



# 2012- 2013

DARWIN COMMUNITY LEGAL SERVICE  
*annual report*



# Annual Report

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# Chairperson's Report

As this is my last report as Chairperson of Darwin Community Legal Service, I have been reflecting on my involvement with the organisation since I first joined the (then) Committee of Management about 10 years ago. The Coordinator at that time was Cassandra Goldie, now CEO of the Australian Council of Social Service. Shortly after joining the Committee, it was my pleasure to be a member of the selection panel which recommended Caitlin Perry for appointment as Coordinator to replace Cassandra.

DCLS staff at that time were appointed on individual employment contracts with salary rates negotiated on appointment. Pay progression and promotion were also negotiated by individuals, which often meant that articulate lawyers and advocates achieved higher, more frequent wage increases than less confident employees. The majority of jobs were part-time and the funding and finances were complex and compartmentalised. I attended a DCLS Planning Day where I had the temerity to suggest that DCLS needed a job classification system and a formalised pay structure with increments and pay increases. Not long afterwards, I was elected to the position of Chairperson of DCLS, replacing the very capable Ben O'Loughlin.

In 2005, the staff and Committee negotiated our first Enterprise Bargaining Agreement, registered in the Australian Industrial Relations Commission. The EBA set out definitions of job levels. It also provided for pay rates and increments linked to - but higher than - the NT Social and Community Services Award, increases according to national wage cases, and specified staff conditions and entitlements. DCLS has since negotiated a further two EBAs with staff, the latest with a nexus to the modern SCHCADS Award.

In 2008 the Administrator of the NT, Mr Tom Pauling QC, and his partner Mrs Tessa Pauling accepted our invitation to become joint Patrons of DCLS. Her Honour the Honourable Sally Thomas AM, Administrator of the NT is currently Patron. Our Patrons have supported DCLS by hosting receptions at Government House to thank our hard-working volunteers who provide free legal advice sessions to clients, and assist in the production of the Rights on Show and the Human Rights Arts Awards.

In 2010 the Committee commissioned a review of the structure and accountability of DCLS. As a result, positions were allocated to teams with new management structures, and over time all job descriptions were updated to reflect reporting lines. We developed a new Constitution for DCLS with the help of Ward Keller which was approved at a Special General Meeting, and we established the Board of Directors in October 2011. A 2011-2014 Strategic Plan was developed to take the service forward and make reporting simpler. An extensive suite of policies and procedures has been developed to underpin our move towards accreditation under the National Association of Community Legal Centres schemes and meet standards required by funding bodies.

During these periods of change the finances of DCLS have waxed and waned, and the service has expanded with the opening of a new office at Nhulunbuy. However Caitlin Perry, Executive Director of DCLS, has been a constant at the helm. Her leadership and enthusiasm have made DCLS one of the pre-eminent community legal services in Australia. I am also grateful for the support given to DCLS by funding bodies, staff, the Board of Directors, the many volunteers and the broader Top End community. It has been an honour to be involved with such a great organisation.

**Colleen Atkinson**  
Chairperson



# Executive Director Report

The 2012/2013 year was one of consolidation for DCLS. For the second consecutive year we worked to a succinct Strategic Plan, and continued to develop our services and processes.

We provided legal advice to individuals, updated our brochures, revised fact sheets, organised community stalls, gave talks about legal rights, and made submissions for legislative change, both local and federal.

Our specialist services continued to provide assistance to people around the Northern Territory, complementing our popular free legal sessions and generalist legal practice.

We worked with other agencies – legal, community, and government – to provide assistance, present community legal information, and inform policy. We also participated in networks and forums that brought together people and organisations from across the country, and contributed to various government consultations.

The quality of our service delivery benefitted from minimal staff turnover. We finalised a new Enterprise Agreement and introduced a suite of new policies and procedures. Our in-house training program continued, and we established a 'green team' to reduce our carbon footprint.

Sincere thanks to all DCLS staff for their hard work and dedication throughout the year, to Board of Directors members who determine the overall direction of DCLS, and to the volunteers who work long and hard to help us provide free legal advice to those most in need.

Special thanks to Colleen Atkinson who will retire as Chairperson at the 2013 AGM. Colleen has been an effective and supportive Chairperson during a period of growth and change for DCLS. Her strategic thinking and incisive analysis have been of great benefit to the organisation. We acknowledge Colleen's enduring legacy and wish her all the very best.

Throughout this report you will find details of work undertaken to meet our goals.

**Caitlin Perry**

Executive Director



# General Legal Service

## Introduction

The General Legal Service (GLS) encompasses a range of discrete legal services that deliver legal advice and casework, community legal education, and law reform advice on a variety of civil matters.

The employed staff of the GLS includes the Principal Solicitor, Community Solicitor and Community/Homelessness Solicitor. These staff undertake most of the ongoing casework and conduct the community legal education and law reform activities engaged in by the GLS.

The Principal Solicitor through the GLS also oversees a number of legal outreach programs and other services. These include the Volunteer Advice Service, Credit and Debt Legal Service (in partnership with Australian Government Solicitor's Pro Bono Program), Family Relationship Centre Advice Service and the Homelessness Legal Service.

### Generalist and community legal service

Our generalist community legal service provides free legal information and advice on most non-criminal matters and includes the free legal advice clinics staffed by volunteers and advice and casework assistance provided by staff solicitors, in particular the Community Solicitor.

### Credit and Debt Legal Service

The Credit and Debt Legal Service is a joint initiative of Darwin Community Legal Service and the Australian Government Solicitor's pro bono program.

The service is provided in response to the need for specialist legal advice for people affected by credit or debt problems and in recognition of the social problems arising out of credit and debt matters.

### Homelessness Legal Service

The Homelessness Legal Service assists people who are homeless or at risk of becoming homeless and can provide free legal information, advice and referral.

### Family Relationship Centre Legal Advice Service

The Family Relationship Centre Legal Advice Service provides legal information and advice to people undertaking family mediation with the Family Relationship Centre Darwin.






## Pro bono assistance to DCLS

The Volunteer Advice Service is staffed by a dedicated group of volunteer lawyers and coordinators who give their time on a pro bono basis. Advice sessions are conducted at Palmerston, Casuarina and the DCLS offices. This service is run outside office hours, enabling those people who are not able to attend DCLS during the day to receive practical and timely legal advice. The dedication of volunteers is attested to by the positive feedback DCLS receives from clients of this service. The Principal Solicitor conducts induction sessions for new volunteers regularly throughout the year. This initial training is supplemented by on-the-job mentoring by experienced volunteers.

DCLS is able to offer the Credit and Debt Service through a joint venture with the Australian Government Solicitor's pro bono program. The service assists clients with a range of debt and consumer problems. The service is provided at DCLS's offices on a weekly basis and is staffed by solicitors from the AGS's Darwin offices. This is the Northern Territory's only dedicated legal service for credit and debt matters, and it plays a significant role in filling a gap in the availability of legal advice for residents of the Territory.

The members of William Forster Chambers have again been generous in their willingness to offer pro bono assistance to DCLS when requested. DCLS is grateful to Mr Anthony Young and Mr Mark Johnson who regularly volunteer their time at our advice sessions. We would particularly like to thank Mr Miles Crawley and Mr David Baldry who have accepted briefs from DCLS, as well as Mr Alistair Wyvill SC for their support of DCLS.



*The dedication of volunteers is  
attested to by the positive  
feedback DCLS receives  
from clients of this service*



## Provide high quality legal and related services

The service aims to provide practical and high quality legal advice and casework on a wide range of civil legal areas. The service seeks to be flexible in this delivery and offers both face-to-face and phone advice. The majority of work undertaken by the in-house solicitors is related to employment law problems. During the year GLS has provided assistance in unfair dismissal, unlawful termination, wages and conditions, workplace bullying and workplace discrimination. DCLS has lodged claims with the Fair Work Commission and the Fair Work Ombudsman on behalf of these clients, with a significant number of these matters settling favourably for our clients.

Consumer complaints also make up a large proportion of GLS's workload. Motor vehicle purchases and building disputes figure prominently in this area. Clients are seen either by GLS solicitors or through the Credit and Debt Service with assistance from GLS. In many of these cases GLS has been able to rely on the protections under the *Australian Consumer Law* or the *Building Act* to settle matters early for our clients. At other times we have assisted clients in initiating litigation.

The Community/Homelessness Solicitor provides legal assistance to people who are homeless or at risk of becoming homeless, and also provides general legal assistance to non-homeless clients both in-house and through weekly outreach legal clinics at St Vincent de Paul Ozanam House and the Salvation Army Life Centre. People are assisted in a practical way with their legal needs, either through legal advice, advocacy or referral to appropriate agencies.

The Family Relationship Centre Legal Service is a collaboration between the Family Relationship Centre Darwin and DCLS to provide legal advice on family law matters. Our panel of family law practitioners advises clients who are undertaking mediation for parenting matters on their legal rights and responsibilities. The aim of the service is to ensure that participants make informed decisions about their parenting arrangements.


## Identify obstacles to justice and options for reform

During the past year GLS has engaged in a number of law reform activities identifying issues related to access to justice. A common theme of these law reform activities has been to challenge government policy and legislation which result in inequities or disadvantage amongst vulnerable groups.

General Legal Service undertook a major project addressing government policy and legislation with regard to the delivery of needles and syringes, which had the effect of restricting access to these items to persons in need of them and may indirectly hamper efforts to curb the spread of communicable diseases.

The Homeless Service has been active in raising awareness about the practice of issuing Banning Notices to homeless persons in the CBD. The practical effect of the government policy was to prevent homeless people from buying food, collecting mail or receiving medical services in the CBD.

The service drafted a number of submissions to government on bills before parliament. GLS prepared a submission on two bills that proposed mandatory sentencing for perpetrators of assaults sustained in the course of work, as well as a submission on the review of the *Victims of Crime Assistance Act*.



Through membership of the Law Society Northern Territory's *Access to Justice Committee*, the Community Solicitor (and previously the Executive Director) contributes to a wide range of policy issues.

### Promote understanding of legal rights and how to assert them

The General Legal Service has conducted a large number of community legal education sessions throughout the year. The service ran a workshop for community workers as part of the Law Week activities. The workshop was conducted as a group problem-solving exercise involving all of the DCLS legal teams. Approximately 40 participants from a wide range of organisations attended and were given an opportunity to learn how to identify the legal needs of their clients.

GLS conducted many community legal education sessions during the year, which were aimed at migrant communities. Topics included employment law, motor vehicle financing and motor vehicle property damage. A community legal education session provided for the Sex Workers Outreach Program examined a range of issues facing the industry.

GLS updated and produced a range of fact sheets during the period. Updates were made to the ADAS fact sheets on 'Powers of Attorney' and 'Protection Orders'. GLS also produced fact sheets on 'Buying a car with finance', 'Criminal records and employment', and 'Work and the Law', the last of which was translated into Tamal and Arabic.

### Partner with people, organisations and community

The Principal Solicitor and Community Solicitor regularly attend meetings with other service providers and organisations that are relevant to the practice of the service. An example was our participation in the Australian Domestic and Family Violence Clearinghouse Workshop to discuss the changes to the Public Sector *Employment and Management Act* that created a new category of personal leave for persons experiencing domestic violence. The Community (Homelessness) Solicitor attended regular meetings of the Homelessness Legal Network, NT Shelter meetings, the NT Homelessness Summit 2012 and the National Forum of Homeless Person's Legal Clinics 2013, as well as meetings with other relevant services

### Resource an effective, sustainable and supportive organisation

All GLS staff attend regular continuing professional development sessions conducted by the Law Society on areas of law relevant to the practice. The General Legal Service has continued to update the "Schedule of Limitations for the Northern Territory" as part of its commitment to providing information on limitations to assist its volunteers in advice sessions. The Principal Solicitor attended various team management training during the year. Solicitors also attended the Charles Darwin University Indigenous Customary Law seminar and presented on the topic to staff at the in-service training session.



# 6 Outreach Worker's Report

The role of the Outreach Worker is to co-ordinate events such as the annual Rights on Show art exhibition, and to promote DCLS services, publications and achievements.

In its 19<sup>th</sup> year, Rights on Show continues to be a poignant vehicle for raising awareness about human rights. For the first time this year a 'floor talk' was conducted for asylum seekers, visitors from correctional facilities, and school groups.


More broadly, DCLS community legal education resources have been promoted through the National Association of Community Legal Centre's CLEAR website, through local publications such as *Off the Leash*, *NT News*, and local media outlets. Articles have been published in *Balance*, *Melaleuca* newsletter, and the *NT Shelter* newsletter. Media releases, website updates, brochures and Facebook notifications were also used to update the community about our work. The Outreach Worker assisted the Principal Solicitor to revise the Volunteer Resource Manual.



*Top left* Bamboo artist: Sarawut (Prem) Sridokmai, Title: 'Make the world green.'  
*Above* DCLS Volunteer Lyn Lowe, DCLS Tenancy Solicitor Melanie Warbrooke and DCLS Front Desk Worker / Volunteer Co-ordinator Maureen Wright, at Government House.



Significant outreach activities conducted during the year included:

- **running** a session for service providers during Law Week 2013 entitled 'Identifying Legal Issues For Your Clients' which generated referrals to DCLS
  - **assisting** with the design and delivery of several Community Legal Education (CLE) sessions addressing workplace rights, tenancy issues and motor vehicle finance
  - **partnering** with the Multicultural Council of the Northern Territory (MCNT) to conduct general legal information sessions
  - **organising** an interactive stall at World Refugee Day. The stall, run in collaboration with other legal services effectively engaged people from communities that can be hesitant about accessing legal services
  - **running** CLE sessions for Somerville and networking with Behind the Wire, NT schools, Darwin Visual Arts Association, and Chan Contemporary Artspace regarding Rights on Show
  - **attending** interagency and network meetings including those convened by Melaleuca Refugee Centre, Multicultural Advice Forum, the Red Cross Refugee Network, and Somerville Community Services
  - **attending** homeless legal network meetings and holding an information and advice stall at Homeless Person's Week in Raintree Park
  - **attending** Indigenous service provider meetings and networking with Indigenous organisations
  - **conducting** a regular 'Law Spot' advice session on the TEABBA radio in conjunction with NAAJA and NTLAC
  - **promoting and presenting** Human Rights Are Aussie Rules (HRAAR), a programme devised by Eastern Community Legal Centre in Melbourne that teaches students about human rights by using examples from Australian Rules Football. Some sessions were presented with the assistance of NAAJA
  - **representing** DCLS at community forums and events and contributing to the NT Community Legal Education network to share resources
  - **writing** several successful grant applications for Community Benefit Fund and Law Society's Public Purpose Trust Fund, which have – or will – fund new resources for our volunteers (new lightweight laptop and revised Volunteer Resource Manual) and assist with development of a Human Rights Training program to be delivered in conjunction with Rights on Show.
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# Tenants Advice Service

DCLS's Tenants Advice Service (TAS) is an NT-wide service that assists anyone who rents a home in the Northern Territory. This includes private residential tenants, boarders and lodgers, caravan park residents, supported accommodation tenants and Territory Housing tenants. TAS employs two full-time solicitors and one part-time advocate/paralegal.

## Provide High Quality Legal and Related services

Particular emphasis is given to providing assistance to those who are most disadvantaged or marginalised.

TAS helps tenants directly by providing information, advice and casework, and indirectly by advising advocates from other services about tenancy issues their clients may be facing.

In total, TAS provided 577 advices and opened 41 new cases - an increase of 214 more advices and 7 more cases over the previous year.

We advocated for tenants directly with their landlords, and before courts and tribunals. We also checked documents for legal compliance and advocated in complex cases, briefing barristers and creating new case-law precedents.

Tenants sought assistance in relation to matters including:

- Repairs and Maintenance Issues
- Compensation Applications
- Unsafe and Uninhabitable Premises
- Rental Arrears and Agreements to Pay
- Bond Refund
- Antisocial Behaviour Complaints
- Access and Privacy Breaches
- Tenancy Termination
- Break Leases
- Undue Hardship Applications
- Shared Houses
- Public Housing Eligibility
- Living in Caravan Parks



## Identify obstacles to justice and options for reform

TAS engaged in numerous law reform and policy development activities in this period including:

- reporting to the National Association of Tenants' Organisations (NATO) on NT tenancy law developments, public housing policy and the rental market
- contributing to regular meetings with Remote Housing to reform tenancy agreements and develop policy to improve the circumstances of tenants in remote communities in the NT
- making a submission to the NT Government to raise concerns about the proposed appointment of Public Housing Safety Officers and commenting in the local media. This led to at least some concerns being addressed
- supporting NT Shelter in advocating for fair housing policy in the NT to alleviate homelessness and housing stress in the NT
- preparing a brief submission on the merits of creating a Rental Bond Authority for the newly established NT Legal Assistance Forum (NTLAF)
- conducting research on policy reform that could improve the living conditions of town camp residents
- identifying areas of legal reform in the Residential Tenancies Act and in case law precedent
- providing a submission to the NT Government on a discussion paper proposing reforms to Unit Titles legislation which sought to empower Body Corporates to the detriment of tenants.

## Promote understanding of legal rights and how to assert them

TAS designed and delivered a number of community legal information sessions explaining tenants' rights to community groups including Anglicare staff and clients, Melaleuca clients, Multicultural Council NT clients. TAS also provided sessions for the general community in Alice Springs, Katherine and Darwin, and presented a radio program as part of the "Law Spot" series on TEABBA radio.

TAS revised fact sheets and published a new fact sheet on shared tenancies. TAS worked on the script and lesson plans for a Remote Tenancy Education DVD developed by the NT Legal Aid Commission which was translated into several Indigenous languages.

## Resource an effective, sustainable and supportive organisation

TAS staff participated in DCLS activities including staff meetings, in house training and social club events.

# Disability Discrimination Service

The Disability Discrimination Service helps people with disabilities and/or their representatives who feel they have been discriminated against because of their disability. Once again 2012/2013 year was a busy one for the service, which employs one Advocate.

## Provide High Quality Legal and Related Services

A significant number of complaints were resolved through direct negotiation with respondents, and through advocacy in the NT Anti Discrimination Commission. One of these complaints was both serious and complex, resulting in several internal reviews by the relevant department. Another complaint concerned a young client with Down's Syndrome who was not happy with the options presented by the child's school. This was settled to the satisfaction of the client and parents by direct negotiation.

The range of difficulties raised by clients during 2012/2013 highlighted the need for continued community legal education and systemic advocacy. These issues included:

- use of assistance dogs
- provision of disabled parking spaces
- access to public swimming pools
- access to Darwin Airport
- bus services.


The Advocate continued to work for improvements to Territory Housing for disabled clients.

## Promote understanding of legal rights and how to assert them

Among the many community legal education activities undertaken by the advocate during the year were: a talk to the Autism Support Group on the operation of territory and federal anti discrimination laws; an in-house training for staff at Carers NT; a meeting with the CEO of Group Training NT concerning the employment and training of apprentices with a disability, and an address to the Access Advisory Committee of the Darwin City Council on the role of the advocate, and was a panel member on the Know Your Rights seminar during Disability Awareness Week.







## The importance of these networks lies in the promotion of the Disability Discrimination Legal Service

### Identify obstacles to justice and options for reform

The advocate continued her active involvement in disability and related networks throughout 2012/2013. The importance of these networks lies in the promotion of the Disability Discrimination Legal Service to relevant stakeholders and the wider community, and provides opportunities for the dissemination of information about disability law and practice.

Two major legislative developments were of particular interest during 2012/2013: the introduction of the National Insurance Disability Scheme (NDIS), and the changes to the portability of the Disability Support Pension (DSP). The advocate represented DCLS at a meeting convened by National Disability Services to discuss the NDIS and strongly communicated the need for independent advocacy for participants from remote areas. This continues to be an issue ahead of the rollout of NDIS to the Barkly Region due to commence mid- 2014. The advocate spoke at many functions throughout the year to explain the operation of the NDIS, notably an NDIS Q&A session with the Hon Jan McLucas.

### Partner with people, organisations and community

The advocate attended the Department of Human Services Stakeholder meetings to discuss the changes to the DSP, and held briefings with the DCLS Welfare Rights Team to consider these changes.

### Resource an effective, sustainable and supportive organisation

At the end of June 2013 Dawn Lawrie resigned her position with the Disability Discrimination Service. Dawn was a passionate advocate for the rights of disabled persons and her dedication to the position was very much appreciated by her clients.





# Welfare Rights Service

Darwin Community Legal Service provides a Welfare Rights Service (WRS) that is active in legal and policy projects and has developed strong working relationships with community and legal service providers. Our Welfare Rights Service provides advice, casework and education to recipients of social security payments and to the general community. Our clients can be highly vulnerable, and are often marginalised due to their strained financial circumstances.

## Provide high quality legal and related services

Assistance involved a mixture of one-off advice and ongoing casework. We assisted clients with FOI requests and internal appeals as well as representing a number of clients at the Social Security Appeals Tribunal and the Administrative Appeals Tribunal. The majority of the matters appealed to the Administrative Appeals Tribunal were settled in the client's favour prior to hearing.

There was a lot of casework arising from portability and residency decisions. Other casework trends included decisions relating to qualification and administrative issues (e.g. start dates, assets assessment and information requests). We assisted a number of clients to access payments and services like social security payments, back pay and aged care subsidies.

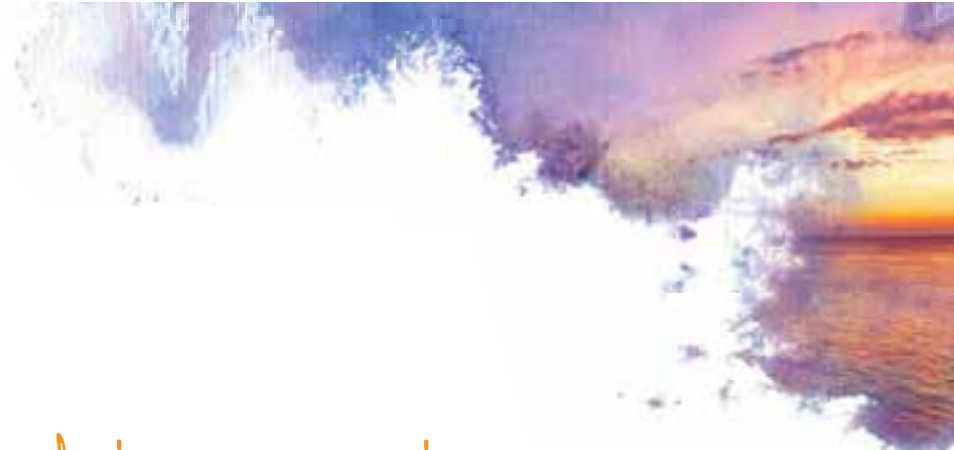
## Identify obstacles to justice and options for reform

The Welfare Rights Service, in consultation with the Tenancy Advice Service, drafted a submission to FAHCSIA on the Housing Payment Deduction Scheme. The submission focused on problematic issues as identified by DCLS and other stakeholders. DCLS and other agencies were successful in winning significant amendments to the proposed scheme.

We assisted a number of clients make complaints to the Department of Human Services and to the Commonwealth Ombudsman where issues appeared to stem from systemic or serious issues within Centrelink. We also contributed to ongoing policy discussions raised at National Welfare Rights Network level.

## Promote understanding of legal rights and how to assert them

WRS presented legal education seminars to a variety of groups including newly arrived migrants, community groups and caseworkers. We also produced and updated the Income Management Booklet for online publication.



We attended team meetings  
at local Centrelink offices  
which resulted in increased  
referrals from Centrelink

#### Partner with people, organisations and community

WRS has continued to forge strong links with the Department of Human Services, the Ombudsman and other government agencies. We attended team meetings at local Centrelink offices which resulted in increased referrals from Centrelink. We also developed strong working relationships with legal representatives from the Department of Human Services, and continued to work closely with a range of community organisations. The Welfare Rights Solicitor is an active participant in the National Welfare Rights Network.

#### Resource an effective, sustainable and supportive organisation

We participated in regular meetings including casework and non-casework meetings at DCLS, National Welfare Rights Network meetings with WRS representatives nationally and Legal Services meetings with local stakeholders.

WRS attended the Aboriginal Customary Law seminar at Charles Darwin University and gave a mini seminar on the topic to DCLS staff. We also had the opportunity to attend regular CPD sessions, the National CLC Conference and the NTCOSS conference.



# Aged and Disability Advocacy Service

The 2012/2013 year has again been busy, with the Aged and Disability Advocacy Service (ADAS) providing advocacy across the Top End of the Northern Territory for people receiving Australian Government funded aged-care services, and people with a disability.

Staff this year were Lorraine Gibbs, Jodie DeBusch and Steve De Fransz in the Darwin office, and Jennifer Peers in our Nhulunbuy office (East Arnhem Shire). Sue Brownlee, Project Officer with ADAS, completed her project designed to raise awareness and skills of aged care service providers' so that they can more appropriately meet the needs of ageing Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Territorians. We also finalised our work on the Groote Eylandt project, described in more detail later in the report.

## Audit and Certification of ADAS

In February 2013 the Certification body *Institute for Healthy Communities Australian Certification Pty Ltd.* commenced an audit of DCLS Aged and Disability Advocacy Service for conformity with the National Disability Advocacy Standards. This audit was funded by the Australian Government Department of Families, Housing Community Services and Indigenous Affairs (FaHCSIA) and was conducted through two surveillance audits.

Considerable staff time and resources were required to provide the audit team with the necessary evidence, both prior to and during the audit. DCLS Aged and Disability Advocacy Service passed the audit and is now an accredited body under the *Joint Accreditation System – Australia and New Zealand* (Jas-ANZ). Advice of this certification will be included in all material produced by DCLS/ADAS in the future.

## Provide individual advocacy and systemic advocacy

### *Darwin Region*

This year ADAS dealt with 126 advocacy cases and provided 39 information and advice referrals. These services were delivered to consumers in the Top End of the Northern Territory including Darwin, Batchelor, Cox Peninsula, Jabiru, Jawoyn region (Katherine), Litchfield, Palmerston, Tiwi Islands and East Arnhem Shire. Success stories include:

- Assisting a client whose daughter has an intellectual disability and whose mother is financial guardian. The mother advised she was having difficulties understanding the financial reporting requirements and worried she could no longer continue as financial guardian. Following meetings with relevant stakeholders, it was agreed that ADAS would provide three months of support to the client to help her understand the financial reporting arrangements. After this time the situation would be reviewed.
- Assisting a client whose son had been waiting on shared supported accommodation for a lengthy period, while his mother's capacity to care for him continued to decline. After discussions with relevant stakeholders, the client was offered a shared accommodation place for her son.
- Assisting an aged client in Territory Housing who was having difficulty with unruly and noisy visitors and was in danger of eviction. After several meetings with the client, neighbours, service providers, and relevant departments, the client was offered a transfer to a Seniors Village.



### *Advocacy in East Arnhem Shire*

Our Nhulunbuy office has seen a growing number of cases which involve assisting clients with disabilities to access superannuation benefits, and ongoing work with local schools in assisting parents of children with learning difficulties. Our staff member has also worked closely with allied health professionals to assist an increasing number of clients receiving community aged care services. Effective networking with Miwatj Health, Yirrakala Health Clinic, Anglicare, relevant government departments and other stakeholders continued. Staff member Jennifer Peers notes that after three years of 'handshaking and talking' there is now strong recognition of the work of the Aged and Disability Advocacy Service. She advises that many people know the location of the office and 'just walk through the door' instead of relying on referrals.

### **Other issues for our clients include:**

#### *Disability consumers*

- Access to post-school options for young people with a disability
- Waiting list for services and/or supported accommodation
- Access to aids

#### *Aged consumers*

- Alternative decision making
- Appropriately trained staff
- Consumer rights

### **Systemic Issues**

#### *Elder Abuse*

This year ADAS together with a group of concerned allied health professions, continued researching issues surrounding elder abuse. Many people are unaware of the prevalence in society of elder abuse, which can be physical, sexual, emotional and financial. This abuse is more likely to occur when an older person is dependent on others for their care and support. Sadly, the abuser is often known and trusted by the older person.

Older people have the right to be treated with respect and dignity in the same way as other members of society, whether they live at home or in an aged care facility. *The Aged Care Act 1997* requires approved aged care providers to report allegations or suspicions of unlawful sexual contact or unreasonable use of force on a resident of an Australian Government subsidised aged care home. For aged people dependent on friends, family or relatives for their care (the majority of whom are single women) there is no such protection. The NT still remains the only jurisdiction in Australia without an elder abuse support service.

This year ADAS and other allied health professionals promoted the issue with a stall during World Elder Abuse Awareness Day and ADAS staff attended the World Elder Abuse Awareness Day Conference held in Adelaide. While things have not moved as quickly as we had hoped, we have made inroads and hope to be able to report in the 2013/14 year that a service has been established in the NT.



### *The National Disability Insurance Scheme (NDIS)*

The Australian Government has now established four areas around the country as trial sites for the roll out of the NDIS, with the Barkly Region being chosen for the Northern Territory. Consumers have expressed both relief and apprehension about the scheme, but generally see it as a support long overdue. ADAS has attended a number of forums in Darwin for updates on progress towards full implementation of the scheme.

### *Post-school options*

We continued to support a group of parents concerned with the lack of post-school options. This is an ongoing concern and to date there is no effective resolution.

### **Deliver accessible and useful community legal education**

The staff of ADAS conducted 30 education and community awareness activities throughout the year, which were attended by around 435 people. This is a reduction from last year which can be attributed to staff shortages, cultural concerns in remote communities, and to an increase in the number of complicated advocacy cases. In addition there has been some industry resistance to us attending resident meetings. Participants at sessions included:

- residents and staff of aged care facilities
- carers
- staff of disability services
- staff of community services
- allied health professionals
- students, including from Batchelor College
- government departments and
- the general public

We continued our outreach to Jawoyn region, including increased visits to the communities of Barunga, Beswick and Mataranka, to raise awareness of residents rights and advocacy. We delivered around 2,000 brochures and other promotional products in metropolitan, rural and remote locations.

### *Legal Information Fact Sheets*

This year we updated and redesigned our legal fact sheets, which included:

- How to Make a Will
- Giving Someone Your Power of Attorney
- Protection Orders
- Guardianship
- How to Make a Natural Death Declaration



## Special projects

### *Groote Eylandt*

In August this year we launched our DVD "Advocacy" - aimed at promoting the role of advocacy and the rights of older people to access advocacy - at the Language Centre on Groote Eylandt in the East Arnhem Shire. Joaz Wurramara the Traditional Owner and Deputy CEO of the Anindilyakwa Land Council gave the official welcome to country. Staff from the Language Centre, film maker Berit Zemits, DCLS Executive Director Caitlin Perry and ADAS staff were all in attendance. Unfortunately, due to Sorry Business on the island on the day, many community members were unable to attend. To date we have distributed around 150 copies of the DVD, which have been enthusiastically received.


## Partner with people, organisations and community

ADAS Advocates continued to promote the service and engage with the community, participating in a range of networks, forums, conferences and community events including:

- Disability Awareness Week
- NAIDOC Day
- National Day of People with a Disability
- Carers Week
- Seniors Week
- Mental Health Week
- Multicultural Advisory Forum
- Disability Advocacy Quality Assurance Workshops in Adelaide
- workshops on Mental Health First Aid Training and Indigenous Mental Health First Aid Training
- Apprenticeships with Disability Forum
- Social Policy Forum with Minister Butler
- Workshop on National Framework for Dementia
- Anti Discrimination Training
- Apple Mac skills development course
- Disability Advocacy Network Australia Conference in Canberra
- World Elder Abuse Awareness Day Conference in Adelaide
- NT Council of Social Service Conference in Darwin

Each year staff participate in a number of essential forums including the National Aged Care Advocacy Network (NAN) and the Disability Advocacy Network Australia (DANA) to share knowledge on joint concerns. Hot topics this year included the Australian Government's "Living Longer Living Better" aged care reforms, and the National Disability Insurance Scheme,





which has now been legislated. We also continued to participate in a number of supportive network meetings and teleconferences including:

- Darwin Urban and Regional Aged And Disability Network (DADS)
- CHAIN – community network in Katherine
- Disability Advisory Group of Territory Care and Support Services
- Alzheimers Australia NT
- Carers NT
- Aged Care Accreditation Agency Liaison Group
- Multi Cultural Aged Care Network
- Gay, Lesbian, Bi-sexual, Transgender and Intersex (GLBTI) Roundtable
- Commonwealth Remote Community Aged Care providers
- Gove Hospital – East Arnhem Shire
- Anglicare – Nhulunbuy

### Resource an effective, sustainable and supportive organisation

This year we continued our collaborative approach with staff from other services at DCLS.

Many ADAS clients encounter difficulties because of their frailty or disability, and also because they reside in Territory Housing or in Disability Supported accommodation where they may need assistance with tenancy issues, or with the income support system upon which they depend. We have been able to work successfully with both Tenants Advice Service and Welfare Rights advocacy on these matters.

### Aged and Disability Advocacy Service

The Aged and Disability Advocacy Service is based in Darwin and has an office in Nhulunbuy, visits in Katherine region regularly, and provides services across the Top End of the Northern Territory.

It assists older people or people with disabilities and their representatives who:

- Want to know about their rights and how to obtain them
- Receive Commonwealth funded aged care services in residential facilities
- Receive Commonwealth funded aged care services in the community such as Community Aged Care Packages, Extended Aged Care Packages in the home, Extended Aged Care Packages in the Home Dementia
- Receive Home and Community Care Services.



## Funding in 2012/2013

DCLS Inc receives funding from the Australian Government and the Northern Territory Government, as well as donations, grants and sponsorships from a range of sources.

The Commonwealth Attorney-General's Department funds our General Legal Service, Community and Homelessness Services, Welfare Rights Service, Disability Discrimination Service and Family Relationships Centre Legal Advice Service.

The Aged and Disability Advocacy Programs are funded by:

- Commonwealth Department of Health and Ageing (DOHA)
- Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)
- NT Department of Health

Funding for the Tenants' Advice Service is managed by the NT Department of Attorney-General and Justice.

DCLS received a small grant from the National Association of Community Centres to assist a delegation of DCLS staff attend the Community Centres Conference in Adelaide in September 2013.

DCLS received the final instalment of a small grant from Eastern Community Legal Centre in Victoria to deliver the 'Human Rights are Aussie Rules' project in Darwin.

DCLS successfully applied for two Community Benefit Trust grants, one of which will be carried forward to the next financial year. The other funded a new lightweight laptop computer for the volunteer resource bag. DCLS gratefully acknowledges the Community Benefit Trust.

Rights on Show 2012 received sponsorship and donations from a range of local services and suppliers, without which our human rights themed art show would not be possible. A full list of sponsors is included in the Rights on Show 2012 report.

Audited Financial Statements for 2012/2013 are included in this Report.

## Rights on Show 2012

The annual "Rights on Show" exhibition is an opportunity for entrants to comment on the United Nations human rights theme for a particular year. 'Sustainable Energy for All' proved to be a popular theme this year, with 168 insightful entries flooding in from novices and professional artists alike.

Overall winner Anna Reynolds' captivating piece 'Ludmilla Creek - Rezoning' offered a searing critique on a myriad of sustainability issues, and fine entries were also received from the students of Sanderson Middle School, St Johns High School, Tivendale, Henbury and Anula primary schools.

Opening night featured an inspiring speech from Emily Gray, the NT Young Achiever Environment winner for 2012, and a Welcome to Country from local Larrakia youth Joshua Campton. Emily O'Connell, Principal Solicitor from the Environmental Defender's Office also provided a thoughtful catalogue introduction.

The Ian Tranthem Award was again presented in honour of Darwin Community Legal Service's former Principal Solicitor and remains a poignant reminder of Ian's commitment to social justice. Asylum seeker activist Vikki Riley was also honoured with a memorial award.

Thanks to all our volunteers, without whom the show could not go on. in particular to Sarah Pirrie for hanging the show, and to Gerald Grady and Leanne Waterhouse, for their moral and practical support. Special thanks also to our judges, Paul Johnstone from CCAE, Franck Gohier from Red Hand Prints and local artist Therese Ritchie. Guest judge Robyn Tranthem selected the winner of the Ian Tranthem Award.



*Top left* DCLS ED Caitlin Perry and local artist Chips Mackinolty at the Rights on Show 2012 exhibition.

*Above* Rights on Show 2012, artwork by Donovan Mota.



DCLS thanks the following people for their involvement and support for the 2012 Rights on Show:

*Outreach worker:*

Saskia Strange

*Steering Committee:*

Judith Dikstein

Frieda Evans

Gerald Grady

Sarah Pirrie

Melanie Robinson

Saskia Strange

Leanne Waterhouse

Caitlin Perry

*Sponsors (financial and in kind):*

Anti Discrimination Commission NT

Bunnings Stuart Park

Cross Cultural Art Exchange

Darwin City Council

Darwin Community Arts

Delia Lawrie MLA

Don Whyte Framing

Gerry Wood MLA

Jacksons Drawing Supplies

Lynne Walker MLA

NT Bar Association

NT Legal Aid Commission

Red Hand Prints

The Exhibitionist

William Forster Chambers

*Below Rights on Show 2012, "Bike rides" by Louise Daniels, an Anmatyerre woman from Alherampe.*



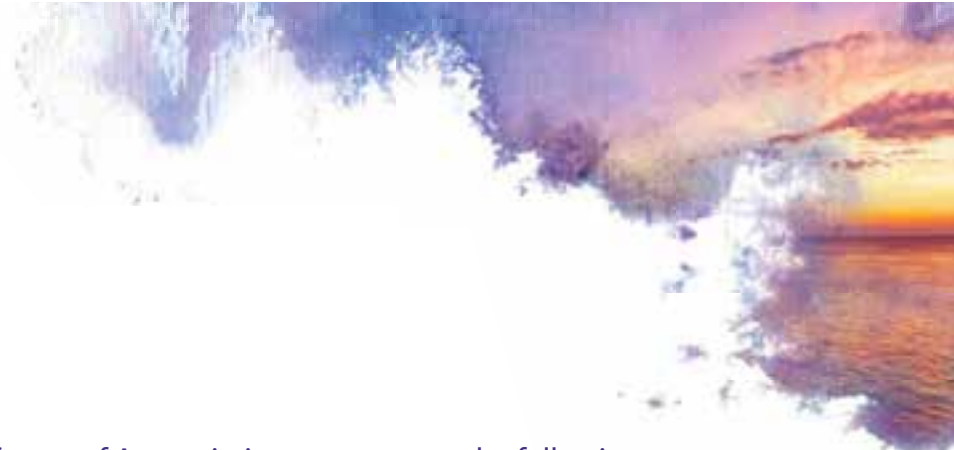


### Rights on Show 2012 award winners:

Rights on Show Award	Anna Reynolds
Human Rights Award	Anula Primary School Visual Arts Programme
Ian Tranthem Award	Louisa Cowie
Vikki Riley Award	Vinodas Balakirushnan
People's Choice Award	Anula Primary School Visual Arts Programme
People's Choice Award	Michael Ross
Secondary school Award	Donovan Mota
Primary School Award	Anula Primary School Visual Arts Programme
Judge's Commendation	Todd Williams
Judge's Commendation	Alison Dowell
Judge's Commendation	'Frank'



*Top left Rights on Show 2012, "Big bright city lights" by Han Wong (Sanderson High School student).  
Above Rights on Show 2012, "A Sustainable House" by Anula Primary School Visual Arts Program.*



Rights on Show 2012 Certificates of Appreciation were sent to the following people and places, all of whom supported the event by sponsorship (financial and in kind), generous discounts, vouchers, and volunteer assistance at all stages.

The Exhibitionist - Discounted Service

Delia Lawrie MLA - Sponsor

Lynne Walker MLA - Sponsor

NT Bar Association - Sponsor

NT Legal Aid Commission - Sponsor

Darwin City Council - Sponsor

William Forster Chambers - Sponsor

Gerry Wood MLA - Sponsor

Don Whyte Framing - Sponsor

Darwin Community Arts - Sponsor

Bunnings Stuart Park - Materials

Darwin Community Legal Service Staff  
- Assistance not Included in job description

Supreme Court Of The Northern Territory  
- Access to venue, security, aircon

NT Anti Discrimination Commission  
- Staff Assistance

Tactile Arts NT - Loan of Plinths

Cool Mob - Voucher

Jacksons Drawing Supplies - Voucher

Jigsaw Collective - Discount Service

The Roma Bar - Discount Service

Mark Hilton - Discount Service

Josh Grant - Discount Service

Colleen Atkinson - Opening Night MC

Joshua Campton - Discount Service

Robyn, Mia & Georgia Tranthem - Volunteers

Aiko Strange - Volunteer

Callum King-Astill - Volunteer

Gerald Grady - Volunteer

Leanne Waterhouse - Volunteer

Jacinta Johnson - Volunteer

Sarah Pirrie - Volunteer

Yvonne Webb - Volunteer

Therese Ritchie - Volunteer

Paul Johnstone - Volunteer

Franck Gohier - Volunteer

Louisa Cowie - Volunteer

Emily Gray - Volunteer

Emily O'Connell - Volunteer

Linda Joy - Volunteer





## Volunteer Co-Ordinator

Volunteers perform an essential role in our service: staffing the after-hours Free Legal Advice Sessions at three venues around Darwin each week.

As co-ordinator of the volunteers, I have been able to get to know many of them very well. Our volunteers come from a variety of backgrounds and all are keen and willing participants. Some are law students who undertake the coordinating role at each session. Lawyers – barristers and solicitors – feature greatly of course, along with others keen to assist in providing a service that offers much-needed assistance to the community.

DCLS is extremely grateful to these people who spend their free time helping at the advice sessions. Community organisations have always needed volunteers to function, and sometimes it feels like there is an increasing number of organisations seeking the assistance of a decreasing number of volunteers. Also given the population turnover in Darwin, we are always recruiting new volunteers

This year we were assisted by some new volunteers from Charles Darwin University and some other interested people who did not have any previous connection to DCLS.

Our Patron, Her Honour the Honourable Sally Thomas, Administrator of the Northern Territory once again hosted a function to thank our volunteers. The 2012 function was held on a lovely September evening at Government House on the Esplanade and provided a great opportunity for volunteers to meet the DCLS staff and the other volunteers.

It's great to be associated with such a willing and helpful group of people who use their skills and expertise to improve the lives of others.

**Maureen Wright**  
Volunteer Co-Ordinator

## Operating Hours

Darwin Community Legal Service is open Monday to Friday 9am – 5pm, closed on public holidays. DCLS closes between xmas and new year.

After hours legal advice clinics are conducted as follows. Clinics are not conducted on public holidays, most long weekends and from late December until late January.

Palmerston Library	Monday	6:00 - 7:00pm
DCLS Darwin Office	Thursday	5:30 - 7:00pm
Casuarina Library	Saturday	10:00 - 11.45am



# DCLS Volunteers

Thank you to all the people who volunteer  
at our Free Legal Advice Clinics.

Sarah Barr  
Marguerite Bowen  
Amy Burns  
Kathleen Chong-Fong  
Jared Clow  
Jacinta Fitzallen  
Burton Reynolds  
Isabelle Maxwell-Williams  
William Crawford  
Judith Davison  
David Desilva  
Elizabeth Fletcher  
Claire Gawler  
Peter Spring  
David Gomez  
Peter Orr  
Ron Hope  
Rosemary Jacob  
Mark Johnson  
Earl Johnson  
Francis Kondambu  
Lucia Ku  
Yuan Lim  
Lynette Lowe  
Deborah Hewitt  
Tom McCrie  
Sarah Morton  
Catherine Voumard  
Avril Vaughan

Bill Piper  
Anthony Burridge  
Aaron Powell  
Carl O'connor  
Nikole Rabeling  
Melanie Robinson  
Angela Nanson  
Douglas Lovegrove  
Jennifer Scott  
Leonique Swart  
Imogen Taylor  
Eva Templin  
James Tierney  
Stephanie Trezise-Conroy  
Zara Gooden  
Gene Truan  
Sem Truan  
Patricia Vivian  
Dylan Walters  
Jackie Whitehead  
Tony Young  
Ron Lawford  
Ian Lindsay  
Greg Macdonald  
Kirby Lawler  
Charles Moran  
Emma Farnell  
Janis Cheung

# DCLS Staff Members 2012/2013

Caitlin Perry  
Executive Director

Gary O'Sullivan  
Principal Solicitor

Sue Brownlee  
Administrator

Linda Watson  
Systems Manager  
(until July 2013)

Deanna Brookehouse  
Systems Manager  
(July - October 2013)

Dianna Leitis (Burley)  
Systems Manager  
(from October 2013)

Maureen Wright  
Front desk / Volunteer Co-ordinator

Nikole Rabeling  
Admin (Casual)

Karen Nevill  
Admin (Casual)

Sheridan Butler  
Admin (Casual)

Mia Tranthem  
Admin (Casual)

Sarah Brooke  
Admin & Projects (Casual)

## Tenants Advice Service

Abhishek Jain  
Team Leader / Solicitor

Melanie Warbrooke  
Solicitor

Rachel McDonald  
Advocate & Admin Worker

## General Legal Service

Saskia Strange  
Outreach Worker

Fernanda Dahlstrom  
Community Solicitor  
(until mid July 2012)

Mary Hawkins  
Locum Community & Homelessness Solicitor  
(Aug – Sept 2012) Project Worker January 2013

Priscilla Lavery  
Community & Homelessness Solicitor  
(from September 2013)

Tammy Wong  
Community Solicitor  
(from October 2013)

## Disability Discrimination

Dawn Lawrie  
Disability Discrimination Advocate

Mary Hawkins  
Disability Discrimination Solicitor  
(from June 2013)

## Aged & Disability Advocacy Team

Lorraine Gibbs  
Team Leader & Senior Advocate

Jennifer Peers  
Advocate (Nhulunbuy)

Steve DeFransz  
Aged & Disability Advocate

Sue Brownlee  
Advocate / Project Worker  
(until August 2012)

Jodie DeBusch  
Advocate



### Welfare Rights

Shelley Eder  
Solicitor

### Consultants

Debbie Wilson & Associates  
Financial Controller and Accounts

Phil Blunt  
IT Support and Maintenance

Bill Piper  
Lawyer

### Family Relationship Legal Advice Service

Jo Sivyer  
Solicitor

Marguerite Bowen  
Solicitor

Kris Norrington  
Solicitor

## DCLS Board of Directors 2012/2013

The DCLS Board has enjoyed great stability with all members filling their roles for the previous 12 months.

The Board of Directors has responsibility for the governance of Darwin Community Legal Service. It oversees the strategic direction of the organisation, monitors performance and accountability, maintains viability and ensures compliance with legal requirements and ethical standards.

For the period of this report, the following people volunteered their time and skills fulfilling these responsibilities.

Colleen Atkinson  
Chairperson and Public Officer

Judith Dikstein  
Secretary

Frieda Evans  
Treasurer

Paulette Goddard  
Member

Rosemary Jacob  
Member

Mark Johnson  
Member

Stephanie Trezise-Conroy  
Member

Julie Davis  
Member (until AGM in November 2012)

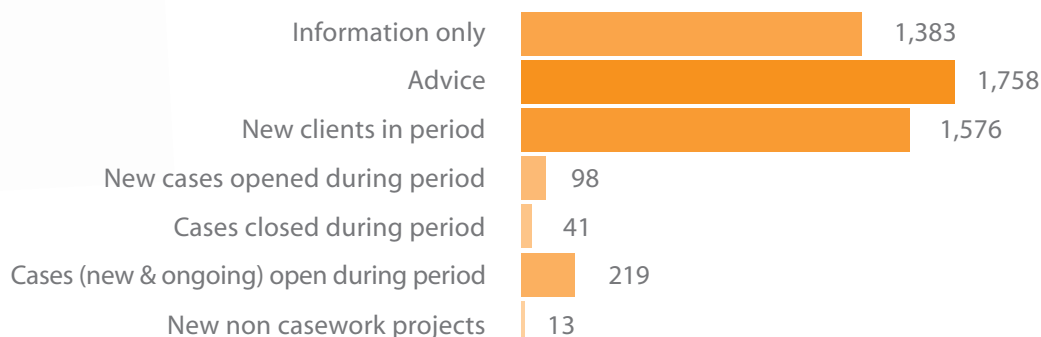
# 2012/2013 Statistics

To meet its reporting requirements DCLS collects statistics about its work on two separate databases.

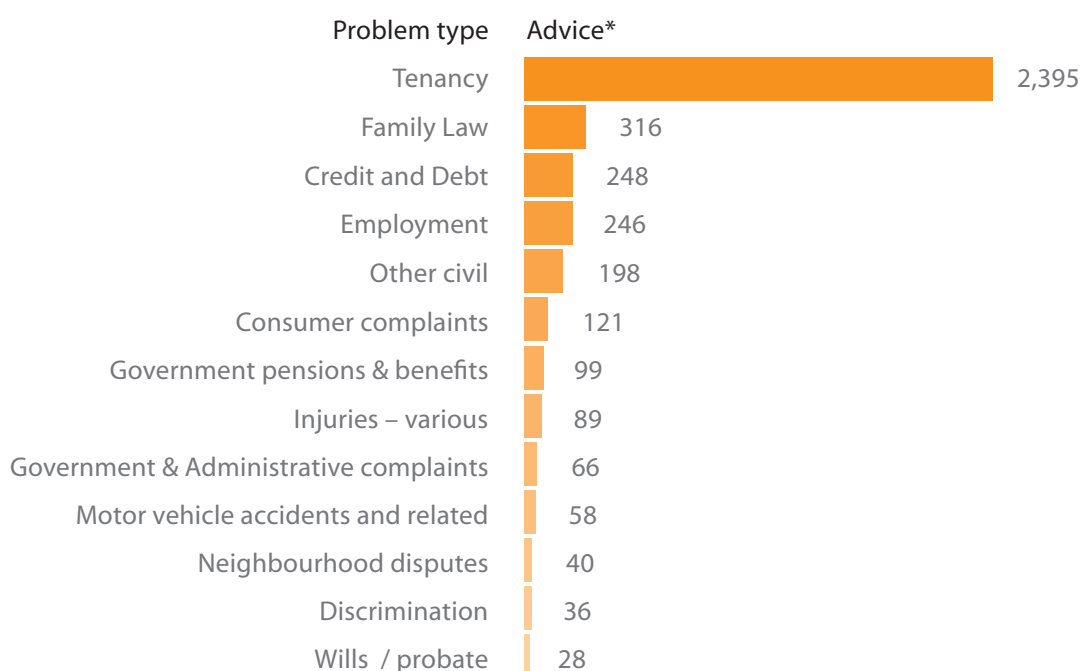
- Aged Care Advocacy and Disability Advocacy program statistics are kept on a database designed and maintained by DCLS
- All legal services statistics are kept on CLSIS, a database designed and maintained by the Commonwealth Attorney General's Department.

## Legal Services 2012/2013

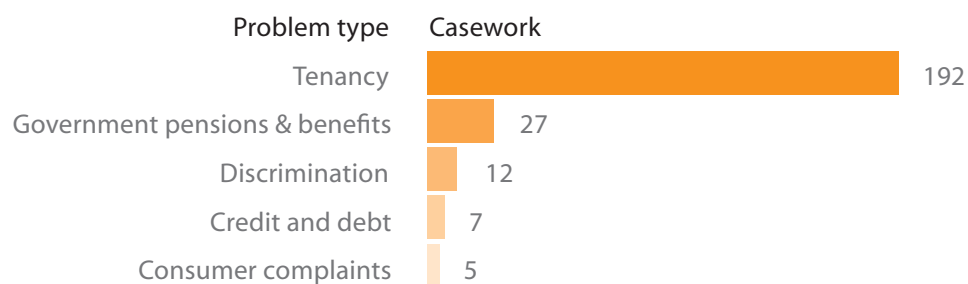
### Summary of legal assistance provided in 2012/2013



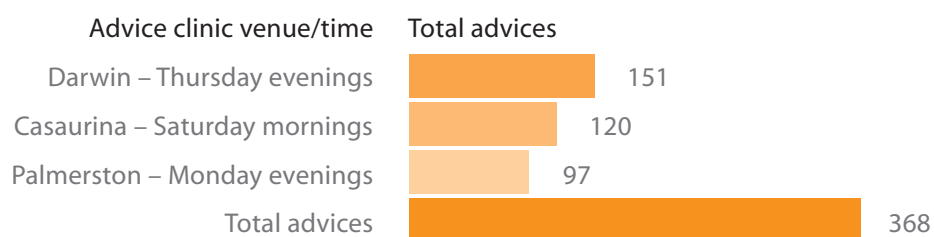
Most common problem types – advice\* (these figures refer to number of times we provided advice in relation to each problem type NOT the number of clients).



Common problem types – casework undertaken (includes new cases and cases already open).



Advice provided by volunteer lawyers at after hours advice clinics.



## Aged and Disability Advocacy Service 2012/2013





# DARWIN COMMUNITY LEGAL SERVICE INC.

## STRATEGIC PLAN

### 2011 - 2014



▶ **our vision** A community in which members enjoy and are entitled to legal and social justice.

▶ **our purpose** To assist people who are disadvantaged or marginalised to access justice.

Goal	Strategy
Provide high quality legal and related services	Provide legal assistance (referrals, information, advice and casework) that is: <ul style="list-style-type: none"> <li>• Appropriate</li> <li>• Accessible</li> <li>• Responsive</li> </ul>
Identify obstacles to justice and options for reform	Lobby Respond to policy development Initiate policy change and law reform Identify issues from clients and community Propose law reform
Promote understanding of legal rights and how to assert them	Design and deliver appropriate Community Legal Education Disseminate CLE materials widely Ensure CLE is responsive to client/community needs and issues
Partner with people, organisations and community	Initiate partnerships to meet individual and community needs Collaborate locally and nationally Network for economies of scale Exchange knowledge
Resource an effective, sustainable and supportive organisation	Seek independent income Explore accommodation options Build policy capacity Recruit and retain accountable, supported and satisfied staff



# Audited Financial Statements

For the year ended 30 June 2013

*Prepared by*

TDH Chartered Accountants  
GPO Box 4587  
Darwin NT 0801

Phone: 08 8941 1460 Fax: 08 8941 1450  
Email: [admin@tdhnt.com.au](mailto:admin@tdhnt.com.au)



# Financial Statements

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# Darwin Community Legal Service Inc.

## Board's Report

30 June 2013

The Board presents its report on Darwin Community Legal Service Incorporated for the financial year ended 30 June 2013.

### 1. General information

#### Board members

The names of Board members throughout the year and at the date of this report are:

Gillian Atkinson - Chairperson/ Public Officer	Member for full year
Frieda Evans - Treasurer	Member for full year
Rosemary Jacob	Member for full year
Paulene Goddard	Member for full year
Judith Dickstein	Member for full year
Mark Johnson	Member for full year
Julie Davis	Term expired November 2012
Stephanie Trezise Conroy	Member for full year

#### Principal activities

The principal activities of the Association during the financial year were to provide free legal and advocacy services to disadvantaged and marginalised people in and around the top end of the Northern Territory.

#### Significant changes

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

### 2. Operating results and review of operations for the year

#### Operating result

The profit (loss) of the Association for the financial year amounted to:  
\$ (32,290); 2012: \$ 21,173.

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

Board member

Board member:



Gillian Atkinson - Chairperson/ Public Officer



Frieda Evans - Treasurer

Dated this 11th day of September 2013

# Darwin Community Legal Service Inc.

## Income Statement

For the Year Ended 30 June 2013

	2013	2012
	\$	\$
Revenue	1,567,531	1,569,984
Other income	1,579	6,086
Employee benefits expense	(1,253,846)	(1,107,228)
Consulting and professional fees	(46,972)	(46,983)
Advertising	(11,980)	(34,210)
Rent	(107,603)	(138,057)
Conferences	(4,075)	(29,469)
Motor vehicle expenses	(24,759)	(25,391)
Other expenses	(152,165)	(173,559)
<b>Profit (loss) for the year</b>	<b>(32,290)</b>	<b>21,173</b>

The accompanying notes form part of these financial statements.



# Darwin Community Legal Service Inc.

## Statement of Financial Position

30 June 2013

	Note	2013 \$	2012 \$
<b>ASSETS</b>			
CURRENT ASSETS			
Cash and cash equivalents	2	775,914	728,517
Trade and other receivables	3	26,839	15,517
Other assets	4	26,096	24,620
TOTAL CURRENT ASSETS		828,849	768,654
NON-CURRENT ASSETS			
TOTAL ASSETS		828,849	768,654
<b>LIABILITIES</b>			
CURRENT LIABILITIES			
Trade and other payables	5	108,742	73,078
Short-term provisions	6	-	6,570
Employee benefits	8	81,319	70,345
Other liabilities	7	96,866	69,324
TOTAL CURRENT LIABILITIES		286,927	219,317
NON-CURRENT LIABILITIES			
Employee benefits	8	122,720	85,285
Long-term provisions	6	162,888	175,448
TOTAL NON-CURRENT LIABILITIES		285,608	260,733
TOTAL LIABILITIES		572,535	480,050
NET ASSETS		256,314	288,604
<b>EQUITY</b>			
Retained earnings		256,314	288,604
TOTAL EQUITY		256,314	288,604

The accompanying notes form part of these financial statements.

# Darwin Community Legal Service Inc.

## Statement of Cash Flows

For the Year Ended 30 June 2013

	Note	2013 \$	2012 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from customers		(2,030)	2,244
Payments to suppliers and employees		(1,534,008)	(1,603,956)
Interest received		25,823	39,768
Other operating accounts		-	7,166
Receipt from grants		1,557,612	1,468,285
Net cash provided by (used in) operating activities	9	47,397	(86,493)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>			
Net increase (decrease) in cash and cash equivalents held		47,397	(86,493)
Cash and cash equivalents at beginning of year		728,517	815,010
Cash and cash equivalents at end of financial year	2	775,914	728,517

The accompanying notes form part of these financial statements.

## Notes to the Financial Statements

For the Year Ended 30 June 2013

### 1 Summary of Significant Accounting Policies

#### (a) Basis of Preparation

This financial report is a special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Act (NT) 2003. The Board has determined that the not-for-profit Association is not a reporting entity.

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

#### (b) Property, Plant and Equipment

Property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

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

##### Motor vehicles

Where a new or replacement motor vehicle is acquired, the GST exclusive acquisition cost of the vehicle will be disclosed as an expense in that financial year.

#### (c) Cash and cash equivalents

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

#### (d) Employee benefits

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

#### (e) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

## Notes to the Financial Statements

For the Year Ended 30 June 2013

### 1 Summary of Significant Accounting Policies continued

#### (f) Trade and other payables

Trade creditors and other payables, including bank borrowings and distributor payable, are recognised at the nominal transaction value without taking into account the time value of money.

#### (g) Income Tax

The Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

#### (h) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

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).

##### Grant revenue

Grant revenue is recognised in the income statement when the entity obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably. Unspent grants are transferred to an appropriate liability account.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Darwin Community Legal Service Incorporated receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the income statement.

#### (i) 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 the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

# Darwin Community Legal Service Inc.

## Notes to the Financial Statements

For the Year Ended 30 June 2013

### 1 Summary of Significant Accounting Policies continued

#### (j) Going concern

Darwin Community Legal Service Incorporated is dependent on the various Northern Territory and federal government departments for the majority of its revenue used to operate the business. At the date of this report the board members have no reason to believe the various Northern Territory and federal government departments will not continue to support Darwin Community Legal Service Incorporated.



# Darwin Community Legal Service Inc.

## Notes to the Financial Statements

For the Year Ended 30 June 2013

### 2 Cash and cash equivalents

	2013	2012
	\$	\$
Cash on hand	300	300
Cash at bank	775,614	728,217
	<u>775,914</u>	<u>728,517</u>

### 3 Trade and other receivables

	2013	2012
	\$	\$
CURRENT		
Trade receivables	15,831	-
Deposits	500	500
GST receivables	10,508	15,017
	<u>26,839</u>	<u>15,517</u>

### 4 Other assets

	2013	2012
	\$	\$
CURRENT		
Prepayments	24,370	22,310
Accrued income	1,726	2,310
	<u>26,096</u>	<u>24,620</u>

### 5 Trade and other payables

	2013	2012
	\$	\$
CURRENT		
Secured Liabilities		
Trade payables	28,746	18,936
Deposits	1,051	548
GST payable	28,996	5,569
Accrued expense	22,039	23,408
Superannuation payable	8,690	10,159
PAYGW payable	19,219	14,458
	<u>108,741</u>	<u>73,078</u>

# Darwin Community Legal Service Inc.

## Notes to the Financial Statements

For the Year Ended 30 June 2013

### 6 Provisions

	2013	2012
	\$	\$
CURRENT		
Provision for AGM/ Annual report	-	6,570
	-	6,570
	2013	2012
	\$	\$
NON-CURRENT		
Provision for capital assets	77,460	52,701
Management services	85,428	122,747
	162,888	175,448

### 7 Other liabilities

	2013	2012
	\$	\$
CURRENT		
Unexpended grants - other	24,554	45,458
Unexpended grants - Attorney General's Department	72,312	23,866
	96,866	69,324

### 8 Employee Benefits

	2013	2012
	\$	\$
CURRENT		
Annual leave provision	81,319	70,345
	81,319	70,345
	2013	2012
	\$	\$
NON-CURRENT		
Long service leave	23,450	19,989
Provision for redundancy	99,270	65,296
	122,720	85,285

# Darwin Community Legal Service Inc.

## Notes to the Financial Statements

For the Year Ended 30 June 2013

### 9 Cash Flow Information

#### (a) Reconciliation of cash

	Note	2013 \$	2012 \$
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:			
Cash and cash equivalents	2	<u>775,914</u>	<u>728,517</u>

#### (b) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2013 \$	2012 \$
Profit for the year	(32,290)	21,173
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit:		
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries:		
- (increase)/decrease in trade and other receivables	(11,323)	(14,135)
- (increase)/decrease in prepayments	(1,476)	(24,621)
- increase/(decrease) in trade and other payables	44,076	(46,483)
- increase/(decrease) in provisions	-	(55,329)
- increase/(decrease) in employee benefits	48,410	32,902
Cashflow from operations	<u>47,397</u>	<u>(86,493)</u>

# Darwin Community Legal Service Inc.

## Board's Declaration

In our opinion:

1. the accompanying financial report as set out on pages 2 to 10, having a special purpose financial statement, is drawn up so as to present fairly the state of affairs of the Association as at 30 June 2013 and the results of the Association for the year ended on that date,
2. the accounts of the Association have been properly prepared and are in accordance with the Books of account of the Association
3. 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 signed for and on behalf of the board by:

Board member:



Colleen Atkinson - Chairperson - Paralegals

Board member:



Imelda Evans - Treasurer

Dated this



day of



2013



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GPO Box 4587  
Darwin NT 0801

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## **Independent Audit Report to the members of Darwin Community Legal Service Incorporated**

### **Report on the Financial Report**

We have audited the accompanying financial report being a special purpose financial report, of Darwin Community Legal Service Incorporated, which comprises the statement of financial position as at 30 June 2013, the income statement and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the boards' declaration statement.

#### *Boards' Responsibility for the Financial Report*

The board of Darwin Community Legal Service Incorporated are responsible for the preparation of the financial report and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Act of the Northern Territory 2003 and is appropriate to meet the needs of the members. The boards' responsibility also includes such internal control as the officers determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

#### *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 and fair presentation of the financial report 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 management, 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 qualified audit opinion.

#### *Basis for Qualified Opinion*

##### **Non-grant income**

It is not practical for the Association to establish accounting controls over all sources of non-grant income prior to its receipt and accordingly it is not possible for our examination to include audit procedures to extend beyond the amount recorded in the accounting records of the Association.

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Liability limited by a scheme approved under Professional Standards Legislation

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ABN: 19 087 176 565



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#### **Basis of accounting**

Two of the five funding agreements governing the use and reporting of the majority of the Association's income require the preparation of financial statements in accordance with all Australian Accounting Standards, which the Association has elected not to comply with. The possible financial impact of any of this non-compliance has not been reflected in these financial statements. The total amount disclosed as income for the year ended 30 June 2013 relating to these two funding agreements is \$786,275, a further \$75,703 has been disclosed as an unexpended grant liability as at 30 June 2013.

#### **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial report presents fairly, in all material respects, the financial position of Darwin Community Legal Service incorporated as at 30 June 2013, and its financial performance and its cash flows for the year then ended, in accordance with Australian Accounting Standards and Associations Act of the Northern Territory 2003.

#### **Basis of Accounting**

Without modifying our opinion, we draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report is prepared to assist Darwin Community Legal Service incorporated to comply with the financial reporting provisions of Associations Act of the Northern Territory 2003. As a result, the financial report may not be suitable for another purpose.

#### **Going Concern**

As disclosed in Note 1, the income received by the Association is predominantly sourced from government grants. The appropriateness of preparing the Association's financial statements on a going concern basis is dependent upon this continued support.

#### **Reissue of Financial Report**

On 11 September 2013, the Board amended and reissued the Board's Declaration, resulting in the reissuing of our Audit Report. This amendment resulted in no financial impact on the Financial Report for the year ended 30 June 2013.

A handwritten signature in blue ink, appearing to read "Adam Doherty", is written over a horizontal line.

Adam Doherty

Director

Dated 11 September 2013

---

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## **Darwin Community Legal Service Incorporated**

### **Disclaimer**

**For the Year Ended 30 June 2013**

The additional financial data presented on 15-33 is in accordance with the books and records of this Association which have been subjected to the auditing procedures applied in our statutory audit of the Association for the year ended 30 June 2013. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy or reliability in respect of the data provided. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than Darwin Community Legal Service Incorporated) in respect of such data, including any errors or omissions therein however caused.

A handwritten signature in black ink, appearing to read 'Adam Dohnt', is written over a horizontal line.

Adam Dohnt

Director

Dated 11 September 2013

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TDH Pty Limited  
ABN: 19 087 176 565

# Darwin Community Legal Service Inc.

## Income and Expenditure Statement

	2013	2012
	\$	\$
<b>For the Year Ended 30 June 2013</b>		
<b>Income</b>		
Sale of goods	1,945	1,364
Interest income	25,239	42,078
Rental income	43,934	-
Member subscriptions	118	186
Legal Practitioners Fidelity Fund	28,571	-
Donations	2,160	895
Recoveries	209	6,021
Commonwealth grants (including CLSP)	586,812	586,951
Aged and Disability Rights Advocacy Service	566,138	563,284
Other grants	312,614	375,226
Other income	106	64
<b>Total income</b>	<b>1,567,846</b>	<b>1,576,069</b>
<b>Less: Expenses</b>		
Accounting fees	13,400	11,470
Auditors remuneration	6,000	6,000
Bank charges	833	569
Cleaning	8,860	10,354
Computer expenses	4,446	4,648
Electricity and water	1,746	-
Equipment < \$300	3,186	19,395
Freight and cartage	41	709
Insurance	13,550	3,744
Lease rentals on operating lease	2,260	3,551
Leave pay	48,409	32,903
Market research	9,772	8,164
Medical supplies	9,277	8,945
Postage	1,948	1,679
Printing and stationery	6,304	12,483
Repairs and maintenance	12,780	16,652
Salaries	1,097,387	985,785
Staff training	11,710	2,301
Subscriptions	2,262	1,294
Sundry expenses	17,087	26,158
Superannuation contributions	96,339	86,240
Telephone and fax	16,865	16,748
Travel - domestic	21,548	20,994
Consulting and professional fees	46,972	46,983
Advertising	11,980	34,210
Rent	107,603	138,057
Conferences	4,075	29,469
Motor vehicle expenses	24,759	25,391

# Darwin Community Legal Service Inc.

## Income and Expenditure Statement

For the Year Ended 30 June 2013

Total Expenses	<u>1,601,399</u>	<u>1,554,896</u>
	<u>(33,553)</u>	<u>21,173</u>
Other items:		
Gain on disposal of assets	<u>1,263</u>	<u>-</u>
Profit or (loss)	<u>(32,290)</u>	<u>21,173</u>



# Job Reports

For the year ended 30 June 2013



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Darwin NT 0801

### **Auditor's Certification**

Name of Organisation: Darwin Community Legal Service Incorporated

Financial Year Period: 01/07/2012 to 30/06/2013

I hereby certify that:

- (a) I am not a proprietor, 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 Financial Performance, a Statement of Cash Flows and Notes to the Financial Statements of the above-mentioned Organisation (Darwin Community Legal Service Incorporated) for the stated Financial Year Period are:
- i. based on proper accounts and present true and fair view of the Organisation's financial position and financial performance. However, are not prepared in accordance with all applicable Accounting Standards and other mandatory professional reporting requirements in Australia; and
  - ii. not prepared in accordance with the terms and conditions of the Agreement (Contract) with of Australia and Darwin Community Legal Service Incorporated 2009-2013 as the agreement requires the preparation of general purpose financial statements. A copy of the Agreement which has been made available to me in relation to the provision of community legal services.
- (c) The Statement of Financial Performance is provided in respect of Funds for a Funding Categories.

This is a certified audit report.

Unless written to me in 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: Adam Doherty

Name of Company (if applicable): TDH Chartered Accountants

ACN or ABN Number: 19 087 176 565

Registered Auditor: ☒ Yes ☐ No  
Registration No: 214835

Signature:

Date: 19/09/2013

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TDH Pty Limited  
ABN: 19 087 176 565

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: Generalist Legal Service

Detail	2012/2013	2011/2012
<b>CLSP INCOME</b>		
<b>Surplus/Deficit from previous years:</b>		
Surplus GLS reportable programs	\$18,706	\$83,790
Commonwealth	\$353,198	\$346,954
State		\$0
<b>Service Generated Income:</b>		
Interest/Other Service Generated Income	\$4,088	\$6,732
<b>Total CLSP Income</b>	<b>\$357,286</b>	<b>\$353,686</b>
<b>Approved Capital Expenditure:</b>		
<b>CLSP General Purpose Income</b>	<b>\$375,992</b>	<b>\$437,476</b>
<b>CLSP EXPENSES</b>		
Salaries	\$221,044	\$247,225
Superannuation	\$18,521	\$21,202
On Costs	\$1,195	\$0
Rent	\$18,945	\$23,193
Repairs & Maintenance	\$11	\$252
Other Premises Costs	\$2,203	\$1,520
Staff Training	\$2,581	\$3,246
Staff Recruitment	\$0	\$1,852
Communications	\$3,921	\$3,668
Office Overheads	\$2,640	\$4,565
Insurance	\$1,938	\$815
Finance, Audit & Accounting Fees	\$8,888	\$8,059
Library, Resources & Subscriptions	\$3,503	\$2,182
Travel	\$2,578	\$7,097
Programming and Planning	\$3,571	\$13,203
Client Disbursements	\$40	\$120
Leases	\$523	\$773
Minor Equipment	\$526	\$4,251
Depreciation	\$7,623	\$10,000
Other		\$65,547
<b>Salary and Related Expenses</b>	<b>\$240,760</b>	<b>\$268,427</b>
<b>Total Operating Expenses</b>	<b>\$59,491</b>	<b>\$150,343</b>
<b>Total CLSP Expenses</b>	<b>\$300,251</b>	<b>\$418,770</b>
<b>Surplus/Deficit for Current Year</b>	<b>\$57,035</b>	<b>-\$65,084</b>
<b>Actual Capital Exp in Current Year</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit for New Financial Year</b>	<b>\$75,741</b>	<b>\$18,706</b>
<b>OTHER INCOME</b>		
<b>Total Funds Received from Other Bodies</b>	<b>\$657,747</b>	<b>\$813,676</b>
<b>Total Funds Received from Other Bodies for non-CLSP/CLIS Activities</b>	<b>\$260,000</b>	<b>\$0</b>



# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: Disability Discrimination Service

Detail	2012/2013	2011/2012
<b>CLSP INCOME</b>		
Surplus/Deficit from Previous Years	\$2,964	-\$29,236
Commonwealth	\$84,992	\$83,488
State		
<b>Service Generated Income:</b>		
Interest/Other Service Generated Income	\$982	\$2,273
<b>Total CLSP Income</b>	<b>\$85,974</b>	<b>\$85,761</b>
<b>Approved Capital Expenditure:</b>	<b>\$0</b>	<b>\$0</b>
<b>CLSP General Purpose Income</b>	<b>\$88,938</b>	<b>\$56,525</b>
<b>CLSP EXPENSES</b>		
Salaries	\$99,304	\$54,617
Superannuation	\$8,371	\$4,695
On Costs	\$283	\$0
Rent	\$4,480	\$5,582
Repairs & Maintenance	\$2	\$61
Other Premises Costs	\$521	\$366
Staff Training	\$1,215	\$3,606
Staff Recruitment	\$0	\$496
Communications	\$927	\$883
Office Overheads	\$620	\$1,102
Insurance	\$458	\$196
Finance, Audit & Accounting Fees	\$2,102	\$1,939
Library, Resources & Subscriptions	\$650	\$190
Travel	\$969	\$2,013
Programming and Planning	\$1,334	\$5,841
Client Disbursements	\$0	\$7
Leases	\$124	\$186
Minor Equipment	\$80	\$1,017
Depreciation	\$1,832	\$0
Other	\$0	-\$29,236
<b>Salary and Related Expenses</b>	<b>\$107,958</b>	<b>\$59,312</b>
<b>Total Operating Expenses</b>	<b>\$15,314</b>	<b>-\$5,751</b>
<b>Total CLSP Expenses</b>	<b>\$123,272</b>	<b>\$53,561</b>
<b>Surplus/Deficit for Current Year</b>	<b>-\$37,298</b>	<b>\$32,200</b>
<b>Actual Capital Exp in Current Year</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit for New Financial Year</b>	<b>-\$34,334</b>	<b>\$2,964</b>

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: Welfare Rights Service

Detail	2012/2013	2011/2012
<b>CLSP INCOME</b>		
Surplus/Deficit from Previous Years	\$2,196	-\$36,311
Commonwealth	\$62,988	\$61,872
State		
<b>Service Generated Income:</b>		
Interest/Other Service Generated Income	\$727	\$1,270
<b>Total CLSP Income</b>	<b>\$63,715</b>	<b>\$63,142</b>
<b>Approved Capital Expenditure:</b>	<b>\$0</b>	<b>\$0</b>
<b>CLSP General Purpose Income</b>	<b>\$65,911</b>	<b>\$26,831</b>
<b>CLSP EXPENSES</b>		
Salaries	\$85,707	\$40,370
Superannuation	\$7,092	\$3,365
On Costs	\$209	\$0
Rent	\$3,320	\$4,136
R & M Premises	\$2	\$45
Other Premises Costs	\$386	\$271
Staff Training	\$746	\$3,363
Staff Recruitment	\$0	\$367
Communications	\$687	\$654
Office Overheads	\$486	\$809
Insurance	\$340	\$145
Finance, Audit & Accounting Fees	\$1,558	\$1,437
Library, Resources & Subscriptions	\$2,960	\$811
Travel	\$923	\$1,493
Programming and Planning	\$1,390	\$2,783
Client Disbursements	\$0	\$5
Leases	\$92	\$138
Minor Equipment	\$60	\$754
Depreciation	\$1,358	\$0
Other	\$0	-\$36,311
<b>Salary and Related Expenses</b>	<b>\$93,008</b>	<b>\$43,735</b>
<b>Total Operating Expenses</b>	<b>\$14,308</b>	<b>-\$19,100</b>
<b>Total CLSP Expenses</b>	<b>\$107,316</b>	<b>\$24,635</b>
<b>Surplus/Deficit for Current Year</b>	<b>-\$43,601</b>	<b>\$38,507</b>
<b>Actual Capital Exp in Current Year</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit for New Financial Year</b>	<b>-\$41,405</b>	<b>\$2,196</b>

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: Family Relationships Centre

Detail	2012/2013	2011/2012
<b>CLSP INCOME</b>		
Surplus/Deficit from Previous Years	\$0	\$35,286
Commonwealth	\$57,340	\$56,328
State		
<b>Service Generated Income:</b>		
Interest/Other Service Generated Income	\$529	\$1,636
<b>Total CLSP Income</b>	<b>\$57,869</b>	<b>\$57,964</b>
<b>Approved Capital Expenditure:</b>	<b>\$0</b>	<b>\$0</b>
<b>CLSP General Purpose Income</b>	<b>\$57,869</b>	<b>\$93,250</b>
<b>CLSP EXPENSES</b>		
Salaries	\$44,510	\$76,615
Superannuation	\$1,168	\$4,457
On Costs	\$244	\$0
Rent	\$3,863	\$6,065
R & M Premises	\$2	\$66
Other Premises Costs	\$449	\$398
Staff Training	\$316	\$0
Staff Recruitment	\$0	\$0
Communications	\$800	\$959
Office Overheads	\$541	\$1,187
Insurance	\$395	\$213
Finance, Audit & Accounting Fees	\$1,812	\$2,108
Library, Resources & Subscriptions	\$542	\$0
Travel	\$453	\$408
Programming and Planning	\$190	\$572
Client Disbursements	\$0	\$0
Leases	\$107	\$202
Minor Equipment	\$69	\$0
Depreciation	\$96	\$0
Other	\$0	\$0
<b>Salary and Related Expenses</b>	<b>\$45,922</b>	<b>\$81,072</b>
<b>Total Operating Expenses</b>	<b>\$9,635</b>	<b>\$12,178</b>
<b>Total CLSP Expenses</b>	<b>\$55,557</b>	<b>\$93,250</b>
<b>Surplus/Deficit for Current Year</b>	<b>\$2,312</b>	<b>-\$35,286</b>
<b>Actual Capital Exp in Current Year</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit for New Financial Year</b>	<b>\$2,312</b>	<b>\$0</b>

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: WRS One Off

Detail	2012/2013	2011/2012
<b>CLSP INCOME</b>		
Surplus/Deficit from Previous Years	\$0	\$0
Commonwealth	\$70,000	\$0
State		
<b>Service Generated Income:</b>		
Interest/Other Service Generated Income	\$0	\$0
<b>Total CLSP Income</b>	<b>\$70,000</b>	<b>\$0</b>
<b>Approved Capital Expenditure:</b>	<b>\$0</b>	<b>\$0</b>
<b>CLSP General Purpose Income</b>	<b>\$70,000</b>	<b>\$0</b>
<b>CLSP EXPENSES</b>		
Salaries	\$0	\$0
Superannuation	\$0	\$0
On Costs	\$0	\$0
Rent	\$0	\$0
R & M Premises	\$0	\$0
Other Premises Costs	\$0	\$0
Staff Training	\$0	\$0
Staff Recruitment	\$0	\$0
Communications	\$0	\$0
Office Overheads	\$0	\$0
Insurance	\$0	\$0
Finance, Audit & Accounting Fees	\$0	\$0
Library, Resources & Subscriptions	\$0	\$0
Travel	\$0	\$0
Programming and Planning	\$0	\$0
Client Disbursements	\$0	\$0
Leases	\$0	\$0
Minor Equipment	\$0	\$0
Depreciation	\$0	\$0
Other	\$0	\$0
<b>Salary and Related Expenses</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>
<b>Total CLSP Expenses</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit for Current Year</b>	<b>\$70,000</b>	<b>\$0</b>
<b>Actual Capital Exp in Current Year</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit for New Financial Year</b>	<b>\$70,000</b>	<b>\$0</b>



# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: Law Handbook

<b>Income</b>	
Law Hand Book Sales	\$1,945
Law H'Book Surplus Tfr <FYR	\$19,131
Law H'Book Surplus Tfr >FYR	-\$21,163
Other Costs Recovered	\$86
<b>Total Income</b>	<b>\$0</b>
<b>Expense</b>	
<b>Total Expense</b>	<b>\$0</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>



Darwin Community Legal Service Inc.  
Aged & Disability Rights Team

**INCOME & EXPENDITURE REPORT**

Reporting Period: July 2012 to June 2013

PROGRAM: DoHA Funding Acquittal

<b>Income</b>	
Interest Earned	\$3,173
ADRT/FaHCSIA Disab Serv Grant	
ADRT/DoHA/Aged Care Grant	\$157,770
<b>Total Income</b>	<b>\$160,943</b>
<b>Expense</b>	
Wages & Salaries	\$86,663
Contractors/Consultants	\$318
Tfr to Prov for Redundancy	\$5,132
Annual Leave/Tfr to Provisions	-\$1,700
Long Serv Lv/Tfr to Provisions	\$331
Superannuation	\$7,735
Org Management Services Exp	\$51,513
Staff Training & Development	\$1,162
Conferences (Incl Travel & Ac)	\$250
Stationery/Consumable/P'Copier	\$63
Memberships	\$41
Travel/Service Delivery	\$2,255
Accommodation/Service Delivery	\$1,240
Prog Advert/Marketing/Publicat	\$1,327
Service Del Resource Product	\$470
MV Replacement/Tfr to Prov'n	\$4,143
<b>Total Expense</b>	<b>\$160,943</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

# Darwin Community Legal Service Inc.

Aged & Disability Rights Team

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: DoHA HACCC Program Funding Acquittal

<b>Income</b>	
Interest Earned	\$589
ADRT/DoHA/HACC Grant	\$29,287
<b>Total Income</b>	<b>\$29,876</b>
<b>Expense</b>	
Wages & Salaries	\$16,087
Contractors/Consultants	\$59
Tfr to Prov for Redundancy	\$953
Annual Leave/Tfr to Provisions	-\$316
Long Serv Lv/Tfr to Provisions	\$61
Superannuation	\$1,436
Org Management Services Exp	\$9,562
Staff Training & Development	\$216
Conferences (Incl Travel & Ac)	\$46
Stationery/Consumable/P'Copier	\$12
Memberships	\$8
Travel/Service Delivery	\$419
Accommodation/Service Delivery	\$230
Prog Advert/Marketing/Publicat	\$246
Service Del Resource Product	\$87
MV Replacement/Tfr to Prov'n	\$770
<b>Total Expense</b>	<b>\$29,876</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

# Darwin Community Legal Service Inc.

Aged & Disability Rights Team

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: DoHA HACCC Transition Support Funding Acquittal

<b>Income</b>	
ADRT/DoHA/HACC Grant	\$16,000
<b>Total Income</b>	<b>\$16,000</b>
<b>Expense</b>	
Wages & Salaries	\$11,130
Superannuation	\$1,002
IT Support	\$1,368
Financial Controller Consultant	\$1,700
Prog Advert/Marketing/Publicat	\$800
<b>Total Expense</b>	<b>\$16,000</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: NT Department of Health and Families Funding Acquittal

<b>Income</b>	
Interest Earned	\$1,617
ADRT/NT DHF Disability Grant	\$80,417
<b>Total Income</b>	<b>\$82,034</b>
<b>Expense</b>	
Wages & Salaries	\$44,173
Contractors/Consultants	\$162
Tfr to Prov for Redundancy	\$2,616
Annual Leave/Tfr to Provisions	-\$867
Long Serv Lv/Tfr to Provisions	\$169
Superannuation	\$3,943
Org Management Services Exp	\$26,257
Staff Training & Development	\$592
Conferences (Incl Travel & Ac)	\$127
Stationery/Consumable/P'Copier	\$32
Memberships	\$21
Travel/Service Delivery	\$1,149
Accommodation/Service Delivery	\$632
Prog Advert/Marketing/Publicat	\$676
Service Del Resource Product	\$239
MV Replacement/Tfr to Prov'n	\$2,113
<b>Total Expense</b>	<b>\$82,034</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

Darwin Community Legal Service Inc.  
Aged & Disability Rights Team

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: FaHCSIA Funding Acquittal

<b>Income</b>	
Interest Earned	\$2,392
ADRT/FaHCSIA Disab Serv Grant	\$122,280
ADRT/FaHCSIA Exp Recovery	\$2,051
ADT/FaHCSIA East Arnhem Grant	\$169,506
<b>Total Income</b>	<b>\$296,229</b>
<b>Expense</b>	
Wages & Salaries	\$140,271
Contractors/Consultants	\$240
Tfr to Prov for Redundancy	\$3,869
Annual Leave/Tfr to Provisions	<span style="color: red;">-\$1,017</span>
Long Serv Lv/Tfr to Provisions	\$250
Superannuation	\$12,464
Rent - Gove Office	\$25,688
R & M Premises	\$2,667
Cleaning Supplies/Gardening	\$1,080
Org Management Services Exp	\$91,383
Staff Training & Development	\$876
Conferences (Incl Travel & Ac)	\$274
Stationery/Consumable/P'Copier	\$259
Courier Service/Freight	\$41
Postage	\$64
Memberships	\$31
Travel/Service Delivery	\$8,070
Accommodation/Service Delivery	\$1,614
Motor Vehicle Running Expenses	\$2,443
Functions/AGM Policy Days	\$668
Prog Advert/Marketing/Publicat	\$1,080
Service Del Resource Product	\$354
Minor Equipment <\$5000	\$434
MV Replacement/Tfr to Prov'n	\$3,125
<b>Total Expense</b>	<b>\$296,229</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: FaHCSIA Disability Advocacy Standards Grant

<b>Income</b>	
Unexpended Grant B/Fwd from Previous Year	\$15,000
<b>Total Income</b>	<b>\$15,000</b>
<b>Expense</b>	
Wages & Salaries	\$10,563
Superannuation	\$687
Service Delivery Costs	\$3,750
<b>Total Expense</b>	<b>\$15,000</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: FaHCSIA Quality Accreditation

<b>Income</b>	
ADRT/FaHCSIA Disab Serv Grant	\$8,500
<b>Total Income</b>	<b>\$8,500</b>
<b>Expense</b>	
Wages & Salaries	\$196
Program Planning	\$8,304
<b>Total Expense</b>	<b>\$8,500</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>



# Darwin Community Legal Service Inc.

## INCOME & EXPENDITURE REPORT

Reporting Period: July 2012 to June 2013

PROGRAM: Human Rights Aussie Rules

<b>Income</b>	
Unexp Grant B/Fwd <FYR	\$11,327
Human Rights ECLC Project	\$4,500
<b>Total Income</b>	<b>\$15,827</b>
<b>Expense</b>	
Wages & Salaries	\$11,299
Superannuation	\$1,017
Service Delivery Costs	\$3,511
<b>Total Expense</b>	<b>\$15,827</b>
<b>Net Profit (Loss)</b>	<b>\$0</b>

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