

# Annual Report

2018



Southern &  
Limestone Coast  
Community  
Justice Centre



## Southern & Limestone Coast Community Justice Centres

### Southern Community Justice Centre

40 Beach Road  
Christies Beach SA 5165

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### Limestone Coast Community Justice Centre

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Mt Gambier SA 5290

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# Human Resources

## Board of Management

### Executive

- Tom Kelsey, Chairperson (ceased 26/08/2017)
- Michael Donald, Deputy Chairperson, Secretary, Chairperson from 16/11/2018
- Ross Savvas, Treasurer

### General Members

- Anne Williams
- Brenda Rolls (ceased 26/08/2017)
- Julie-Ann Simkin
- Rene Earles
- Catherine McMorrine, Executive Director
- Barbara Wendland, Staff Elected Board Member

**We wish to thank Relationships Australia SA for providing office space at their Marion site to hold our monthly Board Meetings.**

### Executive

- Catherine McMorrine  
Executive Director/Principal Solicitor  
Responsible for overseeing the effective operation, advancement and development of the organisation, reports, tenders, strategic planning, financial expenditure, human and capital resources as well as overseeing and supervising Solicitors.

### Legal Personnel

- Catherine McMorrine, Principal Solicitor
- Kirsten Poetsch, Solicitor
- Tim Harris, Solicitor
- Lorolee Towler (ceased 17/07/2017)
- Chaye Edwards, Solicitor
- Natalia Kasprzyk, Solicitor (commenced 15/01/2018)
- Richard Olson, Solicitor (commenced 11/12/2017)
- Fei Su, Solicitor (commenced 18/09/2017)
- Katherine Davies, Solicitor (commenced 12/02/2018)
- Tracy Jensen, Child Support Paralegal (ceased 13/07/2017)

### Administration Personnel

- Quenby Purdie, Finance Officer
- Barbara Wendland, Office Administrator

### Head Office – Christies Beach

- Michelle Leddra, Intake Officer
- Tahlia Ferreira, Intake Officer (commenced 24/01/2018)

### Regional Office – Mount Gambier

- Sandra Becham – Intake Officer (commenced 28/08/2017)
- Simone Silva – Intake Officer (commenced 24/01/2018)

**We wish to thank the following Solicitors/Barristers for their assistance this year.**

- Vanessa Lindsay
- David Fabbro
- David Childs
- Mark Taylor
- Ross Colthorpe



# Chairperson's Report

As I reflect on the last year and try and summarise what has occurred I can say it has been a tumultuous year of opportunity, dedicated hard work, expectation and finally tinged with deep sorrow. It is also the last year that I will have the opportunity and pleasure of presenting this year's report on behalf of the Southern Community Justice Centre (SCJC) Incorporated.

In our first year of operation under new Commonwealth and State Funding we have 'bedded' in our operations in our expanded geographical area and welcomed new staff who have joined us in being able to offer the same dedication and commitment to providing quality community legal services to a large proportion of the State's population who would otherwise have great difficulty accessing professional legal assistance for a variety of needs.

The great strides we have made in this year have only been possible because of the dedicated hard work of Catherine McMorrine as our Executive Director and the rest of the legal and administrative team, who have risen to the great challenges we faced and performed admirably in achieving our successes over the year.

Thanks also to the continued efforts and contribution of our fellow Board members who have shown dedication and commitment to help navigate the SCJC through these difficult times and provide the professional Governance that gives the SCJC such a well-deserved reputation for being one of the forerunners in providing quality community legal services.

It was also a year of great sorrow as we mourned the passing of one of our Board members, Brenda Rolls. Brenda had been a long serving and tireless Board member who we remember fondly for her sage advice and counsel and her warm and pleasant personality. Even though Brenda suffered through bouts of ill health, she continued to be a stalwart member of the Board until just a few months prior to her passing. I know I speak on behalf of the Board members and staff when I say we shall miss Brenda and we are saddened at her passing.

This year also marks the end of the Southern Community Justice Centre Incorporated as we transfer our operations and staff to the new Community Justice Services SA Ltd. This entity is being established as the best way forward in being able to manage and expand the services provided to the vulnerable and disadvantaged members of our community.

I commend to you the final annual report of the Southern Community Justice Centre Incorporated and look forward to a long and prosperous future of the Community Justice Services SA Ltd.

**Michael Donald**

Chairperson

# Executive Director's Report



Mt Gambier staff



Our new Mt Gambier office



Information session at Berri

The previous two years have had significant challenges for Community Legal Centres in SA with major changes being implemented impacting the work being undertaken by Southern Community Justice Centre (SCJC) this past year.

I am very grateful and privileged to be working with a fantastic team and Board of Management that have made possible some amazing achievements during the last 12 months.

Since 1 July 2017 SCJC has expanded services to the South East and Riverland regions as well as continued to service the south of Adelaide and Fleurieu Peninsula areas. We have established a new regional office, Limestone Coast Community Justice Centre and welcomed new staff to both services. We have also increased our outreach programs by adding 10 new locations across all regions within our catchment areas.

Servicing new regional areas has had its challenges with limited funding and resources but we are very appreciative to the welcoming communities that have supported our new services and local organisations that have provided outreach locations, promoted services, collaborated in joint projects and referred clients.

During this time our lawyers and intake staff have continued to prioritise the community having provided over 1860 clients with a service throughout all our regions. From this group of clients over 81% were experiencing financial disadvantage including over 32% identifying as experiencing some form of family violence. 27% of clients that accessed our services also disclosed being impacted by mental illness.



Limestone Coast Community Justice Centre banner

Legal staff delivered over 2015 advices and over 3740 services on a range of legal issues including family law matters relating to parenting disputes, property settlements, divorce and child support. Criminal matters relating to theft, traffic offences, assault and drink driving offences. As well as civil disputes involving motor vehicle accident property damage, debt recovery, contracts, both domestic and non-domestic intervention orders.

I would like to take this opportunity to also thank our amazing volunteer law students and volunteer solicitors that provided over 1816 hours of assistance to our service this year. This is an invaluable contribution and an essential component of our service delivery this year.

Another essential component to our service deliver is ensuring we maintain and develop key partnerships/collaborations with local organisations that help to support our client's needs. In particular our ongoing partnerships with Family Relationship Centre Noarlunga, Onkaparinga Collaborative Approach and Southern Domestic Violence Action Group. As well as our new partnerships with AC Care Berri, Relationships Australia SA Berri, Limestone Coast Violence Against Women Collaboration and Limestone Coast Community Services Roundtable.

I also would like to acknowledge our ongoing collaboration with all SA Community Legal Centres in ensuring our communities are always prioritised in delivering services to those most in need.

**Catherine McMorris**

## The Year at a Glance

### Region 2

#### GENERALIST



**1009**

Legal Advice



**139**

Representation

#### COMMONWEALTH FAMILY LAW FAMILY VIOLENCE

**58**

Legal Advice

**10**

Representation

### Region 5

#### GENERALIST



**859**

Legal Advice



**161**

Representation

#### COMMONWEALTH FAMILY LAW FAMILY VIOLENCE

**92**

Legal Advice

**22**

Representation

## Clients



**591**

clients indicated  
family violence



**501**

clients indicating having  
a disability



**24**

clients are or at  
risk of homelessness

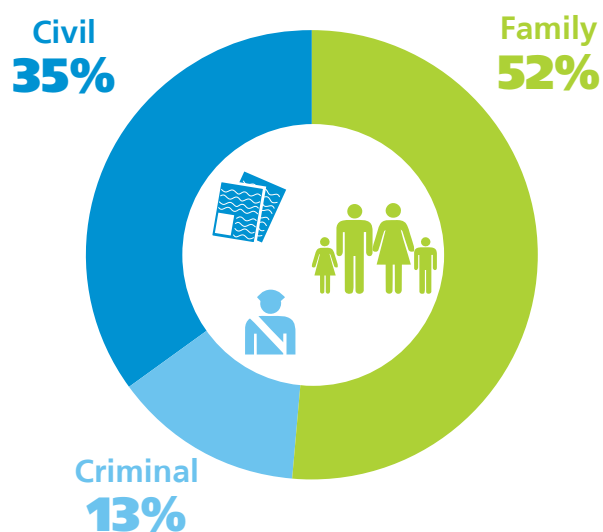


**1209**

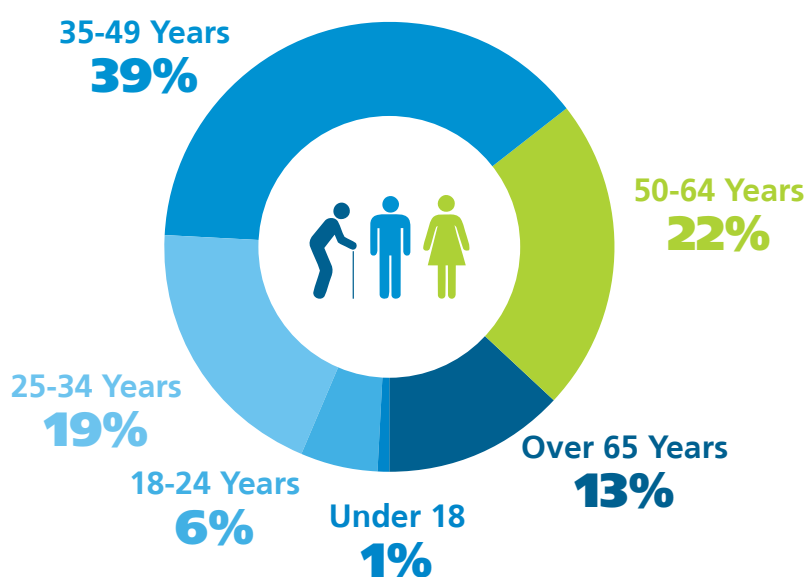
have low or no income



## Areas of Law



## Age of Clients



**247**

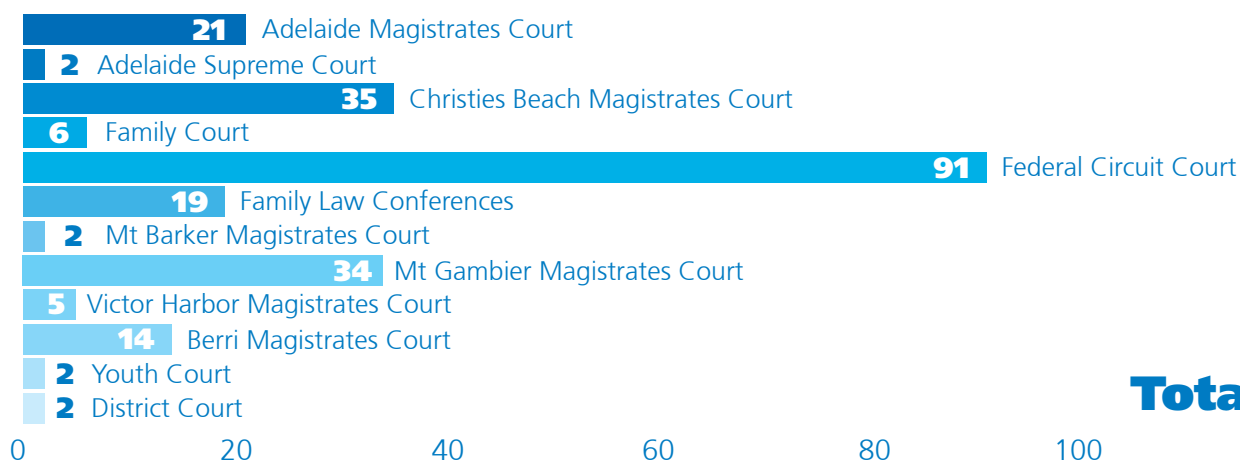
Outer regional and remote clients



**1209**

Experiencing financial disadvantage

## Court Attendances



**Total: 233**



## Case Study 1 - Region 2

We acted for Jarrad in a family law matter concerning child contact. Jarrad sought our assistance in 2017 in circumstances where the mother had acted to unilaterally stop his time with their 4 year old son.

This led to Jarrad not having any contact with his son for 12 months following their separation. During that time Jarrad attempted to negotiate directly with the mother and initiated Family Dispute Resolution, which did not resolve the matter.

We wrote to the mother seeking the resumption of time between the child and Jarrad. The mother did not allege any risk of harm or safety issues to explain why she was refusing to permit time between the child and Jarrad.

The mother engaged a legal representative and, pursuant to negotiations, the parties agreed to commence fortnightly visits at a child contact service. Following conclusion of time at the Children Contact Centre a family law conference was scheduled at the Legal Services Commission. At the conference we were able to successfully negotiate regular time every weekend between the father and child which agreement was recorded in a parenting plan signed and dated by the parties. The client was grateful for our assistance in re-establishing contact with his son.



## Case Study 2 - Region 2

In this matter we assisted our client, Sally, to respond to the father's application to the Federal Circuit Court seeking Parenting Orders.

Sally was a full time parent and her sole income was comprised of Centrelink Parenting Payments. She had the sole care of the three children of the relationship, one who was pre-school age, after fleeing violence in the former family home perpetrated by the father.

The father initiated proceedings in mid-2017, seeking Parenting Orders to spend time and communicate with the three children.

The matter involved extensive and significant allegations of high level family violence perpetrated over a long period by the father against Sally and the children of the marriage. At the time of his application, the father had not been in contact with Sally or the children since January 2016, when Families SA intervened. An Intervention Order was put in place in January 2016 with Sally and all children of the marriage recorded as protected persons.

The Father was subject to home detention when he filed the family law proceedings. The father was a defendant in criminal proceedings in the District Court for offences relating to the violence against Sally and the eldest of the parties' children. The father ultimately entered guilty pleas to those charges.

Due to the father's extensive history of high level family violence against Sally and the children, together with the Father's background of alcohol abuse and mental health issues, Sally did not consider that the children could safely spend any time or communicate at all with the father.

Sally held serious concerns for the welfare of the children if the children were to resume spending time with the father, which was supported by the Department of Child Protection.

We assisted our client to put her concerns to the court. As the matter progressed, and with the assistance of the Family Consultant's report that the children spend no time with the father, the parties agreed to sign consent orders in terms which did not permit time or communication between the father and children.



## Case Study 3 - Region 5

In this matter we acted for a single mother, Kate, whose sole source of income was comprised of Centrelink payments. In 2017, Kate had been employed as a Motel Reservation Supervisor at one of Adelaide's Motels.

Kate had suspected that she had been underpaid by the employer during her period of employment. She had discussed the matter with human resources, however, they refused to acknowledge any underpayment, and would not entertain her requests to investigate.

We assisted Kate to obtain her payslips for the relevant period and conducted a review of the information together with relevant Industry Awards and Enterprise Agreements. It became clear that Kate had been systematically underpaid over a period of 18 months. With the benefit of an Accountant's summary of actual payments vs base rate under the Enterprise Agreement, we were able to commence negotiations with the schools legal representative.

Following several months of negotiations, we successfully negotiated a cash settlement sum exceeding \$35,000 for underpayment of wages. This sum was of great assistance to Kate who was experiencing financial hardship.



## Case Study 4 - Region 5

In 2017 we assisted an elderly couple John and his wife Joan who had a private rental which was leased from Joan's cousin. After approximately 4 years of tenancy John and Joan vacated the premises. The Landlord hired an agent to prepare the property for sale.

The Landlord issued proceedings through SACAT and was seeking approximately \$3699 in payment for the work she alleged was needed to be done to the property after the clients left the property. This amount was double the bond which was being held by the landlord.

We assisted John and Joan to draft their responding documents to be filed with SACAT. The Client was prepared to release the amount of the bond to the landlord but disputed any further payment. The client forwarded the documents to the Tribunal and the landlord.

The day after the hearing we received a call from Joan to inform us that the Tribunal had called, noted the responding document, and asked if they were willing to forego their bond to finalise the matter. John and Joan consented and the matter was finalised with them not needing to pay any further money. The hearing apparently took approximately 5 minutes.

John then called following the hearing and was very thankful for the assistance and was also very pleased with the outcome from the Tribunal. He stated that he believed the drafted response had a lot to do with keeping the time of the hearing short and ensuring that the remedy was favourable.

# Legal Collaborations & Partnerships



## Family Relationship Centres Partnership

Our partnership with the Family Relationship Centre Services at Noarlunga is ongoing and collaboration is working very well. This program continues to complement our Legal Practice and our long standing philosophy and aim of applying Alternative Dispute Resolution and Conciliation principles in the resolution of Family Law matters, where relevant. Additionally, the FRC partnership increase and enhance our Community Legal Education charter with the provision of Community Legal Education sessions.

In 2017-18 SCJC Lawyers attended CFIS sessions as follows:



**69**

**Total Child Focused  
Information Sessions**



**251**

**Total number  
of attendees**

## Southern Domestic Violence Action Group (SDVAG)

SCJC attended multiple meetings with SDVAG. SDVAG is a group of volunteers linking the community with non-government organisations and community members to provide an open forum and public voice for the southern community to address issues and enable action aimed at the elimination of domestic violence.

## The Onkaparinga Collaborative Approach (OCA)

The OCA is a collaborative approach for the prevention of domestic violence and Aboriginal and Torres Strait Islander family violence, involving a wide range of agencies and tiers of service provision ranging from broad community to grassroots work. SCJC continued to attend and participate in regular ongoing meetings and projects.

## Uniting Communities Financial Counsellor

Uniting Communities continue to run an outreach service at the office of SCJC.

One day a week a Financial Counsellor provides information, support and advocacy for clients facing financial challenges. Clients of SCJC are also able to access this service.

Clients who are in financial difficulty can see a Financial Counsellor free of charge who can help with such issues as: arrears on mortgages and utility bills; credit; loans and debt; managing money; debt negotiation and advocacy.

## Relationships Australia Berri RASA Lawyer Assisted Mediation

Relationships Australia SA in the Riverland has partnered with SCJC and Women's Legal Service to provide a lawyer assisted mediation service where separated parents can make arrangements for their children, and separated parents can use mediation to reach agreements for property settlement with the support of a legal professional.

# Legal Collaborations & Partnerships cont.

A single session Lawyer Assisted Mediation process is a way for clients to get a legal understanding quickly so that the mediation process can move on. SCJC has assisted Riverland clients in these sessions which is of great benefit to the community.

## AC Care Berri Tenancy Education Group Berri

Solicitors from SCJC facilitated sessions with AC Care Tenancy Education Group in Berri.

These sessions provide clients with legal information regarding their tenancy rights and obligations in relation to their real estate agencies and owners of properties they rent. Legal information is given regarding bonds, inspections, leaving disputes and avenues of recourse if they are appealing a decision made by the owner of the property as well as information about the Tenancy Tribunal for any disputes about the property.

## Limestone Coast Community Services Roundtable

Our regional office Limestone Coast Community Justice Centre (LCCJC) is a member of The Limestone Coast Community Services Round Table (LCCSRT) which provides strategic direction regarding integrated service responses to those most vulnerable in the community.

LCCSRT is a group of driven leaders who decided to address these issues together, with a focus on ensuring that people of the Limestone Coast communities are resilient and well. Member agencies work collaboratively together as a Round Table to provide leadership, coordination, advocacy and promotion to develop regional responses that will enhance the social, health and housing outcomes for people in the Limestone Coast community.

## Limestone Coast Violence Against Women Collaboration Group (LCVAWCG)

LCCJC participated in meetings with LCVAWCG who have a broad membership of community members, government and non-government service providers whose aim is seeking to lessen the impact of family violence. The Group raise awareness and provide education about the harms of family violence and abuse through promotion and networking and provide support and fellowship to people and services that are working to facilitate the intervention or prevention of family violence and abuse.

## Community Development

Community Development is the process of facilitating the community's awareness of various factors which affect their health and quality of life aiming to empower the community with skills required to improve those conditions. Staff of SCJC gave legal presentations at the following forums:

- Legal Information session - RASA
- Kangaroo Island Forum
- Ethnic Links
- Baptist Care Expo
- RASA Family Group presentation
- Mt Gambier Community Workers Forum
- AC Care



We are proud to announce the InDIGO program, a collaboration between SCJC and The Women's Legal Service SA. The program provides free legal advice and services to women who are experiencing or at risk of experiencing domestic violence. The team based at the SCJC office in Christies Beach includes a Family Advocate to support women through the legal process and to assist them to access other services in the area.

The objective of the program is to inform women of their legal rights and empower them to seek better outcomes through legal services. Through close links with community support services in the area the team provides community education and receives referrals for women most in need who would otherwise not have access to legal services. The program also works closely with the courts through a permanent outreach at the Christies Beach Magistrates Court where women appearing without representation can seek advice.

Demand for the service has been high with 48 women approaching the service within 4 months of the launch. At the end of September 2018 close to 100 women have approached the service with a larger number of referrals from community support services.

## Total Number of New Clients Since Launch

Source	Jun-18	%
Courts	19	40%
Other Legal Services	19	40%
Other Support Services	9	19%
Community Events	1	2%
	48	

## Services Provided



**7** Duty Lawyer

**44** Legal Advice

**4** Representations

# Volunteers



Volunteers & staff participated in the Walk for Justice 2018



Volunteer Jessica receiving the Annual Southern Suburbs Volunteer Service Award

The Legal services continued to utilize volunteers who provide invaluable contribution to the service. A total of **1816.50 hours** was contributed by volunteers in the 2017-18 financial year. The Service is very grateful to our amazing law students and volunteer solicitors.



**11** Volunteer Students  
**6** Volunteer Solicitors

## Volunteer Awards

We are proud to announce that one of SCJC volunteers Jessica was selected for an Annual Southern Suburbs Volunteer Service Award for her outstanding ability and assistance to the staff of SCJC.

While searching for full time position as a graduate, I was lucky enough to be given the chance to volunteer several days a week with the Southern Community Justice Centre. SCJC really gives you the chance to be properly involved as a volunteer, whether this is conducting research, drafting advice or preparing court documents. I worked on a wide range of different matters, including family property disputes, consumer law issues, road and criminal matters, and even a number of employment law cases. The staff there are always welcoming, and the environment there is supportive and friendly. It is a great place to volunteer if you want to learn new skills, take on new responsibilities and experience different areas of law.

- David

I started volunteering at Southern Community and Limestone Coast Justice Centre (Southern Justice) as a fourth year law student in 2016. I instantly felt welcome at Southern Justice and received invaluable mentoring from my colleagues both personally and professionally.

When I started at Southern Justice I was immediately involved in interesting and challenging work. As Southern Justice provides legal assistance on a range of practice areas, I was fortunate enough to be exposed to many areas of law. I worked closely with all solicitors in the office and performed a wide range of legal and administrative tasks. I was given the opportunity to observe client meetings, write correspondence to clients and other parties, prepare briefs, and perform legal research. I was also given the opportunity to organise client appointments over the phone. This gave me great hands on exposure to communicate with clients and assess legal problems on the spot.

On a more personal level, the experience of volunteering with Southern Justice allowed me to appreciate how I could help others in the community that I live in. The skills I learnt while at Southern Justice were invaluable in preparing me for life after University and in the legal profession. I believe it was the skills and knowledge that I gained while at Southern Justice that enabled me to secure a full time position as a lawyer in a reputable Adelaide law firm in 2018. - Megan



# Extent of Services

## Head Office

The Head Office at Christies Beach operated 9.00am to 5.00pm Monday to Friday. The exception to these days was during the official closing period over Christmas.

## Regional Office

Mount Gambier is the Regional Office for the provision of Legal Services in the Limestone Coast area and operated 9-5pm Monday, Tuesday and Thursday until January 2018 when it commenced operating 9-5pm Monday to Friday.

## Outreach Locations

Solicitors attended several outreach locations in the outer southern, Fleurieu, Riverland and Limestone Coast areas. We would like to take this opportunity to thank the outreach offices who provided office space to enable solicitors to provide services to clients in those locations.

Outreach Offices client nos.	Days	Clients
Marion	47	208
Victor Harbor	18	53
Kangaroo Island	5	12
Berri	63	246
Waikerie	5	14
Meningie	2	3
Morgan	2	4
Cadell	5	21
Murray Bridge	10	35
Strathalbyn	3	9
Naracoorte	11	18
Millicent	8	14
Mt Gambier Prison	10	38
Bordertown	1	2

## Memberships

- Justice Net SA
- Relationships Australia SA
- Family Law Council
- Law Society of SA
- Womens Lawyers Assoc
- SDVAG – Southern Domestic Violence Action Group
- OCA – Onkaparinga Collaborative Approach

# Auditor's Report

## STEVENS & ANDREW

Certified Practising Accountants

Director: Greg Andrew CPA

11 September 2018

Att: Catherine McMorrine  
Executive Director  
Southern Community Justice Centre Inc.  
40 Beach Road  
CHRISTIES BEACH SA 5165

Dear Ms McMorrine,

**Re: Audit Clearance Letter to the Management Committee 2017/18**

We are pleased to confirm completion of the annual SCJC audit as per the requirements of the Community Legal Services Program (CLSP) Agreement for the 2017/18 financial year. We also wish to provide feedback in relation to our observations made during the audit.

We visited the SCJC office on 6-7 August to perform review procedures to allow us to form an opinion on whether the SCJC statutory financial statements present the organisation's financial performance and position fairly, in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements and are based on proper accounts and records.

An audit of this nature involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement. The procedures performed in this case were as follows:

1. Procedures to assess the risk of the financial report containing a material misstatement due to either fraud or error.
2. Review of government funding amounts, including invoicing and receipt of monies;
3. Review of a sample of randomly-selected tax invoices relating to expense payments;
4. Review of the payroll system:
  - (i) Sample of employee pay rates compared to the relevant award;
  - (ii) Matching employees PAYG payment summaries to the accounting system;
  - (iii) Matching randomly-selected pay runs from the accounting system to pay advices and bank account entries;
  - (iv) Review of employee benefits and provisions;
5. Review of the operating bank account for material items and test vouching of randomly selected transactions; and
6. Review of events subsequent to balance date that may have an impact on the financial report.

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**Stevens & Andrew Pty Ltd** ABN 29 123 183 059  
117 Glen Osmond Road, Eastwood SA 5063  
Telephone: 0411 602 990  
Email: gregandrewauditor@outlook.com

Liability limited by a scheme approved under Professional Standards Legislation.

We are able to report that your standard of record keeping maintained by SCJC is such that it allowed the above audit procedures to be performed in a convenient and proper fashion. All items requested were readily available and the various documentation and records were well maintained.

No significant systems or procedural changes were noted to have occurred during the year. Nevertheless, during the course of the audit we reviewed certain systems and procedures to reconfirm our belief that the organisation's internal controls are sufficient. During this process we focused on the following matters:

1. Signatories required to process bank account transactions.
2. Access to process transactions within the accounting system.
3. Processes for approving tax invoices for payment.
4. Systems for processing and paying trade creditors.
5. Processes for recording and paying wages.

We have determined that for each of the abovementioned functions, the internal controls now in place are appropriate for an organisation of the size of SCJC.

No significant issues were identified during the audit and we are satisfied that the organisation has discharged its statutory obligations, especially in relation to meeting funding body, incorporation regulator and taxation requirements. We are satisfied that sufficient cash has been set aside to cover the organisation's liabilities and that cash is appropriately controlled.

While no matters came to our attention during the course of our audit which in our opinion required reporting, this letter does not necessarily represent a comprehensive statement that no weaknesses or errors exist or that improvements could not be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud.

We thank the committee and staff of SCJC for their assistance in ensuring that the audit process ran very smoothly. Should you have any questions in relation to the above matters, please do not hesitate to contact us.

Yours sincerely,



**Greg Andrew**  
Director

# Report by Board of Management

Southern Community Justice Centre  
Report by Board of Management

## Declaration of Benefits

Board of Management Report  
Pursuant to Section 35(5)  
Association Incorporation Act

1. During the financial year ended 30 June 2018:

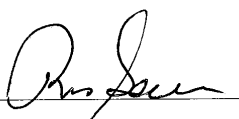
- (i) no officer of the Association;
- (ii) no firm of which an officer is a member; and
- (iii) no body corporate in which an officer has a substantial financial interest, firm or corporation

has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association.

2. No officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value, except for the following:

- (i) Members of the Board who are also employees of the Association received salaries and related benefits in accordance with their conditions of employment.
- (ii) All Board members may receive reimbursements, food, refreshments, various items of a miscellaneous nature, and gifts on special occasions.

This Report is made in accordance with a resolution of the Board.

Board Member: 

Board Member: 

Dated this 5<sup>th</sup> day of September 2018

# Statement by Board of Management

Southern Community Justice Centre  
Statement by Board of Management

The Board of Management has determined that the Association is not a reporting entity.

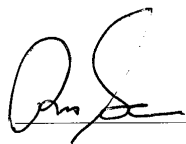
The Board of Management have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the Board of Management the financial statements:

1. Present fairly the financial position of Southern Community Justice Centre Incorporated as at 30<sup>th</sup> June 2018 and the results of the Association for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Southern Community Justice Centre Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Management and is signed for, and on behalf of, the Board of Management by:

Board Member:



Board Member:



Dated this 5<sup>th</sup> day of September 2018

# Financial Reports

## Balance Sheet

For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>ASSOCIATION FUNDS</b>			
<b>ACCUMULATED FUNDS</b>			
Balance at Beginning of the Year		126,117.65	154,999.27
Share of Profit		197,395.32	(28,881.62)
<b>TOTAL ACCUMULATED FUNDS</b>		<b>323,512.97</b>	<b>126,117.65</b>
<b>ASSET REPLACEMENT RESERVE</b>			
Balance at Beginning of the Year	2	85,387.36	85,387.36
Plus Approved Capital Expenditure	2	59,402.03	-
Less Actual Capital Expenditure	2	-	-
<b>TOTAL RESERVES</b>		<b>144,789.39</b>	<b>85,387.36</b>
<b>TOTAL ASSOCIATION FUNDS</b>		<b>468,302.36</b>	<b>211,505.01</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash at Bank and on Hand	10(a)	267,212.85	25,890.69
Savings Accounts and Term Deposits	10(a)	319,437.52	348,654.74
Receivables	3	14,267.30	7,565.69
Prepaid Expenses	4	7,746.86	4,023.00
<b>TOTAL CURRENT ASSETS</b>		<b>608,664.53</b>	<b>386,134.12</b>
<b>NON - CURRENT ASSETS</b>			
Plant and Equipment	5	97,295.32	51,926.10
<b>TOTAL NON - CURRENT ASSETS</b>		<b>97,295.32</b>	<b>51,926.10</b>
<b>TOTAL ASSETS</b>		<b>705,959.85</b>	<b>438,060.22</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Payables	6	85,792.79	108,745.54
Unearned Income	7	1,554.26	1,554.26
Provision for Employee Benefits	8	127,520.40	92,626.98
<b>TOTAL CURRENT LIABILITIES</b>		<b>214,867.45</b>	<b>202,926.78</b>
<b>NON - CURRENT LIABILITIES</b>			
Provision for Employee Benefits	8	22,790.04	23,628.43
<b>TOTAL NON - CURRENT LIABILITIES</b>		<b>22,790.04</b>	<b>23,628.43</b>
<b>TOTAL LIABILITIES</b>		<b>237,657.49</b>	<b>226,555.21</b>
<b>NET ASSETS</b>		<b>468,302.36</b>	<b>211,505.01</b>

## Consolidated Income and Expenditure Statement

For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>INCOME</b>			
Commonwealth Grant	11	906,161.05	672,080.00
State Grant	11	459,313.20	321,199.09
Costs Recovered & Retained		-	680.00
Donation		990.00	2,376.00
Interest Received		1,785.78	3,074.00
Corporate Training		-	6,386.37
Fee for Service		22,720.28	
Sundry Receipts		9,217.19	1,443.50
<b>TOTAL INCOME</b>		<b>1,400,187.50</b>	<b>1,007,238.96</b>
<b>EXPENSES</b>			
Auditing		4,980.00	4,989.51
Advertising		9,698.04	5,012.64
Annual Leave Accrued		28,243.98	4,323.42
Catering/Forum Cost		5,538.83	5,130.84
Computer Software		492.50	746.90
Computer Support		25,700.00	23,531.90
Consultant's Fees		9,906.41	11,801.82
Depreciation Expense		16,673.80	12,463.82
Depreciation Immediate Write Off		31,181.61	975.83
Insurance		7,029.96	6,896.94
Interest & Bank Charges		576.99	198.78
Library		6,943.89	7,292.16
Long Service Leave Accrued		5,811.05	5,058.81
Occupancy		96,568.29	51,413.30
Office Supplies/Overheads		14,998.09	6,329.07
Other Premises Costs		31,415.17	20,706.67
Photocopier Lease		7,597.59	7,965.65
Post/Print		12,087.02	8,254.26
Practising Certificates		3,688.06	3,976.82
Programming and Planning		7,271.76	901.55
Repairs & Maintenance		16,804.87	2,454.09
Salaries		648,384.85	716,345.38
Staff Training		9,248.75	4,391.39
Subscription & Membership		7,066.08	9,424.02
Sundry Expenses		1,654.12	560.91
Superannuation		62,093.43	67,080.14
Telecommunication		29,197.30	30,560.98
Travel		39,342.71	13,044.88
Work Cover		3,195.00	4,288.10
<b>TOTAL EXPENSES</b>		<b>1,143,390.15</b>	<b>1,036,120.58</b>
<b>OPERATING PROFIT</b>		<b>256,797.35</b>	<b>(28,881.62)</b>
Transfer to Reserve for Approved Capital Expenditure	2	59,402.03	-
<b>NET PROFIT</b>		<b>197,395.32</b>	<b>(28,881.62)</b>

## Cash Flow Statement

For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Grants Received		1,365,474.25	993,279.09
Donations Received		990.00	2,376.00
Interest Received		1,785.78	3,074.00
Fee for Service		20,915.51	-
Sundry Income Received		9,217.19	8,509.87
Payments to Employees		(731,614.07)	(825,767.41)
Payments to Suppliers		(392,620.69)	(242,749.22)
NET CASH FLOWS (USED IN)/PROVIDED BY	10(b)	274,147.97	(61,277.67)
OPERATING ACTIVITIES			
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for Furniture and Equipment		(2,641.00)	-
Payments for Approved Capital Expenditure		(59,402.03)	-
NET CASH FLOWS USED IN INVESTING ACTIVITIES		(62,043.03)	-
<b>NET (DECREASE)/INCREASE IN CASH HELD</b>		212,104.94	(61,277.67)
CASH AT BEGINNING OF THE FINANCIAL YEAR		374,545.43	435,823.10
<b>CASH AT END OF THE FINANCIAL YEAR</b>	10(a)	586,650.37	374,545.43



## Notes to the Financial Statements

For the financial year ended 30 June 2018.

### 1. Statement of Accounting Policies

The financial report is a special purpose financial report. The specific purpose of these reports is to comply with the accounts preparation requirements of the Association's Incorporation Act, the Association's Constitution and the reporting requirements of the funding agreement between the Association and the Commonwealth of Australia and the Attorney-General of South Australia.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

AASB 110 Events After the Balance Sheet Date

AASB 1031 Materiality

No other Australian Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The accounting policies are consistent with those adopted in the previous year. The financial reports have been prepared on the accrual basis and is based on historical cost and does not take into account changing money values or current valuations of non-current assets, except where specifically stated.

All plant and equipment is carried at cost. All items over \$2,000 are capitalised and depreciated over their useful life to the Association commencing from the time the asset is held ready for use.

Provisions for employee benefits are measured at their nominal amount using remuneration rates current at the reporting dates.

The Association is exempt from paying Income Tax under the Income Tax Assessment Act 1997.

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office, then the GST is recognised as part of the cost of the asset or expense. Receivables and payables are shown inclusive of GST.

### 2. Reserves and Fixed Assets

In accordance with the Attorney-General's Department Deed of Variation, assets purchased from funding received are the "First-Time Assets". These assets are recorded as Approved Capital Expenditure and have been recognised in Reserves for the purpose of purchasing replacement assets in the future.

During the 2003/2004 financial year the cost of purchase of approved assets amounted to \$18,145.36. There were no such purchases in the 2004/2005 financial year. During the 2005/2006 financial year the cost of purchase of approved assets amounted to \$2,495.00. During the 2006/2007 financial year the cost of purchase of approved assets amounted to \$4,747.00. There were no such purchases in the 2007/2008, 2008/2009, 2009/2010, 2010/2011, 2011/2012 or 2012/2013 financial years. The cost of purchase of approved assets amounted to \$2,743.64 in 2013/2014 and \$57,256.36 in 2014/2015. No approved assets were purchased in 2015/2016 or 2016/2017 financial years. The cost of purchase of approved assets amounted to \$59,402.03 in 2017/18.

	2017/2018 (\$)	2016/2017 (\$)
<b>3. Receivables</b>		
Trade Debtors	3,655.14	1,850.37
GST Receivable	10,612.16	5,715.32
	14,267.30	7,565.69
<b>4. Prepaid Expenses</b>		
Practising Certificates & Membership	5,114.27	3,674.54
Insurance	871.68	348.46
Subscriptions	1,440.91	-
Lease	320.00	-
	7,746.86	4,023.00

	2017/2018 (\$)	2016/2017 (\$)
<b>5. Plant and Equipment</b>		
Christies Beach Furniture & Equipment - at cost	67,477.89	64,836.89
Less: Accumulated Depreciation	(61,828.64)	(60,157.83)
	5,649.25	4,679.06
Christies Beach Premises Refurbishment - at cost	60,315.38	60,315.38
Less: Accumulated Depreciation	(19,099.88)	(13,068.34)
	41,215.50	47,247.04
Mt Gambier Premises Refurbishment - at cost	19,942.58	-
Less: Accumulated Depreciation	(1,079.56)	-
	18,863.02	-
Motor Vehicles - at cost	39,459.44	-
Less: Accumulated Depreciation	(7,891.89)	-
	31,567.55	-
	97,295.32	51,926.10
<b>6. Payables</b>		
Trade Creditors	16,052.86	9,095.51
Salaries	17,081.69	36,812.93
Superannuation	6,611.59	8,016.15
PAYG Tax Withheld	15,674.00	28,195.00
GST Payable	29,746.59	26,625.95
Credit Cards	626.06	-
	85,792.79	108,745.54
<b>7. Unearned Income</b>		
Disbursement CS	1,554.26	1,554.26
	1,554.26	1,554.26
<b>8. Provision for Employee Benefits</b>		
<b>Current</b>		
Annual Leave	78,129.56	49,885.58
Long Service Leave	49,390.84	42,741.40
	127,520.40	92,626.98
<b>Non-Current</b>		
Long Service Leave	22,790.04	23,628.43
<b>9. Operating Lease Commitments</b>		
Payable - Minimum Lease Payments		
Not later than One year	65,707.44	31,903.68
Between One and Five Years	230,913.48	1,332.84
Greater than Five Years	-	-
	296,620.92	33,236.52
The leases are for rental of property and equipment, with rent payable monthly in advance. An option exists to renew the leases at the end of their terms.		
<b>10. Cash Flow Information</b>		
(a) Reconciliation of Cash at the End of the Financial Year in the Cash Flow Statement with the Balance Sheet:		
Cash at Bank and on Hand	267,212.85	25,890.69
Savings Accounts and Term Deposits	319,437.52	348,654.74
	586,650.37	374,545.43

	2017/2018 (\$)	2016/2017 (\$)
(b) Reconciliation of Cash Flow from Operations with Net Profit:		
<b>Net Profit</b>	197,395.32	(28,881.62)
Non-Cash Flows in Net Profit		
Transfer to Reserve for Approved Capital Expenditure	59,402.04	-
Depreciation	16,673.80	12,463.82
<b>Changes in Assets and Liabilities</b>		
(Increase)/Decrease in Receivables	(6,701.61)	3,462.58
(Increase)/Decrease in Prepaid Expenses	(3,723.86)	528.56
Increase/(Decrease) in Payables	(22,952.75)	(15,527.71)
Increase/(Decrease) in Unearned Income	-	(363.64)
Increase/(Decrease) in Provisions	34,055.03	(32,959.66)
	274,147.97	(61,277.67)

#### 11. SACS Funding

Commonwealth Grant	814,038.74	620,279.00
Commonwealth SACS Funding	92,122.31	51,801.00
	906,161.05	672,080.00
State Grant	429,955.54	295,345.09
SA Government SACS Funding	29,357.66	25,854.00
	459,313.20	321,199.09
Total Funding	1,365,474.25	993,279.09

Commonwealth and State SACS funding is used for the sole purpose of paying increased wages as a result of the Equal Remuneration Offer

## Divisional Income and Expenditure Statement - Region 2 Generalist

For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>INCOME</b>			
<b>CLSP INCOME</b>			
Commonwealth		407,634.77	-
State		243,226.55	-
<b>SERVICE GENERATED INCOME</b>			
Interest		1,153.29	-
Donations		980.00	-
Sundry Income		126.29	-
<b>TOTAL INCOME</b>		653,120.90	-
<b>EXPENSES</b>			
<b>CLSP EXPENSES</b>			
Salaries		335,331.69	-
Superannuation		31,619.66	-
On Cost		2,973.42	-
Rent		48,221.00	-
Repairs and Maintenance		539.42	-
Other Premises Costs		15,868.42	-
Staff Training		4,532.55	-
Staff Recruitment		-	-
Communications		17,817.07	-
Office Overheads		32,068.39	-
Insurance		7,565.07	-
Finance, Audit		4,216.33	-
Library, Subscriptions		7,561.76	-
Travel		5,572.16	-
Programming and Planning		11,550.85	-
Client Disbursements		195.25	-
Leases		3,834.26	-
Minor Equipment		12,099.34	-
Depreciation		-	-
Other		48.75	-
<b>TOTAL EXPENSES</b>		541,615.39	-
<b>OPERATING (DEFICIT)/SURPLUS</b>		111,505.51	-
Transfer to Reserve for Approved Capital Expenditure	2	-	-
<b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>		111,505.51	-
<b>SURPLUS FROM PREVIOUS CONTRACT</b>		52,733.58	-
<b>SURPLUS FOR NEXT YEAR</b>		164,239.09	-

## Divisional Income and Expenditure Statement - Region 2 Family Law / Family Violence

For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>INCOME</b>			
<b>CLSP INCOME</b>			
Commonwealth		96,594.00	-
<b>SERVICE GENERATED INCOME</b>			
Sundry Income		-	-
<b>TOTAL INCOME</b>		96,594.00	-
<b>EXPENSES</b>			
<b>CLSP EXPENSES</b>			
Salaries		47,212.74	-
Superannuation		4,092.39	-
On Cost		-	-
Rent		-	-
Repairs and Maintenance		-	-
Other Premises Costs		-	-
Staff Training		848.18	-
Staff Recruitment		-	-
Communications		-	-
Office Overheads		1,117.44	-
Insurance		-	-
Finance, Audit		1.17	-
Library, Subscriptions		20.00	-
Travel		1,218.03	-
Programming and Planning		-	-
Client Disbursements		-	-
Leases		-	-
Minor Equipment		1,836.25	-
Depreciation		-	-
Other		-	-
<b>TOTAL EXPENSES</b>		56,346.20	-
<b>OPERATING (DEFICIT)/SURPLUS</b>		40,247.80	-
Transfer to Reserve for Approved			
Capital Expenditure	2	-	-
<b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>		40,247.80	-
<b>SURPLUS FROM PREVIOUS YEAR</b>		-	-
<b>SURPLUS FOR NEXT YEAR</b>		40,247.80	-

## Divisional Income and Expenditure Statement - Region 5 Generalist

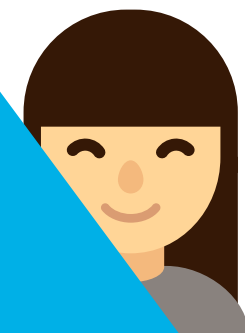
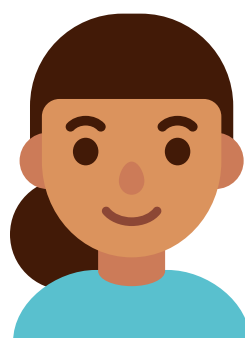
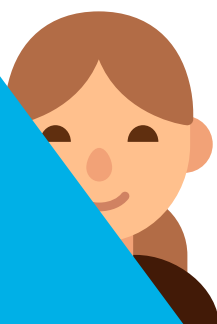
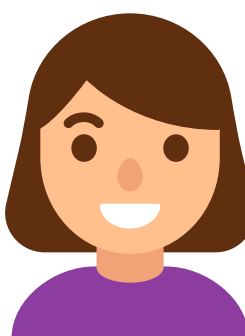
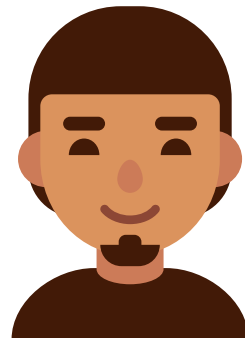
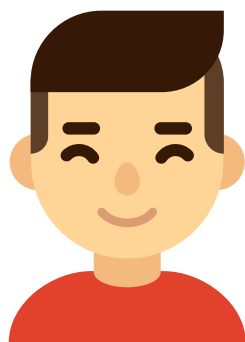
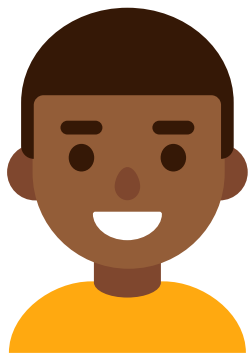
For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>INCOME</b>			
<b>CLSP INCOME</b>			
Commonwealth		272,077.28	-
State		216,086.65	-
<b>SERVICE GENERATED INCOME</b>			
Interest		632.49	-
Donations		10.00	-
Sundry Income		9,090.90	-
<b>TOTAL INCOME</b>		<b>497,897.32</b>	<b>-</b>
<b>EXPENSES</b>			
<b>CLSP EXPENSES</b>			
Salaries		226,148.84	-
Superannuation		19,630.78	-
On Cost		1,604.27	-
Rent		48,347.29	-
Repairs and Maintenance		6,215.17	-
Other Premises Costs		15,546.75	-
Staff Training		2,636.19	-
Staff Recruitment		425.45	-
Communications		11,380.23	-
Office Overheads		29,205.04	-
Insurance		4,501.25	-
Finance, Audit		2,339.49	-
Library, Subscriptions		5,079.91	-
Travel		29,877.21	-
Programming and Planning		14,662.74	-
Client Disbursements		-	-
Leases		3,763.33	-
Minor Equipment		14,194.32	-
Depreciation		-	-
Other		27.43	-
<b>TOTAL EXPENSES</b>		<b>435,585.69</b>	<b>-</b>
<b>OPERATING (DEFICIT)/SURPLUS</b>		<b>62,311.63</b>	<b>-</b>
Transfer to Reserve for Approved Capital Expenditure	2	59,402.03	-
<b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>		<b>2,909.60</b>	<b>-</b>
<b>SURPLUS FROM PREVIOUS YEAR</b>		<b>-</b>	<b>-</b>
<b>SURPLUS FOR NEXT YEAR</b>		<b>2,909.60</b>	<b>-</b>

## Divisional Income and Expenditure Statement - Region 5 Family Law / Family Violence

For the financial year ended 30 June 2018. The accompanying notes form part of these financial statements.

	Note	2017/2018 (\$)	2016/2017 (\$)
<b>INCOME</b>			
<b>CLSP INCOME</b>			
Commonwealth		129,855.00	-
<b>SERVICE GENERATED INCOME</b>			
Sundry Income		-	-
<b>TOTAL INCOME</b>		129,855.00	-
<b>EXPENSES</b>			
<b>CLSP EXPENSES</b>			
Salaries		77,472.61	-
Superannuation		6,750.60	-
On Cost		-	-
Rent		-	-
Repairs and Maintenance		-	-
Other Premises Costs		1,231.83	-
Staff Training		1,050.00	-
Staff Recruitment		-	-
Communications		-	-
Office Overheads		937.02	-
Insurance		-	-
Finance, Audit		-	-
Library, Subscriptions		-	-
Travel		2,675.32	-
Programming and Planning		-	-
Client Disbursements		-	-
Leases		-	-
Minor Equipment		3,051.70	-
Depreciation		-	-
Other		-	-
<b>TOTAL EXPENSES</b>		93,169.08	-
<b>OPERATING (DEFICIT)/SURPLUS</b>		36,685.92	-
Transfer to Reserve for Approved			
Capital Expenditure	2	-	-
<b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>		36,685.92	-
<b>SURPLUS FROM PREVIOUS YEAR</b>		-	-
<b>SURPLUS FOR NEXT YEAR</b>		36,685.92	-



## Southern & Limestone Coast Community Justice Centre

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