

2016
ANNUAL REPORT



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Vision Statement

*Access to legal services for the vulnerable and disadvantaged
in regional, rural and remote communities.*



An Australian Government Initiative



ACKNOWLEDGEMENT OF COUNTRY

The CQCLC wishes to acknowledge the traditional owners, the Darumbal people, both past and present.



ABOUT US

The Central Queensland Community Legal Centre Inc has been in operation for 20 years providing generalist legal information, advice, representation and/or referral to members of the community who are unable to access justice through the established legal system.

Our clients come from all walks of life and cultures and present a multitude of issues. Since opening its doors, the Centre has assisted over 20,000 clients who reside principally in the Central Queensland area. For those for whom English is not their first language an interpreter service can be accessed. Our major form of communication is advice sessions held either in our office, at pop-up clinics at other Rockhampton venues and outreach clinics in Yeppoon and Emerald. We also undertake sessions via teleconferences and video calls.

The concept of the establishment of a community legal centre for Rockhampton and its surrounds emerged after a meeting to ascertain public support for the concept. On the 19 December 1995, a meeting attended by members of the public and representatives from community organisations resolved to formally establish the Central Queensland Community Legal Centre.

The Central Queensland Community Legal Centre celebrated 20 years of operation in 2016. It was registered as an incorporated Association under the Associations Incorporation Act 1981 and officially opened on the 15 March 1996 with funding received from Legal Aid Queensland. The centre was staffed by a Solicitor, Community Legal Education worker and an Administrator.

Originally co-located with the Department of Housing, Central Queensland Financial Services and the Tenant's Advisory Service, the Centre is now co located with the CQUniversity Law Clinic and QSTARS at 240 Quay Street, Rockhampton.

Community Legal Education activities are coordinated to increase awareness, understanding and critical examination of the law and legal system that in turn enables members of the community to avoid legal disputes arising.

The funding to underpin the Centre's operation is derived through Commonwealth and State Government and is administered through Legal Aid Queensland.

PRESIDENT'S REPORT

Lauren Farrelly
President
2015 - 2016

It is with great pleasure that I report that the Central Queensland Community Legal Centre Inc has continued to grow in the 2015/2016 reporting period. Significant events have included the relocation of our office and the establishment of the weekly Thursday evening clinics staffed by volunteer solicitors.

The Centre exceeded its targets in most areas and expanded our services and outreach clinics within the Central Queensland region. In addition to the services provided under our funding agreement, the Centre worked with Legal Aid to provide advice services to respondents at the weekly Domestic Violence Court.

A Memorandum of Understanding was signed with CQUniversity, in relation to access to our new premises and providing educational opportunities for CQUniversity law students. The establishment of the CQUniversity Student Law Clinic has enabled the students to observe the law in practice regardless of their location. Video Conferencing technology enabled up to 12 students to observe advice sessions via Zoom.

Our volunteer numbers have grown and at the end of June 2016 we had over 30 volunteers, a significant increase in comparison to the beginning of the reporting period. Without our volunteers the centre would find it difficult to expand its operations and on behalf of the Management Committee, I extend our thanks for the work you have undertaken and your commitment to the Centre. Additionally in 2016, the Centre hosted PLT students and work experience students from the Rockhampton Grammar School, James Cook University, The College of Law and the Australian National University.

The budget for the year focused on underpinning the expansion of our operations in rural and remote areas of Central Queensland and the Centre is working with other community services to provide access to our services. Overall the centre is in a sound financial position and the budget for the current financial year targets the expansion of our services in Central West Queensland.

The Management Committee met on a monthly basis and four planning days were held during the reporting period with the Management Committee focusing on increasing the availability of advice services throughout our geographic footprint. By the end of the 2015/2016 reporting period, the centre had increased its session availability by 47%.

At the 2015 Annual General Meeting, Mr Wayne Jones was appointed as Vice-President and Ms Adrienne Jackson as Treasurer. Both Wayne and Adrienne have had a long association with the Centre and I wish to extend to them my thanks for their dedication and support over the past 12 months. Two Committee members were appointed and Ms Kath Baker and Mr Mark Bunting joined the team. Mr Mark Bunting resigned from his position in May 2015 when he relocated to Brisbane. Thank you for your time and support attending meetings and assisting the Centre to achieve its vision. The Centre is fortunate to have so many highly skilled individuals, who share the expertise they have in their field with us.

The Management Committee wishes to acknowledge the work undertaken by the staff and their dedication to their roles. Fay, Alita, Flora, Judy and Jeri, thank you for your commitment and work during the past 12 months, without your ongoing support, the Centre would not have been able to achieve its outcomes.

Thank you to our members for again appointing me as your President for 2015/2016 and I am confident that the centre is in a position to achieve a productive year in 2016/2017 and would like to thank everyone involved, past and present, in getting the centre to where it is today.

2015 – 2016 CHAIRPERSON

Name: Ms Lauren Farrelly
Position: Associate
Area of Expertise: Commercial, Wills & Estates
Current Employer: Rees R & Sydney Jones, Rockhampton Qld 4700
Experience: Seven years' experience working within the legal industry as a Solicitor

Lauren has had six years involvement with the Central Queensland Community Legal Centre Inc and was Chairperson from 2013 – 2015 and re-elected Chairperson at the 2015 Annual General Meeting.



Professor Scott Bowman, Vice Chancellor CQUniversity & Ms Lauren Farrelly, President CQCLC sign the Memorandum of Understanding witnessed by the Honourable Bill Byrne, Member for Rockhampton and Minister for Police, Fire and Emergency Services and Minister for Corrective Services.

OUR ORGANISATION

Management Committee

The Central Queensland Community Legal Centre Inc is run by a volunteer management committee who give generously of their time and knowledge. The management committee in 2015/2016 were:

Position	Name	Period of Appointment
President:	Lauren Farrelly	October 2015 – October 2016
Vice President:	Wayne Jones	October 2015 – October 2016
Treasurer:	Adrienne Jackson	October 2015 – October 2016
Committee Member:	Kath Baker	October 2015 – October 2016
	Mark Bunting	October 2015 – May 2016
Secretary (appointed)	Judith Wright	October 2015 – October 2016

Staff

The 2015/2016 reporting period saw changes in staff appointments/roles and the appointment of a part time project officer to facilitate the implementation of agreed outcomes from project funding.

Principal Solicitor/CEO:	Fay Tzioutzias	Ongoing
Junior Solicitor:	Alita Flannery	Ongoing
Solicitor	Phillippa Beckinsale	Casual
Legal Support Officer:	Maudie Chan Polley	July – October 2015
	Jeri Murray	appointed January 2016
Business Manager:	Judith Wright	Ongoing
Project Officer/Solicitor:	Flora Wellington	March – June 2016

Funding

Funding to operate the centre was provided by the following bodies in the 2015/2016 financial year.

- Commonwealth Attorney-General's Department
incorporating FRC & SACS
- Qld State Government/LPITAF



CQCLC premises
240 Quay St
Rockhampton

Volunteers & Students

During the reporting period, our support workers contributed over 1500 hours of voluntary work. The Centre wishes to acknowledge the work undertaken by our volunteers, without whom the Centre would not be able to function. Our support workers are drawn from members of the community and students from the CQUniversity Laws program.

Support Workers:

Lyndall Anderson
Chay Conaglen
Jennefer Graham
Anne McBride
Carolyn Tomlin

Jodie Benson
Joel Connolly
Katrina Hicks
Josh Morgan
Sharon Walters

Janet Bracken
Justin French
Viv Hoy
Beth Tennent

PLT Students:

Christine Smith, Gabrielle Kim

Solicitors:

The Centre benefits greatly from the support it receives from the Rockhampton legal sector. Evening Clinics were initially run under the auspices of the CQUniversity Law Clinic (September – December 2015) and were recommenced in late April 2016. The Centre introduced regular evening clinics supported by volunteers from Rockhampton firms and agencies. The clinics facilitate an average of 10 advice sessions per week representing a contribution of 80 hours of voluntary work for the period May – June 2016.

Volunteer Solicitors from July 2015 to June 2016 were:

Eamon Coll
James Fisher
Wayne Howard
Anne Knight
Wendy Maitland
Melissa Meyers
Charles Shepherd
Flora Wellington

Peter Duffield
Lauren Gabriel
Wayne Jones
Samantha Legrady
Brian McGowran
Mark Platt
Michael Stockall
Bianca White

Lauren Farrelly
Allan Grant
Teigen Kershaw
Katherine Lord
Carla Melbourne
Robert Rooney
Nikki Wawryk
Paul Zapata

We wish to sincerely thank our volunteers for helping us to achieve the Centre's vision of providing access to legal services for the vulnerable and disadvantaged in regional, rural and remote communities.



Flora, Lauren, Justice Duncan McMeekin & Fay

THE YEAR THAT WAS

Mark Platt discussing the evening clinic with Flora



Flora, Wayne & Margie at an advice clinic run by the CQUni Law Clinic



Alita at the CLCO Annual Conference



Lyndall & Jeri



Julian Porter, SCLC & Wayne at CLCO Annual Conference



R'ton Lawyers with Justice McMeekin at the launch of the CQCLC Evening Clinics



Wayne with Rosie & Margaret, COID Emerald



OPERATIONS REPORT

General Operations

The CQCLC provided a generalist free legal service principally to those who reside within the Central Queensland area. Our clients come from all walks of life and cultures and present a multitude of issues. The services include advice sessions, face to face, telephone and the provision of information/referral. The face to face sessions are offered at our Rockhampton office located at 240 Quay Street, Rockhampton. These are currently held Monday – Thursday between 9.00 am and 3.00 pm and Thursday evenings between 5.30 to 7.30 pm.

During the reporting period, evening clinics were commenced utilising two structures. In the latter quarter of 2015, evening clinics were run by the CQUniversity Law Clinic on Wednesday evenings between 4.30 and 6.00 pm. These clinics were superseded in April with the commencement of the Thursday evening clinics run by volunteer solicitors from local practitioners.

Prospective clients who attend an advice session can expect to receive a 30 minute consultation session and whilst the majority of advice sessions are 'once off', casework through the provision of minor assistance was provided. The centre undertook 5 court representations during the reporting period. For the clients who require access to an interpreter, the centre provides assistance via the Translating & Interpreting Service.

The Centre is participating in the Police Referrals System which provides online referrals from the Police to the Centre for those who may require legal advice. After receipt of the referral and requisite checks, the Centre contacts the prospective client to make an appointment. Additionally in October 2015, the Centre have entered into a separate contract with Legal Aid for participation in the Domestic Violence Court each Friday to provide legal advice for DV respondents.

The main areas of practice were Family & Children's Law, Employment Law, Civil Law, Consumer Law and Criminal Law.

Outreach Services

Telephone interviews represented the major component of our outreach services with 39% of the advices provided being outside the Rockhampton area. Monthly clinics were held at the Yeppoon Court house were well supported by the local community. Discussions were commenced with two entities in Emerald to establish an outreach centre, with advice sessions being available via video call or telephone.

Pop-up clinics were held to provide legal advice clinics to organisation specific clients and MOU's have been signed with community groups to expand these services during 2016/2017.

Staffing

The Management Committee undertook a review of its organisational chart and staff position descriptions at planning days held in late 2015. As a result of this review, staffing numbers remained constant however FTE increased from 2.7 to 3.

Networking & Collaboration

Representatives from the centre have attended and hosted forums/network meetings including interagency meetings (Rockhampton and Emerald), Family Law, Domestic Violence and the Family Relationship Centre network meetings. Additionally the Principal Solicitor attended the NALC Annual Conference and the CQLA conference in 2015. The CLCQ 2016 annual conference was attended by 2 staff and a member of the Management Committee.

The Centre has hosted visitors from a number of community groups including but not limited to the CQ Multicultural Association, Fair Work Australia, Anglicare, Red Cross and Lotus Place to provide updates to these groups on CQCLC services with a view to assist them in making appropriate legal referrals. Additionally networking opportunities have been hosted for private practitioners to outline the service offered and collaborate services to meet the community's legal need.

In April, 2016 the centre and QSTARS co-located their Rockhampton offices. The shared facility provides clients with access to varying levels of advice for tenancy issues. The entities have also collaborated in community development activities. Additionally the Centre also collaborates with other Legal Centres where there is conflict of interest issues in an endeavour to ensure that those who require legal assistance can be supported.

Community Legal Education & Community Engagement Events

During 2105/2016, five community legal education events were held. The event topics included:

- Domestic Violence
- Rights of Grandparents
- Current Consumer Protections
- Employee Rights
- Trees, Fences & Disputes with Neighbours

The Centre was invited to provide an overview of its services to community organisations and government departments. During the reporting period, an upgraded website was released in conjunction with the development and printing of new brochures.

At the commencement of the evening clinics, staff from private law firms and government agencies attended a function with guest speaker Justice Duncan McMeekin. Justice McMeekin spoke on the history of legal advice to people in need and the continuing need for solicitors to give of their time at the CQCLC to provide much needed legal advice, information and referrals.

Retained Funds Project

The Centre was approved to retain carry forward funds from 2013/2015 to undertake a project that would facilitate the expansion of its services to rural and remote areas through the utilisation of technology and to relocate its office to premises more conducive to the establishment of evening clinics.

After discussions and the signing of Memorandum of Understandings, equipment was located at the Emerald Neighbourhood Centre and the Central Queensland Indigenous Development (CQID) Office in Emerald to facilitate the use of video conferencing to provide prospective clients with access to virtual face to face advice sessions. The two organisations work with community support groups to provide support to the vulnerable and disadvantaged.

The centre has expanded its outreach centres with MOU's signed to facilitate the provision of advice sessions within the community. The initial centre hosts include the Red Cross Walili Centre and Lotus Place (Forgotten Australians and Former Child Migrants).

Prior to the expansion of its volunteer numbers the Centre entered into a License agreement to occupy the ground floor of the CQUniversity building located at 240 Quay Street, Rockhampton effective from late March 2016. Within weeks of moving, a recruitment campaign for volunteer solicitors resulted in

20 solicitors agreeing to provide evening clinics each Thursday. Two and depending on demand three clinics are run from 5.30 pm to 7.30 pm each week. Additionally CQUni law students and members from the community volunteered as support officers enabling the Centre to maintain its average of 37 volunteer hours per week.

The Centre also enhanced its links with Central Queensland Indigenous Development through the signing of an agreement that affirmed the intentions of both parties to collaborate in regard to the establishment of legal advice outreach clinics and the establishment of training and/or tertiary study opportunities to underpin the outreach clinics.

CQUniversity Law Clinic

The Centre signed a Memorandum of Understanding with CQUniversity in relation to hosting the CQUniversity Law Clinic. CQUniversity and CQCLC have also entered into a license agreement providing CQCLC and the Law Clinic with access to office space at 240 Quay Street, Rockhampton.

CQUniversity Law Students have volunteered as support officers and have been invaluable in their role as the first point of contact with prospective clients. For some the role has included assisting the solicitors by providing research support in the myriad of areas of law in which we practice and assisting clients with the completion of forms.

The next step for the students was in observing the law in practice and it is this step that embodies the outcomes of the MOU that was signed. Under the centre banner, the CQUniversity Law Clinic undertook a weekly advice session with clients attending in person or via teleconference from September to December 2015. Students participated either via video conference or in person. A student after observing their first advice clinic stated "The supervised client interview was extremely helpful in terms of gaining meaningful, real world experience."

Under the guidance of Mr Wayne Jones, students now participate in the evening clinic sessions, working with the volunteer solicitors through the provision of research and other support at or after interviews. The volunteer solicitors provide the students with mentoring and guidance in a myriad of areas of law that are presented at the Centre.

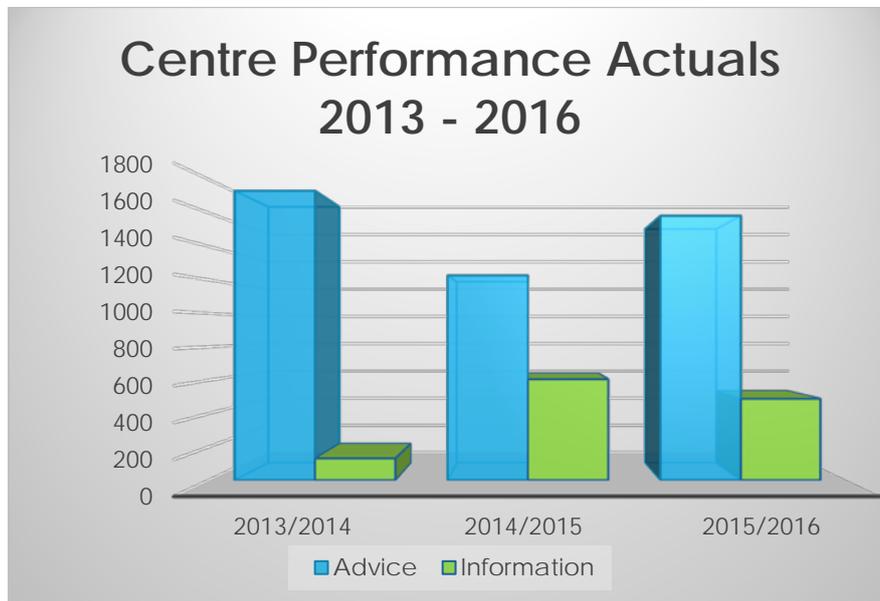
Students and University staff regularly utilise access to the Law Clinic room located within the Centre and as a teaching centre, the CQCLC is committed to embedding access to workplace learning for students in the Laws program.

The CQCLC wishes to acknowledge and thank CQUniversity for their ongoing support which enables the Centre to expand access to free legal services for those in regional and remote areas of Central Queensland.

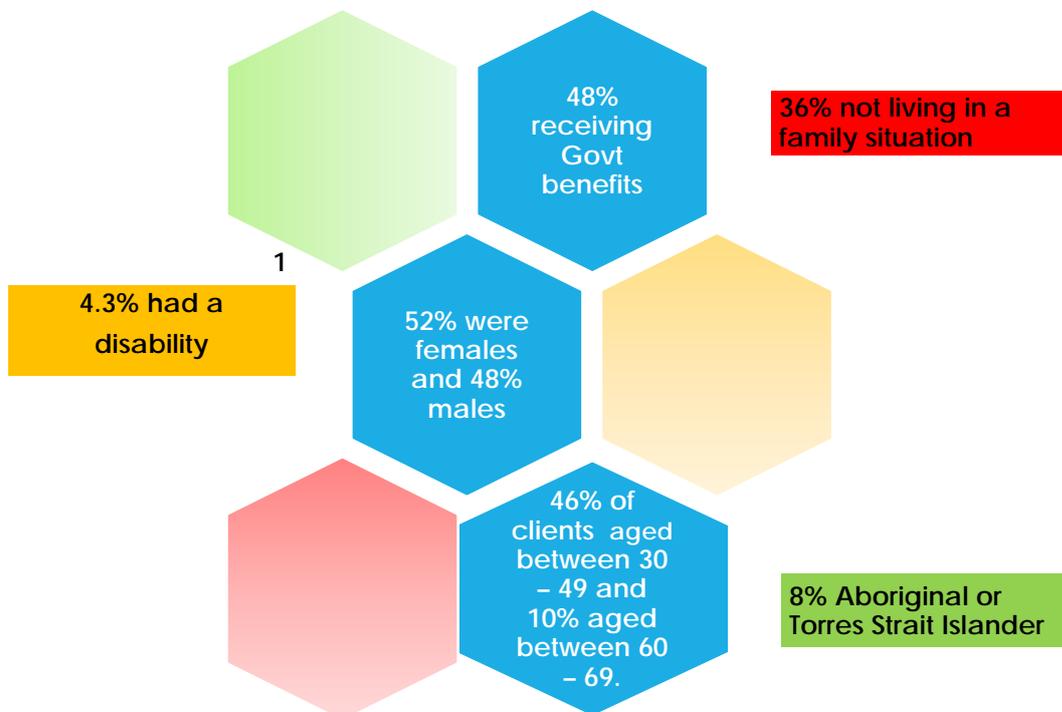


STATISTICS

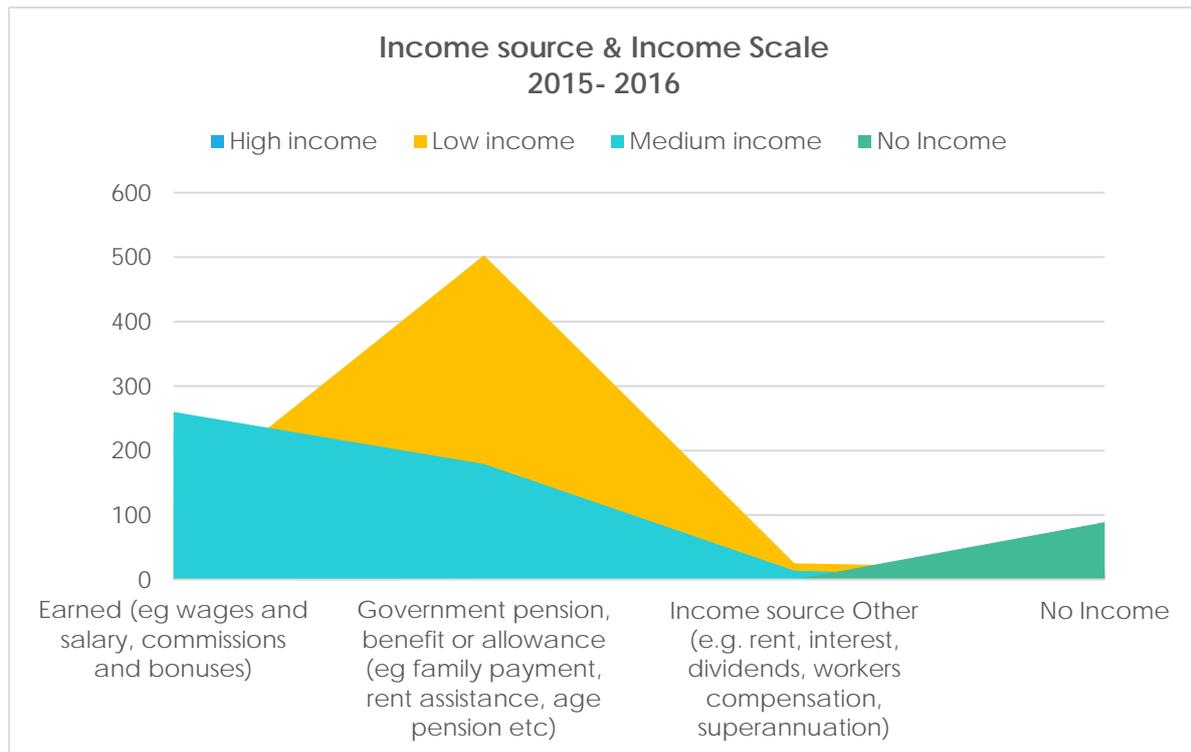
The number of advice sessions held during the 2016/2017 reporting period totalled 1575 which was a 28% increase in comparison to the previous period and exceeded target by 27%. 1103 advices were provided face to face with 467 via telephone. The balance of the advices were undertaken either via email or mail. Information services totalled 486 slightly above target.



The following graphs provide an overview of the demographics of the centre’s clients.

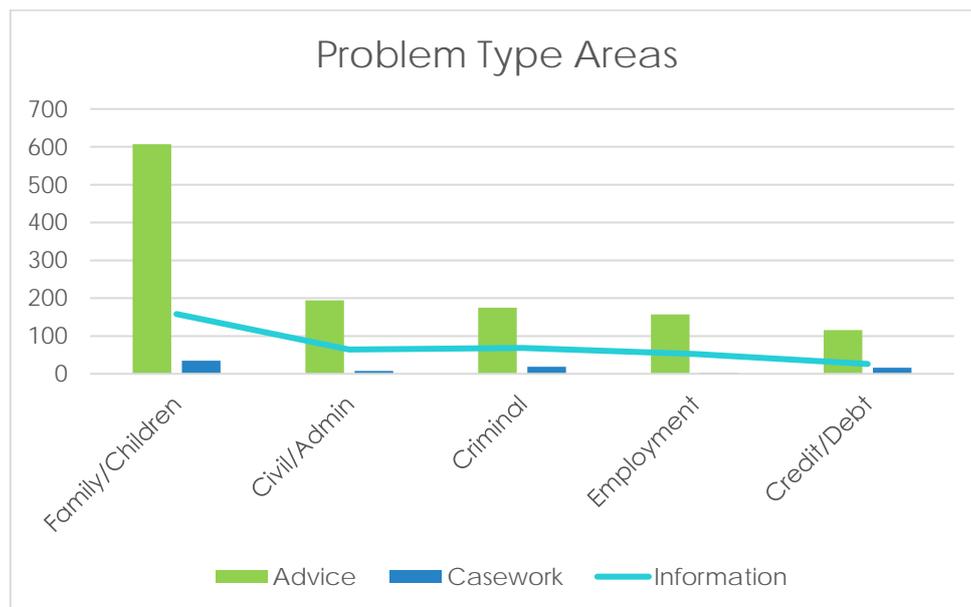


The majority of the centre’s clients were recipients of a government pension/benefit or had no income. The graph below provides an overview of income source and income scale for 2015/2016.



Casework comprised carry forward and opening of 164 cases with the closure of 111 cases in the 2015/2016 reporting period. Of the cases closed 91% were within the low to medium income source percentile (\$0 to \$1000 per week) with the majority being within the low or no income band (\$0 to \$500 per week).

The chart below provides an overview of the main areas of law our clients required advice in and the service type.



Note the total number of advices given is smaller than the sum of specific advices given as some clients presented with more than one problem type.

CASE STUDIES

Case A

Client lives at Illfracombe and as such contacted the service by phone. Client had separated from her husband and had two young children. It was the client's intention from the outset to retain the matrimonial home. The client had stayed living in the home and commenced making all of the mortgage repayments. Fay entered into negotiations with the other party's solicitor however after negotiating terms of settlement for both property and children matters, the other party disengaged his solicitor. The other party then essentially ceased all communication and as such, the consent orders were not signed. The client's limitation period was due to expire and our client did not want to risk the property not being transferred to her after having met all of the payments for the last two years. As such, Fay prepared all of the necessary material to commence proceedings in the federal circuit court. As the client works as a cook on a remote property the only time for the client to travel to Rockhampton was on a public holiday. As such, Fay met with the client on the public holiday, the documents were signed and filed in the Court the next day to prevent the limitation period expiring. When the matter was first mentioned before the Court, the client travelled back to Rockhampton and went to Court with Fay. The other party was present and Fay entered into direct negotiations with him. The Court then ordered that the property be transferred to our client and that our client retain her superannuation. This was a quick and effective outcome for the client who was very appreciative of the service we provided. The client needed considerable support throughout the process, having been subjected to domestic violence. The client had also not driven such large distances by herself before and was not familiar with Rockhampton. As such, Fay arranged her accommodation and transported her to and from our office. Fay is now attending to transfer of the property pursuant to the Court orders.

Case B

Client attended our office regarding a dispute concerning her enrolment with a tertiary education provider. She had enrolled in an "Assistant in Nursing" course. Prior to enrolling in the course, she spoke with an enrolment officer and was assured that she would receive support and would find the course easy. Our client has poor literacy skills and for that reason, specifically sought out this information. As a result of receiving these assurances, our client proceeded with enrolling in the course.

Subsequently, our client experienced difficulty with the course. She had significant difficulties navigating the website. When our client contacted the support department no-one got back to her. Our client was also initially given incorrect log in details and as such was locked out of the course for the first few months.

Our client then had a baby following enrolment and subsequently developed post-natal depression. The baby was also sick. Our client made some initial payments to the education provider but then ceased paying. The education provider then started sending letters of demand to our client demanding payment of the balance of the course fee.

As such, Fay gathered reports from our client's treating doctor as to her post-natal depression and also in relation to the health issues of the baby. Fay then corresponded with the education provider as to the misrepresentations made to our client at the time of enrolment and also the health concerns for our client and her baby. We requested that our client's enrolment be cancelled and that the balance outstanding be waived.

The education provider eventually confirmed that they would cancel the enrolment and not only waive the balance outstanding but they also refunded the monies already paid by our client, totalling \$798.76. As such, our client was extremely happy for the financial windfall and also relieved that she was no longer enrolled in the course.

Case C

An elderly gentleman sought assistance to recover costs for property damage caused in cyclone Marcia. The client instructed that his neighbour's large Eucalyptus tree had been blown over during cyclone Marcia which resulted in significant damage to his clothesline, dividing fence and house guttering. Despite the client's repeated attempts the neighbour and his insurance had refused liability and to pay for the items to be fixed.

It is set out in the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011 that both neighbours are liable to contribute to a dividing fence. However it also states that if a dividing fence is damaged or destroyed by a negligent or deliberate act or omission of a land owner, the owner must restore the dividing fence to a reasonable standard, having regard to its state before the damage or destruction.¹

Fortunately for our client he had engaged an arborist six months prior to cyclone Marcia to inspect the tree. The arborist reported that failure to maintain the significant crown reduction done earlier together with numerous mistletoes, cracks and split branches impacted the trees health and the tree posed a grave concern. The recommendation was for the tree to receive urgent attention. Arguably the neighbour did not follow the arborist recommendation and as such the insurance company, without admitting liability, paid the client in full for the repairs and the matter was resolved.

Case D

This client presented to our service for initial advice with respect to separation concerning all aspects, that is, property settlement, children's matters and child support. When the client first attended he was employed however when he attended for his next appointment he had lost his job and had no capacity to pay a solicitor.

The other party was represented by South and Geldard and the client had received correspondence and documentation from that firm. As such, Fay decided to open a case. Thereafter, Fay entered into numerous settlement negotiations with the other solicitor via correspondence and telephone.

Eventually, the matter was resolved and Fay then went through the relevant consent orders with the client to ensure they reflected the agreement and to ensure they were in the client's best interests. Some changes were essential to protect the client's interests.

Finally, the matter was resolved and consent orders were signed in relation to property matters and children's matters. Moreover, an agreement was reached and signed (after negotiations between Fay and the other solicitor) regarding child support and as such a Binding Private Child Support Agreement was signed. Fay then ensured that the terms of settlement were effected.

This involved preparation and execution of Transfer documentation for the transfer of the property to the other party, attending at settlement of same, as well as ensuring that the superannuation split was effected from the clients superannuation fund to the other parties superannuation fund.

¹ Neighbourhood Disputes (Dividing Fences and Trees) Act 2011 (Qld).

TREASURER'S REPORT

Adrienne Jackson
Treasurer
2015 - 2016

The financial accounts of the centre remain sound however like others in the not for profit sector, the budget requires continual vigilance and scrutiny. Grant income is derived from Commonwealth and State Government grants. The miscellaneous income was derived from providing duty lawyer services to the Domestic Violence Court held each Friday in Rockhampton.

The consolidated operations of the Central Queensland Community Legal Centre Inc will complete the 2015/2016 year with a loss of \$30,208.24. The loss was derived from the spend down of carry forward funds, approved by the Commonwealth and State Governments as a special project.

Funding grant rules define that the profit margin above 15% of income may be subject to a clawback. The centre applied to retain carry forward funds from previous years and approval was received for the allocation of funding (\$92,675) for a specialist project that has been reported on in the Operations report. Excluding the project expenses of \$80,087.53, the Centre traded with a profit of \$49,879.29.

Wage expenditure decreased for the reporting period by 2% reflecting the changes in the classifications of reviewed positions and the non-backfill of a vacant position for 3 months. Non-wage expenditure for the year increased due to the project. Major areas of expenditure that show decreased expenditure include audit and bookkeeping fees, office overheads and depreciation. Expenditure areas that increased include insurance, library resources & subscriptions and other premises costs.

The costs within the above headings that increased were expanded insurance coverage, increases in membership fees and moving expenses. The reduction in depreciation is due to the work undertaken in previous years to ensure the Asset Register reflected items on hand and the write down of obsolete furniture and fittings.

The Balance Sheet shows decrease in assets of \$18,418.77 from the previous year. This was due to the reduction in cash on hand from the spend down of carry forward funds. Liabilities in turn increased most notably due to increases in provisions for employee benefits (leave).

The volunteers, lawyers and support staff make a significant contribution to the centre operations. In 2015/2016 the value of the hours represented a commercial in-kind contribution of approximately \$71,700². This commitment will increase in 2016/2017 and the support of the community is integral to our future operations.

The centre has completed the financial year in a solid position and there are no known liabilities which may impact on the operations of the centre. My thanks are extended to Lauren and members of the Management Committee and the centre staff for their support and assistance in the oversight and management of the centre's financial operations.

I also wish to acknowledge our auditor Kennas and the Book Keeping for Business Centre for their ongoing support and advice.

² Estimated commercial rate averaged for ratio of senior/junior lawyers. Support staff rate based on Award classification rate.

**CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2016**

**CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED**

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Detailed Profit and Loss Statement

Balance Sheet

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Director's Declaration

Auditor's Report

Departmental Trading, Profit and Loss Statement

C Q Community Legal Centre IncPO Box 1393
Rockhampton 4700**Profit & Loss [Last Year Analysis]****July 2015 through June 2016**

	This Year	Last Year
Income		
Funding Income		
Commowwealth Funding	\$326,502.00	\$319,970.00
State Funding	\$79,755.00	\$117,038.00
Total Funding Income	<u>\$406,257.00</u>	<u>\$437,008.00</u>
Service Generated Income		
Travel Conf & Other Reimburse	\$0.00	\$880.00
Total Service Generated Income	<u>\$0.00</u>	<u>\$880.00</u>
Miscellaneous Income	\$4,557.40	\$4,354.64
Total Income	<u>\$410,814.40</u>	<u>\$442,242.64</u>
Expenses		
Client Disbursements		
Client Support Expenses	\$779.87	\$255.57
Total Client Disbursements	<u>\$779.87</u>	<u>\$255.57</u>
Communications		
Telephone	\$7,571.28	\$7,208.79
Total Communications	<u>\$7,571.28</u>	<u>\$7,208.79</u>
Depreciation		
Depreciation	\$8,844.74	\$10,498.43
Total Depreciation	<u>\$8,844.74</u>	<u>\$10,498.43</u>
Finance & Accounting Fees		
Accounting & Auditor's Fees	\$6,335.00	\$14,670.00
Bank Charges	\$628.51	\$376.41
BAS Clearing	-\$0.01	-\$1.35
Bookkeeping Costs	\$3,558.18	\$5,029.96
Total Finance & Accounting Fees	<u>\$10,521.68</u>	<u>\$20,075.02</u>
Insurance		
Insurance	\$2,341.31	\$1,551.94
Total Insurance	<u>\$2,341.31</u>	<u>\$1,551.94</u>
Leases		
Hire of Plant & Equipment	\$3,399.06	\$4,397.91
Total Leases	<u>\$3,399.06</u>	<u>\$4,397.91</u>
Library Resources & Subscript		
Books & Publications	\$850.00	\$177.23
Fees & Subscriptions	\$7,922.87	\$5,486.38
Total Library Resources & Subscript	<u>\$8,772.87</u>	<u>\$5,663.61</u>
Minor Assets		
Minor Equipment Under \$1000	\$1,412.73	\$1,117.24
Total Minor Assets	<u>\$1,412.73</u>	<u>\$1,117.24</u>
Office Overheads		
Computer Support	\$9,844.79	\$10,126.50
Couriers	\$215.45	\$447.27
Postage	\$413.50	\$400.58
Printing & Stationery	\$2,967.42	\$4,549.79
Computer Expenses	\$1,074.87	\$7,057.04
Repairs Office Equipment	\$3,384.09	\$305.45
Total Office Overheads	<u>\$17,900.12</u>	<u>\$22,886.63</u>
Other Premises Costs		
Rent	\$22,490.16	\$26,527.10
Electricity	\$9,055.17	\$5,134.20
Security	\$129.00	\$313.50
Staff Amenities	\$2,368.13	\$1,009.79
Cleaning	\$1,580.00	\$961.09
Moving Expenses	\$13,272.55	\$0.00
Total Other Premises Costs	<u>\$48,895.01</u>	<u>\$33,945.68</u>
Other Sundry Expenses		
Sundry Expenses	\$0.00	\$85.40
Total Other Sundry Expenses	<u>\$0.00</u>	<u>\$85.40</u>
Programming and Planning		
Volunteer Costs	\$1,062.15	\$0.00
Committee Expenses	\$663.56	\$487.82
Advertising and Promotion	\$6,409.98	\$540.50
Consultation Fees	\$0.00	\$23,380.00
Total Programming and Planning	<u>\$8,135.69</u>	<u>\$24,408.32</u>

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report.

C Q Community Legal Centre Inc

Profit & Loss [Last Year Analysis]

July 2015 through June 2016

	<u>This Year</u>	<u>Last Year</u>
Repairs & Maintenance		
Repairs & Maint Premises	\$24.09	\$0.00
Total Repairs & Maintenance	<u>\$24.09</u>	<u>\$0.00</u>
Salaries & Related Expenses		
Wages & Salaries	\$253,857.62	\$249,910.19
Wage - Adjustment Account	\$0.00	\$339.66
Superannuation	\$23,672.99	\$19,005.37
Staff Recruitment	\$0.00	\$466.42
Employee Entitlement Provision	\$6,977.85	\$20,814.34
Work Cover	\$394.67	-\$27.16
Total Salaries & Related Expenses	<u>\$284,903.13</u>	<u>\$290,508.82</u>
Training Expenses		
Training Travel Expenses	\$4,605.12	\$3,851.36
Training Costs	\$30,086.00	\$909.09
Course Fees	\$3,202.73	\$0.00
Total Training Expenses	<u>\$37,893.85</u>	<u>\$4,760.45</u>
Travel		
Vehicle Expenses	\$402.48	\$0.00
Travel Costs	-\$583.92	\$526.36
Total Travel	<u>-\$181.44</u>	<u>\$526.36</u>
Total Expenses	<u>\$441,213.99</u>	<u>\$427,890.17</u>
Operating Profit	<u>-\$30,399.59</u>	<u>\$14,352.47</u>
Other Income		
Interest Received	\$191.35	\$73.84
Total Other Income	<u>\$191.35</u>	<u>\$73.84</u>
Other Expenses		
Loss on Sale/Scrapped Items	\$0.00	\$1,016.00
Total Other Expenses	<u>\$0.00</u>	<u>\$1,016.00</u>
Net Profit / (Loss)	<u>-\$30,208.24</u>	<u>\$13,410.31</u>

C Q Community Legal Centre Inc

PO Box 1393
Rockhampton 4700

Balance Sheet [Last Year Analysis]

June 2016

	<u>This Year</u>	<u>Last Year</u>
Assets		
Current Assets		
Cash On Hand		
CBA Premium Chq Acc 7919	\$128,126.39	\$148,882.49
CBA Provision Acc 6259	\$16,313.34	\$0.16
CBA V O C Acc 7041	\$0.00	\$13,578.09
CBA V O C Provision Acc 4554	\$0.00	\$2,730.53
Petty Cash - Operations	\$0.02	\$0.02
Total Cash On Hand	<u>\$144,439.75</u>	<u>\$165,191.29</u>
GST Provision	\$867.36	\$0.00
Trade Debtors	\$1,015.30	\$0.00
Total Current Assets	<u>\$146,322.41</u>	<u>\$165,191.29</u>
Fixed Assets		
Office Furniture & Equipment		
Office Furn & Fit - Operations	\$24,240.09	\$44,565.33
Total Office Furniture & Equipment	<u>\$24,240.09</u>	<u>\$44,565.33</u>
Less: Accumulated Depreciation		
Less: Accum Dep - Operations	-\$22,899.50	-\$41,819.43
Total Less: Accumulated Depreciation	<u>-\$22,899.50</u>	<u>-\$41,819.43</u>
Office Fit & Improv Operations		
Office Fit & Improv Operations	\$2,272.23	\$7,145.73
Less: Accum Depreciation	-\$535.48	-\$4,395.00
Total Office Fit & Improv Operations	<u>\$1,736.75</u>	<u>\$2,750.73</u>
Total Fixed Assets	<u>\$3,077.34</u>	<u>\$5,496.63</u>
Office Computers at Cost	\$17,521.72	\$14,652.32
Total Assets	<u>\$166,921.47</u>	<u>\$185,340.24</u>
Liabilities		
Current Liabilities		
Trade Creditors	\$8,713.16	\$25,440.96
Sundry Creditors	\$9,541.20	\$0.00
GST Liabilities		
GST Collected	\$191.55	\$191.55
Total GST Liabilities	<u>\$191.55</u>	<u>\$191.55</u>
Payroll Liabilities		
Payroll Accruals Payable	\$338.22	\$338.22
Total Payroll Liabilities	<u>\$338.22</u>	<u>\$338.22</u>
Total Current Liabilities	<u>\$18,784.13</u>	<u>\$25,970.73</u>
Employee Benefits		
Provision for Annual Leave		
Provision for A L - Operations	\$31,057.96	\$23,158.11
Total Provision for Annual Leave	<u>\$31,057.96</u>	<u>\$23,158.11</u>
Provision for Long Service Lve		
Prov for Long Serv Lve	\$0.00	\$7,204.37
Total Provision for Long Service Lve	<u>\$0.00</u>	<u>\$7,204.37</u>
Provision for Sick Lve		
Prov for Sick Lve - Operations	\$16,778.50	\$10,496.13
Total Provision for Sick Lve	<u>\$16,778.50</u>	<u>\$10,496.13</u>
Accrued wages	\$11,998.22	\$0.00
Total Employee Benefits	<u>\$59,834.68</u>	<u>\$40,858.61</u>
Total Liabilities	<u>\$78,618.81</u>	<u>\$66,829.34</u>
Net Assets	<u>\$88,302.66</u>	<u>\$118,510.90</u>
Members' Funds		
Retained Earnings (Accum Loss)		
Ret Earnings Beg of Fin Year	\$63,554.04	\$63,554.04
Nets Profit/Loss	-\$30,208.24	\$13,410.31
Retained Earnings atEnd Fin Yr	\$54,956.86	\$41,546.55
Total Retained Earnings (Accum Loss)	<u>\$88,302.66</u>	<u>\$118,510.90</u>
Total Members' Funds	<u>\$88,302.66</u>	<u>\$118,510.90</u>

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report.

**CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2016**

1 Summary of Significant Accounting Policies

Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1981. 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 stated otherwise, have been adopted in the preparation of this financial report.

Property, Plant and Equipment

Property, plant and equipment are included in cost, or at valuation. All assets, excluding freehold land and buildings held for investment, are depreciated over the useful lives to the entity

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 that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

Employee benefits are presented as current liabilities in the balance sheet if the association does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

**CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2016**

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.

Cash and Cash Equivalents

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

Revenue and Other Income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest revenue

Interest revenue is recognised using the effective interest rate method.

Rendering of services

Revenue in relation to rendering of services is recognised depends on whether the outcome of the services can be measured reliably. If this is the case then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome cannot be reliably measured then revenue is recognised to the extent of expenses recognised that are recoverable.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the balance sheet.

**CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED**

STATEMENT BY MEMBERS OF THE COMMITTEE

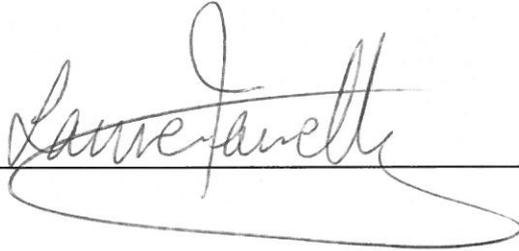
The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial statements attached:

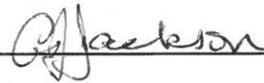
- 1 Presents a true and fair view of the financial position of Central Queensland Community Legal Centre Incorporated as at 30th June 2016 and its performance for the year ended on that date.
- 2 At the date of this statement, there are reasonable grounds to believe that Central Queensland Community Legal Centre Incorporated will be able to pay its debts as and when they fall due.

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

President:



**Committee
Member:**



Dated this 31st day of August 2016

C Q Community Legal Centre IncPO Box 1393
Rockhampton 4700**Job Profit & Loss Statement****July 2015 through June 2016**

<u>Account Name</u>	<u>Selected Period</u>
FRC	FAMILY RELATIONSHIP CTRE
Income	
Commowwealth Funding	\$33,024.20
Total Income	<u>\$33,024.20</u>
Expense	
Client Support Expenses	\$45.96
Telephone	\$696.46
Accounting & Auditor's Fees	\$1,267.00
Bookkeeping Costs	\$421.13
Insurance	\$127.77
Books & Publications	\$170.00
Fees & Subscriptions	\$745.50
Computer Support	\$849.96
Postage	\$22.66
Printing & Stationery	\$241.89
Computer Expenses	\$8.91
Repairs Office Equipment	\$467.10
Rent	\$3,272.56
Electricity	\$757.65
Security	\$23.00
Staff Amenities	\$176.79
Cleaning	\$144.00
Committee Expenses	\$50.00
Advertising and Promotion	\$248.80
Work Cover	\$78.93
Training Travel Expenses	\$482.43
Training Costs	\$12.00
Course Fees	\$217.82
Vehicle Expenses	\$13.42
Total Expense	<u>\$10,541.74</u>
Net Profit (Loss)	<u>\$22,482.46</u>

C Q Community Legal Centre Inc

Job Profit & Loss Statement

July 2015 through June 2016

Page 2

<u>Account Name</u>	<u>Selected Period</u>
GEN	GENERALIST
Income	
Commowwealth Funding	\$293,477.80
State Funding	\$79,755.00
Miscellaneous Income	\$4,557.40
Total Income	<u>\$377,790.20</u>
Expense	
Client Support Expenses	\$733.91
Telephone	\$6,190.28
Depreciation	\$8,844.74
Accounting & Auditor's Fees	\$5,068.00
Bank Charges	\$628.51
BAS Clearing	-\$0.01
Bookkeeping Costs	\$3,137.05
Insurance	\$2,213.54
Hire of Plant & Equipment	\$3,399.06
Books & Publications	\$680.00
Fees & Subscriptions	\$7,177.37
Minor Equipment Under \$1000	\$1,412.73
Computer Support	\$6,519.83
Couriers	\$215.45
Postage	\$390.84
Printing & Stationery	\$2,725.53
Computer Expenses	\$498.96
Repairs Office Equipment	\$1,889.72
Rent	\$15,135.41
Electricity	\$3,705.87
Security	\$106.00
Staff Amenities	\$2,062.34
Cleaning	\$1,316.00
Volunteer Costs	\$952.16
Committee Expenses	\$613.56
Advertising and Promotion	\$3,016.18
Wages & Salaries	\$235,290.35
Superannuation	\$22,381.01
Employee Entitlement Provision	\$6,977.85
Work Cover	\$315.74
Training Travel Expenses	\$4,122.69
Training Costs	\$74.00
Course Fees	\$2,984.91
Vehicle Expenses	\$389.06
Travel Costs	-\$583.92
Total Expense	<u>\$350,584.72</u>
Other Income	
Interest Received	\$191.35
Total Other Income	<u>\$191.35</u>
Net Profit (Loss)	<u>\$27,396.83</u>

C Q Community Legal Centre Inc

Job Profit & Loss Statement

July 2015 through June 2016

<u>Account Name</u>	<u>Selected Period</u>
PROJECT 1	PROJECT 1
Expense	
Telephone	\$684.54
Computer Support	\$2,475.00
Computer Expenses	\$567.00
Repairs Office Equipment	\$1,027.27
Rent	\$4,082.19
Electricity	\$4,591.65
Staff Amenities	\$129.00
Cleaning	\$120.00
Moving Expenses	\$13,272.55
Volunteer Costs	\$109.99
Advertising and Promotion	\$3,145.00
Repairs & Maint Premises	\$24.09
Wages & Salaries	\$18,567.27
Superannuation	\$1,291.98
Training Costs	\$30,000.00
Total Expense	<u>\$80,087.53</u>
Net Profit (Loss)	<u>-\$80,087.53</u>

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED**

Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Central Queensland Community Legal Centre Incorporated (the association), which comprises the balance sheet as at 30th June 2016, and the income statement and cash flow statement, a summary of significant accounting policies, other explanatory information and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of Central Queensland Community Legal Centre Incorporated is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act QLD 1981 and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my 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. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

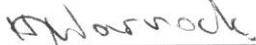
Auditor's Opinion

In my opinion, the financial report of Central Queensland Community Legal Centre Incorporated presents fairly, in all material respects the financial position of Central Queensland Community Legal Centre Incorporated as of 30th June 2016 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 QLD 1981.

Basis of Accounting and Restriction on Distribution

Without modifying my opinion, I draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the Associations Incorporation Act QLD 1981. As a result, the financial report may not be suitable for another purpose.

Name of Firm: Kennas
Chartered Accountants

Name of Director: 
Helen Warnock

Address: 5th Floor, Capricornia Electricity Centre, Alma Street, Rockhampton 4700

Dated this 31 st day of August 2016