



2020 ANNUAL REPORT

Central Queensland Community Legal Centre

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.



TABLE OF CONTENTS

Our History	1
President's Report	2
2019/2020 Services	4
Clients	7
General Operations 2019/2020	10
Volunteers	12
Management & Staff	14
Treasurer's Report	15
Financial Statements	16



FUNDING SOURCE

Funding to operate the Centre was provided by the Commonwealth Attorney-General's Department and the Queensland Department of Justice and the Attorney General through the Community Legal Service program for the 2019/2020 financial year.



OUR HISTORY

In December 1995, members of the public held a public meeting to discuss the demand for a Community Legal Centre. The proposal was unanimously adopted and a Committee appointed to oversee the establishment of the centre and incorporation. The Centre was granted incorporation status under the Associations Incorporation Act 1981 on the 22 February 1996. The Centre registered as a charity with the Australian Charities and Not for Profit Commission in 2012.

Funding to operationalise the centre was obtained from the Federal Government's Justice Statement (May 1995) in early 1996. The centre was officially launched on the 15 March 1996 by then Legal Aid Commission President, Mr Michael Baumann. Initial staffing at the centre consisted of a Director/Principal Solicitor, a Community Legal Education Officer and an Administrator.

The footprint of the centre was from Mackay to Gladstone and west to Emerald. Since the inception of the Centre there has been changes to its footprint and office co-location however after 25 years the centre today hosts a weekly hub with CQ Financial Services and its clinics span from Rockhampton to Gladstone and west to Emerald.

From 1996 to today the Centre has assisted over 24,000 clients and provided in excess of 46,000 advices in the Central Queensland region through the provision of legal support services. The Centre's focus has been and continues to be on the provision of a generalist legal service for a wide range of clients. The main services provided include legal advice, legal task 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 who now have enhanced access to free legal support services.

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

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

In 2015 the Centre entered 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.



Locations:

240 Quay Street, Rockhampton
Shop 3A, 46 – 58 Kariboe Street, Biloela
c/- Cenntacare, 141 Egerton, Emerald

☎ 180 151 121
✉ reception@cqclc.org.au
🌐 www.cqclc.org.au

PRESIDENT'S REPORT



Rick Palmer
President
2019/2020

The 2019-20 year has been another successful 12 months for Central Queensland Community Legal Centre Inc. The renewal of our contract with the Department of Justice and Attorney General (DJAG) to provide legal advice to communities in Rockhampton, Capricorn Coast, Central Highlands and the Callide-Dawson Valleys for another five years has been the standout.

That agreement also resulted in the Centre being contracted for the first time to provide these services in Gladstone. It was highly appropriate that we welcome Jasmine Smith back to the fold to provide legal advice in the Port City and Biloela.

We were surprised, but delighted, to receive a grant of more than \$150,000 from the Federal Government via DJAG to provide frontline advice to those impacted by COVID-19. This arrangement also enabled the Centre to apply for almost \$30,000 to expand our IT capabilities.

The Centre entered into an agreement with Relationships Australia to provide legal services for their Elder Abuse Prevention and Support Service in Rockhampton and Gladstone.

We have also joined with the Emerald Super Clinic to provide legal advice services through the Central Highlands Health Justice Partnership and the North Blackwater General Practice Clinic.

With all of this coming to fruition, our Centre has become a more complete organisation capable of delivering a comprehensive legal advice service for disadvantaged or vulnerable Central Queenslanders.

I would also like to record my thanks to the School of Business & Law at CQUniversity, Australia for its continued support. We are delighted to have the University as our landlord and the School has joined with the Centre to research use of videoconferencing which will hopefully result in increasing use of that medium.

I would also like to extend my particular thanks to Principal Solicitor and CEO Fay Tzioutzias and Business Manager Judy Wright for their diligence and insightful advice. They are the twin rocks upon which this organization has been built.

I would like to record my gratitude to our Rockhampton solicitors, Alita Flannery, Kate Wright, Kim West, Kelly Latham and Wendy Maitland, Community Development Officer Nick Mundy and our valued administrative staff, Ruth Siganto, Kajol Kannan and more recently Sue Woodfield, for their valuable contribution.

Our Emerald solicitor, Kasey Wilson, has played an energetic part in bringing legal advice and representational services to the Central Highlands.

In addition, I would like to thank our many volunteers for their professional and administrative contributions, which has significantly improved the Centre's operations.

My fellow Management Committee members, Vice-President Anna Farmer, Secretary Judy Wright, Treasurer Prue Saxby, and members, Kath Baker, Matt Dunlop, Justin French, Wayne Jones, Janice Moriarty and Bridget Young have each done a great job helping guide the organisation.

I'm pleased our representation comes from areas wider than Rockhampton that enables us to focus on an enhanced regional service. For the record, Anna comes from Gladstone, Wayne the Sunshine Coast and Janice from Emerald.

Finally, I would like to thank staff, board members and volunteers for their support of me as President. I'm not seeking re-election in that role as I feel it's important to share those responsibilities among our range of capable Management Committee members, rather than have a long-term occupant.

I would like to congratulate members of the Executive and Management Committee on their appointments for 2020-2021. I'm sure the energy which has characterized the organization for the past decade will carry on unabated and that the Central Queensland Community Legal Centre will continue to flourish.

Rick Palmer
President 2019-20

2018/2019 CQCLC EXECUTIVE PROFILE

President:

Name: Mr Rick Palmer
Position: Senior Executive Industry Engagement
Academic Qualifications: BA, LLB (Qld)
Current Employer: Rockhampton Regional Council
Experience: Rick has had 16 years of experience in the public and private business/legal sector and two years involvement with the Central Queensland Community Legal Centre Inc. He was elected President/Chairperson at the 2018 Annual General Meeting.



Vice-President:

Name: Ms Anna Farmer
Position: Lecturer - Law
Academic Qualifications: BA LLB (Hons), LLM, Grad Dip Legal Practice
Current Employer: CQUniversity
Experience: Nine years experience as a lecturer in law. Anna has been involved with the Centre for four years and was elected to the management Committee in 2016. She was elected as Vice-President at the 2017 Annual General Meeting.



Treasurer:

Name: Ms Prue Saxby
Position: Managing Director, Indigo Gold
Academic Qualifications: BBus(Mktg), Cert III in Investigative Services
Current Employer: Indigo Gold Pty Ltd
Experience: After 25 years working in the public and private sector, Prue commenced Indigo Gold Pty Ltd. The company provides grant and business writing services for non-profits and SMEs. Prue was elected to the management Committee in 2018 and was appointed Treasurer at the 2019 Annual General Meeting.



2019/2020 SERVICES

1944



The number of Legal advices provided during this period.

230



The Centre undertook 230 Legal Tasks including court documents and letters.

95



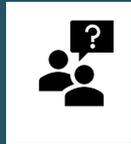
During this period we 95 opened Cases.

652



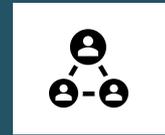
We provided assistances through 652 Information services.

1305



The centre gave 1305 referrals.

1595



The Centre assisted 1595 clients, 72% were new clients.

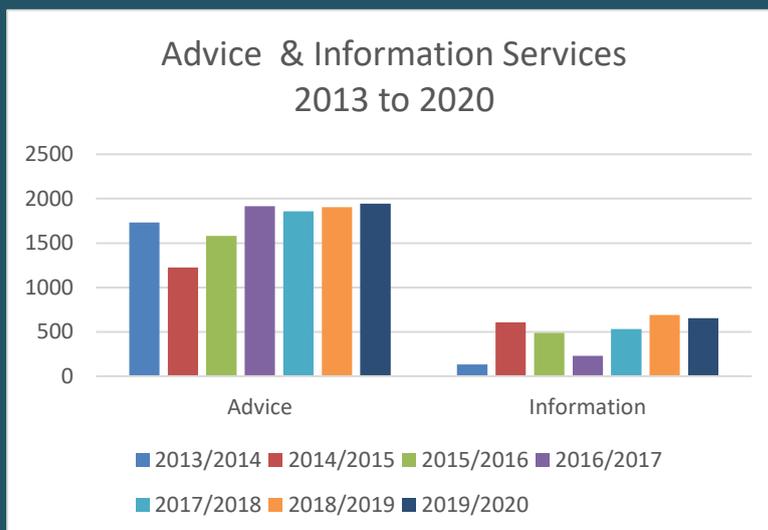
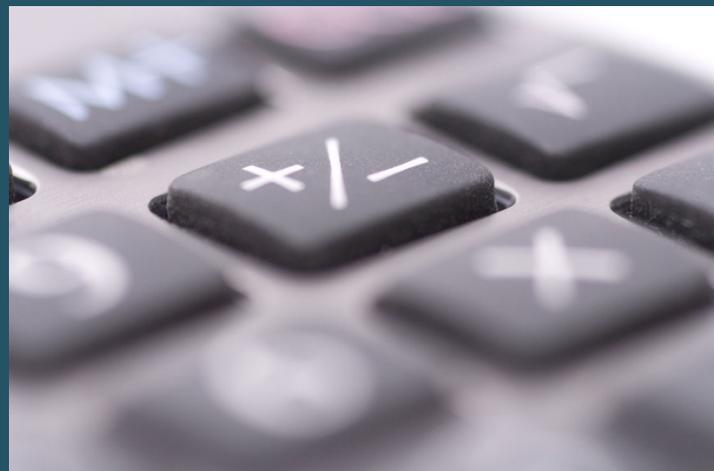


The figures presented on the previous page provide an overview of 2019/2020 operations. Advices formed the major area of service with approximately 73 % of advices undertaken by Rockhampton based staff, 14% in Biloela/Emerald and 13% provided by volunteer solicitors. (Impacted by COVID restrictions).

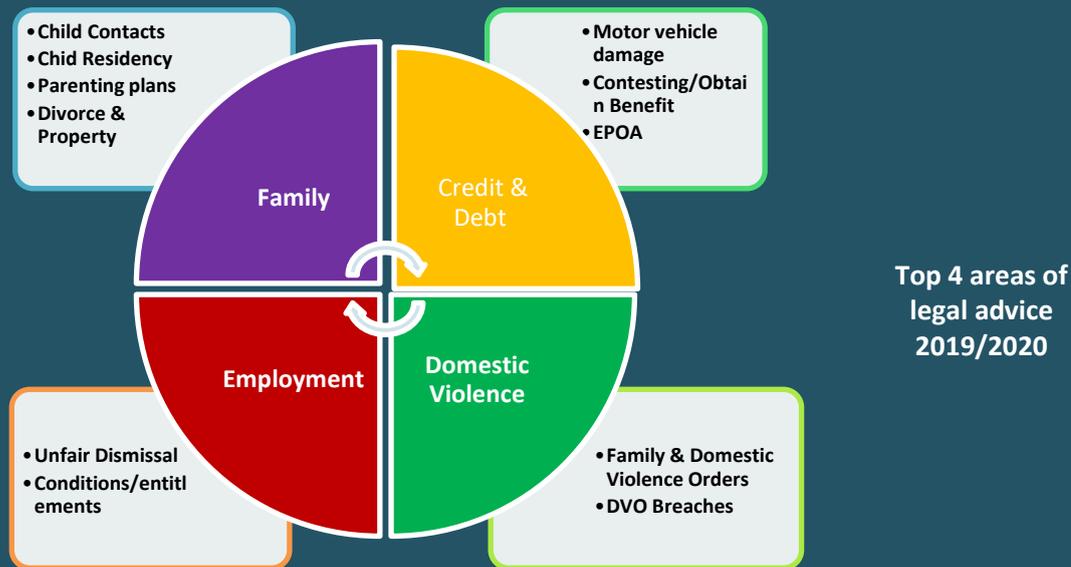


The graph to the left highlights the CQCLC exceeded targets in the areas of advice, legal tasks and information and was slightly under target for total cases closed.

The graph below provides a comparative view of advice and information numbers for the period 2013 to 2020. Note information numbers in 2016/2017 were impacted on database reporting issues.



The Centre provided 452 duty lawyer services in Rockhampton, Gladstone and Emerald.



Other representation

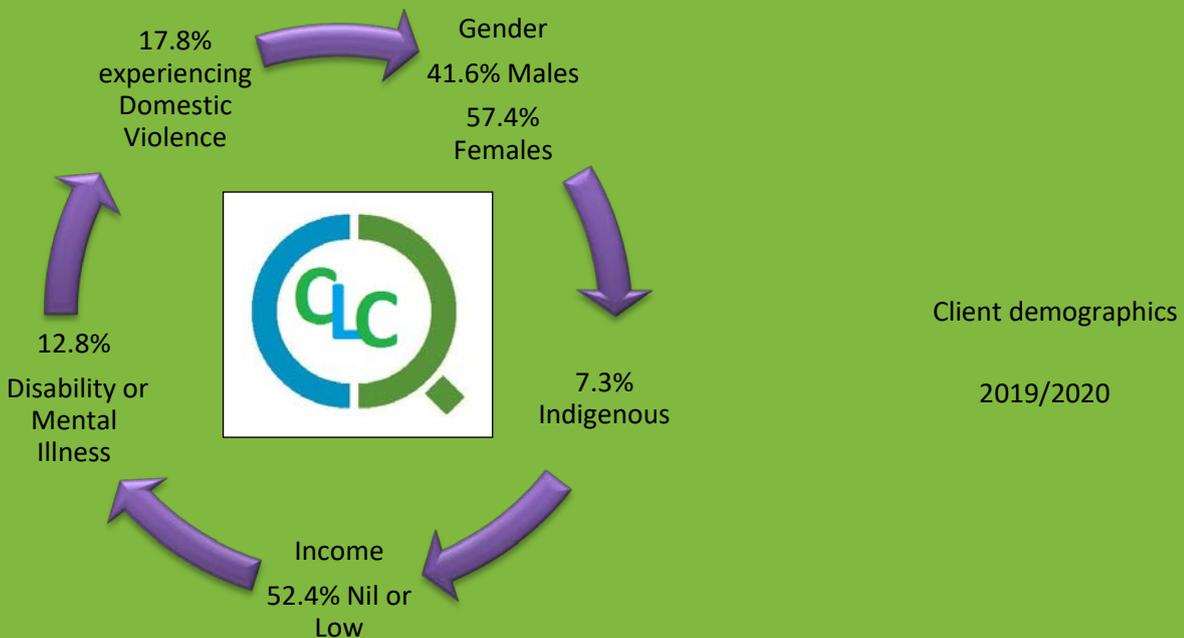
Whilst the Centre’s services focus on legal advice, legal tasks and casework are provided to Centre clients, at the discretion of the principal lawyer.

Legal tasks are defined as assistance provided to complete forms, draft letters etc and there is no expectation of ongoing assistance. In 2018/2019 the Centre provided assisted with 188 tasks being completed for clients.

Casework provides ongoing assistance to a client with the majority being within the family law area. In 2018/2019, case work (other representation) comprised 69 carry forward cases with 96 new cases opened and the closure of 105 cases in the 2018/2019 reporting period. 95.2% of the cases closed during this period were provided to clients experiencing financial disadvantage.

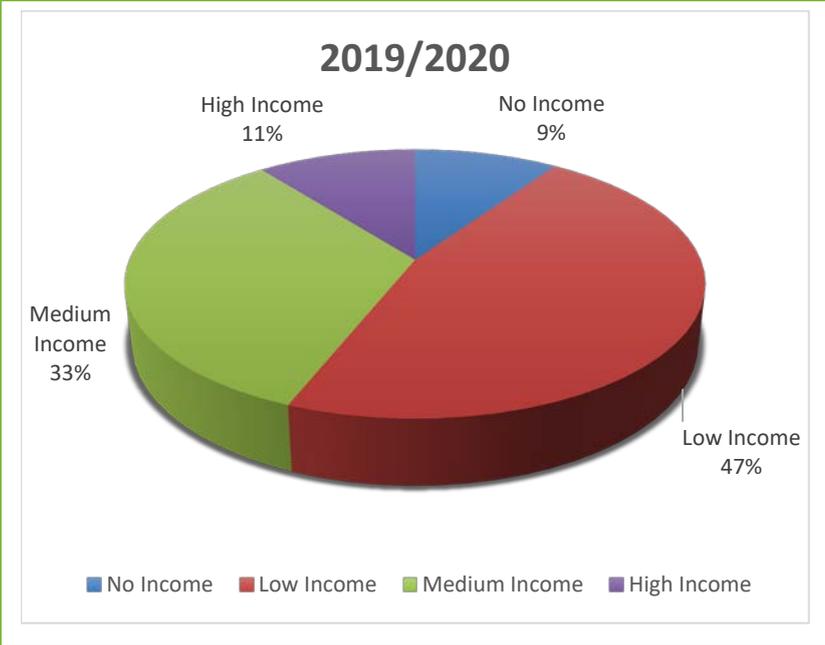


CLIENT OVERVIEW



Approximately 72% of the Centre’s clients in 2019/2020 were recorded as facing financial disadvantage.

The major age grouping for clients were within the 25–49 years of age bracket with the grouping 35-49 years representing 35%, 50-64 representing 22% and 25-34 representing 21% of total clients



Overview of income level of clients.

Note low income is within \$1 to \$599, Medium Income is within the \$600 to \$1249 and high income is \$1250 and above.

Utilising local government areas the majority of clients during 2019/2020 were within the Rockhampton City Council and Livingstone Shire areas. The chart below highlights the main locality of clients as defined by CLASS

Overview of client distribution 2019/2020



Of the 1595 clients who sought assistance in 2019/2020, 25% were defined as living in outer regional and remote areas.

Data contained in this report was accessed from CLASS in October 2020.



CASE STUDIES

Case Study A

A 64-year-old client presented to the Centre after his vehicle had rolled down his driveway and hit the neighbour's house causing significant damage. The neighbour's insurance company commenced recovery action against the client in order to recover the cost of the damage caused by the incident of some \$41,341.21.

As the client was on a disability pension and had no assets with the exception of a vehicle of nominal value the Centre solicitor wrote to the insurance company on behalf of the client seeking that the debt be waived due to financial hardship. The insurance company accepted our client's position and gave notice that the entire amount of the debt had been waived.

Case Study B

A client presented to our service for advice as she had recently separated. The client had endured domestic violence from her husband throughout the relationship. Further, the day following separation the Husband took their young child and refused to return the child to the home or allow the client any time with the child.

As such, the Centre prepared an urgent application for a protection order and an interim order was made by the Court to protect the client's safety very quickly. Further, the Centre wrote to the Husband requesting the return of the child to the client's care. As the Husband failed to return the child and threatened to remove the child to another town, the Centre urgently prepared court documentation seeking Orders that the child be returned to the client. The client was successful in obtaining an Order and the child was returned to her. Orders were also made for the Husbands time with the child going forward.

Case Study C

A client presented to our service for advice as he was wanting to apply for a divorce. It is a requirement that a divorce application be personally served on the other party to the marriage. The difficulty was that the client had lost contact with his ex-Wife as they had been separated for many years.

The solicitor gave advice to the client as to the appropriate inquiries and searches to undertake, including an electoral roll search, in order to ascertain the whereabouts of the ex-Wife. As those inquires did not assist, the Centre solicitor prepared the divorce application and also prepared an application to the Court seeking an Order that service of the application be dispensed with.

The solicitor also prepared the required affidavit for the Court detailing the efforts made by the client to locate his ex-Wife. The client was successful in obtaining an Order to dispense with personal service of the application on his ex-Wife and the divorce was ultimately granted by the Court.

GENERAL OPERATIONS

The CQCLC (Centre) is primarily a generalist legal advice service, primarily providing support to the residents within the local government areas of Rockhampton, Livingstone, Banana and the Central Highlands. This service aims to assist 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.

The Centre operates from its Rockhampton office through a centralised intake system and had part-time solicitors based at its Biloela and Emerald outreach sites. To support the telephone and in-person booking system, the Centre has launched a chat bot for client intake, based on the Centre website. Appointments can be either face to face, telephone or via video conference.

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 offered appointments between Wednesday and Friday each week. Appointments at the Emerald office are available either Monday to Wednesday or Wednesday to Friday on alternate weeks. Appointment availability was augmented with outreach services in Yeppoon, Emerald Neighbourhood Centre and Lotus Place. Note: COVID-19 impacted on face to face services at all sites from March to June 2020.

During the reporting period, approximately 56% of our clients preferred face to face appointments, however telephone was the major form of communication when making an appointment. During the COVID-19 lock down period though the Centre was operating from its premises, only telephone or video-conference appointments were available. This resulted in a 9% increase in telephone appointments in comparison to 2018/2019.

Appointments for legal advice sessions are 30 minutes in duration, whilst the majority of advice sessions are “once off”, the provision of minor assistance through case and task work was provided to 284 clients. Referrals are received from a wide range of areas including community groups, the Court House, Legal Aid, local practitioners and Police referrals systems.

Outreach Services

During the reporting period the Centre maintained its outreach services to Yeppoon, the Emerald Neighbourhood Centre and the estates outreach clinic and the Lotus Place clinic were continued on a monthly basis in Rockhampton.

In February 2020, the Centre signed an MOU with the Emerald Medical Group to establish a Health Justice Partnership however the COVID-19 lock-down impacted on the ability of the Centre to deliver the service. Discussion on the establishment of a similar service had commenced and the signing of an MOU was deferred until the final quarter of 2020.

Networking & Collaborations

Interagency meetings provide the best networking opportunity for the Central Queensland Community Legal Centre. These meetings also provide opportunities for referrals and potential collaborations. Other regular meetings attended include the CQ Family Law Pathway Meeting, Domestic Violence Network Meeting and the Rockhampton Police Referrals Agencies Meeting. These meetings allow the Centre to provide and receive updates on available services. Attendance at Interagency Meetings included the major towns within the CQCLC geographic area including rural areas within the Banana Shire and Central Highlands regions.

Community legal Education and Community Engagement Event

During 2019/2020 community legal education events included in person presentations and ABC radio presentations. The in-person presentations were held in Rockhampton, Yeppoon, Biloela, Theodore, and Moura. The event topics included:

- ☞ Workplace Injuries
- ☞ Elder Abuse
- ☞ Sexual Harassment in the Workplace
- ☞ Wills & Enduring Powers of Attorney
- ☞ Unfair Dismissal
- ☞ Neighbourhood Disputes
- ☞ Faulty Construction

CQUniversity Law Clinic

With referrals from the Courthouse and other agencies, law students from CQUniversity provide support for clients to access type, or format forms. The role played by the law students has been vital in the Centre's operations. Students have undertaken roles as support officers and supported staff and volunteer lawyers with research and the drafting of documents.

The cadetship program introduced in 2018 has been effective with the initial appointees successfully completing their program in April 2019. In May 2019, CQUniversity sponsored the cadetship program for 2019/2020 and Vivian Hoy appointed to the program.

The employment advice clinic recommenced in February 2020 and participation was linked to the delivery of an employment course supervised by Wayne Jones, Kim West and Justin French. The students observed client interviews and developed two fact sheets on COVID-19 employment issues.

Feedback on services

A survey was scheduled to be held in May 2020 however this was postponed in view of the COVID-19 lockdown. The Centre did not receive any formal complaints and example of comments received were:

"I couldn't have gotten my court judgement without your guidance and knowing the back-up and expertise was there was comforting to me."

"A big thank-you for the Community Legal Centre. A very stressful time was made much easier to cope with the friendly and efficient help I received."

Duty Lawyer

The Centre, under contract from Legal Aid, provides a staff member to act as duty lawyer in the Rockhampton and Gladstone domestic violence court on a weekly and fortnightly basis respectively. Other duty lawyer services include criminal and children's court in Emerald and Blackwater and for a portion of the year, Child Protection.

These services do not form part of targets embedded in the service level agreement however remuneration for the work is provided by Legal Aid. During the reporting period, Centre staff provided assistance to 452 clients across the Rockhampton, Gladstone, Central Highlands and Callide Valley regions.

Life Members

At the 2019 General Meeting in recognition of their years as a member, management committee member and office bearer, the Centre appointed Ms Lauren Farrelly and Ms Adrienne Jackson as the inaugural Life Members of the Centre. Lauren and Adrienne had been members of the Centre for 8 and 23 years respectively.

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.

Thank you to:

Support Officers

Lyndall Anderson

Robyn Daley

Grace de Vere

Indiana Evans

Claire Greenaway

Lucy Hancock

Freya Henfrey

Katrina Hicks

Caley Hoy

Vivian Hoy

Kajol Kannan

Jesse Rigby

Ruth Siganto

Penny-Leigh Swift

Tessa Walmsley

Larissa Zeil-Rolf

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 interested in studying 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. Over 250 hours of support has been provided enabling additional free legal advice sessions to be made available to the Central Queensland community. Grant & Simpson Lawyers have continued to volunteer with the provision of assistance for the Estates Administration Clinic.

In recognition of their continued support, Grant & Simpson Lawyers were awarded the Centre's Volunteer of the Year Award in 2019.

Thank you to:

Justin French

CQUniversity, Rockhampton

Nicola Goodwin

Swanwick Murray & Roche, Rockhampton

Allan Grant

Grant & Simpson, Rockhampton

Wayne Howard

KCH Lawyers, Rockhampton

Wayne Jones

CQUniversity, Rockhampton

Rowan King

RK Law, Rockhampton

Katherine Lord

Grant & Simpson, Rockhampton

Wendy Maitland

Rockhampton Family Law

Harry Molloy

Rockhampton Family Law, Rockhampton

Korin Petersen

CQUniversity, Rockhampton

Nathan Rutherford

Rees R & Sydney Jones, Rockhampton

John Siganto

Grant & Simpson, Rockhampton

Kim West

CQCLC, Rockhampton

Joshua Morgan

Grant & Simpson, Rockhampton

Mark Platt

Queensland Police Service

Robert Rooney

Swanwick, Murray & Roche, Rockhampton

Michael Stockall

Michael Stockall Solicitor, Rockhampton

Bridget Young

Qld Human Rights Commission,
Rockhampton

The volunteers, lawyers and support staff make a significant contribution to the Centre operations. In 2019/2020 the value of hours represented a commercial-in-kind contribution of approximately \$128,000. This support provided by our volunteers is integral to our future operations.

Our clients and the Centre are truly appreciative of the time and knowledge given as without them, it would be difficult to enhance and grow access to legal advice for the Central Queensland community.



Rick Palmer, President, CQCLC presenting the 2019 Volunteer of the year award to John Siganto, Partner at Grant & Simpson and volunteer at CQCLC.

Founded in Rockhampton in 1897, Grant & Simpson service clients throughout Australia. Grant & Simpson are committed to contributing the firm's long tradition of delivering legal services of a high standard at a reasonable cost.

When the Centre first sought volunteers to enable the establishment of its evening clinic in 2016, three staff from Grant & Simpson volunteered their time to assist. The initial volunteers were Allan Grant and Katherine Lord (Partners) and Bianca White (Lawyer). After his employment at the firm, Joshua Morgan (Lawyer), a previous student volunteer at the centre before his admission., joined the evening clinic roster.

In 2018, demand for advice within the area of estates administration exceeded the Centre's capacity and John Siganto (Partner) volunteered to undertake a monthly outreach clinic in Rockhampton to aid clients seeking assistance in this area.

MANAGEMENT & STAFF

The Management Committee of the Central Queensland Community Legal Centre was appointed at the 2019 Annual General Meeting for the period October 2019 to October 2020. The Committee consists of volunteers who generously contribute their time and skills to the oversight of the Centre.

<u>Position</u>	<u>Name</u>
President:	Rick Palmer, Rockhampton Regional Council, Rockhampton
Vice President:	Anna Farmer, CQUniversity, Gladstone
Treasurer:	Prue Saxby, Indigo Gold, Rockhampton
Committee Members:	Kath Baker, Dept of Justice & Attorney General, Rockhampton Matthew Dunlop, Maurice Blackburn Lawyers, Rockhampton Justin French, CQUniversity, Rockhampton Wayne Jones, CQUniversity, Rockhampton Janice Moriarity, Project Mgr, Business Dev, ENC, Emerald Bridget Young, Rees R & Sydney Jones, Rockhampton
Secretary:	Judith Wright, CQCLC, Rockhampton

During 2019/2020, two solicitors resigned, and the positions were backfilled with short term contracts with a view to advertising the positions once the outcome of the funding tender was known.

Principal Solicitor/CEO	Fay Tzioutzias	Ongoing
Solicitors:	Alita Flannery	Resigned February 2020
	Jasmine Smith	Resigned September 2019
	Wendy Maitland	Ongoing
	Kasey Wilson	Ongoing
	Kate Wright	Ongoing
	Kim West	appt. November 2019
Cadetships:	Vivian Hoy	appt. May 2019
Legal Support Officer:	Jeri Murray	Resigned February 2020
Business Manager:	Judith Wright	Ongoing
Community Development Officer:	Nick Mundy	appt. April 2019
Legal Support/Admin Officer:	Kajol Kannan	appt. August 2019
	Ruth Siganto	appt August 2019
Casual Admin Officers:	Lucy Hancock; Katrina Hicks;	



Lauren Farrelly (*left*) & Adrienne Jackson (*right*) appointed as inaugural life members – October 2019

TREASURER'S REPORT



Prue Saxby
Treasurer 2019/2020

2019/2020 was the final year of funding under the 2017/2020 service level agreement (SLA). In addition to the funds received under the SLA, income was derived from undertaking duty lawyer services. Though income from this service provision increased, it was impacted by the closure of the courts for face-to-face clients during the COVID-19 lock-down period.

The budget is subject to 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 \$98,536.34 profit. The profit was derived from the Cash Flow Bonus of \$62,000 and Job Keeper payments of \$36,000. In mid-2020, the Centre was advised its tender submission had been successful and it had been awarded a 5 year SLA for similar funds as 2019/2020 plus a CPI increase.

With the increased demand for services and staff changes, staffing numbers increased through the appointment of a part time solicitor, a Community Development Officer to oversee projects and casual administration staff in Rockhampton.

The Centre income (SLA, duty lawyer & grant) was \$664,282.89, a 7.4% increase on the previous reporting period. These funds were received from Commonwealth and State grants, duty lawyer fees and grant income. In 2019 the Centre received an \$11,000 grant through the Gambling Community Benefits scheme to upgrade the front entrance door. Similar to income, expenditure increased minimally by 5.1%.

Across consolidated operations, the major area of expenditure was salaries representing 79% of total expenditure. This represented an increase of 15.7% expenditure in comparison to 2018/2019. Non wages-based expenditure increased across some areas with the major areas of increased cost including fees and subscriptions. The major area of decreased expenditure was in promotion and advertising (brochures & website) and the communication. The increased expenditure within the area of repairs & maintenance is relative to the GCBF grant.

The Management Committee resolved to align the depreciation of assets to the year of purchase and this has impacted on the balance sheet which shows a decrease in costs associated with the value of fixed assets from the previous year. The Centre has made sufficient provisions for the payment of outstanding leave should this be required in the 2019/2020 year.

The Balance sheet reflects a slight increase in fixed assets due to increased cash on hand. Liabilities has increased due to the increase of employee benefits provision, due in part to the provision for Long Service leave. Effective from the 1 January 2021, the Centre will be required to participate in the recently legislated portable long service leave, with the employee provision for long service paid to QLeave.

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 2020/2021 financial year. My thanks are extended to Rick 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.

FINANCIAL REPORTS

**CENTRAL QUEENSLAND COMMUNITY
LEGAL CENTRE INCORPORATED
ABN: 46 257 295 522**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2020**

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC

ABN: 46 257 295 522

Financial Report For The Year Ended 30 June 2020

CONTENTS

Income and Expenditure Statement

Assets and Liabilities Statement

Notes to the Financial Statements

Statement by Members of the Committee

Independent Auditor's Report

Profit & Loss [Last Year Analysis]

July 2019 To June 2020

	This Year	Last Year
Income		
Funding Income		
Commowalth Funding	\$214,959.00	\$211,574.00
State Funding	\$385,515.00	\$362,146.00
Total Funding Income	\$600,474.00	\$573,720.00
Service Generated Income		
Travel Conf & Other Reimbursem	\$272.73	\$0.00
Total Service Generated Income	\$272.73	\$0.00
Miscellaneous Income	\$63,536.16	\$44,839.18
Total Income	\$664,282.89	\$618,559.18
Gross Profit	\$664,282.89	\$618,559.18
Expenses		
Client Disbursements		
Client Support Expenses	\$854.71	\$817.40
Total Client Disbursements	\$854.71	\$817.40
Communications		
Internet Expenses	\$1,886.89	\$1,400.43
Telephone	\$7,939.51	\$18,130.80
Total Communications	\$9,826.40	\$19,531.23
Depreciation		
Depreciation	\$5,270.00	\$6,732.58
Total Depreciation	\$5,270.00	\$6,732.58
Finance & Accounting Fees		
Accounting & Auditor's Fees	\$6,000.00	\$5,950.00
Bank Charges	\$80.00	\$2.44
BAS Clearing	\$0.83	-\$0.59
Bookkeeping Costs	\$4,712.18	\$3,685.68
Total Finance & Accounting Fees	\$10,793.01	\$9,637.53
Insurance		
Insurance	\$1,111.23	\$396.95
Total Insurance	\$1,111.23	\$396.95
Leases		
Hire of Plant & Equipment	\$1,811.98	\$3,530.00
Leases	\$0.00	\$3,200.00
Total Leases	\$1,811.98	\$6,730.00
Library Resources & Subscript		
Books & Publications	\$0.00	\$900.00
Newspapers Journals & Periodic	\$0.00	\$623.35
Fees & Subscriptions	\$14,860.73	\$10,548.02
Resources for Library	\$950.00	\$410.00
Total Library Resources & Subscript	\$15,810.73	\$12,481.37
Minor Assets		
Minor Equipment Under \$1000	\$3,989.99	\$2,994.08
Assets Purchased Under \$20000	-\$0.40	\$13,355.20
Total Minor Assets	\$3,989.59	\$16,349.28
Office Overheads		
Computer Support	\$11,640.00	\$9,013.18
Couriers	\$147.42	\$67.27

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

July 2019 To June 2020

	This Year	Last Year
Postage	\$818.73	\$1,382.50
Printing & Stationery	\$6,943.87	\$7,849.69
Computer Expenses	\$3,224.10	\$7,680.31
Total Office Overheads	\$22,774.12	\$25,992.95
Other Premises Costs		
Rent	\$16,528.69	\$21,861.45
Electricity	\$14,062.03	\$14,270.03
Security	\$809.91	\$3,790.31
Staff Amenities	\$1,676.53	\$809.31
Cleaning	\$4,889.68	\$3,332.73
Garden Maintenance	\$300.00	\$210.00
Total Other Premises Costs	\$38,266.84	\$44,273.83
Other Sundry Expenses		
Sundry Expenses	\$1,981.36	\$173.73
Total Other Sundry Expenses	\$1,981.36	\$173.73
Programming and Planning		
Volunteer Costs	\$1,109.26	\$2,051.84
Committee Expenses	\$647.04	\$1,576.24
Advertising and Promotion	\$7,029.55	\$21,121.85
Consultation Fees	\$2,450.00	\$5,728.20
Total Programming and Planning	\$11,235.85	\$30,478.13
Repairs & Maintenance		
Repairs & Maint Premises	\$12,549.92	\$1,320.00
Total Repairs & Maintenance	\$12,549.92	\$1,320.00
Salaries & Related Expenses		
Wages & Salaries	\$539,542.04	\$475,816.55
Superannuation	\$50,162.11	\$44,233.82
Staff Recruitment	\$1,090.00	\$1,502.66
Employee Entitlement Provision	\$24,256.67	\$9,804.59
Work Cover	\$1,150.02	\$925.61
Total Salaries & Related Expenses	\$616,200.84	\$532,283.23
Training Expenses		
Training Travel Expenses	\$10,154.00	\$8,524.76
Training Costs	\$2,376.85	\$2,920.89
Course Fees	\$3,653.63	\$9,273.84
Total Training Expenses	\$16,184.48	\$20,719.49
Travel		
Vehicle Expenses	\$5,326.76	\$6,370.00
Travel Costs	\$2,994.25	\$4,790.58
Total Travel	\$8,321.01	\$11,160.58
Total Expenses	\$776,982.07	\$739,078.28
Operating Profit	-\$112,699.18	-\$120,519.10
Other Income		
Interest Received	\$36.34	\$309.09
Jobkeeper Subsidy (No GST)	\$36,000.00	\$0.00
Cash Flow Boost	\$62,500.00	\$0.00
Total Other Income	\$98,536.34	\$309.09
Total Other Expenses	\$0.00	\$0.00

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

July 2019 To June 2020

	This Year	Last Year
Net Profit/(Loss)	-\$14,162.84	-\$120,210.01

This report includes Year-End Adjustments.

Balance Sheet [Last Year Analysis]

June 2020

	This Year	Last Year
Assets		
Current Assets		
Cash On Hand		
CBA Premium Chq Acc 7919	\$183,479.75	\$182,025.91
CBA Provision Acc 6259	\$16,315.92	\$16,315.92
Petty Cash - Operations	\$0.02	\$0.02
Total Cash On Hand	\$199,795.69	\$198,341.85
Trade Debtors	\$1,606.72	\$1,597.20
Total Current Assets	\$201,402.41	\$199,939.05
Fixed Assets		
Office Furniture & Equipment		
Office Furn & Fit - Operations	\$18,208.05	\$12,938.05
Total Office Furniture & Equipment	\$18,208.05	\$12,938.05
Less: Accumulated Depreciation		
Less: Accum Dep - Operations	-\$18,208.05	-\$12,938.05
Total Less: Accumulated Depreciation	-\$18,208.05	-\$12,938.05
Office Fit & Improv Operations		
Office Fit & Improv Operations	\$6,425.45	\$6,425.45
Less: Accum Depreciation	-\$6,425.45	-\$6,425.45
Total Office Fit & Improv Operations	\$0.00	\$0.00
Total Fixed Assets	\$0.00	\$0.00
Total Assets	\$201,402.41	\$199,939.05
Liabilities		
Current Liabilities		
Credit Card	\$2,147.97	\$984.11
Trade Creditors	\$17,269.75	\$26,564.08
Unexpended Grants	\$19,703.00	\$20,203.00
Total Current Liabilities	\$39,120.72	\$47,751.19
Employee Benefits		
Provision for Annual Leave		
Provision for A L - Operations	\$52,025.80	\$31,339.63
Total Provision for Annual Leave	\$52,025.80	\$31,339.63
Provision for Long Service Lve		
Prov for Long Serv Lve	\$19,647.99	\$0.00
Total Provision for Long Service Lve	\$19,647.99	\$0.00
Provision for Sick Lve		
Prov for Sick Lve - Operations	\$21,694.80	\$29,818.14
Total Provision for Sick Lve	\$21,694.80	\$29,818.14
Provision Dom. Violence Leave		
Prov for DV Leave - Operartion	\$0.00	\$7,954.15
Total Employee Benefits	\$93,368.59	\$69,111.92
Total Liabilities	\$132,489.31	\$116,863.11
Net Assets	\$68,913.10	\$83,075.94
Members' Funds		
Retained Earnings (Accum Loss)		
Ret Earnings Beg of Fin Year	\$63,554.04	\$63,554.04
Nets Profit/Loss	-\$14,162.84	-\$120,210.01
Retained Earnings atEnd Fin Yr	\$19,521.90	\$139,731.91

This report includes Year-End Adjustments.

Balance Sheet [Last Year Analysis]

June 2020

	This Year	Last Year
Total Retained Earnings (Accum Loss)	\$68,913.10	\$83,075.94
Total Members' Funds	\$68,913.10	\$83,075.94

This report includes Year-End Adjustments.

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Note 1 Summary of Significant Accounting Policies

Financial Reporting Framework

The financial statements are special purpose financial statements 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.

Statement of Compliance

The financial report has been prepared in accordance with Associations Incorporation Act 1981, the basis of accounting specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of Accounting Standards AASB 101: *Presentation of Financial Statements*, AASB 107: *Cash Flow Statements*, AASB 108: *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054: *Australian Additional Disclosures*.

The association has concluded that the requirements set out in AASB 10 and AASB 128 are not applicable as the initial assessment on its interests in other entities indicated that it does not have any subsidiaries, associates or joint ventures. Hence, the financial statements comply with all the recognition and measurement requirements in Australian Accounting Standards.

Basis of Preparation

The financial statements have been prepared on an accrual basis and are based on historical costs. They do not take into account changing money values or, except where stated specifically, 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 these financial statements.

(a) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated at a rate of 100%, commencing from the time the asset is held ready for use.

Leasehold improvements are amortised at 100%.

(b) Impairment of Assets

At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

(c) Employee Provisions

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period.

The organisation has an Accounting Policy where 'provision is made in the Balance Sheet to cover the liability associated with Employee Benefits - Annual, Sick, Domestic and Family Violence and Long Service Leave. The amount is calculated based on accumulated leave for all staff at 30 June'.

Further, the Accounting Policy references 'with the implementation of the Community Services Industry (Portable Long Service Leave) Bill 2019, the provision of Long Service Leave will require retention of provisioned long service leave funds for all employees (past and present) as at 31 December 2020. The centre is responsible to make payment to either the employee or new employer, at the time of their resignation, for accumulated LSL up to 31 December 2020. The centre will not be required to provision for employee benefits funds for long service leave after 1 January 2021, as the centre will be responsible for payment of LSL provisions based on a salary loading for CQCLC employees to Leave Queensland'.

(d) 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. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(e) Cash and Cash Equivalents

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

(f) Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

(g) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

The association has applied AASB 15: Revenue from Contracts with Customers (AASB 15) and AASB 1058: Income of Not-for-Profit Entities (AASB 1058) using the cumulative effective method of initially applying AASB 15 and AASB 1058 as an adjustment to the opening balance of equity at 1 July 2019. Therefore, the comparative information has not been restated and continues to be presented under AASB 118: Revenue and AASB 1004: Contributions. The details of accounting policies under AASB 118 and AASB 1004 are disclosed separately since they are different from those under AASB 15 and AASB 1058, and the impact of changes is disclosed in Note 1.

In the current year

Operating Grants, Donations and Bequests

When the association receives operating grant revenue, donations or bequests, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When both these conditions are satisfied, the association:

- identifies each performance obligation relating to the grant - recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations. Where the contract is not enforceable or does not have sufficiently specific performance obligations, the association:
- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards (eg AASB 9, AASB 16, AASB 116 and AASB 138)
- recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer)
- recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

If a contract liability is recognised as a related amount above, the association recognises income in profit or loss when or as it satisfies its obligations under the contract.

Interest Income

Interest income is recognised using the effective interest method.

In the comparative period

Non-reciprocal grant revenue was recognised in profit or loss when the association obtained control of the grant and it was probable that the economic benefits gained from the grant would flow to the Entity and the amount of the grant could be measured reliably.

If conditions were attached to the grant which must be satisfied before the association was eligible to receive the contribution, the recognition of the grant as revenue was deferred until those conditions were satisfied.

When grant revenue was received whereby the association incurred an obligation to deliver economic value directly back to the contributor, this was considered a reciprocal transaction and the grant revenue was recognised in the statement of financial position as a liability until the service had been delivered to the contributor; otherwise the grant was recognised as income on receipt.

Interest revenue was recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue was recognised when the right to receive a dividend had been established. Rental income from operating leases was recognised on a straight-line basis over the term of the relevant leases.

Revenue from the rendering of a service was recognised upon the delivery of the service to the customer.

(h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

(i) Financial Assets

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Association becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the Association commits itself to either the purchase or the sale of the asset (ie trade date accounting is adopted).

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss", in which case transaction costs are expensed to profit or loss immediately. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Trade receivables are initially measured at the transaction price if the trade receivables do not contain a significant financing component or if the practical expedient was applied as specified in AASB 15: *Revenue from Contracts with Customers*.

Classification and subsequent measurement

Financial assets are subsequently measured at:

- amortised cost;
- fair value through other comprehensive income; or
- fair value through profit or loss.

Measurement is on the basis of two primary criteria:

- the contractual cash flow characteristics of the financial asset; and
- the business model for managing the financial assets.

A financial asset that meets the following conditions is subsequently measured at amortised cost:

- the financial asset is managed solely to collect contractual cash flows; and
- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates.

A financial asset that meets the following conditions is subsequently measured at fair value through other comprehensive income:

- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates; and
- the business model for managing the financial asset comprises both contractual cash flows collection and the selling of the financial asset.

By default, all other financial assets that do not meet the measurement conditions of amortised cost and fair value through other comprehensive income are subsequently measured at fair value through profit or loss.

The Association initially designates a financial instrument as measured at fair value through profit or loss if:

- it eliminates or significantly reduces a measurement or recognition inconsistency (often referred to as an "accounting mismatch") that would otherwise arise from measuring assets or liabilities or recognising the gains and losses on them on different bases;
- it is in accordance with the documented risk management or investment strategy and information about the groupings is documented appropriately, so the performance of the financial liability that is part of a group of financial liabilities or financial assets can be managed and evaluated consistently on a fair value basis; and
- it is a hybrid contract that contains an embedded derivative that significantly modifies the cash flows otherwise required by the contract.

The initial measurement of financial instruments at fair value through profit or loss is a one-time option on initial classification and is irrevocable until the financial asset is derecognised.

Derecognition

A financial asset is derecognised when the holder's contractual rights to its cash flows expires, or the asset is transferred in such a way that all the risks and rewards of ownership are substantially transferred.

All the following criteria need to be satisfied for the derecognition of a financial asset:

- the right to receive cash flows from the asset has expired or been transferred;
- all risk and rewards of ownership of the asset have been substantially transferred; and
- the Entity no longer controls the asset (ie it has no practical ability to make unilateral decisions to sell the asset to a third party).

On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in profit or loss.

On derecognition of a debt instrument classified as fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investment revaluation reserve is reclassified to profit or loss.

On derecognition of an investment in equity that the Association elected to classify as at fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investments revaluation reserve is not reclassified to profit or loss, but is transferred to retained earnings.

Impairment

The Association recognises a loss allowance for expected credit losses on:

- financial assets that are measured at amortised cost or fair value through other comprehensive income;
- lease receivables;
- contract assets (eg amount due from customers under contracts);
- loan commitments that are not measured at fair value through profit or loss; and

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

- financial guarantee contracts that are not measured at fair value through profit or loss.

Loss allowance is not recognised for:

- financial assets measured at fair value through profit or loss; or
- equity instruments measured at fair value through other comprehensive income.

Expected credit losses are the probability-weighted estimate of credit losses over the expected life of a financial instrument. A credit loss is the difference between all contractual cash flows that are due and all cash flows expected to be received, all discounted at the original effective interest rate of the financial instrument.

The Association uses the following approaches to impairment, as applicable under AASB 9: *Financial Instruments*:

- the general approach;
- the simplified approach;
- the purchased or originated credit-impaired approach; and
- low credit risk operational simplification.

General approach

Under the general approach, at each reporting period, the Association assesses whether the financial instruments are credit-impaired, and:

- if the credit risk of the financial instrument has increased significantly since initial recognition, the Entity measures the loss allowance of the financial instruments at an amount equal to the lifetime expected credit losses; and
- if there has been no significant increase in credit risk since initial recognition, the Entity measures the loss allowance for that financial instrument at an amount equal to 12-month expected credit losses.

Simplified approach

The simplified approach does not require tracking of changes in credit risk at every reporting period, but instead requires the recognition of lifetime expected credit loss at all times.

This approach is applicable to:

- trade receivable; and
- lease receivables.

In measuring the expected credit loss, a provision matrix for trade receivables is used, taking into consideration various data to get to an expected credit loss (ie diversity of its customer base, appropriate groupings of its historical loss experience, etc).

Purchased or originated credit-impaired approach

For a financial assets that are considered to be credit-impaired (not on acquisition or originations), the Association measures any change in its lifetime expected credit loss as the difference between the asset's gross carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. Any adjustment is recognised in profit or loss as an impairment gain or loss.

Evidence of credit impairment includes:

- significant financial difficulty of the issuer or borrower;
- a breach of contract (eg default or past due event);
- where a lender has granted to the borrower a concession, due to the borrower's financial difficulty, that the lender would not otherwise consider;
- the likelihood that the borrower will enter bankruptcy or other financial reorganisation; and
- the disappearance of an active market for the financial asset because of financial difficulties.

Low credit risk operational simplification approach

If a financial asset is determined to have low credit risk at the initial reporting date, the Association assumes that the credit risk has not increased significantly since initial recognition and, accordingly, it can continue to recognise a loss allowance of 12-month expected credit loss.

In order to make such a determination that the financial asset has low credit risk, the Association applies its internal credit risk ratings or other methodologies using a globally comparable definition of low credit risk.

A financial asset is considered to have low credit risk if:

- there is a low risk of default by the borrower;
- the borrower has strong capacity to meet its contractual cash flow obligations in the near term; and
- adverse changes in economic and business conditions in the longer term, may, but not necessarily, reduce the ability of the borrower to fulfil its contractual cash flow obligations.

A financial asset is not considered to carry low credit risk merely due to existence of collateral, or because a borrower has a lower risk of default than the risk inherent in the financial assets, or lower than the credit risk of the jurisdiction in which it operates.

Recognition of expected credit losses in financial statements

At each reporting date, the Association recognises the movement in the loss allowance as an impairment gain or loss in the statement of profit or loss and other comprehensive income.

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

The carrying amount of financial assets measured at amortised cost includes the loss allowance relating to that asset.

Assets measured at fair value through other comprehensive income are recognised at fair value with changes in fair value recognised in other comprehensive income. The amount in relation to change in credit risk is transferred from other comprehensive income to profit or loss at every reporting period.

For financial assets that are unrecognised (eg loan commitments yet to be drawn, financial guarantees), a provision for loss allowance is created in the statement of financial position to recognise the loss allowance.

Note 2 Related Party Transactions

No transactions with related parties were identified during the period.

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
ANNUAL STATEMENTS GIVE TRUE AND FAIR VIEW OF FINANCIAL POSITION AND
PERFORMANCE OF INCORPORATED ASSOCIATION

We, being members of the committee of Central Queensland Community Legal Centre Inc, certify that:-

The statements attached to this certificate give a true and fair view of the financial position and performance of Central Queensland Community Legal Centre Inc during and at the end of the financial year of the association ending on 30 June 2020.

Signed: 
Name: SARAH NEWZE PALMER
Dated: 22 October 2020

Signed:  Digitally signed by
Prue Saxby
Date: 2020.10.22
17:31:34 +10'00'
Name: _____
Dated: 22 October 2020

CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC
ABN: 46 257 295 522
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CENTRAL QUEENSLAND COMMUNITY LEGAL CENTRE INC



Partners
D L Smith FCA
H J Warnock FCA
N M McDonald FCA
A D Landsberg CA
P C Shonhan CA
B C Giles CFP® Affiliate CAANZ

Opinion

We have audited the financial report of Central Queensland Community Legal Centre Inc (the association), which comprises the assets and liabilities statement as at 30 June 2020, the income and expenditure statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the certification by members of the committee.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2020 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1981.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to 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 1981. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Emphasis of Matter – Sick Leave Entitlements

Without qualifying our opinion, we draw attention to Note 1 (c) to the financial report, which describes that the organisation's accounting policy for leave calculates the liability based on accumulated leave for all staff at 30 June 2020. Therefore, the value of the sick leave liability is based on the entitlements accrued, despite the entitlements being non-vesting if any employee were to terminate.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1981 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Rockhampton

5th Floor Capricornia Electricity Centre Cnr Fitzroy & Alma Sts
PO Box 201 Rockhampton Qld 4700 Fax 07 4922 2374

Yeppoon

1st Floor 21 James Street
PO Box 1187 Yeppoon Qld 4703 Fax 07 4939 8080

07 4924 9100

kennas@kennas.com

kfs@kennas.com

www.kennas.com



Kennas Financial Services Pty Ltd
ABN 44 010 109 529
AFS Licence No 239168

**PROFESSIONAL
PRACTICE**



Liability limited by a scheme approved under Professional Standards Legislation other than for the acts or omissions of financial services licensees.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

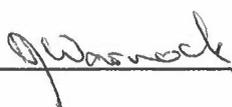
Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Auditor's signature:



Auditor's name: Helen Warnock

Name of firm: Kennas Chartered Accountants

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

Dated this 23rd day of October 2020

VISION STATEMENT

Sustainable and accessible legal service for the Central Queensland Community

GOALS

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

Develop and maintain strategic community relationships and partnerships to enhance client services and the provision of legal information.

Build and maintain organisational sustainability.

