

women's  
legal  
service  
tasmania

Annual Report  
2017-2018

## Our Mission

WLST empowers women to have full access to the legal system thereby encouraging women to take greater control over their lives.

## Our Vision

Our vision is to empower women in Tasmania, particularly those who are on low incomes or are in other ways disadvantaged, through:

- a just, equitable and accessible legal system,
- a broad range of community services and support, and
- relevant social justice and law reform to be undertaken.

## Our Values

Our values are informed by our commitment to be professional, ethical, impartial, respectful, independent, accessible, non-aligned, non-partisan and socially inclusive.

Our values are upheld by acting with integrity, innovation and intelligence.

## About Us

Women's Legal Service Tasmania is a community legal service funded by the Commonwealth Attorney-General's Department. We operate a free and statewide service, with offices in Hobart, Burnie and Launceston.

From our office in Hobart we provide confidential and free legal advice and referral to women right across Tasmania through our telephone advice line. Our highly skilled legal staff are able to provide advice and referral on all legal matters, including family law, family violence, civil and criminal law, as well as estate and property law. In addition to providing telephone advice, we are at times able to take on casework for clients throughout Tasmania who need representation with their legal matters.

Our Burnie office has been operational since April 2016 after Women's Legal Service Tasmania was chosen to open a specialist family violence unit in the north west of Tasmania as part of the Australian Government's response to rising family violence in our communities. Our Burnie office provides legal information, advice and support on any legal matter to those clients in the north west of the state who are experiencing, or who have experienced, family violence.

This year saw the opening of a dedicated Launceston office, with funding secured from an extension to the Burnie specialist family violence unit program from the Commonwealth Attorney-General's Department, and through funding provided by the Tasmanian State Government through the *Legal Assistance in Accordance*

*with the Family Violence Action Plan 2015–2020*. Our Launceston office provides legal information, advice and support on any legal matter to those clients in the north of the state who are experiencing, or who have experienced, family violence.

Women's Legal Service Tasmania is also able to provide community legal education sessions and workshops throughout the Tasmanian community. We produce legal information publications such as brochures, booklets, factsheets, and websites, and strive to make the legal system more accessible and responsive to the issues affecting women through our law reform work.

Women's Legal Service Tasmania is managed and staffed by women who are sensitive to the diverse needs of individual women and groups within the Tasmanian community. For legal advice or assistance, you can contact us through our telephone advice line, or by calling our Burnie office directly if you are in north west Tasmania, or our Launceston office in the north. For all other information or enquiries, please call our Hobart office.



women's  
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tasmania



Retirement Advice



VOS VOS VOS

## Contacting Us

Women's Legal Service Tasmania operates our statewide telephone advice line from our Hobart office. Wherever you live in Tasmania, the first point of contact with the service is through our telephone advice line, where you will be able to speak directly with a solicitor regarding your legal issue. Should you require an appointment with one of our solicitors, they will let you know how to find us.

### Administration Enquiries

Our Hobart office can be contacted on 03 6231 9466 for all administration and service provider enquiries.

### Telephone Legal Advice Line

Our telephone advice line is the first point of contact for all legal advice and assistance.

Calling our 1800 682 468 number is free from landlines and most mobiles (some phone companies do charge for calling 1800 numbers, so please check before dialing). You can call the 1800 service from anywhere in Tasmania, and the call will not be displayed on your telephone bill.

All calls are completely confidential.  
The 1800 line operates during specific hours:

Monday – Friday (except Wednesday)  
10:00am to 12:30pm and 1:30pm to 3:30pm

Wednesday 2:00pm to 4:00pm

### Burnie Office — Specialist Family Violence Unit

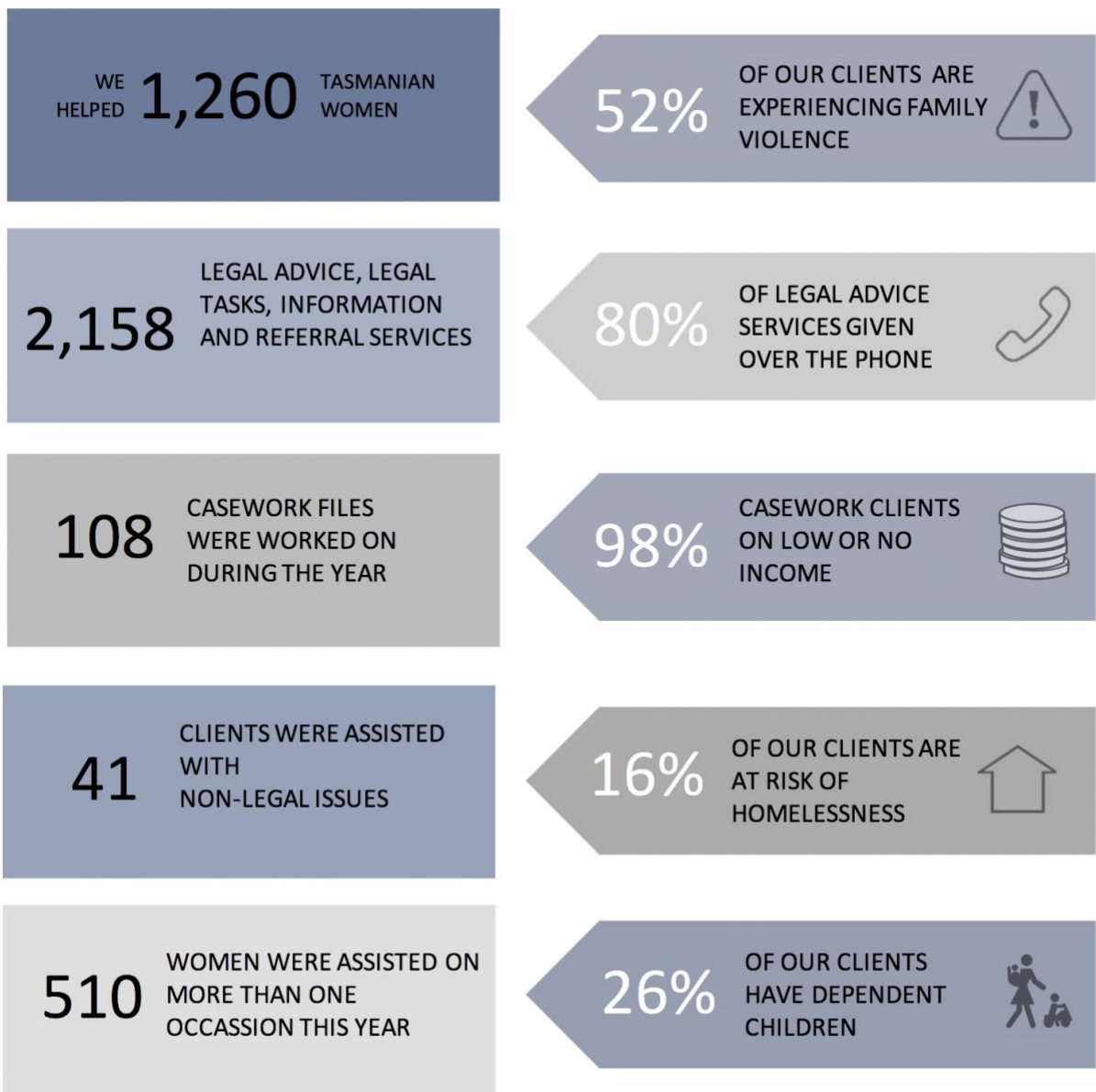
Our Burnie office is a specialist family violence unit, operating under the Australian Government's response to rising family violence in our vulnerable communities. If you are in north west Tasmania, and are experiencing, or have experienced, family violence, you are able to contact our Burnie office directly for legal advice and information by calling 03 6419 7050, or by visiting our office at 60A Wilmot Street.

### Launceston Office — Specialist Family Violence Unit

Our Launceston office is a specialist family violence unit. If you are in the north of Tasmania and are experiencing, or have experienced, family violence, you can call our Launceston office directly on 03 6349 1943, or by visiting our office at 63-65 Cameron Street.

## Who We Helped

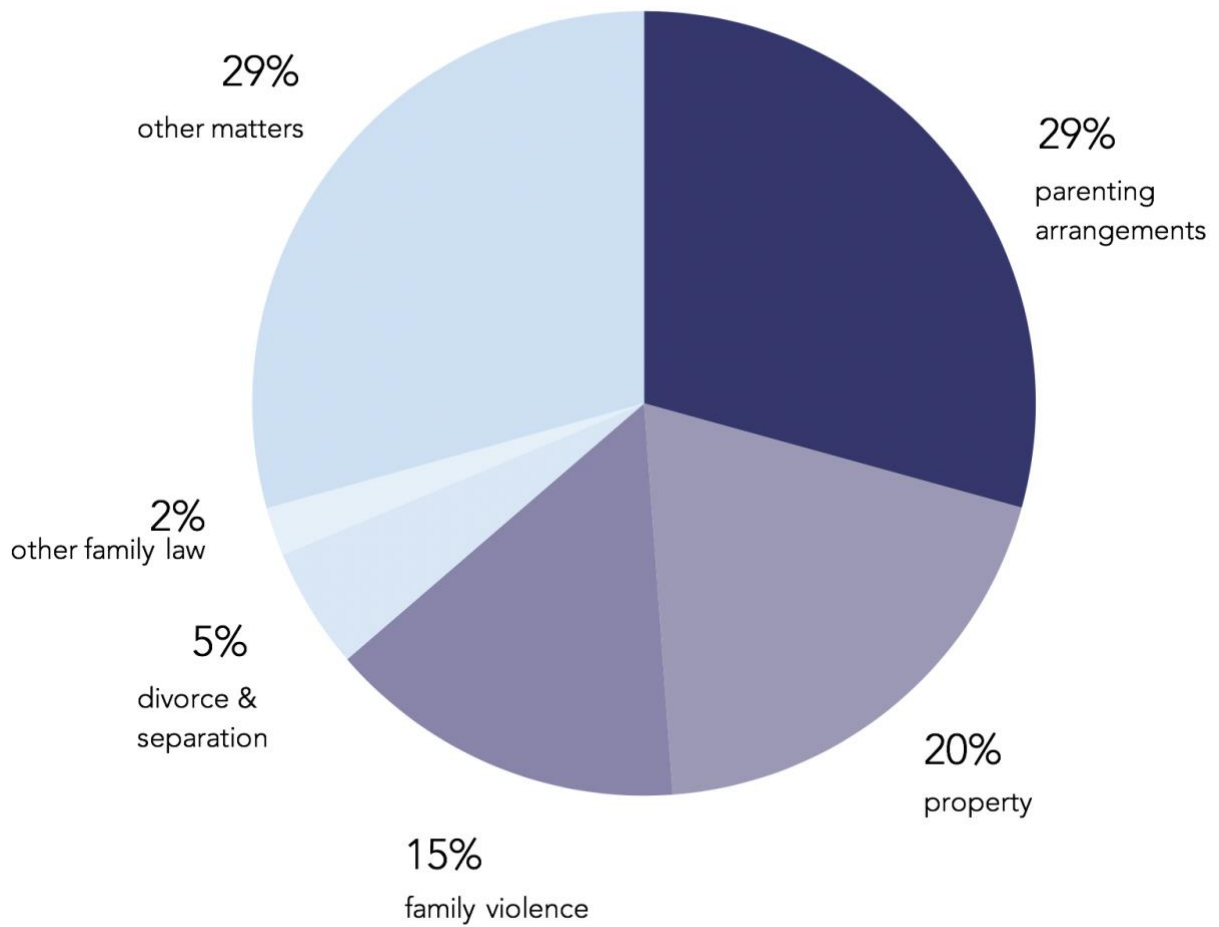




## Legal Problems

The figures below show the primary legal issue that clients sought legal advice for during the 2017–2018 year. Our statistics show that 52% of women who contact our service for assistance

are experiencing, or have experienced, family violence; although specific advice regarding family violence may not be the reason that they make initial contact with Women's Legal Service Tasmania.



# Chief Executive Officer's Report

Over the past year, Women's Legal Service (WLST) has grown to the largest it has ever been. We are now in three locations and employ 14 highly skilled women. This great news aside, this past year has probably been one of the toughest ever. It has been a sort of "coming of age" year with some significant growing pains to be dealt with.

With our Burnie office becoming well established, we were funded to open a full-time physical location in Launceston. Of course, we have been excited to open this office and having staff on the ground full-time able to service the huge unmet need in the north and north east has been something we have wanted to do for many years.

An interstate colleague also opening a domestic violence unit asked how we managed to open Burnie and then Launceston so quickly. "Pfft. It's easy." I said. "You just get an office, awesome people and some furniture for them to sit on and off you go! Oh.. and letterhead. Don't forget that like I did".

Of course, it isn't that easy. Let alone to do it twice in rapid succession whilst still juggling the southern office and all the usual target and reporting requirements which do not take in to account the other things you need to do to.

What many people do not see is the huge amount of work that goes on with such an expansion. It isn't as simple as "just opening another office". The entire service structure

required an overhaul. Our governance structures required a complete review and in some instances, many policies and procedures had to be rewritten or amended or new ones created.

New reporting lines within the organisation needed to be decided and remembered. The mechanics of our internal communications had to be reconsidered. The way our budgets were presented needed to be changed. Board delegations had to be changed or implemented. The list goes on, but you probably get the idea.

On top of this huge change we had to try and guard the culture of WLST whilst giving it room to evolve. We had to work out how we manage bringing three offices together so that we remained a team despite the distance between some of the locations. We had to work out how we managed the increasing demand for our help, the increasing complexity of those matters, and even what work we may not be able to do any more.

All of this in itself has made for a very big year. Now add to that the looming review of the National Partnership Agreement regarding our future funding.

Then add to that the Tasmanian Government's review of the Legal Services Sector and the Commonwealth Government's review of the Domestic Violence Units, both of which will influence our funding and future. Both have been time consuming and the uncertainty that comes with such a process is incredibly stressful.

No organisation really ever wants to be going through a major internal revamp or as I prefer, revitalisation, when their very



existence is being reviewed. In reality we would have preferred to be putting all of our time and energy in to direct service delivery to help our clients and prove the need for our existence to reviewers. It is after all why we do what we do.

Despite the unfortunate timing, the internal work we started in this past year will put the organisation in exceptionally good stead for assisting our clients moving forward. The organisation could not continue to grow organically and the sheer amount of time and energy that management and the Board have put in to overhauling the organisation has been huge. I can't thank them enough for this massive body of work.

Even on the most policy laden, bureaucracy heavy days when I was drowning in review papers and responses, I could hear of the great outcomes the team was achieving for the women we assist, and those stories served as a reminder as to why we do what we do.

There have been some great highs over the past year. The unexpected and incredibly generous donation of \$50,000 from Bianca Rinehart through her *Restore Hope* project came at a time when we were recruiting and allowed us to couple it with other funds to employ an additional junior solicitor. Words can't express the profound effect such a generous act can have on the morale of the entire service. But it's big!

We sadly farewelled former Attorney General Dr Vanessa Goodwin, who was an exceptional friend to WLST and to me. From the moment she was elected to Parliament, Vanessa made contact with WLST on many and varied things, sent us many a difficult constituent matter and consulted us on anything and everything before the House.

Vanessa fought hard for WLST and our sector and it is largely down to her that Community Legal Centres in Tasmania did not receive the scheduled 30% cut to funding this year. She always gave us an ear and fair hearing, and implemented many of our suggested legislative changes. She will be deeply missed.

I know that I work with an amazing group of women. From the Board to the staff and our volunteers, every single one of the women involved in this organisation is outstanding in her own right and in the contributions she makes not just to WLST and our clients, but more broadly to the Tasmanian community.

Knowing something is one thing. Actually seeing it in action, reflecting on it and being reminded of it is another.

It is easy to take for granted the juggernaut that is WLST and the women behind it and what they achieve, but what few people see is the huge amount of work that goes in to creating, driving and maintaining that juggernaut.

I for one am incredibly grateful for the work and effort every one of our team makes and I thank everyone involved from the bottom of my heart.

My great hope is that in amongst all the reviews, that those making decisions about our future can see and understand the sheer amount of work that goes into doing what WLST does so well, and that they do not take it for granted.

I certainly don't.

**Susan Fahey**



# Strategic Direction

## Access

WLST provides a range of accessible legal services for women in Tasmania by:

- providing accessible advice, casework and representation in a timely manner, statewide;
- providing a comprehensive referral service, which provides the best outcome possible; and
- providing legal education that will directly or indirectly benefit Tasmanian women.

## Management

Ensure that the service is equipped to achieve its vision in an open and accountable way according to its values by:

- maintaining an operating an effective Board of Management membership;
- providing a positive, communicated and shared strategic direction for WLST; and
- ensuring efficient and accountable corporate governance and resource management.

## Law and Policy

We actively identify and lobby for social and legislative equality by:

- identifying emerging and enduring issues facing Tasmanian women;
- ensuring that Tasmanian women's best interests are represented in the formulation and application of the law; and
- liaising with relevant stakeholders to remain informed, and be informing.

## Employer of Choice

Ensure that WLST operates efficiently and continues to be an employer of choice by:

- ensuring appropriate management and administrative systems are in place;
- providing the highest quality of service in all programs;
- ensuring staff of the service are provided opportunities to have input in the operation and direction of the service; and
- ensuring the service's human resources policies are open, transparent and supportive.

# Board of Management Report

The past year has been an exciting one with an expansion of the service, but as always, rapid expansion also brought additional challenges.

WLST physically became a state-wide service this year, with offices in Hobart and Burnie and since March, an office in Launceston. The addition of the Burnie and Launceston

offices were funded by Commonwealth and State funds in recognition of the increasingly desperate plight of women involved in family violence. Although the use of those funds is restricted to that purpose, our Hobart office is not so restricted and is able to continue its great work in supporting women state-wide with free legal advice and referral on any legal issue they may be experiencing through the 1800 telephone line.

### **Our Staff**

Our dedicated staff have continued to provide outstanding service to meet the growing need in the community for legal advice, especially in supporting women through family violence issues. As WLST has grown from one office to three, it has enabled more women to have face-to-face access with staff for legal support.

Managing geographically dispersed staff has provided its own challenges and has led to further refinements in splitting the role of the CEO and Principal Solicitor.

Increased reporting requirements by the State and Commonwealth Governments has meant that a lot of administration time for the service is consumed merely with compliance. It is hoped that among the many reviews that are currently underway for the sector, this unsustainable high level of reporting will be addressed.

### **Our Board of Management**

This year the Board of Management welcomed Olivia Rundle and Katinka Challen, and farewellled Megan Alessandrini, Alexandra Ferguson and Yvette Cehtel.

The Board of Management supports the changing needs of the service and the staff by continuing to refine governance processes. We continue to review the Constitution and the Policies and Procedures to ensure they are adequate for governance oversight of a larger and more complex

organisation. In turn, the staff have supported the Board by working to determining the most effective form of additional reporting material to keep the Board fully informed.

We look forward to successful outcomes of the current legal sector reviews and remain hopeful that this will result in a little more funding certainty and more efficient reporting, to enable our staff to do what they do best – provide legal advice to enable women to take greater control of their lives.

**Sonia Shimeld**  
**Board of Management**





# Funding Summary

WLST is funded to provide core client services described throughout this publication by:

## **Commonwealth Attorney-General's Department – NPA Funding**

\$477,217

## **One-off Additional Funding**

WLST has also received the following funding in the 2017–2018 financial year:

### **Tasmanian Government**

Additional funding to replace cuts to Commonwealth funding

\$121,123

### **Solicitors Guarantee Fund**

Administrative and Client Support Workers (completed 29 Dec 2017)

\$151,181

### **Tasmanian Government**

One-off funding for dedicated service to northern Tasmania (program commenced 1 Jan 2018)

\$100,000

### **Commonwealth Attorney-General's Department**

Funding package for service delivery of a specialist family violence unit to north west Tasmania

\$350,000

### **Commonwealth Attorney-General's Department**

Extension of funding package for service delivery of a specialist family violence unit to northern Tasmania

\$125,000

### **Restore Hope Australia**

One-off donation from Bianca Rinehart's *Restore Hope* project for the appointment of an additional junior solicitor for twelve months

\$50,000

# Where Funding is Allocated

Free, confidential and accessible legal services play a vital role within our community. The service offered by WLST could not operate without the support of the funding bodies outlined below, and the positions funded through the outlined income streams.

WLST wishes to acknowledge the contribution of all funding bodies, as well as those who volunteer with WLST, whose contribution cannot be financially assessed.

## Core Recurrent Funding

The Commonwealth Attorney-General's Department under the direction of the Family Law and Legal Aid Division program provides WLST with a core budget. This funding is primarily to enable access to legal services for women in Tasmania and its surrounding islands, as well as to provide community legal education and undertake law reform activities.

## One-off Additional Funding

One-off funding for reducing the impact of family violence was continued throughout the 2017–2018 financial year.

## Specialist Family Violence Unit

The Commonwealth Attorney-General's Department, under the *National Plan to Reduce Violence against Women and their Children 2010–2022*, provided funding for a specialist family violence unit to be established on the north west coast of Tasmania, specifically to assist women experiencing, or at risk of experiencing,

family violence. The program was extended in 2017 to include northern Tasmania.

## Solicitor's Guarantee Fund

The Solicitors' Guarantee Fund provided WLST with funding to employ our administration and legal support for a three-year period, commencing in August 2015. This invaluable support continued in the 2017–2018 year, concluding on 29 December 2017.

## State Funding

The Tasmanian Government provided WLST with funding under the *Family Violence Action Plan 2015–2020*. Funding has been provided over the course of two years, in combination with the Commonwealth Attorney-General's extension to the Burnie specialist family violence unit, for WLST to establish a dedicated legal assistance service for Launceston and the greater north east of Tasmania. The Launceston specialist family violence unit opened its doors on 1<sup>st</sup> March 2018.

# Principal Solicitor's Report

I commenced in this role in May 2017, joining an exceptional team of extraordinary women who are committed to achieving positive outcomes for some of Tasmania's most vulnerable legal clients.

During the past year we have expanded our services into Tasmania's north east, opening a dedicated family violence unit in Launceston with one full-time senior solicitor and one solicitor. One additional full-time solicitor has joined the Hobart office and we now have nine solicitors service-wide. This has greatly assisted us to increase delivery of frontline legal services and client representation services.

The provision of community legal education services continues to grow, with legal clinics this year extending to the Queenstown and Scottsdale areas. We are working in two major project areas at present to increase targeted family violence services for the coming year and into the future. We continue to offer a flexible delivery model to make our service accessible to as many women as possible.

Our legal staff attended a number of family law training programs in Tasmania and interstate to build upon specialised skills by way of professional development.

We thank the many service providers that work closely with us statewide, to ensure timely client referral and provision of additional and often parallel support services to our clients.

We also extend our gratitude and thanks to members of the Tasmanian Bar who provide their valuable time and expertise to WLST, to represent clients and provide ongoing support to our legal team. In particular we extend thanks to David Lewis, Kate Mooney, Mary Ann Ryan and Jessica Sawyer.

**Donna Semmens**



# Burnie Office — Specialist Family Violence Unit

The WLST Burnie office — a specialist family violence unit (DVU) — was funded under the Australian Government’s *Women’s Safety Package*, and has been operational since April 2016.

During the first six months of 2018, we have been able to extend the DVU service to an office in Launceston with the grant of additional funding, in combination with a grant from the Tasmanian State Government.

During 2017–2018, we have also been a part of the evaluation of the DVU program, and the Burnie office was selected for a site visit in May. The site visit went well, with members of the Social Compass Evaluation Team interviewing staff, management and clients of the DVU.

Throughout the year, Burnie DVU staff have continued engagement with service providers throughout the north west, as well as increasing engagement with service providers on the west coast, offering community legal education, Q&A sessions and drop-in advice services through The Hub in Queenstown and Rosebery Community House.

Our staff have been contacted by media outlets for comment on matters such as the effects of poker machines in the community, and our staff presented two sessions at the National Association of Community Legal Centres conference in Canberra in August 2017.

Our staff were once again asked to participate in the Colour-a-thon, a project

run by BIGhART through their Project O initiative in November 2017, which our solicitors Claire and Kyra thoroughly enjoyed.



*Claire Milligan and Kyra Foster at the BIGhART (Project O) Colour-a-thon, November 2017.*



*Meg Webb and Sue Hayman from Anglicare Tasmania discuss restriction of poker machines to casinos with solicitor Claire Milligan, February 2018.*



*Building, February 2018.*

# Launceston Office — Specialist Family Violence Unit

An extension to the Australian Government's *Women's Safety Package*, in conjunction with funding provided by the Tasmanian Government under the *Family Violence Action Plan 2015–2020* has allowed WLST to open a dedicated office space in the heart of Launceston.

Opening on 1<sup>st</sup> March, 2018, the Launceston Office has two full-time legal staff, and a part-time Administration Officer, available to assist clients in the north of the state, and to provide information and education services to other stakeholders in the community.

We are pleased that our Burnie solicitor Claire was willing to move to the Launceston office, which has allowed Launceston to start off with DVU experience and consistency. The combination of the two funding streams has allowed for the recruitment of a Senior Solicitor, Hannah, and a part-time Administration Officer, Billie-Jo – we are thrilled to welcome them to our organisation.

Our staff have been able to provide dedicated assistance to women experiencing, or who have experienced, family violence through one-off advice and assistance activities, as well as through on-going casework and court representation. Women seeking assistance for matters not associated with family violence have been provided with initial advice, and are able to be referred to our Hobart office for further assistance.

Our Launceston office has been able to maintain existing, and establish new connections with many and varied stakeholders and community service providers in northern Tasmania, and we look forward to continuing engagement throughout the coming year.



*Donna Semmens and Claire Milligan with Premier Will Hodgman and Bass Liberal MHA Sarah Courtney at the announcement of funding for a Launceston office, November*



*Susan Fahey appearing in The Examiner to discuss the opening of the Launceston office, April 2018*



# Office Manager's Report

What a year the 2017–2018 financial year has been — funded programs ending, extensions to existing programs, exciting staff movements internally and for some, movement to external roles. It certainly feels as though the year was longer than twelve months. (I did manage to fit two quick holidays in as well, so not all work!)

Our legal information database, CLASS, continues to be challenging, with many functions still not working or not working as well as we would like. Retrieving data at a base level is achievable but trying to drill down to look at data in detail is still an ongoing challenge. The implementation of the accountability function gave rise to new challenges which I feel is still being overcome.

As always, the administration team of WLST works efficiently to enter the data into CLASS as quickly as possible. Ella, Ann, Brittany and Billie-Jo continue to do an excellent job in maintaining the integrity of client entry data, ensuring the day-to-day operation for conflict checking, continued compliance and confidentiality is maintained at all times.

Another big year for reporting, with quarterly reports due for each project, a lot of administration time has been taken up with financial, data and progress reports.

The administration team of WLST now equals 3.3 FTE, consisting of three Administration Officers, one Project Manager and one Officer Manager.

Communication across three sites is always challenging and as an administration team we often rely on email as a main source of communication. Regular scheduled administration meetings are held and internal processes for improvement are discussed and planned.

The 2018–2019 financial year will see an overview of the electronic file management

system and improved data management sharing controls.

While we were sad that in January 2018 Ella resigned to move to the mainland, we successfully recruited Brittany in February to fill the role of Administration Officer in the Hobart office, and she has proved to be a great asset to our organisation.

The allocation of funds for a dedicated DVU in Launceston once again had us on a recruitment drive, and Billie-Jo has filled the part-time role. Ann continues to provide a consistent and strong administration support in Burnie, which has also seen new solicitors take on vacant roles.

I once again would like to personally thank all members of the administration team for their dedication and assistance during the last financial year. Believe it or not, I think we are all still smiling!

**Lisa Zeitzen**



# Acknowledging Other Assistance

We sincerely thank all of our supporters for their generosity and encouragement to continue our work throughout Tasmania.

## **Volunteers and Student Placements**

Women's Legal Service Tasmania fosters a learning environment for students and young lawyers, and offers several opportunities throughout the year for volunteers and student placements to occur. Volunteers and students assist our solicitors with casework and research.

Thank you to the following people who have worked with us this year:

**Nirasheeni Shanmugaratnam**

## **In-Kind Contributions**

We highly value those contributions made by individuals and businesses in private legal practice. These contributions enable women to access services and assistance that may have not been otherwise available to them. Thank you to the following people who have assisted Women's Legal Service Tasmania this year:

**David Lewis**  
**Kate Mooney**  
**Mary Anne Ryan**  
**Jessica Sawyer**

## **Donations and Fundraising**

We are very grateful that many individuals in our community have continued their ongoing support to Women's Legal Service Tasmania, some through a financial commitment from their weekly or fortnightly salaries. We sincerely thank all of these individuals for their generosity and ongoing support.

**Bianca Rinehart, *Restore Hope***  
**Tasmanian University Law Society**  
**University of Tasmania Law School**  
**Kim Foale**  
**Emily Baker**  
**Anne Sheehan**

# Our People

## Board of Management

<b>Sonia Shimeld</b>	
<b>Megan Alessandrini</b>	Resigned Jul 17
<b>Yvette Cehtel</b>	Resigned Sep 17
<b>Alexandra Ferguson</b>	Resigned Sep 17
<b>Angela Wilson</b>	
<b>Rebecca Phelps</b>	
<b>Robin Banks</b>	
<b>Olivia Rundle</b>	Joined Feb 18
<b>Katinka Challen</b>	Joined May 18

## Staff

<b>Susan Fahey</b>	CEO
<b>Donna Semmens</b>	Principal Solicitor
<b>Oona Fisher</b>	Solicitor
<b>Jessie Raj</b>	Solicitor until May 18
<b>Alexandra Wirth</b>	Solicitor until Sep 17
<b>Lakshmi Sundram</b>	Solicitor until Dec 17
<b>Ann Edwards</b>	Solicitor until Jul 17
<b>Kyra Foster</b>	Solicitor from Sep 17
<b>Claire Milligan</b>	Solicitor from Sep 17
<b>Hannah Scollard</b>	Solicitor from Feb 18
<b>Laila Nawsheen</b>	Solicitor from Feb 18
<b>Lisa Zeitzen</b>	Office Manager
<b>Ella Wilkinson</b>	Administration until Jan 18
<b>Ann Wright</b>	Administration
<b>Brittany Slater</b>	Administration from Feb 18
<b>Billie-Jo Lowe</b>	Administration from April 18
<b>Kim Woolley</b>	Project Manager

# Auditor's Report



MACQUARIE ACCOUNTING PTY LTD • ABN 99 009 575 204

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To the Management Collective of Women's Legal Service Tas Inc.

We have audited the financial statements of the Women's Legal Service Inc. as of and for the year ended 30 June 2018, and have issued our report thereon dated 10 July 2018.

We conducted our audit in accordance with Australian Auditing Standards. In connection with our audit, the following matters are required to be disclosed:

- The organisation has discharged its statutory obligations, especially in relation to meeting Funding Body requirements, incorporation legislation and GST and FBT obligations;
- The calculations of the asset register, employee benefits and provisions are accurate;
- CLSP funds are held in a bank account in the organisation's name and sufficient cash is set aside as required to cover the organisation's liabilities and accumulated depreciation for the purpose of asset replacement;
- Cash transactions are appropriately controlled and all tested cash transactions have been used in connection with the provision of CLSP services;
- The insurance coverage and expenditure controls are adequate;
- Board papers and minutes indicate appropriate decision making and financial management processes;
- The transaction recording systems and procedures are generally good.

For the purpose of this audit and in particular employee payments our terms of engagement have not extended to checking the veracity of time sheets, award conditions and terms of contracts of engagement.

Our management letter is intended solely for the information and use of the management committee, and is not intended to be and should not be used by anyone other than the specified party.

Yours sincerely

Director

10 July 2018

Encl.



## Auditor's Certification

**Name of Organisation:** Women's Legal Service Tasmania Inc.

**Financial Year Period:** 01/07/2017 to 30/06/2018

I hereby certify that:

- a. I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in section 9 of the Corporations Act 2001
- b. In my opinion, the attached financial statements which comprise a Statement of Financial Position, a Statement of Comprehensive Income (previously known as a Statement of Financial Performance) and Notes to the Financial Statements of Women's Legal Service Tas. Inc. 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 the Crown in the Right of Tasmania represented by the Department of Justice and Women's Legal service (Tasmania) Inc., a copy of which has been made available to me, in relation to the provision of community legal services.
- c. The 12 month CLASS Funds Report, containing details of the Organisation transactions for the financial year, including audit adjustments, and the Organisation's grant position at the beginning and end of the financial year is provided in respect of funds provided in accordance with the Terms and Conditions of the Agreement referred to the above for all Funding Categories.

This is a unqualified audit report.

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

**AUDITOR DETAILS**

Full Name: John H Langford

Name of Company (if applicable): Macquarie Accounting Pty Ltd

ABN Number: 99 009 575 204

Registered Auditor: No

Signature:  \_\_\_\_\_

Date: 10 / 7 / 2018



**Women's Legal Service Inc.**

**Annual Report  
for the Year Ended 30 June 2018**

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**Women's Legal Service Inc.**  
**Balance Sheet**  
**As at 30 June 2018**

	2018	2017
	\$	\$
<b>Equity</b>		
Retained Profits	425,324	310,942
<b>Total Equity</b>	425,324	310,942
Represented by:		
<b>Current Assets</b>		
Client Disbursements	1,168	1,001
General Cheque & Guarantee Accounts	314,611	12,151
Investment Account - TPT	1,484	1,469
NAB Cash Maximiser	1,849	1,849
NAB Community Fee Saver	42,161	42,161
NAB Term Deposit 9035	223,931	218,752
Bendigo Investment Account	33,531	32,806
PayPal	730	418
NAB Term Deposit 1843	223,611	218,500
CBA Accounts	246,199	379,034
Trade Debtors	354	1,133
Provision for GST	5,569	-
	1,095,199	909,273
<b>Non-Current Assets</b>		
Plant & Equipment	121,148	121,148
Less Accumulated Depreciation & Impairment	114,491	112,827
	6,657	8,321
Library at cost	14,569	14,569
Less Accumulated Depreciation & Impairment	14,569	14,569
	6,657	8,321
<b>Total Assets</b>	1,101,856	917,594

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Balance Sheet**  
**As at 30 June 2018**

	2018	2017
	\$	\$
<b>Current Liabilities</b>		
Wages Accrued	14,693	-
PAYG Tax Withheld Payable	12,824	10,606
Trade Creditors	10,058	2,104
Other Creditors	1,464	117
Unspent Funds Carried Forward	509,403	483,438
Provisions	12,000	12,000
Provision for Holiday Leave	69,994	50,644
Provision for Long Service Leave	42,842	36,616
Provision for TOIL	3,253	3,205
Provision for GST	-	7,922
	<u>676,532</u>	<u>606,652</u>
<b>Total Liabilities</b>	<u>676,532</u>	<u>606,652</u>
<b>Net Assets</b>	<u>425,324</u>	<u>310,942</u>

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Profit and Loss Statement**  
**For the Year ended 30 June 2018**

	2018	2017
	\$	\$
<b>Income</b>		
Funds carried forward	49,847	27,326
Commonwealth Grants	952,248	885,203
Other Grants	16,479	75,591
State Funding	271,124	-
Interest Received	11,915	15,605
Donations	3,905	19,730
	<u>1,305,518</u>	<u>1,023,454</u>
<b>Expenditure</b>		
Finance, Audit & Accounting	2,406	2,001
Bank Charges	455	512
Communications	23,038	22,037
Client Disbursements	8,278	2,353
Depreciation	1,664	2,080
Hire of Plant & Equipment	-	2,618
Insurance	15,159	11,422
Library, Resources & Subs	6,377	5,610
Minor Equipment under \$300	1,214	1,905
Office Overheads	103,562	51,721
Other Premises Costs	12,533	11,626
On Costs Salary	25,624	22,470
Programming & Planning	42,778	26,641
Rent	69,671	54,171
Repairs & Maintenance	840	2,261
Staff Recruitment	2,307	323
Staff Training	20,030	11,660
Superannuation Contributions	71,417	60,940
Travelling Expenses	46,242	42,310
Wages	737,540	631,307
	<u>1,191,136</u>	<u>965,968</u>
<b>Profit before Income Tax</b>	<u>114,382</u>	<u>57,486</u>

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2018**

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The financial statements cover Women's Legal Service Inc. as an individual entity. Women's Legal Service Inc. is a not for profit Association incorporated in TAS under the Associations Incorporation Act 1964 ('the Act').

The functional and presentation currency of Women's Legal Service Inc. is Australian dollars.

**1. Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

**2. Summary of Significant Accounting Policies**

**(a) Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**(b) 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.

**(c) 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 period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

*The accompanying notes form part of these financial statements.*



**Women's Legal Service Inc.**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2018**

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Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cash flows. Changes in the measurement of the liability are recognised in profit or loss.

(d) **Property, Plant and Equipment**

Plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment of losses.

Plant and equipment is depreciated on a straight line basis over the assets useful life to the Association, commencing when the asset is ready for use.

(e) **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 Association 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).

Sale of Goods

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Subscriptions

Revenue from the provision of membership subscriptions is recognised on a straight line basis over the financial year.

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2018**

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(f) **Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the assets and liabilities statement.

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2018**

	2018	2017
	\$	\$
<b>3. Profit</b>		
<b>Expenses</b>		
Employee Benefits Expense	808,957	692,247
Depreciation and Amortisation Expenses	1,664	2,080
Bank Charges	455	512
Insurance	15,159	11,422
Rent	69,671	54,171
Repairs & Maintenance	840	2,261
Other Expenses	294,389	203,275
	<u>1,191,136</u>	<u>965,968</u>
<b>4. Profit for the Year</b>		
Profit before income tax expense from continuing operations includes the following specific expenses:		
<b>Charging as Expense</b>		
Movements in Provisions		
Depreciation		
- Depreciation of Property, Plant and Equipment	1,664	2,080
Net Expenses Resulting from Movement in Provisions	<u>1,664</u>	<u>2,080</u>
<b>5. Cash and Cash Equivalents</b>		
Client Disbursements	1,168	1,001
General Cheque & Guarantee Accounts	314,611	12,151
Investment Account - TPT	1,484	1,469
NAB Cash Maximiser	1,849	1,849
NAB Community Fee Saver	42,161	42,161
NAB Term Deposit 9035	223,931	218,752
Bendigo Investment Account	33,531	32,806
PayPal	730	418
NAB Term Deposit 1843	223,611	218,500
CBA Accounts	246,199	379,034
	<u>1,089,275</u>	<u>908,140</u>

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2018**

	2018	2017
	\$	\$
<b>Reconciliation of Cash</b>		
Cash and Cash Equivalents	1,089,275	908,140
	<u>1,089,275</u>	<u>908,140</u>
<b>6. Trade and Other Receivables</b>		
<b>Current</b>		
Trade Debtors	354	1,133
Provision for GST	5,569	-
	<u>5,924</u>	<u>1,133</u>
<b>Total Trade and Other Receivables</b>	<u>5,924</u>	<u>1,133</u>
<b>7. Tax</b>		
<b>Current</b>		
<b>Liabilities</b>		
Provision for TOIL	3,253	3,205
	<u>3,253</u>	<u>3,205</u>
<b>Net Tax Liabilities</b>	<u>3,253</u>	<u>3,205</u>
<b>8. Property, Plant and Equipment</b>		
<b>Plant and Equipment</b>		
Plant & Equipment	121,148	121,148
Less Accumulated Depreciation & Impairment	114,491	112,827
	<u>6,657</u>	<u>8,321</u>
Library at cost	14,569	14,569
Less Accumulated Depreciation & Impairment	14,569	14,569
<b>Total Plant and Equipment</b>	<u>6,657</u>	<u>8,321</u>
<b>Total Property, Plant and Equipment</b>	<u>6,657</u>	<u>8,321</u>

*The accompanying notes form part of these financial statements.*

**Women's Legal Service Inc.**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2018**

	2018	2017
	\$	\$
<b>9. Trade and Other Payables</b>		
<b>Current</b>		
PAYG Tax Withheld Payable	12,824	10,606
Trade Creditors	10,058	2,104
Other Creditors	1,464	117
Provision for GST	-	7,922
	24,346	20,750
<b>Total Trade and Other Payables</b>	<b>24,346</b>	<b>20,750</b>
<b>10. Financial Liabilities</b>		
<b>Current</b>		
Wages Accrued	14,693	-
Unspent Funds Carried Forward	509,403	483,438
	524,096	483,438
<b>Total Financial Liabilities</b>	<b>524,096</b>	<b>483,438</b>
<b>11. Provisions</b>		
<b>Current</b>		
Provisions	12,000	12,000
Provision for Holiday Leave	69,994	50,644
Provision for Long Service Leave	42,842	36,616
	124,836	99,260
<b>12. Statutory Information</b>		
The registered office and principal place of business of the association is:		
Women's Legal Service Inc.		

*The accompanying notes form part of these financial statements.*





**Women's Legal Service Inc.  
Committee's Report**

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The committee members present their report on the association for the financial year ended 30 June 2018.

**Committee Members**

The names of each person who has been a committee member during the year and to the date of this report are:

Sonia Shimeld  
Angela Wilson  
Rebecca Phelps  
Robin Banks  
Olivia Rundle  
Katinka Challen  
Susan Fahey  
Donna Semmens  
Lisa Zeitzen

**Principal Activities**

The principal activities of the association during the financial year were:  
Provision of legal advice via telephone and face to face contact.

**Significant Changes**

No significant changes in the nature of the association's activity occurred during the financial year.

**Operating Result**

The profit of the association after providing for income tax amounted to \$114,382.

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



.....  
Sonia Shimeld



.....  
Robin Banks

Dated 12.09.18

**Women's Legal Service Inc.**  
**Statement by Members of the Committee**

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The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.


In the opinion of the committee the financial statements:

1. Presents fairly the financial position of Women's Legal Service Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Women's Legal Service Inc. will be able to pay its debts as and when they fall due.

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



Sonia Shimeld



Robin Banks

Dated 12.09.18

**Women's Legal Service Inc.  
Independent Auditor's Report  
to the Members of  
Women's Legal Service Inc.**

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**Report on the Financial Report**

We have audited the accompanying financial report being a special purpose financial report, of Women's Legal Service Inc., which comprises the assets and liabilities statement as at 30 June 2018, the income and expenditure statement and statement of changes in equity for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of Women's Legal Service Inc. is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Associations Incorporation Act (TAS) 1964 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In Note 1, the committee also state, in accordance with Accounting Standard AASB 101 Presentation of Financial Statements, that the financial statements comply with International Financial Reporting Standards.

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 association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

**Women's Legal Service Inc.  
Independent Auditor's Report  
to the Members of  
Women's Legal Service Inc.**

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Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Women's Legal Service Inc. as at 30 June 2018 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporation Act (TAS) 1964.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Women's Legal Service Inc. to meet the requirements of the Associations Incorporation Act (TAS) 1964. As a result, the financial report may not be suitable for another purpose.



John H Langford

Macquarie Accounting Pty Ltd

Dated this 10<sup>th</sup> day of July .....2018



