

# CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE



ANNUAL  
REPORT  
2017



## ACKNOWLEDGEMENT

Central Queensland Community Legal Centre Inc recognises that its operations are situated on Country for which Aboriginal people have been custodians for many centuries. In acknowledging this, the Centre pays its respects to the Elders, past, present and future, for they hold the memories, the traditions, the cultures and hopes of Indigenous Australia.



## LOCATIONS

240 Quay St., Rockhampton

Kariboe Street, Biloela.

☎ 1800 155 121

💻 [reception@cqclc.org.au](mailto:reception@cqclc.org.au)

🌐 [www.cqclc.org.au](http://www.cqclc.org.au)

Front cover design: Canva

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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

## ABOUT US

Public support for the establishment of a Community Legal Centre resulted in a community meeting being held on the 19 December 1995 and the Centre has provided continual legal support services to the Central Queensland region since that date.

At the initial meeting, a committee was formed to guide the establishment of the Centre and in March 1996 the Centre was granted incorporation status under the Associations Incorporation Act 1981. The Centre registered as a charity with the Australian Charities and Not for Profit Commission in 2012. Since its inception the Centre has provided continual legal support services to the Central Queensland region.

Over the past 21 years, the Centre's focus has been on the provision of a generalist legal service for a wide range of clients. The main services provided include legal advice and minor casework. The diversity of its demographic area, has seen the growth of outreach centres to include residents in rural and non-Rockhampton regional areas gaining access to free legal support services.

Our services target those whose financial circumstances would have otherwise excluded them from accessing legal support and for those from cultural and linguistically diverse backgrounds, translation services ensure that these communities are supported with their legal needs.

Community Legal Education activities are undertaken to increase awareness and understanding of various areas of law which sequentially assists in circumventing legal disputes from arising.

In 2015 the Centre entered into a Memorandum of Understanding with CQUniversity to establish a teaching centre, the Robert Fisher Pro Bono Legal Centre that provides access to work experience across a number of spheres for law students.

Robert Fisher was the inaugural President of the Central Queensland Community Legal Centre and oversaw the development of the law program at CQUniversity as Head of the Law Program and subsequently the Head of the School of Business and Law.

In 2016, the Centre relocated to its current premises at 240 Quay Street, Rockhampton co-located with CQUniversity and Tenant's Queensland. Our Biloela office is co-located with the Banana Shire Support Centre in Kariboe Street, Biloela.

*Accredited/Registered with:*



## PRESIDENT'S REPORT

Though the year started with campaigns to reinstate our funding, it ended on a more stable footing with the announcement that the Centre had been funded for another 3 years, followed by the news that the federal government had rescinded its proposed funding cuts that would have impacted on other community legal centres. This stability in funding for the next three years enables the centre to make strategic decisions for the longer term.

Our centre continued its growth in numbers and expanded its outreach into other regional and rural areas of Central Queensland. In December 2016, the Centre commenced the provision of a generalist legal service to the residents of the Banana Shire region with a solicitor appointed for 3 days per week. Our growth in services provided has been exceptional and it is pleasing to see the centre commence to achieve its vision with the growth in numbers in the rural areas of Central Queensland.

Underpinning its community focus the centre has strengthened its links with other agencies and has provided access to legal support in communities where this might not have been otherwise been available. Working in a community legal sector has its challenges however the rewards of providing access to justice for the vulnerable and disadvantaged provides the foundation for our operations.

In the 2016/2017 reporting period, I had the privilege of attending the CLC Queensland Annual Conference. It was very informative to view what is happening in the sector Queensland wide and to network with other centres management and staff.

My personal thanks to my fellow members of the management committee, for working together to ensure the Centre moves to the future in the best possible way and ensuring our vision and objectives are upheld. Some members of the Committee have dedicated years of service to the CQCLC and their support has enabled continuity in our operations.

To our volunteers, thank you for your commitment, patience and support. Your contribution embodies community spirit and enables us to function and achieve our vision. Our volunteers range from university students to community members who have dedicated years of service. As either a volunteer lawyer or support worker, the time and expertise you provide to assist our clients is invaluable.

Thank you to the staff for your commitment to your roles and our clients. Each of you are valued for your contribution and without your ongoing support the centre would not have been able to achieve its outcomes.

Thank you for appointing me as President in 2016/2017. Through working together we help not only the community but also each other. It is our optimism that has enabled us to come this far and will enable us to continue our efforts into the future.

*Lauren Farrelly*  
President – 2016/2017

## WHO WE ARE

The Management Committee of the Central Queensland Community Legal Centre were appointed at the 2016 Annual General Meeting for the period October 2016 to October 2017. The Committee consists of volunteers who generously contribute their time and skills to the oversight of the Centre.

Position	Name
President:	Lauren Farrelly
Vice President:	Wayne Jones
Treasurer:	Adrienne Jackson
Committee Members:	Kath Baker Anna Farmer Mark Platt
Secretary:	Judith Wright

Staffing in 2016/2017 remained constant with the only change being relative to the appointment of a Solicitor for the Biloela office.

Principal Solicitor/CEO	Fay Tzioutzias	Ongoing
Junior Solicitors:	Alita Flannery Jasmine Smith	Ongoing Appt. December 2016
Solicitor:	Flora Wellington	Ongoing
Legal Support Officer:	Jeri Murray	Ongoing
Business Manager:	Judith Wright	Ongoing

Funding to operate the centre was provided by the following bodies in the 2016/2017 financial year.

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

## 2016 – 2017 CHAIRPERSON

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

Lauren has had seven years involvement with the Central Queensland Community Legal Centre Inc and was Chairperson from 2013 – 2016 and re-elected Chairperson at the 2016 Annual General Meeting.

## VOLUNTEERS

The contribution made by our volunteers is immeasurable as without their tireless efforts our ability to realise our vision would be difficult to achieve.

### *Support Officers*

Our volunteer support officers, drawn from the community and law students have contributed over 1600 hours of voluntary work during the 2016/2017 period. Thank you to:

Lyndall Anderson	Anesa Beasley	Jodie Benson
Chay Conaglen	Justin French	Katrina Hicks
Vivian Hoy	Samantha Jones	Matthew Kahl
Robert Kerr	Joshua Morgan	Penny-Leigh Swift
Carolyn Tomlin	Sharon Walters	Kimberly West

### *PLT Student*

John Michell

### *Solicitors*

The dedication and expertise brought to the Centre by volunteer solicitors drawn from the Rockhampton legal sector has been exceptional. It has enabled the centre to realise its objectives through the weekly evening clinics and the specialist employment clinic. Over 200 hours of support has been provided enabling additional free legal advice sessions to be made available to the Central Queensland community.

In response to demand, a specialist employment clinic was commenced in late August 2016 and volunteer solicitors from CQUniversity have assisted clients with advice in areas relative to unfair dismissal, employment conditions and contracts.

Thank you to:

Anthony De Fraine	Peter Duffield	Lauren Farrelly
James Fisher	Josh Fox	Lauren Gabriel
Allan Grant	Wayne Howard	Wayne Jones
Emma Kime	Rowan King	Samantha Legrady
Katherine Lord	Wendy Maitland	Anthony Marinac
Brian McGowran	Carla Melbourne	Melissa Meyers
Connor O'Driscoll	Mark Platt	Robert Rooney
Charles Shepherd	Michael Stockall	Nikki Wawryk
Flora Wellington	Bianca White	Paul Zapata

Our clients and the centre are truly appreciative of what you give and without you it would be difficult to enhance and grow access to legal advice for the Central Queensland community.

## **GENERAL OPERATIONS – 2016/2017**

The CQCLC provides a generalist legal service, primarily to the residents of Central Queensland. This service aims to provide free legal advice to those who come from varying walks of life and cultures. Our clients present a broad range of issues within the areas of Family, Civil and minor criminal law. The services provided include advice, casework, information, referral and education.

Clients have the choice of receiving advice via a face to face, telephone or video conference appointment with email being an additional option. Our Rockhampton office is the main location however in December 2016, the centre commenced the provision of legal services from an office based in Biloela.

Office based appointments are available in Rockhampton Monday to Thursday between 9.30 am and 3.00 pm and Thursday evening from 5.30 pm to 7.30 pm. The Biloela offices offers appointments between 9.30 am and 3.00 pm on Wednesday and Thursday each week.

Face to face appointments are the preferred option by clients however telephone is the major form of communication when making an appointment. Though video conference calls are available there are connection difficulties within rural and remote areas.

Appointments for legal advice sessions are 30 minutes in duration and whilst the majority of advices sessions are “once off”, casework through the provision of minor assistance was provided. The centre undertook 11 court representations during the reporting period.

Referrals are received from a wide range of areas including community groups, court house, legal aid and the police referrals systems.

### **Outreach Services**

During the reporting period the Centre maintained its outreach services to Yeppoon and Emerald. Monthly clinics were held at both centres and were well supported by the community. These were supported by telephone based appointments.

### **Networking & Collaborations**

The Central Queensland Community Legal Centre has focused on attendance at Interagency meetings as a major source for networking. These meetings also provide opportunities for referrals and potential collaborations. Other meetings attended include the CQ Family Law Pathway Meeting, Domestic Violence Network Meeting and the Rockhampton Police Referrals Agencies Meeting. These meetings enable the centre to provide and receive updates on services available. Attendance at Interagency Meetings has incorporated the major towns with the CQCLC geographic area including rural areas within the Banana Shire and Central Highlands regions. Representatives from the CQL-LC have attended presentations on the Mental Health Act 2016, Cultural Diversity, employment and conflict of interest. Additionally staff have provided community education presentations to representatives from Aged Care, Queensland, Commonwealth and State parliamentarians and their staff,

government and community groups and agencies including the Independent Patient Rights Advisor (Mental Health). Staff and Management Committee members have attended the Community Legal Centres Qld and National Association of Community Legal Centres Annual Conferences.

### **Community Legal Education & Community Engagement Event**

During 2016/2017 the following community legal education events were held in Rockhampton, Yeppoon and Biloela. The event topics included:

- ☞ Family Law Basics
- ☞ Employment Law Basics
- ☞ QCAT & Tenancy
- ☞ Trees, Fences & neighbourhood disputes
- ☞ Retail Shop Leases Amendment Act 2016 (Qld)
- ☞ Grandparents & their rights
- ☞ Neighbourhood Disputes Basics
- ☞ HACC Services
- ☞ Enduring Powers of Attorney

Additionally the centre was invited to provide an overview of its services to community organisations and government departments.

### **Retained Funds Project**

The retained funds project in 2016/2017 represented an extension of the project undertaken in the previous reporting year. The Centre continued its work to expand outreach into rural and remote areas within Central Queensland. Through networking and promoting its services, the geographic footprint of clients has changed with decreased numbers of clients from regional areas and increasing client numbers in rural and remote areas. Based on the limited client data available areas such as the Central Highlands now represent 10% of clients in comparison to 6% in the previous reporting period.

To improve the delivery of services to those from culturally and linguistically diverse backgrounds, the Centre has signed a Memorandum of Understanding with the Central Queensland Multicultural Association to provide community legal education and legal support services. The Centre is also working with the CQMA to develop resources for CQCLC staff and volunteers and CQMA members to understand the difference in laws between Australia and their home nation.

### **CQUniversity Law Clinic**

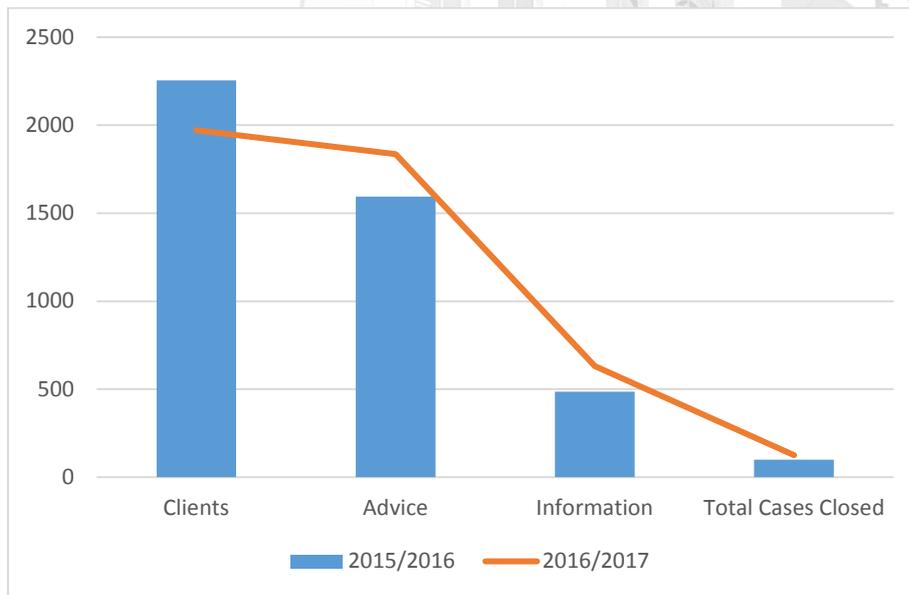
With referrals from the Court House and other agencies, law students from CQUniversity are providing support for clients in accessing forms and/or typing or formatting. The role played by the law students has been vital in the Centre operations as students have undertaken roles as support officers, supported staff and volunteer lawyers with research and the drafting of documents. Discussions commenced in June in relation to the integration of the Director of Clinical Placement, Law and the coordination of the Evening Clinic.

Additionally, with the support of University staff, a specialist employment clinic has been established to run in conjunction with the Thursday evening clinic. Demand for employment advice increased substantially during the reporting period.

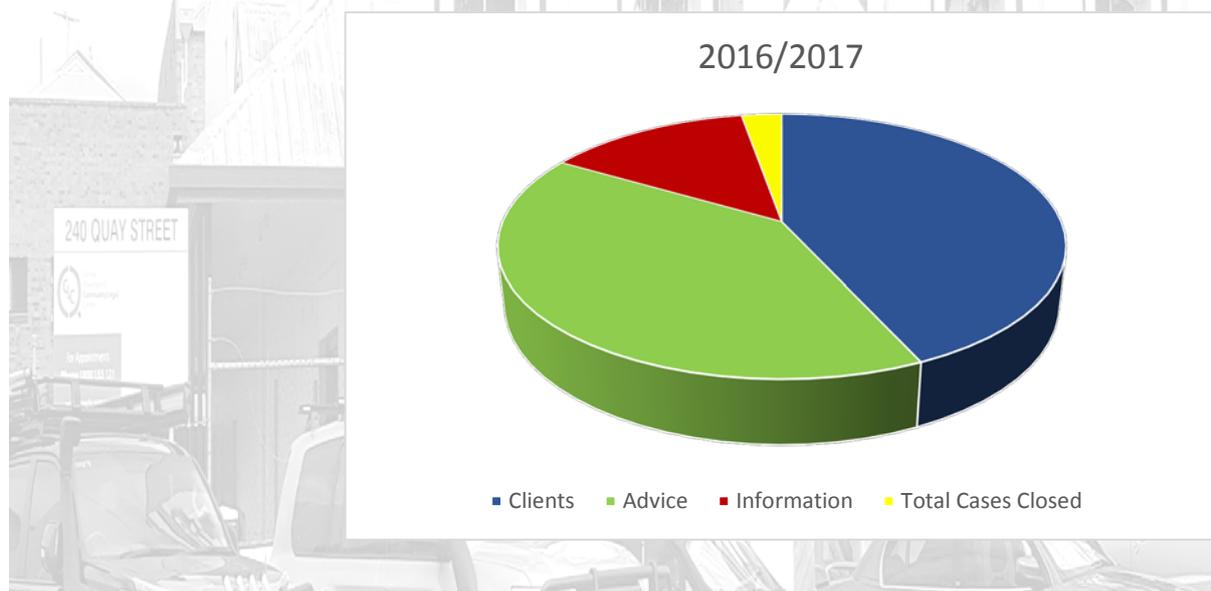
## STATISTICS

The figures presented below provides an overview of 2016/2017 operations. Effective from the 1 December, the centre expanded its operations to incorporate the Banana Shire region. As shown below advices formed the major area of services with approximately 76% of advices undertaken by Rockhampton based staff, 7% in Biloela and 17% provided by volunteer solicitors. Face to face interviews were the preferred option by clients with this representing 63% of all advices provided across our geographic area.

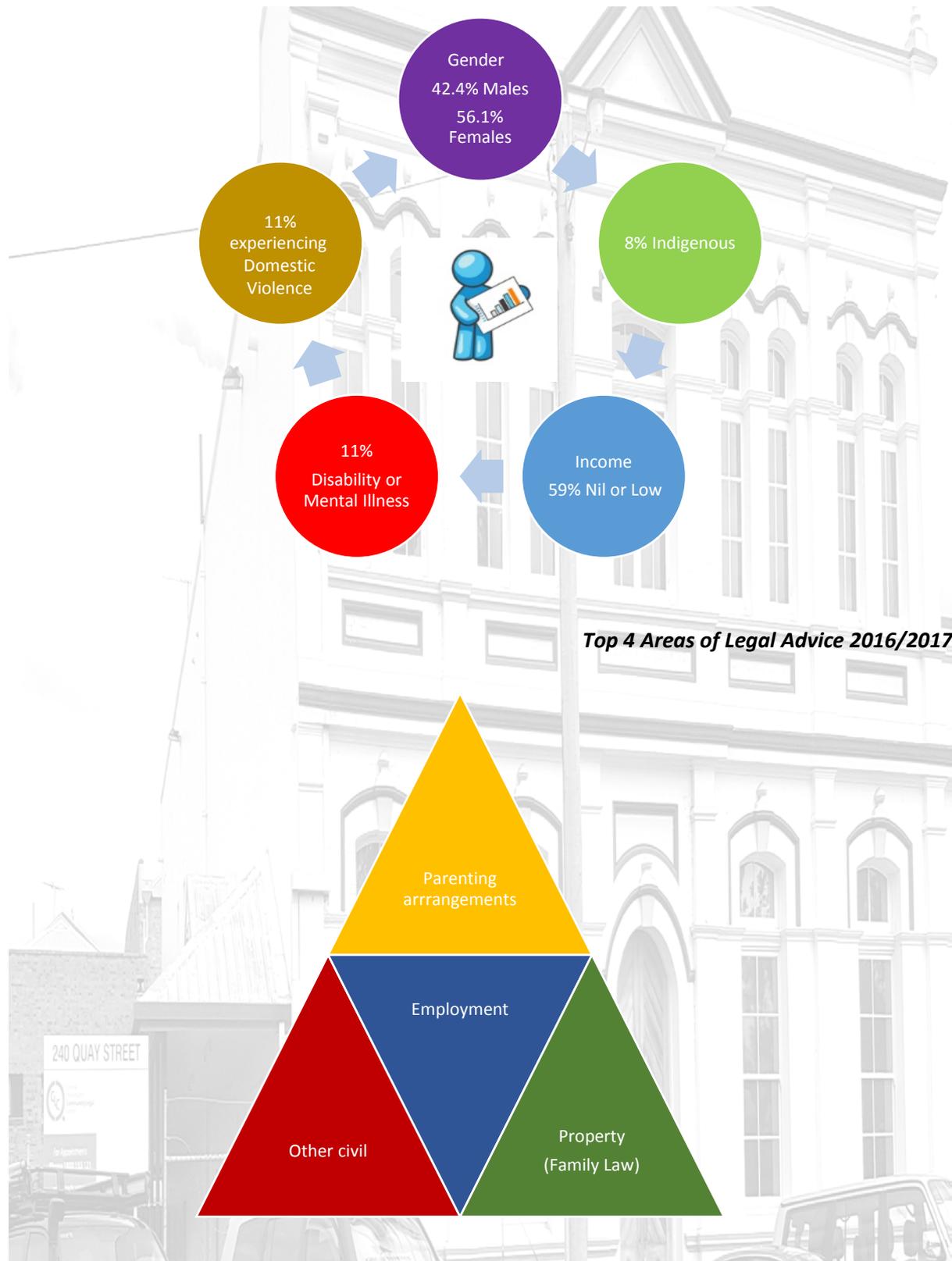
### **Comparison of Advice & Information from 2013 to 2017.**



### **Activities from 2015 to 2017**



## Client Demographics



**Top 4 Areas of Legal Advice 2016/2017**

### **Disclaimer**

The Centre advises that it cannot guarantee the accuracy of the data contained within the report as the move from CLSIS to CLASS occurred in late February 2017 and reporting options are limited and cannot be verified. For the purpose of this report, the data utilised has been based on service information.

## CASE STUDIES

### ***Case Study A***

This client presented to our service for initial advice concerning the death of her de-facto husband. Particularly the client was interested in obtaining a benefit under the deceased's superannuation fund. They had a child together who was still a minor. We corresponded with the super fund and obtained all of the necessary material to support an application to the fund on behalf of our client. Initially the super fund decided to pay the benefit to the child of the deceased. The super fund also disputed that our client was a de-facto of the deceased. The relationship between our client and the deceased had been marred by domestic violence for 20 years. As such there was no evidence of the relationship as things such as lease agreements and utilities accounts were all in the deceased de-facto's name. We therefore obtained statutory declarations from relevant parties to support the existence of the de-facto relationship. We appealed the original decision and eventually the super fund accepted this evidence and made a decision to pay 50% of the benefit to our client and 50% to the child. Our client accepted this decision. The child lodged an appeal to this decision however the original decision was upheld. Our client therefore received a payment of \$43,224.79 from the super fund.

### ***Case Study B***

This client presented to our service for initial advice concerning separation from her husband and property related matters. At the time of advice, it was identified that the client was of limited financial means and further that her limitation period in relation to property matters would shortly expire. Moreover, the only property to be distributed included superannuation and cattle. As such, the Centre prepared the necessary court documents to enable proceedings to be commenced in the Federal Circuit Court. The court documents were served on the client's former husband and the Centre thereafter provided the client with the necessary support and advice to appear in Court. The Court ordered that the parties attend a conciliation conference. The Centre Solicitor attended the conciliation conference with the client as the client's former husband was legally represented and appearance at the conference without a solicitor would have left her at a significant disadvantage. At the conference, negotiations took place between the parties and the respective solicitors. An agreement was reached at the conference on the basis that our client receive a super split of \$17,000 and a cash payment of \$35,000. The Centre thereafter prepared the necessary court documents to reflect the agreement and obtained the superannuation fund consent to the Order. Given the relatively low amount that the client was able to recover it would not have been economically viable for her to engage a private solicitor.

### **Case Study C**

We recently assisted a child applicant with a Financial Assistance Application under the Victims of Crime Assistance Act 2009. The client aged 15 was estranged from her parents and receiving Centrelink benefits. The client was attacked outside a shopping centre where she was repeatedly punched, kicked and pulled along the ground by her hair. The incident was reported to police and the client attended the base hospital for treatment. The client suffered minor injuries however it was a traumatic event for her none the less. The application was successful and the client received financial assistance for medical expenses that she had incurred and for future counselling.

### **Case Study D**

We recently assisted a client with a complaint concerning the sexual assault by his carer. The client was of the view that his carer had manipulated him into a sexual relationship. The client on two occasions attempted suicide after the relationship ended. We referred the client to the police and assisted by writing to the Department of Communities, Child Safety and Disability Services on the basis that arguably the carer was in a position of trust and the client's intellectual, psychiatric, cognitive or neurological impairment resulted in him having a substantial reduction of the capacity to consent to sexual intercourse as set out in s229F of the Criminal Code. Unfortunately the client took his own life before the matter was investigated and police referred the matter to the coroner.



## TREASURER'S REPORT



Adrienne Jackson  
Treasurer  
2015 - 2017

As with all organisations, the budget requires continual vigilance and scrutiny. I am pleased to report that as at the 30 June the financial accounts of the centre remain sound. Overall the centre has reported a \$37,515.31 profit, a significant increase on the previous reporting period.

Across the consolidated operations of the centre, the centre income was \$492,269.12. These funds were received from Commonwealth and State grants, duty lawyer fees and conference subsidies. The increased grant funding encompasses the grant funds for the provision of legal services to the Banana Shire region for the period December 2016 to June 2017.

The major area of expenditure was salaries representing 73% of total expenditure. This increase was in part due to the appointment of a solicitor and supervisor for the Biloela based operations. Non wages based expenditure areas varied with the major areas of increased cost including communications, leases, purchase of minor assets and travel costs.

Travel costs were significantly higher and this represented the establishment/supervision of the Biloela office and an outreach centre in Emerald. Expenditure relative to the Rockhampton premises decreased slightly when taking into consideration the moving expenses in the previous financial year. The purchase of minor assets included equipment valued under \$1000 and was in the main for the replacement of the conference phone, office chairs etc. Telephone costs increased due to the removal of the bar on mobile phone use of the 1800 number.

The balance sheet shows an increase in assets of \$9491.04 from the previous year. This was due to an increase in cash on hand. Liabilities in turn decreased. The Centre has made sufficient provisions for the payment of outstanding leave should this be required in the 2017/2018 year.

In 2016, it was announced that grant funding would move from an allocation basis to a tender process. This was coupled with the proposed reduction in funding by the Commonwealth Government. A tender was submitted and the Centre received full funding for 2017/2020 with a small percentage increase. The Centre was also successful in receiving funds to continue to provide legal services to the Banana Shire region.

The volunteer lawyers and support staff continue to make a significant contribution to the centre operations. During 2016/2017, it is estimated that the value of hours represents a commercial in-kind contribution of approximately \$110,000<sup>1</sup>. Overall the commitment increased in the reporting period and the support of the community is integral to our future operations.

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.

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<sup>1</sup> 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  
30<sup>TH</sup> JUNE 2017**

**CENTRAL QUEENSLAND COMMUNITY  
LEGAL CENTRE INCORPORATED**

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Departmental Trading, Profit and Loss Statement

**Profit & Loss [Last Year Analysis]**

July 2016 To June 2017

	This Year	Last Year
<b>Income</b>		
Funding Income		
Commowwealth Funding	\$331,726.00	\$326,502.00
State Funding	\$156,102.00	\$79,755.00
<b>Total Funding Income</b>	<b>\$487,828.00</b>	<b>\$406,257.00</b>
Service Generated Income		
Gifts and Donations	\$67.73	\$0.00
Travel Conf & Other Reimbursem	\$945.45	\$0.00
<b>Total Service Generated Income</b>	<b>\$1,013.18</b>	<b>\$0.00</b>
Miscellaneous Income	\$3,428.14	\$4,557.40
<b>Total Income</b>	<b>\$492,269.32</b>	<b>\$410,814.40</b>
<b>Gross Profit</b>	<b>\$492,269.32</b>	<b>\$410,814.40</b>
<b>Expenses</b>		
Client Disbursements		
Client Support Expenses	\$730.37	\$779.87
<b>Total Client Disbursements</b>	<b>\$730.37</b>	<b>\$779.87</b>
Communications		
Telephone	\$9,198.12	\$7,571.28
<b>Total Communications</b>	<b>\$9,198.12</b>	<b>\$7,571.28</b>
Depreciation		
Depreciation	\$9,327.33	\$8,844.74
<b>Total Depreciation</b>	<b>\$9,327.33</b>	<b>\$8,844.74</b>
Finance & Accounting Fees		
Accounting & Auditor's Fees	\$8,005.00	\$6,335.00
Bank Charges	\$272.55	\$628.51
BAS Clearing	\$0.14	-\$0.01
Bookkeeping Costs	\$3,182.50	\$3,558.18
<b>Total Finance &amp; Accounting Fees</b>	<b>\$11,460.19</b>	<b>\$10,521.68</b>
Insurance		
Insurance	\$2,079.99	\$2,341.31
<b>Total Insurance</b>	<b>\$2,079.99</b>	<b>\$2,341.31</b>
Leases		
Hire of Plant & Equipment	\$6,268.10	\$3,399.06
<b>Total Leases</b>	<b>\$6,268.10</b>	<b>\$3,399.06</b>
Library Resources & Subscript		
Books & Publications	\$850.00	\$850.00
Fees & Subscriptions	\$5,580.43	\$7,922.87
<b>Total Library Resources &amp; Subscript</b>	<b>\$6,430.43</b>	<b>\$8,772.87</b>
Minor Assets		
Minor Equipment Under \$1000	\$4,215.04	\$1,412.73
<b>Total Minor Assets</b>	<b>\$4,215.04</b>	<b>\$1,412.73</b>
Office Overheads		
Computer Support	\$8,379.99	\$9,844.79
Couriers	\$43.60	\$215.45
Postage	\$796.31	\$413.50
Printing & Stationery	\$6,766.07	\$2,967.42
Computer Expenses	\$26.34	\$1,074.87
Repairs Office Equipment	\$585.00	\$3,384.09
<b>Total Office Overheads</b>	<b>\$16,597.31</b>	<b>\$17,900.12</b>

**Profit & Loss [Last Year Analysis]**

July 2016 To June 2017

	This Year	Last Year
Other Premises Costs		
Rent	\$14,329.45	\$22,490.16
Electricity	\$13,202.40	\$9,055.17
Security	\$275.94	\$129.00
Staff Amenities	\$975.42	\$2,368.13
Cleaning	\$3,483.47	\$1,580.00
Moving Expenses	\$0.00	\$13,272.55
Garden Maintenance	\$133.18	\$0.00
<b>Total Other Premises Costs</b>	<b>\$32,399.86</b>	<b>\$48,895.01</b>
Programming and Planning		
Volunteer Costs	\$1,277.94	\$1,062.15
Committee Expenses	\$844.12	\$663.56
Advertising and Promotion	\$2,758.92	\$6,409.98
Consultation Fees	\$2,000.00	\$0.00
<b>Total Programming and Planning</b>	<b>\$6,880.98</b>	<b>\$8,135.69</b>
Repairs & Maintenance		
Repairs & Maint Premises	\$1,604.68	\$24.09
<b>Total Repairs &amp; Maintenance</b>	<b>\$1,604.68</b>	<b>\$24.09</b>
Salaries & Related Expenses		
Wages & Salaries	\$318,568.15	\$253,857.62
Superannuation	\$29,652.78	\$23,672.99
Employee Entitlement Provision	-\$16,297.56	\$6,977.85
Work Cover	\$686.30	\$394.67
<b>Total Salaries &amp; Related Expenses</b>	<b>\$332,609.67</b>	<b>\$284,903.13</b>
Training Expenses		
Training Travel Expenses	\$900.27	\$4,605.12
Training Costs	\$620.58	\$30,086.00
Course Fees	\$1,546.00	\$3,202.73
<b>Total Training Expenses</b>	<b>\$3,066.85</b>	<b>\$37,893.85</b>
Travel		
Vehicle Expenses	\$4,660.52	\$402.48
Travel Costs	\$5,462.50	-\$583.92
<b>Total Travel</b>	<b>\$10,123.02</b>	<b>-\$181.44</b>
<b>Total Expenses</b>	<b>\$452,991.94</b>	<b>\$441,213.99</b>
<b>Operating Profit</b>	<b>\$39,277.38</b>	<b>-\$30,399.59</b>
Other Income		
Interest Received	\$186.33	\$191.35
<b>Total Other Income</b>	<b>\$186.33</b>	<b>\$191.35</b>
Other Expenses		
Loss on Sale/Scrapped Items	\$1,948.40	\$0.00
<b>Total Other Expenses</b>	<b>\$1,948.40</b>	<b>\$0.00</b>
<b>Net Profit/(Loss)</b>	<b>\$37,515.31</b>	<b>-\$30,208.24</b>

**Balance Sheet [Last Year Analysis]**

June 2017

	This Year	Last Year
<b>Assets</b>		
<b>Current Assets</b>		
Cash On Hand		
CBA Premium Chq Acc 7919	\$150,223.24	\$128,126.39
CBA Provision Acc 6259	\$16,315.92	\$16,313.34
Petty Cash - Operations	\$0.02	\$0.02
<b>Total Cash On Hand</b>	<b>\$166,539.18</b>	<b>\$144,439.75</b>
GST Provision	\$0.00	\$867.36
Trade Debtors	\$550.00	\$1,015.30
<b>Total Current Assets</b>	<b>\$167,089.18</b>	<b>\$146,322.41</b>
<b>Fixed Assets</b>		
Office Furniture & Equipment		
Office Furn & Fit - Operations	\$23,350.49	\$24,240.09
<b>Total Office Furniture &amp; Equipment</b>	<b>\$23,350.49</b>	<b>\$24,240.09</b>
Less: Accumulated Depreciation		
Less: Accum Dep - Operations	-\$16,972.26	-\$22,899.50
<b>Total Less: Accumulated Depreciation</b>	<b>-\$16,972.26</b>	<b>-\$22,899.50</b>
Office Fit & Improv Operations		
Office Fit & Improv Operations	\$6,425.45	\$2,272.23
Less: Accum Depreciation	-\$3,480.35	-\$535.48
<b>Total Office Fit &amp; Improv Operations</b>	<b>\$2,945.10</b>	<b>\$1,736.75</b>
<b>Total Fixed Assets</b>	<b>\$9,323.33</b>	<b>\$3,077.34</b>
Office Computers at Cost	\$0.00	\$17,521.72
<b>Total Assets</b>	<b>\$176,412.51</b>	<b>\$166,921.47</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Credit Card	-\$285.55	\$0.00
Trade Creditors	\$18,811.42	\$8,713.16
Sundry Creditors	\$0.00	\$9,541.20
GST Liabilities		
GST Collected	\$191.55	\$191.55
<b>Total GST Liabilities</b>	<b>\$191.55</b>	<b>\$191.55</b>
Payroll Liabilities		
Payroll Accruals Payable	\$338.22	\$338.22
<b>Total Payroll Liabilities</b>	<b>\$338.22</b>	<b>\$338.22</b>
<b>Total Current Liabilities</b>	<b>\$19,055.64</b>	<b>\$18,784.13</b>
<b>Employee Benefits</b>		
Provision for Annual Leave		
Provision for A L - Operations	\$17,814.22	\$31,057.96
<b>Total Provision for Annual Leave</b>	<b>\$17,814.22</b>	<b>\$31,057.96</b>
Provision for Sick Lve		
Prov for Sick Lve - Operations	\$13,724.68	\$16,778.50
<b>Total Provision for Sick Lve</b>	<b>\$13,724.68</b>	<b>\$16,778.50</b>
Accrued wages	\$0.00	\$11,998.22
<b>Total Employee Benefits</b>	<b>\$31,538.90</b>	<b>\$59,834.68</b>
<b>Total Liabilities</b>	<b>\$50,594.54</b>	<b>\$78,618.81</b>
<b>Net Assets</b>	<b>\$125,817.97</b>	<b>\$88,302.66</b>
<b>Members' Funds</b>		
Retained Earnings (Accum Loss)		

C Q Community Legal Centre Inc

PO Box 1393  
Rockhampton 4700

ABN: 46 257 295 522

**Balance Sheet [Last Year Analysis]**

June 2017

	<b>This Year</b>	<b>Last Year</b>
Ret Earnings Beg of Fin Year	\$63,554.04	\$63,554.04
Nets Profit/Loss	\$37,515.31	-\$30,208.24
Retained Earnings atEnd Fin Yr	\$24,748.62	\$54,956.86
<b>Total Retained Earnings (Accum Loss)</b>	<b>\$125,817.97</b>	<b>\$88,302.66</b>
<b>Total Members' Funds</b>	<b>\$125,817.97</b>	<b>\$88,302.66</b>

**CENTRAL QUEENSLAND COMMUNITY  
LEGAL CENTRE INCORPORATED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2017**

**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 2017**

**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**

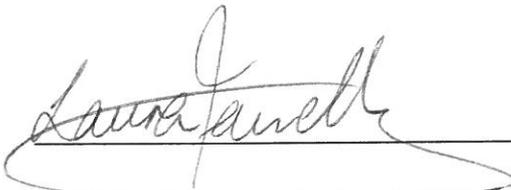
The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

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 2017 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 14th day of September 2017**

**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 2017, 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.

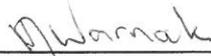
**Auditor's Opinion**

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 2017 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 14th day of September 2017**

**Job Profit & Loss Statement**

July 2016 To June 2017

<b>Account Name</b>	<b>Year To Date</b>
<b>Biloela Service</b>	<b>Biloela Services</b>
<b>Income</b>	
State Funding	\$74,054.00
<b>Total Income</b>	<b>\$74,054.00</b>
<b>Expense</b>	
Client Support Expenses	\$262.08
Telephone	\$323.99
Insurance	\$500.00
Fees & Subscriptions	\$1,009.87
Minor Equipment Under \$1000	\$765.45
Postage	\$124.40
Printing & Stationery	\$1,100.50
Rent	\$2,800.00
Electricity	\$500.00
Advertising and Promotion	\$500.00
Consultation Fees	\$2,000.00
Wages & Salaries	\$42,902.24
Superannuation	\$4,081.01
Vehicle Expenses	\$2,553.43
Travel Costs	\$228.86
<b>Total Expense</b>	<b>\$59,651.83</b>
<b>Net Profit/(Loss)</b>	<b>\$14,402.17</b>

**Job Profit & Loss Statement**

July 2016 To June 2017

Account Name	Year To Date
<b>GEN</b>	<b>GENERALIST</b>
<b>Income</b>	
Commonwealth Funding	\$331,726.00
State Funding	\$82,048.00
Gifts and Donations	\$67.73
Travel Conf & Other Reimburse	\$945.45
Miscellaneous Income	\$3,428.14
<b>Total Income</b>	<b>\$418,215.32</b>
<b>Expense</b>	
Client Support Expenses	\$468.29
Telephone	\$8,874.13
Depreciation	\$9,327.33
Accounting & Auditor's Fees	\$8,005.00
Bank Charges	\$272.55
BAS Clearing	\$0.14
Bookkeeping Costs	\$3,182.50
Insurance	\$1,579.99
Hire of Plant & Equipment	\$6,268.10
Books & Publications	\$850.00
Fees & Subscriptions	\$4,570.56
Minor Equipment Under \$1000	\$3,449.59
Computer Support	\$8,379.99
Couriers	\$43.60
Postage	\$671.91
Printing & Stationery	\$5,665.57
Computer Expenses	\$26.34
Repairs Office Equipment	\$585.00
Rent	\$15,611.64
Electricity	\$17,294.05
Security	\$275.94
Staff Amenities	\$975.42
Cleaning	\$3,483.47
Garden Maintenance	\$133.18
Volunteer Costs	\$1,277.94
Committee Expenses	\$844.12
Advertising and Promotion	\$2,258.92
Repairs & Maint Premises	\$1,604.68
Wages & Salaries	\$269,944.44
Superannuation	\$25,124.59
Employee Entitlement Provision	-\$16,297.56
Work Cover	\$686.30
Training Travel Expenses	\$900.27
Training Costs	\$620.58
Course Fees	\$1,546.00
Vehicle Expenses	\$2,107.09
Travel Costs	\$5,233.64
<b>Total Expense</b>	<b>\$395,845.30</b>
<b>Other Income</b>	
Interest Received	\$186.33

## Job Profit & Loss Statement

July 2016 To June 2017

Account Name	Year To Date
Total Other Income	\$186.33
Net Profit/(Loss)	\$22,556.35

