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Australian Institute of Aboriginal and Torres Strait Islander Studies Library

Records of the Aboriginal Legal Service of Western Australia (Inc.)

MS 4020

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COLLECTION SUMMARY

Creator:	Aboriginal Legal Service of Western Australia (Inc.)
Title:	Records of the Aboriginal Legal Service of Western Australia (Inc.)
Collection no:	MS 4020
Date range:	1974-1984
Extent:	0.36 metres (3 boxes)
Repository	Australian Institute of Aboriginal and Torres Strait Islander Studies

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CULTURAL SENSITIVITY STATEMENT

It is a condition of use of this finding aid, and of the collection described in it, that users ensure that any use of the information contained in it is sympathetic to the views and sensitivities of relevant Aboriginal and Torres Strait Islander peoples. This includes:

Language

Users are warned that this finding aid may contain words and descriptions which may be culturally sensitive and which might not normally be used in certain public or community contexts. Terms and descriptions which reflect the author's attitude, or that of the period in which the manuscript was written, and which may be considered inappropriate today in some circumstances, may also be used.

Deceased persons

Users of this finding aid should be aware that, in some Aboriginal and Torres Strait Islander Communities, seeing images of deceased persons in photographs, film and books or hearing them in recordings etc. may cause sadness or distress and, in some cases, offend against strongly held cultural prohibitions.

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ACCESS TO COLLECTION

Materials listed in this finding aid may be subject to access conditions imposed by Indigenous communities and/or depositors. Users are advised that access to some materials may be subject to these terms and conditions which the Institute is required to maintain.

Access and use conditions

Library Director's permission required for reading, copying and quotation for most of the collection.

Exceptions

Closed access, copying and quotation for six documents from Series 1 which are held in

folders 3 & 5; Series 4, Items 29, 42, 55, 64, 67b and 71, Series 6 and Series 9, Item 10. These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records. **They are not available for reading, copying or quotation.**

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Copying and quotation

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Preferred citation

Items from this collection should be cited as [Title or description of manuscript item], Records of the Aboriginal Legal Service of Western Australia (Inc.), Australian Institute of Aboriginal and Torres Strait Islander Studies, MS 4020, Series [no.], Folder or Item [no.]

Inter-Library Loan

Manuscripts are not available on Inter-Library loan.

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COLLECTION OVERVIEW

Scope and content note

This series contains the records of the Executive Committee of the [Aboriginal Legal Service of Western Australia Inc. \(ALSWA\)](#). It includes correspondence, papers relating to the Service's constitution, reports of the Accountant, the Social Worker, the Field and Principal Legal Officers, and the Office Manager, financial reports, minutes of Executive Committee meetings, and other records dating from 1974, the year before the service was incorporated, to 1984.

There are major gaps in this collection of records. However, some further records can also be found in the Records of the Aboriginal Legal Service of Western Australia held at [MS 1043](#) which were donated to the Library by John R. Huelin, ALSWA, in 1979

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Provenance

The collection was deposited in the AIATSIS Library by the Aboriginal Legal Service of Western Australia (Inc.)

Material separated from collection

Records on thermal photocopying paper have been copied for preservation. The quality of these photocopies reflects the quality of the original copy. The originals have not been retained.

Arrangement of collection

The Library has imposed a series arrangement on this collection. The records within each series have been kept in the order in which they were received.

Related material

Records of the Aboriginal Legal Service of Western Australia are also held at [MS 1043](#).

For a complete listing of works by and about the Aboriginal Legal Service of Western Australia (Inc.), held by the Library, and for other related material consult [Mura®, the AIATSIS catalogue](#).

Records for 1973-1988 are also held by the State Library of Western Australia at MN 2024.

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BACKGROUND NOTE

The [Aboriginal Legal Service of Western Australia Inc. \(ALSWA\)](#) is one of the longest running community based Aboriginal and Torres Strait Islander legal aid services in Australia. As well as its head office in Perth, it has 17 offices in country locations throughout Western Australia. Elected Aboriginal community representatives govern ALSWA through an Executive Committee which meets four times a year.

ALSWA had its origins in the Justice Committee of the New Era Aboriginal Fellowship, at a time when there were very minimal legal services in Western Australia meeting the needs of Aboriginal Western Australians. The Justice Committee set up a voluntary advisory legal aid service in Perth in the early 1970s, operating out of rooms in the Aboriginal Advancement Council Building in Perth.

An increase in Commonwealth government funding enabled the Aboriginal Legal Service to open an office with full time staff in May 1973. The ALSWA was incorporated in January 1975. In the first three years of operation, ALSWA established regional offices in Narrogin, Port Headland, Kalgoorlie, Kununurra, Carnarvon and Laverton to provide legal aid services to Aboriginal Western Australians living in country areas. By 1978 the ALSWA was effectively a statewide organisation, with further offices in Derby, Broome and Geraldton, and Honorary Field Officers based in Meekatharra, Pinjarra, Onslow, Roebourne and Medina.

Reference:

Aboriginal Legal Service of Western Australia (Inc.) web site. Viewed November 2007
<<http://www.als.org.au/>>

Information from Fiona Skyring, ALSWA, email 23 May 2008. Copy held in Registry file 07/105.

SERIES DESCRIPTIONS

Series 1 Correspondence, 1975-84

This series contains ALSWA correspondence. It covers a variety of aspects of the work of ALSWA, such as relationships between the police and members of the Western Australian Aboriginal community, juvenile delinquency in Roebourne, financial and operational matters, relationships with the Commonwealth Department of Aboriginal Affairs and the Kay report into the Western Australian Electoral Act.

Correspondents include Jim Berg, A.M. Bottrill, Robert Bropho, J.P. Carr, N[orma] G. Crump, Lloyd Davies, D.M. Feldman, J. Foley, David Hay, F.E. Gare, D.T. Gunter, T. Hart, I. Horrocks, J[ohn] R. Huelin, Ken Colbung, L. Komorowski, W. [Bill] Mallard, G[raham] L. McDonald, Warren McDonald, L.R. Menton, J. Morrisson, P.J. Mugliston, A[lan] W. Newton, G.P. O'Brien, T. Passmore, Mary Paul, Neil A. Phillips, C.I. Richards, Tom Stephens, R. I. (Ian) Viner, D.J. Williams, C[edric] M. Wyatt, and P[eter] Yu.

Library Director's permission required for reading, copying and quotation.

Exceptions: Closed access, copying and quotation for Series 1, Folders 3 & 5. These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records. **They are not available for reading, copying or quotation.**

Folder

- 1 List of correspondence held in this series. The list was received with the collection
- 2-3 1975-77. Includes a draft request from Aboriginal staff and executive members of the Aboriginal Legal Service for a special hearing concerning relationships between police and members of the Aboriginal community in Western Australia (14 January 1975); 'Draft operation guidelines of Aboriginal Legal Services' with covering letter from Jim Berg, Executive Officer to ALSWA President (29 December 1976); 'Submission to the Minister with regard to the Department of Aboriginal Affairs and the Aboriginal Legal Service of Western Australia (Inc.)' (November 1977); 'letter to Ken Colbung of July 11 1977 relating to the Committee on Aboriginal/Police Relations and 'Special Cabinet Committee on Aboriginal/Police Relations notes for meeting 18th July 1977'. Also 'Copies of correspondence with the Minister and Department of Aboriginal Affairs re finance, statistics, re-organisation and continuation of Social Worker' (November 1977).
- One letter from J.R. Huelin to Ken Colbung, dated 22 May 1978, which appears in the list received with the collection, was missing at the time these papers were sorted.
- [**Closed access, copying and quotation** for three letters These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records]
- 4-5 1978-84. . [**Closed access, copying and quotation** for three letters. These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records]

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Series 2 Constitution

Item

- 0 List of contents of this series. The list was received with collection
- 1 Aboriginal Legal Services of Australia Charter – principles of the organization. No date
- 2 'Aboriginal Legal Service of W.A. (Inc.), Document "B", Constitution – notes', 1976
- 3 Letter to members from J.R. Huelin, President, with attached copy of proposed amendments to the constitution, 11 November 1976
- 4 'The Constitution of the Aboriginal Legal Service of Western Australia (Inc.). Annotated. No date
- 5 'Draft Aboriginal Legal Service of Western Australia (Inc.) constitution. Annotated. No date

Series 3 Annual General Meeting, 1975-79 – Minutes

This series contains the Minutes of a small number of early Annual General Meetings.

Item

- 0 List of contents of this series. The list was received with collection
- 1 First, 20th May 1975
- 2 28th November, 1978
- 3 1978
- 4 1979

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Series 4 Executive Committee, 1974-84

This series contains financial reports, agendas and minutes of Executive Committee meetings, reports of the Office Manager, the Social Worker, the Principal Legal Officer, the Accountant and the Executive Field Officer, staff schedule, announcements and other papers.

Library Director's permission required for reading, copying and quotation.

Exceptions: Closed access, copying and quotation for Items 29, 42, 55, 64, 67b and 71. These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records. **They are not available for reading, copying or quotation.**

Item

- 1 List of contents of series. [The numbering of items in this series varies from the numbers given to items in the contents list as some items added to the original contents list were not numbered and several items were not listed]
- 2 Statement of receipts and payments for the year ended 30 June 1974

Item

- 3 Accountant's report for Committee meeting, 14 May 1975
- 4-5 Minutes of Executive Committee meeting, 12 June and 18 June 1975
- 6 Staff schedule, 20 June 1975
- 7 Minutes of Executive Committee meeting 30 July 1975
- 8 Officer Manager's report to Committee, 11 August 1975, including expenditure year ended 30 June 1975
- 9 Statement of expenditure for year ended 30 June 1975, with comparison to budget
- 10 Agenda for Executive Committee meeting 22 October 1975
- 11 Minutes of Executive Committee, 26th May 1976 including Social Workers report to Committee 26 May 1976, 'Financial report to Committee 14/6/76, operating account for the eleven month period 1st July 1975 – 31st May 1976' and duty statement for Field Officers (2 copies)
- 12 Report of Social Worker to Committee 14 June 1976
- 13 Principal Legal Officer's report 5 July 1976, including 'Aboriginal legal aid in Western Australia', April 1976
- 14-17 Memo to Country Field Officers from Executive Field Officer, 5 May and 7 May 1976 and to all Field Officers 5 May and 7 May 1976
- 18 Office Manager's report to Committee, 2nd August 1976
- 19 Executive Field Officer's report, 2 August 1976
- 20 Minutes of Executive Committee meeting 4 October
- 21 Operating expenditure for period 1 July 1976 to 30 September 1976
- 22 'Report of Social Worker of work visit to Carnarvon Branch Office - Monday 10.5.76 – Wednesday 12.5.76'
- 23 Minutes of Executive Committee meeting 11 October 1976
- 24 Minutes of Special Executive Meeting 20 October 1976 regarding appointment of Perth and Meekatharra Field Officers
- 25 Report of Social Worker to Committee 1 November 1976
- 26 'Report of Social Worker's visit to Laverton, Tuesday 22.2.'77 to Saturday 26.2.'77'
- 27 'Social Worker's report to Committee 14.3.'77, report to cover period 8.2.'77 to 14.3.'77'
- 28 Notice for Executive meeting 18 April 1977
- 29 Agenda and Minutes of meeting of Executive Committee 15 August 1977. [**Closed access, copying and quotation.** These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records]
- 30 Agenda for Executive meeting 11 October 1977
- 31 Office Manager's report to Treasurer for year ended 30 June 1976
- 32 Statement of expenditure for 1 July to 31 July 1977
- 33 Notice of Executive Committee meeting 13 March 1978
- 34 Minutes of Executive Committee meeting, 11 December 1978
- 35 Statement of expenditure (with budget comparison) for six months ended 31 December 1978

Item

- 36 1978/79 budget
- 37 Report of Social Worker to Committee 8 January 1979
- 38 Executive Field Officer's report 8 January 1979
- 39 Notice of meeting 9 April 1979, with Minutes of Special Executive Committee meeting 26 March 1979 enclosed
- 40 Financial report for year ended 30 June 1979
- 41 1979/80 budget submission
- 42 Executive Field Officer's report of visit to Geraldton, Carnarvon, Port Hedland and Derby from 21 August to 11 September 1979. [**Closed access, copying and quotation.** This document has been closed as they may identify individual ALSWA clients and confidential information relating to them, or it contains information about ALSWA personnel records]
- 43 Statement of cash at bank 30 September 1979. Quarterly return draft
- 44 Draft minutes of Executive Committee meeting 22 October 1979
- 45 Minutes of Executive Committee meeting, 7 December 1979
- 46 Notice of Executive meeting 8 January 1980
- 47 Minutes of Executive Committee meeting 15 April 1980
- 48 Agenda, Executive Committee meeting 13 May 1980
- 49 Forward estimate for year ended 30 June 1981
- 50 'Proposed budget (ongoing operations) for year ended 30th June 1981 (incorporating proposed salary revisions)'
- 51 Call for nominations to Committee positions by close of business 26 October 1982
- 52 Notice, with agenda, for Executive Committee meeting 7 December 1982
- 53 Letter regarding meeting 19 April 1983 after meeting of 12 April 1983 cancelled for lack of quorum, with enclosed agenda
- 54 Funds statement for year to 30 June 1983 (pre-audit)
- 55 Minutes of Committee meeting 24 November 1983. [**Closed access, copying and quotation.** This document has been closed as it may identify individual ALSWA clients and confidential information relating to them, or it contains information about ALSWA personnel records]
- 56 Minutes of Committee meeting 20 January 1984.
- 57 Memo to Committee regarding Narrogin feud
- 58 Funds statement 29 February 1984
- 59 'Possible saleable assets at 143 Edward Street' to Committee from Ian Horrocks. 16 February 1984
- 60 Memo to Ken Culbong [sic] from Stephen MacLiver, Principal Legal Officer, regarding Committee meeting of 6 March 1984
- 61 Grants-in-Aid 1983/84 draft estimates
- 62 Expenditure, July 1983 to 31st January 1984. Left hand corner and part of side missing
- 63 Expenditure with budget comparison for year end 30th June 1983

Item

- 64 Minutes of Committee meeting held on the 6 March 1984. [**Closed access, copying and quotation.** This document has been closed as it may identify individual ALSWA clients and confidential information relating to them, or it contains information about ALSWA personnel records]
- 65 Agenda, Executive meeting 3 April 1984
- 66 Memo of 16 May 1984 regarding Committee meeting arrangements
- 67a Inaugural meeting A.L.S. Committee 15 June 1984, pp. 1-8, part of page 9 [Pages 9-23 are closed **as they contain references to staff dismissals**]
- 67b Inaugural meeting A.L.S. Committee 15 June 1984, pp. 9-23 [**Closed access, copying and quotation as they contain references to staff dismissals**]
- 68 Agenda, August Committee meeting 1984
- 69 Memo regarding Agenda, August/September Committee meeting, 1984
- 70 Notice of Committee meeting on 23 August [1984?]
- 71 Minutes of second meeting of A.L.S. Executive Committee, 23rd and 24th August 1984 [**Closed access.** This document has been closed as it may identify individual ALSWA clients and confidential information relating to them, or it contains information about ALSWA personnel records]
- 72 Receipts, July 1 1984
- 73 Memo to Committee members from Ian Horrocks regarding Executive Officer position, 9 November 1984
- 74 Memo regarding dates of third Committee meeting from Ian Horrocks, Minutes Secretary, December 1984
- 75 Minutes of Executive Committee meeting 6th and 7th December 1984
- 76 Address to Aboriginal Legal Service Field Officers Conference on 26 June 1984
- 77 Memo to Committee Members from Ian Horrocks regarding second meeting minutes and future meeting dates, 19 December 1984

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Series 5 Justice Committee, 1974

Item

- 0 List of contents of this series. The list was received with collection. Photocopy
- 1 Agenda for meeting on 22 August 1974
- 2 Co-ordinator's report to Justice Committee, 22 August 1974
- 3 Agenda for meeting on 19 September 1974
- 4 Agenda for meeting on 24 October 1974 and Minutes of Justice Committee meeting 19 September 1974

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Series 6 Complaints Committee, 1984

Minutes of Complaints Committee meeting, 26 July 1984 and memo from one of the Service's Officers regarding allegations made about him at the meeting.

Closed access, copying and quotation. These documents have been closed as they may identify individual ALSWA clients and confidential information relating to them, or they contain information about ALSWA personnel records. **They are not available for reading, copying or quotation.**

1 folder

Series 7 Special Cabinet Committee on Aboriginal Police Relations, 1978

Correspondence and notes for a meeting of this Committee can also be found in [Series 1, Item 2](#).

Item

- 0 List of contents of this series. The list was received with collection. Photocopy
- 1 Notice to members of meeting 19 April 1978
- 2 Detailed schedule for members for visit to Kimberleys, 12 to 14 June 1978
- 3 Minutes of meeting held at Premier's Department 20 September 1978

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Series 8 Reports and papers, 1974-80

Item

- 0 List of contents of this series. The list was received with collection
- 1 'Aboriginal Legal Service of Western Australia: background paper', by J.R. Huelin, Co-Ordinator of the Aboriginal Legal Service of Western Australia, for the Centre for Research into Aboriginal Affairs Research Seminar on Aboriginals and the Law, Monash University, July 1974. [Also held by Library at PMS 2092]
- 2 'Aboriginal Legal Service of Western Australia', by N.A. Phillips, Administrative Officer 1st August, 1974; report on Monash University Seminar, 13-16 July 1974 by N.A. Phillips, Administrative Officer, 22 July 1974 (2 copies); and Notice that a committee has been set up composed of various nominees from Aboriginal organisations as a result of complaints of past discrimination at hotels, 22 July 1975
- 3 Statement of duties – Field Officers
- 4 'Notes for a delegation to the Minister for Police on Monday the 31st May 1976 at 11am'
- 5 'Programming guidelines for regional offices' discussion draft 14 October 1976
- 6 Summary of opening address by R. I. Viner, Minister of Aboriginal Affairs, Aboriginal Legal Services Conference, 14-15 October 1976

Item

- 7-8 Aboriginal Legal Service Seminar, Conference Room, Commonwealth Centre, 21st July, 1977 and 22 July 1977, transcripts by Verbatim Reporters, Supreme Court, Perth, W.A.
- 9 'Submission to the Minister with regard to the Department of Aboriginal Affairs and the Aboriginal Legal Service of Western Australia (Inc.)', by Principal Legal Officer, November 1977. Edited
- 10 'Reasons why a social worker is required as a full-time permanent staff member of the Aboriginal Legal Service in Western Australia', by Ronda Johns (Former Social Worker, A.L.S.), April 1979
- 11 'Draft submission: special needs and demands of Aboriginals for legal aid,' by Ian Horrocks, Training Officer, Aboriginal Legal Service, 18 December 1979
- 12 [Report of Aboriginal Legal Service delegation to 1980 meeting of the UN Sub-Commission on the Prevention of Discrimination and the Protection of Minorities, Geneva, 30 August 1980]

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Series 9 Other records

The records in this series are undated.

Library Director's permission required for reading, copying and quotation.

Exception: Item 10 is closed access, reading copying and quotation. This document has been closed as it may identify individual ALSWA clients and confidential information relating to them, or it contains information about ALSWA personnel records. **They are not available for reading, copying or quotation.**

Item

- 0 List of contents of this series. The list was received with collection. Photocopy
- 1 'Executive Officer – areas of responsibility'
- 2 'Officer Manager – areas of responsibility'
- 3 'Principal Legal Officer – areas of responsibility'
- 4 'Aboriginal Legal Aid Services National Secretariat constitution'
- 5 'Report of Principal Legal Officer'
- 6 'Report to the Committee [by] Principal Legal Officer'
- 7 'Aboriginal Legal Service of Western Australia'
- 8 'After hours phone coverage by Field Officers'
- 9 'Extent of operations in Western Australia'
- 10 List with names, addresses, age, marital status, qualifications, experience and special comments. Possibly a list of job applications. '1976' on attached Postit sticker **[Closed access, copying and quotation.** This document has been closed as it may identify individual ALSWA clients and confidential information relating to them, or it contains information about ALSWA personnel records]
- 11 Administrative Officers report to the Salaries and Conditions Sub-Committee

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BOX LIST

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	4	1
	5	3
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	29	3
	30-41	1
	42	3
	43-54	1
	55	3
	56-63	1
	64	3
	65-67a	1
	67b	3
	68-70	1
	71	3
	72-77	1

Series	Folder/Item	Box
5		1
6		3
7		1
8		2
9	0-9	2
9	10	3
9	11	2

Finding aid compiled by J. Churches, June 2008

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