



### Submission Councils annual Plan 2017 – 2018

#### Community Law Marlborough.

Community Law Marlborough is focused on providing free legal support to the most needy in Marlborough. Community Law Marlborough's purpose is:

**Empowering the community to access justice by providing free legal advice to all with unmet legal needs.**

The service is for everyone in Marlborough with unmet legal needs who

- Cannot afford a lawyer
- Are not eligible for legal aid
- Experience economic, social, cultural or other barriers to accessing legal services.

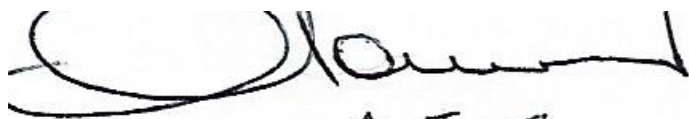
Community Law Marlborough has been servicing our community for 20 years. For 12 of these years the annual funding from the Ministry of justice has been held at \$305,284.00. Careful budgeting and management of resources has enabled the organization to operate effectively over that time and to more than meet the targets set by the Ministry. This year, however, increased costs have caused the board and management to make the difficult decision to reduce the opening hours of the Blenheim office in order to stay within budget while looking for additional funding to remedy the situation.

Compounding the issue the Kaikoura earthquake has impacted on the service by putting more pressure on staff to respond to these needs. However Community Law Marlborough is committed to providing a face to face service to the townships of south Marlborough for the foreseeable future.

To be able to continue this valuable "public good" service Community Law Marlborough presents this request for 10,000 from council towards operational costs for the current year. Note the attached budget shows a shortfall of \$11,748 on current level of service. This needs to increase to meet level of demand which is not possible without additional funding from other sources, ( we have received Rata Foundation funding to assist with earthquake recovery work that was not budgeted for).

Representatives of Community Law Marlborough would welcome the opportunity to talk to this submission and answer questions. Further information is included in the attached appendix.

Sincerely



A. T. Sowman

Chairperson

Attached. Appendix A – Programmes & Services. B Budget 2016 – 2017

## **Appendix A.**

### **MARLBOROUGH COMMUNITY LAW CENTRE- PROGRAMMES & SERVICES**

#### **What does Community Law Marlborough do?**

Within the framework of the contract from the Ministry of Justice the following programmes and activities are undertaken. The office is currently open from 9.00 am to 4.00 pm.

##### **Information**

Free legal information is available to all, usually without having to make appointments.

The people asking for information only are not considered “clients” in Ministry terms but can take up a significant amount of time. It is during this time that clients complete an information sheet which identifies whether they are eligible for free assistance.

Information provided then often leads on to other aspects of the service.

##### **Advice and Assistance**

One on one interviews with staff members to ascertain the clients’ legal problem and work out ways to address it. This is usually by empowering the client to take action themselves, once the legal processes are explained and understood. Some clients’ have multiple problems that have escalated out of control and in some cases it may require Community Law acting on their behalf. In addition a team of 17 lawyers volunteer their time at weekly clinics.

##### **Education**

Sessions ( often a series on relevant legal topics) to a variety of groups e.g College students; NGO governance seminars ( series); Maata Waaka Youth; Vulnerable childrens Team; General Public; Seddon residents; Business Management School; Iwi.

**Legal representation** – Occasionally

#### **How effective is Community Law Marlborough?**

##### **The Team**

Community Law Marlborough has a team of experienced and dedicated staff. They comprise:

Manager / mediator

Case workers

- 1 senior lawyer ( part-time)
- 1 senior lawyer ( full time)
- 1 paralegal ( part-time)

Receptionist

Finance administrator ( contract)

## **Client profile**

The service is for anyone living in Marlborough that has difficulty accessing legal advice and assistance. In practice clients are likely to fall into one or more of the following categories:

- Young people 12 -18
- Young adults 19 – 25
- Families and whanau
- One parent families
- Unemployed
- Older people (65 yrs plus)
- People with disabilities
- People with chronic health issues
- Migrants / refugees
- People who live in geographically excluded areas.

## **Outcomes**

Reports provided to the Ministry of Justice for the year ending June 2016 show that for all areas of work Community Law Marlborough has achieved results ahead of the targets set.

- Total number of client issues – 2,109
- Total number of casework clients – 1,653
- Total number of client surveys completed – 1813
- Satisfaction rating 99.7%
- Legal seminars completed – 40
- Participants in seminars – 416
- Total number of seminar surveys completed – 392
- Satisfaction rating 99.5%
- Education sessions delivered to Maori – 37%

With 99.5% to 99.7% satisfaction levels from clients who completed surveys Community Law Marlborough are justified in stating they are providing a service appreciated by the public.

## **Barriers to an effective service**

The annual funding from Ministry of Justice, pegged at the same level for 8 years, continues to decline in real terms. This translates as:

- Staff retention issues and accompanying loss of expertise
- Increased pressure to manage overheads within budgets

The Kaikoura earthquake in particular has resulted in staff having to upskill (regarding insurance issues) and spend time travelling to and from south Marlborough . The time factor is significant as it is unproductive time. However for the clients involved it is important to offer face to face contact at this time.

## Appendix B

### Income

Depreciation ( gain on sale)	\$0.00
<b>Total Income</b>	<b>\$0.00</b>

<b>Gross Profit</b>	<b>\$0.00</b>
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### Other Income

Canterbury Community Trust Donation	\$0.00
Cogs grant	\$0.00
Counter donations	\$1,000.00
Interest received	\$3,000.00
Koha	\$0.00
LSA Operating Grant	\$305,284.00
Mediation income	\$1,000.00
Pelorus Trust Grant	\$0.00
Rent received	\$0.00
Room Hire Income	\$0.00
Sundry	\$0.00
<b>Total Other Income</b>	<b>\$310,284.00</b>

### Less Operating Expenses

Accident Compensation Levy	\$1,000.00
Advertising	\$250.00
Advertising / recruitment	\$0.00
AGM expenses	\$900.00
Audit fees	\$1,950.00
Bank charges	\$150.00
Board meetings	\$5,000.00
Cleaning & laundry	\$1,000.00
Coalition Hui Expenses	\$3,000.00
COL Liason Other Expense	\$0.00
Computer / IT expense	\$1,700.00
Contracted expertise & support	\$3,745.00
Copying costs	\$4,500.00
Depreciation - loss on disposal	\$0.00
Depreciation Expense	\$7,500.00
Health & Safety	\$0.00
Insurance - Business	\$900.00
Insurance - Premises	\$3,500.00
Insurance - Professional Indemnity	\$1,900.00
Law related education - COGS grant	\$0.00
Law related education Projects	\$3,000.00
Licenses and Registrations	\$0.00
Light Power and Heating	\$3,500.00
Miscellaneous Expenses	\$1,500.00
New Office Set up	\$0.00
Newsletter	\$0.00
Office Expenses	\$0.00

Postage	\$300.00
Practising Certificate	\$1,337.00
Premises - Rent & Outgoings	\$35,000.00
Publications and Law Library	\$3,200.00
Repairs and Maintainance	\$3,500.00
Resource Material	\$0.00
Stationery	\$1,000.00
Subscriptions	\$500.00
Supervision	\$4,080.00
Telephone, Mobile, 0800	\$8,500.00
Training fees - Mandatory	\$0.00
Training Fes - Staff	\$4,920.00
Translation Services	\$0.00
Travel - Kaikoura	\$4,000.00
Travel - National	\$0.00
Travel -Other OR	\$500.00
Travel - Picton OR	\$0.00
Wages and Salaries	\$210,000.00
Website Expenses	\$200.00
<b>Total Operating Expenses</b>	<b>\$322,032.00</b>
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<b>Total Expenses</b>	<b>\$322,032.00</b>
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<b>Net Profit</b>	<b>(\$11,748.00)</b>
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