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# St Kilda Legal Service Co-op Limited

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ANNUAL REPORT 2013/14

## Acknowledgements

This Annual Report covers the period 1 July 2013 – 30 June 2014.

St. Kilda Legal Service (SKLS) acknowledges the Yalukit Wilam Clan of the Boon Wurrung as the traditional owners of the land on which SKLS operates. The catchment of SKLS includes the Cities of Port Phillip, Stonnington and Bayside. The City of Stonnington includes the traditional lands of both the Boon Wurrung and Woi Wurrung (the Wurundjeri Wilam clan of the Woi Wurrung). The traditional owners of the land in the City of Bayside are the Boon Wurrung. We pay respect to their elders past and present.

SKLS also thanks those who contributed and assisted with the production of this report along with Albie Colvin Graphic Design.

### **St Kilda Legal Service Co-op Ltd.**

ABN: 83 519 420 198

St Kilda Community Centre

161 Chapel Street, St Kilda, VIC 3182

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☎ 03 9534 0777 | F 03 9525 5704

[communitylaw.org.au/stkilda](http://communitylaw.org.au/stkilda)

### **Opening Hours**

#### **Days:**

Monday, Wednesday, Friday : 9.30am – 1.00pm and 2.00pm – 4.00pm

Tuesday: 9.30am – 1.00pm

Thursday: 1.00pm – 4.00pm

**Nights:** Monday, Wednesday, Thursday 7.00pm – 9.00pm

*Legal assistance is via appointment. **Appointments are available to those living in the Cities of Port Phillip, Stonnington and Bayside as well as residents of North Caulfield.** Appointments can be made by contacting the Service during opening hours.*

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*Onsite interpreters are available when funds permit, otherwise telephone interpreters are used. Auslan interpreters are available if required.*

# Welcome...

## **This year has been an eventful year for St. Kilda Legal Service (SKLS).**

In early 2014 SKLS moved back to refurbished premises at the St. Kilda Community Centre. For eight months, between July 2013 and February 2014 SKLS was located at the Christ Church Community Centre in Acland Street St. Kilda, while our home of 40 years—the St. Kilda Community Centre—was refurbished. We were fortunate to have temporary accommodation with excellent facilities; in an accessible location for our clients; and with office space that was able to accommodate our Night Service.

The St. Kilda Community Centre—now refurbished—is a safer, and more accessible and pleasant

environment than previously. The refurbishment has benefitted staff, volunteers and clients.

## **Our legal services**

Much of the work of SKLS is at the intersection between health and justice. Clients' legal issues can arise from their health and social issues. Clients' health and social circumstances can also be adversely affected by their legal issues. Both of our specialist programs—the Drug Outreach Program and the Family Violence Program—provide legal services to clients experiencing significant health issues.

*We are deeply concerned that our Family Violence Program, which the SKLS has operated since 2008, is only funded until late 2014. The*

*volume of work that our family violence lawyer undertakes is highlighted by our statistics showing that, despite this role being only a three day-a-week position, the most common legal problems experienced by our clients this year were family violence legal issues. The Board and staff have been working during the year to attempt to secure funding to guarantee the future of the Family Violence Program. The outcome of our efforts will be known shortly.*

Our Night Service, like our specialist programs, sees many clients who are experiencing significant health or social issues. These include issues related to drug or alcohol addiction, mental illness or homelessness.

## **Fellowship Recipient**

This year SKLS celebrates

and congratulates our first ever recipient of Victoria Law Foundation's Community Legal Centre Research Fellowship: our community legal education and law reform lawyer, Jacinta Maloney. Jacinta has worked at SKLS for 17 years.

Jacinta has investigated peer legal education and peer paralegal programs, both in Australia and overseas. Jacinta has explored how these peer programs empower communities. She has visited organisations in South Africa, Hungary, Cambodia, and the Philippines, including organisations providing peer legal education and paralegal programs for sex workers in South Africa and for prisoners in the Philippines. In Australia she has investigated peer

programs such as those of Harm Reduction Victoria, a peer-based organisation concerned with the use of illicit drugs.

We look forward to Jacinta's report which will be published in late 2014.

## **Accreditation**

SKLS is continuing the process of becoming an accredited community legal centre under the National Community Legal Centre Accreditation Scheme which is designed to ensure consistent high quality service across community legal centres.

## **Management Restructure**

During the year, the Board implemented a management restructure, appointing Phil Cottier

as practice manager and Suzy Fox as administration manager. The management restructure is allowing the Board to focus on strategic issues, whilst permitting more effective communication between staff and communication with the Board and more effective decision making on day-to-day issues.

### Thank you...

Thank you to our hard working staff—Suzy Fox (administration manager); Philip Cottier (principal lawyer and practice manager); Jeni Lee (caseworker); Anthea Teakle (volunteer coordinator); Vanda Hamilton (drug outreach lawyer); Sharon Carr (family violence lawyer); Tom Daley (family violence program administration worker); Jacinta Maloney and

Emma Asscher (community legal education and law reform lawyers); and Pamela Taylor-Barnett who replaced Jacinta while she was absent during the Fellowship Project.

Thank you to the locums employed this year to cover staff absences: Kon Tringas, Pamela Taylor-Barnett, Gail Ryan and Georgina Wu.

Thank you also to all of our volunteers, without whom, running the legal service and conducting the amount of casework that we do across a wide range of areas of law, would not be possible.

Thank you, also, to my fellow Board members—Greg Thompson (Treasurer), Kate Daddo and Pierre Baume (Secretary), Renata

Alexander, Lauren Spitalnic and Sharon Carr (staff representative). Thank you also to Suzy Fox, our administration manager, for the support she provides the Board.

Thank you to the management and staff of the Port Phillip Community Group (PPCG), with whom we are co-located at the St. Kilda Community Centre, for their support and assistance during this year. In particular, we thank the PPCG for all their work on the refurbishment of the Community Centre and for their significant contribution of funds towards the costs of the refurbishment. We have enjoyed our move back to the refurbished Community Centre and look forward to our continuing cooperative working relationship with the PPCG. Thank

you to the Committee of Christ Church St. Kilda for providing us with our temporary accommodation and for extending subsidised rental to SKLS. Thank you also to the friendly staff at Christ Church Mission Inc who provided us with great support during the time we were at Acland Street.

Thank you to Elsje van Moorst for all the work she has undertaken and support she has provided the Board and staff throughout the accreditation process. We also thank Peninsula Community Legal Centre (PCLC). PCLC allowed us to adapt many of their policies and procedures.

Finally, we thank our funders for their ongoing support and for specific

grants received during 2013-2014, in particular,

- the Commonwealth and State Attorneys-General departments and Victoria Legal Aid; and
- the Legal Services Board.

Adam Meyer  
SKLS - Chairperson,  
Board of Directors



# At a glance...

## Legal Services

St. Kilda Legal Service (SKLS) offers generalist legal assistance to residents of our catchment area through our Night Service (3 nights per week) and our Day Service. SKLS also operates two specialist programs: the Drug Outreach Program and the Family Violence Program.

## Statistics

In 2013/2014 SKLS assisted 1444 clients.

SKLS...

provided 686 advices

undertook 1059 ongoing cases; and

provided 1236 informations and referrals.

## Complementing our Legal Services

Community legal education, legal policy and law reform are an integral part of SKLS, complementing the legal advice and case-work undertaken by SKLS. By advocating for reforms to the law and legal system we aim to improve access to justice. Through community legal education we raise awareness of individuals' rights and responsibilities and aim to empower our clients and members of community. This year we have had a particular focus on the intersect between health and justice.

## Collaboration

SKLS recognises the importance of working in collaboration with other agencies for the benefits

of clients. SKLS works in collaboration by being co-located; by working closely with our outreach location partners and through joint projects and initiatives.

## Funding and Support

SKLS's primary source of funding continues to be from the State and Federation Attorney General's Departments. Victoria Legal Aid (VLA) is responsible for administering the funds.

Commonwealth Community Legal Services Program

Commonwealth \$104,035

State \$279,393

Total \$383,428

Legal Services Board

SKLS received the third year funding installment of

a three year grant to conduct the Community Action for Small Courts – Family Violence Response Project (1 December 2013 to 30 November 2014)

Legal Service Board  
\$138,285

Victoria Law Foundation  
Fellowship Grant

SKLS received \$29,743 from the Victoria Law Foundation for our lawyer Jacinta Maloney to undertake Victoria Law Foundation's Community Legal Centres Research Fellowship.

City of Port Phillip

SKLS received a grant of \$480 from the Council for Seniors Week.

K&L Gates

The law firm K&L Gates have kindly offered to support the activities of SKLS in a variety of ways. SKLS gratefully acknowledges their support in assisting with the costs of printing our annual report of last year. We look forward to working with K&L Gates into the future.

## South Eastern Legal Needs Analysis Project

This year SKLS entered into a partnership with Casey Cardinia Community Legal Centre (CLC), Peninsula CLC, Springvale Monash Legal Service and the VLA Peninsula and Westernport Regional Offices to conduct the South Eastern Legal Needs Analysis Project (SELNA). The SELNA Project involves gathering

comprehensive and credible evidence of legal need in the cities of Bayside, Casey, Cardinia, Greater Dandenong, Frankston, Glen Eira, Kingston and the Mornington Peninsula. The findings of the SELNA Project will assist future planning to ensure legal assistance services and resources effectively target the most vulnerable and disadvantaged individuals and communities.

Data has been sourced from the Australian Bureau of Statistics and from the project partners' client statistics. A project worker has been funded by Victoria Legal Aid to assist with the analysis and presentation of the data reports. Our IT support organisation, Finrea, has played an invaluable role in capturing data and producing in depth

data reports for the individual CLCs from the CLSIS data base. We are very appreciative of this.

Stakeholder consultations are currently being undertaken with key organisations which service the local government areas (LGAs). Stakeholder insights and perspectives will assist in broadening our knowledge and understanding of met and unmet legal need in the region. We are also seeking stakeholder views about how identified legal need may be appropriately addressed.

At this stage SKLS is focusing on the Bayside area, however further work will be undertaken to expand our legal needs analysis to include the cities of Port Phillip and Stonnington—both these LGAs are part of our catchment area.

We believe that SKLS's involvement in the SELNA Project will strengthen our capacity to work collaboratively with other legal service providers in the region. The Project will also enable us to target areas of unmet need, particularly the unmet legal needs of the most disadvantaged members of our community. The Project will enable more focused strategic planning and the development of innovative joint projects.

Our thanks and appreciation to Victoria Legal Aid for its support for the SELNA Project.

### Accreditation update

SKLS has completed the major components required to achieve National Association of Community Legal Centre's (NACLAC) accreditation. In April we

were visited by Kate Edwards, the Federation of CLCs Accreditation Coordinator who undertook an audit to assess what SKLS had completed to date to achieve compliance with the accreditation criteria. Following the site visit, Kate provided us with an assessment report which indicated our service had made substantial progress. She made various recommendations and outlined further work that needs to be undertaken to achieve NACLAC accreditation.

An Accreditation workplan has been developed with time lines to ensure that NACLAC accreditation is achieved by the end of this funding period.



# Who we are...

## Board of Directors

Adam Meyer - Chairperson

Greg Thompson- Treasurer

Kate Daddo - Secretary

Pierre Baume - Secretary  
(resigned 2013)

Renata Alexander

Lauren Spitalnic

Sharon Carr - Staff  
Representative

## SKLS Staff

Philip Cottier - Principal  
Lawyer & Practice Manager  
(part-time 30 hrs days pw)

Jeni Lee- Casework lawyer  
(part-time 7.5 hrs pw)

Anthea Teakle - Volunteer  
& Night Service Coordinator  
(part-time 19 hrs pw)

Suzy Fox - Administration  
Manager (full-time)

Vanda Hamilton - Drug  
Outreach Lawyer (full-time)

Emma Asscher, Jacinta  
Maloney & Pamela Taylor-  
Barnett - Community  
Legal Education & Law  
Reform Lawyers (job-share  
part-time 28 hrs pw)

Sharon Carr - Family  
Violence Lawyer (part-time  
22.5 hours pw)

Tom Daley - Family Violence  
Program Administration  
Worker (3 hrs pw)

Marie Collard - Bookkeeper  
(consultant 4 hrs per mnth)

Elsje Van Moorst -  
Project Worker - National  
Accreditation (consultant)

## Members of the Board of Directors act in a voluntary capacity in managing staff, resources and finances of the Service.

**The Board is responsible for ensuring that staff operate within a safe workplace, that award conditions are in place, and that there are the required policies and procedures at the Service.**

This all helps to ensure the provision of accessible legal services to the community.

It is the Board's role to ensure the Service's operations:

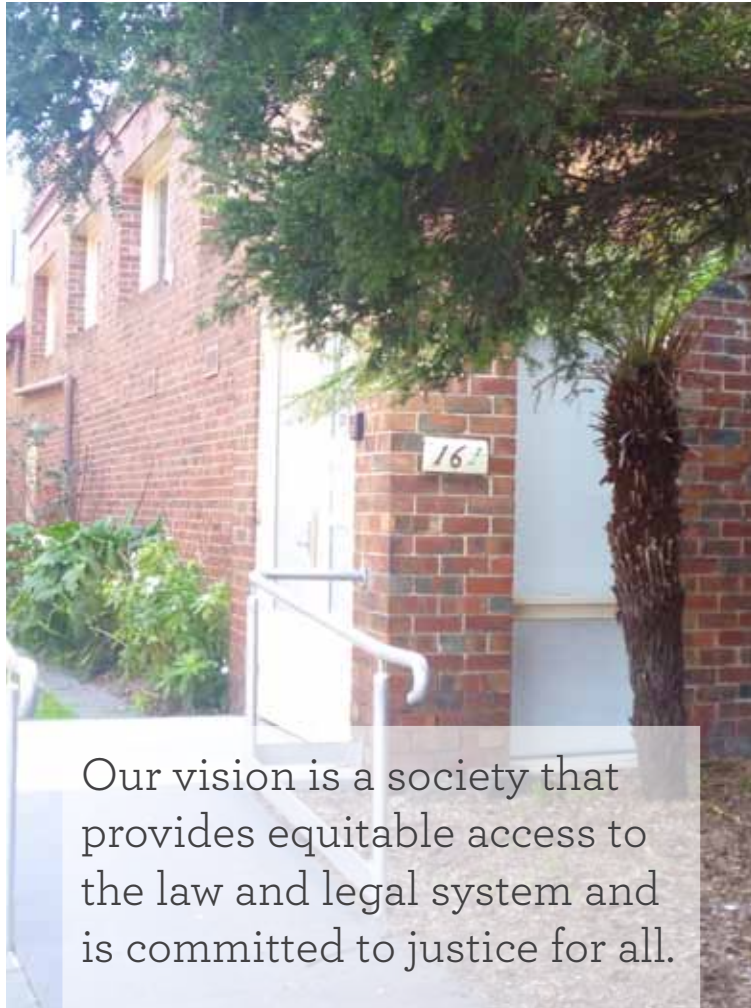
- > reflect the core principles of CLCs;
- > are legally & financially accountable;
- > meet the requirements

of the funders Service Agreements;

- > are planned, developed, implemented and evaluated annually through workplans.



# What we stand for...



## Vision

The vision of the Service is a society that provides equitable access to the law and legal system and is committed to justice for all.

## Mission

The Service aims to protect and promote the legal rights and interests of the community, to assist and empower individuals and groups who are disadvantaged in their access to justice, and to contribute to the reform of laws and structural inequities to achieve fair and just outcomes.

## Values

St Kilda Legal Service is committed to the following values and principles which underpin its approach to the ways it operates in all areas of its work:

- > Responsive to the needs and interests of clients and community.
- > Access to justice and provision of accessible legal services.
- > Social justice and human rights focus.
- > Moving beyond individual solutions to effect change.
- > Acting from a community development approach which encourages community participation and engages the Service with stakeholders and the broader community.
- > The empowerment of clients and the broader community.
- > Enabling informed decision making by clients and the community.
- > Respect, compassion and a non-judgemental approach in all dealings with clients and the community.
- > Ethical, competent and professional service delivery.
- > Accountability and transparency in all its operations, and dealings with clients and the broader community.
- > Safe, supportive, confidential and ethical work environment for staff and volunteers.
- > Continuing learning, improvement and professional development.

## SKLS Organisation Structure



# Our legal services

## St. Kilda Legal Service (SKLS) has had another big year undertaking some complex matters and expanding our reach into the community.

Our total number of clients seen over this last 12 month period appears certain to climb.

Our principal legal program, driven by the Night Service Lawyers, assists in a large number of areas of family, civil, employment and criminal law. Clients seek assistance for a variety of areas of law- road traffic matters, , neighbourhood disputes, debts, employment issues, car accidents and divorce, family violence and child contact.

In some cases we can

provide valuable casework follow up where need and merit is established. Clients can see a lawyer on a one off basis or, a volunteer lawyer may provide ongoing casework assistance. Two thirds of our clientele are seen through the Night Service, and it operates three nights per week.

This service is staffed by volunteers overseen by a volunteer coordinator , and supported by volunteers who perform administrative and front desk tasks. We have about 60 volunteers who contribute up to 100 hours per week to the legal service with their assistance around the Centre, whether it be assisting at the front desk or paralegal assistance under the guidance of the principal lawyer.

Such is the terrific level of support from volunteers in this service, clients ringing for

an appointment are able to obtain an appointment within a week after they make an enquiry for an appointment.

Other areas of legal work and advice covered by the Night Service, aside from family, criminal and civil law, include Infringement law (fines) where we see many clients who through no fault of their own mainly due to drug and mental illness problems, have incurred hundreds of dollars of fines. Often it is possible to have these fines revoked on the basis of applications we make to have the fines reviewed because of our client's mental health or related issues. Centre lawyers can assist in having the fines withdrawn at hearing by tendering medical reports and other material in support of their case.

We also provide additional legal advice through the two

outreaches we maintain – the Family Violence Outreach and the Drug Outreach Program. SKLS operates one of two drug outreach programs in Australia, providing legal assistance to people who are wrestling with drug, alcohol and homelessness issues. The Family Violence program operates an outreach every Monday at Moorabbin Justice Centre together with visits to various locations for client appointments fortnightly.

### Phil Cottier

Principal Lawyer & Practice Manager



## Case Studies

### Police Matter

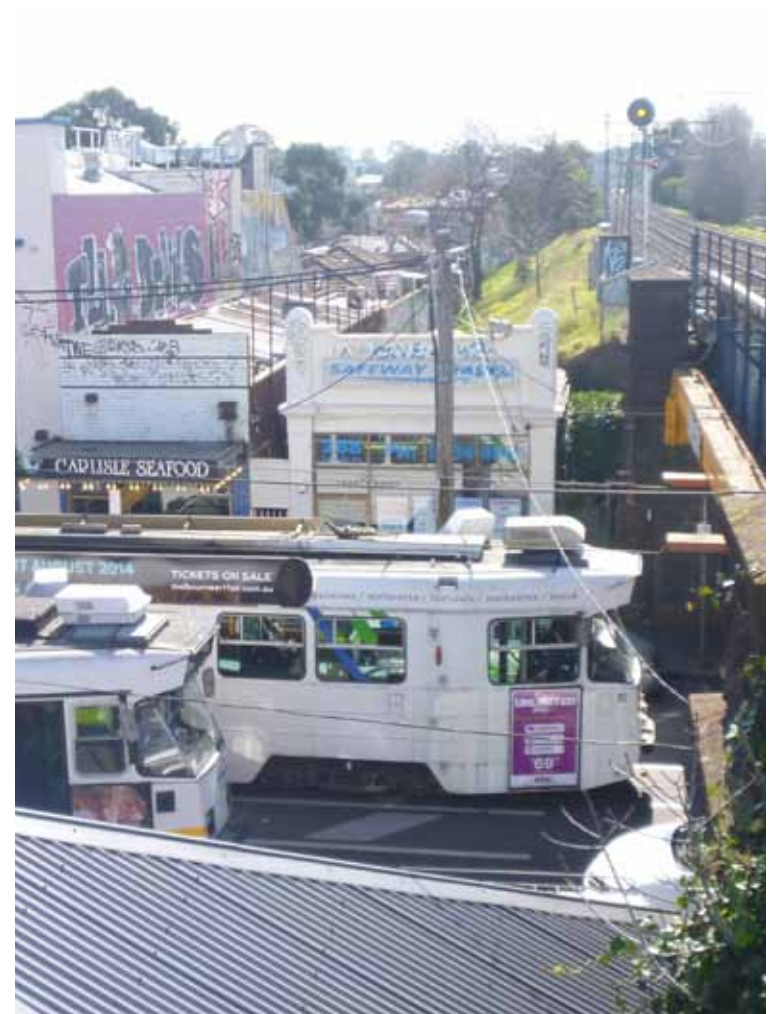
Our client was charged with assault and threat to kill. He was suffering from various mental health issues and homelessness at the time of the offences. It came to light that at the time of the offence he had been severely provoked by a former friend who had thrown items through his windows and allegedly removed items from the rooming house where he was staying. After tendering medical reports and an excellent report from his caseworker, the matter, with the consent of the police was dismissed in open court. Key elements in this result were that our client was experiencing mental illness and anxiety which contributed toward the offences and which

had not previously been brought to the attention of the police, together with the issues of provocation by the neighbour.

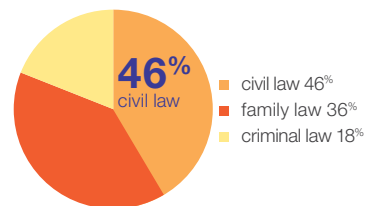
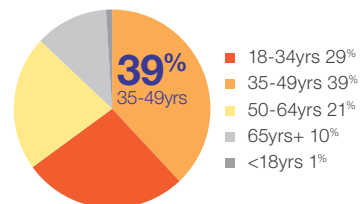
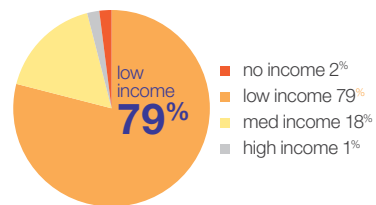
### Victim of Crime

The victim was the victim of offensive comments left on her facebook website by an anonymous party, though she had strong suspicions as to who it was. She became highly anxious as she felt she was being stalked by this person, as other comments were made in a similar vein on the site. She didn't think she could make a claim as she had not suffered an injury and she could not prove definitely who had left the comments. After she saw a lawyer at SKLS it was confirmed she was in fact a victim of crime and we advised the client to report

the matter to the police, which she subsequently did, and a claim for compensation was lodged, as she had suffered a psychological reaction and this was compensable under the act. Additional submissions were made by SKLS in relation to the claim. Doctors and witness statements were obtained and lodged. This matter ultimately proceeded to court last month and the Magistrate awarded our client the ceiling of the jurisdiction which was \$10,000 together with extensive orders for counselling and reimbursement of medical expenses.



# Statistics



## Advice & Casework

(Total clients 01/7/13 – 30/6/14)

Total Number of Clients	1444
New Clients	924
Repeat Clients	276
Existing Clients	244

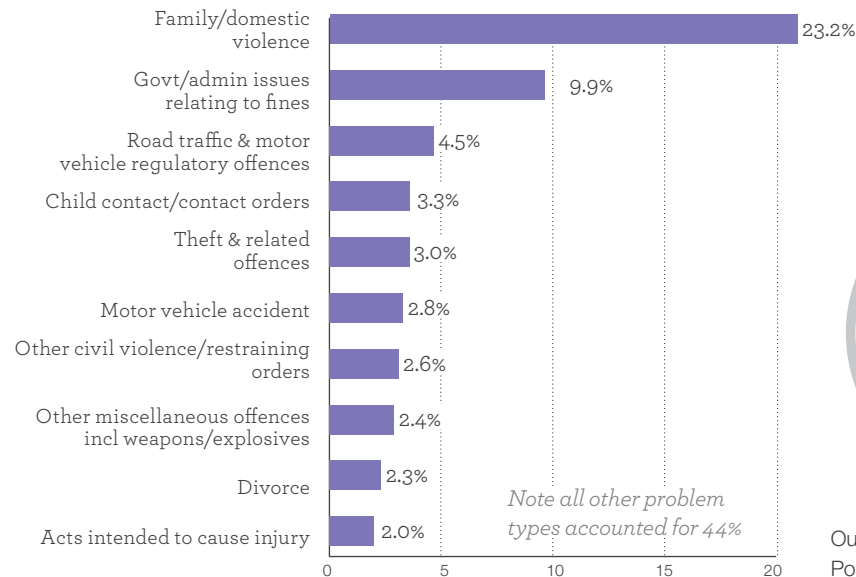
### Activities

Total advice activities	686
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### Cases

Total cases open during period (open & new)	1059
Open at period start	264
New (opened in period)	795
Still open at period end (ongoing)	323
Total cases closed during the period	736
Minor cases closed	523
Medium cases closed	147
Major cases closed	66
Closed involving court representation	344
Closed involving primary dispute resolution	18

## Top 10 Problem Types (as percentages)



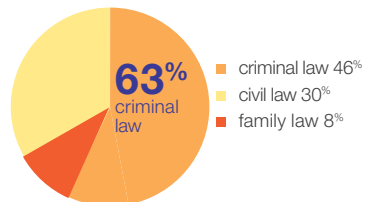
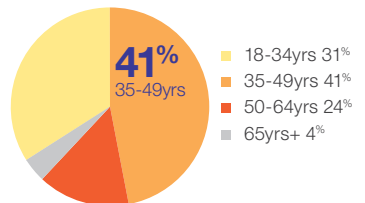
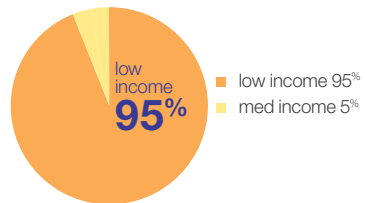
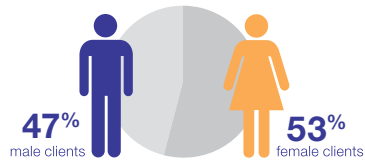
Statistical information is recorded on the Community Legal Services Information System (CLSIS), a national database used by most community legal centres. The database is maintained by the Commonwealth Attorney General's Department. Client confidentiality is protected. The only details that can be viewed on the consolidated database are statistical. All clients' personal details remain at our Centre and are not transmitted.

In 2013-2014 the team assisted 924 new clients.



Our Service is co-located with the Port Phillip Community Group (PPCG) and the first contact for most clients of our Service is through the St Kilda Community Centre front desk and reception that is staffed by PPCG staff and volunteers. The statistical data on the provision of information and referral is collected on the Port Phillip Community Group database. The relocation of SKLS this year resulted in a decrease in data collected for information and referral calls which are generally handled by the PPCG front desk and information program.

# The drug outreach program



Our drug outreach lawyer (DOL) provides outreach services at:

- the RhED program of Inner South Community Health,
- Sacred Heart Central
- Sacred Heart Women's House
- Windana and
- Hanover.

The DOL receives regular referrals from community agencies, and provides outreach services to other agencies in the inner south when requested. The DOL provides training for community organisations and presents at conferences. In recent years the DOL has been a regular participant in the international Open Societies Foundation's annual Lawyering on the Margins conference.

## Advice & Casework

Total number of clients	228
Total number of court representations	105
Total advices	23
Total number of new cases (opened during 2013-2014)	149

**The majority of drug outreach lawyer (DOL) clients face major issues which both lead to legal issues and affect their ability to cope with those issues.**

It is commonly acknowledged that issues with mental health, alcohol and drugs, and homelessness increase the likelihood of a person becoming involved with the legal system. A recent report of the Law and

Justice Foundation of NSW on legal needs in Australia\* has brought greater attention to the link between health and legal issues as well as the bidirectional nature of the link.

The DOL observes multiplying legal issues impacting adversely on clients' health and social circumstances. Minor legal issues can overwhelm someone who is already coping with multiple social and health issues, to the extent that the legal issues lead to increased problems with drug and alcohol use and mental health problems.

## The legal issues

The number of criminal matters that the DOL assists clients with has increased over the last couple of years as changes to eligibility for legal aid funding has meant

that people who were previously represented by Victoria Legal Aid or private lawyers find they are not able to obtain funding. This is particularly so for driving matters, which are now rarely eligible for funding. The drug outreach lawyer has also experienced an increase in requests for help with family law matters.

## An integrate response

The DOL works closely with community workers in the drug and alcohol, mental health, housing, health, and sex work sectors. An integrated approach underpins the way that the program is delivered. The program provides a highly accessible legal service to individuals with complex health and legal issues. For example, one of the strengths of the program is the ability to accompany

clients to court to adjourn matters for them. Many clients lead chaotic lifestyles and a number have dual disabilities. This type of client is frequently lost to the system because they are scared to turn up to court for adjournments or cannot wait long enough in the court room to get their matter adjourned because of drug addiction.

Thirty percentage of clients' matters were cases involving more than twenty hours of work for the DOL, reflecting the time commitment involved in providing a service of this type.

**Vanda Hamilton** is our Drug Outreach Lawyer

\* To view the Law and Justice Foundation of New South Wales's Legal Australia-Wide Survey: Legal Need in Victoria report visit: <http://www.lawfoundation.net.au/ljf/app/&id=45728676D404E99FCA257>

AA000049504

## Sex work legal service

The DOL also provides a sex work legal service working closely with the RhED program of Inner South Community Health. Melbourne has the only sex work offences problem solving “court” in Australia. Our DOL provides a monthly duty lawyer service at this “court”—a special list of the Melbourne Magistrates’ Court.

The sex worker list at the Melbourne Magistrate’s Court “came about through collaboration with community groups...

[The] Drug Outreach Lawyer from St Kilda Legal Service and duty solicitors from Victoria Legal Aid [are] in attendance to represent defendants and health and community workers are rostered at court...

The advantages of the list are seen to be early interventions by agencies and support services leading to reduction in harm...

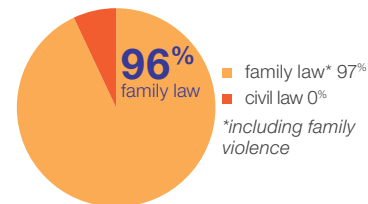
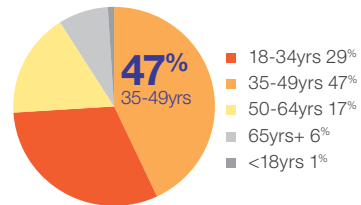
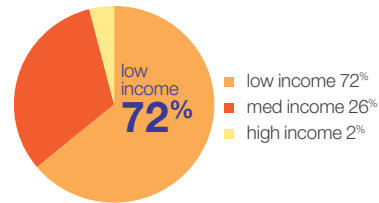
Street sex workers are more likely to attend court because afternoon court is more accessible to street sex workers who generally work until the early hours of the morning and they will have an existing relationship with the Drug Outreach Lawyer and greater confidence in being supported at court by a lawyer they already know.”

*Magistrate Jelena Popovic*

“Court Process and Therapeutic Jurisprudence: Have We Thrown the Baby Out With the Bathwater?” in the Murdoch University eLaw Journal Volume 1, 2006, 60-77  
[https://elaw.murdoch.edu.au/archives/special\\_series.html](https://elaw.murdoch.edu.au/archives/special_series.html)



# The family violence program



Advice & Casework	
Total number of clients	326
Total number of court representations	233
Total advices	49
Total number of new cases (opened during 2013-2014)	301

Our family violence lawyer is employed as part of a major three year family violence project that is generously funded by the Legal Services Board. The title of the project is *Community Action for Small Courts - Family Violence Response*. Other aspects of the project are described later in this report.

Our family violence lawyer provides:

- a duty lawyer service at Moorabbin Magistrates' Court
- outreach legal services at the Highett Maternal and Child Health Centre, and Family Life; and
- training for community workers.



## Children and family violence.

This year the legal help provided by the family violence lawyer had an impact for 296 children of clients who sought the protection of an intervention order at Moorabbin Magistrates' Court.



**We can safely say that our Community Action for Small Courts—Family Violence Response project has been a resounding success.**

Over the last twelve months we assisted 326 clients, mostly women, to obtain, vary or extend family violence intervention orders against former partners, fathers, grandfathers, brothers, adult sons, teenaged sons, and in some particularly disheartening cases, against mothers, grandmothers, sisters or daughters.

Intervention orders are



granted under the Family Violence Protection Act (Vic) 2008, legislation enacted to protect those experiencing family violence, again, mostly women and children. But the law does not discriminate on the basis of gender. Generally, court registries cannot refuse to accept an application for an intervention order, only a magistrate can strike out an application.

We are seeing a tidal wave of cross-applications by men. So much so, that we are having to advise women who wish to escape family violence, that they should expect to be served a cross-application, and they should not worry about it too much—we will help them take care of it.

Some men do have grounds to seek protection

from violent women, and we assist such men with the same respect and high quality representation as we afford to women applicants.

However, in our experience, 2014 has become the year of the malicious, groundless, and bullying cross-applications. This particular species of court action undermines the legislation, clogs the courts, and puts women through extreme anxiety.

Much of our work this year has been in this arena.

On a more positive note, we feel privileged and gratified to have been able to assist so many clients to navigate the law and the court process. Our program has to date included outreach services at two locations. During the year we saw 41 clients at these

appointments, providing free and confidential legal advice in family violence and related areas of divorce, child contact and child protection, property, infringements and criminal law.

We are also very grateful to the Legal Services Board for having the foresight to fund and support our program over the last three years. As this funding draws to a close (30 November 2014) we remain unsure if our service will be able to continue to assist those experiencing family violence in the catchment of Moorabbin Magistrates Court (from Clayton to Brighton), in any capacity.

Our family violence lawyer role is funded for just three days per week, but interestingly, family violence is our number one problem

type—23.2% of SKLS clients' legal issues are family violence issues.

As the weeks whiz by towards the sunset of our program, we still have faith that we will be recognised by the State as the missing piece of the puzzle. Victoria Legal Aid is committed to providing duty lawyer services for respondents to family violence intervention order applications. Department of Justice is providing, starting September 2014, an Applicant Support Worker (family violence counsellor) at Moorabbin, and shortly after that the court is committed to employing a Respondent Worker to provide counselling and assessment for Men's Behaviour Change programs. Moorabbin Magistrates Court is now

“I can't thank you enough...I feel confident that I can do this with you having my back.”

Client of the family violence lawyer.

gazetted for Magistrates to make counselling orders for male respondents over the age of 18, providing 30 Men's Behaviour Change places per year.

We applaud these developments but are greatly concerned that women and children escaping family violence will be left without legal services in this region. That would be unthinkable.

**Sharon Carr**  
Family Violence Lawyer

## Case Study

"Bianca" lives with her eleven-year-old son, who sees his father 'Gerald' each fortnight. During a changeover, there were threats made and Bianca applied for an intervention order, for herself and her son, against Gerald. Gerald fought the application all the way. Bianca had to attend court three times and had to pay privately for representation for the contested hearing.

After a ninety-minute hearing an intervention order was granted in favour of Bianca and the boy. Gerald immediately appealed the granting of the order in the County Court. Bianca had to pay again to prepare a defence to that. Next, Gerald,

on behalf of the son, applied for an intervention order against Bianca. He omitted to tell the court about the existence of the order against him, and because the names were slightly different (this time it was the son's name, not his), the court did not pick it up. Bianca assured us (and ultimately convinced the court) that his allegations were false, but when George first attended court to seek the order for his son without Bianca present, he was granted an interim order.

We stepped in and assisted Bianca to have the interim order revoked, on the basis that Gerald had not been honest with the court. Soon after that Gerald withdrew

both his application for an intervention order on behalf of his son and also withdrew his appeal in the County Court.

*Bianca and Gerald's names have been changed. 'Bianca' has given permission for us to publish this part of her story.*

*We wish her and her child all the best for the future.*



# Thank you...



## Monday Nights

Renata Alexander  
*(Night Volunteer Coordinator)*  
Mark Shenken  
Katie Sweatman  
Ruth Siegel  
Jade Birman  
Astrid Habon-Beer  
Kathy Laster  
Inka Alexander  
Helen Tsirlina  
Hamish Batty  
Kate Zielinski  
Georgina Wu

Kristen Adam  
Joe Connolly  
Jessamy Kenny

## Wednesday Nights

Diane Preston  
*(Night Volunteer Coordinator)*  
Martin Stockfeld  
James Cahill  
Simon Clinch  
Sam Jackson  
Ronni Murphy  
Julie Asher  
Lauren Spitalnic  
Argiris Kassavetis  
Lara Freidin  
Anna Lancy  
Mehernaz (Menoz) Sadafi

## Thursday Nights

Kingsley Davis  
*(Night Volunteer Coordinator)*  
Adam Meyer

Clair Carter  
Michael Helman  
Carl Wilson  
Maya Manski Simon  
Tony Lopes  
Nussen Ainsworth  
Abilene Singh  
Helen Winther  
Deborah Lemish  
Olivia Rosianiec  
Jeremy Sher  
Josh Beaver  
Amy Rosenfeld  
Carolyn McInnes  
David De Alwis

Kon Tringas (on-call)

## Day Volunteers

Jon Risby  
Marilyn Koh  
Barbara Shalit  
Gail Ryan

Edward Gansky  
Killian Donohue  
Tom Daley  
Patrick Reeder  
Amy Sampson  
Amber Schmidt  
Joseph Reicher  
Rufus Coffield-Feith  
Pheobe Lindner  
Flavia Baird-Watson  
Marissa Piazza  
Naomi Gelb  
Lucy Nihill  
Anna Sapountsis  
Mi-Lin Chen Yi Mei

## Field/Student Placements

James McCluskey  
Tessa Mitchell  
Maleah Underhill  
Mi-Lin Chen Yi Mei  
Georgina Wu

## Volunteers Who Have Left in the Last Year

Pierre Baume  
Adam Chernok  
Naomi Goldwater  
Annalisse Morrow  
Aaron Peppin  
Sarah Tesar  
Darryl Slabe  
Luci Thies  
Hazel Ondari  
Linda Withington  
Isobel Rechter  
Georgia Bushell  
Angela Nordlinger  
Jenny Phillips

# Our volunteers...

“We are extremely fortunate to have so many committed, competent and engaged people choosing to volunteer with St. Kilda Legal Service.”

The past twelve months for our volunteers and the Night Service program has involved undertaking our core work to our usual high standards; assisting our clients with a wide range of legal issues; working hard; supporting each other; and even having some fun. It has also been about preparing to move back to our newly-refurbished Chapel Street office, and settling in again.

Few could deny that the aesthetics and working conditions of our Chapel Street office were less than ideal: hence the urgent need for refurbishment. We were a little sad to leave our new friends at the Christ Church Community Centre, and the lovely offices there, however by the end of February, it was finally time to get back to

Chapel Street. It was such a treat to settle into the fresh “new” space. Sure, there were a few issues that we had to iron out, but the reception area, in particular, is a much better space for people to wait in. We are particularly grateful to all the volunteers for pitching in and adapting to the changed work space. We also appreciate the willingness of the staff and management of the PPCG in allowing us to use some of their office space during the Night Service, which has been invaluable in being able to maintain our usual interview numbers each evening.

In addition to the move, our volunteers have been busy assisting staff with our core business, particularly in relation to the conduct of legal casework for our

clients.

St. Kilda Legal Service (SKLS) boasts around 60 highly committed and skilled volunteers. They are a diverse group of legal practitioners, legal trainees, law students, and other tertiary students, paralegals and community members. Our volunteers assist with one of our three weekly night service sessions; attend during business hours; participate in other specialist programs; or are voted in as Directors on our Board of Management.

The volunteers staff our Night Service sessions, with support and assistance from staff. Our principal lawyer and practice manager, Phil Cottier, with assistance from our caseworker, Jeni Lee, closely monitors, oversees and manages the volunteer

advice and casework activities of the practice.

Our three discrete Night Service teams attend on Monday, Wednesday or Thursday evenings and see local residents on an appointment basis about a wide range of legal issues. Many people just require a one-off appointment in order to receive some specific legal advice and perhaps a referral to a private solicitor or other body. A number of clients are supported in taking their own action if they have the capacity to do so. Other clients require ongoing casework assistance, which our volunteers can often provide under our somewhat unique model which enables the volunteer lawyers to undertake ongoing casework under the supervision and

## ... & night service

support of our principal lawyer and other staff. Our Night Service and ongoing casework model is also largely reliant on the significant support provided by our volunteer receptionists and law students; both in assisting the lawyers with the advice and casework, and ensuring all the reception, client intake forms (CLISIS) and other administration tasks are completed.

Yet, whilst the Night Service model is the same for each evening session, the individuals involved make each night a significantly different experience – at least from the back office. The Monday nighters run a tight, if somewhat irreverent, ship under the awesome stewardship of Inka and Renata. The Wednesday nighters, led by

Ronni and Diane, are bright, breezy, get the job done with maximum efficiency and support for each other, but are happy to slip out after the session is over on occasion for a night cap. The Thursday nighters are often well-fed by Helen-the-amazing-baker/receptionist, and they enjoy a coffee and chat to finish the night off. And if we can prize a war story out of Kingsley or Tony, so much the better!

Obviously, the night service is not all about jokes and coffees. There is much serious work to be undertaken, and it is not uncommon for this work to extend beyond the night service sessions for the volunteers. There is no expectation that the already significant volunteer commitment extends beyond their weekly night



service session. However, we are well aware that people often undertake work such as drafting correspondence that they are not able to complete during the evening. They may undertake research, make calls to police informants and other parties, and even undertake pro bono court appearances. Many thanks for this amazing additional contribution.

Our daytime volunteers also undertake much work that is generated during the Night Service sessions. The students and paralegal volunteers enter data on the CLSIS system, type up correspondence and undertake a range of other administration and research tasks for the Night Service, the other specialist casework programs and the Community Legal Education and Law Reform

Program. Bravo day service vollies!

We are also fortunate in having some wonderful lawyers volunteering during business hours. Marilyn, Barbara and Jon provide tremendous assistance to Phil and Jeni in helping them to follow up on casework that the night service volunteers are not able to undertake during the evenings for various reasons, and particularly in tackling more complex and/or time consuming casework. It is also important that we are able to see clients during the day, who are not able to attend during the evening – and our day volunteer and staff lawyers are generally able to facilitate this.

As usual, we also have a number of students and graduates attending SKLS

under several placement arrangements. These include some students with the Leo Cussen Institute and Deakin University. The Leo Cussen graduates generally rotate around the various core work activities over a three week period. The Deakin undergraduates work specifically with Sharon on the Family Violence Program, attending the Moorabbin Justice Centre—where there is an intervention order list on Mondays—for twelve-week placements. The students are critical in ensuring this very busy list is managed efficiently but sensitively, and all the data required from our clients is obtained.

The final group of SKLS volunteers is the Directors on our Board of Management. Clearly, they are critical in the management of the or-

ganisation, together with our principal lawyer and practice manager, and administration manager on staff. In addition, a number of the Directors do “double duty” and also volunteer during the Night Service on a weekly basis. In having Night Service volunteers on the Board, the Directors have a clear understanding of the issues impacting on all the volunteers, as well as the clients. The Board meetings are held monthly, but of course the Directors’ tasks can often extend beyond preparing for and attending the monthly meetings.

Like every year, these past twelve months have galloped by. However, fortunately not so fast that we have not been able to spend time with all the volunteers: cheering on their many great results,

and commiserating over the ones we were probably never going to win—but we had a go at anyway. In addition, we have been privileged to celebrate some amazing personal and professional achievements of these fabulous people such as new career opportunities, further studies—both locally and overseas—engagements, and even sports victories. Of course, there have also been some tough moments, but there is no denying that we are extremely fortunate to have so many committed, competent and engaged people choosing to volunteer with SKLS.

**Anthea Teakle**  
Volunteer and Night Service  
Coordinator



# Communities empowered by...

## Researching Peer Legal Education and Paralegal Programs

**SKLS lawyer, Jacinta Maloney, is the Recipient of the Victoria Law Foundation Community Legal Centre Research Fellowship 2013/2014. Jacinta provides an overview of her project...**

I have been fortunate this year to have had the opportunity to undertake the Community Legal Centre Fellowship funded by the Victoria Law Foundation. It has been a great opportunity to step away from my normal duties of work and workplace, to be able to

focus on researching and writing on just one project area that is of benefit to the rest of the community legal sector.

### Project Background

St. Kilda Legal Service (SKLS) has a history of working collaboratively with the former Prostitutes Collective of Victoria (PCV) and now RhED (Resourcing health & education in the sex industry) in providing legal advice, court representation, legal information and education for sex workers. Street sex workers are some of the most vulnerable and marginalised members of our community. Street sex workers work outside the law, distrust police and the legal system, and are vulnerable working in a high risk environment.

When SKLS's drug outreach lawyer, Vanda, had the opportunity to attend an international conference 'Lawyering on the Margins' in Cape Town South Africa a couple of years ago, she had the opportunity to visit a peer paralegal program for sex workers. The program was operated by the Women's Legal Centre in Cape Town, in collaboration with the Sex Workers Education and Advocacy Taskforce (SWEAT). On Vanda's return, she was so excited about the Cape Town peer paralegal model, it raised the question for me: was this a model that could be adapted and replicated for sex workers in St. Kilda? Would a peer paralegal model be beneficial and effective for this community or any other marginalised community? Could community paralegal

models be adapted and replicated by community legal centres elsewhere to reach disadvantaged communities?

### Peer education effectively reaching marginalised communities

This led me to my research project that explores the use of peer education and paralegal programs to reach, educate and empower communities. While peer education has been used effectively in Victoria in the community health sector to reach and educate peers on health issues and harm reduction strategies, it has yet to be embraced as a strategy of community legal education. Peer education is particularly effective in reaching and empowering





# peer educators and paralegals

peers within marginalised communities—people using drugs, sex workers and people living with HIV/AIDS.

## Community paralegal programs improving access to legal services

In the course of the project I discovered many other models of community paralegal programs operating overseas, and had the chance to visit some, including the program operating in Cape Town. From prisoners and garment workers in the Philippines, to villages in Cambodia, to the Roma in Europe, to sex workers in South Africa, members of these communities are being trained as paralegals to bridge the gap between their communities and lawyers. While most community paralegal

programs have evolved in developing countries as an alternative approach to improving access to legal services, they are not an alternative to lawyers. The most effective paralegals are connected to lawyers.

It has been a privilege to meet and interview people working in a diverse range of peer education and paralegal programs, locally and abroad. Participants interviewed were so generous with their time, and sharing their experience and knowledge, which informed the writing of my report. The report aims to inspire community legal centres to explore alternative strategic approaches to their service delivery, in particular to target marginalised communities. It is expected the final report will be launched in December.

## Thank you for your support...

Dr Liz Curran for her support and supervision,

Dr Chris Atmore, Helen Yandell and Monica Ferrari, as members of a project steering committee, for their support and feedback,

Emma Asscher, for her support and feedback,

Springvale Monash Legal Service staff for hosting me at their centre during the project ; and

Victoria Law Foundation, without whose support this project would not have been possible.

**Jacinta Maloney**  
Victoria Law Foundation  
Community Legal Centre  
Fellowship Recipient 2013-2014



Paralegals at feedback meeting on 13 Dec. 2013 at Community Legal Education Centre, Phnom Penh, Cambodia

Photo courtesy of Community Legal Education Centre, Cambodia

# Legal education, policy...

**This year the major focus of the small team of community legal education lawyers at St Kilda Legal Service (SKLS) has been on the prevention of violence against women and children.**

## Prevention of family violence

SKLS contributes to the prevention of violence against women and children through the development of a model for the provision of family violence support services at small courts. The model uses a community based approach and has been developed at Moorabbin Justice Centre as part of

the *Community Action for Small Courts—Family Violence Response Project*. This began in December 2011 and will end in November 2014. The project is generously supported by the Legal Services Board through a grant of \$415,060.

SKLS is the lead agency for the project. Our project partners are: Salvation Army Family Violence Outreach Program, Emerge Women and Children's Support Network, Inner South Community Health, Family Life, Hanover Welfare Services, Connections UnitingCare, and VincentCare.

The project is managed by the small team of SKLS community legal education and law reform lawyers. The project funds our family violence lawyer. The legal services our family violence

lawyer provides as part of the project are described above at page 16 of this report. Our family violence lawyer this year provided training sessions about family violence laws to maternal and child health nurses and community workers.

In addition the following services are provided at Moorabbin Justice Centre as part of the project.

Women are supported at court by an applicant support worker. The applicant support worker service is operated on a rostered basis by six of our project partners.

Men are engaged with at court through the respondent worker service operated on a rostered basis by two of our project partners.

As part of the project the SKLS community legal education team worked with one our project partners, Emerge Women and Children's Support Network, and the Bayside Council to produce the *Heart Shield* family violence referral card. This referral card is a tool developed to assist local Maternal and Child Health nurses have the difficult but mandatory conversation with new mothers, about family violence. We are very grateful to the Bayside Council Maternal and Child Health Service team for their tremendous support for the project.

The referral card was produced last year for the City of Bayside. Each year 900 mothers in the city of Bayside receive this card in their children's Health Record Booklets. A Mandarin version of the

referral card has also been produced.

This year SKLS produced in collaboration with Kingston Council and Peninsula Community Legal Centre a version for the City of Kingston. Each year the card will be included in the Child Health Record booklets of 2000 newborns.

The SKLS community legal education team has produced a "How To" kit for other community legal centres and councils that would like to produce the card in their area. Distribution of the kit will begin in late 2014.

The project partners are constantly working with court staff and the police prosecutors towards improving procedures for the benefit of court-users and workers.

# and projects

## Walk Against Family Violence

SKLS has been part of the organising committee for the Walk Against Family Violence for five years. We have been involved since the first Walk around Albert Park Lake in 2009. The annual Walk is held on White Ribbon Day (the International Day for the Prevention of Violence Against Women). The Walk has branched out and now commences and ends at Federation Square. The other members of the organising committee are: Salvation Army Crisis Services, Emerge Women and Children's Support Network, Family Life, the Domestic Violence Crisis Service, Victoria Police, Connections UnitingCare and Inner South Community Health.

## CLE for Seniors

SKLS presented community legal education sessions during Seniors Week, in October 2013, on legal issues relevant for seniors, including Wills, Powers of Attorney. The sessions were held at City of Port Phillip libraries and well attended by more than 40 seniors. We thank Jeni Lee for presenting and St Kilda library staff for their assistance. We thank City of Port Phillip (CoPP) for their support. SKLS has obtained a CoPP grant to present seniors sessions again next year.

## CLE for Newly Arrived Migrants

SKLS together with New Hope Foundation, delivered driver education sessions for newly arrived migrants. New Hope, with the support of SKLS, obtained a City

of Port Phillip community grant. Four sessions were held. We are grateful to the City of Port Phillip for supporting the sessions, and Inner South Community Health and Salvation Army Crisis Service for each hosting a session for their clients. SKLS has obtained a City of Stonnington community grant that will enable us to extend this program.

## Volunteer Training and Education

Community lawyer Barbara Shalit from the Disability Discrimination Legal Service delivered a training session for volunteers and staff about the new Mental Health Act 2014. Barbara is also a SKLS volunteer lawyer. Thank you to Barbara and the Disability Discrimination Legal Centre for providing a very valuable overview of the new act.

Pamela Taylor-Barnett from the SKLS community legal education team delivered a training session on infringements with our drug outreach lawyer, Vanda Hamilton. Pamela also prepared a kit of proformas and legal information for volunteers. Our volunteer e-bulletins provide updates on changes to relevant areas of law, law reform initiatives and service operations.

## Upcoming...

SKLS and the Cities of Stonnington and Port Phillip will hold a health and justice

forum for the community sector at Prahran Town Hall.

SKLS has obtained two City of Port Phillip community grants to undertake a gender equity project and to commission an Aboriginal and Torres Strait Islander art work for the St. Kilda Community Centre where SKLS is located.

**Jacinta Maloney, Pamela Taylor-Barnett and Emma Asscher**  
Community Legal Education & Law Reform Lawyers



# Collaborations...

## Sharing premises

St Kilda Legal Service (SKLS) is co-located with the Port Phillip Community Group at the St Kilda Community Centre. Appointments with the Service are made via the St Kilda Community Centre reception. The Drop-In Centre (now part of Prahran Mission) is also located on the St. Kilda Community Centre site.

## Improving Access with Legal Outreach

The Drug Outreach Program provides legal assistance at: Hanover, The RhED Program of Inner South Community Health (ISCH), Sacred Heart Mission, Windana and the Melbourne Magistrates Court Sex Worker List. The Family Violence Lawyer

provides legal assistance at the Highett Community Hub (Maternal and Child Health Program of Bayside City Council), Family Life and the Moorabbin Justice Centre (duty lawyer service).

## Partnerships to provide an integrated response to family violence

SKLS is a member of the local Integrated Family Violence Partnership and the Walk Against Family Violence organising committee. This year SKLS continued its partnership with Salvation Army Outreach Program, Family Life, Connections, Inner South Community Health, Emerge Women and Children's Support Network, Hanover, VincentCare and Connections as part of the *Community Action*

*for Small Courts - Family Violence Response* project. The organisations listed above, with the family violence lawyer, court staff, police prosecutors and Victoria Legal Aid worked collaboratively at the Moorabbin Justice Centre. Legal outreach is provided at Family Life and the City of Bayside Highett Community Hub.

## Partnerships to undertake primary prevention of violence against women

SKLS is a member of the local Inner South East Partnership in Community and Health and Kingston Bayside Primary Care Partnership Family Violence Working Group which focuses on primary prevention of family violence.

SKLS is organising with the Cities of Port Phillip and Stonnington and Women's Health in the South East a gender equity forum to be held in early 2015.

## Working with other CLCs

SKLS staff have once again been involved in Federation of Community Legal Centre Working Groups:

Violence Against Women and Children Working Group;

Community Legal Education and Community Development Working Group;

Infringements Working Group;

Interpreters Working Group.

## Improving access to Legal Information

SKLS with New Hope Foundation and the City of Port Phillip delivered driver education sessions for newly arrived migrants.

SKLS delivered a session as part of Seniors' Week at St Kilda Library.

## Health and justice

SKLS is organising with the Cities of Stonnington and Port Phillip a community sector forum on the topic of health and justice.

# Financial Statements



## ALKEMADE & ASSOCIATES

ACCOUNTANTS & AUDITORS

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

#### ST KILDA LEGAL SERVICE CO-OP LTD

We have audited the accompanying financial report, being a general purpose financial report, of St Kilda legal Service Co-Op Ltd, which comprises the balance sheet as at 30 June 2014, the income statement, statement of changes in equity and statement of cash flows for the year then ended, a summary of significant accounting policies, other explanatory notes and the directors' declaration.

#### *Directors' responsibility for the financial report*

The directors of the St Kilda legal Service Co-Op Ltd are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the requirements of the Corporations Act 2001 and are appropriate to meet the needs of the members. The directors' responsibility also includes establishing 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 directors, as well as evaluating the overall presentation of the financial report.

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

#### ST KILDA LEGAL SERVICE CO-OP LTD

#### *Auditor's responsibility (Cont.)*

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors' financial reporting under the Corporations Act 2001. 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 the Corporations Act 2001. We confirm that the independence declaration required by the Corporations Act 2001, was provided to the directors of St Kilda legal Service Co-Op Ltd on 22 October 2014.

#### *Auditor's opinion*

In our opinion the financial statements presents fairly, in all material respects, the financial position of St Kilda legal Service Co-Op Ltd as at 30 June 2014 and its financial performance and cash flows for the year then ended in accordance with the Corporations Act 2001 and the Australian Accounting Standards (including Australian Accounting Interpretations) to the extent described in Note 1.

Dated this 22<sup>nd</sup> day of October, 2014.

#### ALKEMADE & ASSOCIATES

.....  
**Donald K Alkemade**  
**Registered Company Auditor (No. 8040)**



CO-OPERATIVES ACT 1996

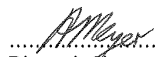
DIRECTOR'S DECLARATION

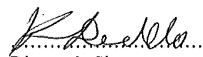
ST. KILDA LEGAL SERVICE CO-OP. LTD.

1. The accompanying financial statements and notes for this financial year ended 30<sup>th</sup> June 2014 are prepared in accordance with the requirements of the Co-Operative Act 1996, and:
  - (a) Give a true and fair view of the financial position and performance of the Co-Operative at the end of the financial year; and
  - (b) Comply with applicable accounting standards.
2. At the date of this declaration, there are reasonable grounds to believe that the Co-Operative will be able to pay its debts as and when they become due and payable.
3. The Co-Operative has kept such accounting records that correctly record and explain the transactions and financial position of the Co-Operative.

Declared at and dated at Melbourne this 22<sup>nd</sup>. Day of October, 2014

ON BEHALF OF THE BOARD

  
 Director's Signature  
 Full Name: Adam Meyer

  
 Director's Signature  
 Full Name: Kate Daddo

**ST. KILDA LEGAL SERVICE CO-OP. LTD.**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	2014	2013
	\$	\$
<b>INCOME</b>		
CLC Recurrent Grants - State	279,393	258,873
CLC Recurrent Grants - Commonwealth	104,035	100,549
Other Grants	174,193	154,078
Costs recovered & retained	-	3,309
Fundraising/Donations	957	421
Interest Received	9,453	9,642
Membership Subscription	19	-
Other Income	4,723	5,426
<b>TOTAL INCOME</b>	<u>572,773</u>	<u>532,298</u>
<b>LESS EXPENDITURE</b>		
Salaries & Wages	326,220	283,320
Superannuation	Note 4 30,196	23,963
Salary Oncosts	Note 4 21,727	11,155
Travel	1,878	1,561
Rent & Refurbishment Contribution	Note 5 28,892	8,860
Other Premises Costs	11,569	15,915
Staff Training	2,805	1,119
Staff Recruitment	-	327
Communications	5,603	6,083
Office Overheads	17,430	7,633
Administration	3,408	5,287
Insurance	616	1,533
Finance, Audit & Accounting	5,100	3,751
Library, Resources & Subscriptions	20,071	14,912
Programming & Planning	67,948	48,473
Depreciation	647	4,252
Minor Equipment	832	271
Projects (Non CLC Recurrent)	42,253	45,004
<b>TOTAL EXPENDITURE</b>	<u>587,195</u>	<u>483,420</u>
<b>PROFIT(LOSS) FOR THE YEAR</b>	<u>(14,422)</u>	<u>48,878</u>

**ST. KILDA LEGAL SERVICE CO-OP. LTD.**  
**BALANCE SHEET**  
**AS AT 30TH JUNE 2014**

	2014	2013
	\$	\$
<b><u>ASSETS</u></b>		
<b><u>Current Assets</u></b>		
Cash at Bank - MECU	5,540	16,656
Cash at Bank - CBA Investments	376,100	352,100
Cash at Bank - CBA	14,664	3,118
Petty Cash	458	297
<b>Total Cash Assets</b>	<u>396,762</u>	<u>372,171</u>
	Note 2	
Accrued Income	2,004	5,097
<b>Total Current Assets</b>	<u>398,766</u>	<u>377,268</u>
<b><u>Non-current Assets</u></b>		
Computer, Office Furniture & Equipment (at cost)	57,122	57,122
Less accumulated depreciation	<u>(54,740)</u>	<u>(54,093)</u>
	<u>2,382</u>	<u>3,029</u>
<b>TOTAL ASSETS</b>	<u>401,148</u>	<u>380,297</u>
<b><u>LIABILITIES</u></b>		
<b><u>Current Liabilities</u></b>		
Sundry Creditors	31,290	14,948
Provision for Asset Replacement	-	-
Provision for Annual Leave	41,516	30,835
Provision for Long Service Leave	-	-
Income In Advance	<u>105,452</u>	<u>104,465</u>
	<u>178,258</u>	<u>150,248</u>
<b><u>Non-current Liabilities</u></b>		
Provision for Long Service Leave	69,497	62,234
	<u>69,497</u>	<u>62,234</u>
<b>TOTAL LIABILITIES</b>	<u>247,755</u>	<u>212,482</u>
<b>NET ASSETS</b>	<u>153,393</u>	<u>167,815</u>
<b><u>EQUITY</u></b>		
Retained Earnings	153,393	167,815
	<u>153,393</u>	<u>167,815</u>

**ST. KILDA LEGAL SERVICE CO-OP. LTD.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	2014	2013
	\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from government grants - recurrent	383,428	359,422
Receipts from other sources	174,193	162,795
Interest received	9,453	9,642
Payments to suppliers and employees	<u>(542,484)</u>	<u>(476,700)</u>
Net cash provided by (used in) operating activities (Note 2)	<u>24,590</u>	<u>55,159</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Proceeds from (payment for) property, plant and equipment	-	-
Net cash provided by (used in) investing activities	<u>-</u>	<u>-</u>
Net increase (decrease) in cash held	24,590	55,159
Cash at beginning of year	372,171	317,012
Cash at end of reporting period (Note 1)	<u>396,761</u>	<u>372,171</u>

**ST. KILDA LEGAL SERVICE CO-OP. LTD.**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	2014	2013
	\$	\$
Balance as at 1 July 2013	167,815	118,937
Profit(loss) attributable to members	(14,422)	48,878
Unused Project Funds from Prior Year	-	-
Balance as at 30 June 2014	<u>153,393</u>	<u>167,815</u>

**ST. KILDA LEGAL SERVICE CO-OP. LTD.****NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2014****NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report that has been prepared in accordance with the Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Boards.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by St. Kilda Legal Service Co-op. Ltd. in the preparation of the financial report. These accounting policies have been consistently applied, unless otherwise stated.

**Income Tax**

The activities of the entity are exempt from taxation.

**Fixed Assets**

Fixed assets are carried at cost, less, where applicable, any accumulated depreciation.

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

**Employee Benefits**

Provision is made for the entity's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their minimal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the entity to employee superannuation fund and are charged as expenses when incurred.

**Goods and Services Tax (GST)**

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

**ST. KILDA LEGAL SERVICE CO-OP. LTD.****NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2014****NOTE 2.  
RECONCILIATION OF CASH**

For the purposes of the statement of the cash flows, cash included cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

**(a) Reconciliation of Cash**

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the Balance Sheet as follows:

	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
Cash on Hand	458	297
Cash at Bank	20,204	19,774
Cash deposit account	376,100	352,100
	<u>396,762</u>	<u>372,171</u>

**NOTE 3.  
RECONCILIATION OF NET CASH PROVIDED BY  
OPERATING ACTIVITIES TO OPERATING PROFIT**

Operating result	(14,423)	48,878
Depreciation of Non-current Assets	647	4,252
Donation in Kind		
Changes in Net Assets and Liabilities:		
Increase/(decrease) in creditors	(36,420)	(5,284)
Increase/(decrease) in provisions	17,944	7,752
Increase/(decrease) in reserves	-	-
Increase/(decrease) in income in advance	987	1,591
Increase/decrease in prepayments	3,067	(2,030)
	<u>(14,422)</u>	<u>55,159</u>

**NOTE 4. RESTATEMENT OF INCORRECT PRIOR YEAR BALANCES**

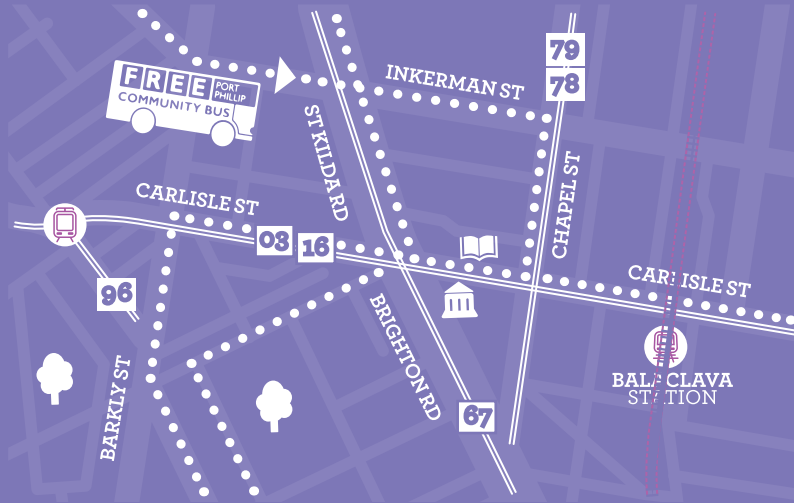
In the 2013 financial report, Superannuation and Salary On-Costs were incorrectly stated with Superannuation in the On-Costs position and Salary On-Costs in the Superannuation position. This error has been corrected in the 2013 comparative amounts for this financial report.

**NOTE 5.  
RENT & REFURBISHMENT CONTRIBUTION**

The total of \$28,892 consist of: Rent \$17,728 and Refurbishment Contribution of \$11,164







## St Kilda Legal Service Co-op Ltd.

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[communitylaw.org.au/stkilda](http://communitylaw.org.au/stkilda)

## Opening Hours

Days:

Monday, Wednesday, Friday :

9.30am – 1.00pm and 2.00pm – 4.00pm

Tuesday: 9.30am – 1.00pm

Thursday: 1.00pm – 4.00pm

Nights: Monday, Wednesday, Thursday 7.00pm – 9.00pm

Legal assistance is via appointment. Appointments are available to those living in the Cities of Port Phillip, Stonnington and Bayside as well as residents of North Caulfield. Appointments can be made by contacting the Service during opening hours.