

Street Law Centre WA Inc



Annual Report

For the period 1 July 2009 to 30 June 2010

Part One – Report of the committee

1. Letter from the Chair

I am very excited to report that Street Law Centre WA Inc (**Street Law**) has made significant progress since the last annual general meeting in meeting its goal of providing a dedicated, free, legal service to people who are homeless or at risk of homelessness.

The key theme at last year's annual general meeting was obtaining funding. Thanks to the support of the State of Western Australia and the Commonwealth of Australia, Street Law now has 3 year project funding. In addition, the service is operational, with Ann-Margaret Walsh taking on the role of Principal Solicitor and Dawn Fenton the role of Administration Assistant. Accordingly, Street Law has been working toward formalising the establishment of legal clinics at the community organisations already identified. Setting up those clinics, arranging volunteer lawyers and ensuring they run efficiently is the key goal for the year ahead.

Funding

There have been exciting developments for Street Law over the last 12 months. In September 2009, Street Law prepared an extensive submission to Legal Aid in relation to funding which had been set aside by the State and Commonwealth Governments for a homeless legal service pilot programme. In December 2009 the State Attorney General advised that Street Law's submission had been successful. The funding is for a 3 year pilot project and comprises an allocation from both the Commonwealth and State Governments through the Community Legal Services Program. The funding is administered by Legal Aid Western Australia.

In addition:

- In June 2010 Street Law was also successful in receiving a grant from the Clayton Utz Foundation. This grant has enabled Street Law to establish a free call 1800 number. In time this will become a dedicated advice line which will assist clients to have greater access to Street Law's legal services.

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- The Commonwealth Government indicated in June 2010 that it would provide further one-off funding over the term of the 3 year pilot project to be used by Street Law to provide its service.

Host Agencies and Law Firms

Since our last annual general meeting extensive discussions have continued with potential host agencies and a memorandum of understanding has been drafted in order to formalise arrangements. Street Law intends to provide the draft memorandum of understanding to at least three host agencies so that before the end of 2010 Street Law will be operating legal clinics in the inner-Perth metropolitan area in conjunction with Ruah Community Services, Uniting Care West/Tranby and the Salvation Army. Once arrangements with the community organisations have been finalised, Street Law will progress discussions with the law firms which have indicated in-principle support in order to arrange for volunteer lawyers to attend the clinics.

In relation to the clinic run at the Salvation Army's Genesis Centre in Northbridge, Street Law has already provided support and assistance to SCALES and Mallesons in delivering the clinic. Discussions are continuing with Mallesons Stephen Jaques and SCALES for Street Law to form a collaborative alliance with Mallesons Stephen Jaques in order to provide legal advice and assistance at the Genesis Centre.

Management Committee Appointments

Everyone at Street Law thanks Lucy Shea and Maria Guarnieri for their enormous contribution to Street Law through their work on the Management Committee. We also thank Ryan Watts and Anna Paris for agreeing to join the Management Committee.

Operational Matters

With funding secured Street Law is now operational. Recruitment for the positions of Principal Solicitor and Administration Assistant has been successful and I am delighted to report that Street Law has two extremely dedicated and capable employees, being Ann-Margaret Walsh and Dawn Fenton. Both commenced in May 2010.

As Principal Solicitor Ann-Margaret is responsible for the supervision of Street Law's legal practice, which includes attendance at the legal clinics, identifying systemic trends and legal issues that impact upon the homeless or those at risk of homelessness and developing continuing legal education and training packages for the volunteer lawyers and paralegals.

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Dawn's role as Administration Assistant provides support by undertaking the bookkeeping duties, data input and the development of office systems.

On behalf of the Management Committee, I would like to thank Ann-Margaret and Dawn for their dedication and initiative in establishing Street Law's operations.

Street Law also now has dedicated offices for its administrative base located in the outer CBD area. There is some capacity to expand. Professional indemnity insurance has been arranged through the National Association of Community Legal Centres, to commence 1 July 2010.

Despite administrative matters taking a priority earlier in the year Street Law has continued to take an active role in policy and law reform (thanks to the assistance of law student volunteers) by preparing a submission to the Legislative Committee of the Legislation Council concerning the inquiry into the *Criminal Investigation Amendment Bill 2009 (WA)* also known as the 'stop and search laws'. Street Law's submission focused on the impact that the proposed legislation would have on basic human rights being the right to privacy, freedom from discrimination and freedom of movement of the homeless and those at risk of homelessness. Many thanks to Olivia Loxley for her assistance in preparing the submission.

Street Law has continued to develop its networks particularly with other volunteer and community organisations and other homeless legal services throughout Australia. Street Law has:

- Attended video linked conference meetings, hosted by Minter Ellison, with the other homeless legal services.
- Continued involvement in Homeless Connect in 2009. In 2010 Street Law will be able to actively assist by providing legal advice and assistance to the homeless or those at risk of homelessness.
- Attended the State Community Legal Centres Conference 2010 and continued membership with the Community Legal Centres Association (WA) Inc.
- Continued attendance at the Centrelink Homelessness Reference Group meetings and also attended the Centrelink Homelessness Workshop.

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As Street Law only became operational toward the end of the financial year there has not been an opportunity to provide legal advice or undertake any case work. Street Law has, however, been able to provide SCALES with legal assistance and support at the Genesis Centre.

Street Law is continuing to refine its policies and procedures. Further, both staff members have attended CLSIS (the Commonwealth's Community Legal Service Information System database) training to ensure all statistical information is accurately captured.

Strategic Direction

Street Law's strategic direction continues to be the provision of legal services to the homeless or those at risk of homelessness. To support this it is Street Law's goal to have 3 legal clinics operational by the end of 2010. Although the clinics will take place initially in the Northbridge area Street Law recognises that there are many high needs areas in the Perth metropolitan area particularly in places further out of the inner-metro such as Fremantle and Rockingham. Street Law also recognises that clinics should be established at different types of community centres in order to reach the broader range of people who are homeless or at risk of homelessness.

The legal clinics will initially be conducted by the Principal Solicitor with the aim of using volunteer lawyers or volunteer paralegals to assist the Principal Solicitor. The development of a volunteer's database continues which will assist with the delivery of the legal service.

Discussions with law firms as to the provision of volunteer lawyers continue and it is likely that training of the volunteer lawyers will commence in early 2011. Street Law is developing a comprehensive training package which has necessitated identifying highly skilled service providers' best suited for the delivery of the training. The training will focus on 'communication with' and 'dealing with' the client group with the legal knowledge being supplemented by a comprehensive resource and referral manual.

As highlighted above Street Law is also on track to commencing a dedicated advice line which will assist in servicing outer metropolitan and rural, regional and remote clients.

Street Law Centre WA Inc

Thank you for your Support

- Allens Arthur Robinson
- Blake Dawson
- Clayton Utz
- Clayton Utz Foundation
- Our patron, the Hon. Chief Justice Martin
- City of Perth
- Commonwealth of Australia
- Community Legal Centres Association (WA) Inc
- Corrs Chambers Westgarth
- Freehills
- Mallesons Stephen Jaques
- Minter Ellison Lawyers
- Olivia Loxley
- Ruah Community Services
- Salvation Army
- Sarah Kane
- SCALES
- Shelter WA
- State of Western Australia
- The Law Society of Western Australia – Legal Contribution Trust
- Tenants Advice Service

Street Law Centre WA Inc

2. Report of the Management Committee

2.1 Profile

Street Law operates as an incorporated association under the *Associations Incorporation Act 1987 (WA)*. It is governed by its Management Committee under its constituent Rules.

You can contact Street Law by addressing correspondence to Gehann Perera, the Secretary, at:

Gehann Perera
C/o Street Law Centre WA Inc
PO Box 76
Leederville 6902
T: (08) 9227 0361
F: (08) 0227 0372

Gehann.Perera@MinterEllison.com

2.2 Principal activities

Please see section one of this annual report for a summary of our activities for the year.

The Management Committee of Street Law has set the following strategic goals:

- A To establish a legal service for people in Western Australia who are homeless or at risk of homelessness.
- B To provide information, legal advice and advocacy support to persons in Western Australia who are homeless or at risk of homelessness.
- C To manage Street Law effectively, efficiently and appropriately for the benefit of the community.
- D To inform members of the community about homelessness issues and take an active role in the development of relevant policy.

The Management Committee has developed a Business Plan to set the framework for achieving these goals.

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2.3 Management Committee

The Management Committee currently consists of:

Role	Name	Occupation
Chairperson	Ian Murray	Lawyer
Vice-chairperson	Amanda Murphy	Lawyer
Secretary	Gehann Perera	Lawyer
Treasurer	Robert Spinks	Public Sector Employee
Committee Member	Toni Emmanuel	Lawyer
Committee Member	Tahnee Davies	Lawyer
Committee Member	Olga Klimczak	Lawyer
Committee Member	Daniel Sawyer	Lawyer
Committee Member	Ryan Watts	Lawyer
Committee Member	Anna Paris	Community Services Sector Employee

2.4 Membership

Street Law currently has 33 formal members.

The Management Committee is keen to expand Street Law's membership base, so that a broader range of people from diverse backgrounds in the community have a say in how Street Law is operated. If you would like to become a member, contact Gehann Perera on the details set out in item 2.1.

2.5 Operating and financial review and state of affairs

The financial position of Street Law is set out in the financial statements and notes contained in Part Two.

Street Law's financial statements were audited this financial year by JYCA Accounting Services Pty Ltd.

Street Law Centre WA Inc

2.6 Indemnification and insurance of officers

Street Law has obtained insurance for the indemnification of its officers and also professional indemnity insurance for the principal solicitor. The association liability insurance has been secured thanks to Minter Ellison Lawyers, who met this cost again for the 2009/2010 year.

Corporate governance

The Management Committee is committed to adhering to a strong corporate governance framework in accordance with its constitution and rules. To date, given the simplicity of its operations, Street Law has not adopted a formal corporate governance charter. However, as the complexity of the organisation is now developing, the Management Committee is preparing more formal corporate governance policies and procedures to ensure that its performance in this area remains robust.

In addition, the Management Committee is taking steps to shift its focus to a more strategic and risk management-centred role.

2.7 Events subsequent to reporting date and likely developments

In terms of operational matters, in order to provide further support to the Principal Solicitor, the Management Committee has taken steps to employ a further solicitor and an office manager. All staff are employed on a part-time basis. In addition, Street Law has commenced providing advice and assistance in its own right, in collaboration with Mallesons Stephen Jaques, at the Salvation Army's Genesis Centre. Street Law has also entered into a memorandum of understanding with Ruah community services and is close to finalising a memorandum of understanding with Uniting Care West/Tranby.

In respect of the Management Committee itself, a strategic planning session was held in September thanks to the generous donation of his time by Joel Levin, who facilitated the planning session. The aim of the session was to shift the Management Committee's focus to a more strategic and risk management-centred role.

Tahnee Davies has informed the Management Committee that she does not intend to re-nominate for a committee position in 2010/2011. Tahnee has been involved with Street Law for over six years, pre-dating its formation as an incorporated association. Over that time, Tahnee has proactively and strategically worked to achieve Street Law's objects, fulfilling roles as diverse as chairperson of the Management Committee to

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on-air correspondent. The Management Committee would like to thank Tahnee for her significant and extended efforts.

Street Law Centre WA Inc

Part Two – Financial Report

Street Law Centre WA Inc

Auditor's Certification

STREET LAW CENTRE WA INC

Financial Year Period: 1st July 2009 to 30th June 2010

I hereby certify that:

- (a) I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in section 9 of the Corporations Act 2001;
- (b) In my opinion, the attached financial statements which comprise a Statement of Financial Position, a Statement of Financial Performance, a Statement of Cash Flows, and Notes to the Financial Statements of the above-mentioned Organisation ('the Organisation') for the stated Financial Year Period are:
- based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
 - in accordance with the terms and conditions of the Agreement between Commonwealth of Australia and Legal Aid Western Australia and Street Law Centre WA Inc., a copy of 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 all Funding Categories.

This is an unqualified audit report.

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

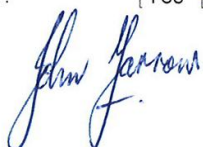
AUDITORS DETAILS

Full Name & Company: John Yarrow JYCA Accounting Services Pty Ltd

ABN Number: 83 099 528 980

Registered Auditor: Yes No Registration No.: 13962

Signature:



Date:

26th August 2010.

Street Law Centre WA Inc

Street Law Centre WA Incorporated ABN 19 763 280 871

OFFICEHOLDERS' DECLARATION

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

The Officeholders of the Association declare that:

1. the financial statements and notes attached present fairly the Association's financial position as at 30/06/10 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements;
2. in the Officeholders' opinion there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Officeholders:

Chairman : _____

Dated : 26/08/10

Street Law Centre WA Inc

Street Law Centre WA Incorporated

ABN 19 763 280 871

BALANCE SHEET

As at 30 June 2010

	Note	2010 \$
CURRENT ASSETS		
Cash assets	2	76,889.03
TOTAL CURRENT ASSETS		76,889.03
NON-CURRENT ASSETS		
Property, plant and equipment	3	6,276.78
TOTAL NON-CURRENT ASSETS		6,276.78
TOTAL ASSETS		83,165.81
CURRENT LIABILITIES		
Payables	4	3,613.36
Provisions	5	1,167.84
Personnel-related items	6	2,536.92
Tax liabilities	7	7,157.63
TOTAL CURRENT LIABILITIES		14,475.75
TOTAL LIABILITIES		14,475.75
NET ASSETS		68,690.06
MEMBERS' FUNDS :		
Opening accumulated funds		2,898.13
Net income for the year		65,791.93
TOTAL ACCUMULATED FUNDS		68,690.06

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

Street Law Centre WA Inc

Street Law Centre WA Incorporated

ABN 19 763 280 871

INCOME & EXPENDITURE STATEMENT

For the year ended 30 June 2010

	2010
	\$
INCOME :-	
CCLSP Funding	32,000.00
SCLSP Funding	55,200.91
	<u>87,200.91</u>
	<u>87,200.91</u>
EXPENDITURE	
Accounting fees	918.75
Annual Leave	411.14
Bank charges	21.50
Computer Software	983.50
Courier expenses	14.45
Depreciation - Office equipment	34.58
Employee Recruitment	1,983.64
Insurance	1,169.83
Minor equipment	1,029.88
Mobile Telephone	118.85
Postage	198.21
Postage, printing and stationary	944.47
Practising Certificates	950.00
Professional Indemnity Insurance	50.00
Programming & Planning	103.21
Rent	996.94
Repairs and maintenance	97.00
Staff amenities	95.20
Subscription & Dues	632.85
Superannuation	883.28
Travelling expenses	58.97
Wages & Salaries	9,814.24
	<u>21,510.49</u>
OTHER INCOME AND EXPENSES	
Interest received	101.51
EXCESS OF INCOME OVER EXPENDITURE	<u>65,791.93</u>

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