

CURRICULUM VITAE

LOUISE PEARCE

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SKILLS PROFILE

Admission to the Supreme Court of Queensland

Admission to the Supreme Court of New South Wales

Graduate Diploma of Legal Practice, College Of Law Sydney

Bachelor of Laws (Hons) / Bachelor of Commerce (Politics and Public Policy) Griffith University, Queensland

Nationally Accredited Mediator, Dispute Resolution Branch and Griffith University

Certificate IV Assessment and Workplace Training

Practitioner's Certificate in Mediation (IAMA)

PROFESSIONAL MEMBERSHIPS

Queensland Law Society

LEADR – Association of Dispute Resolvers

EMPLOYMENT HISTORY

ILS QLD LIMITED

September 2005 – Present

Principal Solicitor

Skills and Responsibilities

- Providing legal advice to individuals and organizations regarding legislative compliance.
- Court representation.
- Coordinating Cairns Homeless Persons Legal Clinic.
- Providing reports and statistical data to Legal Aid Queensland regarding Cairns Homeless Persons Legal Clinic.
- Liaising and networking with welfare agencies, government and non-government entities to achieve outcomes for clients of the Homeless Persons Legal Clinic.
- Developing and providing community education packages.
- Liaison with stakeholders for Cairns Homeless Initiative.
- Reporting and audit requirements for ILS QLD LIMITED.

Cairns Mediation Services

October 2008 – Present

Mediator

Skills and Responsibilities

- Providing mediation services to a wide variety of parties covering a range of disputes including neighbourhood issues, native title, family and parent/adolescent, separating couples, commercial, workplace, property, sports.
- Provision of conflict management services and training to corporate entities.

Official Visitor – Lotus Glen Correctional Centre

April 2010 – Present

Skills and Responsibilities

- Investigation of prisoner complaints and assistance in resolving same.

Tharpuntoo Cape York Legal Service Aboriginal Corporation June 2004 – September 2005

Solicitor

Skills and Responsibilities

- Court representation.
- Providing legal advice, advocacy and information to individuals.
- Provide strategic advice to the CEO and Board regarding implications of funding and resource allocation.
- Participation in stakeholder liaison including collaboration with Police, Magistrates Court, Office of Director of Public Prosecutions and other relevant bodies.
- Community engagement and education.
- Liaison with police and magistrates court regarding court servicing of Cape York

Department of Aboriginal and Torres Strait Islander Policy September 2003- June 2004

Senior Project Officer – Thursday Island

Skills and Responsibilities

- Assist and advise island councils on legislative compliance, interpretation and understanding.
- Consult, negotiate and liaise with identified key stakeholders to facilitate key projects.
- Provision of advice to Regional Director
- Deliver and broker whole of government outcomes.
- Assist in development, coordination and implementation of projects.
- Team leadership.
- Assist in implementation of management standards and policies including performance management.
- Prepare project plans, reports, memoranda and correspondence as required including ministerial correspondence.

Torres Strait Regional Authority Native Title Unit (contract) May 2002 – September 2003

Legal Officer (Native Title)

Skills and Responsibilities

- Act as legal representative of Torres Strait Islanders and Aboriginal people claiming native title rights.
- Participate in meetings and consultations in communities in the Torres Strait to obtain instructions, ascertain facts and prepare statements and reports relating to matters of a legal nature.
- Identify the need for external assistance and prepare briefs to counsel and other materials to seek external legal assistance.
- Liaise with other staff of the Torres Strait Regional Authority in matters requiring the coordinated application of legal and other resources.

Torres Strait Northern Peninsula Legal Service

May 2001 – May 2002

Solicitor

Skills and Responsibilities

- Act as legal representative of Torres Strait Islanders and Aboriginal people entering the criminal justice system.
- Participate in meetings and consultations in communities in the Torres Strait to obtain instructions, ascertain facts and prepare statements and reports relating to matters of a legal nature.
- Identify the need for external assistance and prepare briefs to counsel and other materials to seek external legal assistance.
- Policy drafting.
- Management of field operations.
- Liaison with public officials and police.
- Liaise with various government departments, agencies and organisations on behalf of TSNP.

Centrelink

January 1998 – May 2001

Customer Service Officer

Skills and Responsibilities

- Relief manager/ team leader.
- Training coordinator
- Customer service
- Office administration
- Drafting correspondence, reports, minutes of meetings, policy documents
- Compiling reports.
- Document processing.
- Reconciling invoices for payment.
- File management
- Client interviewing
- Policy research

BOARD MEMBERSHIP AND EXPERIENCE

- Current Board Member, St Joseph's School Cairns
- Current Board Member ILS QLD LIMITED

REFEREES

1. Ian Ritchie
Psychologist
Debra Kapelis and Associates
Phone: 40318038
2. Denise Brown
Teacher, School of Nursing
Tropical North Queensland Institute of TAFE
Phone: 40422354
Mobile: 0411 957 844
3. Thomas CORRIE
Former CEO of Tharpuntoo Cape York Aboriginal Legal Service
Phone 0437544426
4. Narelle Heckendorf
Acting Manager Community Partnerships
Aboriginal and Torres Strait Islander Services
Department of Communities
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