

APPENDIX 1

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APPENDIX 2

AGENCIES CONSULTED AS PART OF RESEARCH

- ▶ Adult Migrant English Service
- ▶ Cabramatta Community Centre – Vietnamese Youth Worker and Domestic Violence community worker
- ▶ Combined NSW Interpreting Issues Working Group
- ▶ Director of Public Prosecutions – Liverpool Office
- ▶ Ethnic Affairs Commission of NSW – Manager Language Services
- ▶ Fairfield Area Domestic Violence Support Group
- ▶ Fairfield area – local bilingual solicitor
- ▶ Fairfield Local Court – staff
- ▶ Fairfield City Migrant Interagency
- ▶ Legal Aid Commission of NSW – Fairfield Office
- ▶ Liverpool Migrant Resource Centre
- ▶ Local Courts Administration – Standards and Benchmarks Project representatives
- ▶ Non-English Speaking Women’s Housing (NESH) Fairfield
- ▶ Police Service of NSW – Ethnic Liaison Officers at Fairfield and Cabramatta Police Stations
- ▶ Probation Service of NSW – Fairfield Office
- ▶ South West Sydney Area Health Service – Health Workers from Fairfield LGA
- ▶ South West Sydney Legal Centre

APPENDIX 3

FAIRFIELD LOCAL COURT -COURT STAFF AND THEIR PRINCIPAL DUTIES

The Clerk of the Court is also the Registrar and the Chamber Magistrate. As Chamber Magistrate he provides information about legal processes and prepares legal documents for the public. As Registrar and Clerk of the Court he is in charge of all Fairfield Court staff and has administrative responsibility for the operations of the Registry. He is an authorised marriage celebrant and has authority under various Acts to decide on legal and procedural matters concerning cases at Fairfield Court. He also is responsible for liaising with the Magistrates to ensure the efficient running and cooperation between the two areas of the court house-the courtrooms and the registry.

The Assistant Clerk of the Court is responsible for the day to day operations of the general office and co-ordination of services in the courtrooms and the Registry. He is also responsible for administrative matters such as leave and staff allocations. Three senior clerks support him.

The Senior Clerks supervise staff and check work, perform on-the-job training and carry out counter and telephone duties as well as being responsible for the correspondence that goes in and out of the office. They rotate every three months in the Accounts, General Counter and Civil Claims areas.

Apart from these five senior staff, there are:

Two Court Officers who work in the courtrooms each day assisting the Magistrates, preparing court papers for court and co-ordinating the daily lists and appearances,

A Counter Clerk who assists the Senior Clerks as required and answers counter and telephone enquiries,

Two Monitors who are responsible for recording court proceedings each day, related paperwork and post-court work related to each day's court sittings,

A Clerical Officer who alternates with the Counter Clerk between the General and Civil Claims sections of the office.

A Switchboard Operator who has additional duties preparing all fine payment cards, daily warrants and outgoing mail,

A Cashier who is responsible for receipting all payments received, postal remittances and the daily financial reconciliations.

APPENDIX 5

Fairfield Court Community Access Project Presents:

A Community Information Seminar about the Local Court

31st July 1996 from 9am to 4.30pm at Fairfield Court House

PROGRAMME:

8.30am-9.00am	Registration
9.00am-9.30am	Introduction and outline of day <i>Greg Gosling (Clerk of the Local Court) and Caroline Lagos</i>
9.30am-10.30am	The Australian Legal System – an introduction <i>Gina Vizza, solicitor at SW Sydney Legal Centre</i>
10.30am-11.10am	The Business of a Local Court <i>Greg Gosling (CLC Fairfield)</i>
11.10am-11.30am	Morning tea break
11.30am-1.00pm	Who is who at Court? <i>Introduction by Mark Groom, Chamber Magistrate</i> <i>Guest speakers: Police (Don McLennon),</i> <i>Legal Aid (Mark Adams) and</i> <i>Probation Service (Helen Goldrick)</i>
1.00pm-2.00pm	Lunch Break
2.00pm-3.00pm	How to commence actions at the Local Court (criminal, debts, neighbours, family law) The role of Residential Tenancies Tribunal & Consumer Claims
3.00-3.30pm	The role of Community Justice Centres <i>Silvana Gruber from CJC Bankstown</i>
3.30pm-3.50pm	Afternoon tea break
3.50pm-4.20pm	Where to get more information – Legal Information Access Centres <i>Elizabeth Butt</i>
4.20pm-4.20pm	Evaluation and close