



YOUTH LEGAL SERVICE inc  
western australia

# Annual Report 2013

Defending Young  
People's Rights





**YOUTH LEGAL SERVICE inc**  
western australia

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**[www.youthlegalserviceinc.com.au](http://www.youthlegalserviceinc.com.au)**

## **OVERVIEW**

Youth Legal Service (YLS) is a not-for-profit organisation providing a continuous, accessible and free youth legal service and financial counselling, across Western Australia.

YLS is also recognised across Australia as an authority on youth law reform. The organisation has developed key partnerships with organisations across the globe and uses international best practice to provide recommendations and solutions for politicians, government departments and key legal decision makers.

YLS is also a recognised authority on all youth legal issues with, and 'go to' organisation for, all media providing regular proactive public comment.

## **Our Vision**

Every young person in Western Australia is able to exercise their legal rights and responsibilities.

## **Our Values**

### **Dignity**

- respecting and valuing the uniqueness and rights of every young person

### **Compassion**

- caring, serving and empathising

### **Integrity**

- being professional and true to your principles

### **Justice**

- being represented and heard

## **Clients**

Youth Legal Service focuses service delivery on meeting the legal needs of young people (up to 25 years of age), families and carers of young people in need of legal assistance, and those working directly with children and youth who are important to the needs of young people.

## Strategic Intentions

Youth Legal Service seeks to fulfil its vision, service charter and strategic direction by offering:

1. Legal services to all young people in Western Australia;
2. Financial counselling services to young people in metropolitan Western Australia;
3. Community legal education on youth issues; and
4. Policy and law reform activities.

## Acknowledgements

Youth Legal Service depends on the support of our funders and sponsors to ensure that we can achieve our strategic intentions of providing legal services, community legal education, financial counselling and law and policy reform for the young people of Western Australia.

Our special thanks go to:

### Sponsors

- Anglicare WA
- YMCA Perth
- Christian Brothers Oceania Province

### Funders

- Commonwealth of Australia, Department of the Attorney-General
- Public Purposes Trust
- Department of the Attorney-General, Western Australia
- Department for Child Protection, Western Australia
- Lotterywest
- Criminal Property Confiscation Grant
- Legal Contribution Trust

## Board Members as at 30 June 2013



**KATE O'BRIEN**  
Chairperson  
Retired District Court Judge



**ROBERT MARANDO**  
Deputy Chairperson  
Lawyer, Director, Momentum Legal



**KESHAN SURESHAN**  
Treasurer  
Finance Graduate, Corporate  
Finance, Woodside Energy Ltd



**PHILIPPA BOLDY**  
General Manager of Youth Services,  
Anglicare WA



**JOHN BERGER**  
Executive General Manager-  
Operations, Anglicare WA



**ROSS KYRWOOD**  
Chief Executive Officer,  
YMCA of Perth Inc



**LOUISE GIOLITTO**  
Executive Manager- Accommodation,  
Training, Youth and Community  
Services, YMCA of Perth Inc



**RICHARD MAVROS**  
Regional Coordinator WA & SA  
Region, Oceania Province Mission  
Directorate, Trustees of the  
Christian Brothers



**MEGHAN COOPER**  
Manager of Community  
Engagement (WA),  
Edmund Rice Camps

### **Staff members as at 30 June 2013**

Cheryl Cassidy-Vernon	Director
Sally Dechow	2IC/Principal Solicitor
Phillip Kelly	Criminal Law Solicitor
Adam Hammond	Criminal Law Solicitor
Vina Godrei	Civil Law Solicitor
James Woodford	Contracted Solicitor
Hadassah Crossley	Financial Counsellor
Sharon Newman	Senior Administration Officer/Financial Counselling Case Support Worker
Tayla Crellin	Administration Officer
Gavan Wood	Contracted Accountant

### **Office Hours**

Monday – Friday 9-00am to 5-00pm

### **State Wide Legal Advice Line**

Monday – Friday 9-00am to 5-00pm

### **Grant Income 2012/13**

Recurrent Commonwealth CLC Funding (Legal operations)	\$ 85460
Recurrent State CLC Funding (Legal operations)	\$213091
Recurrent Dept Child Protection (Financial counselling)	\$192751
Legal Contribution Trust (Education operations)	\$71000
Public Purposes Trust (Outreach operations)	\$170000

## CHAIRPERSON'S REPORT

The governance of Youth Legal Service must confirm with contemporary values and in accordance with the evolving law. Strong, independent governance is essential for the achievement of strategic objectives and the effective, lawful and ethical business of the Youth Legal Service. This year, by Special Resolution, the Members of Youth Legal Service voted to significantly change its constitution. The new constitution broadens the membership categories of YLS with a view to increasing awareness and knowledge of youth justice issues and broadening the pool of talent for board membership.

Anglicare, the YMCA and the Christian Brothers have been sponsors of YLS for many years. Youth Legal Service is a small organization which manages its important business of defending the rights of young people on a tight budget. Our sponsors are bigger organizations than Youth Legal Service and while they have provided financial and other support to YLS over the years, we cannot underestimate the "moral" support they have given us as they have similar values and objectives to YLS. We value and thank them sincerely their contribution.

In recognition of the support of our sponsors and to encourage partnerships, the new constitution maintains a category of membership for sponsors of Youth Legal Service.

The membership categories now are -

Up to three sponsors;

Up to five social service organizations which are engaged in some form of social service to young people;

An unlimited number of Individual Members;

An unlimited number of Associate Members.

Changes to the structure of Youth Legal Service Board allow for a breadth of experience, board renewal and diversity, balanced by continuity of Board membership. The Board will comprise of up to three members nominated by sponsors; up to four elected members; and up to two members co-opted by the Board. Board members have two-year terms up to a maximum of three terms.

YLS continues to be the premier provider of legal services to young people in Western Australia. I thank our energetic and dedicated staff, led by Director Cheryl Vernon-Cassidy, for their hard work and commitment to justice for young people.

I also thank our Board Members for maintaining good governance of Youth Legal Service.

We look forward to the next year of challenges as we strive to ensure that every young person in Western Australia is able to exercise his or her legal rights and responsibilities.

**Kate O'Brien**  
**Chairperson**



## DIRECTOR'S REPORT

The 2012/13 has been a period of significant change for Youth Legal Service. Family and/or personal circumstances for some of our legal staff necessitated a number of personnel changes for the first time in many years. Overall, our staff members have been exemplary in riding out these challenges, and contributing to the development and implementation of policy and procedures related to our new risk management framework as well as working towards our accreditation obligations for the National Community Legal Centre Association.

Our regional engagement this year was limited due to staff changes; however, we look forward to the new year with a firm commitment to develop our regional road show concept and new legal staff that are keen to undertake regional work.

Additionally, we implemented changes to our membership structure, which commence operation in the coming financial year. The level of impact of managing a membership base on our administration is an unknown at this stage but we are looking forward to the challenge as Youth Legal Service moves into a new era.

During the coming year we will rollout our marketing plan in respect to how we will deliver services to young people in regional and rural areas and how we market our services to young people and potential corporate sponsors and members. Aligned with the marketing plan is a substantial website upgrade and review of all our advertising materials etc. We expect to launch our revamped website on 17 October 2013.

During the year we commenced a very important research project – Access to Justice: Identifying legal needs, pathways and factors that enable or disable young people to exercise their legal rights and responsibilities. This research will provide us with a comprehensive picture of the legal problems encountered by young people, barriers that obstruct young people from accessing legal assistance and gaps in legal service provision.

We are in the process of developing a calendar of community legal education workshops for 2013/14 Financial Year. Our hope is that such a calendar will assist us to manage the huge demand for education workshops and also to focus on particular geographic areas where young people have been identified as being at extreme risk of offending.

To the Board of Youth Legal Service I extend my gratitude for your hard work and commitment to Youth Legal Service, especially, Kate O'Brien our Chairperson.

To the staff of Youth Legal Service I express my thanks for your continued work and endeavour that ensures our clients receive a quality service experience. In particular, I acknowledge Sally Dechow who acted as Senior Solicitor for much of the year, before stepping up to the newly created 2IC/Principal Solicitor position.

We approach the new financial year with great optimism as we bed down our plans for increasing our visibility, and work toward establishing beneficial strategic partnerships.

**Cheryl Cassidy-Vernon**

## **PROVIDING LEGAL SERVICES TO YOUNG IN WESTERN AUSTRALIA**

Youth Legal Service (YLS) provides free legal advice to young people, up to 25 years of age residing in Western Australia, with the intention that the assistance we provide improves the capacity of our legal clients to manage their futures.

Young people living in rural, regional and remote areas can access legal advice via our state wide legal advice line – 1800 199 006- for the cost of a local telephone call, during office hours. The state wide legal advice line is funded by the State Community Legal Service Program.

Youth Legal Service provides a legal advice and casework service to young people living in the Perth Metropolitan Area funded via the Commonwealth and State Community Legal Service Programs.

Additionally, outreach court representation services to the Joondalup Children’s Court, Midland Children’s Court, Fremantle Children’s Court and the Armadale Children’s Court are funded via the Public Purposes Trust.

Youth Legal Service provides advice and casework as follows:

- Criminal Matters
- Credit, Debt Matters
- Civil Law Matters (minor claims only up to \$10000)
- Motor Vehicle Accidents
- Contract Law
- Criminal Injuries Compensation
- Violence and Misconduct Restraining Orders
- Leaving Home
- Spent Convictions
- Appealing Criminal Convictions.

## LEGAL CLIENT CASEWORK DEMOGRAPHICS

Total Number of clients for which casework was undertaken: 623

<b>Gender</b>		<b>Ethnicity</b>	
Male	434	ATSI	36
Female	185	NESB	86
Unknown	4	Other	501
Total	623	Total	623
<b>Age</b>		<b>Geographic Indicators</b>	
<18	232	Perth Metropolitan Area	573
18+	391	Regional, Rural or Remote Area	50
Total	623	Total	623
<b>Income</b>			
Low	100%		
Medium			
High			

## STRATEGIES FOR LEGAL SERVICE DELIVERY

### Provide legal representation in the metropolitan Children's Courts

289 Court appearances.

### Provide a state wide legal advice service

526 legal advice sessions conducted

#### Legal Advice sessions conducted via 1800 199 006 (country)

125 legal advice sessions conducted

#### Face to Face Legal Advice Sessions

144 face to face one off legal advice sessions conducted

#### Number of legal advice sessions via email, SKPE etc

15 sessions

#### Telephone legal advice sessions (metropolitan)

242 telephone legal advice sessions conducted

### Provide legal casework

#### The number of cases carried over from 2011/12 Financial Year

87 cases

#### The number of cases opened during 2012/13 Financial Year

302 cases

#### The number of cases closed during 2012/13 Financial Year

276 cases

#### The number of cases carried over to 2013/14 Financial Year

113 cases

## STATE AND COMMONWEALTH COMMUNITY LEGAL SERVICE PROGRAMS

### COMPLIANCE REPORT

Strategy	Mandatory Performance Indicators
Information	
Provide Information	Information occurrences (55) 80
Legal Advice	
Provide Face to Face Advice (One-off)	No. of face to face advices (150) 144
Provide Telephone Advices	by telephone (250) 242
<b>Casework</b>	
Provide Casework	No of clients by : clients with cases opened (400) 302
	clients with cases closed (400) 276
Court Appearances	Cases involving court appearances (100-150) 176
Meet Professional Standards	Compliance with Professional Indemnity Insurance requirements. Satisfactory completion of annual cross check
<b>Non Casework</b>	
Other Activities	Community Legal Education Workshops(47) 23 workshops conducted Law Reform Campaign Projects (2) 9 campaigns completed

## **PROVIDING FINANCIAL COUNSELLING SERVICES TO YOUNG PEOPLE IN WESTERN AUSTRALIA.**

Youth Legal Service provides a metropolitan financial counselling service undertaking; assessments of financial position, budget planning, advocacy and referral. The service extends to representation in negotiations and hearings with utilities and tribunals, and, checking clients' contracts and situations to ascertain if there is a need for legal advice or action.

Financial Counselling is designed to assist young people, less than 25 years of age, to manage their financial difficulties, to make informed choices in respect to financial problems by providing information and options, by advocating with creditors and by representing clients in primary dispute resolution.

We expect that clients, exiting the financial counselling service, are better informed and resourced with personal skills that avert the risk of financial crisis, or, are supported to recover from financial crisis and resourced to enable them to better manage their future financial situations.

Specifically we strive for the following outcomes:

- Improved knowledge and skills to manage current financial situation.
- Reduction in creditor pressure.
- Accessed all financial entitlements.
- Avoidance of eviction and or homelessness.
- Referred to appropriate social support services.
- Continuation of essential services (utilities etc)
- Retention of personal goods.
- Avoidance of legal action.
- Improved knowledge

Youth Legal Service recognises that clients with financial difficulties may also be experiencing other personal or social problems. The Service contributes to addressing the holistic needs of clients that may arise as part of the Financial Counselling process by actively referring them to other relevant community resources and networks as deemed appropriate.

## FINANCIAL COUNSELLING OUTCOMES 2012/13

### CASEWORK CLIENT DEMOGRAPHICS

<b>Gender</b>		<b>Casework Referral Sources</b>	
Male	36	Self Referrals	28
Female	48	Community Housing	05
Total	84	Corrective Services	01
		Centrelink	01
<b>Age</b>		Utility Provider	47
<18	5	Legal Services	02
18-24 Years	79	Total	84
Total	84		
		<b>Cases Finalised</b>	<b>57</b>
<b>Ethnicity</b>		Minor Cases 0<5 hours	7
ATSI	10	Medium Cases 5>20 hours	35
NESB	7	Major cases 20+ hours	15
Other	67	Total closed cases	57
Total	84		

Strategy	Performance Measure	Key Result Targets and Actions	Results
Provide a metropolitan financial counselling service undertaking assessments, budget planning, advocacy and referral.	The number of case work files.	50 per annum	Carried forward cases = 19 Opened = 65 Total cases worked on = 84
Providing one-off financial service including assisting young people with HUGS and similar new schemes.		10 per annum	54 applications Far exceeded target
Provide representation in negotiations with utilities, tribunals and commissions.	The number of advocacy activities.	15 per annum	55 instances
Increased education of young people in respect to financial matters.	Access additional funding to expand education offerings.		Grant application is pending.

## PROVIDE QUALITY COMMUNITY LEGAL EDUCATION ABOUT YOUTH LEGAL ISSUES

Community legal education (CLE) is an integral component of our service delivery premised on our belief that by educating our clients, they are informed and supported to make better choices.

Our goal is to provide and produce clear, accurate and practical community legal education resources and workshops to help young people to understand and exercise their legal rights.

Strategy	Performance Measures	Key Result Targets and Actions	Targets & Actions 2012/13
a) Develop education resources.	Number of resources developed and feedback received.	Review of CLE materials for currency and relevance completed.	New materials developed for youth agencies around fines, graffiti, dealing with police, cyber-bullying, and sex offender reporting.  Materials are in progress with new workshops to be delivered in first half of 2013/14 Financial Year.
	"Don't sign anything!" – concept developed, and funding sought.  30 September 2012	Successful funding 31 December 2012	Develop concept into a funding proposal and identify relevant funding sources and partners & present submissions with funding successful by 31 December 2012.  Deferred until 2013/14 financial year due to long term staff absence.
b) Provide law education workshops.	Number of workshops delivered and feedback received.	35 per annum	23 workshops provided.
	A community legal education and legal clinic tour to a region outside of Perth each financial year.	2 per year	One provided to West Kimberley, implementation of road shows scheduled for 2013/14 Financial Year.

Strategy	Performance Measures	Key Result Targets and Actions	Targets & Actions 2012/13
c) Ensure that Convention on the Rights of the Child is incorporated into all CLE activities.	Revamp CLE workshops to include CROC and its relevance to YLS.	Each workshop is to make reference to Convention on the Rights Of the Child.	New materials developed for youth agencies around fines, graffiti, dealing with police, cyber-bullying, and sex offender reporting.
d) Realise the potential of the website and research and develop web-based and web-based 2 platforms to provide community legal education.	Up to date, accessible, contemporary, relevant and engaging delivery of information	Refer clients to our website.	Website upgrade to be completed by 31 December 2013. New website will be launched at AGM 17 Oct 2013.
		10% increase in web hits.	Following branding workshop –work towards a website upgrade with in-house management capacity. Currently website is managed offsite. Launch 17 Oct 2013.
e) Conduct needs analysis to consider appropriate education delivery models to support young people in rural and remote areas and newly arrived young people.	Complete funding submission for needs analysis.	Successful funding application.	Notification of funding success due 30 November 2012. Commence research 1 January 2013 with research report due 31 December 2013. Funding application successful, research project will commence October 2013.
	Complete needs analysis and implement findings	Needs analysis report completed and actioned.	Delivery of report to Board for endorsement first meeting following 31 December 2014.

## STIMULATE AND CONTRIBUTE TO PUBLIC POLICY DISCUSSION AND COMMUNITY AWARENESS.

Area of Law Reform	Activities
Inspectorate of Custodial Services	The Director is a serving member of the Community Advisory Group.
Corrective Services	The Director is a serving member of the Corrective Services Consultative Group. The Director also met with Assistant Commissioner (Youth Justice) Andrew Salter 18 September to discuss issues raised at Youth Justice Think Tank.
Youth Services Hub	Youth Legal Service is still actively involved in the establishment of a youth lotteries house.
DCP Partnership & Leadership Forum	The Director participated in the forum on 7 November 2012.
Homelessness Connect	The Service was a participant in the Homelessness Connect Project 2012.
Children in Police Lock Ups	The Service has recently opened a campaign to address this pressing issue.
Defence for Children International UN Convention on the Rights of the Child	The Director is the WA representative to the Australian Chapter. On 19 November 2012, the Director was elected the Australian President. For more information check out <a href="http://www.dci-au.org/">www.dci-au.org/</a> .
Western Australian Council of Social Services (WACOSS)	The Director was elected to the Board of WACOSS for a two year term commencing November 2011. The Director was selected as a member of the WACOSS Pre Budget Submission Working Group for 2013.
Election 13	The Director provided regular briefings to all state MPs in the lead up to the state election in March 2013.
Youth Justice the Facts	Circulated June 2012.
Mental Health Needs of young people in the juvenile justice system	Circulated 11 Sept 2012.
Young people and mediation	Circulated Feb 2013.
Criminal Law Amendment/ Out of Control Gatherings Submission	Circulated 1 Nov 2012.

Area of Law Reform	Activities
Young Labour Shadow Ministers Consultation	The Director participated in the consultation at Mt Lawley on 31 Oct 2012.
Youth Justice Think Tank	The report from the Youth Justice Think Tank Series was launched on 21 Feb 2013.
Banksia Hill Inquiry	Met with the Inspector of Custodial Services, 13 Feb 2013, Young people in detention.

## ENSURING THE ONGOING VIABILITY, INFLUENCE AND PROFILE OF YOUTH LEGAL SERVICE

### MEDIA ACTIVITY

Date	Topic	Journalist
1 Nov 2012	ABC Morning Show Out of control parties & Police special Vans	Annie
1 Nov 2012	Channel 9 Out of control parties	Josh Gerga
1 Nov 2012	Channel 7 Out of control parties	Rob Scott
21 Nov 2012	The Koori Mail Organised Crime Control Laws	Liz Murray
10 Jan 2013	Sunday Times Prohibition Orders for Juveniles	Phil Hickey
5 Feb 2013	Sunday Times Specific Case – Prohibition Order	Phil Hickey
20 Feb 2013	Sunday Times Maximum sentences for assault public officer	Phil Hickey
21 Feb 2013	All media Launch of the report of the Youth Justice Think Tank @ Parliament house	Channel 10
22 Feb 2013	Kalgoorlie Miner Alternatives to Detention	Andrew Bronson
25 Feb 2013	RTR FM YJTT Report	Peter Barnes
26 Feb 2013	JJJ (ABC) Hack Program Mandatory Sentencing/Law & order	Kaitlyn Sawrey
11 Apr 2013	Sunday Times Young people and murder charges	Phil Hickey

Date	Topic	Journalist
3 May 2013	Sunday Times Youth justice issues	Kaitlyn Offer
23 Apr 2013	Lateline ABC State wards leaving care	Candice Tauberg
16 May 2013	Sunday Times Young people and bankruptcy	Kaitlyn Offer
20 May 2013	The West Australian Cyber bullying	Phoebe Wearne
20 May 2013	ABC Morning Program Young People and Debt	Jamie Burnett/ Russell Woolf
20 May 2013	ABC Radio Young people/cyber bullying/Sex offenders' register	Gillian O'Shaughnessy
23 May 2013	Sunday Times Swan View Schools Program	Kaitlyn Offer

## YLS BRANDING AND WEBSITE

This purpose of this project was the identification of appropriate strategies to enhance the profile and accessibility of Youth Legal Service to its target population. This project is a strategic initiative identified by the YLS 2009-2014 Strategic Plan – Growing the Future, which seeks to fulfil the vision of every young person in Western Australia being able to exercise their legal rights and responsibilities.

This project concentrated on:

- Increasing the visibility of Youth Legal Service to its stakeholders and target group through a well developed marketing strategy/plan.
- Developing a way forward to engage is strategic partnerships the progress the vision and profile of Youth Legal Service.
- Realising the potential of the Youth Legal Service website and other communication technologies.

## LEGAL NEEDS PROJECT

**Project Title:** *Access to Justice for Young People in Western Australia: Identifying legal needs, pathways and factors that enable or disable young people to exercise their legal rights and responsibilities*

This research project intends to investigate the particular needs of young people exercising their legal rights and responsibilities in Western Australia. The research intends to identify the ability of young people in Western Australia to:

- Obtain legal assistance (legal information; basic legal advice; initial legal assistance; legal representation)
- Participate effectively in the legal system (including courts and tribunals)
- Obtain assistance from non legal advocacy and support (including non legal early intervention)
- Participate effectively in law reform processes

## GOVERNANCE REVIEW

The governance review was charged with a number of tasks including the reviewing of the Rules of Youth Legal Service to reflect:

- A change to the governance structure, from the Board of Management to the Board.
- Redefining the membership of YLS.
- The composition of the Board.
- Revised Board Meeting processes.

Revised Board Meeting Processes and policies have been adopted by the Board. Various discussions have been progressed regarding the membership of YLS, the composition of the Board and lastly, changing the Rules of Association to fit both the Model Rules for Incorporated Associations, and the proposed membership structure. The Changes to the Rules were accepted as of 28 February 2013.

## **THE NATIONAL ASSOCIATION OF COMMUNITY LEGAL CENTRES ACCREDITATION**

The NACLAC Accreditation Scheme has been developed to provide an industry based certification process for Community Legal Centres (CLCs) that will support and give recognition to good practice in the delivery of community legal services. Full members of State and Territory Associations of CLCS must comply with the NACLAC Accreditation Criteria.

The NACLAC Accreditation Criteria and the evidence requirements by which Community Legal Centres will be assessed for certification incorporate the current Community Legal Centres Program Service Standards and the requirements of the NACLAC Risk Management Guide (RMG).

## **EXTENT OF PRO BONO WORK AND VOLUNTEERS**

Youth Legal Service chose not to use volunteers during 2012/13 Financial Year as we formed the opinion that we were supporting a staff member through Restricted Practice, additionally we had a new Administration Assistant Trainee commence in March 2012 for a one year period, thus, our capacity to train and supervise volunteers was somewhat diminished. Both of these scenarios impacted on the ability of existing staff to adequately supervise volunteers in the workplace, thereby, resulting in the business decision of only utilising volunteers when we can be certain that we have the right level of staffing to provide the supervision and training that is necessary to ensure that our service delivery is not compromised in any way through the use of volunteers.

In the interests of developing and maintaining strategic partnerships that progress our vision and profile, a review of pro bono services that are available to provide legal services to young people was completed and the relevant report was circulated to the Board in July 2013. It is expected that this report will inform future pro bono activities.



**YOUTH LEGAL SERVICE inc**  
western australia

# **FINANCIAL STATEMENT 2012/13 FINANCIAL YEAR**

## INCOME STATEMENT

### FOR THE YEAR ENDED 30 JUNE 2013

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE</b>		
Funding and grants	763277	758326
Profit on sale of asset	401	9383
Other Income	21275	12028
Capital grant transfer	5529	7725
Interest earned	12959	17472
	803441	804934
<b>EXPENDITURE</b>		
Audit	3480	2120
Bank charges	347	459
Consultancy	1950-	-
Depreciation	20945	25102
Disbursements	638	507
Equipment	763	4196
Grant Expenses	-	10800
Insurance	10494	11,073
Library & Memberships	28862	20694
Motor Vehicles	18063	21203
Postage	1751	1436
Printing and Stationery	9427	8989
Recruitment	-	-
Rent	66032	64194
Repairs and Maintenance	13516	11419
Salaries	566392	556328
Staff Amenities	6445	10393
Telephone	14956	20232
Training	7918	7445
Travel and Accommodation	22962	15804
<b>TOTAL EXPENDITURE</b>	<b>794941</b>	<b>792394</b>
<b>NET (DEFICIT ) / SURPLUS OR THE YEAR</b>	<b>8500</b>	<b>12540</b>

**BALANCE SHEET**  
**AS AT 30 JUNE 2013**

	<b>2013</b>	<b>2012</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	278752	285661
Trade and other receivables	24302	2874
Prepayments	5275	7097
<b>TOTAL CURRENT ASSETS</b>	<b>308329</b>	<b>295632</b>
<b>NON-CURRENT ASSETS</b>		
Property, plant and equipment	44575	81180
<b>TOTAL NON-CURRENT ASSETS</b>	<b>44575</b>	<b>81180</b>
<b>TOTAL ASSETS</b>	<b>352904</b>	<b>376812</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Trade and other payables	47425	33368
Provisions	32146	52062
<b>TOTAL CURRENT LIABILITIES</b>	<b>79571</b>	<b>85430</b>
<b>NON-CURRENT LIABILITIES</b>		
Provisions	-	21020
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>-</b>	<b>21020</b>
<b>TOTAL LIABILITIES</b>	<b>79571</b>	<b>106450</b>
<b>NET ASSETS</b>	<b>273333</b>	<b>27036</b>
<b>EQUITY</b>		
Capital Grants	15608	21137
Accumulated funds	257725	249225
<b>TOTAL EQUITY</b>	<b>273333</b>	<b>270362</b>

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2013**

	<b>2013</b>	<b>2012</b>
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from grants and funding agreements	754128	771976
Payments to suppliers and employees	(773996))	(755381)
Net cash flows (used in) / from operating activities	(19868)	16595
Cash flows from investing activities		
Interest received	12959	17472
Acquisition of property, plant and equipment	-	(20656)
Net cash flows used in investing activities	12959	8616
Net (decrease) / increase in cash and cash equivalents	(6909)	25211
Cash and cash equivalents at the beginning of the financial year	285661	260450
Cash and cash equivalents at the end of the financial year	278752	285661



