



Are You a MEMBER?

We are calling on all volunteers and supporters of the Western Suburbs legal service to become members.

It does not cost you anything! (At the Moment)

Although we have many wonderful supporters, we do not have many members. This aspect of our service is vital for our reporting requirements.

It is also important to have members of the service who share the goals and visions of our service.

Please ask for a membership form, and continue your wonderful support of our service.



DONATIONS

Over the past couple of months, the service has been attempting to improve its service and facilities by seeking donations from the community. Our mission was to obtain a DVD player, television, small oven, microwave, VCR, and a fridge with a freezer.

We were successful in obtaining some items for which we are very grateful (see below), **HOWEVER** we are still in need of some items. If you can assist, or know someone who can, we still require a **Fridge with a freezer**, a **VCR**, and a **Microwave**. Any support you can provide however, would be greatly appreciated! We would happily accept secondhand appliances in good working order.

For Free Legal Advice

30 Hall St, Newport 3015
Tel: 03 9391 2244
Fax: 03 9399 1686
Email: wsls@vicnet.net.au
www.communitylaw.org.au/westernsuburbs

Hours of opening
Monday to Thursday: 9.30am-1pm & 2-5pm

Interviews by Appointment at Night Service
Monday 7.00pm-8.30pm
Tuesday 7.00pm-8.30pm



A Big Thank You to Harvey Norman, Breville, Omega, and Coles, for their generous support of electrical goods and Vouchers.

Much Appreciated!!!

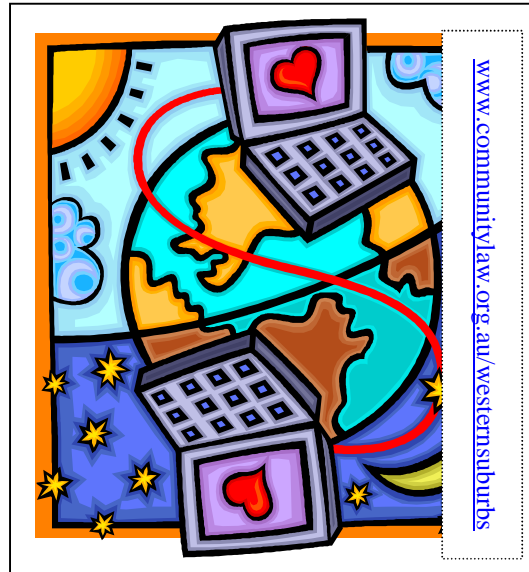


WEBSITE DEVELOPMENT

We now have our website up and running. There are still developments to be made to the site. We will soon have rosters, and more detailed information about our service, as well as events and other information.

CHECK IT OUT!!!!

www.communitylaw.org.au/westernsuburbs



Reminder for Night Service Volunteers

Rosters have been sent out until the end of August 2005. If you are unable to attend any of the nights you are rostered for, please phone the office. If you are phoning after 5pm on the day and the phone has already been switched to the answer machine ask about our **after hours number**. If you want to make any changes for the roster June – August 2005, please let us know.

There are also new client intake sheets, with a few changes that have been made. These changes were necessary to comply with our Professional Indemnity Insurance, so please ensure all information required is obtained and recorded. Ask Chamindri and Annie for assistance.

Just a reminder about giving clients a copy of the **Information sheet** which explains the service's Privacy Policy and highlights any time limits that are applicable for clients. There is a sheet with each solicitor's name on it so the client knows whom to contact. If you are unsure where the sheets are, please ask.

To ensure day staff carry out the tasks that have been discussed with clients at night service, please make sure the file notes are clear as to what role or tasks WSLS will perform. If the client is writing their own letter or doing follow up, please specify:- if we are doing it on their behalf, please make that clear and get an Authority form signed if necessary. That way, if the supervising solicitor doesn't get a chance to discuss a matter with you before the closure of night service, we can ensure no action required by us is missed.

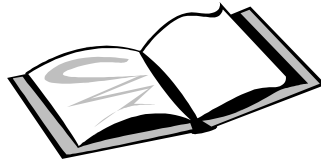
We acknowledge that many of you come straight from work and, with the 7.00pm start; you probably haven't had a chance to eat. We will have **light refreshments** for night services from now on thanks to our new appliances. Please help yourselves to tea and coffee. If there is something you think we need in the way of supplies, please let us know.

Rosters on Websites

We are developing a password protected section of the website where the roster will be posted for reference. We will keep you posted on this development.

Library Program

The Western Suburbs Legal Service in conjunction with Hobson's Bay Libraries is running a series of workshops,



KNOW ~ your rights
YOUR ~ responsibilities
RIGHTS ~ citizenship

A range of speakers will present an issues based program covering, Discrimination, Youth Rights, Family Violence and Neighbour Disputes.

Helen Yandell recently ran the *Discrimination in the community* workshop on the 19th of April, and other programs will be running throughout the year.

The Altona library is hosting a collection of pamphlets and brochures that are freely available to the public on a number of topics.

If you would like more information on the Library program, contact us here at the office, or alternatively you can contact the Hobson's Bay Libraries.

Youth Rights and Responsibilities
Wednesday 31st August
Altona Library
3:30-4:30pm

Neighbourhood Disputes
Monday 18th July
Altona Library
7:00-8:00 pm

Dealing with Family Violence
Monday 24th October
Altona Library
1:30-3:00 pm

Altona Library – 9932 1330
Newport Library – 9932 2050
Williamstown Library – 9932 4170
Altona Meadows – 9932 3020

Social Event

We are planning to hold a social event/fundraiser in the coming months. At this stage, we are thinking of a trivia night, but we are open to suggestions. If you have any ideas, or would like to help organize, please let us know.

