

# Annual Report 2013 / 2014



Community Law  
**Marlborough**  
Te Ture Umanga mō te iwi whānui

**ANNUAL REPORT**  
**1 JULY 2013 TO 30 JUNE 2014**

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# Community Law Marlborough

## *Vision and Mission Statement*

### **Vision:**

**ACCESS – EMPOWERMENT – JUSTICE**

### **Mission:**

Empowering our community to access justice by providing free legal services to all with unmet legal needs.

### **Our Community is:**

Everybody in Marlborough and Kaikoura especially those who experience economic, social, cultural, or other barriers to access to legal services.

### **These are our principles:**

Commitment to the Treaty of Waitangi

Accountability to our community

Promoting participatory justice and self reliance

Increasing people's knowledge and expectations of the law

Encouraging reform of the law to reflect the community's changing needs and expectations

Professional integrity

# Marlborough Community Law Centre Inc.

## *Directory*

### **COMMITTEE MEMBERS 2013/2014**

Ian Cameron	Chairperson
Amaroa Katu	Secretary
Robin Harris	Treasurer
Simon Gaines	Representative of the Marlborough Legal Profession
Michael Pink	CAB Representative
Yvonne Morrison	Kaikoura Representative
Taulapu Oliver	Pacific Islands Representative
John Holdaway	Member
Philippa Burns	Member
Graeme Faulkner	Member
Ken Hippolite	Member

### **STAFF**

Raewyn Tretheway	Manager/Lawyer/Supervisor
Stephanie Moses	Senior Caseworker, Community Liaison and Educator
Marion Elvy	Caseworker
Brenda Thomas	Administration Reception
Patricia Clay	Finance Officer (Contracted)
Laura Tipene	Caseworker
Stacey O'Neill	Caseworker from March 2014

**PRINCIPAL FUNDERS** Ministry of Justice

**BANKERS** Westpac Bank Blenheim Branch

**AUDITORS** Angela Wood Chartered Accountant, Blenheim

**INSURERS** Alan Jecks Insurance Brokers Ltd., Whitby.

**Professional Indemnity** AON Risk Services, Insurance Brokers, Blenheim.  
**Business & Public Liability**

### **Volunteer Lawyers**

Alan Naysmith and Audrey Seaton (Wain and Naysmith), Alison Weaver, Kent Arnott, Quentin Davies, Rob Andersen, Scott Wight, Peta Brunel, David Nield, Jenny Marren and Alexander Meares (Gascoigne Wicks), Andrew Finch, Kim Lawson, Layton Ward (Hardy-Jones Clark), Charles Murdoch (Wisheart Macnab) Libby Lockhart (Crichton Loach), John Holdaway, Rennie Gold.

## THE MARLBOROUGH COMMUNITY LAW CENTRE INCORPORATED ANNUAL REPORT 2013/4

This year has been one where three major changes have occurred, all of which have caused us to reflect on how we operate and how we can best use the changes to improve our performance for the future. I will describe each and its impact on us.

**Change of premises.** I briefly alluded to this in last year's annual report. The shift from Porse House to 16 Market Street was handled very adeptly by the staff who ensured there was a smooth transition to the new premises with very little disruption to business as usual. The shift has been entirely advantageous for the Centre with the staff reporting a substantial increase from foot traffic passing the street level Centre. In addition, the team have ensured the interior is inviting to the multi-cultural mix that use their services. I have had comments from clients that the atmosphere is one that makes them feel welcome.

**Outcome agreement with Ministry of Justice.** We received the long-awaited outcome agreement from the Ministry of Justice in mid-June. The agreement follows the Results Based Accountability model adopted by the Government. We are pleased that the Ministry had listened to comments from Community Law centres and have tailored reporting requirements so that the vital measures can be consistently and robustly reported on without significant compliance costs. Targets in the agreement relate to client issues, education sessions (by number of sessions and participants) and two measures related to delivery of education services for Maori. I outlined in last year's report the work done by the Board, particularly under the chairmanship of sub-compliance chairman Simon Gaines in revamping our strategic plan, policies, and risk assessments. This work continues in the 2013-4 year and puts us in a strong position to meet our requirements with the Ministry.

It is also pleasing to see how quickly asking clients to complete evaluations of the service they have received, has become an accepted practice at the Centre.

**Change of Management.** The Board were surprised and disappointed to receive the resignation of Raewyn Tretheway in April. Raewyn had intended leaving the Centre for a position with Volunteer Service Abroad on 20<sup>th</sup> June but, in fact left two weeks later to enable the Centre to keep functioning at a time when experienced staff members were on leave. We are very grateful to her for that.

The Board made a decision to appoint an extremely able and experienced Case Worker, Stephanie Moses, to the Manager's position. This was a decision which the Board spent much time in deliberating, bearing in mind the Ministry's emphasis on the provision of legal supervision at Community Law Centres. However, Stephanie's abilities in administration, staff management and public relations are very evident and the Board is delighted with the progress Community Law Marlborough have made since she took up the role at the beginning of July. With the assistance of Simon Gaines and the Deputy Chair, Philippa Burns, on 11 August we forwarded a proposal to the Ministry of Justice as to how we will manage the legal supervision we are required to provide. The Ministry advises that it is still in the information gathering stage for the supervision work and we will be advised of the success of our proposal in due course.

**The board:**

I have again been extremely fortunate in the makeup of our Board. Simon Gaines's knowledge around compliance issues is most useful and the Chair of the other two subcommittees; Amaroa Katu (Community Links) and Robin Harris (Finance) have been effective in the management of their responsibilities. The recent mihi whakatau held is the result of Amaroa's sub committee recommendation and the procedure now forms part of our policy manual. Amaroa, Robin and the other Board members- Philippa Burns, Mike Pink, Yvonne Morrison, Lapu Oliver, John Holdaway, Ken Hippolite (representing Ngati Koata Iwi) and Graeme Faulkner have all contributed positively to discussions we have had during the year. The sound decisions we have made are the results of the application of their skills and abilities.

Unfortunately we lose the services of three of the Board after the Annual General Meeting. Graeme Faulkner has decided not to seek re-election. Mike Pink is withdrawing as the Citizen's Advice Bureau representative after five years on the Board and Robin Harris, our Treasurer, will not seek re-election after a massive 13 years on the Board. Robin served as Board member, vice Chair and Treasurer and we are hugely grateful for his dedication and service.

I have also been most grateful to the financial advisor to the Board, Patricia Clay. Community Law Marlborough, and the Board in particular, have greatly benefitted from her skills and dedication. Patricia is contracted by CLM and puts in many hours of voluntary work on our behalf. The balance sheet which Robin will present is a tribute to her work.

**In conclusion:**

I am stepping down from the Chair in the coming year and am offering my services as a Board member. I believe the Deputy Chair, Philippa Burns, will lead us forward through our first year under the new agreement with the Ministry and that she and Stephanie will provide the leadership and managerial skills to ensure we continue to meet and, as we have done in the year just concluded, exceed the targets set.

Finally, I pay tribute to the help and support I have inevitably received from the team: Stephanie, Brenda, Marion, Stacey since I have been Chair. Their proactive attitude, conscientious approach and cheerful demeanour makes Community Law Marlborough the success that it is. I wish them, and the new addition to the family, Tracey Hewitt, every success in the future.

**Ian Cameron**

10 September 2014

# TREASURER'S REPORT

Marlborough Community Law Centre Incorporated  
For the Year ended 30<sup>th</sup> June 2014

Once again our major funder was the Ministry of Justice, with our contract continuing throughout the year as in previous years, and our total funding remaining at \$305,284.

Bank interest remained very similar to last year, and we were fortunate to be donated funds from a welfare trust which has ceased to operate. This donation was significant and has effectively given rise to the annual surplus achieved. However, these funds will be used over the coming years for a specific purpose.

The operating expenditure totalled \$310,790, an increase on the 2013 year of \$6,463. Due to the move in premises at the beginning of this financial year, there were many one-off costs incurred in setting up the premises to suit our requirements. These totaled \$10,061, but were offset by the reduction in lease costs of \$9,768. There were also significant expenses incurred with capital assets which had been purchased for the Porse House office being disposed of or remaining in Porse House when the offices were vacated, the write-off value of these assets was \$13,783.

While many of the expenses throughout the year have tracked in a different manner to previously, there has been nothing which could not be referred to as “normal operating” costs, although we have increased our presence in Kaikoura which can be seen from the increased costs for this venture.

At years' end our accumulated cash funds stood at \$172,466 (cash on hand less accounts payable) which showed the centre remains in good financial health.

Due to the earlier timing of this year's AGM and the amount of work underway by our auditor, these accounts have not been able to be audited prior to presentation. However, the audit will be completed within the next month.

I therefore wish to move the adoption of the 2014 financial reports subject to audit.

I further move that we re-appoint Angela Wood Chartered Accountant as auditor for the ensuing year.

***R Harris***  
**Treasurer**

# COMMUNITY LAW MARLBOROUGH

## MANAGER'S ANNUAL REPORT 2014

To the Board and Members

For the Annual General Meeting

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### A. OUR STAFF

The Community Law Marlborough staff members for the July 2013 – June 2014 financial year were the following:

Full time staff (40 hours)

- (I) Raewyn Tretheway (Manager/Lawyer – Fixed Term Contract) – left July 2014
- (II) Stephanie Moses (Caseworker/Educator)
- (III) Laura Tipene (Caseworker – Fixed Term Contract until March 2014)
- (IV) Stacey O'Neill (Caseworker – Fixed Term Contract from March 2014)

Part time Staff (Under 40 Hours)

- (i) Brenda Thomas (Receptionist/Administration) – 30 hours (was increased by 10 hours to do special projects for one year – July 2013 – June 2014)
- (ii) Marion Elvy (Caseworker) – varied but on average 12 hours per week.
- (iii) Patricia Clay – (accountant) – two hours per week
- (iv) Jenny MacKenzie - (articles) – 8 hours per week. Volunteered with Community Law Marlborough and then moved to a one year Fixed Term Contract

Volunteers

- (i) Nadia Borisova (eight weeks over the Christmas and New Year)
- (ii) Sue McRae (who finished volunteering with us in Dec 2013)
- (iii) 22 solicitors

All (plus the Board) have contributed to the successful year that Community Law Marlborough has had this financial year.

We are committed to provide a service that meets the unmet legal needs within Marlborough. The staff's commitment to Community Law Marlborough has been proven over the last 12 months. This has been indicated by the increase in numbers attending the centre and the comments received that have been overwhelming positive.

In July 2013 we moved from Porse Building to our new location at 16 Market Street. The move with the increased networking and community involvement has meant an increase of people



coming to use our services. Promotion of our services have occurred by various mechanisms which included the Media (newspaper, radio, social networking sites such as Facebook) and speaking at different organisations and agencies to ensure the continuation of services.

Another change has been changing our branding.

Also for this financial year, Law Reform and Legal Representation was taken out of the Ministry of Justice's contract. Those hours were divided into the areas of Legal Advice, Information and Education.

## **B. SERVICE DELIVERY**

For the financial year 1<sup>st</sup> July 2013 until 20 June 2014, we contracted with the Ministry of Justice to deliver 3840 hours of service hours which included legal advice, information and education. From the statistics received our staff delivered a total of 4403.25 hours. This shows that Community Law Marlborough has exceeded its targets as set out by the Ministry of Justice in all areas.

## **C. LEGAL ASSISTANCE**

We changed our days at Kaikoura to attend every Tuesday. We also commenced sitting at the Blenheim Court for the J.P.'s lists to provide information attending the J.P.'s Lists. We are continuing to review our services and implement changes to ensure that the community's needs and requirements are met. Our targets were 2816, we provided 3355.83 hours. Statistics of the hours, Ethnicity and Age are attached in Appendix One of the Manager's Report.

## **D. LEGAL EDUCATION AND INFORMATION**

The following are seminars presented by our educator, other staff members and external individuals and organisations such as Human Rights Commission, District Inspector for Mental Health

Animal in the house x2

Trees & Neighbours x2

Employment

Immigration Law

Noise/Easements/Row x 2

Family Law

Mediation

Enduring Powers of Attorney x2

Flatting/Tenancy x2

Fencing Act x2

Mental Health & Law/Human Rights

Our contracted hours for education was 185 and we exceeded this target and provided 191.33 hours of education.

Our contracted hours for information was 1024 and we exceeded this target and provided 1047.42. We did this by providing newspaper articles, using Facebook, the quarterly newsletter, and attending different meetings such as the Kaikoura Networking Group, Violence Intervention Group (Blenheim) and the Community Networking Group (Blenheim).

## **E. FINANCIAL**

Our audited financial report for the financial year July 1<sup>st</sup> 2013 to June 30<sup>th</sup> 2014 is attached to the Annual Report 2013/2014.

## **F. SUPERVISION**

This year supervision was provided by Raewyn Tretheway (Manager/Lawyer). Supervision was completed either formally or informally by discussions either as a group or individuals. All files were reviewed to ensure consistency of information provided by caseworkers.

## **G. FREE LEGAL CLINICS**

We continued to provide our free legal clinics. These clinics are attended by our volunteer lawyers. These clinics continued to be a success and we thank the legal community of Marlborough for providing their services for free. The service is appreciated by the staff and also the individuals that have been provided with information. The volunteer lawyers are John Holdaway, Alison Weaver, Alan Naysmith, Scott Wight, Charles Murdoch, Rob Andersen, Kent Arnott, Quentin Davies, David Neild, Andrew Finch, Kim Lawson, Peta Brunel, Rennie Gould, Alison Weaver, Jenny Marren, Alexander Meares, Layton Ward

## **H. MINISTRY OF JUSTICE**

- i. We are contracted by the Ministry of Justice. We have received the same level of funding for the last six years. We have reviewed our costs in relation to salaries, accommodation etc. This is to ensure that we provide a service that is value for money but also meets Community Law Marlborough contract obligations and the community needs.
- ii. We have focused on the contracted work such as legal advice, information and education.

## **I. Coalition, Community Law Centres Aotearoa**

We are one of the 24 Law Centres who are members of the Coalition of Community Law Centre Aotearoa. We are also a member of Community Law Centres Aotearoa.

## **J. OUR BOARD**

Our current Board Members are:

Ian Cameron (Chairperson), Robin Harris (Treasurer), Philippa Burns (Deputy Chairperson), Simon Gaines, John Holdaway, Yvonne Morrison, Mike Pink, Lapu Oliver, Amaroa Katu (Secretary), Graeme Faulkner and Ken Hippolite.

Our services are governed by an 11 member Board. The Board has been active in relation to developing and implementing a Strategic Plan (which has been reviewed 2013), and Policies. The Board meets on a monthly basis to ensure that Community Law Marlborough is achieving in its direction. There are also three subcommittees:

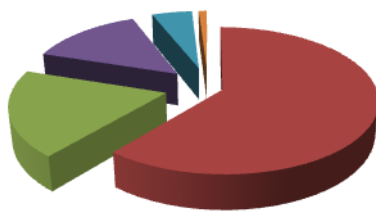
- Compliance (chaired by Simon Gaines)
- Finance (chaired by Robin Harris) and
- Community (chaired by Amaroa Katu).

Raewyn Tretheway  
Manager/Lawyer  
July 2014

# Service Delivery 2013/2014

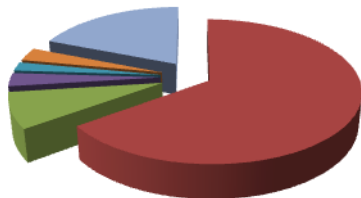
## Appendix 1:

### Hours of Service Delivery – including Law Related Education



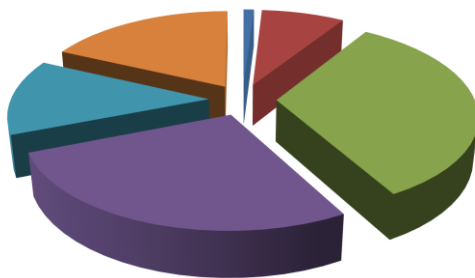
■ Civil	2818.68	61.00%
■ Family	872.41	19.00%
■ Administrative	647.99	14.00%
■ Criminal	248.84	5.00%
■ Maori Legal Issues	10.33	1.00%

### Ethnicity of our Clients:



■ European/Pakeha	1886	65.00%
■ Maori	225	8.00%
■ Pacifica	73	3.00%
■ American/African	57	2.00%
■ Asian	101	3.00%
■ Unknown/other	564	19.00%

### Age of our Clients:



■ 0 -16	10	1.00%
■ 17-24	257	8.00%
■ 25-44	948	33.00%
■ 45-64	796	27.00%
■ 65 +	384	13.00%
■ Not provided	511	18.00%

# **FINANCIAL REPORT**



**FOR THE YEAR ENDING  
30 June 2014**

# MARLBOROUGH COMMUNITY LAW CENTRE INC

## Statement of Financial Performance for the Year Ended 30 June 2014

2013		2014	
	<b>INCOME</b>		
305,394	LSA Grant	305,283	
1,097	Donations	5,412	
3,824	Bank Interest	3,903	
26	Other Income	0	
<u>310,342</u>	Total Income	<u>314,598</u>	
	<b>EXPENDITURE</b>		
216,994	Wages, ACC Levies, Contracted Staff	210,105	
5,138	Training & Supervision	3,705	
1,348	Recruitment	1,676	
5,727	Committee Expenses & Honoraria	4,177	
2,652	Insurance & Bank Charges	4,375	
1,700	Audit Fee	1,775	
4,447	Coalition Hui/COL Expenses	3,929	
28,500	Premises - Rent	18,732	
4,565	- Electricity	3,235	
1,897	- Cleaning & Maintenance	1,434	
0	- New Office Setup	10,061	
6,979	Phones, Fax & Email	5,772	
4,015	Equipment Repairs & Maintenance	3,294	
2,190	Advertising	3,680	
1,774	Outreach Expenses - Kaikoura	5,541	
87	- Picton	35	
3,420	Library/Education	1,524	
277	Practising Certificate	1,262	
4,548	Stationery, Printing & Postage	6,103	
797	Law Related Education Projects	2,435	
603	Volunteer Expenses	0	
451	Miscellaneous	841	
6,220	Depreciation	3,315	
0	Loss on Asset Disposal	13,783	
<u>304,327</u>	Total Expenditure	<u>310,790</u>	
<u><b>6,014</b></u>	<b>Net Surplus/(Deficit)</b>	<u><b>3,808</b></u>	

Signed: \_\_\_\_\_  
Ian Cameron - Chairperson

Signed: \_\_\_\_\_  
Robin Harris - Treasurer

These statements are to be read in conjunction with the Notes to the Financial Statements and the Audit Report.



**MARLBOROUGH COMMUNITY LAW CENTRE INC**  
**Statement of Financial Position**  
**as at 30 June 2014**

<b>2013</b>		<b>2014</b>	
	<b>CURRENT ASSETS</b>		
35,242	Cheque Account	60,377	
0	Undeposited Cash	0	
167	Petty Cash & Petrol Vouchers	7	
1,262	Prepaid Expenses	0	
134,804	Investment Accounts	139,115	
744	Accounts Receivable	0	
172,221	Total Current Assets		199,501
	<b>FIXED ASSETS (Less Depreciation)</b>		
6,637	Plant and Equipment	4,293	
3,049	Furniture and Fixtures	2,102	
748	Software	449	
579	Library	434	
	Renovations & Leasehold		
13,779	Improvements	417	
24,792	Total Fixed Assets		7,694
<b>197,013</b>	<b>TOTAL ASSETS</b>		<b>207,195</b>
	<b>CURRENT LIABILITIES</b>		
20,661	Accounts Payable	27,035	
20,661	<b>TOTAL LIABILITIES</b>		27,035
<b>176,352</b>	<b>NET ASSETS</b>		<b>180,160</b>
	<b>ACCUMULATED FUNDS</b>		
170,338	Balance Brought Forward	176,352	
6,014	Net Surplus/(Deficit)	3,808	
<b>176,352</b>	<b>TOTAL ACCUMULATED FUNDS</b>		<b>180,160</b>

Signed: \_\_\_\_\_  
Ian Cameron - Chairperson

Signed: \_\_\_\_\_  
Robin Harris - Treasurer

These statements are to be read in conjunction with the Notes to the Financial Statements and the Audit Report





## STATEMENT OF ACCOUNTING POLICIES FOR THE TWELVE MONTH PERIOD 1 JULY 2013 TO 30 JUNE 2014

### REPORTING ENTITY:

Marlborough Community Law Centre Incorporated, an incorporated society.

### STATUTORY BASE:

Incorporated Societies Act 1908

### MEASUREMENT SYSTEM:

Historical cost

### ACCOUNTING POLICIES:

- Accrual accounting is used to match expenses and revenue.
- Going Concern. Reliance is placed on the assumption that the society will continue with its present operations.
- Periodic reporting. These financial statements include transactions for the 12 month period from 1 July 2013 to 30 June 2014.
- Fixed Assets are recorded at original cost less depreciation. Depreciation has been calculated generally in line with taxation authority allowances. Assets disposed of at change of premises (August 2013) have been written out of the accounts at book value.
- Goods and Services Tax: These financial statements are prepared exclusive of GST except Accounts Receivable and Payable which are GST inclusive.
- Income Tax: No provision has been made for income tax. The society has an exemption from income tax as the Society is registered as a charity with the Charities Commission.

### CHANGES IN ACCOUNTING POLICIES:

There have been no changes in accounting policies during the twelve months covered by these financial statements. All policies have been applied on basis consistent with those used in previous years.

**CREDITORS:**

Creditors as at balance date are as follows:

	2014	2013
a. Sundry Creditors:	\$11,408	\$11,766
b. GST:	\$ 5,576	\$ 5,477
c. Holiday Pay Accrued:	<u>\$10,051</u>	<u>\$ 6,666</u>
	\$27,035	\$20,661

**CONTINGENT LIABILITIES:**

At balance date there are no known contingent liabilities (2013: Nil). Marlborough Community Law Centre Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

**CAPITAL COMMITMENTS:**

At balance date there are no significant capital commitments (2013: Nil).

**EVENTS SINCE BALANCE DATE:**

No events or transactions have occurred since balance date which would have a material effect upon the financial statements or which are of such significance as to require mention in the notes to the financial policies. There are no plans or intentions that may materially affect the current value or classification of assets and liabilities.

**AUDIT:**

These financial statements have been subject to audit, please refer to the Auditor's Report.