

# Appendices

## Contents

### Community programs

#### Community Legal Centres Funding

Program Grants ..... 112

#### Women's Domestic Violence Court

Assistance Program Funding ..... 113

Training and development ..... 114

Human resource information ..... 116

Legal program operational statistics 117

Allocation of legal work ..... 120

#### Commonwealth and State allocation

of services ..... 120

Significant committees ..... 121

Glossary ..... 125

Index ..... 126

Publications Order Form ..... 128

# Community Legal Centres (CLCs) Funding Program Grants 2005–2006

We provided funding for 32 community legal centres across NSW

Community Legal Centre	Commonwealth Funding (\$)	State Funding (\$)	Public Purpose Funding (\$)	Total Funding (\$)
Blue Mountains CLS	91,288	147,700		238,988
Central Coast LC	178,099	14,580	35,000	227,679
Combined CLC Group		231,804		231,804
Consumer Credit LC	125,718	109,192		234,910
Court Support Scheme	29,970	5,177	5,000	40,147
Domestic Violence Advocacy Service		362,985		362,985
Environmental Defender's Office	85,241	158,729	477,940	721,910
Far West CLC	226,096			226,096
Hawkesbury/ Nepean CLC	125,854	106,057		231,911
HIV/AIDS LC	61,470	71,045		132,515
Hunter CLC	190,115	211,808	8,000	409,923
Illawarra LC	365,891	166,979	35,000	567,870
Immigration Advice & Rights Centre	88,644	201,247		289,891
Inner City LC	91,286	134,151		225,437
Kingsford LC	153,831	107,884		261,715
Macarthur LC	199,833	164,629	35,000	399,462
Macquarie LC	140,917	229,437	45,453	415,807
Marrickville LC	139,324	238,781		378,105
Mt Druitt & Area CLC	177,864	14,562		192,426
NSW Disability Discrimination LC	182,381	32,444		214,825
North & North West CLS	178,831	14,636		193,467
Northern Rivers CLC	248,602	19,803		268,405
Public Interest Advocacy Centre	103,648	101,825	549,856	755,329
Redfern Legal Centre	141,836	208,401		350,237
Shoalcoast CLC	227,370	101,222		328,592
South West Sydney LC	178,559	196,679		375,238
Tenants' Union of NSW	68,139	101,581		169,720
The Aged-care Rights Service	30,658	2,072		32,730
Welfare Rights Centre	206,309	102,536		308,845
Western NSW LC	251,860	20,039		271,899
Wirringa Baiya AWLC		294,330		294,330
Women's Legal Service	770,880	268,924		1,039,804
<b>TOTAL</b>	<b>5,060,514</b>	<b>4,141,239</b>	<b>1,191,249</b>	<b>10,393,002</b>

# Women's Domestic Violence Court Assistance Program (WDVCAP) Funding 2005–2006

We provided funding to 33 WDVCSs\* as well as the Program's Training and Resource Unit

Service Provider	Corresponding WDVCS	Total Amount Provided (\$)
Albury/Wodonga Women's Centre	Albury WDVCS	63,087
Creating Links Co-operative Ltd.	Bankstown WDVCS	98,904
Broken Hill Family Support Service	Broken Hill WDVCS	88,879
Burwood Community Welfare Service	Inner West WDVCS	138,793
Carrie's Place Women's & Children's Services Inc.	Maitland	76,660
CCDVCS Management Committee	Central Coast WDVCS	142,635
Centacare	Hornsby WDVCS	83,484
Dubbo Women's Housing	Dubbo WDVCS	133,741
Dubbo Women's Housing	Bourke/Brewarrina WDVCS	96,818
Elizabeth Evatt Community Legal Centre	Blue Mountains WDVCS	90,567
Hawkesbury Community Legal Centre	Hawkesbury WDVCS	70,904
Hunter Women's Domestic Violence Court Service Inc.	Hunter WDVCS	151,005
Kempsey Family Support Service Inc.	Kempsey WDVCS	78,956
Macarthur Community Legal Centre	Macarthur WDVCS	123,491
Macquarie Legal Centre	Parramatta/Ryde WDVCS	117,279
Manly Warringah Women's Resource Centre	Manly/Warringah WDVCS	114,092
Manning Valley Neighbourhood Service	Taree WDVCS	108,313
Marrickville Legal Centre	Newtown WDVCS	88,264
Moree Women's Domestic Violence Court Assistance Inc.	Moree WDVCS	105,014
Northern Rivers Community Legal Centre	Northern Rivers WDVCS	271,250
Pam's Place Inc.	Blacktown WDVCS	117,279
Penrith Women's Health Centre	Penrith/Mt Druitt WDVCS	168,293
Redfern Legal Centre	Redfern WDVCS	117,279
Sister's Housing Enterprises Inc.	Wagga Wagga WDVCS	78,956
South West Sydney Community Legal Centre	Liverpool/Fairfield WDVCS	144,491
Southern Women's Group	Bega WDVCS	60,275
Sutherland Shire Family Support Service	Southern Sydney WDVCS	119,322
The Junction Neighbourhood Centre	Waverley WDVCS	110,825
The Women's Shelter Armidale Inc.	Armidale WDVCS	73,316
UnitingCare Burnside	Hastings WDVCS	62,178
Warrina Women's & Children's Refuge	Coffs Harbour WDVCS	62,178
Wollongong Women's Centre	Illawarra WDVCS	120,555
Women's Legal Services NSW	Training & Resource Unit	257,059
YWCA of Sydney	Nowra WDVCS	87,025
Non-Recurrent Grants		7,636
<b>TOTAL</b>		<b>3,828,817</b>

\*Women's Domestic Violence Court Assistance Scheme.

# Training and development

## Courses conducted 1 July 2005 to 30 June 2006

Course Title	No. of Sessions	Participants
<b>Internal Training Programs (most sessions also attract MCLE points)</b>		
Aboriginal Awareness	3	32
Advanced Business Writing	2	10
Advocacy – Defended Hearings	2	25
Budget Essentials	2	8
Business Writing Skills	3	20
CASES	13	43
Community Legal Education Management System	11	46
Corporate Induction	5	63
Critical Incident Management	2	20
Demystifying Mental Illness	4	40
Diploma of Business (FLM) (various sessions)	24	336
EEO & Anti Discrimination	2	23
Ergonomic & Office Safety	3	13
Finance Matters for Managers	4	11
Interpersonal Skills & Customer Service	3	11
Job Seeking Skills	6	30
Job Seeking Follow-up	4	4
Managing Aggressive and Violent Behaviour	3	40
Means & Merit Tests	4	59
Mentoring Program	1	11
Modern Business Writing for Legal & Senior Staff	2	17
New Managers & Supervisors	4	19
OH&S Induction	4	46
Plain Language	1	16
Policy Process (The)	5	18
Records Management	5	47
Resolving Workplace Conflict	1	15
Safety Leadership Workshop	3	18
Selection Techniques	14	126
Selection Techniques Refresher	1	11
Spicing Up Your Presentations	1	2
Stress Management	4	22
Time Management	2	12
Working With Muslim Clients	3	29
Writing Better Briefs	1	17
<b>Subtotal</b>	<b>153</b>	<b>1,260</b>

Course Title	No. of Sessions	Participants	
		External	Total
<b>Internal Legal Education (MCLE)</b>			
Criminal Law Seminars	2		18
Civil Law Seminars	5		67
Family Law Seminars (includes Induction)	2		12
<b>Total</b>	<b>9</b>		<b>97</b>
<b>Internal Conferences</b>			
Civil Law Conferences	1	8	48
Criminal Law Conferences	3	167	391
Family Law Conferences	3	88	194
Legal Services Conference	2	150	150
WDVCAP Conference	1	18	155
ADR Chairpersons Conference - Mediation	1		19
<b>Total</b>	<b>11</b>	<b>431</b>	<b>957</b>
<b>Alternative Dispute Resolution Training</b>			
Conference Organisers and Grants staff	1		50
<b>Total</b>	<b>1</b>		<b>50</b>
<b>External Programs</b>			
Attendance at external training programs	46		81
Attendance at external IT training programs	19		47
Attendance at external seminars	89		167
Attendance at external conferences	18		73
<b>Total</b>	<b>172</b>		<b>368</b>
<b>Information Management and Technology</b>			
Desktop Upgrade Sessions			
E-lodgement	11		26
Icebuilder	11		11
Introduction to Excel	4		6
LA Office	26		85
Lawdocs	24		121
Regional Office Visits	3		15
Word (Various)	10		17
<b>Total</b>	<b>89</b>		<b>281</b>
<b>Grants Officer Training</b>			
E-lodgement (Grants Run)	35		122
E-lodgement (Grants run External)	9	170	170
Criminal Law (Internal)	23		148
Criminal Law (External)	14	358	358
Records	4		40
Family Law	41		164
<b>Total</b>	<b>126</b>	<b>528</b>	<b>1,002</b>

# Human resource information

## Head Office/Regional FTE Staff as at 30 June 2006

Head Office	404.07
Regional Offices	305.47
<b>Total Staff</b>	<b>709.54</b>

## Effective Full-time FTE Staff as at 30 June 2006

CEO / SES	6
Legal Officers	362.48
Legal and Admin Support Staff	341.06
<b>Total Staff</b>	<b>709.54</b>

Number of actual staff by employment basis	Total staff	Men	Women	ATSI	Minority (1)	1st language not English	PWAD <sup>(2)</sup>	PWAD <sup>(2)</sup> Workplace adjustment
Permanent Full Time	516	168	348	3	109	81	32	9
Part-time	106	9	97	0	15	11	5	2
Temporary Full Time	115	24	91	5	23	18	4	2
Part-time	24	3	21	0	3	3	3	0
Contract SES	6	5	1	0	0	0	0	0
Non - SES	0	0	0	0	0	0	0	0
Casual	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>767</b>	<b>209</b>	<b>558</b>	<b>8</b>	<b>150</b>	<b>113</b>	<b>44</b>	<b>13</b>
<b>Actual Staff Total</b>	<b>767</b>							

Number of actual staff by level	Total staff	Men	Women	ATSI	Minority (1)	1st language not English	PWAD <sup>(2)</sup>	PWAD <sup>(2)</sup> Workplace adjustment
<b>Salary Range</b>								
<\$32,606	3	0	3	1	0	0	1	1
\$32,606 - \$42,824	16	5	11	0	5	5	1	0
\$42,825 - \$47,876	197	17	180	4	38	31	14	3
\$47,877 - \$60,583	141	22	119	1	31	22	8	2
\$60,584 - \$78,344	239	80	159	2	52	40	12	3
\$78,345 - \$97,932	153	74	79	0	23	14	8	4
> \$97,932 (non SES)	12	6	6	0	1	1	0	0
> \$97,932 (SES)*	6	5	1	0	0	0	0	0
<b>Total</b>	<b>767</b>							
<b>Actual Salary Total</b>	<b>767</b>							

Number of actual staff by area of work <sup>(3)</sup>								
	Head Office	Regional	Total					
Legal Officers	164	201	365					
Administrative	264	138	402					
<b>Total</b>	<b>365</b>	<b>402</b>	<b>767</b>					

(1) People from racial, ethnic, ethno-religious minority groups.

(2) PWAD - People with a disability

(3) Does not include leave without pay (LWOP), Maternity LWOP and staff seconded to other agencies where LAC is paying less than 50% of salary.

\*Executive Position Holders on or above Level 5: The value of the total remuneration package for the CEO (SES Level 6) is \$267,300.

# Legal program operational statistics

## Combined legal programs

Case Matters	2003-04	2004-05	2005-06	% change from previous year
Applications Received	62,804	62,578	65,150	4.1%
Applications Refused	8,140	8,481	8,288	-3.0%
Inhouse Grants	35,907	35,918	36,969	2.9%
Assigned Grants	18,438	18,028	19,852	10.1%
<b>Total Case Grants</b>	<b>54,345</b>	<b>53,946</b>	<b>56,821</b>	<b>5.3%</b>
<b>Grant Rate</b>	87.0%	86.4%	87.4%	1.0%
Applications Determined	62,485	62,427	65,049	4.2%
Applications Undetermined @ year end	348	147	102	-30.6%
Grants Finalised	56,958	51,889	61,391	18.3%
<b>Current Grants on Hand @ year end</b>	<b>35,200</b>	<b>38,051</b>	<b>33,716</b>	<b>-11.4%</b>
<b>Duty Appearances</b>				
Inhouse Appearances	59,388	59,999	61,506	2.5%
Assigned Appearances	54,363	57,974	61,518	6.1%
<b>Total Duty Appearances</b>	<b>113,751</b>	<b>117,973</b>	<b>123,024</b>	<b>4.3%</b>
<b>Other Services</b>				
Advice	65,315	74,481	74,512	0.0%
Minor assistance	N/A	N/A	5,540	N/A
Information	122,036	157,968	242,011	53.2%
<b>Total Other Services</b>	<b>187,351</b>	<b>232,449</b>	<b>322,063</b>	<b>38.6%</b>
<b>Total Client Services*</b>	<b>355,447</b>	<b>404,368</b>	<b>501,908</b>	<b>24.1%</b>

## Criminal law

Case Matters	2003-04	2004-05	2005-06	% change from previous year
Applications Received	44,994	44,336	45,836	3.4%
Applications Refused	3,634	3,224	3,283	1.8%
Inhouse Grants	32,123	32,273	32,850	1.8%
Assigned Grants	9,009	8,732	9,632	10.3%
<b>Total Case Grants</b>	<b>41,132</b>	<b>41,005</b>	<b>42,482</b>	<b>3.6%</b>
<b>Grant Rate</b>	91.9%	92.7%	92.8%	0.1%
Applications Determined	44,766	44,299	45,765	3.5%
Applications Undetermined @ year end	249	104	72	-30.8%
Grants Finalised	44,247	39,933	45,368	13.6%
<b>Current Grants on Hand @ year end</b>	<b>19,169</b>	<b>20,698</b>	<b>17,786</b>	<b>-14.1%</b>
<b>Duty Appearances</b>				
Inhouse Appearances	44,780	44,089	44,800	1.6%
Assigned Appearances	41,757	43,990	45,444	3.3%
<b>Total Duty Appearances</b>	<b>86,537</b>	<b>88,088</b>	<b>90,244</b>	<b>2.4%</b>
<b>Other Services</b>				
Advice	22,492	26,461	28,500	7.7%
Minor assistance	N/A	N/A	698	N/A
Information	25,730	35,152	65,774	87.1%
<b>Total Other Services</b>	<b>48,222</b>	<b>61,613</b>	<b>94,972</b>	<b>54.1%</b>
<b>Total Client Services*</b>	<b>175,891</b>	<b>190,706</b>	<b>277,698</b>	<b>19.4%</b>

\*Excludes community legal education services which are reported separately on page 92.

# Legal program operational statistics

## Family law

Case Matters	2003-04	2004-05	2005-06	% change from previous year
Applications Received	15,719	16,128	16,908	4.8%
Applications Refused	3,584	4,370	4,045	-7.4%
Inhouse Grants	3,001	2,828	3,032	7.2%
Assigned Grants	9,054	8,891	9,805	10.3%
<b>Total Case Grants</b>	<b>12,055</b>	<b>11,719</b>	<b>12,837</b>	<b>9.5%</b>
<b>Grant Rate</b>	77.1%	72.8%	76.0%	3.2%
Applications Determined	15,639	16,089	16,882	4.9%
Applications Undetermined @ year end	87	38	26	-31.6%
Grants Finalised	11,307	10,606	14,302	34.8%
<b>Current Grants on Hand @ year end</b>	<b>13,546</b>	<b>14,929</b>	<b>13,701</b>	<b>-8.2%</b>
<b>Duty Appearances</b>				
Inhouse Appearances	1,384	2,050	3,363	64.0%
Assigned Appearances	3,734	3,429	2,925	-14.7%
<b>Total Duty Appearances</b>	<b>5,118</b>	<b>5,479</b>	<b>6,288</b>	<b>14.8%</b>
<b>Other Services</b>				
Advice	24,131	29,460	27,738	-5.8%
Minor assistance	N/A	N/A	2,872	N/A
Information	38,722	54,237	81,992	51.2%
<b>Total Other Services</b>	<b>62,853</b>	<b>83,697</b>	<b>112,602</b>	<b>34.5%</b>
<b>Total Client Services*</b>	<b>80,026</b>	<b>100,895</b>	<b>131,727</b>	<b>30.6%</b>

## Civil law

Case Matters	2003-04	2004-05	2005-06	% change from previous year
Applications Received	2,091	2,114	2,406	13.8%
Applications Refused	922	887	900	1.5%
Inhouse Grants	783	817	1,087	33.0%
Assigned Grants	375	405	415	2.5%
<b>Total Case Grants</b>	<b>1,158</b>	<b>1,222</b>	<b>1,502</b>	<b>22.9%</b>
<b>Grant Rate</b>	55.7%	57.9%	62.5%	4.6%
Applications Determined	2,080	2,109	2,402	13.9%
Applications Undetermined @ year end	12	5	4	-20.0%
Grants Finalised	1,404	1,350	1,721	27.5%
<b>Current Grants on Hand @ year end</b>	<b>2,485</b>	<b>2,424</b>	<b>2,229</b>	<b>-8.0%</b>
<b>Duty Appearances</b>				
Inhouse Appearances	13,224	13,851	13,343	-3.7%
Assigned Appearances	8,872	10,555	13,149	24.6%
<b>Total Duty Appearances</b>	<b>22,096</b>	<b>24,406</b>	<b>26,492</b>	<b>8.5%</b>
<b>Other Services</b>				
Advice	18,692	18,560	18,274	-1.5%
Minor assistance	N/A	N/A	1,970	N/A
Information	57,584	68,579	94,245	37.4%
<b>Total Other Services</b>	<b>76,276</b>	<b>87,139</b>	<b>114,489</b>	<b>31.4%</b>
<b>Total Client Services*</b>	<b>99,530</b>	<b>112,767</b>	<b>142,483</b>	<b>26.4%</b>

\*Excludes community legal education services which are reported separately on page 92.



## Veterans's Advocacy

Case Matters	2003-04	2004-05	2005-06	% change from previous year
Applications Received	313	346	321	-7.2%
Applications Refused	29	31	10	-67.7%
Inhouse Grants	113	125	149	19.2%
Assigned Grants	169	189	162	-14.3%
<b>Total Case Grants</b>	<b>282</b>	<b>314</b>	<b>311</b>	<b>-1.0%</b>
<b>Grant Rate</b>	90.7%	91.0%	96.9%	5.9%
Applications Determined	311	345	321	-7.0%
Applications Undetermined @ year end	5	1	-	-100.0%
Grants Finalised	360	339	390	15.0%
<b>Current Grants on Hand @ year end</b>	<b>490</b>	<b>468</b>	<b>389</b>	<b>-16.9%</b>
<b>Other Services</b>				
Advice	2,153	2,999	2,716	-9.4%
Minor assistance	N/A	N/A	1,150	N/A
Information	74	117	111	-5.1%
<b>Total Other Services</b>	<b>2,227</b>	<b>3,116</b>	<b>3,977</b>	<b>27.6%</b>
<b>Total Client Services</b>	<b>2,509</b>	<b>3,430</b>	<b>4,288</b>	<b>25.0%</b>

## Mental Health Advocacy

Case Matters	2003-04	2004-05	2005-06	% change from previous year
Applications Received	157	186	348	87.1%
Applications Refused	23	54	56	3.7%
Inhouse Grants	41	96	233	142.7%
Assigned Grants	28	35	43	22.9%
<b>Total Case Grants</b>	<b>69</b>	<b>131</b>	<b>276</b>	<b>110.7%</b>
<b>Grant Rate</b>	75.0%	70.8%	83.1%	12.3%
Applications Determined	92	185	332	79.5%
Applications Undetermined @ year end	17	1	-	-100%
Grants Finalised	137	192	265	38.0%
<b>Current Grants on Hand @ year end</b>	<b>277</b>	<b>341</b>	<b>306</b>	<b>-10.3%</b>
<b>Duty Appearances</b>				
Inhouse Appearances	9,701	9,884	9,275	-6.2%
Assigned Appearances	7,783	10,431	12,605	20.8%
<b>Total Duty Appearances</b>	<b>17,484</b>	<b>20,315</b>	<b>21,800</b>	<b>7.7%</b>
<b>Other Services</b>				
Advice	235	51	97	90.2%
Minor assistance	N/A	N/A	4	N/A
Information	500	349	471	35.0%
<b>Total Other Services</b>	<b>735</b>	<b>400</b>	<b>572</b>	<b>43.0%</b>
<b>Total Client Services</b>	<b>18,288</b>	<b>20,846</b>	<b>22,728</b>	<b>9.0%</b>

## Alternative Dispute Resolution

Number of conferences	1,732	2,022	2,135	5.6%
Agreements reached	1,509	1,770	1,837	3.8%
Agreement rate	87.1%	87.5%	86.0%	-1.5%

## Inhouse and private practitioners allocation of legal work

	Inhouse Practitioner	Inhouse Practitioner %	Private Practitioner	Private Practitioner %	Total
<b>Family Law</b>					
Duty Appearances	3,363	53.5%	2,925	46.5%	<b>6,288</b>
Grants of Legal Aid	3,032	23.6%	9,805	76.4%	<b>12,837</b>
<b>Total</b>	<b>6,395</b>	<b>33.4%</b>	<b>12,730</b>	<b>66.6%</b>	<b>19,125</b>
<b>Criminal Law</b>					
Duty Appearances	44,800	49.6%	45,444	50.4%	<b>90,244</b>
Grants of Legal Aid	32,850	77.3%	9,632	22.7%	<b>42,482</b>
<b>Total</b>	<b>77,650</b>	<b>58.5%</b>	<b>55,076</b>	<b>41.5%</b>	<b>132,726</b>
<b>Civil Law</b>					
Duty Appearances	13,343	50.4%	13,149	49.6%	<b>26,492</b>
Grants of Legal Aid	1,087	72.4%	415	27.6%	<b>1,502</b>
<b>Total</b>	<b>14,430</b>	<b>51.5%</b>	<b>13,564</b>	<b>48.5%</b>	<b>27,994</b>
<b>Commission Total</b>					
Duty Appearances	61,506	50.0%	61,518	50.0%	<b>123,024</b>
Grants of Legal Aid	36,969	65.1%	19,852	34.9%	<b>56,821</b>
<b>Total</b>	<b>98,475</b>	<b>54.8%</b>	<b>81,370</b>	<b>45.2%</b>	<b>179,845</b>

## Commonwealth and State allocation of Legal Aid services

	State Matter	State Matter %	Commonwealth Matter	Commonwealth Matter %	Total
<b>Family Law</b>					
Grants	3,686	28.7%	9,151	71.3%	<b>12,837</b>
Duty Appearances	3,532	56.2%	2,756	43.8%	<b>6,288</b>
Advice	1,403	5.1%	26,335	94.9%	<b>27,738</b>
Minor assistance	153	5.3%	2,719	94.7%	<b>2,872</b>
Information Services	13,576	16.6%	68,416	83.4%	<b>81,992</b>
<b>Total</b>	<b>22,350</b>	<b>17.0%</b>	<b>109,377</b>	<b>83.0%</b>	<b>131,727</b>
<b>Criminal Law</b>					
Grants	41,910	98.7%	572	1.3%	<b>42,482</b>
Duty Appearances	89,720	99.4%	524	0.6%	<b>90,244</b>
Advice	28,153	98.8%	347	1.2%	<b>28,500</b>
Minor assistance	693	99.3%	5	0.7%	<b>698</b>
Information Services	61,380	93.3%	4,394	6.7%	<b>65,774</b>
<b>Total</b>	<b>221,856</b>	<b>97.4%</b>	<b>5,842</b>	<b>2.6%</b>	<b>227,698</b>
<b>Civil Law</b>					
Grants	948	63.1%	554	36.9%	<b>1,502</b>
Duty Appearances	26,416	99.7%	76	0.3%	<b>26,492</b>
Advice	12,816	70.1%	5,458	29.9%	<b>18,274</b>
Minor assistance	528	26.8%	1,442	73.2%	<b>1,970</b>
Information Services	84,826	90.0%	9,419	10.0%	<b>94,245</b>
<b>Total</b>	<b>125,534</b>	<b>88.1%</b>	<b>16,949</b>	<b>11.9%</b>	<b>142,483</b>

Youth Hotline	Advice	Information	Total
Criminal Law	6,830	2,264	9,094
Family Law	9	265	274
Civil Law	45	1,256	1,301
<b>Total</b>	<b>6,884</b>	<b>3,785</b>	<b>10,669</b>

Community Legal Education	2005-06
Criminal Law	130
Family Law	217
Civil Law	135
<b>Total</b>	<b>482</b>

## Legal Aid Review Committees

Five Legal Aid Review Committees determine appeals which relate to legal aid applications and grants of legal aid, helping to ensure our clients have fair and equitable access to legal aid services. (See page 40.)

*Committee membership as at 30 June 2006:*

### Legal Aid Review Committee No. 1

Ms Julie Burton - Chairperson, Minister's Nominee (alternates Mr I Linwood and Mr P Anet)

Mr J A McCarthy QC, Bar Association/Law Society Nominee (alternates Mr P Menzies QC and Mr P Blacket SC)

Ms W Faulkes, Lay Member (alternate Mr D Sword)

Legal Aid Review Committee No. 2

Mr P Robinson - Chairperson, Minister's Nominee (alternates Mr D Norris and Mr Brad Row)

Mr W Terracini SC, Bar Association/Law Society Nominee (alternates Ms A Healey and Mr M Buscombe)

Mr D Kelly, Lay Member (alternate Dr W Porges)

### Legal Aid Review Committee No. 3

Mr K Garling - Chairperson, Minister's Nominee (alternates Mr R Rodgers and Ms G Mahony)

Mr T Stern - Bar Association/Law Society Nominee (alternates Mr W Ball and Mr D Anderson)

Ms T Heness - Lay Member (alternate Mr D Kelly)

### Family Law Legal Aid Review Committee No. 1

Ms M Barbaro - Chairperson, Minister's Nominee (alternates Ms J Townsend and Ms A Tomlin)

Mr G Moore - Bar Association/Law Society Nominee (alternates Mr R Schonell and Mr J Berry)

Ms B Smith - Lay Member (alternate Ms R Kusuma)

### Family Law Legal Aid Review Committee No. 2

Ms C Goodhand - Chairperson, Minister's Nominee (alternates Mr J McDonnell and Ms C Tassone)

Mr D Holmes - Bar Association/Law Society Nominee (alternates Mr P Lewis and Ms A Parkin)

Ms L Fisher, Lay Member (alternate Ms R Kusuma)

## Committee Activities 2005–2006

Committee No. 1 met on 8 occasions and held 4 teleconferences.

Committee No. 2 met on 8 occasions and held 3 teleconferences.

Committee No. 3 met on 8 occasions and held 4 teleconferences.

Family Law Committee No. 1 met on 12 occasions and held 3 teleconferences.

Family Law Committee No. 2 met on 13 occasions and held 6 teleconferences.

## Board Committees

Section 68 of the *Legal Aid Commission Act 1979* enables the Commission to establish special consultative committees in order to advise the Board in the exercise of its functions under the *Act*. In 2005–2006, a range of committees made recommendations to the Board in matters relating to the Commission's operations. In doing that, they each sought the advice of senior staff and considered all relative options as a pre-requisite to framing recommendations to the Board.

**The following Committees played a significant role during the year:**

### Board Audit and Finance Committee

The primary objectives of the Board Audit and Finance Committee are to assist the members of the Board including the Chief Executive Officer in discharging their responsibilities relating to:

- financial reporting practices,
- business ethics, policies and practices,
- accounting policies, and
- management and internal controls.

It also provides a forum for communication between the Board, Chief Executive Officer, senior management, the internal and external auditors and ensures the integrity of the internal audit function. The BAFC has a Terms of Reference stating the objectives, authority, duties and responsibilities, access and reporting procedures of the Committee. The Terms of Reference were recently updated in recognition of the recommendations of the Public

Accounts Committee's Report on the Review of Operations of Audit Committees.  
The Board nominates the Audit and Finance Committee members and the Chairman.

*The members are:*

	Meetings Attended
Phillip Bickerstaff, Chair, Independent	10
Phillip Taylor, Independent	10
Bill Grant, CEO	10
Russell Cox, Deputy CEO, Business & Client Services	10
Attendance	
Stephen O'Malley Director, Corporate Finance	11
Eleven meetings were held in 2005–2006.	

#### **Civil Law Sub-Committee**

The Committee did not meet in 2005–2006

#### **Community Legal Centres Funding Sub-Committee**

Advised the Board on funding for community legal centres.

*The members are:*

Rev. Harry Herbert (Chair), Board Member  
Simon Moran, Board Member  
Michelle Jones, Chairperson, Combined Community Legal Centre's Group NSW  
Polly Porteous, Director, Combined Community Legal Centre's Group NSW  
Louise Blazejowska, A/Manager, Service Delivery, Planning and Evaluation, LAC  
Dennis Roach, Manager CLC Funding Program, LAC  
Three meetings were held in 2005–2006.

#### **Criminal Law Sub-Committee**

This committee did not meet in 2005–2006.

#### **Family Law Sub-Committee**

This committee did not meet in 2005–2006.

#### **Grants Committee**

Made recommendations to the Board in relation to the work of the Grants Division.

*The members are:*

Phillip Taylor (Chair), Board Member  
Richard Gulley, NSW Law Society  
Geoff Lindsay SC, Bar Association, Board Member  
Richard Funston, Director, Grants, LAC  
There were three meetings in 2005–2006.

### **Advisory Committees**

#### **Cooperative Legal Service Delivery Model Steering Committee**

Advised the CEO on the implementation of the CLSD project (See page 23).

*The members are:*

Louise Blazejowska (Chair), A/Manager, Service Delivery Planning & Evaluation, Strategic Policy and Planning Division, LAC  
Grant Arbuthnot, Tenants Advice Advocacy Program  
Kylie Beckhouse, Family Law Division, LAC  
Anne Cregan, Blake Dawson Waldron  
Lauren Finestone, LawAccess NSW  
Kim Gabler Service Delivery Planning & Evaluation, Strategic Policy and Planning Division, LAC  
Jenny Lovrich, National Pro Bono Resources Centre  
John McKenzie, Aboriginal Legal Service (NSW/ACT) Limited  
Patrick O'Callaghan, Western Community Legal Centre  
Georgina Perry, Allens Arthur Robinson  
Polly Porteous, NSW Community Legal Centres  
Laura Ravalico, Legal Information Access Centre  
Sue Scott, NSW Law and Justice Foundation  
Sandra Stevenson, Public Interest Law Clearinghouse  
Alan Turner, Service Delivery Planning & Evaluation, Strategic Policy and Planning Division, LAC  
Gina Vizza, Community Justice Centres  
Sue Walden, Legal Information Access Centre

Kate Wandmaker, Western Community Legal Centre  
Four meetings were held in 2005–2006.

#### **Environmental Consultative Committee**

Advised the Commission on public interest environmental law matters and made recommendations on whether grants of legal aid should be made.

*The members are:*

Professor David Farriar, University of Wollongong  
Dr Alan Jones, Australian Museum  
Mr Andrew Kelly, University of Wollongong (alternate member)  
Associate Professor Paul Adams, University of NSW (alternate member)  
Lyndsay Brooker, Review and Reform, Strategic Planning and Policy, LAC  
Five meetings were held in 2005–2006.

#### **Women's Domestic Violence Court Assistance Program Advisory Committee**

Advised the CEO on the implementation, administration and guidelines of the WDVCA including funding priorities.

*The members are:*

Louise Blazejowska (Chair) A/Manager, Service Delivery Planning and Evaluation, LAC  
Jacqui Lane / Tracey Corbin-Matchett, Manager WDVCA, LAC  
Cheryl Alexander, Penrith WDVCA Coordinator  
Deborah Sykes, Moree WDVCA Coordinator  
Bev Lazarou, Southern Sydney WDVCA Coordinator  
Kim Price, Manager, Women's Legal Service NSW  
Amanda English, Local Courts, Attorney General's Department  
Maria Kissouri, Training & Resource Unit, Women's Legal Service NSW  
April Pham, VAW Specialist Unit, Department of Community Services  
Meredith MacDonald, Executive Officer, Intellectual Disability Rights Service Inc,  
Jane Corpuz-Brock, Executive Officer, Immigrant Women's Speakout

Christine Robinson, Manager, Wirringa Baiya Aboriginal Women's Centre

Sarah Blazey (LAC Board Rep) Elizabeth Evatt  
Community Legal Centre

Rebekah Birmingham, Aboriginal Specialist Worker, Bourke/Bre WDVCA

Victoria Colebrook, Aboriginal Specialist Worker, Taree WDVCA

Three meetings were held in 2005–2006.

LAC = Legal Aid Commission

### **Internal Committees**

#### **Equal Employment Opportunity (EEO) Steering Committee**

The EEO Committee continued to meet until mid 2006, providing advice to the CEO on strategies to promote EEO within the Commission.

*The members are:*

Anita Anderson (Chairperson), Director, Strategic Planning and Policy

Bronwyn McCutcheon (Executive Officer), HRM Branch, Business and Client Services Division

Cathryn Jenkins (A/Executive Officer), HRM Branch, Business & Client Services Division

Lisa Staples (Committee Assistant), HRM Branch Business and Client Services Division

Kylie O'Neill (PSA representative), Wollongong Regional Office

Alex Grosart (PSA representative), Civil Litigation, Civil Law Division

Sue Emery (PSA representative), Civil Litigation Division

Julie Morgan, Executive Unit

Laurel Russ (ATSI Employment Officer), HRM Branch, Business and Client Services Division

Helen Doyle, Grants Division

Deirdre Scott, IM&T Branch, Business and Client Services Division

Leshia Bubniuk, Service Delivery Planning and Evaluation

Edwina Hunter (Alternate PSA representative), Newcastle Regional Office

### **Access and Equity Committee**

In May 2006 the new Access and Equity Committee was established. This committee's terms of reference include EEO issues, as well as addressing "diversity" issues relating to staff or community members from culturally and linguistically diverse backgrounds, persons with disabilities, Aboriginal people, women, and people in rural areas. The committee will advise the CEO on policies and strategies to ensure the Commission can deliver equitable services to the community.

*The members are:*

Anita Anderson (Chairperson), Director, Strategic Planning and Policy

Leshia Bubniuk, Access and Equity Co-ordinator, Strategic Planning and Policy

Dora Dimos, Grants Division

Christine Johnson, Regional Admin Co-ordinator

David Fenech, Business & Client Services Division

Sue Emery, Legal Officer

Alex Grosart, Legal Officer

Bronwyn McCutcheon, Human Resource Management Branch, Business & Client Services Division

The committee met for the first time in June 2006.

### **Occupational Health and Safety (OH&S) Committee**

In accordance with s18 of the *Occupational Health and Safety Act*, the committee's role is to ensure the healthy, safety and welfare of people in the workplace.

*The members are:*

*Employer representatives*

Russell Cox, Executive

Jennifer Bulkeley, Human Resources

Nohad Ghibely, (Executive Officer), Human Resources

June Woolcott, Business and Client Services

Christine Johnson, Executive

*Employee representatives*

Kylie O'Neil, (Chairperson), Southern Region

Jane Costigan, Northern Region

Paul Gallagher, Northern Region

Susan Davitt, Southern Region

Siobhan Mullany, Metropolitan Region

Kathy Trajkovski (Alternate), Metropolitan Region

Sue Emery, Metropolitan Region

Jacqueline Green, Metropolitan Region

Six meetings were held in 2005–2006.

### **Other committees**

**Aboriginal Justice Steering Committee**

**Conflict of Interest Working Party**

**Expensive Cases Committee**

**Family Law Working Party**

**Grants/Civil Liaison Committee**

**Grants/ADR Liaison Committee**

**Grants Crime Coordination Committee**

**Human Resources Sub-Committee**

**Human Rights Committee**

**IT Consultative Committee**

**Monitoring Committee (Practitioner Panels)**

**Peak Consultative Committee (PCC)**

**Proceeds of Crime Committee**

**Training and Development Consultative Committee**

# Glossary

## **Aboriginal and Torres Strait Islander (ATSI)**

A person who identifies as Aboriginal or Torres Strait Islander and is accepted by the community.

## **Advice**

Legal advice provided to a client by Legal Aid solicitors. Includes advice given over the telephone.

## **Alternate Dispute Resolution (ADR)**

A non-adversarial dispute resolution process facilitated by a neutral third party, resolving disputes by consensus.

## **Applications approved/granted**

Applications for legal aid that have been approved within this reporting period. Includes authorisations under s33 of the *Legal Aid Commission Act 1979*.

## **Applications determined**

Applications that have been approved or refused within the reporting period.

## **Applications received**

Applications for legal aid received within this reporting period.

## **Applications refused**

Applications for legal aid that have been refused within this reporting period.

## **Applications undetermined**

Applications for legal aid where no determination has been made, including applications which are pending or suppressed (e.g. while the client is asked to provide further material in order to determine the application).

## **Assigned**

Refers to legal services performed by private lawyers.

## **CALD**

Clients from culturally and linguistically diverse backgrounds.

## **Casework**

Civil, family, criminal, administrative law, mental health and veterans' matters for which legal aid is granted. Does not include duty appearances.

## **Community Legal Education (CLE)**

Information sessions about legal aid and the law given to the public, professional groups, community organisations and agencies.

## **Current applications on hand**

Applications for legal aid which have not been finalised by the end of the reporting period.

## **Dependant**

A person who is financially dependent on the legal aid client, whether or not they reside with the legal aid client.

## **Determination date**

In casework matters, the date when an application is approved or refused.

## **Duty appearances**

Legal advice and representation for some first-time court appearances.

## **EAPS**

Ethnic Affairs Priority Statement.

## **EEO**

Equal Employment Opportunity.

## **EFT**

Effective full-time. Represents the number of staff positions equating to 35 hours per week.

## **E-Lodgement**

Online lodgement/transfer of an application or proforma invoice from a private practitioner's practice or inhouse family law office.

## **Family law conference**

A meeting/mediation session between the people involved in a family law dispute, arranged by Legal Aid.

## **Grants of aid**

Approval for casework matters, including s33 authorisations.

## **Information**

General information services about the justice system or information about legal aid services provided by Legal Aid staff.

## **Inhouse**

Refers to any legal or other service provided by employees of the Commission.

## **Means test**

Income and assets test used to determine eligibility for legal aid. Applies to both State and Commonwealth matters.

## **MERIT (Magistrates Early Referral Into Treatment)**

A diversionary program designed to open the door to medical treatment rather than custody for those accused of non-violent drug-related crimes.

## **Merit test**

Test used to determine the eligibility for aid. There are different merit tests for State and Commonwealth matters.

## **Minor assistance**

Advice and work done in the giving of advice (i.e. simple correspondence, phone call) but not where a formal legal aid application is submitted.

## **NESB**

Non English-Speaking Background

## **NESC**

Born in non-English-Speaking country.

## **Reporting period**

From 1 July 2005 to 30 June 2006.

## **Section 33 authorisations**

Approval for expenditure under s33 *Legal Aid Commission Act 1979* (e.g. medical reports or counsel opinion) to determine the merit of a matter in the granting of aid.

## **Total assistance**

Total of numbers of applications approved, s33 authorisations granted, advice, minor assistance and community information services provided.

# Index

<b>A</b>			
Aboriginal service delivery	13, 48	Commonwealth and State allocation	
Access and Equity Committee	124	of legal services	120
accessibility	3, 12, 38	jurisdiction test	55–56
accountability	39–40	community awareness	3, 28
accounting policies	71–74, 99–100	Community Legal Centres (CLCs)	24–25
achievements	1	funding committee	122
Action Plan for Women	54	funding	112
advisory committees	122–123	community legal education	24–26, 120
AEIFRS	89–90	community programs	4–5, 24–26
Alternative Dispute Resolution (ADR)	10, 119	complaints handling	40
annual reporting legislation requirements	107	compliance	50–52, 71
appropriations	78–79	consultants	108
assets	59, 80–82	contributions, client	57
audit		Cooperative Legal Service Delivery Model	
independent reports	62–63, 92–93	(CLSDM)	23–24, 122–123
remuneration	108	corporate governance	37
availability of funds test	57	corporate plan	6–7, 37
<b>B</b>		criminal law	
balance sheets	68, 97	clients	19–21
Board	34	committees	48
committees	34, 121–123	operational statistics	117
members	35	policies	56
statement	64	services	4–5
budget and service delivery highlights	2	<b>D</b>	
budget estimates	109	delegations	37
budget review	85–86	Disability Action Plan initiatives	54
business strategies	6	disadvantaged applicants	55
business support	43–44	diversity (clients)	52–53
<b>C</b>		domestic violence see	
case management system	43–44	Women's Domestic Violence Court Assistance Program	
cases significant	52	duty solicitor services	10
cash flows	68, 86, 98, 105	<b>E</b>	
Chairman's report	8	employees see staff	
charitable and deductible gift recipient institution	108	energy saving	44
Chief Executive Officer		Environmental Consultative Committee	123
performance statement	58	Equal Employment Opportunity (EEO)	30
report	9	Steering Committee	123–124
statement	94	equity	67, 84, 96
children's matters	56	Ethnic Affairs Priority Statement (EAPS)	53–54
civil law		expenses	59, 75–77, 101
clients	16–18	<b>F</b>	
committees	48	family law	
operational statistics	117	clients	14–15
policies	55	committees	48–49
services	4–5	operational statistics	118
client services	12–13	policies	55
corporate plan	6–7	services	4–5
partnerships	23–24	financial directives, compliance with	71
clients	11–16	financial highlights	2
assessment & referral	26	financial instruments	87–88, 105
diversity	52–54	financial management	43
code of conduct	37	financial overview	59
committees	47–49, 121–124	financial reports	60–109
		notes to financial statements	71–90, 99–105



focus	1	performance measurement	38
freedom of information	50–51	policies	55–57
funding	2, 107	prisoners' matters	56
<b>G</b>		privacy and personal information protection	52
glossary	125	private practitioners	
<b>H</b>		allocation of legal work	120
human resources, see staff		panels	45
<b>I</b>		partnerships	23–24, 45
income	59	program statement	69
information services	10	programs and services	4–5, 79, 101, 117–120
information technology and management	43–44	protected disclosures	52
inhouse allocation of legal work	120	public forums	47–49
inter-agency working groups	47–48	publications	10, 128
international financial reporting standards	88–90	<b>R</b>	
investment performance	109	regional service partnerships	23–24
<b>J</b>		related party	90, 105
jurisdiction test	55–56	representation	3, 10, 38
justice system, shaping	6–7, 46–47	revenue	77–78, 101
<b>K</b>		risk management	39, 108
key performance indicators	3	role	inside front cover
<b>L</b>		<b>S</b>	
Law Society of New South Wales	47–48	senior directors	36
legal advice and minor assistance	10	service delivery highlights	2
Legal Aid Review Committees	40, 121	services, by program	4–5
legal information services	10	significant cases	52
legal programs	117–119	specialist services	10
legal representation	3, 10, 38	staff	27–32
legislative amendments	52	conferences & staff development	30
legislative compliance	50–52	corporate plan	6–7
liabilities	59	employee relations	31–32
<b>M</b>		human resource information	116
means test	12–13, 56–57	statistics	28
mental health advocacy	18, 41, 54, 56, 119	training & development	29–30, 114–115
merit test	57	State and Commonwealth allocation of	
motor vehicle claims	109	Legal Aid services	120
<b>N</b>		systems and processes	6–7, 41–42
national legal aid committees	47	<b>T</b>	
<b>O</b>		technology use	43
occupational health & safety		<b>U</b>	
committee	30	unclaimed monies	108
operating statements	124	<b>V</b>	
operational statistics	65, 95	veterans' matters	17, 18, 56, 119
organisation	117–120	<b>W</b>	
organisation chart	33–34, 42	women, action plan	54
organisations, community	34	Women's Domestic Violence Court	
outcomes	47–49	Assistance Program (WDVCAP)	25
<b>P</b>		Advisory Committee	123
partnerships	45–49	funding	113
payment performance	106	workers compensation	30–31, 108–109
people, see staff		<b>Y</b>	
performance indicators	3, 7	youth hotline	10, 120

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### Wollongong

Ground Floor, 73 Church Street  
Wollongong 2500  
Tel: 4228 8299 Fax: 4229 4027

If there is no office near you, call LawAccess NSW on  
1300 888 529 for information, referral and advice.



People who are hearing/ speech impaired can communicate with us through TTY 9219 5126 or by calling the National Relay Service (NRS) on 133 677.

**Legal Aid**  
NEW SOUTH WALES