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**PERFORMANCE STATEMENT  
CHIEF EXECUTIVE OFFICER, LEGAL AID COMMISSION OF NSW**

**NAME:** Bill Grant  
**POSITION:** Chief Executive Officer, Legal Aid Commission of NSW (SES 6)  
**PERIOD:** 1 July 2002 to 30 June 2003

Results

During the period 1 July 2002 to 30 June 2003 the Commission, under the direction of Bill Grant, Chief Executive Officer, has undertaken a broad range of new initiatives, many linked to the Commission's 2002-2003 Corporate Plan aimed at expanding client services across the State and improving business performance.

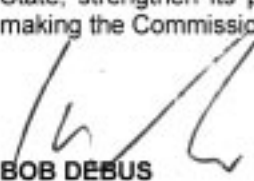
One matter of great significance to the Commission is its strong relationship with private practitioners who undertake legal aid work on behalf of legal aid clients. With funding increases from the State Government and the Public Purpose Fund the Commission has been able to increase its fees for legal aid work across a broad spectrum of work categories.

The Commission's electronic lodgement initiative in family law matters has steadily grown throughout 2002-2003. One hundred percent of the Commission's in-house family law matters are now lodged electronically and forty percent of all applications received from private practitioners are lodged electronically. Over 260 private firms are now registered to lodge their family law applications electronically.

The Commission has greatly expanded its family law services across the State. It has done this by encouraging more private practitioners to undertake legal aid work and by increasing its in-house family law practitioners in a number of its regional offices across the State including Wagga Wagga, Lismore, Tamworth, Gosford and Parramatta. The Commission has piloted a duty law service at the Parramatta Family Court and Federal Magistrates Court which has proved to be very successful. The Commission has also established an office in Nowra providing family law services to the South Coast of NSW.

During 2002-2003 the Commission opened its new office in Dubbo providing a full range of services to Western NSW. Of particular significance is the fact that the Commission now, for the first time, provides a full range of civil law services in Western NSW and the Commission considers that this new office will provide an excellent springboard for enhanced service delivery to its clients and to Aboriginal communities.

During the year, the Commission's Board and staff participated in the development of the Commission's new Corporate Plan for 2003-2004. When implemented the strategies in the new Corporate Plan will further enhance the Commission's delivery of services to its clients across the State, strengthen its partnerships with its justice system partners and continue the process of making the Commission a positive and productive work environment for its staff.

  
**BOB DEBUS**

## Our policies in brief

We have developed a range of policies about who is eligible for legal aid

**The Commission is a state funded body providing legal assistance in matters arising under New South Wales law ("state law"). The Commission has an agreement with the Commonwealth to provide legal assistance in matters arising under Commonwealth law.**

We have a range of policies about who is eligible for legal aid. Advice on these policies is available from all our offices. Our policies help us to make decisions which are fair, consistent and financially responsible and target those individuals in the community who have been determined as having high priority for our services.

### Who makes the policies?

The Board members decide our policies for state law matters. When developing policies they consider the relevant matters including the need for legal aid to be accessible to disadvantaged people and the resources available to the Commission.

The Commonwealth Government decides the priorities and guidelines for Commonwealth law matters.

### What are our policies?

We have four tests which may be used when deciding whether a person is eligible for legal aid:

- Jurisdiction test: looks at the type of case and the area of law of the matter for which aid is sought
- Merit test: looks at whether the case will succeed and other issues
- Means test: looks at the income and assets of the person applying for legal aid and usually also the means of any persons providing financial support to them ('financially associated persons')
- Availability of funds test: legal aid will only be granted if the Commission determines that sufficient funds are available.

### Summary of our policies

The jurisdiction, merit and means tests are summarised below. It is important to note that this is only a summary and that when we make a decision about who gets aid the full policies are used.

### Jurisdiction Test

Areas of law where legal aid is available as at 1 July 2003:

#### Family Law – State Law

- *De facto Relationships Act 1984* matters
- Adoption

#### Family Law – Commonwealth Law

Matters arising under the *Family Law Act 1975*, the *Child Support (Assessment) Act 1989* and the *Child Support (Registration and Collection) Act 1988*, limited to

- Separate representation of children
- Parenting plans and orders
- Location and recovery orders
- Other orders relating to children
- Injunctions relating to family violence
- Child support
- Child and spousal maintenance
- Divorce in certain circumstances
- Some property matters

#### Civil Law – State Law

- Anti-discrimination cases
- Certain consumer protection matters
- Cases where there is a likelihood that the person will lose his/her home
- Cases involving questions of civil liberties, such as false imprisonment and malicious prosecution
- Public interest environment matters
- Inquests in limited circumstances
- *Protected Estates Act 1983* matters

#### Applicants at special disadvantage

Applicants at special disadvantage may be granted assistance in a wider range of matters, including personal injury, professional negligence and employment matters.

Applicants are at special disadvantage when "proceedings are taken by or for the benefit of a child or a person having substantial difficulty in dealing with the legal system by reason of a substantial psychiatric condition, developmental disability, intellectual impairment or physical disability".

#### Civil Law – Commonwealth Law

Matters arising under a Commonwealth statute limited to:

- A decision affecting the receipt or amount of Commonwealth employees' compensation or a Commonwealth pension, benefit or allowance
- A decision or action by a Commonwealth authority that has a real prospect of affecting a person's capacity to continue in their usual

- occupation
- Discrimination
- Migration matters, in limited circumstances (Aid is also available under the Immigration Advice & Application Assistance Scheme (IAAAS) contract between the Commission and the Commonwealth Government)
- Consumer protection

#### Veterans' Pension Matters

Appeals in the Administrative Appeals Tribunal and higher courts from decisions of the Veterans' Review Board about war-caused disability pension entitlement or assessment claims and war-caused death claims under Part II of the *Veterans' Entitlements Act 1986*.

#### Criminal Law – State Law

- In the Local Court for:
- Criminal proceedings commenced by a court attendance notice issued by a police officer where the offence carries a term of imprisonment as an available penalty, or exceptional circumstances exist
  - Criminal proceedings commenced by a court attendance notice issued by a person other than a police officer where there is a real possibility of a term of imprisonment being imposed, or exceptional circumstances exist
  - Committal proceedings
  - Domestic violence proceedings for complainants and, in some limited circumstances, defendants
  - Annulment applications under Part 2 of the *Crimes (Local Courts Appeal and Review) Act 2001*
  - Motor traffic offences, only where there is a real possibility of a term of imprisonment being imposed, or exceptional circumstances exist

In the District, Supreme and High Courts for:

- Indictable matters
- Appeals
- Inquiries under Part 13A of the *Crimes Act 1900* arising from evidence taken at the Police Royal Commission
- Defendants in prosecutions in the Land and Environment Court under environmental protection legislation in some limited circumstances
- Drug Court matters

#### Criminal Law – Commonwealth Law

- Defended charges arising under Commonwealth statute (excluding the *Proceeds of Crime Act 1987*) in certain circumstances
- Pleas of guilty in limited circumstances

#### Mental Health Matters – State Law

- Magistrates inquiries under the *Mental Health Act 1990*
- Most proceedings before the Mental Health Review Tribunal
- Representation of forensic patients
- *Guardianship Act 1987* matters
- *Protected Estates Act 1983* matters

#### Children's Matters – State and Commonwealth Law

- Children's criminal matters
  - proceedings in the Children's Court
  - committal proceedings
  - sentence matters and trials in the District Court and Supreme Court
  - criminal appeals
  - Drug Court (Youth)
- Children's care matters (children, parents, guardians and others)
  - proceedings in the Children's Court, Supreme Court and High Court
  - proceedings in the Community Services Division of the Administrative Decisions Tribunal
  - proceedings in the Guardianship Tribunal concerning special medical procedures

#### Child Support Matters – Commonwealth Law

Representation and assistance for certain child maintenance/child support matters under *Child Support (Assessment) Act 1989* and *Family Law Act 1975*.

#### Prisoners' Matters – State Law and Commonwealth Law

- Visiting justice proceedings
- Parole Board review hearings
- Life resentencing applications
- Review of segregation directions
- Advice and minor assistance in other matters

#### Merit Test

There are two merit tests – one for state law matters and another for Commonwealth law matters.

In applying the merit test for state law

matters, we ask the question: Is it reasonable in all the circumstances to grant legal aid?

Several matters are considered in answering this question. The main ones are:

- The benefit to the applicant if aid is granted or the detriment that the applicant may suffer if aid is refused
- Whether the case has reasonable prospects of success

#### The merit test for Commonwealth law matters has three parts. These are:

- A test of the legal and factual merits – the 'reasonable prospects of success' test
- The 'prudent self-funding litigant' test
- The 'appropriateness of spending limited public legal aid funds' test

#### A merit test applies in:

- Most non-criminal matters (civil law, family law and veterans' matters)
- Appeals in criminal matters
- Supreme Court Bail matters
- Some matters associated with Children's Court proceedings (eg appeals from the Children's Court to the District Court)

#### A merit test does NOT apply for:

- Criminal law matters (except appeals and Supreme Court Bail applications)
- Children in the Children's Court
- Separate representation of a child in Guardianship Tribunal proceedings for consent to carry out a special medical procedure on the child
- For disabled persons for matters before the Guardianship Tribunal
- Separate representation of children in Family Court proceedings
- Some *Mental Health Act 1990* matters

#### Means Test

We apply different means tests depending on the type of matter for which legal aid is sought.

Our means tests are all income and assets tests. Eligibility is determined by assessing the net assessable income (after allowable deductions) and the assets of the applicant and financially associated persons.

The means tests apply to both State and Commonwealth matters.

The means test does NOT apply for:

- Legal advice
- Family law duty matters where the applicant is in custody
- Children in the Children's Court and appeals to the District Court in care matters
- Children in the Community Services Division of the Administrative Decisions Tribunal and appeals to the Supreme Court from the Tribunal and for proceedings in the Supreme Court for prerogative relief or pursuant to the Court's inherent jurisdiction
- Separate representation of a child in Guardianship Tribunal proceedings for consent to carry out a special medical procedure on the child
- Children where an order for separate representation is made by the Family Court
- First appearance bail applications in the Local Court
- Most Mental Health Advocacy Service matters
- *Veterans' Entitlements Act 1986* matters to ex-service personnel and their dependents (except for war service pension claims)
- Disabled persons before the Guardianship Tribunal and in Supreme Court appeals
- Drug Court matters

All other matters are means tested.

#### Contributions

A person receiving a grant of legal aid is usually required to pay a contribution at the beginning of the case based on their income and assets. If the contribution is greater than the estimated cost of the proceedings, the person is ineligible for aid.

If the person recovers a sum of money or other asset, or if there is a substantial improvement in their financial situation, then they are also usually required to make a contribution at the end of the case.

The final contribution is usually the full cost of the grant of legal aid.

For further details of our policies contact the Legal Policy Unit on (02) 9219 5882 or (02) 9219 5034.

1 July 2003

# Access and Equity Plan

## Includes Ethnic Affairs Priority Statement (EAPS), Disability Plan and NSW Government Action Plan for Women

The Commission's efforts to ensure equitable access to legal services by disadvantaged groups was boosted when in September, 2002 it filled a permanent part-time position dedicated to promoting access and equity in the organisation. The Access and Equity Co-ordinator's role involves developing, monitoring and reporting on strategies to enhance access for people of culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

### Increasing access to Legal Aid for:

#### People from culturally and linguistically diverse (CALD) backgrounds.

The Commission has been identified by the Minister for Community Relations as a 'key agency' in the delivery of services to people from CALD backgrounds. To meet this commitment, we develop and implement an Ethnic Affairs Priority Statement (EAPS) Plan and report on that Plan to the Community Relations Commission.

#### Achievements in 2002–2003

- Across all of the Commission's services, 13.3% of our clients were born in a non-English speaking country and 3.9% were assisted with use of interpreters.
- A permanent part-time Access and Equity Co-ordinator was appointed in September 2002.
- Two new Criminal Law pamphlets – *Are You Pleading Guilty to a Drink Driving Charge* and *Character References* were translated into Chinese, Vietnamese and Arabic.
- The ongoing management of the Community Language Allowance Scheme (CLAS) was reviewed to assist the organisation to better match the language skills of staff to language needs of clients. Currently, 25 staff receive the CLAS allowance and between them cover 15 community languages.
- LAC's most popular pamphlet, *Do you have a legal problem?* was updated in Croatian, Khmer, Serbian, Laotian, Italian and Turkish.
- Regular divorce classes were held across the state, with the assistance of interpreters when necessary.
- A number of advice and community

legal education sessions were conducted with the East Timorese and Thai communities.

- The Family Law Conference included a paper on *Cultural conflict impacting on family law—a Vietnamese perspective*.
- The Women's Domestic Violence Court Assistance Program (WDVCAP) Conference in 2002 covered domestic violence as a child protection issue. It featured workshops in cross-cultural awareness and discussed topics from the perspectives of indigenous and migrant women. As a result of increased funding for specialist worker positions at four schemes, in 2002–2003 a total of 3,052 women from Non English Speaking Backgrounds (NESB) accessed the program compared to 2,757 in 2001–2002.
- Regional offices also worked to actively pursue access and equity outcomes. Some of the highlights included:
  - participating in information days in conjunction with migrant resource centres
  - working with partners such as local council and police cultural liaison officers to increase access to law and legal information for non-English speaking communities.
  - regular advice sessions to the Cambodian and Laotian communities, using a Khmer speaking legal officer.
  - extensive usage of over the phone and face to face professional interpreters at interviews, community legal education sessions and court hearings.

#### Plans for 2003–2004

- The Care and Protection Legal Service (within the Family and Civil Law Division) will translate fact sheets aimed at providing basic information to parents and children involved in the Court's care jurisdiction into 5 major community languages.
- An EAPS-specific intranet site will be developed to hold policies and resources to assist staff to service culturally and linguistically diverse clients. Limited access to the site will be made available to panel solicitors.
- Assistance will be given to Regional Offices to compile demographic profiles of their area using the 2001

ABS Census package located in Head Office.

- The Veterans' Advocacy Service will conduct a workshop at the Vietnam Veterans' Association where participants will include volunteers assisting Vietnamese allied veterans to lodge claims for service pensions.

#### People with a disability

The Commission was advised by the Department of Ageing, Disability and Home Care (DADHC) that a new Disability Action Plan would be required for the 2003–2006 period. Widespread internal and external consultations were conducted to formulate the new three-year Plan, while the current Plan was reviewed and achievements noted.

#### Achievements in 2002–2003

- 6.1% of the Commission's staff reported having a disability, while 2.2% reported requiring workplace adjustment for their disability.
- A proposal was forwarded to include questions about disability in the Commission's paper and electronic application forms, to capture numerically, the number of Legal Aid clients who have a disability. Our paper application forms were modified to capture qualitative data about clients' disabilities and the impact these might have on the running of their case.
- The Care and Protection Legal Service held a conference for inhouse and private solicitors on care and protection issues. A major paper was delivered by the Intellectual Disability Rights Service on the communication and legal issues facing clients with an intellectual disability.
- The Commission held a major conference organised by the Mental Health Advocacy Service and the Law Society of NSW *Opening Doors: Keys to effective mental health advocacy*. The conference was very well attended by both inhouse and private solicitors.
- The Client Assessment and Referral Unit commenced recording the number of clients with disabilities that it provided psychosocial reports for and the impact that disability had on the client's legal circumstances.
- The Veterans' Advocacy Service increased the opportunity for access to services for people with disability by

conducting advice clinics in regional NSW, home visits, hospital and nursing home visits.

- Lawyers undertook training in EEO and anti-discrimination law as part of their Mandatory Continuing Legal Education (MCLE).
- Regional offices also worked to actively pursue access and equity outcomes. Some of the highlights included:
  - providing training workshops to mental health workers at psychiatric hospitals.
  - liaising with non-government organisations that support parents of children with intellectual disabilities.
  - conducting a major test case on behalf of a mentally ill client who suffered injuries whilst an inpatient.
  - all refurbishments and outfitting of new offices have been done with a view to maximising access for people with disabilities.
  - developing or strengthening ties with mental health court liaison services in order to refer clients with severe mental health disorders.

#### Plans for 2003–2004

- a new 3-year Disability Action Plan will be endorsed and implementation will begin on strategies within the Plan.
- a Disability Advisory Group will be formed to oversee the implementation of the Plan and advise the Commission on disability issues generally.
- a disability-specific intranet site will be launched, with policies and resources for inhouse solicitors. The site will also include fact sheets on cross-cultural issues and how these relate to disability. Private lawyers on Commission panels will also have access to this site.
- new training on mental illness issues will be offered to staff and through enhanced databases, better monitoring and reporting of training attended by staff will occur.
- Tamworth Regional Office plans to run workshops for staff of disability support services who increasingly are playing a support role for clients with disabilities who become part of the criminal justice system.

#### Women

The NSW Government Action Plan for Women identifies the Legal Aid Commission as a 'related agency' under the sections: *Violence and Safety* and *Access to Justice and Equity Before the Law*. Accordingly, we reviewed our achievements for the year.

#### Achievements in 2002–2003

- 39.7% of the Commission's clients were women.
- 69% (474 out of 683) of our staff are women.
- Of the 32 Community Legal Centres (CLCs) across NSW funded by Legal Aid, three centres specifically target women: the Domestic Violence Advocacy Service; Wirringa Baiya Aboriginal Women's Legal Centre; and the Women's Legal Resource Centre. Funding administered to these three centres accounts for 17% of the total budget for CLCs.
- 33 Women's Domestic Violence Court Assistance Schemes assisted 30,188 women in courts throughout NSW, an increase of 21.9% on last year. An unfunded Scheme was set up at Orange Court in response to an identified gap. It is a joint initiative between Legal Aid, the Department for Women and the NSW Attorney General, and although presently unfunded, it has been set up under WDVCAP guidelines so that it can easily be incorporated into the Program should funding become available.
- The Veterans' Advocacy Service conducted a seminar in Armidale for ex-service women regarding veterans' entitlements. Women from Armidale, Inverell, Glen Innes and Bingara attended and sought advice regarding disability or war widows' pensions.
- For the second year in a row, family lawyers participated in Women on Wheels, a project co-ordinated by the Department for Women. The group travelled to remote areas in the north west of NSW, providing outreach services to women in remote areas.
- The Child Support Service focussed on providing services to isolated women in western NSW. Operating from the new Dubbo Office, the legal officer travelled extensively, assisting low-income Aboriginal women who had not previously been able to obtain assistance with their child

support issues.

- The Alternative Dispute Resolution (ADR) Unit provided specific training on women, domestic violence issues and power imbalances for its conference mediators at a number of venues across the State.
- Regional offices also worked to actively pursue access and equity outcomes. Highlights included:
  - running regular divorce classes, attended predominantly by women;
  - participating in seminars, information days and show days at a variety of locations, always with a view to taking information and advice to women who may be culturally or geographically isolated;
  - family lawyers regularly taking part in the AVO rosters at local courts;
  - lawyers continuing a long involvement with issues surrounding sexually transmitted debt—an issue impacting significantly on women; and
  - working closely with women's refuges by providing information about family law issues.

#### Plans for 2003–2004

- Wollongong office will make services more accessible to women by holding regular community legal education (CLE) and information days.
- Tamworth will provide advice and assistance to communities beyond Tamworth, specifically targeting women in remote locations and Aboriginal women.
- The 2003 WDVCAP Conference will focus on violence in Aboriginal and Torres Strait Island communities and its effect on indigenous women and children.
- The Women's Domestic Violence Best Practice Project will identify ways to improve service delivery and access for marginalised women.

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

##### Achievements in 2002–2003

- The Aboriginal Justice Advisory Council (AJAC) and Community Justice Centres, in collaboration with the Commission, held a forum in May 2003 to discuss a new approach to dispute settlement for indigenous people.

## Access and Equity Plan cont'd

- Wagga Wagga Legal Aid office signed a Statement of Cooperation with the Coalition of Aboriginal Legal Services. The Statement aims to improve access to legal services for indigenous people.
- Developed protocols for lawyers working in child care matters involving ATSI children and their families.
- The Aboriginal and Torres Strait Islander Family Mediation (ATSIFAM) program being piloted in Dubbo and South West Sydney held 18 mediations in Dubbo and South West Sydney.
- The Veterans' Advocacy Service doubled the number of Aboriginal clients assisted.
- Established a Traineeship Working Party in May 2003 to develop and implement a best practice legal cadetship program for the Commission; employment practices, that acknowledge and value the contribution of Aboriginal and Torres Strait Islander employees, employees with disabilities and employees from culturally and linguistically different backgrounds in all aspects of the organisation; review the Commission's current traineeship arrangements and make recommendations to enable these arrangements to meet best practice.
- Recruited eight Aboriginal/Torres Strait Islander trainees to provide clerical support at Bankstown, Burwood, Dubbo, Gosford, Parramatta, Tamworth and Head Office. Trainees undertook on-the-job clerical training combined with a formal TAFE component of training in Business/Administration Certificate.
- Developed initiatives under an ATSI Justice Plan to provide employment and career opportunities for ATSI people and improve culturally sensitive service delivery to ATSI clients.
- Conducted recruitment action to fill the ATSI Career Development Officer position in the HRM Branch.

### Plans for 2003–2004

- Explore the feasibility of providing an out-of-hours telephone advice service to Aboriginal clients who are in custody.
- Provide outreach family law services to Aboriginal communities in Taree, Kempsey and Port Macquarie which have large indigenous populations.
- Establish a pilot 12 month graduate-at-law program within the Commission and review the ATSI traineeship program with a view to making recommendations for improvements to the program such as establishing paralegal positions, developing a marketing strategy, developing recruitment and selection processes, an induction and training program, and supervision and assessment procedures. The aim is to commence the program in December 2003.

### People in regional and rural areas

#### Achievements in 2002–2003

- Our Child Support Service held regular outreach programs in the Upper Hunter, Central West, Albury, Northern Tablelands, and the far north and far west of the State. Regular outreach services were also established in Bathurst, Cowra, Coonabarabran, Forster, Gilgandra, Kempsey, Mudgee, Parkes, Port Macquarie and Orange.
- Veterans' advocates conducted 25 regional advice clinics across the State. Veterans from Batemans Bay to Lismore and inland from Armidale to Wagga Wagga were targeted during the year.
- By locating new family lawyers in Dubbo, Gosford, Lismore and Tamworth, advice and representation in family law increased by 25%.

### Plans for 2003-2004

- In 2002–2003, a key priority was to identify unmet legal needs across the State with particular focus on regional and isolated areas. In 2003-2004, we will address these needs by employing additional staff in key offices, increasing outreach services and working closely with other legal service providers to implement our Cooperative Service Delivery Model.

### Significant cases and legislative amendments

There were no significant cases relating to the provision of legal aid this year.

No amendments to the *Legal Aid Commission Act 1979* were passed or introduced during 2002–2003.

### Privacy and personal information protection

The *Privacy and Personal Information Protection Act 1998* introduces a set of privacy standards for New South Wales public sector agencies. As required by section 33 of the Act, the Commission has prepared a privacy management plan including policies and practices to ensure compliance with the information protection principles contained in the Act. These principles have been modified through a Privacy Code of Practice for the Legal Aid Commission approved by the Attorney General.

The Commission has received no applications for internal review of its conduct under Part 5 of the *Privacy and Personal Information Protection Act* during the reporting year.

## Freedom of Information Report

### Name of Agency: Legal Aid Commission of NSW

Period: from 1 July 2002 to 30 June 2003

Agency Reference Number: 48

Nil Return: No

Contact Name: David Cox,  
Telephone (02) 9219 5003

The Legal Aid Commission is an "agency" under the *Freedom of Information Act 1989* (the "FOI Act"). As an agency, the Commission is required to publish certain information and to determine requests for access to, or amendment of, information held by the Commission.

In accordance with its obligations under the *FOI Act*, the Commission published its Summary of Affairs in December 2002 and June 2003, and its Statement of Affairs in June 2003.

As in previous years, the Commission received few FOI applications and the administration of the *FOI Act* did not cause any major diversion of the Commission's resources and had no impact on the Commission's activities.

During 2002–2003 the Commission continued to make information about legal aid and other matters available to the public, where possible, free of charge. The Commission also provided specific information without requiring a formal application and application fee.

The Commission provides advice to staff, members of the public and others about the use and application of the *FOI Act*.

FOI Requests	2001–2002			2002–2003		
	Personal	Other	Total	Personal	Other	Total
New (includes transferred in)	4	1	5	6	0	6
Brought forward	0	1	1	0	0	0
Total to be processed	4	2	6	6	0	6
Completed	4	1	5	6	0	6
Transferred out	0	0	0	0	0	0
Withdrawn	0	1	1	0	0	0
Total Processed	4	2	6	6	0	6
Unfinished (Carried Forward)	0	0	0	0	0	0
Results of FOI Requests						
Granted in full	2	0	2	5	0	5
Granted in part	2	1	3	1	0	1
Refused	0	0	0	0	0	0
Deferred	0	0	0	0	0	0
Completed	4	1	5	6	0	6
<b>Ministerial Certificates</b>						
Issued	0	0	0	0	0	0
<b>Amendment of Personal Records</b>						
Requests	0	0	0	0	0	0
<b>Narration of Personal Records</b>						
Requests	0	0	0	0	0	0
<b>Basis of Disallowing or Restricting Access</b>						
Section 19 (Application incomplete, wrongly directed)	0	0	0	0	0	0
Section 22 (Deposit not paid)	0	0	0	0	0	0
Section 22 (Diversion of resources)	0	0	0	0	0	0
Section 25 (1)(a) (Exempt)	2	1	3	0	0	0
Section 25(1)(b),(c),(d) (Otherwise available)	0	0	0	0	0	0
Section 28(1)(b) (Documents not held)	1	0	1	1	0	1
Section 24(2) (Deemed refused – over 21 days)	0	0	0	0	0	0
Section 31(4) (Released to Medical Practitioner)	0	0	0	0	0	1
<b>Total</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>All Completed Requests</b>						
Assessed Costs	\$960	0	\$960	0	0	0
FOI Fees Received	\$255	\$105	\$360	\$105	0	\$105
<b>Type of Discount Allowed</b>						
Public Interest	0	0	0	0	0	0
Financial Hardship Pensioner/Child	3	0	3	5	0	5
Financial Hardship Non Profit Organisation	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>Days to Process</b>						
0-21 days	4	0	4	6	0	6
22-35 days	0	0	0	0	0	0
Over 35 days	0	1	1	0	0	0
<b>Total</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Processing Hours</b>						
0-10 hrs	4	1	5	4	0	4
11-20 hrs	0	0	0	2	0	2
21-40 hrs	0	0	0	0	0	0
Over 40 hrs	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Number of requests requiring formal consultation(s)</b>						
	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>Reviews and appeals</b>						
Number of internal reviews finalised	0	0		0	0	
Number of Ombudsman reviews finalised	0	0		0	0	
Number of Administrative Decisions	0	0		0	0	
Tribunal appeals finalised	1	1		0	0	
<b>Internal Review Results</b>						
	<b>Personal</b>	<b>Other</b>		<b>Personal</b>	<b>Other</b>	
	<b>Upheld</b>	<b>Varied</b>	<b>Upheld</b>	<b>Upheld</b>	<b>Varied</b>	<b>Upheld</b>
Access refused	0	0	0	0	0	0
Deferred	0	0	0	0	0	0
Exempt matter	0	0	0	0	0	0
Unreasonable charges	0	0	0	0	0	0
Charge unreasonably incurred	0	0	0	0	0	0
Amendment refused	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Legal program operational statistics

### Commission total

#### Legal Program Operational Statistics — Commission total

	2000–2001 <sup>(1)</sup>	2001–2002 <sup>(1)</sup>	% change to previous year	2002–2003	% change to previous year
<b>Case Matters</b>					
Applications Received	32,700	59,274	81.3 %	62,750	5.9 %
Applications Refused	7,468	10,054	34.6 %	8,998	-10.5 %
Inhouse Grants	10,303	32,041	211.0 %	35,350	10.3 %
Assigned Grants	13,590	16,304	20.0 %	17,908	9.8 %
<b>Total Case Grants</b>	<b>23,893</b>	<b>48,345</b>	<b>102.3 %</b>	<b>53,258</b>	<b>10.2 %</b>
Grant Rate	76.2 %	82.8 %	8.7 %	85.5 %	3.3 %
Applications Determined	31,361	58,399	86.2 %	62,256	6.6 %
Applications Undetermined	1,402	920	-34.4 %	518	-43.7 %
Grants Finalised	22,107	41,002	85.5 %	50,114	22.2 %
Current Grants On Hand@Year End	21,086	30,974	46.9 %	36,188	16.8 %
<b>Duty Appearances</b>					
Inhouse Appearances	117,234	59,906	-48.9 %	57,500	-4.0 %
Assigned Appearances	51,496	54,176	5.2 %	53,319	-1.6 %
<b>Total Duty Appearances</b>	<b>168,730</b>	<b>114,082</b>	<b>-32.4 %</b>	<b>110,819</b>	<b>-2.9 %</b>
<b>Other Services</b>					
Advice and Minor Assistance	43,515	49,769	14.4 %	64,356	29.3 %
Information	93,853	106,625	13.6 %	131,927	23.7 %
<b>Total Other Services</b>	<b>137,368</b>	<b>156,394</b>	<b>13.9 %</b>	<b>196,283</b>	<b>25.5 %</b>
<b>Total Client Services<sup>(3)</sup></b>	<b>329,991</b>	<b>318,821</b>	<b>-3.4 %</b>	<b>360,360</b>	<b>13.0 %</b>

#### Criminal Law

<b>Case Matters</b>					
Applications Received	18,364	43,455	136.6 %	45,321	4.3 %
Applications Refused	3,041	5,834	91.8 %	4,330	-25.8 %
Inhouse Grants	7,540	29,024	284.9 %	31,675	9.1 %
Assigned Grants	6,980	7,972	14.2 %	8,929	12.0 %
<b>Total Case Grants</b>	<b>14,520</b>	<b>36,996</b>	<b>154.8 %</b>	<b>40,604</b>	<b>9.8 %</b>
Grant Rate	82.7 %	86.4 %	4.5 %	90.4 %	4.6 %
Applications Determined	17,561	42,830	143.9 %	44,934	4.9 %
Applications Undetermined	828	650	-21.5 %	397	-38.9 %
Grants Finalised	13,833	31,884	130.5 %	39,133	22.7 %
Current Grants On Hand @ Year End	11,409	18,428	61.5 %	21,246	15.3 %
<b>Duty Appearances</b>					
Inhouse Appearances	104,435	48,541	-53.5 %	44,881	-7.5 %
Assigned Appearances	41,091	44,668	8.7 %	42,909	-3.9 %
<b>Total Duty Appearances</b>	<b>145,526</b>	<b>93,209</b>	<b>-36.0 %</b>	<b>87,790</b>	<b>-5.8 %</b>
<b>Other Services</b>					
Advice and Minor Assistance	9,187	15,458	68.3 %	20,833	34.8 %
Information	22,582	24,904	10.3 %	29,098	16.8 %
<b>Total Other Services</b>	<b>31,769</b>	<b>40,362</b>	<b>27.0 %</b>	<b>49,931</b>	<b>23.7 %</b>
<b>Total Client Services<sup>(3)</sup></b>	<b>191,815</b>	<b>170,567</b>	<b>-11.1 %</b>	<b>178,325</b>	<b>4.5 %</b>

(1) In July 2001, changes to case grant and duty appearance service definitions brought the Commission closer to national legal aid standard service delivery definitions.

(2) Includes Civil Law, Veteran's Advocacy Service and Mental Health Advocacy Service matters.

(3) Includes Grants of Legal Aid, Duty Appearances, Advice and Minor Assistance and Information Services.

## Legal program operational statistics

### Primary Programs

#### Family Law

	2000/2001 <sup>(1)</sup>	2001/2002 <sup>(1)</sup>	% change to previous year	2002/2003	% change to previous year
<b>Case Matters</b>					
Applications Received	12,164	13,769	13.2 %	15,291	11.1 %
Applications Refused	3,510	3,272	-6.8 %	3,689	12.7 %
Inhouse Grants	2,080	2,314	11.2 %	2,949	27.4 %
Assigned Grants	6,199	7,963	28.5 %	8,596	8.0 %
<b>Total Case Grants</b>	<b>8,279</b>	<b>10,277</b>	<b>24.1 %</b>	<b>11,545</b>	<b>12.3 %</b>
Grant Rate	70.2 %	75.9 %	8.0 %	75.8 %	-0.1 %
Applications Determined	11,789	13,549	14.9 %	15,234	12.4 %
Applications Undetermined	407	238	-41.5 %	62	-73.9 %
Grants Finalised	6,716	7,792	16.0 %	9,615	23.4 %
Current Grants On Hand @ Year End	6,686	9,690	44.9 %	12,274	26.7 %
<b>Duty Appearances</b>					
Inhouse Appearances	3,261	1,010	-69.0 %	1,389	37.5 %
Assigned Appearances	4,234	3,849	-9.1 %	3,792	-1.5 %
<b>Total Duty Appearances</b>	<b>7,495</b>	<b>4,859</b>	<b>-35.2 %</b>	<b>5,181</b>	<b>6.6 %</b>
<b>Other Services</b>					
Advice and Minor Assistance	20,872	19,929	-4.5 %	24,165	21.3 %
Information	35,241	38,305	8.7 %	42,338	10.5 %
Total Other Services	56,113	58,234	3.8 %	66,503	14.2 %
<b>Total Client Services<sup>(3)</sup></b>	<b>71,887</b>	<b>73,370</b>	<b>2.1 %</b>	<b>83,229</b>	<b>13.4 %</b>

#### Civil Law<sup>(2)</sup>

<b>Case Matters</b>					
Applications Received	2,172	2,050	-5.6 %	2,138	4.3 %
Applications Refused	917	948	3.4 %	979	3.3 %
Inhouse Grants	683	704	3.1 %	727	3.3 %
Assigned Grants	411	368	-10.5 %	382	3.8 %
<b>Total Case Grants</b>	<b>1,094</b>	<b>1,072</b>	<b>-2.0 %</b>	<b>1,109</b>	<b>3.5 %</b>
Grant Rate	54.4 %	53.1 %	-2.4 %	53.1 %	0.1 %
Applications Determined	2,011	2,020	0.4 %	2,088	3.4 %
Applications Undetermined	167	32	-80.8 %	59	84.4 %
Grants Finalised	1,558	1,326	-14.9 %	1,366	3.0 %
Current Grants On Hand@ Year End	2,991	2,856	-4.5 %	2,668	-6.6 %
<b>Duty Appearances</b>					
Inhouse Appearances	9,538	10,355	8.6 %	11,230	8.5 %
Assigned Appearances	6,171	5,659	-8.3 %	6,618	16.9 %
<b>Total Duty Appearances</b>	<b>15,709</b>	<b>16,014</b>	<b>1.9 %</b>	<b>17,848</b>	<b>11.5 %</b>
<b>Other Services</b>					
Advice and Minor Assistance	13,456	14,382	6.9 %	19,358	34.6 %
Information	36,030	43,416	20.5 %	60,491	39.3 %
<b>Total Other Services</b>	<b>49,486</b>	<b>57,798</b>	<b>16.8 %</b>	<b>79,849</b>	<b>38.2 %</b>
<b>Total Client Services<sup>(3)</sup></b>	<b>66,289</b>	<b>74,884</b>	<b>13.0 %</b>	<b>98,806</b>	<b>31.9 %</b>

(1) In July 2001, changes to case grant and duty appearance service definitions brought the Commission closer to national legal aid standard service delivery definitions.

(2) Includes Civil Law, Veteran's Advocacy Service and Mental Health Advocacy Service matters.

(3) Includes Grants of Legal Aid, Duty Appearances, Advice and Minor Assistance and Information Services.

# Legal program operational statistics

## Civil Law Sub-Programs

Civil Law	2000–2001 <sup>(1)</sup>	2001–2002 <sup>(1)</sup>	% change to previous year	2002–2003	% change to previous year
<b>Case Matters</b>					
Applications Received	1,607	1,514	-5.8%	1,657	9.4%
Applications Refused	856	863	0.8%	946	9.6%
Inhouse Grants	546	492	-9.9%	555	12.8%
Assigned Grants	172	133	-22.7%	161	21.1%
<b>Total Case Grants</b>	<b>718</b>	<b>625</b>	<b>-13.0%</b>	<b>716</b>	<b>14.6%</b>
Grant Rate	45.6%	42.0%	-7.9%	43.1%	2.6%
Applications Determined	1,574	1,488	-5.5%	1,662	11.7%
Applications Undetermined	150	28	-81.3%	48	71.4%
Grants Finalised	1,154	858	-25.6%	988	15.2%
Current Grants On Hand @ Year End	2,241	1,984	-11.5%	1,829	-7.8%
<b>Other Services</b>					
Advice and Minor Assistance	12,033	12,542	4.2%	17,437	39.0%
Information	34,758	42,456	22.1%	59,636	40.5%
<b>Total Other Services</b>	<b>46,791</b>	<b>54,998</b>	<b>17.5%</b>	<b>77,073</b>	<b>40.1%</b>
<b>Total Client Services<sup>(3)</sup></b>	<b>47,509</b>	<b>55,623</b>	<b>17.1%</b>	<b>77,789</b>	<b>39.9%</b>

Veterans' Advocacy Service	2000–2001 <sup>(1)</sup>	2001–2002 <sup>(1)</sup>	% change to previous year	2002–2003	% change to previous year
<b>Case Matters</b>					
Applications Received	404	377	-6.7%	343	-9.0%
Applications Refused	45	42	-6.7%	23	-45.2%
Inhouse Grants	111	125	12.6%	140	12.0%
Assigned Grants	222	207	-6.8%	209	1.0%
<b>Total Case Grants</b>	<b>333</b>	<b>332</b>	<b>-0.3%</b>	<b>349</b>	<b>5.1%</b>
Grant Rate	88.1%	88.8%	0.8%	93.8%	5.7%
Applications Determined	378	374	-1.1%	372	-0.5%
Applications Undetermined	15	3	Not Applicable	5	66.7%
Grants Finalised	349	374	7.2%	305	-18.4%
Current Grants On Hand @ Year End	469	514	9.6%	547	6.4%
<b>Other Services</b>					
Advice and Minor Assistance	904	1,229	36.0%	1,694	37.8%
Information	59	42	-28.8%	221	426.2%
<b>Total Other Services</b>	<b>963</b>	<b>1,271</b>	<b>32.0%</b>	<b>1,915</b>	<b>50.7%</b>
<b>Total Client Services<sup>(3)</sup></b>	<b>1,296</b>	<b>1,603</b>	<b>23.7%</b>	<b>2,264</b>	<b>41.2%</b>

(1) In July 2001, changes to case grant and duty appearance service definitions brought the Commission closer to national legal aid standard service delivery definitions.

(3) Includes Grants of Legal Aid, Duty Appearances, Advice and Minor Assistance and Information Services.

Mental Health Advocacy Service	2000–2001 <sup>(1)</sup>	2001–2002 <sup>(1)</sup>	% change to previous year	2002–2003	% change to previous year
<b>Case Matters</b>					
Applications Received	161	159	-1.2%	138	-13.2%
Applications Refused	16	43	168.8%	10	-76.7%
Inhouse Grants	26	87	234.6%	32	-63.2%
Assigned Grants	17	28	64.7%	12	-57.1%
<b>Total Case Grants</b>	<b>43</b>	<b>115</b>	<b>167.4%</b>	<b>44</b>	<b>-61.7%</b>
Grant Rate	72.9%	72.8%	-0.1%	81.5%	11.9%
Applications Determined	59	158	167.8%	54	-65.8%
Applications Undetermined	2	1	-50.0%	6	500.0%
Grants Finalised	55	94	70.9%	73	-22.3%
Current Grants On Hand @ Year End	281	358	27.4%	292	-18.4%
<b>Duty Appearances</b>					
Inhouse Appearances	9,538	10,355	8.6%	11,230	8.5%
Assigned Appearances	6,171	5,659	-8.3%	6,618	16.9%
<b>Total Duty Appearances</b>	<b>15,709</b>	<b>16,014</b>	<b>1.9%</b>	<b>17,848</b>	<b>11.5%</b>
<b>Other Services</b>					
Advice and Minor Assistance	519	611	17.7%	227	-62.8%
Information	1,213	918	-24.3%	634	-30.9%
<b>Total Other Services</b>	<b>1,732</b>	<b>1,529</b>	<b>-11.7%</b>	<b>861</b>	<b>-43.7%</b>
<b>Total Client Services<sup>(3)</sup></b>	<b>17,484</b>	<b>17,658</b>	<b>1.0%</b>	<b>18,753</b>	<b>6.2%</b>

## Inhouse and private practitioner allocation of legal work

	Inhouse Practitioner	Inhouse Practitioner%	Private Practitioner	Private Practitioner%	Total
<b>Family Law</b>					
Duty Appearances	1,389	26.8%	3,792	73.2%	5,181
Grants of Legal Aid	2,949	25.5%	8,596	74.5%	11,545
<b>Total</b>	<b>4,338</b>	<b>25.9%</b>	<b>12,388</b>	<b>74.1%</b>	<b>16,726</b>
<b>Criminal Law</b>					
Duty Appearances	44,881	51.1%	42,909	48.9%	87,790
Grants of Legal Aid	31,675	78.0%	8,929	22.0%	40,604
<b>Total</b>	<b>76,556</b>	<b>59.6%</b>	<b>51,838</b>	<b>40.4%</b>	<b>128,394</b>
<b>Civil Law</b>					
Duty Appearances	11,230	62.9%	6,618	37.1%	17,848
Grants of Legal Aid	727	65.6%	382	34.4%	1,109
<b>Total</b>	<b>11,957</b>	<b>63.1%</b>	<b>7,000</b>	<b>36.9%</b>	<b>18,957</b>
<b>Commission Total</b>					
Duty Appearances	57,500	51.9%	53,319	48.1%	110,819
Grants of Legal Aid	35,350	66.4%	17,908	33.6%	53,258
<b>Total</b>	<b>92,850</b>	<b>56.6%</b>	<b>71,227</b>	<b>43.4%</b>	<b>164,077</b>

(1) In July 2001, changes to case grant and duty appearance service definitions brought the Commission closer to national legal aid standard service delivery definitions.

(3) Includes Grants of Legal Aid, Duty Appearances, Advice and Minor Assistance and Information Services.

## Legal program operational statistics

### Commonwealth and State allocation of Legal Aid Services

	State Matter	State Matter%	C'wealth Matter	C'wealth Matter%	Total
<b>Family Law</b>					
Grants	2,657	23.0%	8,888	77.0%	11,545
Duty Appearances	4,316	83.3%	865	16.7%	5,181
Advice & Minor Assistance	2,107	8.7%	22,058	91.3%	24,165
Information Services	6,281	14.8%	36,057	85.2%	42,338
<b>Total</b>	<b>15,361</b>	<b>18.5%</b>	<b>67,868</b>	<b>81.5%</b>	<b>83,229</b>
<b>Criminal Law</b>					
Grants	40,094	98.7%	510	1.3%	40,604
Duty Appearances	87,285	99.4%	505	0.6%	87,790
Advice & Minor Assistance	20,000	96.0%	833	4.0%	20,833
Information Services	25,066	86.1%	4,032	13.9%	29,098
<b>Total</b>	<b>172,445</b>	<b>96.7%</b>	<b>5,880</b>	<b>3.3%</b>	<b>178,325</b>
<b>Civil Law</b>					
Grants	487	43.9%	622	56.1%	1,109
Duty Appearances	17,837	99.9%	11	0.1%	17,848
Advice & Minor Assistance	14,261	73.7%	5,097	26.3%	19,358
Information Services	52,240	86.4%	8,251	13.6%	60,491
<b>Total</b>	<b>84,825</b>	<b>85.9%</b>	<b>13,981</b>	<b>14.1%</b>	<b>98,806</b>
<b>Commission Total</b>					
Grants	43,238	81.2%	10,020	18.8%	53,258
Duty Appearances	109,438	98.8%	1,381	1.2%	110,819
Advice & Minor Assistance	36,368	56.5%	27,988	43.5%	64,356
Information Services	83,587	63.4%	48,340	36.6%	131,927
<b>Total</b>	<b>272,631</b>	<b>75.7%</b>	<b>87,729</b>	<b>24.3%</b>	<b>360,360</b>

## Alternative Dispute Resolution (ADR)

	Family Law Conferencing			Civil Law Conferencing			Total ADR			Latest Year Variation Against Previous Year
	00-01	01-02	02-03	00-01	01-02	02-03	00-01	01-02	02-03	
No. Conferences/Mediations	905	1,402	1,410	5	2	2	910	1,404	1,412	0.6%
Agreements Reached	807	1,259	1,189	3	2	2	810	1,261	1,191	-5.6%
Agreement Rate	89.2%	89.8%	84.3%	60.0%	100.0%	100.0%	89.0%	89.8%	84.3%	-6.1%

## Law reform

### We participated in law reform debates, drawing on staff expertise

#### Civil Law

##### Submissions were made to:

- Senate Legal and Constitutional Legislation Committee (as part of the National Legal Aid submission) on the Australian Human Rights Commission Legislation Bill 2003.
- Department of Fair Trading in relation to draft legislation on unfair contract.
- Human Rights and Equal Opportunity Commission in relation to discrimination against disabled people by insurers in relation to the terms of insurance policies.

Civil lawyers met with representatives of the Consumer Trader Tenancy Tribunal for the Penrith and Parramatta registries and made informal submissions on the operation of the Tribunal.

#### Criminal Law

##### Submissions were made to:

NSW Attorney General's Department on:

- Proposed amendments to the *Criminal Procedure Amendment (Justices and Local Courts) Act 2001*.
- Criminal Procedure Amendment (Community Aid Panels Intervention Program) Regulation, 2003.
- Comments on Legislative Council Standing Committee on Law and Justice Report on Child Sexual Assault Prosecutions.
- Comments on proposals for the introduction of appeal rights on a refusal to grant a re-hearing pursuant to Section 100D.
- Comments on Legal Aid Commission views about a proposal to amend Sections 18 and 19 of the *Crimes (Appeal and Review) Act 2001*.
- Comments on the operation of the NSW Court of Criminal Appeal.
- The availability of certificates under Section 2 of the *Costs in Criminal Cases Act 1967* following a special hearing under Section 19 of the *Mental Health (Criminal Procedure) Act, 1990*.
- The introduction of Commonwealth Legal Aid Guidelines concerning National Security and *Proceeds of Crime Act, 2002* matters.
- Proposed amendments to the *Evidence (Audio and Audio Visual Links) Act 1990*.

- Proposed legislative amendments for consideration by the Criminal Law Review Division.

- Various proposed amendments to the laws relating to sentencing.
- Chief Magistrate on:
  - Comments on draft Practice Note concerning representations for withdrawal and time standards.
  - Comments on draft Practice Note on committals involving co-defendants.
  - Comments on Committal Proceeding Directions by Consent.

- Inspector of the Police Integrity Commission on Inquiry and Report into Police Integrity Commission Practices and Procedures.

- Inspector General of Corrective Services on Comments on Review of the Operation of Department of Corrective Services in relation to its responsibilities to those under its supervision in the community.

- Commonwealth Attorney General's Department on Independent Review of Part 1D of the *Crimes Act 1914*.
- The Honourable Mervyn Finlay, QC on The review of the law of manslaughter in NSW.
- Law Reform Commission on Issues Paper 22, Questioning of Complainants by Unrepresented Accused in Sexual Assault Trials.
- Legislative Council Standing Committee on Social Issues, the Legislative Council on Inquiry into the Equal Age of Consent.

#### Family Law

##### Submissions were made to:

- Chief Justices Committee on Guidelines for the Child's Representative.
- Family Court Review of Family Violence Policies.
- Redrafting of the Rules of the Family Court as part of a National Legal Aid submission.
- Reform of the law relating to Expert Witnesses as part of a National Legal Aid submission.
- Court Advisory Committee's subcommittee on the possibility of AVOs in Children's Court care proceedings.

- Senior Children's Magistrate on the proposal for Practice Directions about Emergency Care and Protection Orders and Assessment Orders.
- Department of Community Services on the proposal for legislative and administrative change regarding Temporary Care Arrangements.

Through our involvement in the Regional Registrar's Advisory Panel and the Child Support Legal Liaison meetings, we have supported the imminent reform to the objection procedure in the *Child Support (Assessment) Act 1989*.

## Community Legal Centres (CLCs) Funding Program Budget 2002–2003

We funded 32 community legal centres across New South Wales

	Commonwealth Funding \$000s	CLISIS* \$000s	State Funding \$000s	Public Purpose Fund \$000s	Centre Total Funding \$000s
1 Blue Mountains CLS	86,202		143,195		229,397
2 Central Coast LC	168,175		18,868	17,500	204,543
3 Combined CLC Group			220,422		220,422
4 Consumer Credit LC	118,713		107,302		226,015
5 Court Support Scheme	28,300		5,775	2,500	36,575
6 Domestic Violence Advocacy Service			344,934		344,934
7 Environmental Defender's Office	80,491		146,438	260,000	486,929
8 Far West CLC	213,498				213,498
9 Hawkesbury/Nepean CLC	118,841		104,374		223,215
10 HIV/AIDS LC	58,044		67,877		125,921
11 Hunter CLC	179,521	1,623	204,731		385,874
12 Illawarra LC	345,502		169,187	17,500	532,188
13 Immigration Advice & Rights Centre	83,704	4,255	192,882		280,841
14 Inner City LC	86,200		130,050		216,250
15 Kingsford LC	145,260		99,530		244,790
16 Macarthur LC	188,699		162,430	17,500	368,629
17 Macquarie LC	133,065		220,270	17,500	370,835
18 Marrickville LC	131,561	523	230,825		362,909
19 Mt Druitt & Area CLC	167,954		18,845		186,799
20 NSW Disability Discrimination LC	234,748	1,332	25,815		261,895
21 North & North West CLS	172,218		34,815		207,033
22 Northern Rivers CLC	168,867		18,943		187,810
23 Public Interest Advocacy Centre	97,873		99,681	414,000	611,553
24 Redfern Legal Centre	133,932		192,262		326,194
25 Shoalcoast CLC	214,701		102,770		317,471
26 South West Sydney LC	168,610		192,039		360,649
27 Tenants' Union of NSW	64,342		98,450		162,791
28 The Aged-care Rights Service	28,949	1,713	1,912		32,573
29 Welfare Rights Centre	194,814		103,242		298,056
30 Western NSW LC	237,826	10,782	26,131		274,739
31 Wirringa Baiya Aboriginal Women's LC			278,238		278,238
32 Women's Legal Resources Centre	727,928		277,231		1,005,159
<b>TOTAL</b>	<b>4,778,534</b>	<b>20,228</b>	<b>4,039,464</b>	<b>746,500</b>	<b>9,584,725</b>

\*Community Legal Service Information System

## Women's Domestic Violence Court Assistance Program (WDVCAP) Budget 2002–2003

We funded 34 WDVCAP schemes in NSW

	Auspice Organisation	Corresponding WDVCAS	Centre Funding* Incl. GST \$000s
1 Bankstown Community Service	Bankstown	Bankstown WDVCAS	74,078.96
2 Blacktown Community Cottage Club Ltd	Blacktown	Blacktown WDVCAS	94,944.47
3 Blue Mountains Community LC	Blue Mountains	Blue Mountains/Lithgow WDVCAS	79,158.07
4 Broken Hill	Broken Hill	Broken Hill WDVCAS	76,178.34
5 Burnside	Hastings	Hastings WDVCAS	52,903.11
6 Burwood Community Welfare Service	Inner West	Inner West WDVCAS	103,389.51
7 Catholic Development Club	Hornsby	Hornsby WDVCAS	50,803.67
8 Central Coast	Central Coast	Central Coast WDVCAS	125,892.32
9 Domestic Violence Advocacy Service	Domestic Violence Advocacy Service	Domestic Violence Advocacy Service	214,632.69
10 Dubbo Women's Housing	Dubbo	Dubbo WDVCAS	102,433.32
11 Eastern Suburbs DV Committee	Waverley	Waverley WDVCAS	80,114.25
12 Edith Edwards Women's Centre	Bourke/Brewarrina	Bourke/Brewarrina WDVCAS	96,130.86
13 Hawkesbury/Nepean Community LC	Hawkesbury	Hawkesbury WDVCAS	60,975.12
14 Hunter Community LC	Hunter	Hunter WDVCAS	135,051.46
15 Kempsey	Kempsey	Kempsey WDVCAS	68,419.95
16 Macarthur LC	Macarthur	Macarthur WDVCAS	96,613.67
17 Macquarie LC	Parramatta/Ryde	Parramatta/Ryde WDVCAS	94,944.47
18 Maitland City Council	Maitland	Maitland WDVCAS	52,903.11
19 Manly/Warringah Women's Resource Centre	Manly - Warringah	Manly - Warringah WDVCAS	80,114.25
20 Manning Valley Neighbourhood Service	Taree	Taree WDVCAS	68,419.95
21 Marrickville LC	Newtown	Newtown WDVCAS	66,320.51
22 Moree Family Support Inc	Moree	Moree WDVCAS	76,178.34
23 Northern Rivers Pilot Cluster Model	Lismore/Northern Rivers	Lismore/Northern Rivers WDVCAS	256,722.90
24 Penrith Women's Health Centre	Penrith/Mt Druitt	Penrith/Mt Druitt WDVCAS	146,835.99
25 Redfern LC	Redfern	Redfern WDVCAS	94,944.47
26 Sister Housing Enterprise Inc	Wagga	Wagga WDVCAS	68,419.95
27 South West Sydney LC	Liverpool/Fairfield	Liverpool/Fairfield WDVCAS	127,607.72
28 Southern Women's Group Inc	Bega	Bega WDVCAS	47,681.90
29 Sutherland Shire Family Support Service	Southern Sydney	Southern Sydney WDVCAS	104,332.46
30 Warrina Women's Children's Refuge	Coffs Harbour	Coffs Harbour WDVCAS	52,903.11
31 Wollongong Women's Info Centre	Illawarra	Illawarra WDVCAS	97,934.07
32 Women's Centre Albury Wodonga Inc	Albury	Albury WDVCAS	52,903.11
33 Women's Shelter Armidale	Armidale	Armidale WDVCAS	63,224.39
34 YWCA Sydney	Nowra	Nowra WDVCAS	68,419.95
<b>TOTAL</b>			<b>3,132,530.42</b>

Legend: LC: Legal Centre



# Staff training and development

Courses conducted 1 July 2002 to 30 June 2003

Course Title	Sessions	Participants
<b>Internal Training Programs</b>		
Aboriginal Awareness	3	27
Corporate Induction Program	3	45
First Aid	2	18
Interpersonal Skills	2	27
Job Analysis	2	26
Job Seeking Follow-up	4	15
Job Seeking Skills	4	33
Management Development Program- Session 1	1	17
Managing Aggressive and Violent Behaviour	1	11
OHS Consultation/Committees	1	14
OHS Induction	3	45
Presentation Skills	2	20
Project Management	1	8
Selection Techniques	3	27
Selection Techniques Refresher	3	15
Social Security Training	1	23
Stress Management	2	28
Telephone Techniques	1	10
Time Management	1	15
Visiting Local Courts	3	35
<b>Subtotal</b>	<b>43</b>	<b>459</b>
<b>Mandatory Continuing Legal Education</b>		
Civil Law Seminars	2	50
Criminal Law Seminars	1	121
Family Law Seminars	5	202
Other Law Seminars	10	260
<b>Subtotal</b>	<b>18</b>	<b>633</b>
<b>Conferences</b>		
Civil Law Conferences	1	47
Criminal Law Conferences	2	218
Family Law Conferences	1	28
OM & SIC Combined	3	42
Office Manager's Conferences	3	20
Solicitor-In-Charge Conferences	3	20
WDVCAAP	1	2
<b>Subtotal</b>	<b>14</b>	<b>377</b>
<b>Total</b>	<b>75</b>	<b>1,469</b>
<b>External Training Programs</b>		
Attendance at external training programs	93	174
Attendance at external seminars	51	105
Attendance at external conferences	10	15
<b>Total</b>	<b>154</b>	<b>294</b>
<b>Information Management and Technology</b>		
LA Office	59	151
LA Office (all other)	24	39
Lawdocs	29	104
E-Lodgement (IM&T run courses)	7	45
E-Lodgement (non IM&T run courses)	4	24
Word	7	31
Excel	24	88
PowerPoint	17	70
Outlook & Intra/Internet	14	70
Internet	9	39
Windows Explorer	7	41
Other	11	44
On-line learning	1	28
External	14	18
<b>Total</b>	<b>227</b>	<b>792</b>
<b>Grants Officer Training</b>		
Criminal Session	60	532
E-Lodgement (Grants Run)	30	532
Family Clinic	60	532
Family Session	90	532
Veterans Session	16	112
<b>Total</b>	<b>256</b>	<b>2,240</b>

# People

Human resource information

## Head Office/Regional EFT Staff as at 30 June 2003

Head Office	381
Regional Offices	253
<b>Total Staff</b>	<b>634</b>

## Effective Full-time EFT Staff as at 30 June 2003

CEO/SES	5
Legal Officers	296
Legal and Admin Support Staff	333
<b>Total</b>	<b>634</b>

## Number of Actual Staff by Employment Basis

Salary Range	Total Staff	Men	Women	ATSI	Minority <sup>(1)</sup>	1st Language not English	PWD <sup>(2)</sup>	PWD requiring work-related adjustment
Permanent Full Time	474	169	305	3	103	80	34	11
Part-time	86	8	78	0	13	9	3	2
Temporary Full Time	90	26	64	7	13	6	2	0
Part-time	28	2	26	0	4	2	3	2
Contract SES	5	4	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>683</b>	<b>209</b>	<b>474</b>	<b>10</b>	<b>133</b>	<b>97</b>	<b>42</b>	<b>15</b>

## Number of Actual Staff by Level

Salary Range	Total Staff	Men	Women	ATSI	Minority <sup>(1)</sup>	1st Language not English	PWD <sup>(2)</sup>	PWD requiring work-related adjustment
< \$28,710	9	1	8	5	1	1	1	1
\$28,710-\$37,708	155	13	142	0	30	20	12	4
\$37,709-\$42,156	21	6	15	0	8	6	2	1
\$42,157-\$53,345	123	20	103	3	31	24	4	1
\$53,346-\$68,985	221	83	138	2	36	29	14	4
\$68,986-\$86,231	140	76	64	0	27	17	9	4
> \$86,231 (non SES)	9	6	3	0	0	0	0	0
> \$86,231 (SES)	4	3	1	0	0	0	0	0
\$227,374 (SES 6)	1	1	0	0	0	0	0	0
<b>Total</b>	<b>683</b>	<b>209</b>	<b>474</b>	<b>10</b>	<b>133</b>	<b>97</b>	<b>42</b>	<b>15</b>

## Number of Actual Staff by Area of Work<sup>(3)</sup>

	Head Office	Regional	Total
Legal Officers	153	170	323
Administrative	234	126	360
<b>Total</b>	<b>387</b>	<b>296</b>	<b>683</b>

<sup>(1)</sup>People from racial, ethnic, ethno-religious minority groups.

<sup>(2)</sup>PWD: People with a disability.

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

# Significant committees of the Commission

## Committees that played a significant role during 2002–2003

### Legal Aid Review Committees

Five Legal Aid Review Committees determine appeals which relate to legal aid applications and grants of legal aid.

They consider:

- appeals against refusals of legal aid
- conditions imposed on grants of legal aid
- variations and terminations of grants
- decisions to decline payment of costs ordered against legally assisted clients.

The committees allowed appeals in 154 of submitted matters. The table below shows further details of committee caseload and successful appeals by program areas.

Committee membership as at 30 June 2003:

#### Legal Aid Review Committee No 1

Mr I Linwood, Chairperson, Minister's Nominee (alternates Mr P Anet and Ms W McMichael)

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 Mrs Y Maley)

#### Legal Aid Review Committee No 2

Mr D Norris, Chairperson, Minister's Nominee (alternates Ms C Johnpulle and Ms G Fuller)

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

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

#### Legal Aid Review Committee No 3

Mr K Garling, Chairperson, Minister's Nominee (alternates Ms M Adofaci and Ms N Johnston)

Mr W Ball, Bar Association/Law Society Nominee (alternates Mr G Walsh and Mr D Scarlett)

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

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

Ms D Ward, Chairperson, Minister's Nominee (alternates Ms G Basaglia and Mr B Cantrill)

Mr G Moore, Bar Association/Law Society Nominee (alternates Mr R Schonell and Ms A Rees)

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

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

Mr J McDonnell, Chairperson, Minister's Nominee (alternates Ms A Stanizzo and Ms A Lye)

Mr D Holmes, Bar Association/Law Society Nominee (alternates Mr P Lewis and Ms S Christie)

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

#### Committee Activities 2002–2003

Legal Aid Review Committee No 1 met on 9 occasions and held 5 ad hoc meetings.

Legal Aid Review Committee No 2 met on 7 occasions and held 2 ad hoc meetings.

Legal Aid Review Committee No 3 met on 10 occasions and held 2 ad hoc meetings.

Family Law Committee No 1 met on 11 occasions and held 1 ad hoc meetings.

Family Law Committee No 2 met on 9 occasions and held 1 ad hoc meetings.

### 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 2002–2003, 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 Commission.

#### Audit and Finance Committee

Made recommendations on accounting, budgetary and financial operations and matters of audit relative to the concerns and operation of the Commission.

*The members are:*

Robert Corben (Chair), Board Member

Phillip Taylor, Chair of the Board of Members

Bill Grant, CEO, Legal Aid Commission and Board Member

Margaret Brodie, Director Business Services Division, Legal Aid Commission (to April 2003)

Stephen O'Malley, Director Corporate Finance, Legal Aid Commission (from May 2003)

#### Civil Law Sub-Committee

Made recommendations in relation to general law matters.

*The members are:*

Danaë Harvey (Chair), Board Member

Margaret Curran, NSW Law Society

Jane Needham, Bar Association

Chris Whitelaw, Barrister

Frances Gibson, Kingsford Legal Centre

Kim Cull, Director Family and Civil Law Division, Legal Aid Commission

#### Community Legal Centres Funding Sub-Committee

Advised the Board on funding for Community Legal Centres.

*The members are:*

Rev Harry Herbert, Board Member

Janet Loughman

Danaë Harvey, Board Member

Brigid Inder, Director of the Combined Community Legal Centres

Monique Hitter, Client Services Coordinator, Legal Aid Commission

Dennis Roach, Manager CLC Funding, Legal Aid Commission

#### Criminal Law Sub-Committee

Made recommendations in relation to criminal law matters relative to the concerns and operation of the Commission.

*The members are:*

John North (Chair), Board Member

Jack Grahame, Board Member

Brett Thomas, NSW Law Society

Steven Odgers, SC, Bar Association

Doug Humphreys, Director Criminal Law Division, Legal Aid Commission

#### Family Law Sub-Committee

Made recommendations about family law matters regarding the concerns and operation of the Commission.

*The members are:*

Geoff Lindsay, SC (Chair), Board Member

Denese Vale, NSW Law Society

Robert Lethbridge, Bar Association

Catherine Carney, Women's Legal Resources Centre

Kim Cull, Director Family and Civil Division, Legal Aid Commission

#### 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

Ian Temby, QC, Bar Association

Richard Funston, Director Grants Division, Legal Aid Commission

### Advisory Committees

#### Environmental Committee

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

*The members are:*

Michael Connors, (Chair)

Professor David Farrier, University of Wollongong

Dr Alan Jones, Australian Museum

Professor Ben Boer, University of Sydney

(alternate member)

Associate Professor Paul Adam, University of NSW (alternate member)

Andrew Kelly, University of Wollongong (alternate member)

Lyndsay Brooker, Manager, Policy, Grants Division, Legal Aid Commission

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

Consulted on the implementation, administration and guidelines of the Program, including funding priorities.

*The members are:*

Vicki Burge, Director Regional and Community Services Legal Aid Commission (until 10/02)

Tracey Corbin-Matchett, Manager WDVCA, Legal Aid Commission (from 12/02)

Monique Hitter, Regional Client Services Coordinator, Legal Aid Commission (from 09/02)

Jacqui Lane, Project Officer WDVCA, Legal Aid Commission (until 09/02)

Sohret Hussein, Project Officer Legal Aid Commission

Genevieve O'Neill, Project Officer Legal Aid Commission

Louise Chambers, WDVCA Network Rep

Lyndal Gowland, WDVCA Network Rep

Daphne Munro, WDVCA Network Rep

Danaë Harvey, Legal Aid Commission Board Member

Zoe Petridis, Department for Women

April Pham, VAW Specialist Unit AG's

Julie Harrison, Local Courts Attorney General's Department

Tony Quigley, Coordinator Domestic Violence Advocacy Service (until 02/03)

### Internal Committees

#### Aboriginal and Torres Strait Islander (ATSI) Justice Plan Committee

Established to examine a range of strategies aimed at improving and expanding Legal Aid services to indigenous people in NSW.

*The members are:*

Bill Grant (Chair): CEO

Carol Logan, Manager, HRM, Business Services Division

Lynne Bruce (Committee assistant) Acting Senior Consultant, Personnel and Equity, HRM, Business Services Division

Dennis Roach, Manager, Community Legal Centres

Michelle Crowther, Legal Officer, Criminal Law Section

Kate Escobar, Solicitor in Charge, Bankstown office, Family Law representative

Louise Blazejowska, Executive Officer, Executive

Ellen Downing, Senior Conference Organiser, Alternative Dispute Resolution, Family and Civil Law Division

Barry Cain, ATSI Field Officer, Alternative Dispute Resolution, Family and Civil Law Division

Frances Ralph, ATSI Field Officer, Alternative Dispute Resolution, Family and Civil Law Division

#### Communications Improvement Steering Committee

Advised the CEO on how to improve internal communications.

*The members are:*

Brian Sandland (Chair), Director, Regional and Community Services Division

Neville Brien, Information Management and Technology

Pip Brown, Grants Division

Jennifer Bulkeley, Director, Human Resources Management

Bronwyn Chamberlain, Newcastle office

Wayne Grogan, Wagga Wagga office

Paul Hayes, Fairfield office

John Moratelli, Parramatta office

Tim Smith, Parramatta office

Antony Townsden, Criminal Law Division

Alex Wearne, Family Law Division

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

Provided advice to the CEO on strategies to promote EEO within the Commission.

*The members are:*

Richard Funston (Chair), Director Grants Division

Program Area	Allowed	Disallowed	Withdrawn	Deferred	Total Appeals	Appeals Allowed %
Family Law	65	207	2	22	296	22.0
Criminal Law	74	316	2	16	408	18.1
Civil Law	15	160	0	46	221	6.8
<b>Total</b>	<b>154</b>	<b>683</b>	<b>4</b>	<b>84</b>	<b>925</b>	<b>16.6</b>

## Significant committees of the Commission cont'd

Bronwyn McCutcheon (Executive Officer), HRM, Business Services Division

Lisa Staples (Committee Assistant), HRM, Business Services Division

Sue Emery (PSA representative), Family and Civil Law Division

Kylie O'Neill (PSA representative), Regional and Community Services Division

Sharonne Brainenberg, Family and Civil Law Division and Grants Division

Beth Jarman, Regional and Community Services Division

Julie Morgan, Criminal Law Division and Grants Division

Loris Scahill, Regional and Community Services Division

John Sheldon, Family and Civil Law Division

Bora Touch, Regional and Community Services Division

Elizabeth Watkins, Regional and Community Services Division

Edwina Hunter (Alternate PSA representative), Regional and Community Services Division

Helen Doyle, Grants Division

Atousa Khadem, Family and Civil Law Division

### **Information Technology Steering Committee**

Provided advice to the CEO on IT strategies within the Commission.

*The members are:*

Doug Humphreys, Director Criminal Law Division (Chair)

Heather Cullen, Manager, Information Management and Technology, Business Services Division

Julie Ausburn, Regional and Community Services Division

Tony Lynch, Criminal Law Division

Mary Whitehead, Grants Division

Alex Colquhoun, Family and Civil Law Division

Greg West, PSA representative

Kylie O'Neill, PSA representative

### **Internal Audit Committee**

The role of the committee is to assist the Board in fulfilling its responsibilities relating to accounting and reporting practices of the Commission.

*The members are:*

Bill Grant, Chief Executive Officer

Stephen O'Malley, Director, Corporate Finance, Business Services Division

Alan Turner, Manager Regional Operations, Regional and Community Services Division

Richard Kozanecki, Senior Solicitor Indictable, Criminal Law Division

Dora Dimos, Manager Audit, Professional Standards & Panels, Grants Division

Leshia Bubniuk, Coordinator, Family and Civil Law Division

Garry Somerville, Manager Business Planning & Improvement, Business Services Division

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

In accordance with s18 of the *Occupational Health and Safety Act*, the role of the OH&S Committee is to ensure the health, safety and welfare of persons in the workplace.

*The members are:*

Susan Davitt, Fairfield office, Regional and Community Services Division, employee representative and Chair

Paul Batley, Coffs Harbour office, Regional and Community Services Division, employee representative

Kylie O'Neill, Wollongong office, Regional and Community Services Division, employee representative

Elizabeth Sadlier, Bankstown, Regional and Community Services Division, Alternate employee representative

Susan Emery, Family and Civil Law Division, employer representative

Adam Halstead, Family and Civil Law Division, employee representative

Jacqueline Green, Human Resource Management, Business Services Division, employer representative

Richard Funston, Director Grants Division, Employer Representative

Jennifer Bulkeley, Manager, Human Resource Management, Business Services Division, employer representative

June Woolcott, Manager, Operational Support, Business Services Division, employer representative

Antony Townsden, Senior Solicitor, Criminal Law Division, employer representative

Kate Escobar, Solicitor-in-Charge, Parramatta office, employer representative

### **Traineeship Working Party**

Established in May 2003 to develop and implement a best practice legal cadetship program and employment practices that acknowledge and value the contribution of Aboriginal and Torres Strait Islander employees, employees with disabilities and employees from culturally and linguistically different backgrounds in all aspects of the organisation.

*The members are:*

Louise Blazejowska (Chair), Executive

Kim Cull, Director, Family and Civil Law Division

Jennifer Bulkeley, Manager, Human Resources, Business Services Division

Doug Humphreys, Director, Criminal Law Division

Brian Sandland, Acting Director, Regional and Community Services Division

Frith Way, Legal Officer, Criminal Law Division

Stephen O'Malley, Director, Corporate Finance, Business Services Division

Sandra Degrassi, Manager, Training and Development, HRM, Business Services Division

## Work with other organisations

Working closely with other organisations in the community achieved better results for our clients.

### **National Legal Aid Committees**

Grants Benchmarking Committee  
**Mary Whitehead, Tracey Bosnich**

Legal Education Group  
**Penny Adams**

National Legal Aid  
**Bill Grant (Member)**

National Legal Aid—Australian Total Legal Aid Solution Subcommittee  
**Bill Grant (Board Member)**

Statistics Working Party  
**Richard Funston, Mary Whitehead**

### **Law Society of NSW**

Children's Law Specialist Accreditation Advisory Committee  
**Doug Humphreys, Richard Funston**

Children's Legal Issues Committee of the Law Society  
**Teresa O'Sullivan, Julie Morgan (until Jan 03), Deborah de Fina**

Client Capacity Sub-Committee of the Ethics Committee  
**Robert Wheeler**

Corporate Lawyers' Liaison Group  
**Kim Cull (Chair)**

Criminal Law Committee  
**Brian Van Zuyleen, Annmarie Lumsden, Doug Humphreys, Lester Fernandez**

Criminal Law Specialist Accreditation Advisory Committee  
**Phillipa Brown, Estelle Hawdon**

Equal Employment Opportunity Committee  
**Kim Cull (Chair)**

Ethics Committee  
**Justin Hutchinson**

Family Law Committee  
**Judith Walker**

Government Solicitors' Committee  
**Kim Cull (Chair)**

Law Week Planning Committee  
**Penny Adams**

Membership Committee  
**Doug Humphreys**

Personal Injury Committee  
**Kim Cull**

President, Law Society of NSW  
**Kim Cull (2002)**

Specialist Accreditation Committee  
**Estelle Hawdon**

Unrepresented Litigants Committee  
**Justin Hutchinson**

Voluntary Membership Taskforce  
**Kim Cull (Chair)**

Young Lawyers Civil Litigation Committee

### **Jean-Anne Searson**

Young Lawyers Criminal Law Committee  
**Lester Fernandez (Chair), Simon Healy (Deputy Chair), Te'res Sia, Nerissa Keay, Catherine Colquhoun, Angela Cook, Patricia Collins, Elissa Gordon**

Young Lawyers Family Law Committee  
**Alex Colquhoun, Jean-Anne Searson**

### **Aboriginal Issues**

Attendance before Coalition Of Aboriginal Legal Services of NSW  
**Bill Grant, Richard Funston, Doug Humphreys**

### **Civil Law Committees**

Administrative Appeals Tribunal Practice Committee  
**Bill Gerogiannis**

Administrative Decisions Tribunal Rules Sub-Committee  
**Atousa Khadem, Elaine Harrison, John Sheldon**

Asylum Seekers Interagency  
**Geraldine Read, Phillipa Martin**

Asylum Seekers Interagency Legal Working Party  
**Phillipa Martin**

Asylum Seekers Centre  
**Geraldine Read (Management Committee)**

Australian Lawyers for Human Rights  
**Elaine Harrison, Mandy Tibbey**

Australian Securities Investment Committee, Consumer Advisory Panel  
**Ingrid Gubbay**

Boarders and Lodgers Action Group  
**Damien Hennessey**

Coffs Harbour Reconciliation Group  
**Paul Batley**

Consumer Credit Legal Centre  
**Stella Sykiotis (Management Committee)**

Consumer Liaison Group (Department of Fair Trading)  
**Ingrid Gubbay**

Consumer, Trader and Tenancy Tribunal, Commercial Division Consultative Forum  
**Paul Batley, Cvetanka Jankulovska, David McMillan**

Fairfield Migrant Interagency  
**Paul Hayes, Sarah Burke**

Financial Counsellors in South West Sydney  
**Damien Hennessey**

Financial Industry Complaints Service  
**Ingrid Gubbay (Alternative Consumer Director)**

Financial Industry Complaints Service, Rules Committee

### **Ingrid Gubbay**

Illawarra Legal Centre  
**Michael Sergent (volunteer)**

Immigration Advice and Rights Centre  
**Lyn Payne, Phillipa Martin (volunteers)**

Industrial Relations Commission User Group  
**David McMillan**

Insurance Council of Australia, Subcommittee for Consumer Consultation  
**Alex Grosart, David Coorey, Guy Donnella**

Insurance Council of Australia, Subcommittee on Code Rewrite  
**Ingrid Gubbay**

Insurance Council of Australia, Subcommittee on Flood Liaison  
**Ingrid Gubbay**

Joint Justice Network, Management Committee  
**Paul Hayes and Sarah Burke**

Kingsford Legal Centre  
**Dave McMillan, Roger Harper (volunteers)**

Mental Health Legal Centre (MHLC), Victoria, Research Project Involuntary Patient Experience of MHRB. Steering Committee  
**Robert Wheeler**

Mental Health Advocacy Network  
**Robert Wheeler (Member)**

National Asylum Seekers and Refugee Forum  
**Bill Gerogiannis**

NSW Mental Health Review Systems Committee, (Health Department, Centre for Mental Health)  
**Robert Wheeler (Member)**

Park and Village Forum  
**Phillipa Martin, Lynne Wilkins, Damien Hennessey**

Refugee Review Tribunal Liaison Committee  
**Geraldine Read**

Residential Parks Consultative Committee (Department of Fair Trading)  
**Lynne Wilkins**

Retirement Villages Advisory Council (Department of Fair Trading)  
**Lynne Wilkins**

Tenancy Legal Working Party (Tenants Union)  
**Damien Hennessey, Lynne Wilkins, Phillipa Martin**

Uniform Consumer Credit Code Working Party (Department of Fair Trading)  
**David McMillan**

Welfare Rights Centre

## Glossary

### Elizabeth Biok (Management Board)

#### Criminal Law Committees

Amnesty International Legal Network

**Louise Jardim**

Australian Law Reform Commission

Inquiry into Genetic Material Working Party

**Doug Humphreys**

Bankstown Court Users Forum

**Anne Corbett**

Bankstown Court Redevelopment Project

**Anne Corbett**

Child Sexual Assault Jurisdiction Team, NSW Attorney General's Department

**Nigel Vertigan**

Child Sexual Jurisdiction Working Group on Practice and Procedure

**Nigel Vertigan**

Court of Criminal Appeal Users Group

**David Barrow**

Criminal Law Liaison Committee

**Kim Cull**

District Court Listing Committee

**Richard Kozanecki**

DNA Advisory Committee, Institute of Clinical Pathology and Medical Research

**Ross Mayne**

DNA Innocence Panel

**Doug Humphreys**

E-Brief Steering Committee

**Doug Humphreys, Margaret Brodie**

Interdepartmental Committee Reviewing Mental Health (Criminal Procedure) Act

**Doug Humphreys, Tania Evers**

Innovative Models Police and Community Training Project (IMPACT) Group

**Mia Prodigalidad**

Interdepartmental Working Party on the Bail Act

**Antony Townsden**

Juvenile Crime Prevention Advisory Committee

**Chris Grant**

Lawyers Reform Association, Criminal Law Action Group

**Siobhan Mullany**

Macarthur Community Legal Centre

**Mia Prodigalidad (volunteer lawyer)**

MERIT Steering committee and the Court Users Committee

**Karen Wilson**

Search Warrants Act Working Party, Criminal Law Review Division, Attorney General's Department

**Tony Lynch**

Standing Interagency Committee on Court Security

**Doug Humphreys**

Supreme Court Users Committee

**Estelle Hawdon**

Western NSW Community Legal Centre

**Michelle Swift (Board Member)**

Women's Advisory Committee to Corrective Services

**Janet Witmer**

Young Lawyers Human Rights Committee

**Louise Jardim**

Youth Action Policy Association (YAPA) Board

**Mia Prodigalidad**

Youth Justice Advisory Committee (YJAC)

**Teresa O'Sullivan, Julie Morgan (until Jan 03)**

Youth Justice Coalition (YJC)

**Mia Prodigalidad**

Youth Justice Coalition/Youth Action Policy Association Shopping Centre Protocol Committee

**Chris Grant**

Youth Action Policy Association (YAPA) Board

**Mia Prodigalidad**

**Family Law Committees**

Arts Law Centre

**Maya Ovenden (volunteer)**

Child Support Agency Registrar's Advisory Panel

**Ruth Pilkinton**

Children's Court Advisory Committee

**Deborah de Fina**

Family Courts National Stakeholders Committee

**Judith Walker**

Family Law Practitioners Association

**Jane Corcoran (Secretary)**

Children's Court Clinic Advisory Committee

**Deborah de Fina**

EnAct Reference Group, Department of Community Services

**Deborah de Fina**

Inner City Legal Centre

**Alexandra Colquhoun (volunteer)**

Interrelate Children's Contact

**Jane Corcoran (Secretary)**

**Other contacts**

Anti-Discrimination Board of NSW

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Victims' Advisory Board

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

A person who identifies as Aboriginal or Torres Strait Islander.

#### Advice

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

#### Alternative 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 LAC 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.

#### 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

Representation appearances at Local Courts on behalf of legally aided clients.

#### EEO

Equal Employment Opportunity.

#### EFT

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

#### E-Lodgement

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

#### 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.

#### Reporting period

From 1 July 2002 to 30 June 2003.

#### 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.

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