422
	<u>42,427</u>	<u>8,630</u>

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

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## North West Community Legal Centre Inc

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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 Statement, Balance Sheet and notes to the financial statements:

1. Present fairly the financial position and give a true and fair view of the state of affairs of North West Community Legal Centre Inc as at 30/06/2022 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 debts as and when they fall due.

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

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Callum Purcell

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Jacinta Hamilton  
9/09/2022

## 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 2022, 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 2022, 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 2022; 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  07/09/2022  
Maryanne Peebles

**Auditor's Certification**

**Name of Organisation:** North West Community Legal Centre  
**Financial Year Period:** 01 / 07 / 2021 to 30 / 06 / 2022

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 DETAILS**

**Full Name:** Mary-Anne Peebles  
**Name of Company (if applicable):** Willing Associates Pty Ltd  
**ACN or ABN Number:** 45 009 544 629  
**Registered Auditor:**  Yes  No **If Yes:**  
**Registration No.:** .....  
**Signature:**   
**Date:** 8 / 07 / 2022