



Contact Details



Street Address:
 15 Dawson Street North, Ballarat
 Postal Address:
 PO Box 478W, Ballarat West, Vic 3353
 Tel: (03) 5331 5999
 Fax: (03) 5331 8239
 Email: info@chclc.org.au
 Web: www.chclc.org.au

Hours of Operation

Monday 9.00am-5.00pm
 Tuesday 9.00am-5.00pm
 Wednesday 9.00am-7.30pm
 Thursday 9.00am-5.00pm
 Friday 9.00am-5.00pm

Central Highlands Community Legal Centre would like to thank the following funders for their continuing support of core funding:



Australian Government



Lawyers And
Legal Services

Central Highlands Community Legal Centre Inc

Striving for Community Justice

Annual Report 2013 - 2014



Central Highlands
Community
Legal Centre

Striving for Community Justice

Striving for Community Justice



CHCLC relies on the goodwill and community spirit of local law firms and private practitioners who volunteer their valuable time, legal skills and experience to the Centre's 'Advice and Referral' sessions. Throughout the reporting period Volunteer Lawyers have provided 338 advices to clients at the Centre. CHCLC acknowledges the following practitioners who have supported the Centre throughout the year.

Andrew Webb	Jenny Morrow
Anita Rose	Jeremy Harper
Anna Doughan	Julie Andritsos
Annette Stone	Orry Pilven
Caroline Wilden	Paul Cott
Dianne Hadden	Peter Heinz
Jan Motherwell	Richard Oakley
Jenna Charles	Sarah Pullan
Stacey Free	Stephen Phillips
Wilma Oomen	Rob Gray
Jess Buscombe	

We would also like to acknowledge the Associated Networks and Organisations whom we rely on for engagement, partnerships and referrals.

Grampians Integrated Family Violence Prevention Network, Court Users Network, WRISC, PACT, CAFS, family Law Pathways Network, Centacare, Federation of Community Legal Centres, Berry Street, Ballarat Magistrates' Court, Victoria Legal Aid, Hopkins Correctional Centre, HM Prison Langi Kal Kal, Grampians Community Health Centre, Relationships Australia, Family Relationship Centre, Hospice, Consumer Affairs Victoria and Dispute Settlement Centre.



Staff and Support

Staff

Lisa Buckland, Coordinator
 Adrian Tinetti, Community Lawyer
 Jessica Philips, Community Lawyer
 Caleb Leitmanis, Community Lawyer
 Jessica Frost-Camilleri, Project Officer
 Daniel Sinclair, Cleaner
 Jodie Hoskin, Contract Accountant

Glen Ludbrook, Principal Lawyer
 Linda Smith, Accounts Officer/Administration
 Megan Reid, Reception
 Linda Nyikos, Reception
 Toni Thomas, Paralegal (3 months)
 Steven Ashton, Trainee Lawyer



Management Committee

Committee of Management members provide sound governance and effective leadership to the organisation.

*Rear left to right: Scott Sherritt-Treasurer, Callum Dawlings-Secretary, Grantley Hastings-Ordinary Member.
 Front left to right: Sonya Mc Donald-Ordinary Member, Gillian Canavan-Chairperson, Sarah Pullan- Ordinary Member.*

Volunteers acknowledged below are for the 2013-2014 financial year. CHCLC warmly welcome any new volunteers and look forward to working with you throughout 2014-2015.

Volunteer Reception

Volunteer Receptionists have provided approximately 1,916 unpaid hours of volunteer administration and reception work in the reporting period. Both the Centre and the volunteers find this program rewarding and at times challenging. Volunteers are given the opportunity to learn new skills and put their existing skills to good use.

Sheila Lorraine	Jennifer Lang	Sarah Webb
Dave Robinson	Leah Thevenet	Wendy Coutts-Gay

Students

The Centre provides opportunity for students to complete formal or informal placements. Throughout the year we hosted law students, business administration and psychology students.

Jacqui Petrie	Steven Ashton	Alix Spencer
Kate Foster	Kathy Bedford	Callum Dawlings
Kora Stephenson	Breanna Williams	Laura Cartledge
Dermot Conaughton	Catherine Dorian	Alex Coppe

We also acknowledge year 10 Work Experience students from the following Schools: Damascus College, Loreto College, Ballarat Grammar and Ballarat Secondary College.

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Vision

Striving for Community Justice



Vision:

An equal society in which everyone is aware of their rights and has access to justice.

Values:

Provide a reliable and accessible legal service to clients and demonstrating a strong understanding and appreciation of the diversity of the community.

Mission:

To serve the people of the Central Highlands region who are socio-economically disadvantaged in their access to justice.

Funding Source, Extent & Purpose



Over the financial year the Centre has received income from the following sources:

Department of Justice	\$10764	Income generated from provision of service through local prisons. Services provided are typically of a generalist nature. Under agreement with the Department of Justice CHCLC issues invoices on a fee for service basis
Department of Justice	\$10990	Income received for provision of services through the Victims of Crime Assistance Tribunal
Membership & Donations	\$1053	Membership subscriptions and donations
MECU Bank	\$3499	Interest received on cash deposits
NALCLC	\$200	NALCLC Conference Subsidy
Federation University (formerly University of Ballarat)	\$4500	Funding provided under agreement with the university for the provision of on campus legal advice for students
City of Ballarat	\$2320	Grant to produce Life Planning Calendars
Grampians Integrated Family Violence Committee	\$1000	Grant for White Ribbon Elephant Project
Taxi Services Commission	\$2273	Grant to provide legal information to Taxi Drivers



Office 20 Lydiard Street South, Ballarat
 Post PO Box 605, Ballarat VIC 3353
 Email ppt@ppt.com.au
 Web www.ppt.com.au
 Phone (03) 5331 3711
 Fax (03) 5331 7980

**Independent Auditor's Report To The Members
 of Central Highlands Community Legal Centre Inc.**

Auditor's Opinion

In our opinion, the financial report of Central Highlands Community Legal Centre Inc. gives a true and fair view of the financial position of Central Highlands Community Legal Centre Inc. as of 30 June 2014 and of its performance for the year ended in accordance with the accounting policies described in Note 1 to the financial statements.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.

PPT Audit Pty Ltd
 PPT Audit Pty Ltd
 Certified Practising Accountants

Tim Bunning
 Tim S. Bunning
 Director

20 Lydiard Street South, Ballarat

5th November 2014

Striving for Community Justice



Central Highlands Community Legal Centre (CHCLC) is a not-for-profit organisation that provides free legal advice, referral, casework and information workshops to people who live, work and study in the Grampians Region.

The Centre is committed to serving the community as a whole, providing accessible, high quality legal support within our local and regional communities. The Centre relies on both State and Federal funding. Like many Community Legal Centres we are provided with recurrent government funding to provide our core services, and as such we are accountable in keeping within the Commonwealth Guidelines for the funding of Community Legal Centres. Smaller funding grants are eagerly sought for small and medium scale projects from local government and philanthropic organisations.

In the 2013/2014 financial year, CHCLC were fortunate to receive small project grants from the City of Ballarat and the Grampians Integrated Family Violence Committee. Service fees from the Department of Justice were provided for legal services to prisoners located at HM Prison Langi Kal Kal and Hopkins Correctional Centre and Federation University provided service fees for a Community Lawyer to provide legal services to students on a weekly basis during semester.

The Grampians region is made up of 11 individual Local Government Areas (LGAs) featuring diverse differences in physical size and population. The region spans an area of approximately 48,609 kilometres with an estimated population of 230,890 residents.

The City of Ballarat (where our office is located) is the most populous LGA in the region with an estimated population of 97,810 residents.





Chairperson's Report

Access to justice continued to be a major issue throughout 2013-14. The most comprehensive Legal Needs Survey ever undertaken, 'Legal Australia-wide Survey, Legal Need in Australia' (Law and Justice Foundation of NSW, 2012) reaffirmed the ongoing public and political debates about the consequences of declining revenue and other policy priorities impacting on legal assistance services.

The present economic climate is exacerbating the gap between the affluent and the poorest. As the cost of legal services increases, so to do the negative social consequences of more people than ever being excluded from gaining access to the justice system. There are a multitude of studies identifying the importance of upholding the rule of law in breaking down the cycles of poverty and disadvantage.

Do not despair! The CHCLC-Committee of Management, our dedicated Staff and Volunteers lead by Glen Ludbrook (Principal Lawyer) and Lisa Buckland (Coordinator) are committed to protecting peoples' rights and contributing to a community that is fair, just and inclusive.

The CHCLC vision, mission statement, service plan etc., document our proactive approaches and objectives of providing efficient, quality legal assistance to clients in our local community.

It is essential to have more than one approach to balancing the access to justice mixture of public funding

(Legal Aid, Community Legal Centres) privately funded lawyers, conditional fee arrangements (no win, no fee) and pro-bono work. This ensures that equal access to justice is maintained as a fundamental democratic right for every Australian citizen.

Our 2013-14 Annual Report provides both case study examples and statistical caseload evidence of the positive social impact and outcomes that CHCLC has in our community. Our collegial participation in joint projects is ever expanding, together with, the near completion of our own localised CHCLC-Legal Needs Analysis Report.

I acknowledge and sincerely thank the volunteer members of the CHCLC-Committee of Management:

- Callum Dawling (Final Year Law Student) - Secretary
- Scott Sherritt (Ballarat Community Health) - Treasurer
- Sarah Pullan (BJT Legal) - Ordinary Member
- Sonya McDonald (Heinz and Partners Lawyers) - Ordinary Member
- Grantley Hastings (Crowe Horwath Accountants) - Ordinary Member

Gillian Canavan
Chairperson
CHCLC Committee of Management.



Financials

Independent Auditor's Report To The Members of Central Highlands Community Legal Centre Inc.

We have audited the accompanying financial report, being a special purpose financial report, of Central Highlands Community Legal Centre Inc., which comprises the statement of financial position as at 30 June 2014, and the statement of comprehensive income, statement of changes in equity and statement of cash flow for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by the Committee of Management.

Committees' responsibility for the financial report

The Committee of the association is responsible for the preparation of the financial report and have determined that the basis of preparation described in Note 1 to the financial statements, which form part of the financial report, is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012* and is appropriate to meet the needs of the members. The Committees' responsibility also includes such internal control as the Committee determines 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 audit opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 association'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 association'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 Australian professional ethical pronouncements.



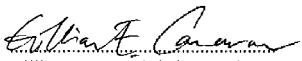
Statement By Members Of The Committee

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 financial report as set out:

1. Presents a true and fair view of the financial position of Central Highlands Community Legal Centre Inc. as at 30 June 2014 and its performance for the period ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Central Highlands Community Legal Centre Inc. 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:


 Gillian Canavan (Chairperson)


 Scott Sherritt (Treasurer)

Dated this 24th day of October, 2014.

Striving for Community Justice



CHCLC continues to develop innovative approaches to deliver the best possible outcomes for clients within our community. Delivering services in today's ever changing environment requires us to be engaged in collaborative partnerships and be flexible and innovative in our service delivery model.

This Annual Report publishes our achievements, but more importantly it is an opportunity to highlight the commitment and dedication of our Employees, Committee of Management and Volunteers in their continued support of the Centre throughout the year.

An organisation like ours, as with many community based organisations, demand a lot from our employees both voluntary and paid, this year has been no different. CHCLC have again exceeded our annual targets providing timely and accurate advice and casework to clients within our local community and outreach locations.

Our dedicated staff have worked tirelessly throughout the year. They are committed to the people they work with and the community they work within. I would like to thank them for their efforts throughout the year.

CHCLC is supported by many local law firms and private practitioners. The ongoing support we receive from our pro bono partners is essential to our effectiveness as an organisation. I wish to thank all of our volunteers for their continued commitment, these collective efforts place us well to move forward into the coming year.

Lisa Buckland
Co-ordinator





Principal Lawyer

In writing this report, I reflected to our commencement 25 years ago as an all-volunteer service. Even though our present position is 3 full-time lawyers, 1 part-time lawyer, 1 trainee lawyer, 1 educator, 2 full-time administrators and 2 part-time administrative assistants we still rely heavily on volunteers, both lawyers and administrators.

Throughout the year, we have continued to provide an excellent legal service for the disadvantaged in our region with advice and growing casework.

Our Centre continues to provide the majority of services where they are needed most; family violence, family law, consumer matters, tenancy, fines, motor vehicle accidents, employment and civil litigation. These are areas where Legal Aid does not provide support. Unfortunately, in family law matters relating to children we are now assisting people with case work that previously would have been eligible for legal aid which is putting an increasing drain on our resources.

There has been a significant increase in the total number of clients seen at our Centre, the increase being 21% over the past 12 months. The increase in casework has been 19%. This has been achieved without any extra staff.

As well as working with our clients, we have also been involved in community education, law reform and expanding our services.

For example, with the assistance of a number of Ballarat firms we have developed a Wills Program referring low income clients to private lawyers for wills at a heavily discounted fee.

After researching our records and systems overseas, one of our lawyers, Jessica Philips, has made detailed submissions to the Victorian Government seeking compulsory property damage insurance on all cars.

In addition to our community education efforts, we are providing the prisons with audio fact sheets for the legal education of prisoners.

I would like to thank all those involved; the Committee, staff and volunteers; for making it a successful year.

Glen Ludbrook
Principal Lawyer

Financials



Notes To and Forming Part of the Financial Statements For The Year Ended 30 June 2014

	2014 \$	2013 \$
5. Provisions		
Current		
Provision for Annual Leave	28,210	19,145
	<u>28,210</u>	<u>19,145</u>
Non-Current		
Provision for Long Service Leave	16,339	-
	<u>16,339</u>	<u>-</u>
6. Income in Advance		
CLSP Funded Programs	97,513	156,914
	<u>97,513</u>	<u>156,914</u>
7. Note to Cash Flow Statement		
a) Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/(Deficit)		
Operating Surplus	10,866	13,197
(Decrease) in Receivables	(923)	(1,911)
Decrease in Other Assets	7,015	-
Increase in Creditors & Accruals	2,113	4,245
(Decrease) in Income in Advance	(59,401)	35,555
Increase/(Decrease) in Provisions for Annual Leave	25,404	3,241
Loss on Disposal of Fixed Assets	-	203
Depreciation	9,693	3,635
Net cash provided by operating activities	<u>(5,233)</u>	<u>58,165</u>
b) Reconciliation of Cash		
Cash on Hand	510	300
Cash at Bank	134,966	163,419
	<u>135,476</u>	<u>163,719</u>
8. Rental Lease Commitment		
Payable:		
Not later than one year	43,946	43,000
Later than one year but not later than two years	43,946	43,000
Later than two years but not later than five years	69,581	114,667
Later than 5 years	-	-
	<u>157,473</u>	<u>200,667</u>



**Notes To and Forming Part of the Financial Statements
For The Year Ended 30 June 2014**

Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Leasehold Improvements	Furniture & Equipment	Total \$
Balance at start of the year	16,812	17,745	34,557
Additions	-	23,010	23,010
Disposals	-	-	-
Depreciation	1,680	8,013	9,693
Balance at end of the year	15,132	32,742	47,874

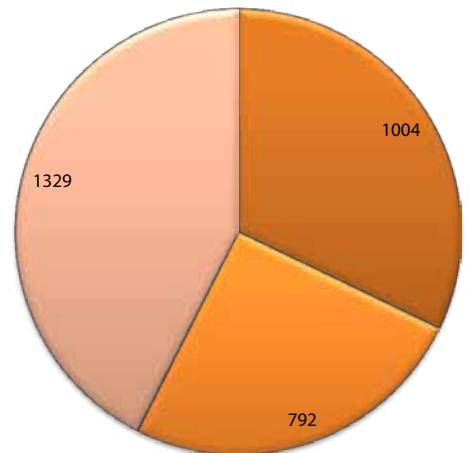
4. Creditors & Accruals

	2014 \$	2013 \$
Trade Creditors	1,841	2,964
Accrued Expenses	14,476	12,259
Superannuation Payable	3,234	2,868
PAYG Withholding Tax	4,170	3,517
	23,721	21,608

Striving for Community Justice



**Activity Summary
Generalist 2013 - 2014**

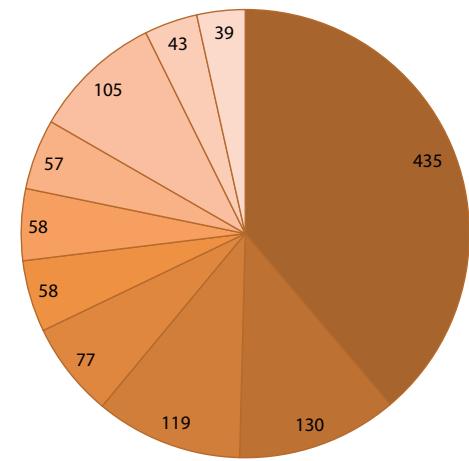


- Advices
- Open Cases
- Number of Clients

The generalist work undertaken by CHCLC includes advice and casework in a broad range of areas including family law, credit and debt matters, victims of crime applications, motor vehicle accidents, estate queries and many more.

The graphs to the right reflect the Centres generalist operations over the reporting period.

**Top 10 Problems
(Generalist only)**



- Wills/probate/powers of attorney
- Property in marriage
- Child Contacts
- Divorce
- Chil residency
- Other civil
- Road traffic and motor vehicle regulatory offences
- Credit and debt
- Property defacto
- Motor vehicle property damage



Generalist Services Case Study One

We were approached by Ms B who was being pursued by a large debt collection agency for repayment of outstanding utility bills amounting to approximately \$1,300.00. Ms B was not working, and had not been working for some time, and had no assets which the debt collector could seize to pay the outstanding amount if the matter was taken to Court; in other words Ms B was 'judgement proof'.

We wrote to the debt collector requesting that the fees be waived on the basis that our client was judgement proof. Unfortunately, the debt collector continued to pursue the client through our office for a number of months arguing that the client

was still able to make repayments out of her small Centrelink income. We lodged several requests for financial hardship with the debt collector to no avail. We also made a formal complaint, with our client's consent, to Consumer Affairs in relation to the ruthless conduct of the debt collector.

As we were unable to obtain a resolution through the debt collector, we referred the matter to the Financial Ombudsman Service. Again, the debt collector maintained that our client could pay. Following discussions between the ombudsman and CHCLC, and the ombudsman and the debt collector, the debt collector finally agreed to waive the outstanding amount and close their file.

Generalist Services Case Study Two

The clients wanted to go "off the grid" and sought the services of a wind & solar company ("the company") and were quoted for a 5KW wind turbine to be installed at a cost of \$40,000. The client paid an \$8,200 deposit and a further \$5,000, and when they could not get further finance they requested their money back, to which the company refused. At this juncture they knew they needed help and sought the services of CHCLC.

CHCLC were told by the client that they had not simply changed their mind; it was that they had entered a contract under the impression that it was contingent upon securing finance and this was evidenced by numerous emails back and forth between the parties.

CHCLC wrote a letter of demand to the company outlining that the communications between both parties did in fact suggest that the contract was contingent upon financial approval. The company wrote a reply letter and vehemently denied that the contract was 'contingent upon finance' and would not return the money as it had already been spent on ordering the goods, despite our clients express wishes to "hold off". There was also mention of the good will of the company in that they also offered a new smaller 3KW system for half the

price being \$20,000 and a payment plan over the next 2 years, whereby they would finance the loan. The company failed to mention that our client had accepted this offer, it was the company who changed their minds as to the form the payments were to take place and hence no agreement was reached.

As time passed it seemed inevitable that an application to VCAT would need to be sought. CHCLC assisted the client with their application and the all-important detailed description of the dispute. To our clients credit they had fortunately collected quite a substantial paper trail in the form of email correspondence that showed the discussions around obtaining finance and the offer of the company to finance and the inconsistencies in their decision making to rescind on this offer.

At the VCAT 1st mention the Tribunal Member heard both parties' submissions and made the decision that the company would provide our client with \$13,200 worth of wind turbine equipment. This result suited our client's fine, as they still intend to install a wind turbine to their property and will do so when they are able to secure further finance.

Financials



Notes To and Forming Part of the Financial Statements For The Year Ended 30 June 2014

(g) Revenue and Other Income

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

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

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

Income in advance

Income in Advance represents grant monies received for which the funded program has not been completed or commenced.

Donations

Donations and bequests are recognised as revenue when received.

Interest revenue

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

	2014 \$	2013 \$
2. Receivables		
Trade Debtors	942	-
Other Debtors	647	666
GST Receivable	9,429	20,450
	<u>11,018</u>	<u>21,116</u>
3. Plant & Equipment		
Furniture & Equipment	108,139	85,129
Leasehold Improvements	16,812	16,812
Less: Accumulated Depreciation	<u>(77,077)</u>	<u>(67,384)</u>
	<u>47,874</u>	<u>34,557</u>

**Notes To and Forming Part of the Financial Statements
For The Year Ended 30 June 2014**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act [Victoria]. The Board has determined that the association is not a reporting entity.

The financial report has been 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 material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Income Tax

The association is exempt from income tax as it has Public Benevolent Institution status under Division 50 of the Income Tax Assessment Act 1997

(b) Fixed Assets

All fixed assets are depreciated over the useful lives of the assets, commencing from the time the asset is held ready for use.

(c) Leases

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

(d) Employee Benefits

Provision is made for employee entitlements to Annual and Long Service Leave arising from services rendered by employees to balance date. The provision for Long Service Leave includes the entity's legal obligations and expected future payments where legal entitlements have not yet arisen. Liabilities for Long Service Leave have not been discounted to their present value. Provision for Long Service Leave has been made for all employees with greater than seven years service. Long Service Leave entitlements of those employees with more than ten years service are treated as current liabilities, whereas all other Long Service Leave entitlements are treated as non-current liabilities.

(e) Comparative Figures

Comparative figures have been reclassified where the Committee believes it results in better presentation or ensure disclosure is consistent with accounting standards.

(f) Goods and Services Tax (GST)

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

Striving for Community Justice

CHCLC receives State funding to provide a Family Violence Intervention Order Duty Lawyer Service at Ballarat Magistrate's Court. CHCLC have provided the service up to four days a week, over the reporting period.

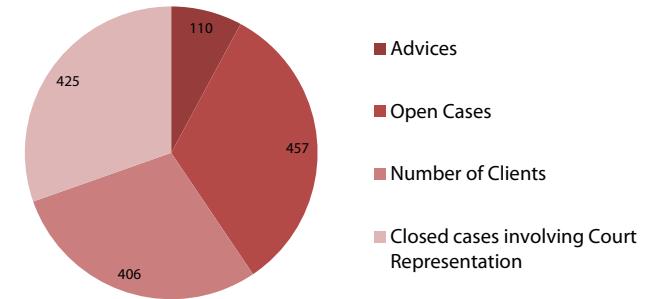
As Duty Lawyer, we perform a number of functions including legal advice, negotiation, police liaison and representation. Due to changes in Court structure and sitting days, Family Violence matters are heard over two days, Tuesday and Wednesday. Tuesday's are predominately Police applications and Wednesday's are personal applications.

Ballarat Family Violence Division is a unique program encompassing a number of services including Family Violence division staff, Victoria Legal Aid, Police Family Violence Liaison Officers and Prosecutors, the Court Applicant and Respondent Workers and Court Network staff and volunteers.

CHCLC has continued to be actively involved in Family Violence networks including the Grampians Integrated Family Violence Prevention Network, Court Users Network and the Family Violence Division Management meeting. These networks provide a forum for those participating in the Family Violence Division, as well as family violence workers who work with mutual clients in the community.

The chart below is a breakdown of legal services provided in relation to family violence for the reporting period.

**Activity Summary
Family Violence
2013 - 2014**



Family Violence Case Study

Mr Z had made an application to the Court for an intervention order against his former partner. Mr Z was from a minority group and was a homosexual. Mr Z's former partner, Mr A, was avoiding being served with the application. After Mr A failed to attend three hearing dates, we were able to request that Mr A be served by substituted service on another member of Mr A's family. Once that service had taken place, we were able to successfully obtain an intervention order on behalf of Mr Z in the absence of Mr A.



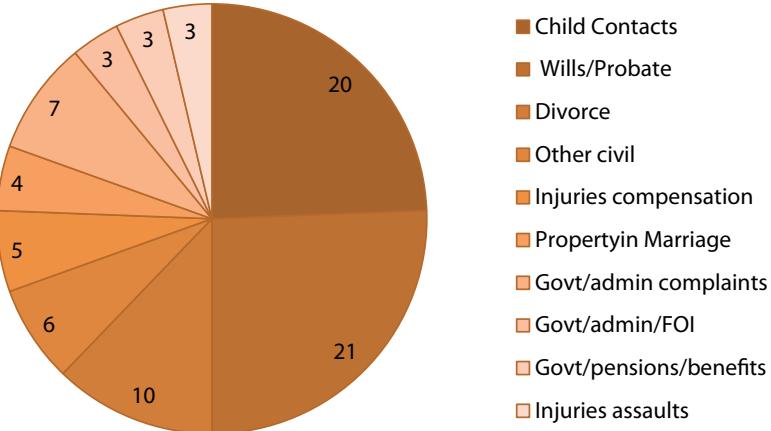
Prison Outreach Program

Community Lawyers attend Hopkins Correctional Centre and HM Prison Langi Kal Kal one day per month. This program is funded by the Department of Justice on a fee for service model.

Appointments are made for clients via the Prisons Program Coordinator and staff. CHCLC would like to thank all the program staff for streamlining the process for clients.

The graph below shows the top ten problem types clients have sought legal assistance throughout the reporting period.

Top 10 Problem Types - Prison



Striving for Community Justice

Financials



Statement of Changes in Equity For The Year Ended 30 June 2014

	Retained Profits \$
Balance at 1 July 2012	8,528
Net Surplus attributable to members	<u>13,197</u>
Balance at 30 June 2013	<u>21,725</u>
Balance at 1 July 2013	21,725
Net Surplus attributable to members	<u>10,866</u>
Balance at 30 June 2014	<u>32,591</u>

Statement of Cash Flow For The Year Ended 30 June 2014

	Note	2014 \$	2013 \$
Cash Flows from Operating Activities			
Interest Received		3,499	4,679
Receipts from Customers and Funding Bodies		597,300	569,340
Payments to Suppliers and Employees		<u>(606,032)</u>	<u>(515,854)</u>
Cash Provided by Operating Activities	7 (a)	<u>(5,233)</u>	<u>58,165</u>
Cash Flows Used By Investing Activities			
Payment for Plant & Equipment		<u>(23,010)</u>	<u>(16,812)</u>
Net Cash Used in Investing Activities		<u>(23,010)</u>	<u>(16,812)</u>
Net Increase/(Decrease) in Cash Held		(28,243)	41,353
Cash at the Beginning of the Financial Year		<u>163,719</u>	<u>122,366</u>
Cash at the End of the Financial Year	7 (b)	<u>135,476</u>	<u>163,719</u>

The accompanying notes form part of these financial statements.

**Statement of Financial Position
For The Year Ended 30 June 2014**

	Note	2014 \$	2013 \$
CURRENT ASSETS			
Cash on Hand		510	300
Cash at Bank		134,966	163,419
Receivables	2	11,018	21,116
Prepayments		4,006	-
Total Current Assets		<u>150,500</u>	<u>184,835</u>
NON-CURRENT ASSETS			
Plant & Equipment	3	47,874	34,557
Total Non-Current Assets		<u>47,874</u>	<u>34,557</u>
TOTAL ASSETS		<u>198,374</u>	<u>219,392</u>
CURRENT LIABILITIES			
Creditors & Accruals	4	23,721	21,608
Provisions	5	28,210	19,145
Income in Advance	6	97,513	156,914
Total Current Liabilities		<u>149,444</u>	<u>197,667</u>
NON-CURRENT LIABILITIES			
Provisions	5	16,339	-
Total Non-Current Liabilities		<u>16,339</u>	<u>-</u>
TOTAL LIABILITIES		<u>165,783</u>	<u>197,667</u>
NET ASSETS		<u>32,591</u>	<u>21,725</u>
EQUITY			
Retained Surplus		32,591	21,725
TOTAL EQUITY		<u>32,591</u>	<u>21,725</u>

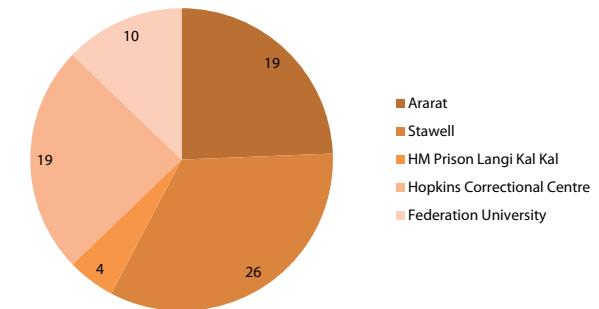
The accompanying notes form part of these financial statements.

In addition to our main office based activity, CHCLC provided outreach services in Stawell, Ararat, HM Prison Langi Kal Kal and Hopkins Correctional Centre. Each outreach location is visited one day per month.

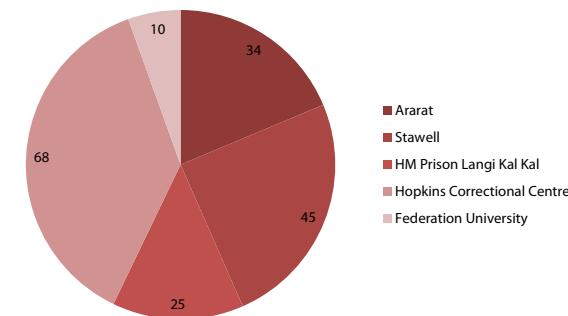
A community lawyer attends Stawell and Ararat on the same day, generally a Wednesday, covering approximately 300 km's in a round trip. Appointments are held at Grampians Community Health in both locations.

Each prison is visited monthly on alternate Monday's ranging from a 90 km round trip to HM Prison Langi Kal Kal to 200km round trip to Hopkins Correctional centre.

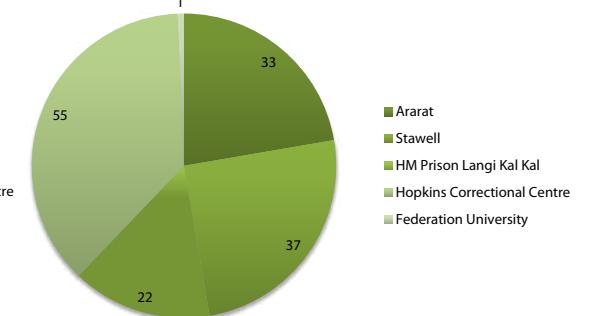
Number of Advices - Outreach 2013 - 2014



Number of Clients - Outreach 2013 - 2014



Number of Cases - Outreach 2013 - 2014





Family Relationships Centre Project

Through the Family Relationships Centre Partnership, CHCLC provides a legal information session to clients of the Family Relationships Centre (FRC) three times a month. The sessions are run on Monday's or Wednesday's at various times to accommodate participants.

Family Relationship Centre's are a source of information and confidential assistance for families at all stages in their lives. Centre's have a focus on providing Family Dispute Resolution (mediation) to enable separating families to achieve workable parenting arrangements outside the Court system.

The information session provides participants information on Family Law

Legislation and discusses the different agreement options available. Participants can be parents or grandparents who are about to participate in mediation through the FRC in relation to spending time with children.

Participants are given an information pack with useful information and are encouraged to contact the Centre for independent legal advice.

Over the financial year CHCLC presented 32 information sessions to approximately 245 participants.

Financials



Statement of Comprehensive Income For The Year Ended 30 June 2014

	2014 \$	2013 \$
Other Projects		
<u>Income</u>		
Project Funds Received	10,764	12,687
Other Income	9,693	4,500
	<u>20,457</u>	<u>17,187</u>
<u>Expenses</u>		
Salaries	17,103	14,063
Other Project Expenses	12,155	6,739
	<u>29,258</u>	<u>20,802</u>
Net Deficit – Other Projects	<u>(8,801)</u>	<u>(3,615)</u>
Net Surplus for the Year	<u>10,866</u>	<u>13,197</u>
Other Comprehensive Income	-	-
Total Comprehensive Income	<u>10,866</u>	<u>13,197</u>



Statement of Comprehensive Income
For The Year Ended 30 June 2014

	2014 \$	2013 \$
CLSP		
<u>Income</u>		
ADSL - State	-	840
CLSP – Commonwealth	230,814	189,244
CLSP – FRC	60,912	23,569
CLSP – FVP	74,698	77,446
CLSP – State	212,346	213,766
Donations	966	880
Interest	3,499	4,679
Other	3,365	605
Social and Community Services - Commonwealth	9,285	
Social and Community Services - State	34,231	4,934
VOCAT	10,550	4,920
	<u>640,666</u>	<u>520,883</u>
<u>Expenses</u>		
Communications	8,969	6,885
Depreciation	9,498	3,561
Finance, Audit & Accounting Fees	5,176	6,058
Insurance	1,931	4,495
Library & Subscriptions	8,016	5,696
Minor Equipment	1,224	3,316
On Costs	3,220	1,546
Other Expenses	22,974	8,370
Other Premises Costs	11,649	8,656
Overheads	14,927	10,161
Programming & Planning	674	641
Rent	38,738	37,038
Repairs	2,888	1,969
Salaries	434,788	355,344
Staff Recruitment	-	2,360
Staff Training	13,793	7,332
Superannuation	37,877	31,630
Travel & Accommodation	4,657	9,013
	<u>620,999</u>	<u>504,071</u>
Net Surplus – CLSP	<u>19,667</u>	<u>16,812</u>

The accompanying notes form part of these financial statements.

White Ribbon Day Elephant in Your Room? Project

The Elephant in Your Room? was a joint funded project between Grampians Integrated Family Violence Committee and Central Highlands Community Legal Centre designed to complement the White



Ribbon day message. The elephant was situated in the CHCLC foyer and the Child and Family Services foyer during the month of November, moving to Stockland Wendouree along with an information table to promote discussion and information provision around Family Violence during the week of White Ribbon Day. From the Stockland stall:

- 50 bags of information were taken
- 'Me and My Kids' booklets and various brochures were taken
- Two women disclosed their personal, current experience with FV. They obtained information and help in seeking further assistance

Following a well-publicised mini tour of Ballarat, the elephant was returned to Wodonga in December. A number of

conversations have been initiated about Ballarat women creating an elephant of their own.

Central Highlands Community Legal Centre would like to thank Jeannine Le Valliant for her assistance and the Grampians Integrated Family Violence Committee for their generous grant of \$1000 towards the travel expenses involved in bringing the elephant to Ballarat. Thank you also to Central Highlands Community Legal Centre's Caleb Leitmanis for agreeing to collect and return the elephant to Wodonga and Toni Thomas, her brother and partner who offered their time and vehicle to deliver the elephant to and from Stockland Wendouree.

About the Elephant

The large elephant started life as a community art project in the Murray region, produced by a group of women who have survived living with family violence. She is beautifully decorated in two halves. The left hand side is black and white and depicts the downside of abuse and the devastation it causes to people's lives. The right hand side is colourful and depicts the upside and joy of recovery, of building trust and respectful, strong relationships. The carousel is a common theme to both sides, both abuse and recovery, and highlights the journey for survivors and encourages hope for those currently experiencing family violence.

Why an Elephant?

"Elephant in the room" is an English metaphorical expression for an obvious truth that is being ignored or goes unaddressed. Those of us that work in this area appreciate the scale of the problem, the devastating effects it has on individuals, families and communities and the reluctance of many to acknowledge the issue. The imagery of the elephant in the room is ideal for starting discussions and raising awareness of family violence.



Legal Needs Analysis Report

During 2013 / 2014 a Legal Needs Analysis (LNA) was undertaken by CHCLC to determine legal need characteristics of the broader Grampians community. While CHCLC currently services the Central Highlands region and portion of the Grampians Region (Stawell and Ararat), it was identified that there is currently little or no free legal services available in the Wimmera region and beyond.

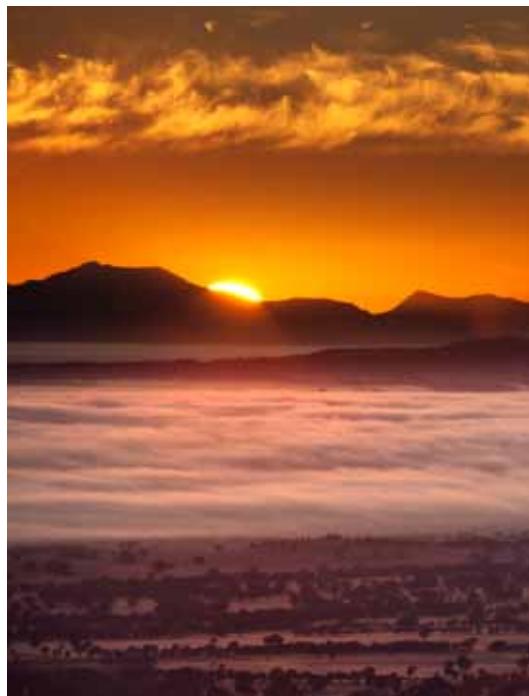
A LNA is considered a necessity when attempting to determine the provision of services and the areas of need that may not currently be being met within the community.

The LNA is a means of determining the demographic characteristics of an area. By analysing the data against accepted indicators of legal need, a greater understanding of the community is made and is able to better drive the service provision.

The following recommendations are based on the findings of the demographic data, the community surveys and agency surveys. They are not necessarily in priority order as the order will be dependent on a number of factors including funding, staff ability and time.

- Outreach expansion
- Duty solicitor service expansion
- Increase youth connections
- Increase ATSI community connections in Ballarat
- Increased marketing of telephone appointment availability for long distance appointment and those closer to Ballarat but unable to attend the office
- Service name change
- Technology introduction
- Increased Targeted CLE and Collaboration

The report, launched during the Annual General Meeting, will be available on the CHCLC website or printed copies are available upon request.



Striving for Community Justice



Community Legal Education

The provision of Community Legal Education (CLE) remains one of CHCLC's core functions, complementing the legal advice and casework provided to clients in the Centre. Aimed at providing members of the community with legal information and education, the CLE program is an important way of raising awareness of legal rights and responsibilities and empowering individuals to make informed decisions.

One of our CLE strengths is the ability to tailor make each sessions to the needs of the particular group. CLE can take the form of formal presentations, informal discussions or question and answer style meetings. This flexibility helps to ensure that the message of the session is understood by participants, with ability to open dialogue or seek clarification easily.

Over the course of this year, we have worked collaboratively with a number of organisations and local businesses including Child and Family Services, the City of Ballarat, the Family Relationship Centre, JD's Sports Bar and Federation University. We have had the privilege of meeting young mothers, disadvantaged youth and carers of the elderly and disabled to discuss topics as broad as sex and the law, family law and wills and powers of attorney.

We take this opportunity to express our appreciation for the support provided by various organisations to create and implement CLE across the community. We looking forward to continuing the positive collaborations in the coming year as we work together, striving for fairness, equity and community justice.

Jessica Frost-Camilleri
Project & CLE Worker