SUNCOAST COMMUNITY LEGAL SERVICE INC.

30th Annual Report 2014

Our Mission

To provide quality legal advice, information and education to members of the greater Sunshine Coast Community

Our Vision

A just and accessible legal system for the greater Sunshine Coast region

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1. Acknowledgements

Our services are provided with funds invested by the Queensland Government from the State Budget and Legal Practitioner Interest on Trust Accounts Fund.

2. *Introduction*

Sunshine Coast Community Legal Service Inc (SCLS) commenced operation in 1984 with the provision of one evening volunteer advice session per week run and operated by volunteers from the Maroochydore Neighbourhood Centre. Thirty years later Suncoast Community Legal Service has 90 volunteer Lawyers and 45 volunteer Receptionists providing services to Sunshine Coast residents in seven locations. Up to fifteen advices sessions are held per week provided by volunteers and staff.

The service covers a span over 3,000 square kilometres and is available to the rapidly growing Sunshine coast population, currently approximately 330,498

This report is the chance to highlight our work from across the 2013 – 14 year. As well as reports, statistics and financial information, there are two case studies depicting the provision of service we provide.

Thank you for your interest in our services. If you'd like to know more about us, please don't hesitate to contact us.

Pomona Outreach
Established 2010

Noosa Outreach
Established 2004

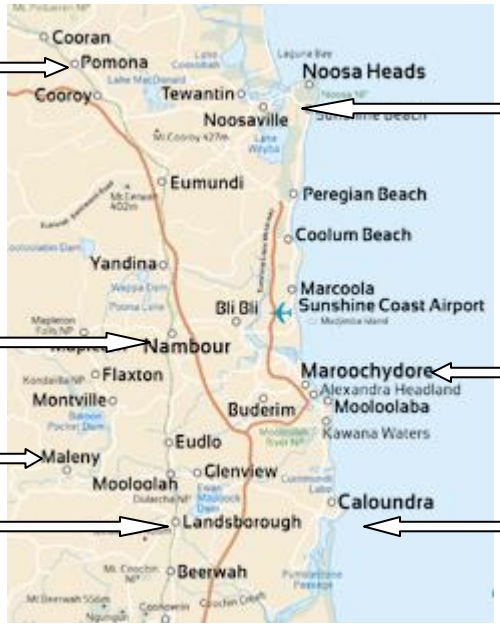
Nambour Outreach
Established 2009

Maroochydore, main office
Established 1984

Maleny Outreach
Established 2009

Landsborough Outreach
Established 2009

Caloundra Outreach
Established 2009



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4. Governance - Management Committee 2013/14

President

Samantha Bolton commenced working at Butler McDermott Lawyers in 2007 and was admitted as a Solicitor in 2008. In 2007 she graduated from Griffith University with a Bachelor of Law with Honours and a Bachelor of Criminology and Criminal Justice. Samantha has previously worked in the areas of Litigation and Criminal Law, however her main area of practice is now Family Law.

Samantha has been a volunteer at our Nambour Outreach since its opening and has served on the Management Committee since 2011. Throughout University, Samantha was also a volunteer at Caxton Legal Service in Brisbane. Samantha believes that everyone is entitled to legal representation which is why she volunteers with the service."

Vice- President

Peta Yujnovich is the current Vice President of the Suncoast Community Legal Service and also a Senior Associate at Schultz Toomey O'Brien Lawyers. Peta joined Schultz Toomey O'Brien Lawyers in 2003 and has worked since that time within their Litigation team specialising in the areas of commercial litigation and personal injuries law. As well as being the Vice President of the service, Peta has served on the Management Committee since 2009.

Peta is committed to supporting local business and sits on the judging panel for the Sunshine Coast Excellence in Business Awards. Peta is a long term member of the Sunshine Coast Business Women's Association and in 2011 Peta was a finalist in the Young Business Woman of the Year awards.

Treasurer (resigned)

Maurice Tucker resigned as treasurer of the Suncoast CLS in June 2014. Over the past four years he regularly volunteered in the area of family law as well as having served on the management committee since 2009, he will be greatly missed.

Treasurer

Anita Owens is the Qld forensic partner of Worrells Solvency + Forensic Accountants. Anita commenced her accounting career in public practice in Noosa in 1986. She started working in insolvency in 1989 and since 2012 has practiced solely in the field of forensic accounting. Anita has recently taken over the role as treasurer following the resignation of Maurice Tucker and looks forward to assisting the committee and volunteers as they continue to provide legal representation to the community.

Ordinary Committee Members

David Wise is a sole practitioner based in Palmwoods and Woombye. He currently specialises in representing residents of retirement villages in disputes and other dealings with their village operator. David was first admitted to practice in New South Wales in 1998 and started his career with a Sydney firm before a seachange in 2001 brought him to the Sunshine Coast. He worked with Margaret Rimmer in Mooloolaba for a number of years before starting his own practice in 2006. David has been a volunteer at the Suncoast Community Legal Service since 2001, and a member of the management committee since 2008. Outside of work David enjoys surfing and working with his family on their hinterland hobby farm.

Bernadette Farnell is the Principal of Family Law Solutions, which is a small boutique law firm specializing in family law. She graduated with a Bachelor of Laws from QUT in 1989 and was admitted as a solicitor in 1991. She is an Accredited Specialist in Family Law. Bernadette has lived on the Sunshine Coast since December 1988.

Bernadette has interests in social issues and has been involved with a number of community based organizations including women's services and support groups. She has been a volunteer with the Suncoast Community Legal Service on and off since about 1996 and served on the Management Committee since 2010. She enjoys the camaraderie of the Legal Service and the common goal of making legal advice more accessible for members of our local community.

Marilyn Schiffer worked for various legal firms for 16 years and also held a position at Myer doing a small amount of buying and managing some departments. When she moved to Caloundra she worked for a bank and after a number of years worked as a personal assistant to a Physiotherapist.

Marilyn is now retired, enjoying her grandchildren and travelling. Marilyn has served on the Committee since 2011 and is resigning this year to spend more time with her family.

Sarah Quilliam was admitted as a Barrister and Solicitor in New Zealand in early 2010, and soon after as a Solicitor in the Supreme Court of Queensland and the High Court of Australia.

Sarah joined the Family Law Team at Butler McDermott Lawyers in March 2011, having practiced predominantly in family law, and employment law. Sarah now practices exclusively in family law.

Sarah has volunteered at the Suncoast Community Legal Service since January 2011, and has been a Committee Member since 2013.

In her spare time, Sarah enjoys watersports, travelling, and exploring the beautiful Sunshine Coast hinterland

Suzanne Dillon has worked on the Sunshine Coast since March 2009, she qualified in Law (Hons) and Psychology at Griffith University. Suzie has worked in Family Law for 5 years (2 as trainee whilst finishing her qualifications) and 3 year in child Protection. She has served on the Management Committee since 2009. Suzie is interested in Family Law, DV and Child Protection issues, she enjoys relaxing, reading, cricket, watching V8 supercars, visiting her family and being a new grandma.

Suzie has been a single mum since 2000 she reports that both kids 'turned out alright' despite doing it by herself. (One is an archaeologist, currently based in Canberra ANU, the other AFL Lions football club merchandising manager).

Susan Douglas (Sue) Douglas opted for a career as an academic following admission in 1994 in Victoria. She teaches a number of commercial law courses in the business programs at the University of the Sunshine Coast. Sue's main research interest is in ADR and she has completed a PhD study of Mediation. She has is very committed to community involvement and education and is also a member of the Maroochy Neighbourhood Centre Management Committee and has served on Suncoast Community Legal Service since 2012.

Trent Johnson is a Senior Associate with Maurice Blackburn Lawyers and the head of the Queensland asbestos litigation team. He has 11 years of experience in personal injuries litigation and is a Queensland Law Society Accredited Specialist in Personal Injuries.

Trent is a long term member of the Australian Lawyers Alliance and the Queensland Law Society. He is a current member and former treasurer of the Sunshine Coast Law Association and current volunteer and management committee member of the Suncoast Community Legal Service. He is a current State Council Member for Palliative Care Queensland and Member of the Queensland Law Society Accident Compensation/Tort Law Committee. Trent is also a former member of the Maroochydore Chamber of Commerce.

4. President's Report

When sitting down to write this report I have to say I wasn't sure where to start. The past twelve months have been exciting and busy for the service and the committee, and I am pleased to be writing this report which is filled with positive reflections on the year that has been.

At this time last year the service was bursting at the seals in terms of space for staff, volunteers and the incoming students scheduled to commence their studies in February 2014 at our old office in Ocean Street. The Service is now operating out of the Maroochydore Tafe building, with amazing amenities that have allowed the service to move forward with it's contributions towards the Clinical Program operated by the University of the Sunshine Coast.

There have been many long hours contributed towards the formation of this new partnership and I would like to extend special thanks to Julian and Louise, and Professors Ann and Neil Rees. The partnership and new premises were certainly not an overnight sensation, and countless hours, weeks, and months went into its formation.

The University of the Sunshine Coast commenced its Clinical Program in February 2014, and from all accounts is a success so far. Positive feedback has been received from both the students and our volunteers. A special thanks to our Maroochydore volunteers for your patience and assistance with the implementation of student attendances at the advice sessions.

In total a record breaking 2551 advices and 1762 informations have been provided across our various outreaches this year. In terms of CLE'S 25 sessions were conducted throughout the Sunshine Coast in the past year.

In March the Service released the Personal Injury Self Help Kit App. A special thanks to all of those who assisted in the App's conception through to its production. Keep your eyes peeled at the 2015 Oscar's. Without doubt there will be nominees based upon the performances of our actors.

In May 2014, the Sunshine Coast Law Association held a Golf Day with the proceeds of $8,000.00 being donated to the Service. This contribution was again greatly appreciated by the Service.

I would like to conclude by thanking the following people. Without your continued commitment to the Service and providing legal assistance to those in need, the Service could not operate to the incredible level it does year in year out:-

- Our Volunteers;
- The Committee; and lastly (but certainly not least)
- Julian, Louise, Alex, Stephen, Jessica, Tabitha and Toni.

I have thoroughly enjoyed my role as President of the Committee for the past two years, and I wish our new President all the best for the coming year.

Samantha Bolton

5. Treasurer's Report –

Although I have only recently taken on the Treasurer position, I can see the service has gained some financial stability which I am pleased to report on.

The combination of adequate funding and the recently formed relationship with the University of the Sunshine Coast has enabled the service to develop and provide a more comprehensive service. The additional one-off funding from the Commonwealth meant staff hours could be reinstated in 2013/14 for Julian Porter, Principal Solicitor and Co-ordinator Louise Jeffs. The service was also in the position to increase administration hours and employ a Family Lawyers and Community Legal Education position, unfortunately both of these positions are on a contract basis subject to funding .

The Profit and Loss Statement for the end of the year shows the Service to have run at a deficit of $86,120, compared to the previous financial year 2012/13 the Service ran at a surplus of $119,032.

Income

The total income received by the Service was $292,536 down from $393,016 in 2013.

The primary sources of income for the Service are derived from Commonwealth and State funding. The Commonwealth provided the sum of $23,357, ($100,000 of Commonwealth one-off funding was received in 12/13 for 2013/14). The State provided the sum of $200,971 up from $198,828. We continued to receive LPITAF funds of $43,483 to assist with the ongoing outreach project. In 2014/15 the LPITAF funds will be merged with state funds and not identified separately.

The service received bank interest in the sum of $3,057 up from $2,647, miscellaneous income of $7,400 and Donations of $14,268. The generous donation from the Sunshine Coast Law Association Golf Day fundraising event has been gratefully appreciated.

Expenses

The main ongoing expenses for the Service over the last year have been wages, rent and superannuation. These expenses have the most impact on our budget. Wages have increased significantly to $241,392 to reflect the additional funding received and the increase in service, 2013 wages were $174,876 due to reduced funding and consequently reduced staff numbers, hours and service. Website and Internet increased as the Self Help Kit was launched on our website.

Last year staff attended the Conference in Alice Springs and the Gold Coast.

Independent auditors, Focus Professional Group, HTA PARTNERS PTY LTD, have audited the accounts. The auditors are of the opinion that the accounts of the Service have been correctly drawn up.

Anita Owens

6. *Photos of our Volunteers*

The Official Opening of SCLS new office and partnership with the University of the Sunshine Coast. Professor Neil Rees, The Hon Jarrod Bleijie MP, Professor Greg Hill , Leeza Boyce, Hon Fiona Simpson MP & Julian Porter

Members of Ferguson Cannon team at the inaugural Queensland Law Walk on the Sunshine Coast

Management Committee members Bernadette Farnell & Samantha Bolton

Leaders of the Qld Law Work, Julian Porter, Hon Fiona Simpson MP and Justice John Robertson

Toni Wills and Trina Cash (organiser of the walk)

Thank you event for our Noosa Volunteers: Tabetha Hilliard, Robert McIntyre, Fiona Allen, David Garwood, Candice Rosborough, Stephen Taaffe, Julian Porter, Patrick Lynch & Megan Girvan

7. Volunteers at SCLS

The Service continues to benefit from the generosity of the local Sunshine Coast Legal sector. This year the service has had a record breaking 137 volunteers who have assisted the service.

Aleesha Taylor
Alex McKean
Allison Callaghan
AmandaLeahy
Andrew Markert
Andrew Needham
Ann Kuiper
Anna Richardson
Anne Doran
Annette Kitchin
Anthony Cameron
Anthony Dahl
Barbara Helsby
Beatrice Morgan
Bernadette Farnell
Bernard Bradley
Beth Walsh
Bev Parkes
Brooke Keegan
Candice Rosborough
Carl Moseling
Catherine Wallis
Cec O'Dea
Charmaine Cocker
Chelsea Emery
Christina Russell
Colin Mildwaters
Corey Jenkins
Courtenay Ulyate
David Badgery
David Crews
David Garwood
David Wise
Dawn Gwynne
Debbie Schouten
Debra Gardam
Elaine Riches
Elizabeth Catton
Fiona Allen
Frankie Pitt
Glen Carpenter
Glenn Brown
Gregory Watt
Hazrabee Mustafa
Heather Manders
Helen Cooper
Hugh Powell
Janet Dwyer
Janet Wallace
Jasmine Cox
Jill Markwell
Joanne Boughton
John Blayney
John Gallagher
John Watson
Judi Meloni
Kane Stageman
Kate Redman
Kathrine Clancy
Kathryn Hodges
Kathryn Shewring
Keith Scott
Kim Smith
Kristy Asquith
Kristy Crabb
Kylie Warner
Leah King
Lee McCallum
Linda Hagan
Lindsay Woods
Lisa McCall
Louise Ward
Lyn Selby
Lyndal Kirk
Mahoney Neuwirth
Mala Roberts
Marilyn Schiffer
Matt Patterson
Matthew Tutt
Maurice Tucker
Megan Garvin
Megan Watson
Michael Heiner
Michael Osborne
Michael Robinson
Michael Turner
Michael White
Michaela Carey
Michelle Bloomer
Michelle Hayes
Michelle Wilson
Nicole Turnbull
Nkowane-Poole Chilemwa
Patrick Lynch
Patrick Meehan
Paul Bone
Paul Conway
Peta Yujnovich
Peter Arthur
Peter Boyce
Peter Griffin
Phoebe Miller
Ray Barber
Rob Douglas
Robert McIntyre
Robyn Fortington
Russell Faulker
Russell Rose
Ruth Vorbach
Samantha Bolton
Sarah Bennett
Sarah Quilliam
Sarah Webb
Scott Falvey
Scott Taylor
Shane Ulyatt
Simon Gerber
Simon Nelson
Sjaana Steffins
Stephen Courtney
Stephen Taaffe
Sue Stannett
Susan Douglas
Susan Dutch
Suzanne Dillon
Tabetha Hilliard
Thomas Lyons
Tim Hishon
Tim McClymont
Toby Nielsen
Tom Wood
Trent Johnson
Trina Cash
Val France
Vesna Holden
Victoria Dawson
Yoshiko Robertson

8. Staff – who are we?

Jessica Elmes has been working 3 days a week since 2009 as Administration Assistant. Jessica has a degree in Social Science and uses her excellent people skills to work competently with the clients, staff and volunteers.

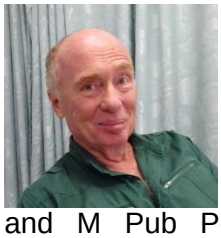
Louise Jeffs has been working 4 days a week since 2008 as Coordinator. Louise has a Masters in Community Management and has extensive experience working in the not for profit sector. She uses her organisational skills to assist the service to run smoothly both financially and with all the wonderful volunteers the service is lucky to have.

Toni Wills is our Project Officer .She holds a Bachelor of Arts and Law and is currently studying a Research Masters using theatre as a tool for community legal education. She has worked or volunteered in community-based organisations for over 15 years. She loves new ideas, good stories and her family and friends.

Tabetha Hilliard has been working part time since 2013 as an Administration Assistant. Tabetha is nearing the end of her Bachelor of Laws degree and is looking forward to her future legal career. Outside of all things legal, she enjoys spending time with her husband and 2 kids.

Julian Porter has been the Service's Principal Solicitor since 2007. His most important role is to look after the overall risk management for the legal advice service, including countersigning advices, inducting, training and supervising volunteer lawyers. He provides advice himself at Maroochydore, Nambour and Caloundra during the day and takes on a limited caseload for genuinely disadvantaged clients. He is involved in coordinating the Service's legal education efforts and presents on some topics. He is a regular media contributor on community legal topics with a column in the Weekly newspapers and a fortnightly slot on ABC Coast FM.

Alexandra Brunswick has been with the Service since August 2013 as our in-house family lawyer. She has been a lawyer for 18 years, concentrating on family law issues for married and de facto couples when separating, such as parenting issues, property settlements, mediations and divorces. Alexandra provides advice to clients in Maroochydore, Nambour and Caloundra, as well as over the phone for clients living out of the area. She takes on limited case work for disadvantaged clients. She is responsible to counter-sign the volunteer family law advices. Shortly, she will branch out into presenting on some interesting and current topics in-house, as well as in partnership with other services where she volunteers on their committees.



Stephen Taaffe joined SCLS in January and works two days each week as our Community Legal Education Officer. An Economist and Economic Historian with MBA and M Pub Pol post-grads and 20 years overseas experience (Europe, Middle East), he read Law after 'retiring' – admitted 2010 – and worked as a Judges Associate. He farms in the Noosa hinterland, travels extensively and spends time 'just messing about in boats'.

9. Principal Solicitor

The rate of change around the Legal Service has continued unabated and I am always impressed at ability of our volunteers, both legal and administrative, to cope with it. Of course change simply for change's sake is a foolish habit, but the biggest changes around the place this past year have been far from that. Indeed the move to much bigger premises, shared with the University of the Sunshine Coast Law Clinic, and the added responsibility of working with law students is actually a very deliberate strategy to 'future proof' the organisation. Both in terms of insulating us to an extent from government funding ebbs and flows, and ensuring the next generation of Sunshine Coast lawyers grow up observing the Coast's strong tradition of volunteerism, this collaboration positions us right where we want to be. As we enter our fourth decade serving the ever-growing and ever-changing 'community law' needs of the local population, we do so as an increasingly mature organisation.

The Uni collaboration is still in something of a 'soft opening' phase, with only a three 'Law Clinic' students involved in casework this year, but we have certainly gained experience with the "Foundations of Law' student involvement in client interviewing on Monday and Tuesday nights. It has been, by and large, a positive experience for all involved. The students rave about it and the lawyers find it adds a little bit of an extra element to the session. I am particularly excited about 2015 when the addition of 15 Law Clinic students to the mix, supervised by Dr Gwynn MacCarrick, will give us capacity to up our casework output significantly. It would be nice one day to match our enviable advice statistics with equally impressive numbers for casework.

There's been less change for volunteers outside of Maroochydore, but still plenty to deal with. The change to fortnightly sessions at Noosa, Nambour and Caloundra, with two lawyers rostered on rather than one, has worked well and serves the community just as well, but with greater efficiency and safety. The recent arrival of the Ipads in the outreach locations has huge potential to provide a better service with less inefficiency.

While we have secured three-year funding from the State Government, the news came only days before the announcement that only one year of a three-year agreement with the Commonwealth government would be honoured. Whether there is any chance of a rethink of this national decision on a case-by-case basis is presumably prefaced on the Federal budget which was still to be passed at the time of writing. While the Commonwealth's previous commitment was dwarfed by that of the State, it was a significant sum. Without it we look like returning to a skeleton staff in 2015/16. Once again we will be relying on the strength of our volunteer cohort to maintain relative consistency in legal advice information and educational output for our local community.

Julian Porter

10. Coordinator

Looking back at the report I wrote for 2012/13 it is a pleasure to write this year' report as things were considerably more positive in 2013/14. This positivity was due to a) additional Commonwealth funding b) our partnership with the University of the Sunshine Coast; and c) the review of the Legal Practitioner Interest on Trust Accounts Fund (LPITAF) and consequently certainty of LPITAF and State funding for 3 years.

The additional Commonwealth funding enabled SCLS to reinstate the Family Law position. Alexandra Brunswick joined the team in August 2013 on a part-time basis. As you can see from our statistics her contribution to the service has been outstanding, it has been excellent to be able to provide clients with longer appointments if necessary. Alexandra has become a valued member of the team.

In January 2014, we were in the position to reinstate the Community Legal Education position and welcomed Stephen Taaffe to the team. Stephen had been on the Noosa and Pomona volunteer lawyer rosters since 2011 and therefore had a good understanding of the service. Again the statistics demonstrate the outstanding work Stephen has achieved by coordinating the Community Legal Education (CLE) sessions to delivery over 200% of our target for the financial year.

Due to the additional funding the service was also in the position to increase administration hours and we welcomed Tabetha Hilliard to the team in July 2013. Tabetha has been outstanding in getting on with the job and getting her head around the complexities of the service. With Jessica Elmes, our very reliable and caring Administration Assistant we have a magnificent administration team who have taken on all the changes to the service in a positive constructive manner. Toni Wills, our Project Officer has continued to work on the Self Help Kit and is always very willing and able to assist in other areas when the need arises. We were also able to resume the normal working hours for myself and Julian as these had been reduced in 2012/13 due to funding restraints.

One of the most outstanding volunteers we had the pleasure to work closely with this year is Trina Cash. Trina kindly donated many hours to organising the inaugural Sunshine Coast Queensland Legal Walk in May this year, in which over 85 walkers participated in this event. We look forward to seeing this event grow each year.

This year we also reached a milestone of 90 active volunteer lawyers on our rosters, an outstanding achievement considering there are 305 registered lawyers on the coast. Our volunteer receptionists continue to amaze me with their commitment to the service. This year they have had to manage new procedures and location in Maroochydore as well as working closely with the University Law Students. The receptionists in the Outreaches are now dealing with working with iPads and bringing technology to the Outreaches as well as the changes to the frequency of service we made in January.

I would also like to thank Caloundra Community Centre, Morris House in Landsborough, Maleny Neighbourhood Centre, Nambour Community Centre and Pomona Community and District House for their ongoing support to the service.

The partnership with the University of the Sunshine Coast provides this service with many benefits for the service, clients, volunteers and students. It has been exciting to be involved in the partnership since conception and will be energizing for the service to further develop the relationship.

Thank you to the Management Committee for their ongoing support. **Louise Jeffs**

11 Family Law

I am the family lawyer here and I have been with SCLS since August 2013. I am employed for 22 ½ hours per week, which I spread over four days (Monday to Thursday).

On Monday, I usually attend to case work and counter-signing of family law advices by volunteer solicitors. On Tuesday and Wednesday I see clients at Maroochydore. On Thursdays I alternate between our Nambour and Caloundra outreach centres to service clients there.

The case load for me has increased this year, not necessarily in quantity but in content. The cases I have opened are fairly involved, which is probably one reason why they do not qualify for legal aid funding. This has meant that I have had to decrease my advices in the Maroochydore office by one third, from a possible 18 appointments per week to a maximum of 12 appointments. There are still nine appointments available per week in the alternate outreach centres. However, these numbers are flexible and are regularly adjusted to satisfy demand.
I also attend meetings on a regular basis, as I sit on the following committees:

DV Regional Partnership in Action, which is comprised of numerous organisations catering to families encountering domestic and family violence, such as SCOPE, Family Relationship Centre, providers of safe housing/refuges and community housing, Department for Child Safety, Centrelink, Legal Aid Queensland and Queensland Police Service.

- Sunshine Coast Family Law Pathways Network, which offers networking opportunities via seminars, workshops, etc. for organisations
  and services in family law, such as family lawyers, mediators, counsellors, etc.
- Sunshine Coast Family Contact Centre, which provides facilities for supervised visits and changeovers where the safety of children is at risk. They also offer training opportunities for separated parents.
- Queensland Association of Independent Services (QAILS), which is another networking opportunity amongst community legal services on a state wide basis. They are currently involved in attempting to provide a state-wide domestic violence duty lawyer service in the "top ten courts" managing such applications.

A SCOPE manager has recently approached me to co-present and hold a workshop on the Sunshine Coast, which will hopefully go ahead in early to mid-2015. **Alexandra Brunswick**

12. Self Help Kit

In March 2014, SCLS launched the digital web-based version of the Personal Injuries Self Help Kit. Using the previous hard copy as a guide, a process of re-design and development was undertaken funded by Legal Aid Queensland. The result is a website to assist self-represented small personal injuries claimants with the pre-Court procedures under the PIPA. The website incorporates the use of interactive features such as personal timelines and damages calculators to assist the user. Additionally, videos and template documents demonstrate the stages of a compulsory conference. This project and website has been very well-received by both clients and in the community legal sector more generally. Special thanks go to Alex McKean and Toby Nielsen for their time and advice in assisting with this project.

The Kit can be found at www.injuryselfhelpkit.org

Current projects on the go include the development of a theatre production aiming to educate Seniors about Powers of Attorney and the risks of elder abuse. **Toni Wills**

13 Community Legal Education

For the period July – December Principal Solicitor Julian Porter held the program of Library Talks and Volunteer Lawyer briefings together, while continuing with his other duties. From January, the appointment of Stephen Taaffe as our part-time Community Legal Education Officer allowed the administration of the CLE tasks to pass to him.

Our program of Library Talks at the ten Public Libraries on the Sunshine Coast has therefore continued uninterrupted throughout the year. Our loyal and enthusiastic Volunteer Lawyers made 21 presentations on several legal topics to audiences of varying sizes totalling 557 participants. It has been possible to increase the frequency of these talks in the 2014 half year and planning has commenced for the forthcoming year's talks at a further increased frequency.
Considerable time and effort was expended on development, in conjunction with the members of the local Regional Legal Assistance Forum, of a funding grant application (ultimately unsuccessful) for a project engaging local schools in the legal aspects of parental separation with which they are likely to come in contact.

We have continued our engagement with our Volunteer Lawyers by conducting two Volunteer Lawyers Inductions and two Top six Topics sessions in the year, providing our VL's with the opportunity of earning free CPD points while refreshing their knowledge of our outreach program and having the opportunity of meeting some of their fellow volunteer practitioners in an informal setting. These sessions are planned to continue at the same rate in the forthcoming year.

Our colleagues at LAQ invited our Volunteer Lawyers to attend one of their in-house training sessions and those who participated were extremely grateful for the opportunity of gaining a great insight into several legal topics from a very practical perspective.

In addition to working closely with our Volunteer Lawyers, our CLEO has made presentations to migrant TAFE students about to enter the Australian workforce on legal aspects of working in Australia and to carers in the local community on Wills, Estates, EPAs and AHDs.
With other SCLS staff-members, CLEO attended the annual QAILS conference in Brisbane and participated in an Employment Law Masterclass presented by Clayton-Utz, Brisbane.
As well as the established activities planned to continue into the next financial year, arrangements are being made for additional activities involving our Volunteer Lawyers. These include an increasing engagement with the Seniors Legal and Support Service (operation under the aegis of the Caxton legal Service), engagement on retirement villages with the Parks and Vans Information Link (also co-located with Caxton legal Service), and further engagement with TAFE Qld.

Stephen Taaffe

14. Services provided and hours of Operation

Our Main office was located at 7 Ocean Street, Maroochydore to June 2014; the service had occupied the office for six years and was struggling to meet demands in the limited space.

Due to SLCS partnership with the University of the Sunshine Coast, Facility of Law the service moved on 9 June to 170 Horton Parade, Maroochydore. The new office provides the service with an opportunity to grow and host Law students.

MAROOCHYDORE			
Service	***Day***	***Time***	***Provided by***
Casework advice	Wednesday and Thursday	10am to 2.00pm	1 x principal solicitor 1 x family lawyer (from August 2013) 1 x general lawyer 1 x administration assistant 1 x co-ordinator
Advice	Monday	6.00pm to 7.30pm	2 x volunteer lawyers 1 x volunteer receptionist
Advice	Tuesday	1.00 to 2.00pm	1 x volunteer lawyer 1 x administration assistant
Advice	Tuesday	6.00pm to 7.30pm	2 x volunteer lawyers 1 x volunteer receptionist
Advice	Wednesday	10.00am to 2.00pm	1 x volunteer lawyer 1 x principal solicitor 1 x family lawyer (to August 2013) 1x volunteer receptionist 1 x coordinator
Community Legal Education	Varies	Varies	Principal solicitor Community Legal Education Officer (from January 2014) Volunteer lawyers
Information	Monday	9.00am to 6.00pm	2 x administrative assistants
Information	Tuesday	9.00am to 6.00pm	1 x administrative assistant 1 x co-ordinator
Information	Wednesday to Thursday	9.00am to 5.00pm	1 x administration assistant 1 x co-ordinator
Information	Friday	9.00am to 12.30pm	1 x administration assistant 1 x co-ordinator

The Noosa Outreach is located at the Noosa Leisure Centre, Wallace Drive Noosaville, it has been in operation since January 2004 and is the longest standing Outreach service. Noosa Council kindly enable SCLS to use this venue at no cost. This services has been operating on a weekly basis with one volunteer lawyer and receptionist from January 2014 the service now operates on a fortnightly basis with two volunteer lawyers and a receptionist.

NOOSA			
Service	***Day***	***Time***	***Provided by***
Advice	Thursday Fortnightly from January	6.00pm to 7.15pm	2 x volunteer lawyers 1 x volunteer receptionist

The Nambour Outreach is located at the Nambour Community Centre, 2 Shearer Street Nambour, it has been in operation since November 2009. The Centre staff constantly promotes SCLS to their community and Centre users. This services has been operating on a weekly basis with one volunteer lawyer and receptionist from January 2014 the service now operates on a fortnightly basis with two volunteer lawyers and a receptionist.

NAMBOUR			
Service	***Day***	***Time***	***Provided by***
Advice	Thursday Fortnightly from January	6.00pm to 7.15pm	2 x volunteer lawyers 1 x volunteer receptionist
Advice/casework	Tuesday Once every 3 weeks	9.30am to 12.00pm	1 x principal solicitor or
Advice/casework	Thursday – Fortnightly	9.30am to 12.00pm	1 x family lawyer (from August 2013)

The Caloundra Outreach is located at 58a Queen Street Caloundra, it has been in operation since March 2009. There are many programs operating from the centre and therefore referrals are very common.

CALOUNDRA			
Service	***Day***	***Time***	***Provided by***
Advice	Wednesday	6.00pm to 7.15pm	2 x volunteer lawyers 1 x volunteer receptionist
Advice/casework	Tuesday -Fortnightly	9.30 – 12.00pm	1 x principal solicitor or 1 x volunteer lawyer
Advice/casework	Thursday – Fortnightly	9.30 – 12.00pm	1 x family lawyer (from August 2013)

The Maleny Outreach is located at the Maleny Neighbourhood Centre, 17 Bicentenary Lane Maleny which is a hub of activity in the community. The Outreach has been in operation since October 2009

MALENY			
Service	***Day***	***Time***	***Provided by***
Advice	Monday – fortnightly	6.00pm to 7.15pm	1 x volunteer lawyers 1 x volunteer receptionist

The Landsborough Outreach is located at Morris House Neighbourhood Centre, 478 Old Landsborough Road, Landsborough The Outreach service has been in operation since June 2009

LANDSBOROUGH			
Service	***Day***	***Time***	***Provided by***
Advice	Monday – fortnightly	6.00pm to 7.15pm	1 x volunteer lawyers 1 x volunteer receptionist

The Pomona Outreach is located at the Pomona Community and District House, 1 Memorial Drive Pomona The volunteer receptionists volunteer at the Community Centre and are aware of services available in the local community. The Outreach has been in operation since May 2010

Pomona			
Service	***Day***	***Time***	***Provided by***
Advice	Tuesday – fortnightly	6.00pm to 7.15pm	1 x volunteer lawyers 1 x volunteer receptionist

15 Advice targets & our outcomes for 2013/14

Advice Type	**Actual 13/14**	Target 13/14	% of target achieved	Actual 12/13
Face to Face	**2365**	1800	131%	1902
Telephone	**186**	100	186%	154
Information activities	**1762**	1100	160%	1768
Community Legal Education	**25**	12	208%	12
Opened Cases	**47**	30	156%	22
Closed Cases	**38**	30	1.26%	30

1624 Advices were provided by Volunteer Lawyers

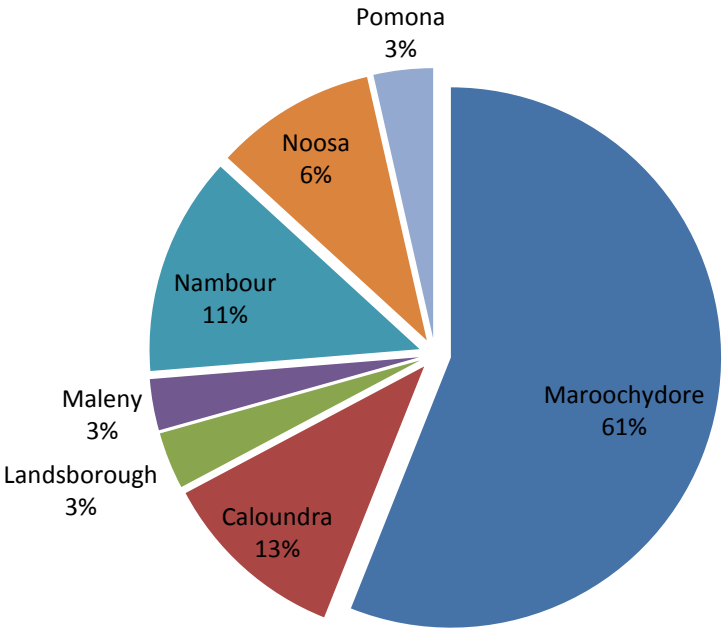
Thank you to all of the 129 volunteers who have supported the service throughout the year. The time given by the volunteer Lawyers and Recepectionists have enabled local Sunshine Coast residents to access legal advice.

A total of 1762 Information activies were provided

Thank you to the staff who answered the phone and provided information to clients to access an alternative service to meet their needs.

A record breaking 137 Volunteers have given their time in the last 12 months

ADVICES PROVIDED AT LOCATIONS



ADVICE BY PROBLEM TYPE

16 Case work studies

An elderly client (73) instructed that he was suffering domestic violence at the hands of his former de facto partner, who was approximately ten years younger than him. In addition, she refused to move out of the joint accommodation rented from the Department of Housing well before she moved in.

Upon the commencement of their relationship, the de facto partner had moved in with our client and quickly convinced him to make an application to the Department of Housing to have her added as a joint tenant. As soon as that process was complete, the domestic violence started, which included verbal, emotional (including isolating him from his children) and physical (pushing and throwing things at him). After a few weeks, our client requested that she move out, but she refused. He made an application to the Department of Housing for new accommodation but was told that there was a waiting list of several years.

Initially we advised our client to apply for a Protection Order (DVO) against his former de facto partner both to protect himself and because he had been told by the Department of Housing that once he had a DVO they could move his application for new housing up the queue. When that did not eventuate, despite him obtaining the DVO, we assisted him in drafting and filing an Application for a Variation of the DVO for orders that the former partner move out of the premises.

Despite having alternative accommodation with a sister locally she defended the application and a trial was set. We secured assistance from local counsel, who appeared at the hearing to cross-examine the respondent and make submissions. The barrister generously agreed to act for our client on a pro bono basis. After a half-day hearing, the Magistrate made an order in our client's favour and ordered that the respondent move out of the premises within seven days under police escort.

A client in his late 70's from a regional town was sole beneficiary and executor of his wife's estate after a lengthy marriage. The woman who had been paid to care for his ailing wife in the home had helped herself to cash to the value of $3050, had been caught and successfully prosecuted by the local Police. In the haste of court proceedings, orders were made for the moneys to be forfeited to the Crown rather than returned to the Estate, the wife now being deceased. We wrote to the Police Commissioner asking him to exercise his power under the Police Powers and Responsibilities Act to deal with a forfeited 'thing' in a way he 'considers appropriate', taking into account that in all the circumstances the moneys were clearly those of the deceased. After seven months of correspondence back and forth, with apparently little hope on the horizon, our client finally received a cheque from the Police for the full amount.

A client who was a mechanic was working back late at his employer's premises when he was set upon by person in a balaclava wielding a piece of iron pipe and took a beating to his head, left arm and left thigh. Remarkably he managed to turn the tables on the attacker, seize his weapon and force him from the building. Based largely on our client's own evidence that the attacker had stated that he 'owed his mate a lot of money' Workcover refused to pay him while he was off work, finding that it was a personal attack and thus that the injuries were not ones arising 'out of, or in the course of employment". We assisted him with his appeal of the decision to Q-Comp, pointing out the breathtaking leap of logic required to find that this wasn't simply a case of mistaken identity by the masked man, or indeed that other motivations, like stealing a valuable motor vehicle, couldn't have been at play. His appeal was successful.

17. Sunshine Coast University Partnership

The collaboration between the University of the Sunshine Coast's Law School and Suncoast Community Legal Service (SCLS) has provided an invaluable opportunity for USC Law students to experience the nexus between the theoretical scholarship of the law and experience of the law in practice. My placement in Law Clinic (LAW311) included not only the practical experience of working in a community legal centre but an opportunity to build skills in client interviews and advice, case filing, legal research and writing, and liaison with law firms, government departments and other legal professionals, all under the excellent supervision of Dr Gwynn MacCarrick and Suncoast's principal solicitor.

During my placement I had the opportunity to open two case files and worked on these throughout the semester. This meant I was able to have several interviews with the clients, improve my skills in asking pertinent questions, identifying legal issues and preparing advice and assistance for these clients. My assessments became particularly relevant as I was working on a client's actual legal issue rather than the hypothetical or philosophical question I might be presented with in other law units. Each week of my clinical placement offered new challenges that required me to reflect on my own professional practice and the differences between the theory of the law and the practice of the law in a community legal service. I would recommend Law Clinic to any student wanting to consolidate their legal skills through hands-on experience with clients

David Knobel, USC Law Students' Association, Vice President (Education)

I was recruited to the role of Clinical Law Lecturer with the University of the Sunshine Coast in November 2013 and began advice work with SCLS with the purpose of establishing a caseload for clinical teaching.

In February 2014 USC LAW School accepted its first enrolments into the Bachelor of laws program. In this first cohort of students there were a few students of advanced standing that had transferred their study from other Universities and were eligible to elect to study Law Clinic. These students were the pilot group for the rollout of our clinical program. Over the course of the year I have developed an academic curriculum for Law Clinic consisting of a seminar series and immersion in clinical or experiential learning through participation in simple advice sessions and on-going case work. Students have had a wide exposure to all the types of matters that come through the community legal service and have had opportunities to draft legal letters, conduct client interview, engage in legal research and develop case strategies on files, under professional supervision.

In addition, we have rotated all the first year USC law students through SCLS evening advice sessions where they have worked with members of the profession on the volunteer roster.

Natasha King, Co-ordinator of Clinical Programs, joined us mid-year and is developing our externship placement program and our networks with local firms.

In all, it has been a year of establishing law clinic within the existing practice of Suncoast Community Legal Service and striking a balance between maintaining a high level of legal service to the community and a cutting edge clinical legal experience for USC law students.

Dr Gwynn MacCarrick - Lecturer (Clinical Law)

18. Source of Income

The Suncoast Community Legal Service Inc. is funded by both the State and Commonwealth governments via its reporting body, Legal Aid Queensland.

Donations from clients are greatly appreciated and contribute to the costs of operating the Service.

Additional income is also derived from other activities such as interest on banked funds. This is the second year the Sunshine Coast Law Association has kindly donated to SCLS.

Funding and income for 2013-14 was received from the following sources:

State government funding	$200,971
LPITAF funding	$ 43,483
Commonwealth government funding	$ 23,357
Donations	$ 14,268
Other income	$ 10,457

The service received an increase in recurrent funding provided by the State and Commonwealth government for 2013/14

19. Financial Report

SUNCOAST COMMUNITY LEGAL SERVICE INC.

Financial Report
For the Year Ended
30 June 2014

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

Financial Report for the Year Ended 30 June 2014

COMMITTEE'S REPORT

Your committee members submit the financial report of Suncoast Community Legal Service Inc. for the financial year ended 30 June 2014.

Committee Members

The names of committee members during the financial year were::

Samantha Bolton (President)	Maurice Tucker (Treasurer) (resigned May 2014)
Peta Yujnovich (Vice President)	Anita Owens (Treasurer)(appointed August 2014)
Suzanne Dillon	David Wise
Marilyn Schiffer	Bernadette Farnell
Sarah Quilliam	Susan Douglas
Trent Johnson	

Principal Activities

The principal activities of the association during the financial year were to provide legal advice, information and education to members of the Sunshine Coast community.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The result for 2014 amounted to a deficit of $86,120 (2013: a surplus of $119,032). Nil income tax.

Signed in accordance with a resolution of the members of the committee.

.....

Samantha Bolton (President)

Dated: 3 October 2014

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2014

	2014	2013
Income		
Donations	14,268	12,370
State Funding	200,971	198,828
Commonwealth Funding	23,357	119,715
LPITAF Funding	43,483	42,547
Miscellaneous Income	7,400	16,909
Interest earned	3,057	2,647
Total Income	**292,536**	**393,016**
Expenses		
Bank Charges	235	190
Library	573	0
Depreciation	7,091	6,094
Advertsiing / Signwriting	27	0
Sundries	202	-274
Seminars - Maroochydore	1,880	716
Furniture & Fittings	38	227
Dues & Subscriptions	6,424	3,774
Conferences	5,186	1,361
Staff training	362	40
Equipment Rental Expense	1,721	837
Security & Alarms	439	364
Insurance	2,161	1,429
Legal & Accounting & Audit	4,424	5,375
Maintenance	700	73
Staff Amenities	414	190
Volunteer recognition	1,564	864
Superannuation	24,003	15,738
Committee meeting expenses	1,086	492
Wages & Salaries	241,392	174,876
Wages - Telephone Allowance	513	150
Leave Loading	7,011	1,526
Workers' Compensation	455	314
Annual Leave expense	1,005	1,935
Long Service Leave expense	0	1,709
Postage	892	975
Reception Duties	0	0
Stationery & Printing	3,255	2,344
Interpreting Service	240	0
Rent	32,534	31,745
Cleaning	1,330	1,190
Telephone	5,285	3,708
Computer & Equip maintenance	7,016	136
Website and Internet	12,040	7,328
Electricity	3,196	2,476
Travel & Entertainment	3,624	3,358
Outreach Expenses	338	2,724
Total Expenses	**378,656**	**273,984**
Net Surplus / (Deficit)	**(86,120)**	**119,032**

The accompanying notes form part of these financial statements.

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

ASSETS AND LIABILITIES STATEMENT AS AT 30 JUNE 2014

	2014	2013
Assets		
Current Assets		
Cheque Account Bendigo Bank	34,369	150,109
Term Deposit Bendigo Bank	42,922	40,642
Petty Cash	23	22
Total Current Assets	77,314	190,773
Furniture & Fixtures at Cost	60,735	57,820
Furniture & Fixtures Accum Dep	(51,901)	(44,810)
Total Furniture & Fixtures	8,834	13,010
Total Assets	**86,148**	**203,783**
Liabilities		
Current Liabilities		
PAYE Tax Payable	0	6,439
Provision for Annual Leave	11,900	10,895
GST Liability	0	14,226
Total Current Liabilities	11,900	31,560
Provision for Long Service Leave	3,430	3,430
Total Liabilities	**15,330**	**34,990**
Net Assets	**70,818**	**168,793**
Members' Funds		
Retained Earnings	168,793	49,761
Prior period adjustment	(11,855)	0
Current Year Surplus/(Deficit)	(86,120)	119,032
Total Members' Funds	**70,818**	**168,793**

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2014

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1981(Qld). The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. **Income Tax**

Suncoast Community Legal Service Inc. is a registered Public Benevolent Institution and endorsed as exempt from Income Tax.

b. **Property, Plant and Equipment (PPE)**

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

c. **Impairment of Assets**

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

d. **Employee Benefits**

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

e. **Provisions**

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

f. **Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

g. **Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

h. **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

i. **Investments**

Investments held are originally recognised at cost, which includes transaction costs. They are subsequently measured at fair value which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out above:

1. Presents fairly the financial position of Suncoast Community Legal Service Inc. as at 30 June 2014 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that of Suncoast Community Legal Service Inc will be able to pay its debts as and when they fall due.

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

President .....

Samantha Bolton

Dated: 3 October 2014

focuspg
chartered accountants

Focus Professional Group
HTA Partners Pty Ltd
Level 5, 57 The Esplanade
PO Box 483
Cotton Tree Qld 4558

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e mail@focuspg.com.au
w www.focuspg.com.au

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF SUNCOAST COMMUNITY LEGAL SERVICE INC.

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Suncoast Community Legal Service Inc., which comprises the assets and liabilities statement as at 30 June 2014, the income and expenditure statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act Suncoast Community Legal Service Inc and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting obligations under the Associations Incorporation Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Qualified Auditor's Opinion

As is common to organisations of this type, it is not practicable for the Association to maintain an effective system of internal control over donations received by cash until their initial entry in the accounting records. Therefore we are unable to place sufficient reliance on the internal controls over cash received for donation income as included in the accounts. In our opinion, except for this matter, the financial report of Suncoast Community Legal Service Inc. presents fairly, in all material respects the financial position of Suncoast Community Legal Service Inc. as at 30 June 2014 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporation Act 1981 (Qld).

.....

Dated: 3 October 2014

Allen William Hertel
Focus Professional Group HTA Partners Pty Ltd, Level 5, 57 The Esplanade, Maroochydore Qld 4558

Focusing on...

◆ Business Structure ◆ Retirement Village Consulting ◆ Forensic Auditing ◆ Management & Financial Accounting ◆ Taxation Planning & Reporting
◆ Business Growth ◆ Corporate Compliance ◆ Self-Managed Superannuation

KNOWLEDGE EXPERIENCE RESULTS

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

Commonwealth Community Legal Service Program (CLSP) Statement

1. Income & Expenditure		2014	2013
NET SURPLUS/(DEFICIT) FROM PREVIOUS YEAR			
Surplus / (Deficit) from previous year	A	114,780	6,064
Approved expenditure from Surplus			0
Nett Surplus / (Deficit) from previous year	B	114,780	6,064
CLSP INCOME			
Commonwealth Grants		23,357	119,715
State Grants		200,971	198,828
Service Generated Income		16,215	15,017
Total CLSP Income	J	240,543	333,560
CLSP General Purpose Income	K	355,323	339,624
CLSP EXPENSES			
Salaries		209,454	138,078
Superannuation		19,981	11,806
Staff On Costs		1,460	314
Rent		32,873	34,469
Repairs & Maintenance		700	73
Other Premises Costs		4,966	4,030
Staff Training		5,547	1,401
Staff Recruitment		0	0
Communications		7,035	9,933
Office Overheads		11,688	2,219
Insurances		2,161	1,429
Finance, Audit & Accounting Fees		4,659	5,565
Library, Resources & Subscriptions		6,997	3,774
Travelling & AGM Expenses		3,624	3,358
Programming & Planning		12,220	2,073
Client Disbursements		240	0
Minor Equipment		4,478	227
Depreciation		7,091	6,094
Other		0	0
Total Expense Payments		335,174	224,843
Salary & Related Expenses		230,895	150,198
Operating Expenses		104,279	74,645
Total CLSP Expenses	L	**335,174**	**224,843**
Surplus / (Deficit) for current year (M = J - L)	M	**($94,631)**	**$108,717**
Capital Expenditure in current year	P	2,916	0
Surplus / (Deficit) carried forward to next year (N = A + M - P)	**N**	**$17,233**	**$114,781**
OTHER INCOME			
Total Funds received from other bodies (LPITAF)		43,483	59,456
Total Funds received from other bodies for non-CLSP CLSIS Activities		8,510	0
TOTAL INCOME		**292,536**	**393,016**

2. Assets acquired with grant funds during the financial year	2013/14	2012/13
Item - Capital Purchases Description		
Total Capital	0	0

3. Future Contingency Amount		
List all funds to and from the Future Contingency Amount		
Item / Description	**Balance**	**Balance**
	0	0

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

Certificate of Compliance (to be signed for and on behalf of management committee)

Schedule 3 of CLSP Service Agreement 2010-2013

This Schedule is established in respect of the 30 June 2014 Financial Year

Organisation: Suncoast Community Legal Service Inc.

Contact Officer: Louise Jeffs (Co-ordinator)..... Telephone: 07 5443 7827.....

The above-named Organisation certifies that:

(i) The funds provided under the Terms and Conditions of the CLSP Service Agreement for 2010-13 have been used for the purpose for which they were provided;

(ii) The Terms and Conditions of the CLSP Service Agreement for 2010-13 have been met; and

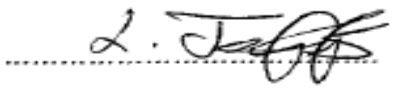
(iii) The Audited Financial Statements in respect of the funds provided under the Terms and Conditions of the CLSP Service Agreement for 2010-13 have been certified by a person who is registered as an auditor in accordance with the *Corporations Act 2001* and are attached, and

(iv) Salaries and allowances paid to people employed using the Funds are in accordance with award salary rates or employment agreements.

SIGNED for and on behalf of Suncoast Community Legal Service Inc.

by Samantha Bolton (President)

in the presence of



Signature of Witness: Louise Jeffs

Dated: 3 October 2014

Suncoast Community Legal Service Inc. A.B.N. 21 409 016 380

Auditor's Certification

Name of Organisation: Suncoast Community Legal Service Inc.(the Organisation)

Financial Year Period: 01 / 07 / 2013 to 30 / 6 / 2014

I hereby certify that:

(a) I am not a principal, member, shareholder, officer, employee or accountant of the Organisation or of a related body corporate as defined in section 9 of the Corporations Act 2001;

(b) In my opinion, the attached financial statements which comprise a Statement of Income and Expenses, a Statement of Assets and Liabilities, and Notes to the Financial Statements of the above-mentioned Organisation ('the Organisation') for the stated Financial Year Period are:

i. based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and

ii. in accordance with the terms and conditions of the Agreement between Commonwealth of Australia, Legal Aid Queensland and Suncoast Community Legal Service Inc dated 17 December 2010 **(and updated)** a copy of which has been made available to me, in relation to the provision of community legal services.

(c) The fourth quarter CLSIS Funds Report, containing details of the Organisations transactions for the financial year, including audit adjustments, and the Organisation's grant position at the beginning and end of the financial year is provided in respect of funds provided in accordance with the Terms and Conditions of the Agreement referred to in (b).ii. above for all Funding Categories.

This is a qualified audit report. The report is attached above.

I hereby further certify that, in my opinion, there is no conflict of interest between myself and the Organisation or its Management Committee.

Signed by:

Allen William Hertel, FCA
Registered Company Auditor (Registration Number: 5977)
Focus Professional Group HTA Partners Pty Ltd
ABN 33 995 673 450
Level 5, 57 The Esplanade, Maroochydore Qld 4558

Dated: 3 October 2014

Oaths Act 1867

STATUTORY DECLARATION

QUEENSLAND
TO WIT

I, SAMANTHA BOLTON ,
care of: Butler McDermott Lawyers, 6-8 William Street, Nambour, Queensland, 4560

do solemnly and sincerely declare that:

as President and Chairperson of Suncoast Community Legal Service Inc. the proceeds received from Commonwealth SACS funding in 2013/14 were spent in accordance with the funding agreement.

And I make this solemn declaration conscientiously believing the same to be true., and by virtue of the provisions of the Oaths Act 1867.

Signature of declarant / deponent

Declarer:.....
Samantha Bolton

Taken and declared before me at (location) Maroochydore

this 8 day of October 2014

A Justice of the Peace / Commissioner for Declarations.

BERNADETTE MARIE FARNELL. SOLICITOR.