



General Fee Policy

Key principles

1. Working in partnership with the state and territory associations of community legal centres, Community Legal Centres Australia seeks to operate as an effective and sustainable national peak body for the benefit of all centres that are full or associate members of those Associations.
2. While CLCs Australia will accept funds from other sources where it considers it appropriate, CLCs Australia requires an independent, recurrent source of funds to provide its services and resources for centres including lobbying and negotiating on behalf of the sector, and undertaking social justice campaigns and advocacy, in collaboration with Centres and on its own.
3. CLCs Australia fees should be charged on a fair, consistent and equitable basis, regardless of the source of income of a centre.
4. CLCs Australia will from time to time need to adjust its income based on current circumstances.
5. CLCs Australia needs to provide strong value to centres and its members, the state and territory associations of community legal centres, and effectively communicate this to the whole sector.

Policy and procedure

6. CLCs Australia will charge a fixed percentage of a centre's total audited income (however so described) in the previous financial year (thus, the 2023-2024 fee is based on the total income for 2022-2023) as an annual fee ('the General Fee'). This will be the most recent year for which the centres has audited financial statements.
7. The centre's total income (or revenue) includes income from all sources, such as government funding from state and Commonwealth sources, fees paid to the centre and donations. The CLCs Australia Board may from time to time choose to exclude additional one-off funding provided to the sector; CLCs Australia will advise centres as part of the assessment process when this is the case.
8. When considering a centre's income for determination of the General Fee, funding received by that centre for distribution or payment to another centre will not be taken into account in the first recipient's income.
9. CLCs Australia will set a minimum and a maximum General Fee. This will be reviewed periodically.
10. Where CLCs Australia is satisfied that a centre operates as a distinct and separate program of a larger auspicing agency, CLCs Australia will charge the General Fee based on the total income of that program (i.e., the entity operating as a legal service), rather than requiring the auspicing agency to pay on the basis of its total income, even

though it may be the legal entity and member of the relevant state or territory association.

11. Where an auspiced centre is unable to provide details of income separate and identifiable to it, the centre should provide details of the costs/expenses of running the service. The General Fee will be calculated on the basis of those costs. Such costs would usually include total salaries paid to workers involved in providing or supporting the provision of the centre's services, and related salary oncosts, and any identifiable operating costs of the service. Where the cost is not additional in running the centre service the costs to be considered must directly relate to running the service.
12. CLCs Australia will provide a General Fee self-assessment form to centres in October each year. Centres will self-assess their General Fee and return the completed form, a copy of their audited financial statements for the preceding financial year to confirm their total income and payment to CLCs Australia by 30 November of the relevant year.
13. Where a centre wishes to apply for a fee waiver for all or part of the General Fee, the process and policy to be applied is as set out in the CLCs Australia Fee Waiver Policy.

Full member centre General Fee calculation

	From 1 July 2023
General Fee	0.5% of the centre's total audited income in the preceding financial year
Minimum General Fee	\$500
Maximum General Fee	\$6000

Associate member centre General Fee calculation

	From 1 July 2023
General Fee	0.25% of the centre's total audited income in the preceding financial year
Minimum General Fee	\$250
Maximum General Fee	\$3000

Relevant CLCs Australia documents	CLCs Australia Fee Waiver Policy CLCs Australia Fees FAQ
Authorised	CLCs Australia Board
Version history	<p>Approved by MC July 2011</p> <p>Amended by MC 14 June 2012 to include para about supporters/friends</p> <p>Amended by MC 22 July 2013 with max. General Fee increased from \$6000 to \$6100</p> <p>Amended by Board 23 August 2015 with max. General Fee increased to \$6200</p> <p>Amended by Board 6 September 2016 with max. General Fee increased to \$6400</p> <p>Amended by Board 30 May 2019 with max. General Fee increased to \$15 000 for collection in 2019-20 and \$20 000 for collections commencing from 1 July 2020.</p> <p>Amended by Board 24 October 2019, after considering input from sector, with max. General Fee set at \$9600 for 2019-20 and beyond</p> <p>Amended by Board October 2023 with maximum General Fee at \$6000, minimum at \$500 and removal of the 'Auspiced Fee'</p>
Current version approved	24 October 2023
Responsible person	CEO or their delegate