

# 2019 **ANNUAL REPORT**



Community Justice Services SA Ltd



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**[www.communityjusticesa.org.au](http://www.communityjusticesa.org.au)**

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# OUR TEAM

## BOARD OF MANAGEMENT

### Executive

- Michael Donald, Chairperson
- Ross Savvas
- Catherine McMorrine, CEO
- Julie-Ann Simkin
- Rene Earles
- Anne Williams
- Minerva Nasser-Eddine
- Craig Stevens
- Kate Brett
- Barbara Wendland, Secretary/Public Officer

► *Thank you to RASA Marion office for providing a meeting room for the monthly Board meetings.*

*The Board of Directors and staff wish to thank Anne Williams who resigned from the Board this year, for her considerable years of Service and express our gratitude and appreciation for her valuable contribution to the success of the Service. Anne was previously a Solicitor with the Service and continued her association as a long standing Board member.*

### Executive

- Catherine McMorrine, CEO/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, Senior Solicitor
- Tim Harris, Senior Solicitor
- Chaye Edwards, Solicitor
- Natalia Kasprzyk, Solicitor
- Richard Olson, Junior Solicitor
- Fei Su, Senior Solicitor
- Katherine Davies, Solicitor
- Rory Ormerod, Junior Solicitor (commenced 20 November 2018)

### Administration Personnel

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

### Southern Community Justice Centre - Christies Beach

- Michelle Leddra, Intake Officer
- Tahlia Ferreira, Intake Officer

### Limestone Coast Community Justice Centre - Mount Gambier

- Simone Silva, Intake Officer
- Carla Dent, Intake Officer (commenced September 2018)

### Riverland Community Justice Centre - Berri

- Margie Williams, Intake Officer (commenced 8 January 2019)

### Pro Bono Solicitors/Barristers

- Finlaysons – Will Snow
- David Childs
- Mark Taylor



# CHAIRPERSON'S REPORT

It is with great optimism that I present the first annual report of Community Justice Services SA Ltd.

If the last report of the Southern Community Justice Centre Inc can be said to be the end of a period of uncertainty and the herald of new opportunities, then the first report of the CJSSA presents a period of relative stability and growth as we look back on a solid year of performance and an increase in our capability to deliver quality legal services to a geographically larger area of South Australia.

Of note has been our expansion into the Riverland area and the opening in December of a regional office in Berri and the recruitment of new staff to provide timely and face to face advice for the various communities in the Riverland area.

This year has also seen some exciting partnerships and collaborations with other organisations to provide a range of specialised services that CJSSA are able to offer. These include;

- The establishment of a partnership with the Legal Services Commission to provide duty solicitor services when the Federal Circuit Court sits in Mount Gambier.
- A collaboration with the Women's Legal Service SA in the InDIGO program to provide specialised legal and non-legal assistance to women experiencing domestic violence in the South.
- A collaboration with Uniting Communities to provide financial counselling services to the southern community.

On a Board level we have been saddened by the resignation of Anne Williams, our longest serving Board member, and we wish Anne well and all the best as she devotes her time to volunteering with the Cancer Council of SA. On the positive side, we welcome three new Directors, Minerva Nasser-Eddine, Craig Stevens and Kate Brett, to the Board of CJSSA. These new Board Directors bring a raft of wide-ranging skills and experience to help guide CJSSA into the future.

Our staff continue to demonstrate their range of skills in assisting with the operations of the services and one of these has been the involvement of various staff in the management of the redevelopment of our website and online presence that will support our continued presence in the digital space.

With the continued work of Catherine McMorrine, our CEO and the rest of the dedicated and enthusiastic staff at CJSSA we look forward to a considerably brighter future and an expansion of our services to SA communities.

**Michael Donald**

Chairperson

# CEO REPORT 2018-2019

This past year we have again experienced important changes for the organisation which continues to grow and adapt to the ever-changing environment within the legal assistance sector.



The organisation had a significant change to its structure with the establishment of Community Justice Services SA Limited now delivering services to a number of regions under the services Southern, Limestone Coast and Riverland Community Justice Centres.

As always, I am extremely grateful and privileged to be working with a fantastic team and Board of Directors. The support, guidance and professionalism of the team throughout all offices is amazing and impressive. The fantastic Community Justice team has made possible some incredible achievements and assisted many clients during the last 12 months with limited resources.

Since December 2018 Community Justice has established a permanent office in Berri to service the Riverland region as well as maintained services in the South East and Southern regions. We have also increased our outreach programs by adding new locations across all regions within our catchment areas to ensure greater coverage and to provide face to face assistance to those not able to access our offices. Duty Solicitor programs were also added to our services this year in the Riverland and South East regions.

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

During this period our lawyers and intake staff have continued to provide quality and professional assistance to over **2244** clients throughout all our regions and within all our current funding categories. From the clients assisted during this period over **98%** of clients were experiencing financial disadvantage, over **29%** identifying as experiencing some form of family violence and **24%** of clients indicated having a disability.

Legal staff across all regions delivered over **2490** advices and over **280** representation services on a range of legal issues including family law matters (**45%**) relating to parenting disputes, property settlements, divorce and child support. Criminal matters (**16%**) relating to theft, traffic offences, assault and drink driving offences. As well as civil disputes (**39%**) 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, volunteer solicitors and placement students that provided over **2315** 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 delivery 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 Women's Legal Service SA, Legal Services Commission, Uniting Communities Financial Counselling services, Family Relationship Centre Noarlunga, Relationships Australia SA, AC Care Berri, Limestone Coast Violence Against Women Collaboration and Limestone Coast Community Services Roundtable. As well as our new partnerships with Flinders Legal Clinic and Finlaysons.

**Catherine McMorris**  
CEO



# EXTENT OF SERVICES 2018-2019

## METRO OFFICE

### CHRISTIES BEACH

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 OFFICES

### LIMESTONE COAST COMMUNITY JUSTICE CENTRE

The Mount Gambier office is the Regional Office for the provision of Legal Services in the Limestone Coast area operated 9.00am to 5.00pm Monday to Friday, with the exception of the closing period over Christmas.

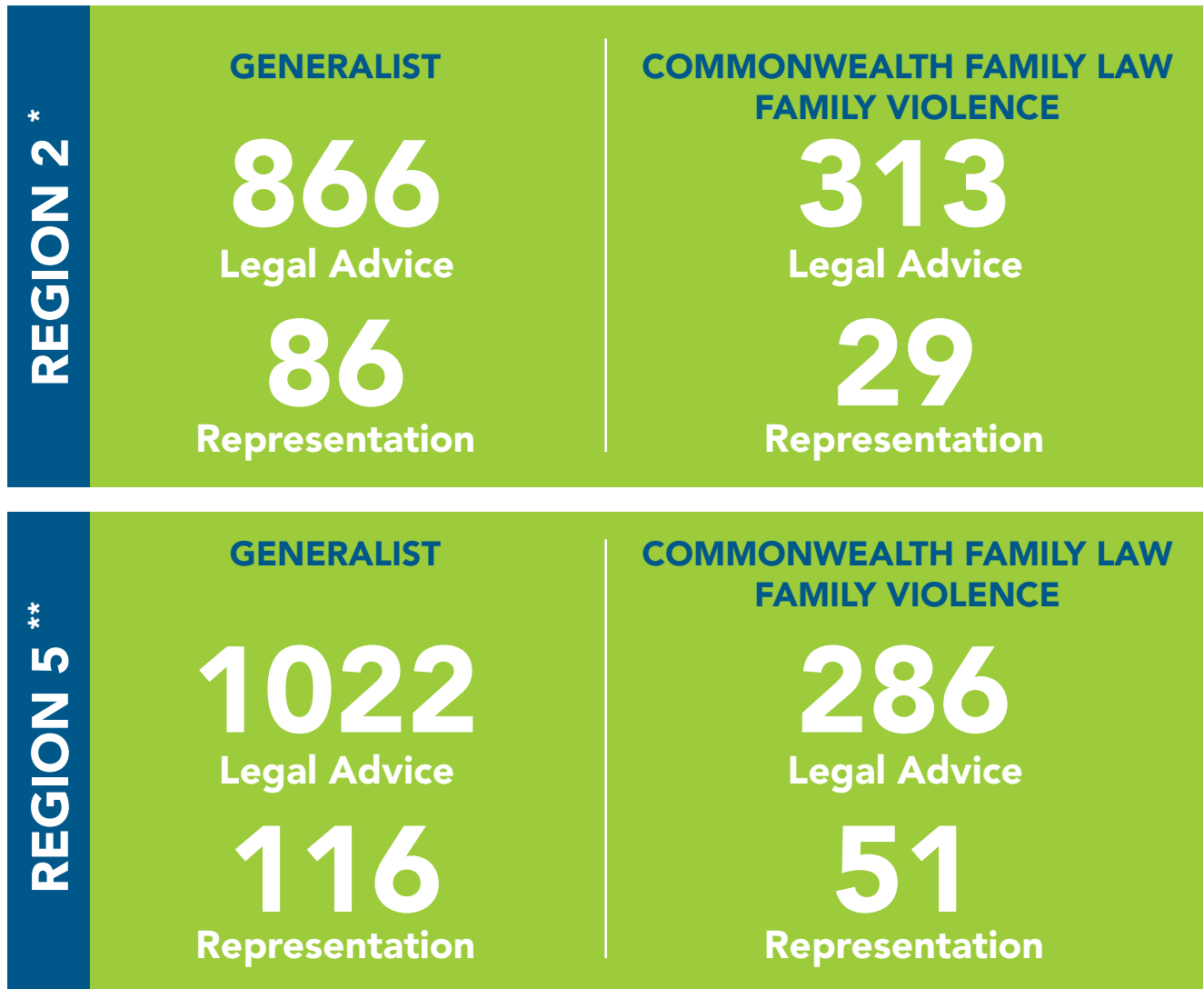
### RIVERLAND COMMUNITY JUSTICE CENTRE

The Riverland office is the Regional Office for the provision of Legal Services in the Riverland area operated 9.00am to 5.00pm Monday to Friday, with the exception of the closing period over Christmas.

## MEMBERSHIPS

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

# YEAR AT A GLANCE



\* Region 2: South

\*\* Region 5: Fleurieu Peninsula, Murray Bridge, South East and Riverland

## CLIENTS

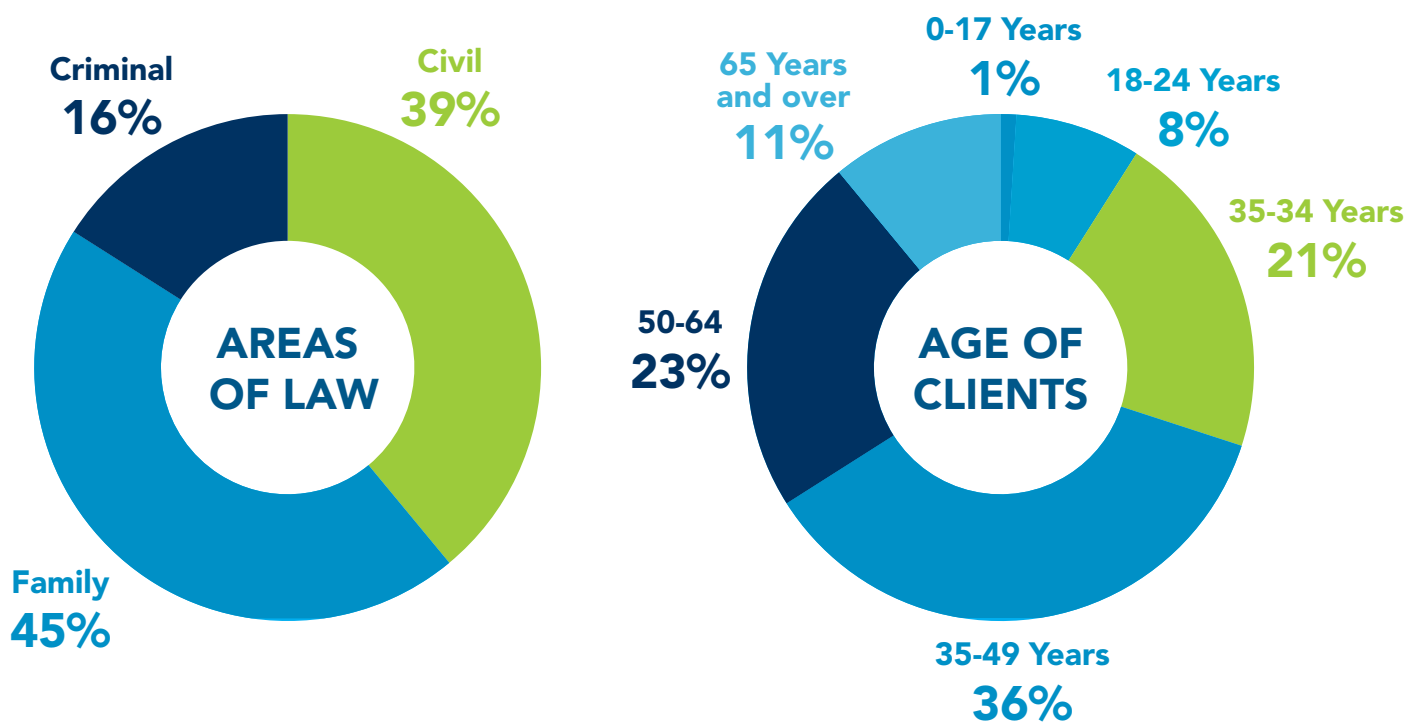
 **711** indicated Family Violence

 **584** clients indicated having a disability

 **29** clients at risk of homelessness

 **1389** clients have low or no income

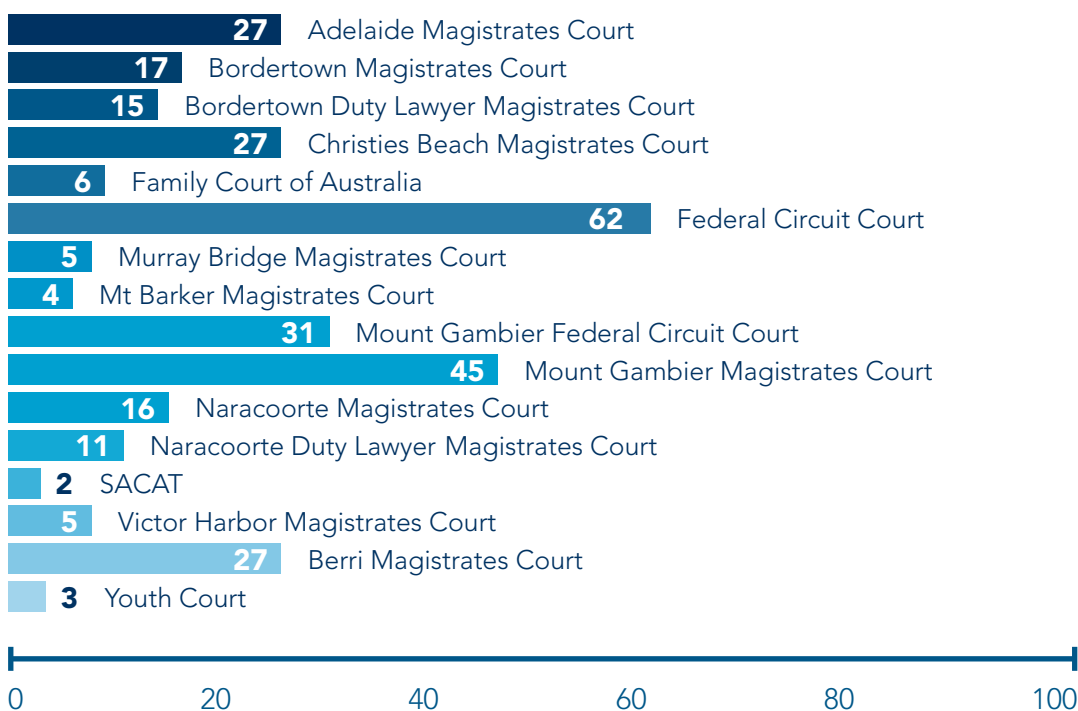
 **2244** TOTAL CLIENTS



**98%**

Percentage of Representation Services delivered to people experiencing financial disadvantage

## CLIENT COURT ATTENDANCES





# SOUTHERN COMMUNITY JUSTICE CENTRE

## Overview 2018/2019



With no significant changes to service delivery for Southern Community Justice Centre during this period the legal team continued to provide quality services to the community in a variety of ways.

We were very pleased to finally be able to have a much needed new facelift to our shop front at Christies Beach. New signage now provides clearer access to our office located on Beach Road for the community in turn has increased walk-in enquiries which is great.

SCJC continued to work in conjunction with Women's Legal Services SA in assisting the delivery of the InDIGO program and to support the fantastic growth that program has had over the last 12 months.

Legal staff also continued to deliver Child Focused Information Sessions in collaboration with FRC Noarlunga staff for the benefit of FRC clients participating in family law mediation. This program continues to provide a great opportunity for our staff to ensure the benefits of Family Dispute Resolution and the importance of retaining positive post-separation relationships for parents and children, are highlighted for the community experiencing family separation.

SCJC in partnership with Flinders Legal Clinic commenced delivery of the inaugural Community Legal Engagement Clinic at our Christies Beach office. We were able to host four students during the first semester in this program. It was a fantastic opportunity for both SCJC staff and Flinders students to work together to develop two great new resources for ongoing CLE activities for the community.

Another exciting new project this year was the opportunity to host an International Student Internship with a student participating from Adelaide University. The student working closely with management staff was able to develop an easy-to-use guide to ensure services are delivered appropriately to Cultural and Linguistically Diverse communities. The program provides much needed strategy plans for future service delivery models.

Throughout this year SCJC legal team worked closely with community stakeholders to ensure clients are provided with a holistic service. Collaborations with Uniting Communities Financial Counsellors continued by providing an outreach location for clients accessing services at our Christies Beach office. Evaluations of current outreach locations for our legal services was also undertaken with increases to our Murray Bridge and Victor Harbor outreaches based on demand. These services were increased from monthly to fortnightly and continue to be in high demand.

SCJC Legal Team

## SOUTHERN STATISTICS



|                      |    |
|----------------------|----|
| Court/Tribunal       | 69 |
| Other Representation | 96 |

## OUTREACH LOCATIONS

| LOCATION        | TOTAL VISITS | TOTAL ADVICES |
|-----------------|--------------|---------------|
| Kangaroo Island | 3            | 7             |
| Marion          | 39           | 150           |
| Meningie        | 0            | 0             |
| Murray Bridge   | 16           | 36            |
| Strathalbyn     | 1            | 3             |
| Victor Harbor   | 18           | 42            |

## LEGAL COLLABORATIONS & PARTNERSHIPS

### FAMILY RELATIONSHIP CENTRE NOARLUNGA 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 principals 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.

### SOUTHERN DOMESTIC VIOLENCE ACTION GROUP

SCJC attended multiple meetings with Southern Domestic Violence Action Group (SDVAG). SDVAG is a group of volunteers linking the community with government and non-government organisations 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

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.

### **VOLUNTEER PROJECT WITH FAMILY LAW**

The Service trialled a new partnership with Family Law Pathways Network SA in which SCJC provided volunteers from our existing pool of students / lawyers to assist with the Pathways kiosk.

### **CHILDREN CENTRES**

In this period the MyTime program invited the Service to attend at their support group for Carers and deliver information covering topics such as family law, child support, wills and employment matters.

### **UNIVERSITY PARTNERSHIPS**

During this period collaborations with Flinders University ensured access to law students to assist in creation of a community engagement clinic to deliver community legal education.

The University of SA Student Placements Collaboration with SCJC provides placement students during their term 2 and 3. Uni SA provides 1-2 students for 1-2 days per week during terms.

## **CASE STUDY**

In this matter we acted for the respondent wife/mother in family court proceedings which concerned both children's care arrangements and property settlement. This has been a long running matter, with the file first being opened in early 2016 when the applicant husband/ father issued court proceedings against our client seeking primary care of the parties' children, then aged 8 and 11 years.

The client lived in the husband's rural property, where she experienced a degree of isolation from access to shops, services and neighbours. During the relationship the husband exhibited controlling and obsessive behaviours which at times manifested in sexual, physical and emotional control and violence.

When our client left the relationship the husband struggled to regain control through various means, including issuance of family court proceedings in 2016. What ensued was protracted and intensive litigation made arduous by virtue of the husband's frequent filing of numerous applications in a case supported by voluminous affidavits often numbering in the hundreds of pages.

The proceedings culminated in a trial in the Family Court in 2018. Originally listed for 4 days the volume of material to be dealt with required additional days, resulting in an extended trial. With respect to parenting matters our client sought an arrangement whereby the children live primarily with her and spent significant and substantial time with the husband. The husband sought that the existing equal care arrangement continue, together with multiple handovers each fortnight, which perpetuated frequent and unwarranted contact between our client and the husband.

Ultimately, by virtue of the final judgment, our client was wholly successful in parenting matters, with final orders being made in the terms sought by our client. With respect to property settlement, our client was also wholly successful, achieving an outcome exceeding the upper limits of what had been anticipated.



# LIMESTONE COAST COMMUNITY JUSTICE CENTRE

## OVERVIEW 2018/2019



Limestone Coast has been increasing their visibility in the South East region throughout the past 12 months through various duty solicitor services, participating in community events and joining working groups and collaborations.

After attending a Court User meeting at the Magistrates Court in Mount Gambier, it was noted that there is only a Legal Services Commission funded Duty Solicitor at the Mount Gambier and Millicent Criminal Magistrate Court sittings. Bordertown and Naracoorte would not have a Duty Solicitor servicing the sitting days.

Noting that the outreaches for both Naracoorte and Bordertown were low, it was suggested by Service staff that LCCJC could provide a Duty Solicitor Service to the Circuit Courts at Bordertown and Naracoorte, therefore attending for the Court in the morning and being available for usual appointments in the afternoon.

Naracoorte has the Circuit Court attend once a month on a Friday, and Bordertown, every second month.

This has allowed more face-to-face appointments in Bordertown and Naracoorte and has also seen an increase in open files from these outreaches.

In total, the service has been available as Duty Solicitor in Naracoorte for approximately 10 Criminal Court Circuits, and available as Duty Solicitor in Bordertown for approximately 6 Criminal Court Circuits.

Her Honour, Magistrate Anderson (the resident Magistrate) had on numerous occasions praised the service for picking up the Duty Solicitor role in Naracoorte and Bordertown as it gave the Court a peace of mind when it comes to ensuring Defendants are aware of consequences and understand sentences. It has also meant guilty pleas can be heard quicker in some cases, especially where there are difficulties with having interpreters available in open Court.

Along with the Duty Solicitor role in Naracoorte and Bordertown, the service continues its role as Duty Solicitor delivered in conjunction with Legal Services Commission at the Mount Gambier sittings of the Federal Circuit Court of Australia. With assistance being rendered to numerous unrepresented matters mostly in assisting with negotiations on Consent Minutes of Order.

During the Federal Circuit Court weeks, the Service has also hosted practitioner drinks, allowing the visiting Barristers and Court staff (including the visiting Judge) to network with the local Solicitors.

The Service also continues the fortnightly visits to the Mount Gambier Prison, to offer Duty Solicitor type services to the prisoners. One of the most consistent areas of law that prisoners have sought advice about has been immigration issues, which is convenient when we have a Migration Agent as a part of the service.

The Service, as members of the Limestone Coast Family Violence Action Group and the Violence Against Women Collaboration, has attended numerous meetings with the groups and also participated in the various activities, including the White Ribbon Day Breakfast run in Mount Gambier.

It has been a busy year.

**Katherine Davies**  
Solicitor

## LIMESTONE COAST STATISTICS

 **718** TOTAL NUMBER OF LEGAL ADVICES

 **92** TOTAL NUMBER OF REPRESENTATION

Court/Tribunal **36**

Other Representation **56**

### COURT ATTENDANCES

**45** Mount Gambier Magistrates Court

**31** Federal Circuit Court

### OUTREACH LOCATIONS

| LOCATION             | TOTAL VISITS | TOTAL ADVICES |
|----------------------|--------------|---------------|
| Bordertown           | 11           | 9             |
| Millicent            | 6            | 14            |
| Naracoorte           | 12           | 10            |
| Mount Gambier Prison | 24           | 65            |

## DUTY SOLICITOR SERVICES

Limestone Coast Community Justice Centre (LCCJC) is pleased to work in conjunction with Legal Services Commission and AC Care in Mt Gambier to assist to deliver the Duty Solicitor service for the South East region during Federal Circuit Court sittings.

During the 2018-2019 year there were 4 sittings of the FCC in Mt Gambier and LCCJC was able to assist a total 13 clients for the duty lawyer service.

3 of 13 clients were in trial at the time of providing assistance. We assisted clients to negotiate with the other party to develop Consent Orders and minimise Court time. 2 out of the 3 were successful in reaching a settlement through Consent Orders.

The other 10 of 13 clients we assisted had their matters dealt with on an interim basis and assistance was provided to clients with these matters.

In addition to the Duty Lawyer Service for the South East region during Federal Circuit Court sittings in Mount Gambier staff from LCCJC provide a Duty Solicitor Service to the Circuit Courts at Bordertown and Naracoorte whilst attending on outreach location days. Naracoorte has the Circuit Court attend once a month on a Friday, and Bordertown, every second month.

Duty Lawyer services conducted in the 2018-19 year as a courtesy in the following courts when at outreach sessions were as follows:

**15** BORDERTOWN  
MAGISTRATES COURT

**11** NARACOORTE  
MAGISTRATES COURT

## MIGRATION PRACTICE

Assistance with Migration issues was provided during this period by Fei Su. Fei was able to provide advice to Mount Gambier Prison clients for their visa cancellation matters and provide further legal assistance to appeal Department of Home Affairs decisions to the Administrative Appeals Tribunal. In addition, the Service has been able to provide migration advice to members of the community in the area of refugee visas, appealing visa decisions to the Administrative Appeals Tribunal and Australian citizenship applications.

## LEGAL COLLABORATIONS AND COMMUNITY DEVELOPMENT

Attended numerous meetings as members of the Limestone Coast Family Action Group and Limestone Coast Violence Against Women Collaboration Group (LCVAWCG). 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.

Attended Carers SA Aged Care Forum to provide information on Wills, Estates and Grant High School presentation- invited to speak to Flexible Learning Options students on issues that impact youth.

## CASE STUDY

Our Client was served with an Intervention Order protecting her Mother. There was also an Intervention Order against the mother, protecting the client. The Client was 16 years old was told by the Police Officer that served the IVO on her that she was to move out of the family home after a domestic violence call out.

The Family consisted of Mum, Dad and a younger sibling. The client was a long time victim of the mother's abuse, recalling her first visible injury aged 11. There was a history of abuse among the family. The mother had accepted the IVO against her without amendments on the first Court date. The client sought an adjournment for legal advice in regard to the IVO against her.

The matter was taken on to negotiate with prosecution to have the IVO dropped against the client after confirming with the Client that as she was a youth, and she should not be attending Court alone noting that she had no family support. Prosecution were hesitant to have the Order dropped, opting instead to lessen the Order to "test" the client to see if she would cause any further issues.

From a full "non-contact" order, it was taken down to a "basic" order. There were no reports of incidents in the adjourned period of the Basic Order being in place.

After much back and forth with Prosecution and the Magistrate also highlighting the faults in the evidence, the Order was dropped against the Client. As Christmas was approaching, we gave assistance in having the confirmed Order against the mother varied to allow for public contact with the Client for Christmas Day.

# RIVERLAND COMMUNITY JUSTICE CENTRE



In December 2018 the launch of the Riverland Community Justice Centre Service attended by the Honourable Attorney General Vicki Chapman MP, provided the return of a much-needed community legal service which has been successful in assisting a large number of disadvantaged individuals.

Since the Service official opening in December 2018, legal advice in the areas of family, criminal and civil law has been provided to hundreds of people. Further, ongoing assistance in the form of legal research, negotiation, and court representation has been provided to individuals who without the services assistance would have gone without.

Additional outreach locations, Renmark and Loxton commenced in January 2019 and frequent visits were made to the Service's outreach locations in Loxton, Renmark, Waikerie, Morgan and Cadell, allowing those without means of transport to have the benefit of face to face services. Whilst a Duty Solicitor Service is still being developed, the Service provided duty solicitor services on two occasions in the Berri Magistrates Court.

The Service took part in several community meetings, including a Court User Group meeting with His Honour Chief Judge of the District Court Michael Evans, and a discussion regarding the implementation of a Domestic Violence Prevention Program with Her Honour Magistrate Deland and Magistrate McGrath.

The community response to the Service opening has been very positive, with multiple organisations noting that having a service which clients can be readily referred to has improved the region. The service has had ongoing interaction with the following community organisations and government services:

- Relationships Australia
- Life Without Barriers
- SAPOL
- Disability Transition Unit
- Department of Corrections
- Loxcare Community House
- Renmark Paringa Council
- Cadell Training Centre

The first year of this Service has confirmed the need for a community legal service in the Riverland, and hopefully the Service will continue to grow in the future.

Rory Ormerod

## RIVERLAND STATISTICS



**325** TOTAL NUMBER  
OF LEGAL ADVICES



**24** TOTAL NUMBER  
OF REPRESENTATION

## COURT ATTENDANCES



Berri Magistrates Court

**2** Duty Lawyer Services

## OUTREACH LOCATIONS

| LOCATION | TOTAL VISITS | TOTAL ADVICES |
|----------|--------------|---------------|
| Morgan   | 4            | 6             |
| Cadell   | 5            | 18            |
| Loxton   | 3            | 3             |
| Renmark  | 4            | 5             |
| Waikerie | 1            | 1             |

## LEGAL COLLABORATIONS & PARTNERSHIPS

### RELATIONSHIPS AUSTRALIA SA BERRI

#### RASA LAWYER ASSISTED MEDIATION

Relationships Australia SA in the Riverland has partnered with Riverland Community Justice Service 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.

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. The sessions continued to be available to Riverland clients which is of great benefit to the community.

#### AC CARE BERRI TENANCY EDUCATION GROUP BERRI

Facilitated sessions with AC Care Tenancy Education Group continued in this period 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 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.

#### COURT USER GROUP

In this period solicitors attended the Court User Group meetings at the Berri Magistrates Court. The Court staff meet with solicitors and service providers in the Riverland area to discuss court processes and administration matters.

## CASE STUDY

The client was involved in motor vehicle accident in early 2019 whereby the Insurer was seeking over \$4000 for damages sustained by the other parties' motor vehicle.

The client attended our office for assistance seeking a payment plan from the Insurer. After taking instructions, we sought a discontinuance of recovery efforts of the above amount based on our client's financial circumstances. The client works casually and receives Centrelink payments in the form of a carer's payment for her daughter, resides in Government housing and had no other significant assets.

After communicating with the Insurer, they advised that they were waiving the recovery of the claim in full and closing their file based on our client's financial circumstances. The client was extremely grateful and relieved.



The InDIGO program, a collaboration between SCJC and The Women's Legal Service SA continued this year to provide free legal advice and services to women who are experiencing or at risk of experiencing domestic violence. The team of 2 fulltime Solicitors and 2 part-time Family Advocates (social workers) are able to provide a holistic approach to assist women with their legal and non-legal needs. Based at Southern Community Justice Centre office, InDIGO assist women in the southern metropolitan region catchment areas of Mitcham Council, City of Onkaparinga, Marion Council and Holdfast Bay Council.

Demand for the service continues to be high with 171 clients approaching the service in this period with a larger number of referrals from community support services.

## **ENGAGEMENT, ADVOCACY AND COMMUNITY LEGAL EDUCATION**

InDIGO provides a duty lawyer service at the Christies Beach Magistrates Court when the Family Violence list is being heard and can provide advice, assistance and representation to women regarding Intervention Order matters.

We are also involved in the Women Are Strong program run in the southern suburbs. Women Are Strong is an 8 week support and education program for women who have or are experiencing domestic/family violence. It is run as a collaboration between multiple agencies during the school term. The trauma informed program incorporates a focus on strength and resilience.

InDIGO provides Community Legal Education to the participants during one session of the program, offering general legal advice where domestic and family violence has occurred – (intervention orders, children's matters, mediation, property settlement and court processes). In this period InDIGO provided 5 Community Legal Education sessions within the program.

Women Are Strong also presents the opportunity for cross referral between InDIGO and the relevant service providers involved.

InDIGO also conducted a Community Legal Education session for the staff and residents of Coolock House, a 24hour supported accommodation facility for young women up to age 25 who are pregnant or parenting and homeless or at risk of homelessness.

InDIGO through Women's Legal Service is a member of the Onkaparinga Collaborative Approach which is a partnership between government and non-government representatives and service providers committed to the prevention of domestic violence and Aboriginal and Torres Strait Islander family violence. As a member of the leadership group within this initiative, InDIGO attends monthly network meetings to discuss service delivery, work issues, successes and gaps across the domestic violence sector.



## **SERVICES PROVIDED**

- 27** Duty Lawyer
- 240** Legal Advice
- 50** Representations



# VOLUNTEERS

During this period the service continues to receive great interest in the volunteer program. Recruitment has continued and a comprehensive engagement strategy is in place. CJSSA is very grateful to the many students and volunteer Solicitors who provide valuable input to the service. A total of **2315 hours** was contributed by volunteers in the 2018 -19 financial year.

## STUDENTS

Demand has been high for the volunteer student program in this period with 15 law students recruited at the Christies Beach office and 3 at the Mount Gambier office. Student volunteers assist with:

- Administration, typing and data entry
- Assist solicitors with drafting letters and other documents
- Legal Research
- Transcribing documents
- Attending court with solicitor
- Sitting in on client interviews
- Other tasks as required.

## GRADUATE DIPLOMA OF LEGAL PRACTICE PLACEMENTS

We have continued to receive requests from law students for a placement as part of their PLT requirements. The Service was able to provide law students with the required legal experience in this period with 3 students placed at the Mount Gambier office and 3 at the Christies Beach office.

## VOLUNTEER SOLICITORS

CJSSA also continues to receive interest in the volunteer solicitor program. The volunteer Solicitors can attend court hearings, participate in client interviews, manage a small case load and have provided valuable assistance to our legal staff. In this period 4 volunteer Solicitors were recruited.

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I HAVE ESPECIALLY ENJOYED MY PLACEMENT WITH SOUTHERN COMMUNITY JUSTICE CENTRE. I HAVE FOUND THE SOLICITORS AND STAFF TO BE EXTREMELY GENEROUS WITH THEIR TIME, KNOWLEDGE AND EXPERIENCE AND I FEEL I HAVE GAINED A LOT FROM MY TIME HERE.

JO

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**15** Volunteer Students



**4** Volunteer Solicitors

**7** Volunteer Legal Placement Students

**1** Volunteer Admin

**1** Work Experience High School Student

# AUDITOR'S REPORT

## STEVENS & ANDREW

Certified Practising Accountants

Director: Greg Andrew CPA

### Auditor's Independence Declaration To The Directors Community Justice Services SA Ltd

As the lead engagement director for the audit of Community Justice Services SA Ltd for the year ended 30 June 2019, I declare that, to the best of my knowledge and belief, there have been:

- a) no contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit review; and
- b) no contraventions of any applicable code of conduct in relation to the review.

Signed at Eastwood this 9th day of August 2019.

*Stevens & Andrew*

**Stevens & Andrew Pty Ltd**  
Authorised Audit Company



**Greg Andrew**  
Director – Registered Company Auditor

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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.



# AUDITOR'S REPORT

## STEVENS & ANDREW

Certified Practising Accountants

Director: Greg Andrew CPA

13 September 2019

Att: Catherine McMorris  
Executive Director  
Community Justice Services SA Ltd  
40 Beach Road  
CHRISTIES BEACH SA 5165

Dear Ms McMorris,

**Re: Audit Clearance Letter to the Management Committee 2018/19**

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 2018/19 financial year. We also wish to provide feedback in relation to our observations made during the audit.

We were provided with access to the SCJC MYOB file along with the relevant supporting documentation for the 2018/19 transactions so that we could 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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# AUDITOR'S REPORT

- 2 -

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.

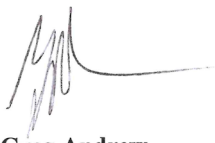
We have determined that for each of the abovementioned functions, the internal controls now in place are appropriate for an organisation of the size of SCJC.

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 board 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

# DIRECTOR'S REPORT



## Community Justice Services SA Ltd

### Directors Report

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#### Directors

The names of the directors in office at any time during or since the end of the year are:

MICHAEL DONALD (Chairperson)  
ROSS SAVVAS  
JULIE-ANN SIMKIN  
ANNE WILLIAMS  
RENE EARLES  
CRAIG STEVENS  
MINERVA NASSER-EDDINE  
KATE BRETT  
BARBARA WENDLAND (Secretary)

#### Directors' Meetings

During the 2018-2019 year eleven Directors' meetings were held.

#### Operating Result

The profit/(loss) of the company for the financial year after providing for income tax amount to:

| Year ended     | Year ended   |
|----------------|--------------|
| 30 June 2019   | 30 June 2018 |
| \$(125,752.58) | \$197,395.32 |

#### Significant Changes in the State of Affairs

No significant changes in the company's state of affairs occurred during the financial year.

#### Principal Activities

The principal activities of the company during the course of the year were to deliver legal services to the community. No significant change in the nature of these activities occurred during the year.

#### After Balance Date Events

There are no after balance date events

#### Future Developments

The company expects to maintain the present status and level of operations and hence there are no likely developments in the operations in future financial years.

#### Environmental Issues

The company's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a State or Territory.

**Director's Benefits**

The directors have not received or has become entitled to receive, during or since the financial year, a benefit because of a contract made by the company or related body corporate with a directors, a firm which a director is a member or an entity in which a director has a substantial financial interest.

**Indemnifying Officer or Auditor**

No indemnities have been given or agreed to be given or insurance premiums paid or agreed to be paid, during or since the end of the financial year, to any person who is or has been an officer or auditor of the company.

**Proceedings on Behalf of Company**

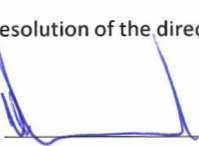
No person has applied for leave of Court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings. The company was not a party to any such proceedings during the year.

**Auditors Independence Declaration**

A copy of the auditor's independence declarations as required under section 307C of the Corporations Act 2001 has been included.

Signed in accordance with a resolution of the directors:

Director Signature



Director Name

Michael Jones

Dated this 3rd day of September 2019

# STATEMENT BY BOARD OF DIRECTORS

## Community Justice Services SA Ltd

### Statement by Board of Directors

The Board of Directors has determined that the organisation is not a reporting entity.

The Board of Directors 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 Directors the financial statements:

1. Present fairly the financial position of Community Justice Services SA Ltd as at 30<sup>th</sup> June 2019 and the results of the organisation for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Community Justice Services SA Ltd 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 Directors and is signed for, and on behalf of, the Board of Directors by:

Board Director:  \_\_\_\_\_

Board Director: BWaddell \_\_\_\_\_

Dated this 5 day of September 2019

# FINANCIALS ANNUAL REPORT 2019

## BALANCE SHEET

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

|  | Note  | 2018/2019 (\$)    | 2017/2018 (\$)    |
|--|-------|-------------------|-------------------|
| <b>ASSOCIATION FUNDS</b>               |       |                   |                   |
| <b>ACCUMULATED FUNDS</b>               |       |                   |                   |
| Balance at Beginning of the Year       |       | 323,512.97        | 126,117.65        |
| Share of Profit                        |       | (125,752.58)      | 197,395.32        |
| <b>TOTAL ACCUMULATED FUNDS</b>         |       | <b>197,760.39</b> | <b>323,512.97</b> |
| <b>ASSET REPLACEMENT RESERVE</b>       |       |                   |                   |
| Balance at Beginning of the Year       | 2     | 144,789.39        | 85,387.36         |
| Plus Approved Capital Expenditure      | 2     | 53,945.94         | 59,402.03         |
| Less Actual Capital Expenditure        | 2     | -                 | -                 |
| <b>TOTAL RESERVES</b>                  |       | <b>198,735.33</b> | <b>144,789.39</b> |
| <b>TOTAL ASSOCIATION FUNDS</b>         |       | <b>396,495.72</b> | <b>468,302.36</b> |
| <b>ASSETS</b>                          |       |                   |                   |
| <b>CURRENT ASSETS</b>                  |       |                   |                   |
| Cash at Bank and on Hand               | 10(a) | 113,691.71        | 267,212.85        |
| Savings Accounts and Term Deposits     | 10(a) | 266,504.87        | 319,437.52        |
| Receivables                            | 3     | 128,443.45        | 14,267.30         |
| Prepaid Expenses                       | 4     | 8,862.16          | 7,746.86          |
| <b>TOTAL CURRENT ASSETS</b>            |       | <b>517,502.19</b> | <b>608,664.53</b> |
| <b>NON - CURRENT ASSETS</b>            |       |                   |                   |
| Plant and Equipment                    | 5     | 131,413.33        | 97,295.32         |
| <b>TOTAL NON - CURRENT ASSETS</b>      |       | <b>131,413.33</b> | <b>97,295.32</b>  |
| <b>TOTAL ASSETS</b>                    |       | <b>648,915.52</b> | <b>705,959.85</b> |
| <b>LIABILITIES</b>                     |       |                   |                   |
| <b>CURRENT LIABILITIES</b>             |       |                   |                   |
| Payables                               | 6     | 81,267.37         | 85,792.79         |
| Unearned Income                        | 7     | 875.26            | 1,554.26          |
| Provision for Employee Benefits        | 8     | 134,839.30        | 127,520.40        |
| <b>TOTAL CURRENT LIABILITIES</b>       |       | <b>216,981.93</b> | <b>214,867.45</b> |
| <b>NON - CURRENT LIABILITIES</b>       |       |                   |                   |
| Provision for Employee Benefits        | 8     | 35,437.87         | 22,790.04         |
| <b>TOTAL NON - CURRENT LIABILITIES</b> |       | <b>35,437.87</b>  | <b>22,790.04</b>  |
| <b>TOTAL LIABILITIES</b>               |       | <b>252,419.80</b> | <b>237,657.49</b> |
| <b>NET ASSETS</b>                      |       | <b>396,495.72</b> | <b>468,302.36</b> |

## CONSOLIDATED INCOME AND EXPENDITURE STATEMENT

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

|  | Note | 2018/2019 (\$)      | 2017/2018 (\$)      |
|--|------|---------------------|---------------------|
| <b>INCOME</b>  |      |                     |                     |
| Commonwealth Grant                                   | 11   | 967,006.87          | 906,161.05          |
| State Grant  | 11   | 348,202.86          | 459,313.20          |
| Costs Recovered & Retained                           |      | -                   | -                   |
| Donation   |      | 1,146.00            | 990.00              |
| Interest Received                                    |      | 1,467.98            | 1,785.78            |
| Fee for Service                                      |      | 12,796.21           | 22,720.28           |
| Sundry Receipts                                      |      | 5,909.10            | 9,217.19            |
| <b>TOTAL INCOME</b>                                  |      | <b>1,336,529.02</b> | <b>1,400,187.50</b> |
| <b>EXPENSES</b>                                      |      |                     |                     |
| Auditing   |      | 4,900.00            | 4,980.00            |
| Advertising  |      | 13,421.64           | 9,698.04            |
| Annual Leave Accrued                                 |      | (7,143.80)          | 28,243.98           |
| Catering/Forum Cost                                  |      | 6,477.63            | 5,538.83            |
| Computer Software                                    |      | 3,789.82            | 492.50              |
| Computer Support                                     |      | 26,446.16           | 25,700.00           |
| Consultant's Fees                                    |      | 5,940.64            | 9,906.41            |
| Depreciation Expense                                 |      | 22,461.91           | 16,673.80           |
| Depreciation Immediate Write Off                     |      | 12,480.00           | 31,181.61           |
| Insurance  |      | 10,913.18           | 7,029.96            |
| Interest & Bank Charges                              |      | 968.28              | 576.99              |
| Library  |      | 3,374.83            | 6,943.89            |
| Long Service Leave Accrued                           |      | 27,110.53           | 5,811.05            |
| Occupancy  |      | 114,126.35          | 96,568.29           |
| Office Supplies/Overheads                            |      | 9,829.06            | 14,998.09           |
| Other Premises Costs                                 |      | 34,896.22           | 31,415.17           |
| Photocopier Lease                                    |      | 11,093.80           | 7,597.59            |
| Post/Print   |      | 12,192.36           | 12,087.02           |
| Practising Certificates                              |      | 4,964.27            | 3,688.06            |
| Programming and Planning                             |      | 4,951.60            | 7,271.76            |
| Repairs & Maintenance                                |      | 9,337.49            | 16,804.87           |
| Salaries   |      | 895,520.53          | 648,384.85          |
| Staff Training                                       |      | 11,550.80           | 9,248.75            |
| Subscription & Membership                            |      | 10,034.54           | 7,066.08            |
| Sundry Expenses                                      |      | 687.32              | 1,654.12            |
| Superannuation                                       |      | 83,089.64           | 62,093.43           |
| Telecommunication                                    |      | 29,113.80           | 29,197.30           |
| Travel   |      | 40,575.01           | 39,342.71           |
| Work Cover   |      | 5,232.05            | 3,195.00            |
| <b>TOTAL EXPENSES</b>                                |      | <b>1,408,335.66</b> | <b>1,143,390.15</b> |
| <b>OPERATING PROFIT</b>                              |      | <b>(71,806.64)</b>  | <b>256,797.35</b>   |
| Transfer to Reserve for Approved Capital Expenditure | 2    | 53,945.94           | 59,402.03           |
| <b>NET PROFIT</b>                                    |      | <b>(125,752.58)</b> | <b>197,395.32</b>   |

## CASH FLOW STATEMENT

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

|   | Note  | 2018/2019 (\$) | 2017/2018 (\$) |
|---|-------|----------------|----------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b> |       |                |                |
| Grants Received                             |       | 1,201,033.58   | 1,365,474.25   |
| Donations Received                          |       | 1,146.00       | 990.00         |
| Interest Received                           |       | 1,467.98       | 1,785.78       |
| Fee for Service                             |       | 12,796.21      | 20,915.51      |
| Sundry Income Received                      |       | 5,909.10       | 9,217.19       |
| Payments to Employees                       |       | (978,610.17)   | (731,614.07)   |
| Payments to Suppliers                       |       | (393,616.57)   | (392,620.69)   |
| NET CASH FLOWS (USED IN)/PROVIDED BY        | 10(b) | (149,873.87)   | 274,147.97     |
| OPERATING ACTIVITIES                        |       |                |                |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b> |       |                |                |
| Payments for Furniture and Equipment        |       | (2,634.00)     | (2,641.00)     |
| Payments for Approved Capital Expenditure   |       | (53,945.92)    | (59,402.03)    |
| NET CASH FLOWS USED IN INVESTING ACTIVITIES |       | (56,579.92)    | (62,043.03)    |
| <b>NET (DECREASE)/INCREASE IN CASH HELD</b> |       | (206,453.79)   | 212,104.94     |
| CASH AT BEGINNING OF THE FINANCIAL YEAR     |       | 586,650.37     | 374,545.43     |
| <b>CASH AT END OF THE FINANCIAL YEAR</b>    | 10(a) | 380,196.58     | 586,650.37     |



## NOTES TO THE FINANCIAL STATEMENTS

For the financial year ended 30 June 2019.

### 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. The cost of purchase of approved assets amounted to \$53,945.94 in 2018/19.

|                                      | 2018/2019 (\$) | 2017/2018 (\$) |
|--------------------------------------|----------------|----------------|
| <b>3. Receivables</b>                |                |                |
| Trade Debtors                        | 118,300.01     | 3,655.14       |
| GST Receivable                       | 10,143.44      | 10,612.16      |
|                                      | 128,443.45     | 14,267.30      |
| <b>4. Prepaid Expenses</b>           |                |                |
| Practising Certificates & Membership | 5,795.64       | 5,114.27       |
| Insurance                            | 2,930.16       | 871.68         |
| Subscriptions                        | 136.36         | 1,440.91       |
| Lease                                | -              | 320.00         |
|                                      | 8,862.16       | 7,746.86       |

## 5. Plant and Equipment

|  |             |             |
|--|-------------|-------------|
| Christies Beach Furniture & Equipment - at cost  | 70,111.89   | 67,477.89   |
| Less: Accumulated Depreciation                   | (63,365.37) | (61,828.64) |
|  | 6,746.52    | 5,649.25    |
| Christies Beach Premises Refurbishment - at cost | 60,315.38   | 60,315.38   |
| Less: Accumulated Depreciation                   | (25,131.42) | (19,099.88) |
|  | 35,183.96   | 41,215.50   |
| Mt Gambier Premises - at cost                    | 26,568.75   | 19,942.58   |
| Less: Accumulated Depreciation                   | (4,362.24)  | (1,079.56)  |
|  | 22,206.51   | 18,863.02   |
| Riverland Premises - at cost                     | 25,800.39   | -           |
| Less: Accumulated Depreciation                   | (1,567.14)  | -           |
|  | 24,233.25   | -           |
| Motor Vehicles - at cost                         | 60,978.80   | 39,459.44   |
| Less: Accumulated Depreciation                   | (17,935.71) | (7,891.89)  |
|  | 43,043.09   | 31,567.55   |
|  | 131,413.33  | 97,295.32   |

## 6. Payables

|                   |           |           |
|-------------------|-----------|-----------|
| Trade Creditors   | 5,379.89  | 16,052.86 |
| Salaries          | 22,339.68 | 17,081.69 |
| Superannuation    | 6,765.22  | 6,611.59  |
| PAYG Tax Withheld | 14,860.00 | 15,674.00 |
| GST Payable       | 32,339.06 | 29,746.59 |
| Credit Cards      | (416.48)  | 626.06    |
|                   | 81,267.37 | 85,792.79 |

## 7. Unearned Income

|                 |        |          |
|-----------------|--------|----------|
| Disbursement CS | 875.26 | 1,554.26 |
|                 | 875.26 | 1,554.26 |

## 8. Provision for Employee Benefits

|                    |            |            |
|--------------------|------------|------------|
| Current            |            |            |
| Annual Leave       | 70,985.76  | 78,129.56  |
| Long Service Leave | 63,853.54  | 49,390.84  |
|                    | 134,839.30 | 127,520.40 |
| Non-Current        |            |            |
| Long Service Leave | 35,437.87  | 22,790.04  |

## 9. Operating Lease Commitments

|                                  |            |            |
|----------------------------------|------------|------------|
| Payable - Minimum Lease Payments |            |            |
| Not later than One year          | 132,405.24 | 65,707.44  |
| Between One and Five Years       | 399,633.39 | 230,913.48 |
| Greater than Five Years          | -          | -          |
|                                  | 532,038.63 | 296,620.92 |

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.

## 10. Cash Flow Information

(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           | 113,691.71 | 267,212.85 |
| Savings Accounts and Term Deposits | 266,504.87 | 319,437.52 |
|                                    | 380,196.58 | 586,650.37 |

(b) Reconciliation of Cash Flow from Operations with Net Profit:

|  |              |             |
|--|--------------|-------------|
| <b>Net Profit</b>                                    | (125,752.58) | 197,395.32  |
| Non-Cash Flows in Net Profit                         |              |             |
| Transfer to Reserve for Approved Capital Expenditure | 53,945.94    | 59,402.04   |
| Depreciation   | 22,461.91    | 16,673.80   |
| <b>Changes in Assets and Liabilities</b>             |              |             |
| (Increase)/Decrease in Receivables                   | (114,176.15) | (6,701.61)  |
| (Increase)/Decrease in Prepaid Expenses              | (1,115.30)   | (3,723.86)  |
| Increase/(Decrease) in Payables                      | (4,525.42)   | (22,952.75) |
| Increase/(Decrease) in Unearned Income               | (679.00)     | -           |
| Increase/(Decrease) in Provisions                    | 19,966.73    | 34,055.03   |
|  | (149,873.87) | 274,147.97  |

## 11. SACS Funding

|                            |              |              |
|----------------------------|--------------|--------------|
| Commonwealth Grant         | 863,557.82   | 814,038.74   |
| Commonwealth SACS Funding  | 103,449.05   | 92,122.31    |
|                            | 967,006.87   | 906,161.05   |
| State Grant                | 314,755.13   | 429,955.54   |
| SA Government SACS Funding | 33,447.73    | 29,357.66    |
|                            | 348,202.86   | 459,313.20   |
| Total Funding              | 1,315,209.73 | 1,365,474.25 |

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

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

| <b>REGION 2<br/>GENERALIST</b>                       | <b>Note</b> | <b>2018/2019 (\$)</b> | <b>2017/2018 (\$)</b> |
|--|-------------|-----------------------|-----------------------|
| <b>INCOME</b>  |             |                       |                       |
| <b>CLSP INCOME</b>                                   |             |                       |                       |
| Commonwealth   |             | 312,369.27            | 407,634.77            |
| State  |             | 186,304.53            | 243,226.55            |
| <b>SERVICE GENERATED INCOME</b>                      |             |                       |                       |
| Interest   |             | 942.23                | 1,153.29              |
| Donations  |             | 1,003.80              | 980.00                |
| Sundry Income  |             | -                     | 126.29                |
| <b>TOTAL INCOME</b>                                  |             | <b>500,619.83</b>     | <b>653,120.90</b>     |
| <b>EXPENSES</b>                                      |             |                       |                       |
| <b>CLSP EXPENSES</b>                                 |             |                       |                       |
| Salaries   |             | 365,673.29            | 335,331.69            |
| Superannuation                                       |             | 32,879.61             | 31,619.66             |
| On Cost  |             | 1,675.59              | 2,973.42              |
| Rent   |             | 48,259.20             | 48,221.00             |
| Repairs and Maintenance                              |             | 5,010.03              | 539.42                |
| Other Premises Costs                                 |             | 12,881.93             | 15,868.42             |
| Staff Training                                       |             | 3,121.09              | 4,532.55              |
| Staff Recruitment                                    |             | -                     | -                     |
| Communications                                       |             | 17,539.61             | 17,817.07             |
| Office Overheads                                     |             | 28,708.83             | 32,068.39             |
| Insurance  |             | 8,723.16              | 7,565.07              |
| Finance, Audit                                       |             | 3,816.16              | 4,216.33              |
| Library, Subscriptions                               |             | 5,273.99              | 7,561.76              |
| Travel   |             | 4,285.55              | 5,572.16              |
| Programming and Planning                             |             | 10,977.23             | 11,550.85             |
| Client Disbursements                                 |             | 60.00                 | 195.25                |
| Leases   |             | 5,604.59              | 3,834.26              |
| Minor Equipment                                      |             | -                     | 12,099.34             |
| Depreciation   |             | -                     | -                     |
| Other  |             | 17.45                 | 48.75                 |
| <b>TOTAL EXPENSES</b>                                |             | <b>554,507.31</b>     | <b>541,615.39</b>     |
| <b>OPERATING (DEFICIT)/SURPLUS</b>                   |             | <b>(53,887.48)</b>    | <b>111,505.51</b>     |
| Transfer to Reserve for Approved Capital Expenditure | 2           | -                     | -                     |
| <b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>            |             | <b>(53,887.48)</b>    | <b>111,505.51</b>     |
| <b>SURPLUS FROM PREVIOUS CONTRACT</b>                |             | <b>164,239.09</b>     | <b>52,733.58</b>      |
| <b>SURPLUS FOR NEXT YEAR</b>                         |             | <b>110,351.61</b>     | <b>164,239.09</b>     |

## DIVISIONAL INCOME AND EXPENDITURE STATEMENT

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

| <b>REGION 2<br/>FAMILY LAW / FAMILY VIOLENCE</b>     | <b>Note</b> | <b>2018/2019 (\$)</b> | <b>2017/2018 (\$)</b> |
|--|-------------|-----------------------|-----------------------|
| <b>INCOME</b>  |             |                       |                       |
| <b>CLSP INCOME</b>                                   |             |                       |                       |
| Commonwealth   |             | 147,228.00            | 96,594.00             |
| <b>SERVICE GENERATED INCOME</b>                      |             |                       |                       |
| Sundry Income  |             | -                     | -                     |
| <b>TOTAL INCOME</b>                                  |             | <b>147,228.00</b>     | <b>96,594.00</b>      |
| <b>EXPENSES</b>                                      |             |                       |                       |
| <b>CLSP EXPENSES</b>                                 |             |                       |                       |
| Salaries   |             | 152,815.00            | 47,212.74             |
| Superannuation                                       |             | 13,322.87             | 4,092.39              |
| On Cost  |             | 607.03                | -                     |
| Rent   |             | -                     | -                     |
| Repairs and Maintenance                              |             | -                     | -                     |
| Other Premises Costs                                 |             | -                     | -                     |
| Staff Training                                       |             | 1,178.09              | 848.18                |
| Staff Recruitment                                    |             | -                     | -                     |
| Communications                                       |             | 1,000.00              | -                     |
| Office Overheads                                     |             | 2,493.18              | 1,117.44              |
| Insurance  |             | 260.00                | -                     |
| Finance, Audit                                       |             | -                     | 1.17                  |
| Library, Subscriptions                               |             | 639.28                | 20.00                 |
| Travel   |             | 851.81                | 1,218.03              |
| Programming and Planning                             |             | -                     | -                     |
| Client Disbursements                                 |             | -                     | -                     |
| Leases   |             | -                     | -                     |
| Minor Equipment                                      |             | 4,160.00              | 1,836.25              |
| Depreciation   |             | -                     | -                     |
| Other  |             | -                     | -                     |
| <b>TOTAL EXPENSES</b>                                |             | <b>177,327.26</b>     | <b>56,346.20</b>      |
| <b>OPERATING (DEFICIT)/SURPLUS</b>                   |             | <b>(30,099.26)</b>    | <b>40,247.80</b>      |
| Transfer to Reserve for Approved Capital Expenditure | 2           | -                     | -                     |
| <b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>            |             | <b>(30,099.26)</b>    | <b>40,247.80</b>      |
| SURPLUS FROM PREVIOUS YEAR                           |             | 40,247.80             | -                     |
| <b>SURPLUS FOR NEXT YEAR</b>                         |             | <b>10,148.54</b>      | <b>40,247.80</b>      |

## DIVISIONAL INCOME AND EXPENDITURE STATEMENT

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

| <b>REGION 5<br/>GENERALIST</b>                       | <b>Note</b> | <b>2018/2019 (\$)</b> | <b>2017/2018 (\$)</b> |
|--|-------------|-----------------------|-----------------------|
| <b>INCOME</b>  |             |                       |                       |
| <b>CLSP INCOME</b>                                   |             |                       |                       |
| Commonwealth   |             | 291,852.64            | 272,077.28            |
| State  |             | 161,898.36            | 216,086.65            |
| <b>SERVICE GENERATED INCOME</b>                      |             |                       |                       |
| Interest   |             | 525.75                | 632.49                |
| Donations  |             | 142.20                | 10.00                 |
| Sundry Income  |             | 5,909.10              | 9,090.90              |
| <b>TOTAL INCOME</b>                                  |             | <b>460,328.05</b>     | <b>497,897.32</b>     |
| <b>EXPENSES</b>                                      |             |                       |                       |
| <b>CLSP EXPENSES</b>                                 |             |                       |                       |
| Salaries   |             | 200,697.71            | 226,148.84            |
| Superannuation                                       |             | 19,027.12             | 19,630.78             |
| On Cost  |             | 1,960.73              | 1,604.27              |
| Rent   |             | 65,867.15             | 48,347.29             |
| Repairs and Maintenance                              |             | 2,943.47              | 6,215.17              |
| Other Premises Costs                                 |             | 18,716.24             | 15,546.75             |
| Staff Training                                       |             | 2,485.36              | 2,636.19              |
| Staff Recruitment                                    |             | -                     | 425.45                |
| Communications                                       |             | 8,826.19              | 11,380.23             |
| Office Overheads                                     |             | 19,562.43             | 29,205.04             |
| Insurance  |             | 3,310.99              | 4,501.25              |
| Finance, Audit                                       |             | 2,052.12              | 2,339.49              |
| Library, Subscriptions                               |             | 3,950.81              | 5,079.91              |
| Travel   |             | 34,986.60             | 29,877.21             |
| Programming and Planning                             |             | 13,873.64             | 14,662.74             |
| Client Disbursements                                 |             | -                     | -                     |
| Leases   |             | 5,489.21              | 3,763.33              |
| Minor Equipment                                      |             | -                     | 14,194.32             |
| Depreciation   |             | -                     | -                     |
| Other  |             | 9.84                  | 27.43                 |
| <b>TOTAL EXPENSES</b>                                |             | <b>403,759.61</b>     | <b>435,585.69</b>     |
| <b>OPERATING (DEFICIT)/SURPLUS</b>                   |             | <b>56,568.44</b>      | <b>62,311.63</b>      |
| Transfer to Reserve for Approved Capital Expenditure | 2           | 53,945.94             | 59,402.03             |
| <b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>            |             | <b>2,622.50</b>       | <b>2,909.60</b>       |
| SURPLUS FROM PREVIOUS YEAR                           |             | 2,909.60              | -                     |
| <b>SURPLUS FOR NEXT YEAR</b>                         |             | <b>5,532.10</b>       | <b>2,909.60</b>       |

## DIVISIONAL INCOME AND EXPENDITURE STATEMENT

For the financial year ended 30 June 2019. The accompanying notes form part of these financial statements.

| <b>REGION 5<br/>FAMILY LAW / FAMILY VIOLENCE</b>     | <b>Note</b> | <b>2018/2019 (\$)</b> | <b>2017/2018 (\$)</b> |
|--|-------------|-----------------------|-----------------------|
| <b>INCOME</b>  |             |                       |                       |
| <b>CLSP INCOME</b>                                   |             |                       |                       |
| Commonwealth   |             | 215,556.96            | 129,855.00            |
| <b>SERVICE GENERATED INCOME</b>                      |             |                       |                       |
| Sundry Income  |             | -                     | -                     |
| <b>TOTAL INCOME</b>                                  |             | <b>215,556.96</b>     | <b>129,855.00</b>     |
| <b>EXPENSES</b>                                      |             |                       |                       |
| <b>CLSP EXPENSES</b>                                 |             |                       |                       |
| Salaries   |             | 199,581.90            | 77,472.61             |
| Superannuation                                       |             | 17,860.04             | 6,750.60              |
| On Cost  |             | 1,648.75              | -                     |
| Rent   |             | -                     | -                     |
| Repairs and Maintenance                              |             | -                     | -                     |
| Other Premises Costs                                 |             | -                     | 1,231.83              |
| Staff Training                                       |             | 4,766.26              | 1,050.00              |
| Staff Recruitment                                    |             | -                     | -                     |
| Communications                                       |             | 1,748.00              | -                     |
| Office Overheads                                     |             | 3,750.00              | 937.02                |
| Insurance  |             | 3,120.09              | -                     |
| Finance, Audit                                       |             | -                     | -                     |
| Library, Subscriptions                               |             | 1,559.56              | -                     |
| Travel   |             | 2,899.99              | 2,675.32              |
| Programming and Planning                             |             | -                     | -                     |
| Client Disbursements                                 |             | -                     | -                     |
| Leases   |             | -                     | -                     |
| Minor Equipment                                      |             | 8,320.00              | 3,051.70              |
| Depreciation   |             | -                     | -                     |
| Other  |             | -                     | -                     |
| <b>TOTAL EXPENSES</b>                                |             | <b>245,254.59</b>     | <b>93,169.08</b>      |
| <b>OPERATING (DEFICIT)/SURPLUS</b>                   |             | <b>(29,697.63)</b>    | <b>36,685.92</b>      |
| Transfer to Reserve for Approved Capital Expenditure | 2           | -                     | -                     |
| <b>(DEFICIT)/SURPLUS FOR CURRENT YEAR</b>            |             | <b>(29,697.63)</b>    | <b>36,685.92</b>      |
| SURPLUS FROM PREVIOUS YEAR                           |             | 36,685.92             | -                     |
| <b>SURPLUS FOR NEXT YEAR</b>                         |             | <b>6,988.29</b>       | <b>36,685.92</b>      |

