

CAIRNS REGIONAL COMMUNITY DEVELOPMENT & EMPLOYMENT ATSI CORPORATION (ICN3976)

Trading as:



Indigenous
JOB CONNECTIONS



ANNUAL REPORT
2010 - 2011



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GLOSSARY

CDEP	Community Development & Employment Program
CEO	Chief Executive Officer
ESQ	Employment Services Queensland
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
IJC	Indigenous Job Connections
ILC	Indigenous Land Corporation
JSA	Job Services Australia
ORIC	Office of the Registrar of Indigenous Corporations

Original art featured throughout this report is by artist Mona McKenzie of Babinda

CHAIRMAN'S REPORT



IJC Chairman, Tommy Brim



This past year IJC experienced a very positive year of growth and continues to assist our people achieve a better lifestyle. Much of this success is due to the organisation's new strategic direction. Our Board has been carefully working on the organisation's three year strategic plan which will ensure the positive results achieved in the past year, will continue with purpose and focused leadership.

Our organisation works under the appropriate governance regulations and has been successful in making its own money and becoming self-sufficient.

By strengthening and growing our business without totally relying on government grants, we have continued to support our local community, setting an example for indigenous people.

I believe the experience, strength and stability provided by our Board, CEO and staff will equip IJC with the tools to continue to multiply the positives this past year has shown.

I am very proud of our performance this year and I am enthusiastic about the great possibilities and opportunities that lie ahead for our organisation and our people in the coming year.



BOARD MEMBER PROFILES



Warland (Tommy) Brim

IJC Board member for four years and current Chairman, Mr Brim has a strong and successful history with IJC. He was also a Supervisor with Kuranda CDEP from its inception.

Rhonda Duffin

IJC Board Treasurer, involved in establishing Jilli Binna Cultural Resource Centre and reclaiming the Djabugay language, Ms Duffin has also achieved a Bachelors Degree in Community Management & Development and has 16 years' experience on more than 23 Boards and Committees.

Andrew Duffin

Involved in establishing the Queensland Ambulance Service in Kuranda and Chairing Djabugay Tribal Aboriginal Council Board, Mona Mona Steering Committee and Ngonbi Farm, Mr Duffin continues his goal to give his people a better way of life through his input on the IJC Board.

Rhonda Brim

An Elder and advocate for local community survival, Mrs Brim dedicates her life to sharing Aboriginal culture, passing on traditional skills to younger generations. This enthusiasm, coupled with an active political life, was the motivation for Mrs Brim joining the IJC Board in 2009.

Alfred (Budi) Richards

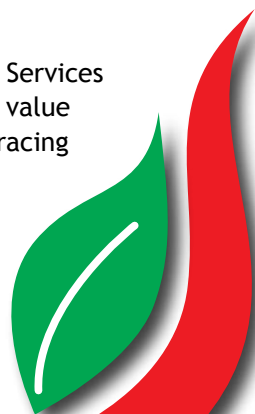
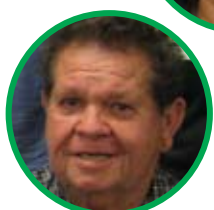
As a fulltime Queensland Rail employee, Mr Richards also sat on both the Ngonbi Cooperative Society Ltd and Cairns Regional Community Development & Employment ATSI Corporation Boards. Now retired, Mr Richards oversaw Kuranda CDEP until its merger with Cairns Regional CDEP Program, when he then joined the current Board.

Maria Richards

As a CDEP participant, Mrs Richards attained Certificate III in Community Services Work and is now a fulltime Nursing Assistant. Experiencing the Program's value first-hand, she joined the Board, determined to assist her people in embracing the life-changing opportunities IJC offers.

Victor Maund

Previous IJC Chairman and current Board member, Mr Maund brings over 27 years' experience to the IJC Board. A retired long-term employee of Telstra, Mr Maund has also been involved on Boards and Management Committees on behalf of the MaMu people and is committed to the practicalities of training and job opportunities for his people.



STRATEGIC PLAN 2011 – 2014

Our Principal Objective

The relief of poverty, sickness, destitution, homelessness, serious economic disadvantage, distress, suffering and misfortune of Aboriginal persons, communities and groups within the Cairns & Tablelands area.

Our Vision

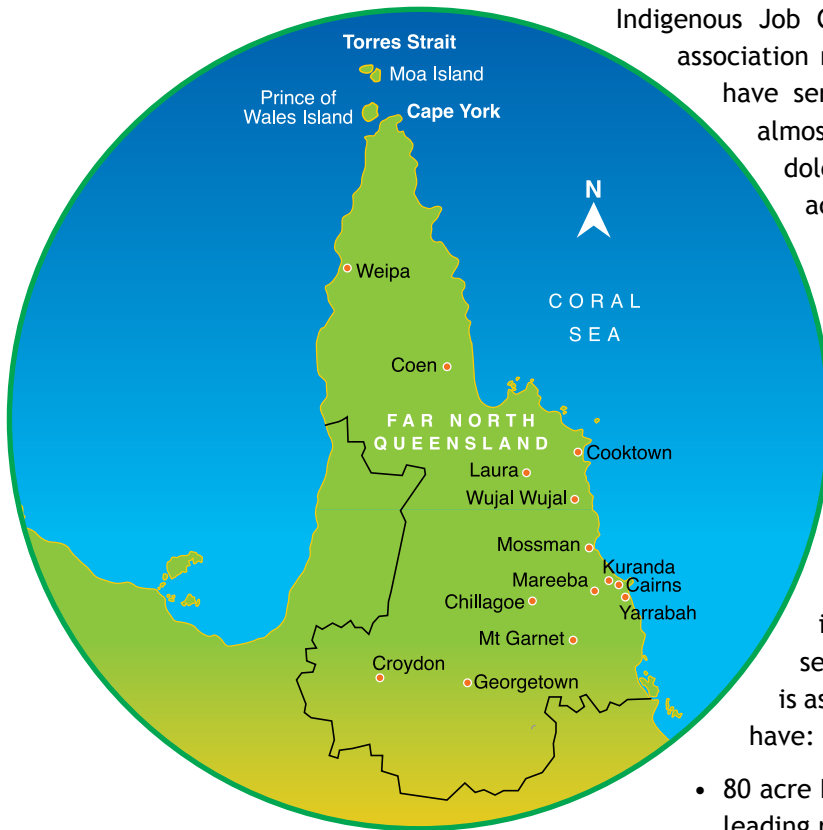
Kuranda: a happy, healthy and proud community where Aboriginal people are empowered through culture, employment and enterprise.

Our Goals

- 1. CREATE PRACTICAL TRAINING OPPORTUNITIES**
We will set up projects where people can access real training to get the jobs they want.
- 2. SUPPORT CULTURAL ACTIVITIES THAT BUILD MOTIVATION AND OPPORTUNITIES**
*We will help people create business from cultural knowledge.
We will help people build confidence, motivation and pride through connection to culture.*
- 3. GIVE ABORIGINAL BUSINESSES SUPPORT AND ADVICE TO SUCCEED**
*We will support realistic and genuine people to set up or develop a business.
We will help them to develop plans and apply for funding.
We will help them find mentoring and training opportunities to become self-sustaining.*
- 4. SUPPORT KIDS TO STAY IN FURTHER EDUCATION, TRAINING AND APPRENTICESHIPS**
We will set aside a sum of money each year to pay for mentors or family members to accompany young people when they attend courses away from home.
- 5. INVEST IN BUSINESSES TO GENERATE PROFITS TO MAKE A DIFFERENCE**
*We will use our money to invest in businesses that respect our values.
We expect business investments to make a profit within two years. The profits will be used to meet the vision of the organisation.*
- 6. ENSURE THE BOARD HAS THE EXPERTISE AND ADVICE TO MAKE SOUND AND FAIR DECISIONS**
*All investment propositions must have independently produced feasibility studies and business plans.
Our investment projects will report on agreed targets monthly.
All projects that have social outcomes must have clear business plans and report on agreed targets monthly.
We will appoint experts to the Board to assist us as required.*
- 7. CREATE A STABLE ORGANISATION THAT WILL LAST A GENERATION**
*We will follow a quality improvement plan and ensure sound corporate governance.
We will ensure that the majority of our money is not invested in high-risk activities.*
- 8. TELL PEOPLE ABOUT OUR WORK AND OUR VISION**
We will build and update a website, sponsor community events and speak passionately and positively about what we do.

INDIGENOUS JOB CONNECTIONS OVERVIEW

Indigenous Job Connections (IJC) is a Not-for-Profit incorporated association run by an indigenous Board of seven directors. We have served the population of Far North Queensland for almost 10 years. We began simply as a CDEP (work for the dole) provider in the region, and this remains a core activity.



IJC manages six remote CDEP programs, including Croydon, Mt Garnett, Chillago, Laura, Coen and Wujal Wujal.

In the past four years IJC has diversified into other programs and ventures as well. The future looks bright.

IJC aims not to rely on government grants and has a proud record of winning and creating business in its own right through competitive tendering and its own initiative. In this way it is supporting, and setting an example for, its indigenous constituents and is asserting a healthy independence. At 30 June 2011 we have:

- 80 acre Bilwon Farm outside Mareeba, being developed as a leading rural training facility;
- an equal partnership in Employment Services Queensland (ESQ) (www.esqld.com.au) which is one of the biggest Queensland Job Services Australia providers.

ORGANISATIONAL OVERVIEW

The IJC Board comprises seven elected members who are responsible for the general direction of the organisation, with operations and procedure governed by the Chief Executive Officer. The Board is elected every two years. Board members undertake training to equip them with the skills and knowledge required to provide direction and input to IJC management.

IJC has a small, but dedicated staff, ensuring its services and programs are run to benefit the local indigenous community.



CORPORATE GOVERNANCE

IJC has entered an exciting new phase of development and operation. Board members attended a mentoring course and five current Board members also completed their Certificate IV in Governance qualifications. The Board have the knowledge and skills necessary to analyse intricate financial and operational data providing a strong foundation for management direction and decision making.

The organisation is now uniquely positioned to provide commercially funded, targeted, community-based projects to enhance access by indigenous people to training and employment opportunities.

Risk Management

IJC's CEO manages the organisation's financial affairs. Regular reporting is carried out and any areas of concern are presented to the Board of Directors. As an extension of this, IJC commissions an independent financial audit at the end of each financial year which is reported back to the Board of Directors and IJC's membership base.

Ethical Standards

Supporting IJC's Code of Conduct, employees and Board Members are familiarised with the organisation's formal Administration Manual. This manual sets out the expectation of high ethical standards. It is each person's duty to always act with honesty, integrity and in good faith in the best interests of the organisation, as well as complying with the Constitution and relevant legislation and demonstrating leadership and stewardship.

Cost of Governance

On accepting the role of Board Member, a commitment is also made to undertake governance qualifications. In order to continue our growth, this type of training and development is given a high priority. During the year, five of the seven Board members completed Certificate IV in Governance, with one the remaining Directors already holding this level of qualification.



CORPORATE SERVICES

Significant improvements have been made to the organisation's administrative structure and processes, including the review of policy and procedure manuals and the production of employee job profiles. Induction courses for CDEP participants have been introduced, as well as procedures for regular staff performance reviews.

Workforce Planning

IJC is committed to equal opportunity. This is demonstrated in our recruitment process, selecting the best candidate for the job. A merit based selection process ensures all candidates are given the same opportunities to present themselves, free from any discrimination.

Training & Development

Structural changes impacted the consistency we would have liked to have seen in training and development, however, towards the end of the period, this area was receiving more focus. To date, training has been conducted in-house, via workshops, and monthly teleconferences for Site Managers. The aim of training for Site Managers was to strive towards uniformity across sites, creating an environment that would equip Community Development Officers with the skills and knowledge to be able to blend into any one of our operational sites. The other side to training was one of functionality, offered to new staff that identified as having a particular need.

It is policy that staff are fully supported and encouraged by the organisation.

Staff Overview

IJC employed 28 staff during the period.

Indigenous Male 11 (5 x fulltime, 6 x Casual)	Non-Indigenous Male 6 (6 x fulltime)	Indigenous Female 8 (6 x fulltime, 2 x Casual)	Non-Indigenous Female 3 (2 x fulltime, 1 x casual)
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Occupational Health & Safety

For the reporting period IJC managed the requirements of Occupational Health & Safety (OH&S) internally. In the future, a specialist OH&S Officer will be appointed to formalise standards throughout the operation.

Indemnities & Insurance Premiums

Company liability insurance cover to the amount of \$15 million was held with Aon Risk Services Australia Limited. Additional insurance cover held with this provider include, but are not limited to, Fidelity Guarantee \$2 million and Professional Indemnity \$10 million.



CHIEF EXECUTIVE OFFICER'S REPORT



IJC CEO, Chris Martin

IJC has experienced positive growth this year and these achievements have helped form the basis for our continued development.

Our Brisbane-based clothing businesses have grown and improvements are being implemented to further increase sales, including the employment of a dedicated sales person and vehicle purchase for Go Work & Safety.

The introduction of Bundarra has offered us another positive addition to our growing income set. Its sportswear features local indigenous designs and plans are in place to secure prominent indigenous sports people to help promote the Bundarra brand.

The work initiatives carried out on Bilwon Farm were highly regarded by the Indigenous Land Corporation (ILC), granting IJC an additional two year lease. The ILC Board have confirmed they will assign Bilwon Farm over to IJC if our current level of performance continues over the next two years.

The development of a training establishment on the Farm has begun, with a manager employed to oversee its progress. This initiative will help achieve our two major aspirations for the Farm's operations; firstly, to generate income through accredited and non-accredited pre-employment training courses. This will be achieved through targeting existing Job Services Australia providers in Far North Queensland as well as participants from our remote CDEP operations. Secondly, establish small scale crop farming - growing crops that are timed to coincide with the need for skilled workers for packing and picking, and that will produce an income. Income generated through the Farm will be used towards achieving our Strategic Plan.

Our CDEP contract has been extended to June 2013. Training centres worth \$1.8M are almost complete in Croydon, Mount Garnett, Coen and Wujal Wujal.

Future delivery of remote employment services is currently under Government review and we are prepared should the outcome effect our current CDEP contract. However, we are also confident our organisation will continue to have a distinctive offering in the field of indigenous employment services.

Our three year Commonwealth Community Support Service contract is continuing to assist ex-CDEP participants in Cairns to access mainstream welfare services.

Looking forward, even with some known challenges ahead, we are positive and focused on the opportunities for a successful year ahead - the continued growth of our clothing businesses; the transition of Bilwon Farm into a recognised training facility and the new resources at our CDEP sites.



COMMERCIAL ACTIVITY



IJC has made a determined effort to establish an effective structure and operations to support our CDEP program and new commercial initiatives. The success of this has reinforced our position as a commercially viable organisation.

CDEP Program

Over the period a total of 70 training programs were conducted as part of the CDEP programs in Croydon, Chillagoe, Mt Garnett and Laura, with 51 conducted in Wujal Wujal and another 27 conducted in Coen. FaHCSIA's Development & Support funding program assisted with the training facility projects in Croydon, Coen, Mt Garnett, Wujal Wujal and Chillagoe.



CROYDON

An existing structure was extended and refurbished to become the new CDEP office and training facility. CDEP participants were involved in the fit out, as well as painting and landscape. Also introduced was a 10 week music program aimed at teaching talented community members, students and adults, and bringing the community together to work on a common direction.



MT GARNETT

New buildings were completed for dedicated training rooms and CDEP space. This was a new construction, enabling CDEP participants to complete the internal fit out, painting and landscaping.



CHILLAGOE

Eight CDEP participants undertook Certificate IV in Governance to equip them with the knowledge to establish a new indigenous corporation. Other training conducted was literacy and numeracy and arts and crafts.





LAURA

CDEP participants established a market garden and orchard to produce fruit and vegetables for distribution within the community. The establishment of the garden and orchard was originally driven by a Government Champion grant to local indigenous people to buy fruit trees for planting.



COEN

Numerous successful community development projects and employment training programs were completed, including, Little School House renovation and upgrade, resulting in training and assessment in Certificate 1 in Construction, as well as construction of The Jolly Rogers' nursery, with produce used for school lunches and plant sale profits being donated to Coen School and PCYC.



WUJAL WUJAL

Eight participants completed a Certificate II in Asset Maintenance with one gaining employment to date. Other participants are completing certificates in horticulture, hospitality (2 now employed), construction, Coxswains and diving; while others are participating in work experience as rangers and station hands. A footpath was completed by the five participants of Certificate 1 in Construction - three participants completed the course with two receiving Statements of Attainment. Eight participants completed Certificate II in Asset Maintenance.



Many of the programs being run have vital links to each other - seedlings from the nursery are being grown in the market garden and when picked are used in Arts and Crafts cooking classes and shared throughout the community. Arts and craft classes have resulted in work being displayed and sold at the UMI Arts Centre in Cairns.





Go Work & Safety

IJC and its Board have fulfilled their most challenging goal to date through a commercial partnership with Brisbane businessman Troy Drasdo (Troy has over 20 years' experience in commercial screen printing, owning and operating his successful corporate promotional product company, Natural Art). This initial investment into targeted business operations has been an early success, producing not only commercial profits but confidence for the Board in their business direction for IJC.



Go Work and Safety manufactures branded uniforms and personal protective equipment (PPE), all produced in Australia. Its major task is supplying more than 40 Employment Services Queensland (ESQ) offices with Australian approved work wear and accessories as part of ESQ's Job Services Australia contract. Targeting niche markets such as this has made early profits that have been reinvested in the business to grow new markets. A dedicated salesman with vehicle was recently appointed to focus sales on corporate branded work wear and PPE to South East Queensland businesses.

Go Work & Safety has been the successful mechanism from which IJC has been able to continue with its strategic plan of creating new initiatives and branching out further into viable, corporate enterprises, such as Regal Sportswear and Bundarra.



Regal Sportswear

Regal Sportswear, a producer of quality team branded sports apparel, promotional items and event signage was purchased primarily to provide the infrastructure for IJC's newer corporate initiatives to enter the marketplace. This proven business has enabled IJC to establish niche operations quickly and with less risk; to satisfy markets unique to its membership and Far North Queensland location.

IJC are 50% partners in Regal Sportswear.



Bundarra

IJC's first unique team wear brand was proudly launched at The Laura Dance Festival this year. Trial stock sold out and demonstrated to the Board that their idea to produce and sell unique sportswear, promotional products and signage aimed specifically at indigenous people was viable.





Bundarra will be the flag ship for future IJC indigenously owned and self-supporting enterprises. Bundarra has proved that indigenous people have their own tastes and desires in consumer products and are prepared to spend their money on goods targeted especially to them.

Its early success is testament to the ability of indigenous people being able to run a diverse business without government funding.

With a FNQ foundation Bundarra will have a national reach. Specifically designed for the indigenous market, it utilises the talents of indigenous artists for clothing design. Local indigenous people and organisations and those wanting to work successfully in the indigenous service provision industry have been very receptive to its indigenous ownership and connections.



Employment Services Queensland

IJC holds a significant Job Services Australia (JSA) contract in equal partnership with three other not-for-profit employment and training providers. The partnership, in place for the past two years, trades as Employment Services Queensland (ESQ) and this year returned a profit. ESQ's success in this area has seen it secure a contract extension through to June 2015.



ESQ operates successfully in ten of twenty Job Network Employment Service Areas in Queensland, providing a full range of services in Capricornia, Bundaberg, Gympie, Sunshine Coast, Outer North Brisbane, South Brisbane, Ipswich, Toowoomba and Western Downs, as well as providing specialist ex-offender services in Logan and South Brisbane.

IJC CEO, Chris Martin, as Chairman of ESQ leads the partnership with ESQ's four Directors, being responsible as the primary employment service provider for at least 15,000 Queenslanders.

ESQ is a partnership between Career Employment Australia Inc, Challenge Employment and Training, Skill Centred Queensland Inc and Indigenous Job Connections. All partners are not-for-profit organisations.

The four partnering organisations share 88 years' service experience assisting disadvantaged and marginalised job seekers.



COMMUNITY SUPPORT & TRAINING



Cairns Community Support Services

Opened in February 2011, the Community Support Program is one of IJC's latest initiatives. An essential communication service, the Program was created to help indigenous residents and visitors to the Cairns area access vital services and information such as Centrelink, housing, job services, education and medical providers.

Experienced mentors are in place to build relationships, work with the people of Cairns to find solutions to their problems, and through this, assist them to build their skills and confidence.

This vital Program has been made possible through a FaHCSIA grant of \$430,000, over three years, to assist with covering of operational costs.



Bilwon Farm

IJC has operated a lease on Bilwon Farm for the past two years and has now moved on its plan to develop a training establishment on the Farm, expanding its potential to contribute to the principal objective of our Constitution. The training establishment will deliver pre-employment and other training courses, such as Horticulture, to long term unemployed people from Cairns, the Tablelands, and Cape York regions.

The priority is to train indigenous unemployed; however we recognise the need to broaden our services to all long term unemployed for the farm to be commercially viable.

IJC was approved as a potential title holding body by the Indigenous Land Corporation. IJC submitted a development proposal with the Tablelands Council for a twenty person development accommodation and training complex and we are confident of an approval early in the new financial year.



FINANCIAL STATEMENTS

Following is an excerpt from the financial statements of Indigenous Job Connections (IJC) for the financial year ended 30th June 2011 and the auditor's report thereon. A copy of the full audited financial statements is available on request.

Statement of Comprehensive Income	NOTE	2011	2010
INCOME		\$	\$
Revenue	2	4,671,334	7,078,057
Employee benefit expense		(2,381,422)	(2,892,010)
Project Management		(128,933)	(41,289)
Depreciation, amortisation and impairments		(119,665)	(121,685)
Motor vehicle expenses		(149,480)	(135,259)
Consultancy fees		(139,293)	(91,616)
Accounting and audit fee		(83,885)	(76,770)
Leases and Rental		(58,133)	(63,490)
Repairs and maintenance		(40,472)	(52,367)
Staff training and development		(73,292)	(47,783)
Project materials		(1,062,655)	(37,297)
Grant monies refunded		(66,849)	(34,634)
Finance costs		(40,935)	(30,536)
Insurance		(1,888)	(15,360)
Advertising		(23,567)	(14,561)
Other expenses		(251,015)	(279,199)
Share of net profit of associates	10(b)	363,400	1,246
Profit before income tax		413,250	3,145,447
Income tax expense		-	-
Profit for the year	3(a)	413,250	3,145,447
Other comprehensive income		-	-
Total comprehensive income for the year		413,250	3,145,447
Statement of Financial Position	NOTE	2011	2010
ASSETS		\$	\$
Current assets			
Cash and cash equivalents	6	4,321,435	4,027,929
Trade and other receivables	7	1,721	510,867
Other assets	8	12,570	8,282
Total current assets		4,335,726	4,547,078
NONCURRENT ASSETS			
Trade and other receivables	7	119,325	75,105
Investments		101	1
Investments accounted for using the equity method	9	364,647	1,246
Property, plant and equipment	11	1,067,977	917,131
Total noncurrent assets		1,552,050	993,483
TOTAL ASSETS		5,887,776	5,540,561
LIABILITIES			
Current liabilities			
Trade and other payables	12	272,827	473,345
Borrowings	13	129,251	61,307
Provisions	14	20,384	12,402
Total current liabilities		422,462	547,054
NONCURRENT LIABILITIES			
Borrowings	13	369,642	311,085
Total noncurrent liabilities		369,642	311,085
TOTAL LIABILITIES		792,104	858,139
NET ASSETS		5,095,672	4,682,422
EQUITY			
Unexpended grants reserve	15	2,435,179	2,766,183
Retained earnings		2,660,493	1,916,239
TOTAL EQUITY		5,095,672	4,682,422

Independent Audit Report to the members of Cairns Regional Community Development and Employment ATSI Corporation

Report on the Financial Report

We have audited the accompanying financial report of Cairns Regional Community Development and Employment ATSI Corporation, which comprises the statement of financial position as at 30 June 2011, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, notes comprising a summary of significant accounting policies and other explanatory notes and the certificate by members of the committee.

Committee Members' Responsibility for the Financial Report

The committee members of the Corporation are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the Corporations (Aboriginal and Torres Strait Islander) Act 2006 and for such internal control as the committee members determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. 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 judgement, 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 Corporation'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 Corporation's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members, as well as evaluating the overall presentation of the financial report.

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 the Corporations (Aboriginal and Torres Strait Islander) Act 2006. We confirm that the independence declaration required by the Corporations (Aboriginal and Torres Strait Islander) Act 2006, provided to the committee members of Cairns Regional Community Development and Employment ATSI Corporation, would be in the same terms if provided to the committee members as at the date of this auditor's report.

Auditor's Opinion

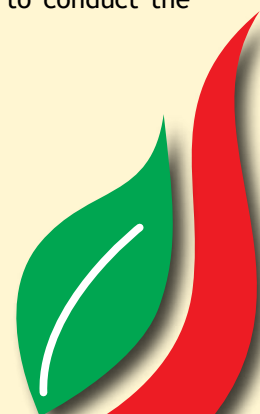
In our opinion the financial report of Cairns Regional Community Development and Employment ATSI Corporation is in accordance with the Corporations (Aboriginal and Torres Strait Islander) Act 2006, including:

- (a) giving a true and fair view of the Corporation's financial position as at 30 June 2011 and of its performance for the year ended on that date;
- (b) complying with Australian Accounting Standards (including Australian Accounting Interpretations) and the Corporations (Aboriginal and Torres Strait Islander) Act 2006;
- (c) the Corporation has kept financial records sufficient to enable the financial report to be prepared and audited; and
- (d) the Corporation has provided us with all information, explanations and assistance necessary to conduct the audit.

Moore Stephens
Moore Stephens

Peter A. Catterson
Peter Catterson
Director

Cairns
29 September 2011





Indigenous
JOB CONNECTIONS

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Development and Employment
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