



Caxton Legal Centre Inc.

Annual Report 2010-11



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VISION

Caxton Legal Centre Inc aims to:

Build a just and inclusive society that values difference and diversity and the rights of all people and their communities to the social and economic resources they need to exercise their human rights.

Influence the development of law to recognise the needs of people who are socially or economically disadvantaged.

Assist people who would otherwise be denied access to justice due to social or economic disadvantage to exercise their legal rights.

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President's report

Mark Thomas



The process of moving from Heal Street to South Brisbane is (finally...sigh) over, with the sale of our old building at Heal Street, New Farm. 1 Manning Street is Caxton's new home, and 2010-11 has involved making the necessary adjustments to both the physical and the corporate architecture of the Centre to ensure that Caxton continues to provide services to those in need. What was, prior to our moving in, a fairly sterile and uninspiring commercially-oriented space has now taken on the colour and inspiration of Caxton itself – most particularly, its staff – and is beginning to reflect the Centre's ethos.

No sooner had we taken up residence, however, than the vagaries of Queensland's weather descended, generating substantial growth in demand as the State struggled to come to terms with the aftermath of the devastating State-wide floods and Cyclone Yasi. Caxton has been, and continues to be, a major contributor to the response to these natural disasters. The enormous amount of work generated by these natural disasters, and the uniformly high standard of advice and assistance provided by the Centre is a credit to the staff and volunteers.

This year, a significant part of Caxton's time was taken up in preparing the 11th edition of the Queensland Law Handbook, which was launched (with great mirth) by Benjamin Law at Avid Reader books in August. Once again, the staff involved in the preparation of this edition, and the enormous number of staff and volunteers who provided chapters for QLH, have exceeded all expectations with the QLH-11 a worthy addition.

The statistics for the Centre's operation in the last year are all contained in this Annual Report, and I invite you to consider them at your leisure. They are, by any measure, impressive, and continue to reflect Caxton's commitment, through its staff and volunteers, to the continued provision of legal and social work advice to support our clients.

Treasurer's report

Louise Thomas

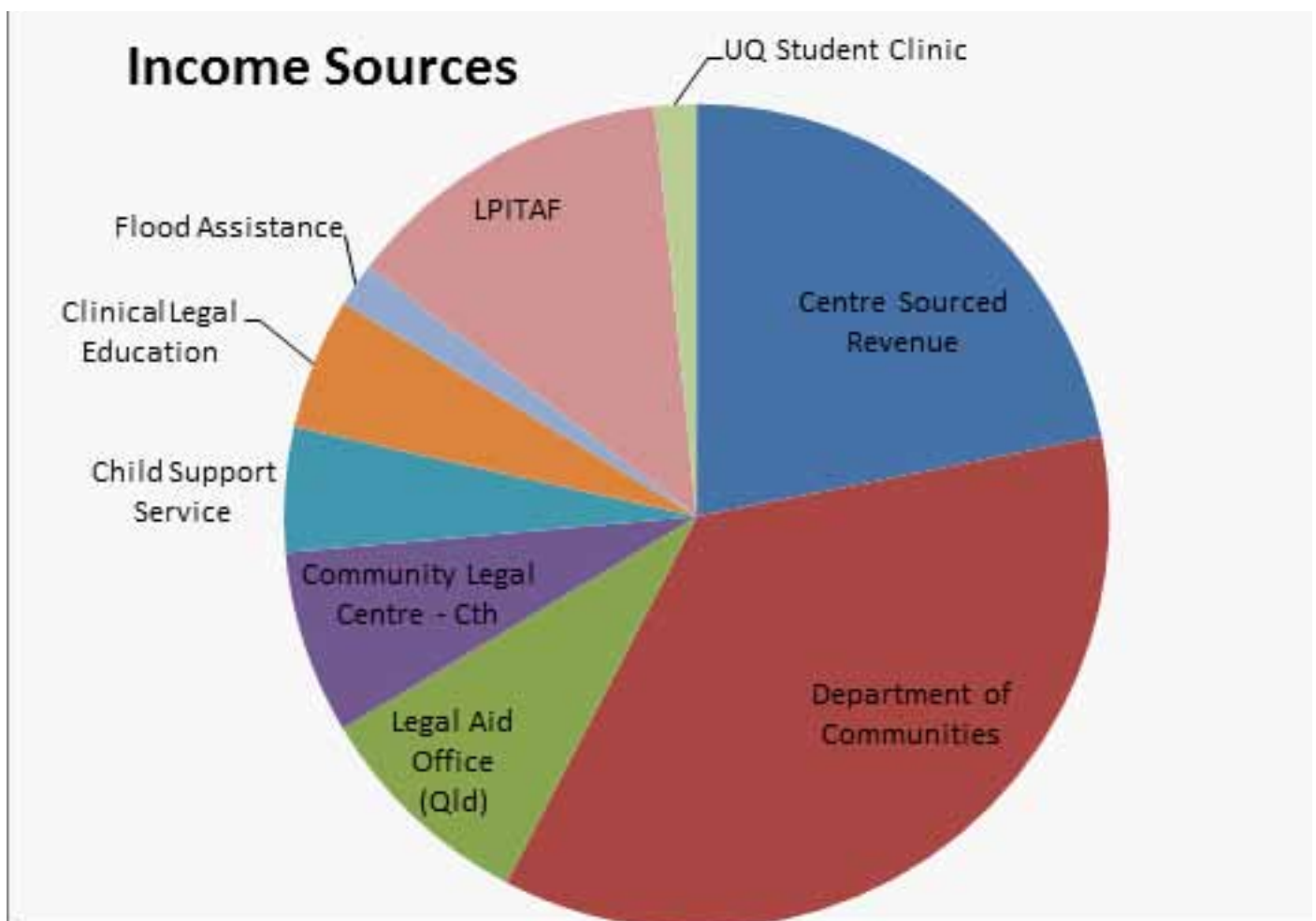


Pleasingly, Caxton has again returned a surplus from funds of just over \$168,000. This is quite an achievement considering 2011 was the first year Caxton has had occupancy costs for its own building. Apart from meeting a large interest commitment, the Centre has adjusted to increased electricity and rates costs. However, in a very slow property market, the Centre was able to achieve a good price for our Heal Street property. This has meant a reduction in outstanding loans and has given greater financial stability to the Centre.

We undertook renovation works at the new Centre with a lot of staff giving of their time to ensure their work environment looks fantastic! We have also partnered with the University of Queensland (UQ) in developing student clinic facilities – the Manning Street Project – for which UQ has provided funding of \$46,000.

Salaries remain the Centre's greatest cost and we remain committed to paying our staff wages above the SACS Award. This decision has resulted in stable teams and the ability to attract and retain high quality people working in the Centre. We continue to seek increases in grant monies to meet higher wage costs.

The chart below provides a breakdown of revenue sources, and it's pleasing to see that Centre sourced revenue has increased and is a significant part of the Centres overall income.



Our final cash position was strong with an approximately \$468k reserve in cash management and our overall equity stands at just over \$1.6m. Overall, the Centre is in a very sound financial position, with cash flows sufficient to meet requirements into the future. Credit goes again to the Centre's management in ensuring strong financial results and in moving to more comprehensive periodic financial reporting at a more sophisticated level.

Director's report

Scott McDougall

Caxton's year was dominated by two major events. Firstly our move to the South Brisbane office, which was closely followed by the chaos created by the Brisbane floods.

In September, Caxton purchased a three storey 1970's building on the corner of Manning and Boundary Streets, South Brisbane. In October, we moved out of the much loved, homely Heal St Queenslander, which for 20 odd years had witnessed the trials, tribulations and shenanigans of literally thousands of lawyers, students and countless clients.



In March the Heal St property was sold. Underlining the finality of the transition, the grand old house was recently put on the back of a truck and carted off, hopefully to new owners who will restore her to her former glory.

As one era ended however, another began. Whatever the new premises may lack in homely charm is made up for in functionality and location.

The Manning St office has created the space for the Centre to reach its full potential. This was demonstrated, before we even had the opportunity to settle in, by the Centre's enhanced ability to respond to the Brisbane floods in January. Within days of the Brisbane River peaking, Caxton, along with several other community legal centres, mobilised and trained staff and volunteers to provide advice and information at numerous evacuation and recovery centres throughout Brisbane. Our proximity to the city enabled us to easily attend and host flood response meetings. Caxton's staff played a huge role in this initial period with several lawyers, social workers and administration staff volunteering to work long hours and weekends going out to flood recovery centres to get the job done, all whilst maintaining our existing programs. Fortunately we were able to draw upon resources from the Commonwealth Attorney General's Department and later the Insurance Council of Australia to establish a flood recovery unit focussing almost entirely on disputed insurance claims.

The Centre can be very proud of its flood recovery and insurance work this year. The team coordinated by Bridget Burton included contracted lawyers, Jodi Gardiner, Jacqui Cavanagh and Yatarla Clarke who serviced more than 200 flood affected clients. The team is an example of what can be achieved when government facilitates work by the sector. Caxton is well placed as a generalist Centre to respond to urgent issues.

It was therefore very fitting that, given her strong performances during in the summer of natural disasters, our Manning St premises were officially opened by the Premier of Queensland, Anna Bligh, on 1 June. The opening was well attended by the Caxton faithful including members of the judiciary, and highlighted the Centre's good fortune in being positioned as Queensland's oldest community legal centre.

Other significant events this year included the re-branding of the Centre's logo. The new logo emphasises the strong branding attached to "Caxton" and the unique typeface designed by Volt Design met our design brief requirement that it be modern, clean and professional without being too 'corporate'. The Caxton website is next in line for a revamp. This year we continued to develop our partnerships with Griffith University and the University of Queensland and the move to our new premises assisted with the establishment of the UQ Pro Bono Centre's Manning St Project – which provides students with a range of extra curricula pro bono activities.

As the Director of Caxton, I am enormously excited about the potential opportunities created by the acquisition of the building which I consider to be a significant community asset.

I am also grateful to the Management Committee for their preparedness to take calculated risks in order to acquire it. I would also like to take this opportunity to thank the dedicated team of Caxton staff who have embraced the process of change with maturity and professionalism.

Finally, as always, I reserve my greatest thanks to another significant community asset – our 200 odd volunteer lawyers who continue to amaze me with their dedication to the community.

Volunteer and pro bono contributors

Caxton Legal Centre is fortunate to operate with the assistance of a multitude of volunteer lawyers and law students. Also included here are the barristers who have assisted staff and clients with matters going before the courts. The service would not be able to offer a rich body of knowledge to such a vast number of people without the time and care contributed by the people whose names are listed below. We are extremely thankful to all of them.

Firms participating through structured pro bono programs are particularly beneficial as in most cases they enable staff to attend during the business hours and count volunteer work towards work hours. Freehills and Hall Payne contributed through the employment law service and Clayton Utz, Minter Ellison Lawyers, Allens Arthur Robinson and DLA Phillips Fox have all assisted the Consumer Law Service to offer expert knowledge in credit and debt matters.

Aanand Jayachandran	Cate Heyworth-Smith	Donna Burnett	James Hiller
Aaron Canty	Catherine Moynihan	Donna Porta	James Steel
Adam McWilliams	Catriona McPherson	Edward Scott	Jane Campbell
Adriana Figueiredo Cascaes	Chad Gear	Elena Elagina	Jane Hibberd
Alex Nelson	Charles Massey	Elise Whalan	Jane Ross
Alexander Nordang	Charm Murray	Elizabeth O'Driscoll	Jason Nott
Alexis Gage	Chris Forbes	Elizabeth Winstanley	Jason Voight
Alfio DiCarlo	Chris Newman	Elliot Dalgleish	Jaymie Koch
Alison Blyth	Chris Perkins	Elvis Franks	Jeff Perkins
Amanda Champion	Christina Beltramini	Elyse Morris	Jeffrey Bunning
Amanda Vallance	Christopher Cull	Emile McPhee	Jesse Braid
Amy Honan	Christy Miller	Emily Dux	Jessi Galbraith
Ana De Silva	Cian Horner	Emma Ferrett	Jessica Hoey
Anders Mykkeltvedt	Clarissa Robbins	Emma Hoiberg	Jessica Marcos
Andrea De Smidt	Claudine Umashev	Emma Scott	Jessie Coronakes Pead
Andrew Radley	Clinton Hanney	Emma Stapleton	Joanne Rennick
Anna Homan	Corrina Dowling	Emmalene Travers	John Nicolas
Anna Lord	Courtney Symons	Eric Lee	Jonathan Garforth
Ann-Maree Russo	Craig Coulsen	Errol George	Jordan Forrest
Arlene Stanovitch	Crispian Carlowe	Faith Valencia	Josh Hayes
Avalon Kent	Dan Graham	Fiona Banwell	Josh Schostakowski
Ben Frazer	Dan Pratt	Frank Nardone	Joshua Davey
Ben French	Dan Ryan	Fred Banks	Joshua Jones
Ben Green	Dan Young	Gayle Mahabir	Joshua Underwood
Benita McKay	Daniel Pape	Gemma Sharp	Judy McPhee
Bianca Birnzweyg	Daniel Whitmore	Geoff Lewis	Julia Jasper
Bianca Seeto	Danielle Boone	Georgina Couper	Julie Hams
Blake Topping	Danielle Keyes	Giorgia Papi-Morini	Juliet Davis
Bradley Wright	Danyelle Kelson	Glen Northway	Justin Carter
Brandon Selic	Darryl Rangiah	Glenn Carthew	Justin Twigg
Brendan Scandrett	David Anthony	Gordon Harris	Kanthi Hewaarachchi
Bridget O'Brien	David Keane	Grace Blucher	Kara Cook
Bronwyn Lightfoot	David Layt	Graeme Haas	Kara Pennisi
Bruce Wacker	David Marks	Greg Taylor	Karat Pattanasri
Bryn Hannan	David Maunsell	Greta McCann	Karen Lo
Cameron Forsaith	David Prior	Heath Gleig-Scott	Karen Thorpe
Cameron Lavery	David Renfrey	Helen Mцениery	Karen Williams
Caroline Macdermott	Dean Saunders	Holly Monks	Kate Clark
Caroline O'Connor	Denis Beattie	Horace Wu	Kate Greenwood
Caroline Pearce	Dom Ferraro	Ismail Essof	Kate McMahon
Cate Hartigan	Donelle Scholtz	James Allen	Kate Moroney

Katherine Purcell-Hennessy	Mark Nolan	Raelene Ellis	Stephanie Walker
Katie Worsnop	Mark Platt	Randal Dennings	Stephen Carius
Katrina Byrne	Matt Daniell	Ray Murphy	Stephen Keim
Katrina de Lange	Matthew Calabro	Rebecca Dunlop	Stephen Muir
Katrina Mawer	Matthew Parkinson	Rebecca Jones	Steve Tropoulos
Kelly Morrison	Megan Pearce	Rebecca McMahon	Stuart Unwin
Ken MacKenzie	Mel Brewer	Richard Poiner	Sue-Ellen Wright
Kevin Castle	Melissa Bostock	Rickey Lingwoodock	Sunil Sivarajah
Kirsten Pike	Melissa Hamblin	Ricki-Ellen Green	Sunni Dawson
Kirsty Gothard	Melissa Edwards	Robert Gallo	Susan Wilson
Kirsty Thomas	Michael Alexander	Robert Raiti	Susie Griffiths
Kristie Heywood	Michael Cope	Robert Stevenson	Suzanna Stiegler
Kristin Ramsey	Michael Inocco	Robyn Wynn	Tai Laves
Kylie Pinder	Mindy Booker	Rochelle Carey	Tamara Greal
Laura Bergan	Monique Moloney	Rochelle Laidlaw	Tamlyn Mills
Laura Vogler	Naraya San Lamart	Ross Lam	Teresa Dwight
Lauren Skarott	Natalie Hawkins	Roxanne Hilton	Tessa Eustace
Leah Olsen	Natasha Maynard	Roy Groom	Thea Chesterfield
Leeanne Sharp	Neil Henderson	Ruby Rozental	Thea Davies
Lewis Shillito	Niaz Payne	Sally Embelton	Thomas Northcott
Liam Burrow	Nicholas Hay	Samantha Carroll	Timothy Cunningham
Libby Kirby	Nicholas Ng	Samantha Delechantos	Timothy Elliss
Lisa Fleming	Nick Tucker	Sarah James	Tina Chu
Lisa Stewart	Nicole Nolan	Saranjit Kaur	Tina Lung
Lisa Walker	Nitra Kidson	Scott Collins	Tom Lyons
Louise Kruger	Ornella Medoro	Scott Jury	Toni Goldston
Louise Skidmore	Patricia Kirkman-Scroope	Sean Gomes	Tony Norman
Lucy Weber	Patrick Brown	Sephora Johnston	Tracey Smith
Luke Bona	Patrick Lott	Shane Monks	Trung Tang
Luke Godfrey	Patrick Wilson	Shane Ogden	Vaishi Rajanayagam
Luke O'Neill	Paul Kettle	Sharyn Law	Vanessa Moyle
Luke Steel	Paul Telford	Shelley-Anna Brace	Vincent Bradley
Luke Tiley	Paula Morreau	Shona Duniam	Vivian Rossi-Price
Lynette Vanderstoep	Peter Antoni	Shruti Dahal	Walter Noble
Majella Pollard	Peter De Silva	Simon Cleary	Wei-Loong Chen
Margaret McLennan	Peter De Jonge	Simon Hamlin Harris	Wendy Mulcahy
Margaret Voight	Peter Dovolil	Simon Miller	William Schoenmaker
Margot Gladstone	Phil Hall	Simon Richards	Winnie Cheung
Maria de Guzman	Polly Richardson	Skye Growden	Yaw Hsien Chow
Marie Blunck	Portia Costello	Slott Lim	Yun Fang Lee
Mark Healy	Priya Panwar	Sophia Bookallil	
	Rae Harrild	Stephanie Dunn-Balzer	



Law student volunteers Jordan Sacco and Teegan Winters in the Front Desk role.

In the 2010-11 financial year:

32 community legal education activities were completed, making legal information on police powers, the responsibilities of incorporated associations and child protection available to workers and individuals wishing to better understand their rights.

Legal advice was provided

8,337
times

Over **184** lawyers
and **46** law students
volunteered

A 15% INCREASE IN ADVICE FROM 2009-10

3,693

instances of advice in

family
law

512

instances of advice in

criminal
law

4,336

instances of advice in

civil law

506 cases were closed **571 new cases** were opened
an 8% increase in case work

8 law reform submissions were made,
representing our clients interests as laws
were amended.

Client service manager's report

John Stannard



This report completes the first year for the Client Service Manager (CSM) position.

The main focus of the CSM in practice is keeping an eye on organisational legal risk, assisting staff with their service decisions and signing off on the work of solicitors on restricted practicing certificates. Regular items include conflicts of interest, level of service decisions and case direction decision.

As the holder of the principal's practising certificate, the position signs off on litigation material, oversees Caxton's open files and ensures compliance with the National Association of Community Legal Centres' risk management guide. I have conducted three cross-checks with other community legal centres and arranged Caxton's.

The position works closely with administration staff including the evening advice session coordinator, with whom the employment law clinic was revamped and moved to Monday night, and front of house staff and with the student volunteers who have been of great assistance in keeping our callers informed and linked to Caxton's services.

Caxton Legal Centre operates Monday to Friday from 9am - 4:30pm and on Monday, Tuesday and Thursday evenings for drop in legal advice sessions. In the 2010-11 financial year the Consumer Law Service also operated on Saturday mornings over several months to meet the demand for disaster related assistance.

The CSM position is also expected to carry a litigation caseload, which is the juggling trick. I have been well supported by both staff and management in terms of finding that balance while finessing the best way for the role to support staff.

In shaping this new position, I have relied on direction from Scott and Anne-Maree and also on external supervision and some excellent training. That all this happened relatively smoothly in the context of a major flood and a whole of organisation relocation from two sites into our current building is, I believe, testament to the strength of purpose and maturity of Caxton as a whole.

The CSM position oversaw some positive casework outcomes. In one matter, the Federal Magistrates Court delivered a decision for our client that sets a precedent for a court resolving intervenor property interests in a family law dispute. At time of writing there is no citation available for the report.

Caxton also assisted on an application for judicial review of a Magistrate's decision to exclude evidence in a minor traffic matter. While the matter was dismissed without proceeding beyond the first return date, Caxton's involvement ensured the client's exposure to legal costs was nil.

I have also been a member of the Queensland Law Society Equalising Opportunities in the Law committee coordinating the Indigenous Lawlink program which introduces Indigenous law students to the legal profession, and have addressed several organisations on aspects of Caxton's advocacy, including Griffith University Law Faculty Equity Breakfast and the Mater Hospital social workers.

General law service

Melody Valentine

Over the course of 2010 - 2011 the generalist lawyer position was held by Melody Valentine, supervised by Client Services Manager John Stannard. Klaire Coles also continued to provide assistance in checking advices to the service until she departed for extended overseas travel in November 2010.

The 2010 – 2011 financial year saw a period of great change for all of Caxton Legal Centre, including the general law service, with the shift of premises from Heal Street in New Farm to Manning Street in South Brisbane. The new building offers a great improvement in terms of service delivery, with three levels of interview space available to volunteers and clients during the evening advice sessions, a dedicated student clinic space and improved opportunity for liaison and sharing of professional knowledge between day time staff. The move also coincided with the restructure of Caxton Legal Centre, with John Stannard stepping into a new role as Client Services Manager. In this role, John supervised generalist solicitor Melody Valentine in accordance with the requirements of her restricted practicing certificate. Over the year John and Melody have developed a supportive and cohesive working relationship that has enabled the service to cope with the many changes associated with the restructure and move and the ongoing challenges of community legal centre work.

Caxton Legal Centre staff and volunteers were also able to provide a continuity of service with only a slight drop in the number of clients attending the Centre, despite a fortnight's closure for the move in October 2010, and an increase in the number of advices provided from the 2009 – 2010 financial year. Through staff and volunteer lawyers, the general law service provided advice on 4442 occasions to 2712 clients. There were no notable increases in particular areas of advice, aside from employment law advices which increased by 116% in 2010-2011. The otherwise slight decrease or maintenance of numbers in other areas can most likely be attributed to the closure in October 2010 and the changed location.

Civil law matters continue to dominate the legal matters dealt with by the Centre. There were 3361 attendances under the broad umbrella of civil law, encompassing areas such as tenancy (173), credit and debt (447), consumer law (401), motor vehicle (28) and neighbourhood disputes (215). Family law matters made up 1006 of the legal matters seen in the general law service. Criminal law attendances were notably down to 95 from 358 in 2009 – 2010. Case work was provided to 122 clients in the 2010 – 2011 financial year, despite the closure in October 2010.

The general law service is, as always, challenged by a variety of legal issues presenting during the evening advice sessions. We are grateful for the generosity of all the volunteers who give their time to come in weekly, fortnightly or monthly to our evening advice sessions. The change in location from New Farm to South Brisbane did not diminish their committed participation in the evening advice sessions, without which the Centre would simply not function. Employment law is always an area of high demand and we are grateful to Melissa Bostock, Lynette Vanderstoep, and Kristen Ramsey for co-ordinating the employment law clinic on Wednesday nights. This clinic enables Caxton to manage the high number of employment law related enquiries that would otherwise largely be turned away because of the proportionately low number of employment lawyers volunteering at the Centre. We are grateful to the co-ordinators and volunteers for their expertise and commitment to the Centre.

Non-staff members Cameron Young and Denis Beattie generously provided evening session co-ordination duties throughout the year. We would also like to especially extend our thanks to members of staff that rose to the challenge to commit in an ongoing capacity to co-ordinating the evening advice sessions following the move to Manning Street. Namely: Scott McDougall, Rosalind Williams, Julie Howes, Symone Wilson, Joseph Ho, Michelle Ecclestone, Meg Goodwin, John Stannard, Patricia Roessler, Yatarla Clarke, Anthony O'Sullivan, Jodi Gardner, Camielle Donaghey, Klaire Coles, Stephanie Ewart, Jacqui Cavanagh, Lisa Stewart, Glenys Haren, Jennifer Townsend, Paul Breshears and Melody Valentine. Additionally, Lena Lundell, Megan Middleton and Jessica Granger provided social work support during evening advice sessions.

We are also grateful to the barristers whom we have briefed to provide pro-bono advice and representation. We also extend our thanks to the other services that support and assist us including Legal Aid Queensland, QPILCH, Griffith

University and our colleagues at the other community legal centres.

Finally, Melody is particularly grateful to the volunteer support provided by day time Practical Legal Training students over the course of the year; Portia Costello, Virginia Barrios and Allison Pyper. The PLT Placement program at Caxton Legal Centre provides valuable support and an enriching legal experience for students. Melody would also like to thank undergraduate student Rebecca Dunlop who has generously provided her time to assist the service with research and other tasks.

The general law service continues to work towards putting into practice on a daily basis the Caxton Legal Centre motto of unlocking the law. We look forward to another year of challenges, growth and increased opportunities for client services and professional development provided by the new location and continued strong support by our volunteers and staff members.

Consumer law service

Bridget Burton

The 2010-11 year has been a year of much action and many changes for the Consumer Law Service.

In 2010, the service contracted following a reduction in funding. We were very sorry to farewell Klaire Coles but we restructured the program to continue to still reach as many people as possible.

The Consumer Law Service closed for 2010 in late December and was scheduled to reopen in mid-January offering much the same service as in late 2010. As it turned out, the first fortnight of 2011 brought storms, floods and a cyclone followed by thousands of refused insurance claims.

We received an injection of funding following the floods which enabled a rapid expansion of the Consumer Law Service. From April 2011 we began providing intensive assistance to families fighting insurers for payment of their refused claim. Three new lawyers, Yatarla Clarke, Jodi Gardner and Jacqui Cavanagh were appointed on short contracts, all of which were due to expire in the second half of 2011.

We were extremely fortunate that the three new lawyers were existing volunteers in the Consumer Law Service and the team has been cohesive, professional and productive. The staff solicitors were supported by a large number of volunteer lawyers, many of whom gave up their Saturday mornings to see our clients.

As at the end of June 2011, more than 200 flood affected families had been helped by Caxton Legal Centre with more than 170 of those being assisted with their insurance claim.

We have been working closely with Legal Aid Queensland, the Consumer Credit Legal Centre of NSW's Insurance Law Service and Legal Aid NSW to collectively help more than 700 families. Together we call ourselves the Collaborative Insurance Law Services and we understand that this collaboration is the largest ever undertaken in our sector. Though the work is exhausting, the collaboration has been harmonious, efficient and marked by trust and respect between all involved.

This work will continue right through 2011 and well into 2012.

As well as the insurance work, the Consumer Law Service has offered between 6 and 10 consumer credit appointments each week using the time and expertise of volunteers from Clayton Utz, Minter Ellison Lawyers, Allens Arthur Robinson and DLA Phillips Fox as well as barristers and individual solicitors from a range of firms and government departments.

We also offered 6 general consumer appointments each week through the Consumer Law Advice Clinic which operated during the university semesters. 12 students came through that clinic this year, helping about 70 people.

We value all our volunteer students and lawyers and this program simply could not operate without their generous support. This year, we have been particularly grateful to all those lawyers who gave up their Saturday mornings as well as students Robyn Wynn and Emile McPhee who came every Saturday for six months. A big thanks also to everyone who sat behind a desk for Flood Legal Help in a recovery centre in the month or two after the floods.

We are also especially grateful to Simon Cleary of Counsel for his pro bono casework on a credit case that saw him also giving up several of his weekends this year.



Caxton's Consumer Law Team: PLT student Crystal Lovel, Solicitors Jodi Gardner, Yatarla Clarke, Jacqui Cavanagh and Coordinator, Consumer Law Service Bridget Burton.

Human resources and policy report

Julie Howes

During the 2010 to 2011 financial year, staffing numbers at Caxton Legal Centre increased significantly. On 1st July 2010, Caxton Legal Centre had 24 employees. By early 2011 staffing numbers had increased by 29% with 31 people employed at Caxton Legal Centre within 10 funding programs.



The increase in staffing numbers was a result of two contributing factors:

- Successful recruitment of vacant Seniors Legal And Support Service position following a slowed recruitment market at the end of 2010, and
- Additional non-recurrent funding to provide services to clients affected by the devastating Queensland floods and cyclones in 2011, resulting in the establishment of the disaster response team operating as part of the Consumer Law Service.

Over the course of the year, 16 people started new employment positions with Caxton Legal Centre. Recruitment and selection processes were conducted for the following positions: Client Services Manager, Senior Social Worker, Senior Solicitor (SLASS), Solicitor (SLASS) x 3, Social Worker (SAILS) x 2, Consumer Lawyer x 3 and Admin Assistant – File Management.

Eleven people left Caxton Legal Centre during the 2010-2011 financial year, a 42% staff turnover. The reasons for departure included:

- 1 termination during probation
- 2 positions were made redundant
- 4 contracts were completed
- 4 people resigned for the following reasons:
 - 1 interstate relocation
 - 1 overseas relocation
 - 1 change of industry
 - 1 return to family duties

Caxton Legal Centre did not lose any employees to other community legal centres as a result of resignation. Terminations, redundancies, and cessation of contracts indicate that further employment planning and improvements to recruitment and selection processes are required. At the end of the reporting period Caxton Legal Centre had 28 employees.

A number of key human resources projects have been developed and implemented this financial year.

In July 2010 the new induction and probation program commenced. New employees and daytime volunteers participated in the program which focused on planning and goal setting, open communication and constructive feedback, and skills development. The feedback has been positive and any suggested improvements have been implemented. The program directly benefits Caxton Legal Centre by ensuring new starters have a well-developed understanding of the Centre's operations and that they are able to engage in their substantive work without delay. The program and processes will be reviewed and evaluated in January 2013.

A key human resources project this year was to review all existing position descriptions, preparing new position descriptions for Management Committee roles, student volunteer positions, university placements, and evening volunteers, and ensuring position descriptions are linked to all human resource functions and planning. Position descriptions are reviewed annually in April and May to ensure relevance and accuracy and in preparation for the Performance Planning and Review process.

Performance Planning and Review commenced in May 2011 and is an annual performance review and planning process in which all employees participate with their direct supervisor. They agree on planned goals and training and development needs and document this in a plan which they both sign. There is a mid-review meeting and a final review meeting. The process is based on principles of planning and review, not discipline and reward. The process has been enthusiastically embraced by employees and the first cycle will be complete in June 2012. The process is directly linked to the strategic plan, annual budget, annual training and development plan, and issues that arise during the meetings inform employment planning and operational planning.

The training focus this financial year has been to provide training that develops the skills and knowledge of all employees to ensure they act respectfully towards others in the workplace, they have a safe and healthy workplace environment, and they actively engage in self-reflective practice to ensure their emotional wellbeing outside of work.

Caxton Legal Centre has provided the following organisational training programs this financial year:

- Understanding and dealing with discrimination and harassment in the workplace, training presented by the Anti-Discrimination Commission Queensland,
- Senior First Aid, training presented by QLD First Aid,
- Maintaining Resilience in the Workplace, training presented by Penny Gordon, and
- Strategic Planning Workshops, facilitated by Michelle McClintock.

The key achievement this year has been the shift from a reactive approach to training and developing staff to a planned and strategic approach to training and developing employees at Caxton Legal Centre. A key outcome from the PPR Process has been the development of an annual Training and Development Plan. The plan is linked to the annual budget and itemises individual, team-based, and organisational training needs, costs and expenses for the coming financial year.

Caxton Legal Centre has experienced significant change this year with the relocation and merging of premises, a 29% increase in employee numbers, and the ongoing implementation of new strategic human resources functions and processes. Despite this, Caxton Legal Centre remains a positive, innovative workplace culture. The employees have demonstrated an amazing resilience to change, an undying alignment to its organisational values, and commitment to providing the highest quality services to the community.



Caxton Front Office Coordinator Karen Nyberg, Finance Administration Officer Meg Goodwin and Social Work Student Jessica Granger.

Seniors legal and support service

Vivienne Campion



The Seniors Legal and Support Service is comprised of two different funded programs – the Seniors Advocacy Information and Legal Service (SAILS) and the Seniors Legal and Support Service (SLASS). Both programs are funded by the Department of Communities.

The Service has continued to provide excellent advice and support to seniors who are suffering or at the risk of suffering elder abuse, in situations that are often very factually complex and difficult.

The re-structuring of Caxton/SLASS took place from June 2010, culminating in the move to Manning St in October-November 2010. There were some staff changes over this time, and workshops presented by Penny Gordon to all staff were helpful in addressing the impact of these changes which affected staffing and administrative roles. Vivienne Campion was appointed Senior Social Worker across SLASS and Caxton in 2010. In March 2011 the Service welcomed a new Solicitor, Anthony O'Sullivan and Social Worker Lena Lundell. They have settled in very well and are highly valued members of the team.

SLASS outreach continues to the Gold Coast and to the Sunshine Coast. John Stannard has liaised extensively with Julian Porter and Manny Palma from the Sunshine Coast and Gold Coast Legal Services following which Anthony O'Sullivan and Jennifer Townsend presented a number of community legal education (CLE) sessions to the Sunshine Coast. As a result of strong networking with the Suncoast Community Legal Centre at Maroochydore, the client work in that region has risen significantly. Paul Breshears and Lena Lundell work on the Gold Coast outreach, which continues at the Citizen's Advice Bureau and Gold Coast Legal Service at Southport.

The Service has continued to provide CLE sessions and materials to government departments, service providers and community groups about topics such as elder abuse, consumer issues, enduring powers of attorney, and advance health directives. In the last six months, hospitals have been targeted, with CLE taking place at Redcliffe Hospital and the Princess Alexandra Hospital. A number of joint Caxton/SLASS CLEs have been delivered to community locations, and this has been a beneficial outcome of the restructuring. SLASS gave a statewide teleconference presentation to the Queensland Health ACAT service in December 2010.

The Service has also continued to take part in forums relevant to older people and elder abuse, including being part of the reference group for the Elder Abuse Prevention Unit (EAPU). SLASS continued to maintain its presence in the community with a joint presentation with the EAPU at Burleigh Heads for the Minister of Communities to celebrate World Elder Abuse Awareness Day in June 2011, and distribution of posters and wallet cards from the Department of Communities throughout West End, South Brisbane and New Farm as part of the "Act As One" theme for the day of awareness.

Community legal education sessions were provided to services such as Blue Care, Red Cross and other community groups about strategies for self protection for seniors. In this period, the Service has forged stronger links with the Schools of Social Work at UQ and Griffith University and has provided information sessions in these locations. SLASS continues to facilitate bi-monthly telelinks with State-wide SLASS services and in August 2010 provided an induction in Brisbane for two new workers, Skye Engwerda and Alexis Martin, from Cairns. In May 2011, all Hervey Bay SLASS workers visited the new Caxton office at Manning St and had a network meeting with staff from the Brisbane Service.

The Service, together with Caxton, contributed to a submission to the Queensland Government about the review of the Domestic and Family Violence legislation. Discussions were held by the Service with the EAPU prior to submissions being made.

SLASS staff represented three clients at QCAT (Guardianship jurisdiction) in August 2010 with excellent outcomes for

the clients. QCAT work has increased significantly in this period and the Service expects that this trend will continue.

The Service responded to the Positively Ageless discussion paper produced by the Department of Communities and attended a forum on 3 November 2010 to delineate strategies for targeting areas of concern for seniors. From this forum, the Brisbane Seniors Network evolved in June 2011, and SLASS is represented on the steering committee.

A SLASS reference group meeting was held in March 2011. Victoria Campbell has replaced Stephanie Gilholme from the Queensland Police Service, and Margaret Arthur has replaced Brian Herd from Carne, Reidy Herd. Recruitment for new members is continuing.

Thanks go to the staff who were on-going during or who started in the period: Paul Breshears, Vivienne Campion, Glenys Haren, Joseph Ho, John Stannard, Jennifer Townsend, Anthony O'Sullivan and Lena Lundell. The Service was also assisted by Pat Jackson who worked as a locum for 4 months until the appointment of Lena Lundell.



The Seniors Legal and Support Service Team: Solicitor Glenys Haren, Social Worker Lena Lundell, Solicitor Paul Breshears, File Administration Officer Symone Wilson, Solicitor Anthony O'Sullivan and Social Worker Jennifer Townsend.



How SLASS helps

82 year old Marcie found her bank account frozen upon returning home from hospital after a stroke. She discovered that her estranged family had been appointed her guardians and administrators by QCAT in the time she was unwell.

Marcie was left unable to do her own shopping or get around without access to funds and no help from her estranged family. Marcie's wishes and close relationship with her stepson, who had previously provided her with care and financial assistance, had not been taken into account. The family made multiple applications to continue to hold the guardianship and administrative powers for Marcie despite a lack of involvement in her daily life.

SLASS assisted Marcie with her wishes to have her estranged family removed as her guardians and administrators and eventually have her stepson appointed in both roles.

17 presentations helped older people understand their legal rights

The Seniors Legal and Support Service provided advice **1,153** times / including **244** times where clients experienced abuse at the hands of their spouse through the SAILS program.

79% of SLASS clients sought help in relation to family violence

118 CASES WERE COMPLETED

INCLUDING 37 SAILS CASES

415 older people accessed the service.

Child support and family law

Joseph Ho

These programs provide advice and assistance to an increasing clientele in the important personal law areas of family and child support. This program provided advice and procedural information to both “payer” and “payee” parents and undertook some child support casework on behalf of “payee” parents in obtaining orders for DNA parentage tests and for declarations of entitlement and entitlement to administrative assessment of child support. In the case of “payer” parents, assistance was generally in the form of the provision of legal advice and the preparation of basic court documents.

During the past year, the majority of clients presented with issues that were related to change of assessment disputes, dissatisfaction with Social Security Appeals Tribunal decisions and with appeals on points of law to the Federal Magistrates Court. The program provided advice and procedural information to a large number of family law clients. On a number of occasions, it also assisted clients with the preparation of their court documents and with information on the general presentation of their cases before the respective court. There was an increase in the demand for assistance with the preparation of court documents.

Generally speaking, there was a noticeable increase in the number of clients seeking more than basic assistance with their family law disputes and this appeared to stem from the lack of Legal Aid funding for family law matters and the inability of such clients to afford private assistance and representation.

The clinic continued to be an integral part of the Centre's Family Law program and was run in conjunction with Griffith University Law School. During the past year, it operated twice, during the second semester and during the summer vacation. There were seven students in the second semester clinic and eight students in the summer clinic. The students were supervised by a staff member from the law school and by the Centre's family law solicitor. The students of the clinic provided supervised general advice, procedural information and basic drafting of documents to clients of Caxton. A highlight of each clinic was the students appearing, with the leave of the court, in matters for consents and adjournments at the Brisbane Magistrates Court.

The assistance to clients provided by the above programs has been greatly enhanced and complemented when the Centre's new Family Law Duty Lawyer Service at the Federal Magistrates' Court and Family Law Courts commenced operation in October 2009 and the past year has seen increasing cross-referrals between the duty lawyer service and the programs covered in this report.

The past year has been another interesting and challenging year. For the period covered by this report, the programs were staffed by Joseph Ho on a full time basis.

Family law duty lawyer service

Stephanie Ewart

Caxton's Family Law Duty Lawyers are Stephanie Ewart and Kirsty Thomas, reporting to and supported by Client Services Manager John Stannard. The service has just celebrated two years of operation every day at the Federal Magistrates' Court and Family Law Courts (Brisbane). The service assists self-represented litigants where Legal Aid Queensland cannot act.

Due to increasing numbers of self-represented litigants, demand on the service is very high and the difficulty of individual matters is not decreasing! Between July 2010 and June 2011, the service saw approximately 590 self represented clients. Those involved in disputes about children account for around 90% of the total. Caxton's duty lawyers were able to assist clients in reaching agreement in 25% of cases.

In one case, a client attended on an application alleging 27 contraventions of parenting orders, a matter which may have

taken several days for a Federal Magistrate to hear and decide. With duty lawyer assistance, the client left the court having made an agreement which dealt with not only that application, but also final arrangements for both parenting matters and property settlement.

As well as staffing the duty lawyer service, Caxton's duty lawyers provide family law advice for clients mediating parenting disputes in a program run in partnership with Women's Legal Service (Qld) and the Upper Mt Gravatt Family Relationships Centre. In the 2010-2011 year, Caxton provided advice to 49 clients in this program.

Caxton's duty lawyers will also provide family law advice for clients mediating parenting disputes in a pilot project being undertaken by Relationships Australia, which provides co-ordinated dispute resolution for parents who have experienced domestic violence. Our part of the pilot will involve providing all services to clients by phone.

Duty lawyers also assist with evening session coordination, family law advices and follow-up, and with family law casework undertaken by the Centre where for instance Legal Aid is refused despite obvious merit.

Social work service

Megan Middleton

The social work service has continued to provide much needed direct client assistance and has been also part of the Centre's law reform and community development activities. This service employs one full time social worker, and Megan Middleton was responsible for delivering this service over the reporting period. Megan left Caxton late June 2011 to start a new job in the corporate sector.

This service provided a range of casework assistance to clients who were experiencing personal and relationship difficulties, with legal dimensions to these difficulties. This has included the provision of counselling, information, support, advocacy, report writing, court support and referral. Primarily these services have been provided to the Centre's low income and disadvantaged clients.

The most common reasons for referral to this service includes economic disadvantage, housing, family issues, child protection, general lack of support and social isolation. This service was very active in providing assistance to individuals and families that were affected by the 2011 Queensland floods. This included providing outreach and Centre based assistance. Thank you to all the fantastic volunteers that worked with this service in the flood outreach locations. The service arranged a Caxton stall providing free legal information and social work services at the Homeless Connect event in May 2011. The most common issues which our stall encountered included child protection, family law and issues with police powers. Many spoke about the difficulties in navigating the legal system and stories about the loss and trauma of family breakdown and removal of children; in particular the difficulties in seeing their children. The Centre also gave away 10 Queensland Law Handbooks to other non-government organisations on the day!

The service has also been busy undertaking external advocacy aimed at promoting appropriate policy and service responses to meet the needs of the client group. The social work service has contributed to volunteer induction and training, which has been a great opportunity to meet new volunteers and discuss this service. This has led onto volunteers understanding the service and providing information or referral for clients requiring assistance.

A massive thank you to legal practitioners and other professionals within Caxton, the community legal sector, private firms and government who have assisted clients of this service. We would like to thank the Department of Communities for providing the funding that makes this service possible.

Outcomes for clients through the General Legal Service

Jason

The General Legal Service assisted Jason, who stole a large sum of money from his former employer. Jason was extremely remorseful and likely to face a jail sentence, given the amount of money that was stolen. The General Service supported him over eight months including representations culminating in a successful application to have criminal proceedings referred to Justice Mediation.

The mediated agreement included a repayment plan that Jason completed successfully. Consequently, the charges were withdrawn by police and Jason was able to avoid further contact with the criminal justice system.

This was one of a number of successful submissions to Police to discontinue prosecutions through the General Service.

Arnold

Arnold had been given life occupation rights to his home by his mother in her will. The will's executors made complaints and sought to have Arnold removed.

The executors wanted to appeal a decision from the Queensland Civil and Administrative Tribunal (QCAT) following an unsuccessful initial attempt to have Arnold removed from the place where he expected to live for the rest of his life.

General service staff represented Arnold and made submissions to QCAT which led to legal action attempting to have him removed being dropped.

Arnold was able to continue residing in his mother's property unhindered.

Alice

Alice was alleged by her neighbour to have conducted a malicious prosecution, after her neighbour successfully defended criminal charges of alleged assault against Alice and breach of bail.

Alice had no ability to pay for a private lawyer. The claim of malicious prosecution placed Alice at real risk of having to sell her home to pay for legal costs if she lost. Caxton put together a team of staff members and counsel to assist Alice to defend the claim, which also included an allegation of champerty and required an appearance by additional counsel.

The team successfully defended both claims to the great relief of eighty year old Alice.

Community legal education

Rosalind Williams

Caxton's clinics, now in their 16th year of operation, continue to play a vital role in Caxton's work. Our general clinic, which ran in first semester, was one of the most enjoyable yet, with half the students staying on for the rest of the year in various other roles, including placements as: our PLT Student, our Tuesday phone support worker, and one of our family law clinic participants. As usual, Chris Jones, Griffith's general clinic supervisor, did a fabulous job - steering the students through some very complex civil cases.



Our family law clinic, which has just finished, was equally successful, with students reporting terrific outcomes for their clients and wonderful learning opportunities from their own perspectives. Maree Stainlay, in her usual form, ran the clinic so expertly that we barely knew the students were here – save for the steady stream of clients heading through the building into our fabulous new clinic space on the ground level.

To some extent, our normal student volunteer programme provides a 'mini' version of our clinics, and my own regular Tuesday night students continue to provide amazing support to the volunteer lawyers. They also provide incredible support to me, as the session coordinator, by setting up the rooms, scribing and researching for the lawyers, and taking initial client instructions on those busy nights when we don't have many lawyers.

Tuesday evening advice sessions continue to be as busy and demanding as ever. I particularly wish to thank Cameron Young from ATSILS and Lucy Mackenzie from Legal Aid Queensland's Flood Unit for their stellar support on Tuesday nights. It has also been fabulous to have Anthony O'Sullivan, one of our new SLASS solicitors, sign up as one of the Tuesday night coordinators every fortnight.

One of the biggest challenges for us this last year has been Caxton's relocation to South Brisbane. We are extremely grateful for the patience shown to us by our many loyal volunteers. Apart from a few bumps with our computers, everyone seems to be enjoying the extra space provided by our lovely new building.

Because we understand that volunteer time is extremely valuable, we have also started doing 'in house' inductions at firms when they arrange for groups of lawyers to sign up for our roster. This year, we provided on site inductions at Dibbs Barker and Freehills, in addition to our regular Caxton inductions.

The structured student placement programme, which was implemented in 2010, continues to work extremely well and has provided us with a new team of highly skilled student volunteers. We run special all day induction programmes for these student assistants, and their intensive work over their semester placements provides enormous benefits for us and for our clients.

After our relocation to South Brisbane last October, all staff members made targeted visits to almost all local support services – such as Ozcare, the Immigrant Women's Support Service, West End Community House and Kummara Indigenous Family Care. It was a wonderful opportunity for Caxton's staff members to find out more about our local support organisations and it gave us a great opportunity to more fully explain how effective referrals can be made to us at Caxton.

Our 'Police Powers – Your Rights' publication continues to be widely used. Our 'Schoolies Week brochure', which provides a summary of relevant 'street offences', was also distributed over summer. Our new edition of the Queensland Law Handbook has also been launched. We are in the process of updating/extending our fencing and tree law self-help kits.

Our community legal education events have included a significant number of outreach training sessions. Key events include:

- Training on child protection and the law for welfare workers at the Kingston Neighbourhood Centre;
- A number of talks for the Alzheimer's Association at Newmarket, Ipswich and Brisbane City;
- Various governance training programmes, including one for the Moreton Bay Halls Association managers and

another tailored training programme for the management committee at The Advocacy and Support Centre;

- The Law Week education events at the Magistrates Court;
- Training for the Family and Federal Magistrate Court Support Workers;
- Various high school and university career forums;
- Talks about enduring powers of attorneys and 'strategies for preparing for the future' at the Sherwood Neighbourhood Centre, the Morayfield Community Centre, the Redlands Showgrounds Community Forum, and the social work teams at the Princess Alexandra Hospital
- Caxton's own internal volunteer training events.

It was very sad when our generalist social worker, Megan Middleton, departed from our organisation in the middle of the year. She was an extremely energetic, compassionate and insightful colleague who organised for Caxton to undertake emergency response outreach work immediately after the January floods. Having worked closely with Megan at the 139 Club during her time here, I came to appreciate her spectacular qualities at very close quarters, and it was a real loss to the organisation when she left. Fortunately, our current student social worker, Jess Granger, has done an amazing job of helping to fill that void. In particular, Jess assisted me to prepare Caxton's submission regarding the review of the Domestic and Family Violence Protection Act, which had to be completed in the very short consultation period of a week and a half. Her work has been invaluable to me.

We have made a number of submissions on key law reform issues affecting our client group in 2011. In particular, we have made detailed submissions in response to the government's reviews of Queensland's domestic violence laws, police powers, and our incorporated associations' laws. We have also had substantial input into the new fencing and tree laws, and expect that we will be inundated with client enquiries about these new laws once the Act commences operation.

Community development activities

SLASS Statewide Conference and Network Event

Over the 23rd and 24th June, the Seniors Legal and support Service ran its annual conference and professional networking event at the Department of Primary Industries, attended by SLASS workers and others from around the state. Highlights from the conference included a presentation on “Older Women and Homelessness,” by Dr Maree Petersen from the Institute of Social Science Research at University of Queensland, and a panel discussion with Clinton Miles from the Public Trustee, Clare Endicott from QCAT and Brian Norman from the Office of the Adult Guardian. The panel shared information on procedural issues for clients and services working with their agencies and provided a valuable opportunity for SLASS staff to connect with the agencies on a face to face basis.

The 2011 conference also paved the ground for participation for the first time by services beyond those with a specific SLASS brief. Representatives attended from the Gold Coast Legal Service, the Suncoast Legal Service, the Older Person's Advocacy Service in Perth and the Queensland Bar who had assisted SLASS/Caxton with a major case during the period. The consensus was that extending the range of attendees was a valuable exercise and negotiations are continuing with the Office of Seniors to pursue this again in the years to come.

LGBTI Legal Service Opening

On the 1st December 2010, World Aids Day, the Hon Michael Kirby AC CMG officially launched the Lesbian Gay Bisexual Trans Intersex Legal Service Inc. at the Queensland Association for Healthy Communities. Over 160 people attended including a number of Caxton Legal Centre employees, distinguished guests, members from the LGBTIQ communities, the legal profession and broader community sector.

Since the LGBTI Legal Service formed in July 2009, Caxton Legal Centre has played a significant part in the establishment and ongoing development of the Service. Caxton Legal Centre has provided in-kind support such as free training space and resources for volunteer training, mentoring with CLC service delivery and processes, and many Caxton staff personally volunteer with the Service.

The first of its kind in Australia, the LGBTI Legal Service has flourished during its first year of service delivery. The collaborative partnership between Caxton Legal Centre and the LGBTI Legal Service has ensured that this unique specialist service will continue to provide services to the LGBTIQ communities for years to come.

Volunteer and publications report

Camielle Donaghey

The volunteer program grew in 2010-11 with the recruitment of law students to provide assistance through the new Front Desk Student volunteer role. Students staff the front desk to assist with our extremely busy phones and clients who walk in to the service, gaining insights into real world legal issues and the operation of a community-based legal practice. The implementation of this role has been strongly supported by administration staff who have benefited from the additional resources offered by the students presence in return. The introduction of this role also enabled Caxton to remove the recorded message as the first response to each phone call, an important step in improving the accessibility of the service. A partnership with the University of Queensland Pro Bono Centre offered a dedicated recruitment pathway for UQ law students into the Front Desk role and the evening Intake Support student volunteer position, as well as other law reform and community legal education projects.



Solicitor, barrister and law student volunteers have demonstrated their commitment to providing access to justice as they continued to attend the service through the move from New Farm to South Brisbane, teething problems associated with settling into the new premises and ongoing changes as we have worked towards getting it right. We are deeply appreciative to each and every volunteer and are never more aware of the power of the individual than on our busiest nights. Volunteers from across the legal sector came out in force to respond to people who were impacted by January's flooding and the effective collaboration between the community sector and government agencies enabled us to train volunteers and send them out to provide advice within a fortnight of the flood waters subsiding. It was an inspiring effort to be a part of.

Michelle Ecclestone acted as the volunteer coordinator for the first half of 2011 and did a stellar job managing enquiries, organising inductions and rostering new and existing volunteers as Camielle Donaghey took 6 months leave from the role. Michelle also handled the recruitment of evening law student volunteers and developed a staff roster and communications system to meet the demands of staffing evening sessions three nights per week. Volunteer training took the form of an employment law tutorial in April led by Neil Henderson, Melissa Bostock and Glenn Carthew and hosted by the Queensland Law Society.

The 2010-11 year was dominated by the production of the 11th edition of the Queensland Law Handbook which was released shortly after the end of the reporting period. Ana Oertel came on board as Editor and Publication Coordinator in the first half of 2011 to bring the book to life and did an incredibly capable job of working with the team involved to produce our best ever Handbook.

Staff and management committee

Management Committee

President: Mark Thomas
Secretary: Dan Rogers
Treasurer: Louise Cox

General Members

Julie Clark
Kevin Lambkin
Ken Mackenzie
Matt Woods
Merran Lawler
Wendy Mulcahy



L-R: Kevin Lambkin, Julie Clark, Mark Thomas, Wendy Mulcahy, Dan Rogers, Ken Mackenzie

General Service

Scott McDougall, Director
Anne-Maree Elliott, Business Manager
Julie Howes, Human Resources and Policy Officer
Melody Valentine, Generalist Solicitor
Camielle Donaghey, Volunteering and Publications Coordinator
Karen Nyberg, Front Office Coordinator
Joseph Ho, Family Law Solicitor
Megan Middleton, Social Worker
Meg Goodwin, Administration Officer (Accounts)
Ros Williams, Law Reform and Community Legal Education Solicitor
Pat Roessler, Administration Support Worker
Amrita Tarr, Administration Support Worker
Michelle Ecclestone, Publications and Administration Officer
Symone Wilson, Administration and File Management Officer
Kylee Conlon, Administration and File Management Officer
Josh Underwood, Law Clerk
Chloe Baldwin, Law Clerk

Consumer Law and Disaster Relief Team

Bridget Burton, Coordinator, Consumer Law Service
Klaire Coles, Consumer Law Solicitor
Yatarla Clarke, Solicitor
Jodi Gardner, Solicitor
Jacqui Cavanagh, Solicitor

Family Court Duty Lawyers

Stephanie Ewart, Solicitor
Kirsty Thomas, Solicitor

SLASS & SAILS Staff

John Stannard, Manager, Client Services
Vivienne Campion, Senior Social Worker
Glenys Haren, Solicitor
Jennifer Townsend, Social Worker
Lena Lundell, Social Worker
Anthony O'Sullivan, Solicitor
Paul Breshears, Solicitor

Casual Staff

Ana Oertel
Lisa Stewart
Pat Jackson
Melissa Bostock
Andrew Davison
Lynette Vanderstoep
Stephanie Walker
Jonathan Ward

PLT Students

Allie Pyper
Portia Costello
Virginia Barrios

Clinic Supervisors

Maree Stainlay
Phillipa Carr
Chris Jones

Staff who left

Su-lyn Lee
Samantha Fradd
Kate Redman
Chloe Baldwin



CAXTON LEGAL CENTRE INC.

FINANCIAL REPORT

FOR THE YEAR ENDED 30 June 2011



LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

1.

CAXTON LEGAL CENTRE INC.
IAM & OTHER PUBLICATIONS
TRADING ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
Sales	3013.27	18397.95
Royalties	27406.32	28265.55
	<hr/> 30419.59	<hr/> 46663.50
<u>Cost of Publications</u>		
Stock on Hand 1 July 2010	10192.21	10262.35
Other Costs for Publication		
- Purchases	4204.55	10114.05
- Marketing	-	4681.36
	<hr/> 14396.76	<hr/> 25057.76
Less Stock on Hand 30 June 2011	567.08	10192.21
	<hr/> (13829.68)	<hr/> (14865.55)
<u>GROSS PROFIT ON TRADING</u>	<hr/> \$16589.91	<hr/> \$31797.95

The accompanying notes form part of these financial statements.

2.

CAXTON LEGAL CENTRE INC.
QUEENSLAND LAW HANDBOOK -
TRADING ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2011

		<u>2011</u>	<u>2010</u>
Sales		21539.25	92470.86
		<hr/> 21539.25	<hr/> 92470.86
<u>Cost of Publications</u>			
Stock on Hand 1 July 2010	24928.44		35220.35
Publication Costs			
- Postage & Freight	-		10537.80
- Other	65.30		1909.31
- Marketing	6693.79		12849.90
- Production	8112.25		27071.00
	<hr/>	39799.78	<hr/> 87588.36
Less Stock on Hand 30 June 2011		3340.20	24928.44
		<hr/> (36459.58)	<hr/> (62659.92)
<u>GROSS PROFIT/(LOSS) ON TRADING</u>		<hr/> \$(14920.33)	<hr/> \$29810.94

The accompanying notes form part of these financial statements.

3.

CAXTON LEGAL CENTRE INC.
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
<u>INCOME</u>		
Gross Profit/(Loss) on Trading B/F	1669.58	61608.89
Department of Communities	917422.86	924033.94
Legal Aid Office (Queensland)	225015.14	250597.70
Office of Legal Aid & Family Services - Commonwealth		
- Community Legal Centre Grant	184900.00	113092.00
- Child Support Service	125650.81	152548.98
- Clinical Legal Education	132776.69	129183.62
- Flood Assistance	43899.50	
Legal Practitioner Interest on Trust Accounts Fund	333314.94	397168.57
Donations	12052.19	17370.05
Interest	22977.91	21981.78
Membership Fees	375.46	800.00
Sundry Income	285598.61	4309.79
Management Fee	239000.00	171000.00
Fees Received	-	24000.00
UQ Student Clinic	41818.18	-
	<u>\$2566471.87</u>	<u>\$2267695.32</u>
 <u>LESS EXPENDITURE</u>		
General & Administration Expenditure (Schedule Attached)	2398279.27	2152323.69
 <u>NET SURPLUS/(DEFICIT) FOR YEAR</u>	<u>\$168192.60</u>	<u>\$115371.63</u>

The accompanying notes form part of these financial statements.

4.

CAXTON LEGAL CENTRE INC.
GENERAL & ADMINISTRATION EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
<u>EXPENDITURE</u>		
Accountancy & Audit	2996.00	2569.00
Advertising & Publicity	2042.36	2424.27
Amenities - Staff & Volunteer	5149.47	7512.89
Bank Charges	544.62	614.42
Child Support Scheme Expenses		
- Carer Parent Program (Note 6)	125650.81	149256.21
Cleaning	4428.87	5375.74
Client Outlays	1232.93	10744.57
Clinical Legal Education Program Expenses (Note 8)	136762.92	127183.62
Computer Supplies & Maintenance	8178.02	4027.29
Consultant Fees	1421.60	14244.42
Consumer Law Program (Note 9)	133879.85	165279.05
Depreciation	42451.00	32352.00
Duty Lawyer Program (Note 12)	200117.74	197459.54
Electricity & Gas	3269.37	2569.47
Insurance	3984.14	4780.95
Law Books & Journals	9052.72	9405.30
Lease of Equipment	2826.25	925.00
Loan Interest & Fees	178041.66	-
Minor Equipment	2183.27	1604.01
NALCLC Levy	1715.00	2028.41
Office Printing	4724.78	3427.40
Office Stationery	5278.92	6191.21
Postage	3144.95	4471.80
Professional Association Fees & Practicing Certificates	4021.75	1058.36
Project Expenses	-	1090.91
Rates	4258.41	1373.11
Redevelopment Expenses	-	3821.62
Relocation Costs	9203.79	-
Repairs, Maintenance & Gardening	15698.76	1843.91
Security	1266.87	1630.50
Seminars & Conferences	1932.00	2392.74
Seniors Advocacy & Information Legal Service Program Expenses (Note 10)	146651.21	140425.95
Seniors Legal & Support Expenses (Note 11)	671603.79	669770.09
Staff Recruitment	274.75	4073.81
Staff Training	1848.00	3777.21
Subscriptions, Donations & Gratuities	-	562.73
Sundry Expenses	811.20	-
Superannuation	52446.13	38900.40
Supervision	839.65	1261.55
Telephone	16524.12	13082.15
Travel	7045.84	10458.76
Wages & Salaries	584775.75	502353.32
<u>TOTAL EXPENDITURE</u>	<u>\$2398279.27</u>	<u>\$2152323.69</u>

The accompanying notes form part of these financial statements.

5.

CAXTON LEGAL CENTRE INC.
ASSETS AND LIABILITIES STATEMENT
AS AT 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
<u>ACCUMULATED FUNDS</u>		
Balance at 1 July 2010	1574763.39	1459391.76
Net Surplus/(Deficit) for Year	168192.60	115371.63
Sale of Property (Note 1(f))	(125072.75)	-
<u>TOTAL ACCUMULATED FUNDS</u>	<u>\$1617883.24</u>	<u>\$1574763.39</u>
 Represented by:		
<u>CURRENT ASSETS</u>		
Cash at Bank, on Deposit and on Hand (Note 2)	836860.83	577592.73
Debtors & Prepayments	10830.56	160770.25
Stock (Note 3)	3907.28	35120.65
Deposit	6250.00	6250.00
	<u>857848.67</u>	<u>779733.63</u>
<u>FIXED ASSETS</u> (Note 4)	<u>2824357.17</u>	<u>1098195.22</u>
<u>TOTAL ASSETS</u>	<u>3682205.84</u>	<u>1877928.85</u>
<u>CURRENT LIABILITIES</u>		
Creditors & Accruals	63860.01	36949.15
GST Control Account	129741.36	45468.87
Provision for Holiday Pay	96829.84	86075.48
Provision for Long Service Leave	60869.55	49321.33
Grants Received & Unexpended (Note 6)	167385.69	85350.63
Loan - Westpac	287640.00	-
	<u>806326.45</u>	<u>303165.46</u>
<u>NON - CURRENT LIABILITIES</u>		
Loan - Westpac	1257996.15	-
	<u>1257996.15</u>	<u>-</u>
<u>TOTAL LIABILITIES</u>	<u>2064322.60</u>	<u>303165.46</u>
<u>NET ASSETS</u>	<u>\$1617883.24</u>	<u>\$1574763.39</u>

The accompanying notes form part of these financial statements.

6.

CAXTON LEGAL CENTRE INC.
CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Sales	52846.99	136319.31
Interest	22977.91	21981.78
Other	339844.44	48467.34
Cash flows from Government Grants	2202596.20	1576187.53
Payments		
Wages & Salaries	1541447.35	1473178.19
Other	412518.92	476555.62
Net cash provided by (used in) operating activities	<u>\$664299.27</u>	<u>\$(166777.85)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payment for purchase of plant & equipment	(59467.36)	(37416.78)
Payment for purchase of property	(2709145.59)	-
Proceeds from sale of property	874927.25	-
Net cash provided by (used in) investing activities	<u>\$(1893685.70)</u>	<u>\$(37416.78)</u>
CASH FLOWS FROM FINANCIAL ACTIVITIES		
Proceeds from borrowings	2600000.00	-
Payment of borrowings	(1111345.47)	-
Net cash provided by (used in) financing activities	<u>1488654.53</u>	<u>-</u>
Net increase (decrease) in cash held	259268.10	(204194.63)
Cash at beginning of the reporting period	577592.73	781787.36
Cash at end of the reporting period	<u>\$836860.83</u>	<u>\$577592.73</u>
RECONCILIATION OF NET SURPLUS/DEFICIT TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Operating Result	168192.60	115371.63
- Depreciation	42451.00	32352.00
- Interest	56981.62	-
- Increase/(Decrease) in Payables	111183.35	8721.93
- Increase/(Decrease) in Provisions	22302.58	41177.12
- Increase/(Decrease) Unexpended Grants	82035.06	(232856.08)
- Increase/(Decrease) in Stock	31213.37	10362.05
- Increase/(Decrease) in Receivables	149939.69	(141906.50)
Net cash provided by (used in) operating activities	<u>\$664299.27</u>	<u>\$(166777.85)</u>

The accompanying notes form part of these financial statements.

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirement of the Associations Incorporated Act (Qld). The committee has determined that the association is not a reporting entity.

The report is also prepared on an accruals basis and is based on historical 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 otherwise stated, have been adopted in the preparation of this financial report.

(a) Depreciation

Depreciation is calculated on the prime cost basis and is brought to account over the estimated economic lives of all Fixed Assets.

(b) Employee Entitlements

Liabilities for Wages & Salaries and Annual Leave are recognised and are measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. Other employee entitlements payable later than one year, have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

(c) Comparative Figures

Comparative figures, where necessary, have been reclassified in order to comply with the presentation adopted in the figures reported for the current financial year.

(d) Inventories

Inventories consist of publications and are valued at the lower of cost and net realisable value. Costs are assigned on a specific identification basis and direct costs and appropriate overheads if any.

(e) Economic Dependence

The Caxton Legal Centre Inc. is dependant on government funding to operate. As at the date of the report the committee has no reason to believe the government will not continue to support the organisation.

8.

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTD.)**(f) Income Tax**

The Association is exempted from tax under section 50-10 of the Income Tax Assessment Act 1997.

(g) Sale of Property

On the 14 March 2011 the organisation sold 28 Heal Street, New Farm. The property had been transferred to the organisation on the 29 August 2010 and was recorded at market value. The result of the sale is a loss of \$125,072.75 to the recorded value.

	<u>2011</u>	<u>2010</u>
2. CASH AT BANK, ON DEPOSIT & ON HAND		
Petty Cash	100.00	100.00
National Australia Bank - Cheque Account	42913.45	21887.28
National Australia Bank - Cash Management Account	8069.02	421121.34
Long Service Leave Account	134484.11	134484.11
Westpac - Cheque account	182480.42	-
Westpac - Cash Reserve Account	468813.83	-
	<u>\$836860.83</u>	<u>\$577592.73</u>
3. STOCK		
"Qld Law Handbook"	3340.20	24928.44
"Incorporated Association Manuals"	-	2506.03
"Grant Seekers Guide"	109.28	655.68
"Family Law Handbook"	457.80	7030.50
	<u>\$3907.28</u>	<u>\$35120.65</u>
4. FIXED ASSETS		
Land & Buildings - At Fair Valuation	-	1000000.00
- 28 Heal Street, New Farm		
Land & Buildings - At Cost		
- 1 Manning Street, South Brisbane	2709145.59	-
Land and buildings are included in the Financial Statements at cost. However, this does not necessarily represent the market value or recoverable amount, as the association is a non-profit organisation, and the service potential of land and buildings is not related to the land and building's ability to generate net cash inflows.		
Office Equipment & Furniture		
Written Down Value 1 July 2010	98195.22	93130.44
- Additions	59467.36	37416.78
- Depreciation	(42451.00)	(32352.00)
	<u>115211.58</u>	<u>98195.22</u>
	<u>\$2824357.17</u>	<u>\$1098195.22</u>

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
5. CHARGE ON PROPERTY		
The following mortgages have been given over freehold premises at 1 Manning Street, South Brisbane:-		
First Mortgage - Westpac Bank	1545636.15	-
- Balance of Mortgage	1545636.15	-
6. GRANTS RECEIVED & UNEXPENDED		
Office of Legal Aid & Family Services - Commonwealth	167385.69	8288.69
Legal Aid Office (Queensland)	-	4701.14
Department of Communities	-	45544.86
Legal Practitioner Interest on Trust Accounts Fund	-	26815.94
	<u>\$167385.69</u>	<u>\$85350.63</u>
7. CHILD SUPPORT SCHEME		
Accountancy & Audit	856.00	734.00
Advertising & Publicity	583.53	92.11
Amenities - Staff & Volunteer	1471.28	1953.18
Bank Charges	155.61	396.46
Cleaning	1265.39	2023.37
Client Outlays	352.27	181.82
Computer Supplies & Maintenance	2336.58	1118.96
Consultant Fees	406.18	1200.22
Electricity & Gas	934.11	1800.88
Insurance	1138.33	288.54
Law Books & Journals	2586.49	4068.49
Leased Equipment	807.50	-
Management Fee	25000.00	25000.00
Minor Equipment	623.79	357.00
NALCLC Levy	490.00	579.54
Office Printing	1349.94	1780.83
Office Stationery	1508.26	3438.54
Postage	898.56	1783.60
Professional Association Fees & Practicing Certificates	1149.08	655.08
Rates	1232.83	845.25
Repairs, Maintenance & Gardening	806.54	1204.97
Security	361.96	970.99
Seminars & Conferences	552.00	90.91
Staff Recruitment	78.50	-
Staff Training	528.00	1100.00
Subscriptions, Donations & Gratuities	-	780.00
Sundry Expenses	231.91	-
Superannuation	6500.11	7581.67
Supervision	239.90	132.25
Telephone & Internet	4643.27	2675.97
Travel	2013.10	669.49
Wages & Salaries	64549.79	85752.09
	<u>\$125650.81</u>	<u>\$149256.21</u>

10.

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

	2011	2010
8. CLINICAL LEGAL EDUCATION PROGRAM EXPENSES		
Client Outlays	-	181.82
Electricity & Gas	525.00	-
Griffith University Expenses	46854.54	50472.72
Insurance	-	2046.05
Law Books & Journals	1000.00	940.00
Management Fees	15000.00	15000.00
Professional Association Fees & Practicing Certificates	-	1679.55
Seminars & Conferences	500.00	118.18
Staff Training	-	175.00
Sundry Expenses	-	66.56
Superannuation	4400.10	2835.46
Telephone	-	1650.15
Travel	-	651.55
Wages & Salaries	68483.28	51366.58
	<u>\$136762.92</u>	<u>\$127183.62</u>
9. CONSUMER LAW PROGRAM		
Accountancy & Audit	856.00	734.00
Advertising & Publicity	583.53	73.52
Amenities - Staff & Volunteer	1471.28	1338.61
Bank Charges	155.61	-
Cleaning	1265.39	108.52
Client Outlays	352.27	826.00
Computer Supplies & Maintenance	2336.58	1003.22
Consultant Fees	406.18	1200.23
Electricity	934.11	557.72
Insurance	1138.33	288.55
Law Books & Journals	2586.49	3879.70
Leased Equipment	807.50	-
Management Fee	40000.00	25000.00
Minor Equipment	623.79	102.00
NALCLC Levy	490.00	579.55
Office Printing	1349.94	565.33
Office Stationery	1508.26	1287.14
Postage	898.56	625.99
Professional Association Fees & Practicing Certificates	1149.08	1247.82
Rates	1232.83	305.16
Repairs, Maintenance & Gardening	806.54	404.81
Security	361.96	361.80
Seminars & Conferences	552.00	563.63
Staff Recruitment	78.50	-
Staff Training	528.00	109.09
Sundry Expense	231.91	188.00
Superannuation	5113.85	10103.93
Supervision	239.90	-
Telephone	4643.27	2075.40
Travel	2013.10	1433.10
Wages & Salaries	59165.09	110316.23
	<u>\$133879.85</u>	<u>\$165279.05</u>

11.

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
10. SENIORS ADVOCACY AND INFORMATION LEGAL SERVICE PROGRAM EXPENSES		
Accountancy & Audit	428.00	367.00
Advertising & Publicity	291.77	15292.70
Amenities - Staff Volunteer	735.64	569.42
Bank Charges	77.81	102.15
Cleaning	632.70	817.76
Client Outlays	176.14	20.76
Computer Supplies & Maintenance	1168.29	545.47
Consultant Fees	203.09	600.09
Electricity & Gas	467.06	557.70
Insurance	569.17	144.28
Law Books & Journals	1293.25	1118.65
Leased Equipment	403.75	-
Management Fees	25000.00	10000.00
Minor Equipment	311.90	102.00
NACLC Levy	245.00	289.78
Office Printing	674.97	2308.62
Office Stationery	754.13	1298.20
Postage	449.28	2452.61
Professional Association Fees & Practicing Certificates	574.54	56.65
Rates	616.42	305.16
Repairs, Maintenance & Gardening	403.27	397.52
Security	180.98	361.80
Seminars & Conferences	276.00	-
Staff Recruitment	39.25	44.00
Staff Training	264.00	-
Sundry Expenses	115.91	-
Superannuation	7042.39	5731.04
Supervision	119.95	-
Telephone	2321.64	1398.96
Travel	1006.55	726.73
Wages & Salaries	99808.36	94816.90
	<u>\$146651.21</u>	<u>\$140425.95</u>

12.

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
11. SENIORS LEGAL & SUPPORT EXPENSES		
Accountancy & Audit	2568.00	2202.00
Advertising & Publicity	1750.59	5020.10
Amenities - Staff & Volunteer	4413.83	1571.23
Bank Charges	466.82	214.77
Cleaning	3796.17	2791.84
Client Outlays	1056.80	5148.42
Computer Supplies & Maintenance	7009.73	2767.36
Consultant Fees	1218.52	6350.68
Electricity & Gas	2802.32	1224.18
Insurance	3414.98	2729.58
Law Books & Journals	7759.47	5010.21
Lease of Equipment	2422.50	-
Management Fee	85000.00	60000.00
Minor Equipment	1871.37	1275.86
NALCLC Levy	1470.00	1738.63
Office Printing	4049.81	3120.78
Office Stationery	4524.79	5200.65
Postage	2695.67	535.54
Professional Association Fees & Practicing Certificates	3447.52	3381.16
Project Expenses	-	8820.95
Rent	16823.50	51448.34
Repairs, Maintenance & Gardening	2419.60	393.56
Security	1085.89	1194.13
Seminars & Conferences	1656.00	2490.00
Staff Recruitment	235.50	1819.49
Staff Training	3446.98	8539.23
Sundry Expenses	696.29	325.00
Superannuation	39500.36	35894.12
Supervision	719.70	3441.00
Telephone & Internet	13929.79	12394.17
Travel	6039.28	7819.39
Wages & Salaries	443312.01	424907.72
	<u>\$671603.79</u>	<u>\$669770.09</u>

13.

CAXTON LEGAL CENTRE INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

	<u>2011</u>	<u>2010</u>
12. DUTY LAWYER PROGRAM		
Accountancy & Audit	856.00	734.00
Advertising & Publicity	583.53	75.50
Amenities - Staff & Volunteer	1471.28	841.11
Bank Charges	155.61	83.61
Cleaning	1265.39	127.72
Client Outlays	352.27	-
Computer Supplies & Maintenance	2336.58	916.82
Consultant Fees	406.18	1200.27
Electricity & Gas	409.11	151.00
Insurance	1138.33	288.57
Law Books & Journals	1586.49	183.37
Lease of Equipment	807.50	925.00
Management Fee	40000.00	36000.00
Minor Equipment	623.79	519.44
NALCLC Levy	490.00	579.54
Office Printing	1349.94	3416.24
Office Stationery	1508.26	2329.99
Postage	898.56	447.91
Professional Association Fees & Practicing Certificates	1149.08	1254.63
Rates	1232.83	222.60
Repairs, Maintenance & Gardening	806.54	113.04
Security	361.96	296.32
Seminars & Conferences	52.00	90.91
Staff Recruitment	78.50	1104.09
Staff Training	528.00	909.09
Sundry Expenses	231.91	-
Superannuation	11807.18	11589.30
Supervision	239.90	-
Telephone & Internet	4643.27	3111.19
Travel	2013.10	1350.75
Wages & Salaries	120734.65	128597.53
	<u>\$200117.74</u>	<u>\$197459.54</u>

13. AUDITORS REMUNERATION

Apart from remuneration disclosed the auditors received no other benefits.

14.

CAXTON LEGAL CENTRE INC.

STATEMENT BY MEMBERS OF THE COMMITTEE

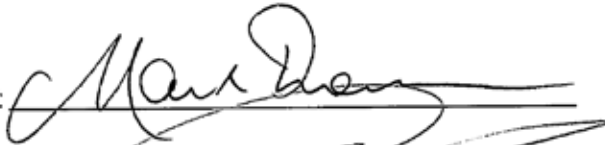
The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 13:

1. Presents a true and fair view of the financial position of Caxton Legal Centre Inc. as at 30 June 2011 and its performance for the year ended of that date.
2. At the date of this statement, there are reasonable grounds to believe that Caxton Legal Centre Inc. 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



Treasurer



Dated this 27th day of October 2011.



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PARTNERS: GREG DORGE
PETER GESCH
PHIL ROBINSON

15.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CAXTON LEGAL CENTRE INC.

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Caxton Legal Centre Inc. which comprises the assets and liabilities statement as at 30 June 2011, and the income and expenditure statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act (Qld) and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our 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. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we 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.

16.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of Caxton Legal Centre Inc. presents fairly, in all material respects the financial position of Caxton Legal Centre Inc. as of 30 June 2011 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.


HAYWARDS CHARTERED ACCOUNTANTS
PETER GESCH - PARTNER

27 OCTOBER 2011
BRISBANE

Caxton Legal Centre acknowledges our funding sources

The Commonwealth Attorney-Generals' Department, Queensland Department of Justice and Attorney-General and Legal Aid Queensland provide funding through their Community Legal Service Program (CLSP) for our General Law Service, Clinical Legal Education program, Child Support Program, Family Relationship Centre Partnership, Family Law Duty Lawyer Service and partial funding for our seniors service. The CLSP is administered by Legal Aid Queensland.

Caxton also receives funding through the Legal Practitioner Interest on Trust Account Fund (LPITAF) for the General Law Service, Consumer Law Service and the Queensland Flood and Cyclone Legal Help Initiative. The Queensland Department of Communities provides funding for the Seniors Legal and Support Service through the Office of Seniors, the Seniors Advocacy and Information Legal Service through the Domestic Violence Prevention Program and the general Social Work Service through the Community Support Program.



Australian Government
Attorney-General's Department

