

# Annual Report

# 2018







## ACKNOWLEDGEMENT

The 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.

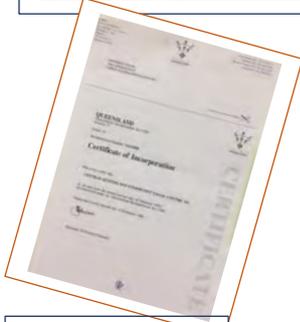
## VISION STATEMENT

Sustainable and accessible legal service for the Central Queensland community.



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### Locations:

240 Quay Street,  
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)

Public support for the establishment of a Community Legal Centre resulted in a community meeting being held on the 19 December. 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.

Welcome to the Central Queensland Community Legal Centre Inc's Annual Report. 2017/2018 has been one of consolidation for the Centre. The year saw a number of important achievements aligned to the Strategic Plan which identified that enhanced collaboration was a key feature to improving and growing service delivery.

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 2017/2018 reporting period, I had the privilege of attending the NACL Annual Conference. It was very informative to view what is happening in the sector nationally and to network with other Centres management and staff.

Planning for 2017/2020 was a major focus for the committee and we adopted our new Vision Statement and goals in early 2018. The Committee also reviewed its skills and expertise and welcomed new members during the reporting period.

My personal thanks to my fellow members of the management committee. Through working together 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. In mid-2018, the Centre in conjunction with CQUniversity offered 2 cadetships to law students to enhance their practical skills during the completion of their undergraduate degree.

Thank you for appointing me as President in 2017/2018. It has been a privilege to hold this position for the past 6 years, and to have been involved with the CQCLC management committee since 2010. I have had the opportunity to witness the growth of the CQCLC through the commitment of the staff, committee members and volunteers during this period and I am very proud of what they have all achieved.

In particular, I would like to thank two members of the management committee, who have served with me for the entirety of my tenure: Wayne Jones and Adrienne Jackson. The CQCLC would not be the thriving community organisation it is without their passion for social justice and belief in the important role the CQCLC plays in our Central Queensland community. I also wish to thank the long-term staff Judy, Fay and Alita. Judy's dedication to running the business of the CQCLC has made my role (and that of the management committee generally) much easier, and I appreciate the time and effort that she invests in the CQCLC. Fay and Alita have become the legal backbone of the Centre, ensuring that the CQCLC are able to give quality legal advice to the most disadvantaged in the Central Queensland community. I wish the staff, volunteers, continuing and new committee members the very best for the future – the CQCLC is a wonderful organisation which provides an important service to the Central Queensland community, and I know I am leaving it in the very best of hands.

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 – 2017/2018

## WHO WE ARE

The Management Committee of the Central Queensland Community Legal Centre were appointed at the 2017 Annual General Meeting for the period October 2017 to October 2018. 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:	Anna Farmer
Treasurer:	Adrienne Jackson
Committee Members:	Kath Baker
	Wayne Jones
	Mark Platt
	Rick Palmer (appt. December 2017)
	Prue Saxby (appt. May 2018)
Secretary:	Judith Wright

Staffing in 2017/2018 remained constant with the only change being relative to the appointment of a solicitor to oversee the evening clinics and the immigration advice area.

Principal Solicitor/CEO	Fay Tzioutzias	Ongoing
Solicitors:	Alita Flannery	Ongoing
	Jasmine Smith	Ongoing
Solicitor:	Wendy Maitland	appt. March 2018
Cadetships:	Alexandra Edmonds	appt. May 2018
	Harrison Molloy	appt. May 2018
Legal Support Officer:	Jeri Murray	Ongoing
Business Manager:	Judith Wright	Ongoing

Funding to operate the Centre was provided by the following bodies in the 2017/2018 financial year.

- Commonwealth Attorney-General's Department
- Qld State Government

### 2017 – 2018 CHAIRPERSON

Name:	Ms Lauren Farrelly
Position:	Associate
Area of Expertise:	Commercial, Wills & Estates
Current Employer:	The Estate Lawyers, Brisbane Qld
Experience:	Nine years' experience working within the legal industry as a Solicitor



Lauren has had eight years involvement with the Central Queensland Community Legal Centre Inc and was Chairperson from 2013 – 2017 and re-elected Chairperson at the 2017 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 2017/2018 period. Thank you to:

Lyndall Anderson	Marjorie Foley	Justin French
Katrina Hicks	Vivian Hoy	Robert Kerr
Pear Lin	Emma Locke	Emma Reed
Penny-Leigh Swift	Erin Thomasson	

### *Work Experience Students*

During the reporting period, the Centre hosted a number of work experience students from Rockhampton secondary schools. The students ranged in year level however all were seeking to study law at the completion of their secondary studies.

### *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 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 states clinic was commenced in April 2016 and volunteer solicitors from Grant & Simpson Lawyers have assisted clients with advice in areas relative to estates.

Thank you to:

Anthony De Fraine	Peter Duffield	Matthew Dunlop
Lauren Farrelly	Josh Fox	Lauren Gabriel
Allan Grant	Wayne Howard	Wayne Jones
Emma Kime	Rowan King	Katherine Lord
Wendy Maitland	Anthony Marinac	Josh Morgan
Connor O'Driscoll	Mark Platt	Nathan Rutherford
Robert Rooney	John Signato	Stephanie Smith
Michael Stockall	Flora Wellington	Bridget Young

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 - 2017/2018

The CQCLC (Centre) 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, tasks, 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. The Centre operates from its Rockhampton office however additionally has a part-time solicitor based at its Biloela outreach site.

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 office offers appointments between 9.30 am and 4.00 pm on Wednesday, Thursday and Friday 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 advice sessions are "once off", the provision of minor assistance through case and task work was provided. Referrals are received from a wide range of areas including community groups, court house, legal aid local practitioners and the police referrals systems.

During the 2017/2018 reporting period, the Centre focused on the provision of services to those from Indigenous or culturally or linguistically diverse backgrounds. For CALD based clients this has resulted in a 27% increase in client numbers. Numbers of Indigenous clients has remained static at 7% of the total client numbers.

### ***Migration Law***

After reviewing population statistics, it was resolved to add Migration Law advice to its list of areas of law the CQCLC provides. Within this area of law, focus is based on Immigration and Citizenship advice. Face to face advice is based at the Biloela office with limited face to face sessions in Rockhampton. Additionally appointments are also available via telephone and video conference.

### ***Outreach Services***

During the reporting period the Centre maintained its outreach services to Yeppoon and Emerald in addition to the weekly service in Biloela. Monthly clinics were held at both Centres and were well supported by the community. These were supported by telephone based appointments. An additional clinic was established in late 2017/2018 to support the growing demand for advice within the area of estates.

### ***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 within the CQCLC geographic area including rural areas within the Banana Shire and Central Highlands regions.

Staff have provided community education presentations to Commonwealth and State parliamentarians and their staff, government and community groups and agencies. Staff and Management Committee members have attended the Community Legal Centres Qld, National Association of Community Legal Centres Annual Conferences and the Central Qld Law Association Annual Conference.

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

During 2017/2018 the following community legal education events were held in Rockhampton, Biloela, Moura, Baralaba and Wowan. The event topics included:

- ☞ Elder Abuse – Enduring Power of Attorney
- ☞ Wills
- ☞ Advanced Health Directives
- ☞ Family Law Issues
- ☞ Enduring Power of Attorney

The Centre extends its thanks to the Suncoast Community Legal Centre for giving it permission to present its Piano Forte video in Rockhampton.

### ***Retained Funds Project***

The retained funds project in 2017/2018 represented an extension of the project commenced in the previous reporting years. 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. Investigations on the use of technology in improving access to legal information in these areas is progressing, and the Centre is investigating potential community partners to host video conference options for the provision of legal advice .

To improve the understanding of Australian Laws for newly arrived immigrants, the Centre in conjunction with the Central Queensland Multicultural Association developed a summary guide to Australian Law and the legal system. This brochure is currently being translated into 5 languages prior to printing. Work is progressing on the second brochure to provide solicitors with an overview of the laws and legal system in the migrant's country of origin.

### ***CQUniversity Law Clinic***

With referrals from the Courthouse 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. Students have undertaken roles as support officers and supported staff and volunteer lawyers with research and the drafting of documents.

In 2017/2018, the Centre established two cadetships to provide paralegal work experience for CQUniversity law students. Harrison Molloy and Alexandra Edmonds commenced in May 2018.

Additionally, with the support of University staff, an employment law clinic was run in conjunction with the Thursday evening clinic. Demand for employment advice continued to grow during the reporting period.

## Survey

In 2017/18, organisations funded under the National Partnership Agreement on Legal Assistance Services 2015-2020 (NPA) are required to facilitate a survey to assess whether services are tailored to meet clients' legal needs and capability levels.

During May, the CQCLC provided survey access to 124 clients either at the end of their appointment or via telephone. Response rates varied, however 74.7% of clients who attended appointments in person and 31.25% of telephone based appointments participated in the survey.

The client demographic was representative of monthly averages during May 2018 and the 2017/2018 reporting period and highlighted the predominance of female clients on a low to medium income.

The data provided in the figure below highlights that the CQCLC is achieving its Strategic Plan with particular relevance to Goal 1 to:

*Provide quality legal help and education to our community ensuring that clients who most need our help are prioritised.*



### ***CQCLC responses comparison with state mean (average). (Data provided by CLC Qld)***

In comparison to the state wide mean, the CQCLC has exceeded the mean. Of particular note is the ranking for access to the CQCLC and the uptake of referrals. Overall the outcomes can be linked to the direction the CQCLC undertakes in monitoring the geographic location of its clients, aligning its services to areas of need and ensuring that the waiting list for our clients is minimal and its volunteer program to provide support in areas of need, eg. Estates and evening clinics.

Based on similar questions from previous surveys, the results underpins the outcomes from both surveys relative to client satisfaction, understanding of the advice provided and the preference for face to face appointments.

The survey highlighted that the CQCLC is continuing to provide a service that our clients are seeking and that the advice provided was helpful, staff and volunteers were friendly and knowledgeable and the clients received assistance with how to deal with their legal problems.

## STATISTICS

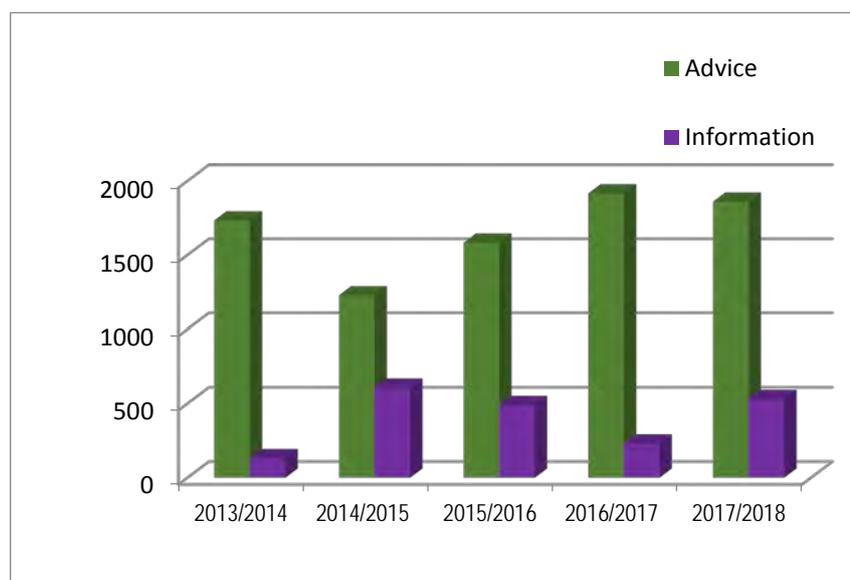
The figures presented below provide an overview of 2017/2018 operations. Advices formed the major area of services with approximately 70% of advices undertaken by Rockhampton based staff, 15% in Biloela and 15% provided by volunteer solicitors. Face to face interviews were the preferred option by clients with this representing 66% of all advices provided across our geographic area.

### Comparison of Targets & Actuals- 2017/2018.

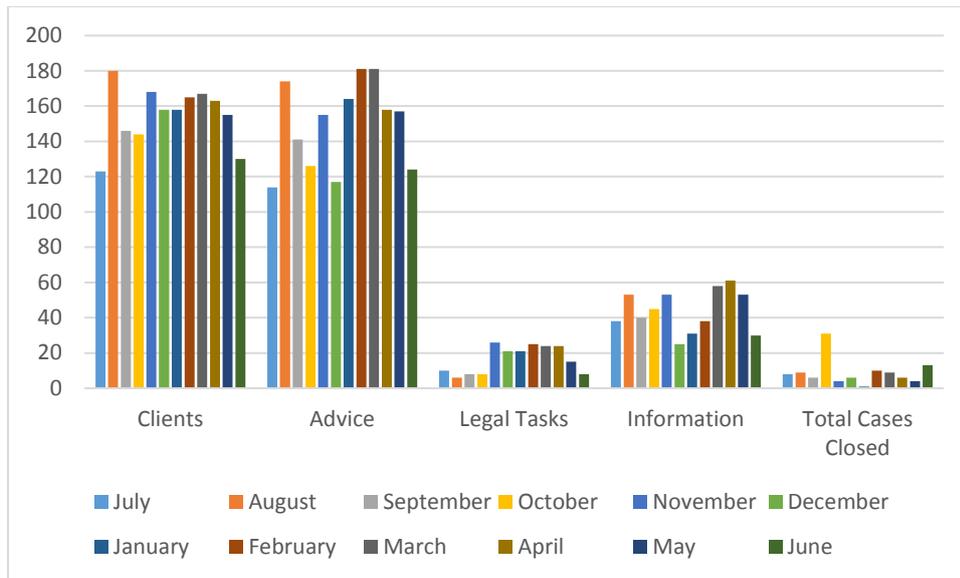


The graph above highlights the CQCLC exceeded targets in the areas of advice, legal tasks and information and was slightly under target for total cases closed. The graph below provides a comparative view of advice and information numbers for the period 2013 to 2018. Note information numbers in 2016/2017 were impacted on database reporting issues.

### Centre Performance Actuals 2013 to 2018



**CoreActivities by month 2017/2018**



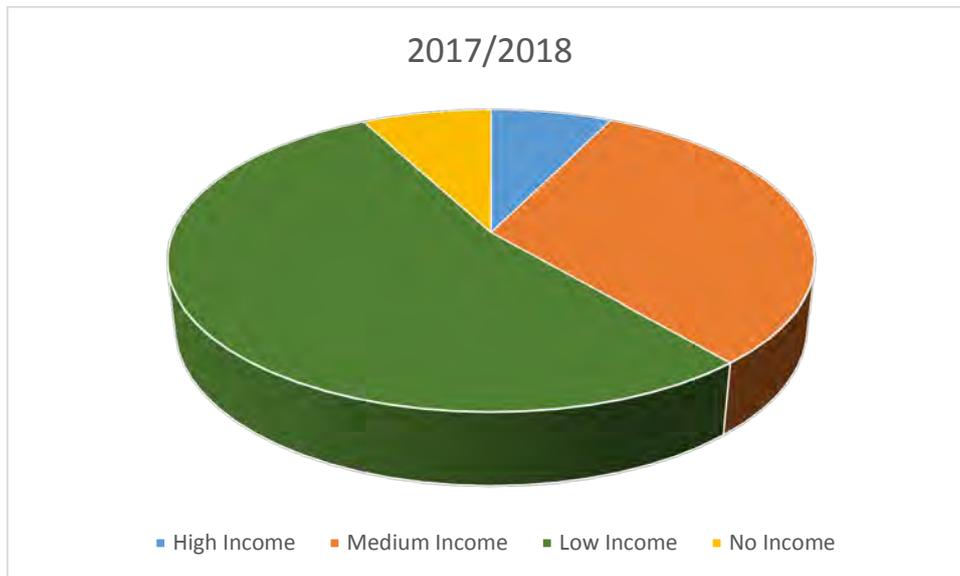
**Client Demographics**

The following graphs provide an overview of the demographics of the Centre.

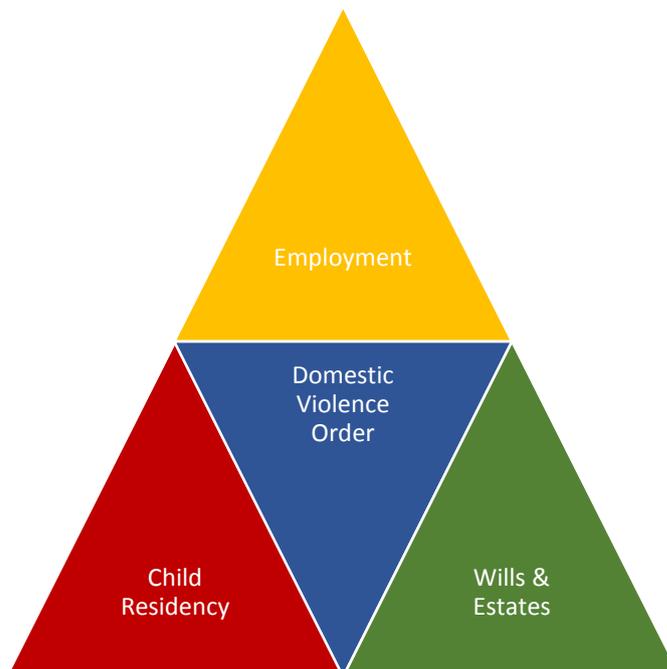


Approximately 65% of the Centre’s clients in 2017/2018 were recorded as facing financial disadvantage. Age groupings for clients were within the 25 – 49 years of age bracket with the grouping 35 – 49 years representing 31.8%, 50 – 64% representing 26% and 25 – 34 years representing 18.9% of total clients.

The chart below provides an overview on income level. Note Low income is within \$1 to \$599, Medium Income is within the \$600 to \$1249 and high income is \$1250 and above.



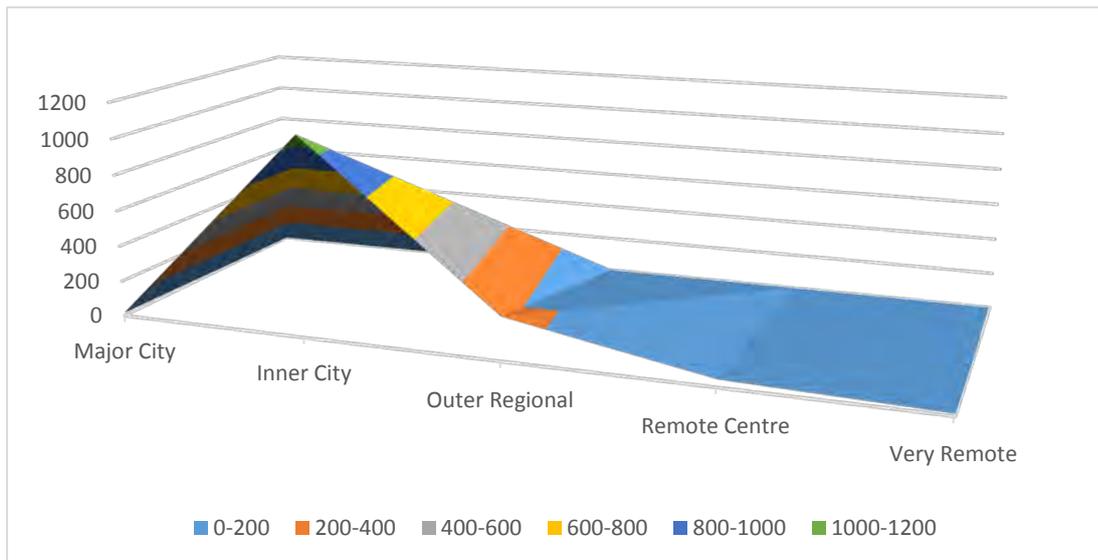
**Top 4 Areas of Legal Advice 2017/2018**



Case work (other representation) comprised 82 carry forward with 85 new cases opened and the closure of 105 cases in the 2017/2018 reporting period. 96% of the cases closed during this period were provided to clients experiencing financial disadvantage.

Utilising local government areas the majority of clients during 2017/2018 were within the Rockhampton City Council and Livingstone Shire areas. The chart below highlights the locality of clients as defined by CLASS.

## Overview of client distribution 2017/2018



Data contained in this report was accessed from CLASS in October 2018.

## THE YEAR IN PHOTOS



## CASE STUDIES

### *Case Study A*

A client presented to our service for initial advice concerning changing her teenage son's surname. The child wanted to change his surname from his father's surname to his mother's surname. The child had not had any contact with his father for many years. In addition, the father had been convicted of child sex offences and as such the child no longer wanted to have the same surname as his father. It was identified that the client was of limited financial means. The father would not sign the relevant change of name documents. As such, the Centre prepared the necessary court documents to enable the client to file an application in Court to obtain the Court's consent to have the child's surname changed. 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 Centre Solicitor prepared the required court order and the client was successful in obtaining an Order from the Court to change the child's name.

### *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. Despite being married for 30 years and her former husband having a high income, the client had no access to money and had not worked in many years. Moreover, the only property to be distributed included superannuation and allocation of debt. The client was unable to afford to pay a private solicitor up front and as there was no likelihood of her receiving a cash payment, she had no ability to pay a solicitor in the future. As such, the Centre Solicitor negotiated with the client's former husband on the client's behalf and the parties were eventually able to reach an agreement. The client's former husband would not engage a solicitor to prepare the necessary court documents and as such the Centre prepared the consent court documents to enable a court order to be made to obtain a superannuation splitting order. The Centre also obtained the necessary consent from the relevant superannuation fund and once the order was made by the Court ensured that the terms of the Order were carried out. The Centre was instrumental in obtaining a superannuation split in the client's favour of more than \$300,000 and ensuring that the client was not left with any debt from the marriage.

### ***Case Study C***

A client presented to our service for advice concerning the removal of the absolute disqualification of his drivers licence. The client had not held a licence for approximately 20 years. During that time the client accumulated entries in his traffic history and as a result of those offences he was disqualified absolutely from holding or obtaining a drivers licence. The client's state of affairs were that he lived remotely, had limited financial means and he had already served at least 2 years of the disqualification period. The client also suffered significant speech and hearing difficulties. The client had been given an offer of meaningful employment however that offer was on the proviso that he held a drivers licence. The Centre provided the client with the necessary support and advice to appear in Court. The Centre Solicitor prepared the required court documents and the client was successful in obtaining an Order from the Court to remove the absolute disqualification which had previously been imposed by the Magistrates Court.

### ***Case Study D***

A client contacted our service requesting advice on a traffic matter and any possible implications on his visa application. The client is currently in Australia on a student visa. Unfortunately the client had a car accident when he lost concentration and hit another vehicle on the other side of the road. The police are considering charging the client with a traffic offence. The client wanted to know the possible ramifications of pleading guilty on his status as a lawful non-citizen. The CQCLC lawyers and registered migration agents were able to conduct a VEVO enquiry to check the client's visa status, and better inform the client of the repercussions on his immigration status. We were also able to discuss challenges that might be faced when the client applies for an extension of his visa.

## TREASURER'S REPORT



Adrienne Jackson  
Treasurer  
2015 - 2018

2017/2018 was the first financial year funded under the new service level agreement. This funding agreement incorporated funding for the continuation of the provision of services to the Banana Shire region and the approval of excess funds to implement services to rural and remote Central Queensland together with the development of resources for those whom English is not a first language.

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 \$77,467.98 profit, a significant increase on the previous reporting period. The surplus was derived from the non-appointment of the Community Solicitor before the end of the reporting period and expenses in relation to premise security upgrades and CLE resources expenditure carried forward into the 2018/2019 financial year.

Across the consolidated operations of the Centre, the Centre income was \$563,153. These funds were received from Commonwealth and State grants, duty lawyer fees and conference subsidies. The increased income from duty lawyer services was derived from the move of providing the service from once per fortnight to three times per week.

The major area of expenditure was salaries representing 75% of total expenditure. This increase was in part due to the appointment of a solicitor to undertake the provision of DV Duty Lawyer services and supervision of services within the migration area. Non wages based expenditure areas varied with the major areas of increased cost including fees and subscriptions, training expenses and the purchase of minor equipment (under \$1000). Other areas of expenditure were similar to or under expenditure in 2016/2017.

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

The volunteers, lawyers and support staff make a significant contribution to the Centre operations. In 2017/2018 the value of hours represented a commercial in-kind contribution of approximately \$130,000<sup>1</sup>. The support provided by our volunteers is integral to our future operations.

In summary, the Centre is in a solid financial position and retains sufficient funds to enable it to fund its general operations and planned projects in the 2018/2019 financial year. My thanks are extended to Lauren and members of the Management Committee and 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 Bookkeeping 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.



**CENTRAL QUEENSLAND COMMUNITY  
LEGAL CENTRE INCORPORATED**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30<sup>TH</sup> JUNE 2018**



**CENTRAL QUEENSLAND COMMUNITY  
LEGAL CENTRE INCORPORATED**

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**Balance Sheet**

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**Departmental Trading, Profit and Loss Statement**

**Auditor's Report**

C Q Community Legal Centre Inc

PO Box 1393  
Rockhampton 4700  
ABN: 46 257 295 522

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

July 2017 To June 2018

	This Year	Last Year
<b>Income</b>		
Funding Income		
Commonwealth Funding	\$208,241.00	\$331,726.00
State Funding	\$347,030.00	\$156,102.00
<b>Total Funding Income</b>	<b>\$555,271.00</b>	<b>\$487,828.00</b>
Service Generated Income		
Gifts and Donations	\$0.00	\$67.73
Travel Conf & Other Reimbursm	\$240.70	\$945.45
<b>Total Service Generated Income</b>	<b>\$240.70</b>	<b>\$1,013.18</b>
Miscellaneous Income	\$7,641.49	\$3,428.14
<b>Total Income</b>	<b>\$563,153.19</b>	<b>\$492,269.32</b>
<b>Gross Profit</b>	<b>\$563,153.19</b>	<b>\$492,269.32</b>
<b>Expenses</b>		
Client Disbursements		
Client Support Expenses	\$721.50	\$730.37
<b>Total Client Disbursements</b>	<b>\$721.50</b>	<b>\$730.37</b>
Communications		
Internet Expenses	\$742.72	\$0.00
Telephone	\$8,786.66	\$9,198.12
<b>Total Communications</b>	<b>\$9,529.38</b>	<b>\$9,198.12</b>
Depreciation		
Depreciation	\$6,223.40	\$9,327.33
<b>Total Depreciation</b>	<b>\$6,223.40</b>	<b>\$9,327.33</b>
Finance & Accounting Fees		
Accounting & Auditor's Fees	\$6,033.45	\$8,005.00
Bank Charges	\$252.50	\$272.55
BAS Clearing	\$0.64	\$0.14
Bookkeeping Costs	\$3,002.18	\$3,182.50
<b>Total Finance &amp; Accounting Fees</b>	<b>\$9,288.77</b>	<b>\$11,460.19</b>
Insurance		
Insurance	\$1,494.47	\$2,079.99
<b>Total Insurance</b>	<b>\$1,494.47</b>	<b>\$2,079.99</b>
Leases		
Hire of Plant & Equipment	\$1,869.00	\$6,268.10
<b>Total Leases</b>	<b>\$1,869.00</b>	<b>\$6,268.10</b>
Library Resources & Subscript		
Books & Publications	\$1,510.52	\$850.00
Fees & Subscriptions	\$8,352.82	\$5,580.43
<b>Total Library Resources &amp; Subscript</b>	<b>\$9,863.34</b>	<b>\$6,430.43</b>
Minor Assets		
Minor Equipment Under \$1000	\$5,703.61	\$4,215.04
<b>Total Minor Assets</b>	<b>\$5,703.61</b>	<b>\$4,215.04</b>
Office Overheads		
Computer Support	\$8,479.99	\$8,379.99
Couriers	\$417.23	\$43.60
Postage	\$922.92	\$796.31
Printing & Stationery	\$6,688.00	\$6,766.07
Computer Expenses	\$249.41	\$26.34

This report includes Year-End Adjustments.

C Q Community Legal Centre Inc

PO Box 1393  
Rockhampton 4700  
ABN: 46 257 295 522

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

July 2017 To June 2018

	This Year	Last Year
Repairs Office Equipment	\$0.00	\$585.00
<b>Total Office Overheads</b>	<b>\$16,757.55</b>	<b>\$16,597.31</b>
Other Premises Costs		
Rent	\$14,129.94	\$14,329.45
Electricity	\$12,425.28	\$13,202.40
Security	\$0.00	\$275.94
Staff Amenities	\$919.10	\$975.42
Cleaning	\$4,017.53	\$3,483.47
Garden Maintenance	\$177.27	\$133.18
<b>Total Other Premises Costs</b>	<b>\$31,669.12</b>	<b>\$32,399.86</b>
Other Sundry Expenses		
Sundry Expenses	\$32.73	\$0.00
<b>Total Other Sundry Expenses</b>	<b>\$32.73</b>	<b>\$0.00</b>
Programming and Planning		
Volunteer Costs	\$1,009.89	\$1,277.94
Committee Expenses	\$1,443.08	\$844.12
Advertising and Promotion	\$2,127.46	\$2,758.92
Consultation Fees	\$927.00	\$2,000.00
<b>Total Programming and Planning</b>	<b>\$5,507.43</b>	<b>\$6,880.98</b>
Repairs & Maintenance		
Repairs & Maint Premises	\$1,893.12	\$1,604.68
<b>Total Repairs &amp; Maintenance</b>	<b>\$1,893.12</b>	<b>\$1,604.68</b>
Salaries & Related Expenses		
Wages & Salaries	\$305,899.95	\$318,568.15
Wage - Adjustment Account	-\$362.22	\$0.00
Superannuation	\$28,724.85	\$29,652.78
Staff Recruitment	\$375.00	\$0.00
Employee Entitlement Provision	\$27,768.43	-\$16,297.56
Work Cover	\$889.29	\$686.30
<b>Total Salaries &amp; Related Expenses</b>	<b>\$363,295.30</b>	<b>\$332,609.67</b>
Training Expenses		
Training Travel Expenses	\$6,271.09	\$900.27
Training Costs	\$3,172.73	\$620.58
Course Fees	\$3,024.09	\$1,546.00
<b>Total Training Expenses</b>	<b>\$12,467.91</b>	<b>\$3,066.85</b>
Travel		
Vehicle Expenses	\$4,946.20	\$4,660.52
Travel Costs	\$1,419.24	\$5,462.50
<b>Total Travel</b>	<b>\$6,365.44</b>	<b>\$10,123.02</b>
<b>Total Expenses</b>	<b>\$482,682.07</b>	<b>\$452,991.94</b>
<b>Operating Profit</b>	<b>\$80,471.12</b>	<b>\$39,277.38</b>
Other Income		
Interest Received	\$258.13	\$186.33
<b>Total Other Income</b>	<b>\$258.13</b>	<b>\$186.33</b>
Other Expenses		
Loss on Sale/Scrapped Items	\$3,261.27	\$1,948.40
<b>Total Other Expenses</b>	<b>\$3,261.27</b>	<b>\$1,948.40</b>

This report includes Year-End Adjustments.

**C Q Community Legal Centre Inc**

PO Box 1393

Rockhampton 4700

ABN: 46 257 295 522

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

July 2017 To June 2018

	<b>This Year</b>	<b>Last Year</b>
Net Profit/(Loss)	\$77,467.98	\$37,515.31

This report includes Year-End Adjustments.

C Q Community Legal Centre Inc

PO Box 1393

Rockhampton 4700

ABN: 46 257 295 522

**Balance Sheet [Last Year Analysis]**

June 2018

	This Year	Last Year
<b>Assets</b>		
<b>Current Assets</b>		
Cash On Hand		
CBA Premium Chq Acc 7919	\$256,814.67	\$150,223.24
CBA Provision Acc 6259	\$16,315.92	\$16,315.92
Petty Cash - Operations	\$0.02	\$0.02
<b>Total Cash On Hand</b>	<b>\$273,130.61</b>	<b>\$166,539.18</b>
Trade Debtors	\$1,756.60	\$550.00
<b>Total Current Assets</b>	<b>\$274,887.21</b>	<b>\$167,089.18</b>
<b>Fixed Assets</b>		
Office Furniture & Equipment		
Office Furn & Fit - Operations	\$12,938.05	\$23,350.49
<b>Total Office Furniture &amp; Equipment</b>	<b>\$12,938.05</b>	<b>\$23,350.49</b>
Less: Accumulated Depreciation		
Less: Accum Dep - Operations	-\$7,678.02	-\$16,972.26
<b>Total Less: Accumulated Depreciation</b>	<b>-\$7,678.02</b>	<b>-\$16,972.26</b>
Office Fit & Improv Operations		
Office Fit & Improv Operations	\$6,425.45	\$6,425.45
Less: Accum Depreciation	-\$4,952.89	-\$3,480.35
<b>Total Office Fit &amp; Improv Operations</b>	<b>\$1,472.56</b>	<b>\$2,945.10</b>
<b>Total Fixed Assets</b>	<b>\$6,732.59</b>	<b>\$9,323.33</b>
<b>Total Assets</b>	<b>\$281,619.80</b>	<b>\$176,412.51</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Credit Card	\$0.00	-\$285.55
Trade Creditors	\$19,026.52	\$18,811.42
GST Liabilities		
GST Collected	\$0.00	\$191.55
<b>Total GST Liabilities</b>	<b>\$0.00</b>	<b>\$191.55</b>
Payroll Liabilities		
Payroll Accruals Payable	\$0.00	\$338.22
<b>Total Payroll Liabilities</b>	<b>\$0.00</b>	<b>\$338.22</b>
<b>Total Current Liabilities</b>	<b>\$19,026.52</b>	<b>\$19,055.64</b>
<b>Employee Benefits</b>		
Provision for Annual Leave		
Provision for A L - Operations	\$27,720.58	\$17,814.22
<b>Total Provision for Annual Leave</b>	<b>\$27,720.58</b>	<b>\$17,814.22</b>
Provision for Sick Lve		
Prov for Sick Lve - Operations	\$23,659.37	\$13,724.68
<b>Total Provision for Sick Lve</b>	<b>\$23,659.37</b>	<b>\$13,724.68</b>
Provision Dom, Violence Leave		
Prov for DV Leave - Operation	\$7,927.38	\$0.00
<b>Total Employee Benefits</b>	<b>\$59,307.33</b>	<b>\$31,538.90</b>
<b>Total Liabilities</b>	<b>\$78,333.85</b>	<b>\$50,594.54</b>
<b>Net Assets</b>	<b>\$203,285.95</b>	<b>\$125,817.97</b>
<b>Members' Funds</b>		
Retained Earnings (Accum Loss)		
Ret Earnings Beg of Fin Year	\$63,554.04	\$63,554.04

This report includes Year-End Adjustments.

C Q Community Legal Centre Inc

PO Box 1393

Rockhampton 4700

ABN: 46 257 295 522

**Balance Sheet [Last Year Analysis]**

June 2018

	<b>This Year</b>	<b>Last Year</b>
Nets Profit/Loss	\$77,467.98	\$37,515.31
Retained Earnings atEnd Fin Yr	\$62,263.93	\$24,748.62
<b>Total Retained Earnings (Accum Loss)</b>	<b>\$203,285.95</b>	<b>\$125,817.97</b>
<b>Total Members' Funds</b>	<b>\$203,285.95</b>	<b>\$125,817.97</b>

This report includes Year-End Adjustments.

**CENTRAL QUEENSLAND COMMUNITY  
LEGAL CENTRE INCORPORATED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2018**

**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 2018**

**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 Centra001 Queensland Community Legal Centre Incorporated as at 30th June 2018 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 5th day of September 2018

**Job Profit & Loss Statement**

July 2017 To June 2018

Account Name	Year To Date
<b>GEN</b>	<b>GENERALIST</b>
<b>Income</b>	
Commonwealth Funding	\$208,241.00
State Funding	\$347,030.00
Travel Conf & Other Reimburse	\$240.70
Miscellaneous Income	\$7,641.49
<b>Total Income</b>	<b>\$563,153.19</b>

<b>Expense</b>	
Client Support Expenses	\$394.54
Internet Expenses	\$742.72
Telephone	\$8,282.16
Depreciation	\$6,223.40
Accounting & Auditor's Fees	\$6,033.45
Bank Charges	\$252.50
BAS Clearing	\$0.64
Bookkeeping Costs	\$3,002.18
Insurance	\$1,494.47
Hire of Plant & Equipment	\$1,869.00
Books & Publications	\$1,510.52
Fees & Subscriptions	\$7,119.24
Minor Equipment Under \$1000	\$4,742.70
Computer Support	\$8,479.99
Couriers	\$417.23
Postage	\$645.70
Printing & Stationery	\$5,318.44
Computer Expenses	\$249.41
Rent	\$11,140.77
Electricity	\$11,923.13
Staff Amenities	\$919.10
Cleaning	\$3,830.03
Garden Maintenance	\$177.27
Sundry Expenses	\$32.73
Volunteer Costs	\$1,009.89
Committee Expenses	\$1,443.08
Advertising and Promotion	\$2,127.46
Consultation Fees	\$927.00
Repairs & Maint Premises	\$1,893.12
Wages & Salaries	\$263,920.15
Wage - Adjustment Account	-\$362.22
Superannuation	\$24,776.20
Staff Recruitment	\$375.00
Employee Entitlement Provision	\$27,768.43
Work Cover	\$889.29
Training Travel Expenses	\$4,840.46
Training Costs	\$3,172.73
Course Fees	\$1,525.00
Vehicle Expenses	\$2,372.70
Travel Costs	\$1,312.21
<b>Total Expense</b>	<b>\$422,791.82</b>

This report includes Year-End Adjustments.

C Q Community Legal Centre Inc

PO Box 1393

Rockhampton 4700

ABN: 46 257 295 522

**Job Profit & Loss Statement**

July 2017 To June 2018

<b>Account Name</b>	<b>Year To Date</b>
<b>Other Income</b>	
Interest Received	\$258.13
Total Other Income	\$258.13
<b>Other Expense</b>	
Loss on Sale/Scrapped Items	\$3,261.27
Total Other Expense	\$3,261.27
Net Profit/(Loss)	\$137,358.23

This report includes Year-End Adjustments.

C Q Community Legal Centre Inc

PO Box 1393

Rockhampton 4700

ABN: 46 257 295 522

**Job Profit & Loss Statement**

July 2017 To June 2018

**Account Name**                      **Year To Date**

**Biloela Service**      **Biloela Services**

**Expense**

Client Support Expenses	\$326.96
Telephone	\$504.50
Fees & Subscriptions	\$1,233.58
Minor Equipment Under \$1000	\$960.91
Postage	\$277.22
Printing & Stationery	\$1,369.56
Rent	\$2,989.17
Electricity	\$502.15
Cleaning	\$187.50
Wages & Salaries	\$41,471.88
Superannuation	\$3,900.40
Training Travel Expenses	\$1,430.63
Course Fees	\$1,499.09
Vehicle Expenses	\$2,573.50
Travel Costs	\$107.03
<b>Total Expense</b>	<b>\$59,334.08</b>

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<b>Net Profit/(Loss)</b>	<b>-\$59,334.08</b>
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This report includes Year-End Adjustments.

C Q Community Legal Centre Inc

PO Box 1393

Rockhampton 4700

ABN: 46 257 295 522

## Job Profit & Loss Statement

July 2017 To June 2018

Account Name Year To Date

PROJECT 1 PROJECT 1

**Expense**

Wages & Salaries	\$507.92
Superannuation	\$48.25
<b>Total Expense</b>	<b>\$556.17</b>
<b>Net Profit/(Loss)</b>	<b>-\$556.17</b>

This report includes Year-End Adjustments.

**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 2018, 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.

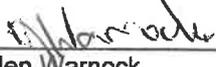
**Auditor's Opinion**

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 2018 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 5th day of September 2018**