



NSW
Justices

Annual Report 2012-2013

**New South Wales Justices
Association Inc.**

*Justices of the Peace voluntarily serving the
people of New South Wales*

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STATE PRESIDENT'S REPORT 2012-2013



Paul Mannix

State President and Chairman of the Board. Elected from 26/11/11, State President from 21/8/12.

It gives me great pleasure to present the following report on the operations of the New South Wales Justices Association Incorporated for the past year:

At the time of writing this report, we are still awaiting the release of the new JP Handbook by the Department of Attorney General and Justice. This, unfortunately, puts us on hold in implementing our new online JP Training System because it very closely interfaces with this document. Frustrating as this is for us all, it is out of our control and we will keep you advised as to when we can expect to commence operating this new system. I have mentioned it many times but the work that has gone into this by our team is extraordinary I can never express my gratitude adequately enough. This Training Program, once implemented, will provide many opportunities for our Association and its members as we upgrade and enhance it over the years ahead.

This year we will again be asking our members to vote on changing our Constitution. We are now, however, asking that members consider a new Constitution, not just an amendment to the existing one. The Board recommends this change to our members as it will allow us to move forward with the changes that you approved at our last AGM.

The Board recently agreed to appoint Gary Wright (Sydney Branch) to the Board and created a new portfolio of IT/Communications. Gary was the only nominee for this year's Board election, apart from the existing Board Members, and as there was already a vacancy following the resignation of Director Shalom Paul, we decided to bring him onto the Board now rather than wait until the AGM. Gary is a welcome addition to the Board and will provide in his portfolio a greater opportunity for our members to get faster and more reliable feedback and input into what is happening in their Association.

This year's State Conference was a wonderful event hosted by our Southern Highlands Branch. The feedback I have received since has all been very favourable. I recently attended the August Branch Meeting and presented the Branch President John Reid with a gavel and puck as a token of the Board's appreciation for the efforts that John and his team, including our MC Paul Phillips, in putting on an outstanding event. I also note here that Bryan Doyle MP, in an address to the Legislative Assembly of the New South Wales Parliament the following week, spoke very highly of his visit to the Conference and praised our Association for its work in our various communities.

We have now outsourced our merchandising to JEM Promotional Products and we will in the near future be looking into updating our merchandise range. We need to move with the times. Some of our range is very old and dated and in need of change and JEM can assist us with this.

We have also upgraded our membership database from the old King Street System to the MemNet software, which is proving to be a far more reliable system, providing more accurate and comprehensive reports for the daily management of our Association. I thank our State Registrar for her many hours of work in the transference of information from one system to the other.

The Government Liaison Committee has established a very strong link with the Department of Attorney General and Justice. I thank the Director of the Community Relations Unit for his guidance and response to our many enquiries throughout the year. This feedback from his Department is important in our efforts to keep our members up to date with new legislation and the ever-increasing number of documents that we as JP have to deal with.

I take this opportunity to thank my fellow Directors for their efforts throughout the last twelve months. I also thank them for the support that I have received from them this year. In my opinion, we have worked very well together. While not always agreeing, we always focused on the future and acted in the best interests of both the Association and its members.

To our members, I thank each one of you for your support throughout the last twelve months. I especially thank our army of volunteers who so ably assist their communities on our many volunteer desks scattered throughout New South Wales. I know our work does not always receive the recognition that it should but the Board of Directors and myself as Chairman and President, very much appreciate your efforts.

Paul Mannix
State President

BOARD MEMBER ATTENDANCES

Listed below are the Directors' attendances at meetings over the past year.

NAME	POSITION	COMMENT	BOARD MEETINGS HELD 11	ADVISORY MEETINGS HELD 2	AGM 2012
Paul Mannix	State President & Chair of the Board	Elected from 26/11/11 state President from 21/8/12	11	2	Present
Graham Anderson OAM	State Vice President	Elected from 26/11/11 State Vice President from 21/8/12	9	2	Present
Brian Heasman	Director Administration	Elected from 26/11/11	11	2	Present
Dr John Brodie	Director Education	Elected from 26/11/11	9	0	Present
Gary Wright	Director IT and Communications	Appointed 24/6/13	2 of 3	N/A	N/A
Les Owen	Director Meeting Practice	Elected from 26/11/11	7	1	Absent
Bruce Gibbs	Director Member Benefits & Chair of Journal Committee	Appointed 18/9/12; elected from 24/11/12	9	2	Present
Brian Carney	Director Treasury and Chair of the Government Liaison Committee	Elected from 26/11/11	11	2	Present
Rodger Anderson	Director Training	Appointed 18/9/12, elected from 24/11/12	11	2	Present

DIRECTORS REPORTS 2012-2013



Brian Carney FCPA:
Director Treasury and Chair Government Liaison Committee, appointed to the Board in August 2011. Area Director for Northern Beaches, Hornsby (jointly shared) and Sydney.

ACTIVITIES AND ACHIEVEMENTS

Treasury

- Oversight of the financial affairs of the Association via regular contact with the bookkeeper and the Office Manager with visits to the Concord office.
- Overall responsibility for all financial transactions of the Association.
- Established a Revised Financial Forecast and Reporting to ensure a large component of funds are utilised for the development of the online JP Training Program.
- Liaise with Editorial Committee to control Journal costs.
- Develop a revised Financial Report Package for Board use.
- Reviewed and revised merchandise pricing for benefit of members.
- Developed 2013/2014 Budget.
- Introduced B-PAY payment procedure for Merchandise.
- Completed new Numeric Chart of Accounts Structure for future accounting purposes.
- Implemented the remote access of accounting system.
- Assisted the Registrar with successful implementation of the MemNet Membership System.

Other

- Chair the Government Liaison Committee to maintain/enhance the lines of communication with the Department of Attorney

General and Justice (a separate report is presented).

- Appointed to the Board of JPTO (JP Training Organisation).

Objectives for 2013-2014

1. To maintain continuous support to the membership.
2. To enhance our line of communication to the membership.
3. To give financial support to the program of JP training.
4. To assist Editorial Committee in financial viability.
5. To maintain financial viability of the Association with proper financial controls.
6. To further develop and complete a revamp of accounting controls and analysis via the new Chart of Accounts structure.
7. To always ensure 100% confidentiality in all Board and Association meetings.

Government Liaison Committee

- Represented the NSWJA at several meetings with the Director of the Community Relations Unit (Department of Attorney General and Justice) with the aim of maintaining effective dialogue on all matters relating to our service to communities in NSW.
- Organised a generous allowance of space in our Journal *The Justice of the Peace* as and when needed by the Community Relations Unit. It is likely that they will require a significant amount of space with the release of new JP Handbook later this year.
- Establishing a committee of state politician JPs. This is current a work-in-progress.
- Appointed to Board of JPTO (JP Training Organisation).

Objectives 2013-2014

1. To enhance our line of communication with the Department of Attorney General and Justice for the benefit of the Association's membership.

2. To look into ways to have all JPs access to initial training with the objective to encourage membership to the NSWJA.
3. To complete the development of a working relationship with State MPs to assist in the continued support from the Department of Attorney General and Justice.
4. To ensure the continued support of the CRU Director and his staff at the Department of Attorney General and Justice.
5. To continue to push for the introduction of mandatory training and testing of new JPs, as well as the training of existing JPs.



Gary Wright:
 Director Information Technology and Communications. Appointed to the Board on 24 June 2013 to fill the vacancy created by the resignation of Shalom Paul.

ACTIVITIES AND ACHIEVEMENTS

Nil. My appointment was on 24 June and the reporting date closed on 30 June 2013 (6 days), hence no achievements.

Objectives 2013-2014

1. To increase the numbers who use the NSWJA Facebook page and NSWJA Twitter accounts.
2. To investigate a member-only area of the NSWJA website.
3. To improve the communications between the Board and Branches and from the Branch to its members via electronic means.
4. To assist with the technical aspects of the NSWJA online JP Training System.



Leslie Owen:
 Cert IV TAE
 Cert IV Disabilities
 Director Meeting Practice. Appointed to the Board on 26 November 2011

ACTIVITIES AND ACHIEVEMENTS

- My duties include presenting the formal 'Meeting Practice' presentation to branches and represent the Board as area director.
- My other duties include Ryde City Branch executive as Secretary/Treasurer.
- Attended the NSW administration centre for cheque signing and other duties.
- This year (2013) started with delivering the meeting practice and JP information and training to North Sydney and Ryde City Branches. I was also delivering the latest information from the NSWJA Board as area director.

Objectives 2013-2014

1. Delivering more "meeting practice" presentations.
2. Involvement in the new JP training role out in association with Director Rodger Anderson.



Brian Heasman:
 Director Administration. Appointed to the Board and current portfolio 26 November 2011 to current date.

ACTIVITIES AND ACHIEVEMENTS

- Undertook the role of State Registrar for the period March 2012 to 25 June 2013. At this time, Belinda Hedges had completed 4 months' probation and took over the State Registrar role permanently, which I then relinquished.
- I maintained oversight of the Administration Centre via regular contact with the Office Manager and visits to the Concord office. This was in accordance with the Board directive regarding separation of power whereby instructional and communications to the State Registrar from the Board shall be through the Director Administration. Both are bound by Board policy at all times.
- I have overall responsibility (and direct point of contact) for the Association website, email system, office computers and network.
- Revitalisation of website with major voluntary support and expertise of NSWJA

member, Russell Edwards from April 2012.

- Director Gary Wright taking over the IT role as Director IT & Communication from June 2013.
- Operational changeover of MEMNET as replacement data-base for membership control and reporting as of August 2012.
- Area Director – Hornsby, Nepean, Hawkesbury 2012.
- Assisted with Advisory meeting at Burwood 2012.
- Assisted with Bathurst Conference 2012.
- Planning commenced for 2014 conference by Hornsby Branch Committee.
- Prepare outgoing correspondence on behalf of the Board.
- Prepare Confidentiality Agreements for staff and other groups and contractors using NSWJA information.
- Oversight of insurance and reconfirmation that no professional indemnity is provided for members but confirmation is held for public liability at centres when undertaking voluntary activities and accident cover.

OBJECTIVES FOR 2013-2014

1. Our priority is to maintain continuous support to the membership.
2. To enhance our visibility to the membership and to encourage new members from the wider community.
3. To give 100% support to the program of JP training.
4. To give 100 % support to fellow directors to ensure a fully functioning and operational Association
5. To always, ensure 100% support to staff.



Rodger Anderson:

Dip. Teach. (Nursing) (Syd),
M.A. (Adult Ed.) (Macq), R.N.
Director Training. Appointed
on 18 September 2012 and
elected 24 November 2012

ACTIVITIES AND ACHIEVEMENTS

I was appointed to the Board in November 2011 and given the task of the Training portfolio.

My brief was to develop a training package that would enhance the learning for existing members and create a drawcard for new members.

The task has been an onerous one over the last eighteen months with the finalisation of the program in May 2013, the launch of the program was held at the Annual Conference in May 2013. The continuance of the program has been interrupted by the development of a new edition of the Handbook for Justices of the Peace in NSW by the Community Relations Unit of the Department of Attorney General and Justice.

The release of the handbook has only recently eventuated in line with the passing of the amendments to the *Oaths Act* and the *Justice of the Peace Act* by the NSW legislature.

Another role that I have been involved in is the launching of the Justice of the Peace Training Organisation (JPTO), in conjunction with Peter Enderby (Macarthur Branch) and Terry Wardle from S.A. This entity is a registered company that will be utilised as a vehicle for the training of Justices of the Peace in a cross-jurisdictional manner, with the view to mounting a Certificate III in Justice Training - in line with the Australian Qualifications Framework. I am also developing training packages for the Corporate Sector and a Mentors Program for experienced JPs.

I also represented the NSWJA at the AJCA Conference in Darwin in October of this year; my report will be released in the next Journal.

Objectives for 2013-14

- Participate as an effective representative of the Board.
- Maintain and improve the online training program.
- Assist Branch training Officers to develop relevant informative training sessions for their branch.
- Assisting branches with capital purchase for training sessions.
- Continue planning for the following programs:
 - Online training for JPs
 - Mentoring Program for experienced JPs
 - Corporate Sector training sessions



Dr. John Brodie:

Director Education. Elected from 11 November 2011.

This year has been an interesting year concerning JPs and Education. It has been interesting because there has been a good response by branches to elect Training Officers and to regularly hold training at branch level and because of the good dialogue between the trainers and the Directors associated with Training and Education. I have welcomed the calls and emails seeking advice on issues.

The branch Training Officers have an important role to play in face-to-face teaching as the survey completed by members at the Annual Conference showed a clear preference for both face-to-face and online training.

That being said, there has actually been a limiting of further education advances recently as we are awaiting the release of the new handbook. It has been made known to the Board that all future education of JPs is to strictly adhere to the handbook and is not to go outside of its guidelines.

Once it is released there will be a number of training initiatives to assist members to quickly get up to speed, not the least of which will be the release of the online training package.

I ask members to consider sending details of any unusual issues that arise in the course of their JP duties so that I can share these with the members. Thank you for your support in the important area of the education of our members and I look forward to continuing to work with you for the benefit of all our members.



Bruce Gibbs:

Director Member Benefits and Chair of the Editorial Committee. Appointed 18 September 2012, elected from 24/11/12.

It has been a privilege to serve on the Board of Directors since appointment to the Board last September. My portfolio of Director of Member Benefits and Area Director Nth of the Hawkesbury has involved a lot of driving to and from Wyong to the City to attend

Board meetings, and visiting the outlying 6 branches in this northern area. This has been a rewarding experience, as I enjoy working with my fellow Board members as a united team, and taking a genuine interest in the branches I visit. A couple of the branches hold their meetings on the same night of the month, and so I appreciate Director Brian Carney helping out, so that I can visit as often as I can.

It has been good to witness an increase in membership of these branches, a gratitude amongst members for the increase in member benefits, and an increased satisfaction in the direction the Board is taking to guide the Association into the future. Lake Macquarie and Morisset Branch Executives have been working very hard, and along with members, are looking forward in anticipation to the online training program, after the new Justice of the Peace handbook is expected to be released in November.

The highlight of this year in this northern area was the elegant Community JP Desk Anniversary Dinner put on by Tuggerah Lakes Branch, to celebrate the first desk in the NSWJA established in the Wyong Shire. Many members from other branches attended, and enjoyed immensely the evening of entertainment and friendship.

Central Coast Branch member Jim Murphy will be presented with Life Membership at their October meeting. Jim served on the NSWJA Board of Directors, and positions on the Executive of the Branch for many years, and is very worthy of this award. Central Coast members are proud of his achievements.

I have been actively obtaining grants in my "other life" as Secretary of Tuggerah Lakes Branch, which have benefited the branch members in various ways. All branches have been encouraged to actively look for opportunities to apply for all available grants, with assistance and advice offered if required.

My role as Chairman of the Editorial Committee for *The Justice of the Peace Journal*, which meets periodically, has been very rewarding with seeing members expressing many positive comments in the recent Readership Survey, and some very constructive suggestions. Our Editor and Sub

Editor have been working very hard on the next Journal, with committee assistance, and I am sure it will be a publication that will do our NSWJA members proud.

Wishing all our NSWJA members a peaceful year ahead, and a big thank you to all of you for all you do as wonderful volunteers in the community



Graham Anderson OAM:
Vice President. Appointed to the Board November 2011. Appointed to current portfolio August 2012.

ACTIVITIES AND ACHIEVEMENTS

- Area Director for Riverina, Shoalhaven, Wollongong and Ulladulla Support Group.
- Have visited above branches on a regular basis during term of office.
- Performed duties on Help Desks at both Nowra Library and Stockland Nowra on a regular basis.
- Attended the Australasian Council of Justices' Associations (ACJA) held in Wellington, New Zealand, October 2012 as NSWJA Councillor.
- Attended two Alliance meetings held at Port Macquarie.
- Attended all Advisory Meetings.
- Attended NSWJA Conference 2013 held at Mittagong May 2013.
- Attended a number of On Line Training presentations at different locations.

OBJECTIVES FOR 2013-2014

1. To maintain continuous support to the membership.
 2. To enhance our visibility to the membership.
 3. To give 100% support to the program of JP training.
 4. Develop Members Benefits.
-

Minutes of the Annual General Meeting 2012 NEW SOUTH WALES JUSTICES ASSOCIATION INCORPORATED

Minutes of the Annual General Meeting of the New South Wales Justices Association Incorporated held on 24/11/2012 at Burwood RSL, Shaftesbury Road, Burwood.

Meeting commenced at 1.00pm with State President Paul Mannix in the Chair.

Advance Australia Fair. God Save the Queen.

Present

Board Members

- State President Paul Mannix
- State Vice President Graham Anderson
- Director Dr John Brodie
- Director Brian Carney
- Director Brian Heasman
- Director Bruce Gibbs
- Director Rodger Anderson
- Apologies: Director Les Owen

Administration Centre

- State Registrar Belinda Hedges, Minutes Secretary.

Attendance and apologies for Annual General Meeting recorded in the attendance/apologies book.

Moved Gary Wright (Sydney) seconded Joe Rafferty (Southern Highlands) that the apologies be received and accepted. Carried.

Opening Comments

State President Paul Mannix welcomed everyone and commenced with Agenda.

Minutes of Previous AGM

State President Paul Mannix indicated that the Minutes of the Annual General Meeting held on 27/11/2011 were published in the Annual Report. There were no matters arising from these Minutes.

Moved Noel Crowley (Sydney) seconded Peter Enderby (Macarthur) that the Minutes of the

2011 Annual General Meeting held 27/11/2011 be accepted and passed as correct. Carried.

Receipt of the Reports of the State President and the Directors.

State President Paul Mannix acknowledged the Lectern and Flag in use at the Annual General Meeting. Darren Webber MP presented the Flag to the Tuggerah Lakes Branch. He indicated that the State President and Directors' Reports and Annual Report were included with the November 2012 Journal. He acknowledged the training program work led by our Training Director Rodger Anderson, greatly assisted by Peter Enderby (Macarthur), along with input from many. State President Paul Mannix reported that the Attorney General Greg Smith has recognised the NSWJA and the work being done in regard to training, that there had been a lot of work by the GLC¹, with Peter Enderby having an excellent relationship with the AG CRU². The CRU had taken on board NSWJA suggestions for updating the JP Handbook.

Financial Statements

The Financial Statements of the New South Wales Justices Association Incorporated for the period ended 30 June 2012 (pages 16-27) in the Annual Report were tabled.

It was also mentioned that there was an error on page 6 of the Notes (pg. 6 reads "Retained Loss at the beginning of the financial year" – should read "Retained Profit", also line underneath reads "Retained Loss at the end of the financial year" – should read "Retained Profit at the end of the financial year". Another error was on page 9. Under Note 2: Reserves – reads "NSWJA Limited Reserve" – should read "NSWJA Incorporated Reserve".)

Director Carney thanked various branches for their support.

Several members sought information on the suspension of David Wright and Jane Zahra. State President Paul Mannix indicated that he was unable to give any further information. He indicated that that NSWJA insurance was now covering costs for the legal firm dealing with the matter.

¹ Government Liaison Committee

² Attorney General, Community Relations Unit

Director Dr John Brodie briefly outlined the process that had led to the suspension of two Board members, and explained that the Board had followed legal advice and had appropriately dealt with the complaint.

Noel Crowley (Sydney) indicated that he wanted to move a motion of no confidence in the Board and that the matter be deferred to an Extraordinary General Meeting. The chair did not accept both motions. No motion of dissent was moved against the chair's ruling.

Noel Crowley (Sydney) questioned the Board's non-use of the honorary solicitors for the complaint. Director John Brodie indicated that the Board believed that independent advice from experts in this particular field was warranted.

Moved Peter Enderby (Macarthur) seconded Kevin Perry (Liverpool) that the President's and Directors' reports to 30 June 2012 be accepted and passed correct. Carried.

Moved Director Brian Carney that the Treasury report be accepted. Seconded Sue Ward (Northern Beaches). Carried.

Dr Malcolm Buck (Lake Macquarie) queried the costs of the journal production and the means of increasing membership. Director Brian Carney indicated that this had been something the Board and the Editorial Committee has been looking into for some time. He further indicated that he believed that membership would increase under the training program and consequently the NSWJA's finances.

Director Rodger Anderson indicated that, despite concerns, the Attorney General was not interested in taking over the training program, and copyright to the NSWJA was in place. He indicated that that the training program had the potential to increase membership by 15% over the next three years. 2,300 hours had been put into this program since the 2011 Annual General Meeting.

Director John Brodie stressed the importance of education and pointed out that no matter how experienced a JP may be that they would most probably be presented with a previously unseen document one day. He urged members to send examples of these when it happened so that all could learn from them. Director John Brodie reiterated that it was the belief of the Board that membership would

increase through the training program.
(Applause)

Noel Crowley (Sydney) again queried the removal of the former State President and Vice President from the Board and their consequent suspension of membership.

Director Bruce Gibbs addressed the floor, speaking of his recent appointment to the Board and stating that he had never seen a Board so united. He urged members to support this Board if the members wished for a successful future for the NSWJA.

Some members felt these comments were inappropriate.

Director Brian Heasman announced Belinda Hedges as the new State Registrar. Brian thanked members for their support of the Administration staff throughout this difficult year.

State president Paul Mannix asked that a minute's silence be taken to acknowledge the passing of Ken Hancock, the NSWJA Honorary Solicitor from 1985 to 2011.

AFTERNOON TEA BREAK

Constitutional Changes

The Sydney Branch motion and the NSWJA amendment were posted on the NSWJA website.

The Sydney Branch motion was moved Gary Wright (Sydney) seconded Michael Nye (Sydney). Gary Wright spoke to the motion and indicated that the NSWJA amendment should be supported.

The NSWJA amendment was moved Director John Brodie seconded Michael Rosenthal (North Sydney). Director John Brodie spoke to the amendment mentioning the work of Gary Wright on the matter, indicating that legal advice had been sought.

After discussion the amendment was put and carried. The amendment became the motion and was put. It was carried.

Geoff Usher (Sydney) thanked those who worked so hard on the amendment.

Awards

State President Paul Mannix announced that he would like to present the following members with a merit award (one of the pleasurable parts of an Annual General Meeting) for their voluntary time and services:

- John Hoppitt (St George)
- Kay de Luca (Hornsby)
- Kevin Perry (Liverpool)
- Lynn Brodie (Sydney)

General Business

Gary Wright (Sydney) sought information on the vacancy on the Board. It was indicated that the Board was looking for a suitably qualified person in marketing and was happy to take enquiries regarding the position from interested persons.

Helen Mochrie (North Sydney) spoke of the problem of getting young people to join the NSWJA, seeking input from others for ideas. State Vice President Graham Anderson suggested inviting young people to sit on a community desk to learn about being a Justice of the Peace. There was general agreement amongst members that this was an ongoing issue.

Gary Wright (Sydney) asked about copyright of the images on the NSWJA Training site. Director Rodger Anderson indicated that the images were public domain.

Gary Wright indicated that he found the earlier comments from Director Bruce Gibbs regarding supporting the Board offensive.

A number of members wished to know if the NSWJA insurance covered professional indemnity. Director Brian Heasman informed members that he had received information regarding this the previous day and was following up on costs. When information was available he would notify all Branch secretaries.

There was no further general business.

State President Paul Mannix thanked all for attending and for their hard work throughout the year. He thanked the Directors and members of the GLC and wished all the best for the Festive Season and the New Year.

The Annual General Meeting closed at 1600hrs.

The next AGM is to be held at Burwood RSL, 24 Shaftesbury Rd, Burwood, on the 16th /23rd November 2013.

AGM Attendees and Apologies

ATTENDEES

Name	Branch
Manfred Hentschke	Macarthur
Brian Heasman	Hornsby
Kay De Luca	Hornsby
Tony De Luca	Hornsby
Gary Smith	Cumberland
Doreen Barnard	Canterbury City
Manama Smith	Canterbury City
Paul Mannix	Liverpool
Brian Carney	Hornsby
Rodger Anderson	Liverpool
Bruce Gibbs	Tuggerah Lakes
Graham Anderson	Shoalhaven
Michael Nye	Sydney
Belinda Hedges	Ashfield-Burwood
June Sumner	Ashfield-Burwood
Malcolm Buck	Lake Macquarie
Tiffany Duane	Cumberland
Peter Pilgrim	Lake Macquarie
Peter Enderby	Macarthur
Kaye Weaver	Cumberland
Brenda Anderson	Shoalhaven
Peter Mogg	Macarthur
Yolanda De Haan	Sydney
John Hoppitt	St George
Karen Mack	St George
Patricia Clifton	Sydney
Carlos Orellana	Nepean
Lynn Brodie	Sydney

Name	Branch
Astrid Lowdens	Sydney
Beryce Kerr	Ashfield-Burwood
June Hill	Canterbury City
Frank Boyes	Nepean
Gary Wright	Sydney
Steve Palmer	Canterbury City
Pelenaise Lutui-Palmer	Canterbury City
Noel Crowley	Sydney
Betty Calvert	Eastern Suburbs
Suzanne fletcher	Cumberland
Roger Hounslow	Eastern Suburbs
Ian Williams	Sydney
Sue Ward	Northern Beaches
Barbara Anderson	Northern Beaches
Charles Watson	Northern Beaches
Lorraine Perry	Liverpool
Brian Hughes	Ashfield-Burwood
Allen Morgan	Tuggerah Lakes
Grace Morgan	Tuggerah Lakes
Brian Daniels	Hornsby
Geoffrey Usher	Sydney
Kevin Perry	Liverpool
John Steward	Sydney
John Reid	Southern Highlands
Colin Field	Central Coast
Rex Simpson	Central Coast
John Brodie	Cumberland
Pam Miller	St George
Laurence Dudman	Sydney
Michael Rosenthal	North Sydney
Helen Mochne	North Sydney
P Hoy	North Sydney
Brett McMillan	Ashfield-Burwood
Yina Wang	Canterbury City
George Vasiliades	Canterbury City

APOLOGIES

Name	Branch
Gavin Moehead	Hornsby
Brad Harvey	Cumberland
Arthur Priest	Riverina
Melissa Duane	Cumberland
Ian Gilbertson	Cumberland
John Rees	Cumberland
John Gray	Cumberland
Peter Huber	Lake Macquarie
Graham Short	Lake Macquarie
Ray Flett	Lake Macquarie
Mary Millgate	Shoalhaven
Liz Sawyer	Ryde City
Bill Eagle	Sydney
Frank Havilland	Northern Beaches
Joan Auty	Northern Beaches
Alastair Turnbull	Northern Beaches
Suellen Steward	Sydney
Les Owen	Ryde City
Patrick McAppion	Ryde City
Beverly McAppion	Ryde City

FINANCIAL REPORTS
New South Wales Justices Association Incorporated
ABN 63 383 537 397
Board of Directors' Report

Your Directors submit the financial accounts of the New South Wales Justices Association Incorporated for the year ended 30 June 2013.

Board of Directors

The names of the Directors appointed on 26 November 2011 (unless otherwise noted) and acting at the date of this report and their portfolio responsibilities at the date of this report are:

Mr Paul Mannix	– State President & Chairman
Mr Graham Anderson OAM	– State Vice President
Mr Brian Heasman	– Administration, IT and Registrar
Dr John Brodie	– Education
Mr Les Owen	– Meeting Practice
Mr Brian Carney	– Treasurer & Chairman of the GLC
Mr Bruce Gibbs	– Appointed 18/09/2012, Member benefits & chair of the Editorial Committee
Mr Roger Anderson	– Appointed 18/09/2012, Training
Mr Gary Wright	-- Appointed 24/06/2012, IT & Communications

Principal Activities

The principal activities of the association during the financial period were the promotion of the mutual and common interest of the Justices of the Peace for New South Wales and the administration of the law generally as it applies.

Significant Changes

No significant change in the nature of these activities occurred during the period.

Operating Result

The loss after providing for income tax amounted to \$42,114.92 (2011: loss \$9,914.74).

Events Subsequent to the End of the Reporting Period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations, or the state of affairs of the Association in future financial years.

Indemnifying Officers and Employees

Every Director or Officer of the Association or any person (whether an Officer of the Association or not) employed by the Association shall be indemnified out of the funds of the Association against all liability incurred by them as such Member of the Association, State Registrar, Officer or employee in defending any proceedings whether civil or criminal in which judgement is given in their favour or in which they are acquitted or in connection with any application under the Act in which relief is granted them by the Court.

Signed in accordance with a resolution of the Board of Directors on 9 October, 2013:

Paul Mannix (State President)

Brian Carney (Treasurer)

New South Wales Justices Association Incorporated

ABN 63 383 537 397

Income and Expenditure Statement

For the year ended 30 June 2013

	2013	2012
	\$	\$
Income		
Trading profit (from page 4)	3,761.61	6,951.10
Subscriptions & joining fees	143,988.77	145,590.90
Interest received	1,295.35	3,005.51
Conference income	11,758.43	18,636.26
Advertising Income	2,209.10	0.00
Other income	325.00	453.71
Donations	<u>6.00</u>	<u>1,845.21</u>
Total income	<u>163,344.26</u>	<u>176,482.69</u>
Expenses		
Accountancy	4,700.00	4,400.00
Advertising and promotion	46.95	395.44
Bank Fees And Charges	1,236.59	2,098.94
Computer & software expenses	11,852.18	11,801.05
Conference/seminar costs	12,299.08	13,275.78
Contract bookkeeping	13,729.80	8,980.58
Depreciation – plant	1,561.00	1,561.00
Electricity	1,563.84	1,308.56
Expensed equipment	208.23	1,549.08
Insurance	5,000.37	5,049.97
Internet	693.96	318.14
Journal production & delivery	37,940.49	47,678.89
Legal fees Meeting	6,005.00	2,513.00
expenses Member ID	1,979.10	641.17
cards Photocopying	0.00	3,180.00
expenses Postage	5,988.74	3,966.74
Printing & stationery	4,743.66	6,172.43
Provision for annual leave	2,875.84	2,948.53
Rates & land taxes	789.00	(306.00)
Rent on land & buildings	724.92	1,171.95
Repairs & maintenance	217.73	90.91
Salaries	221.00	264.93
Staff amenities	71,046.58	51,223.83
Staff recruitment	272.73	62.41
Strata levies	0.00	1,402.27
Subscriptions	2,407.27	2,050.96
Sundry expenses	88.18	753.32
Superannuation	442.67	241.00
Telephone	6,145.76	4,111.77
Training and development	1,450.37	994.54
Total expenses	<u>9,228.14</u>	<u>6,496.24</u>
Current year loss before income tax	<u>205,459.18</u>	<u>186,397.43</u>
	<u>(42,114.92)</u>	<u>(9,914.74)</u>

New South Wales Justices Association Incorporated

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Income and Expenditure Statement (continued)

For the year ended 30 June 2013

	2013 \$	2012 \$
Current year loss before income tax (from Page 5)	(42,114.92)	(9,914.74)
Income tax expense (Note 1(a))	<u>0.00</u>	<u>0.00</u>
Net current year loss after income tax	(42,114.92)	(9,914.74)
Retained Profits at the beginning of the financial year	<u>33,726.48</u>	<u>43,641.22</u>
Retained Profit/(Loss) at the end of the financial year	<u>(8,388.44)</u>	<u>33,726.48</u>

New South Wales Justices Association Incorporated

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Balance Sheet As At 30 June 2013

	Note	2013 \$	2012 \$
Current Assets			
Cash and cash equivalents	3	125,989.80	202,448.02
Accounts receivable and other debtors	4	1,050.00	489.00
Inventories Current	5	12,524.23	15,870.00
tax assets Total	6	<u>2,596.58</u>	<u>1,012.97</u>
Current Assets		<u>142,160.61</u>	<u>219,819.99</u>
Non-Current Assets			
Property, plant and equipment	7	<u>269,573.00</u>	<u>271,134.00</u>
Total Non-Current Assets		<u>269,573.00</u>	<u>271,134.00</u>
Total Assets		<u>411,733.61</u>	<u>490,953.99</u>
Current Liabilities			
Accounts payable and other payables	8	89,295.81	127,544.27
Current tax liabilities	9	2,822.00	2,468.00
Provisions	10	<u>2,274.00</u>	<u>1,485.00</u>
Total Current Liabilities		<u>94,391.81</u>	<u>131,497.27</u>
Total Liabilities		<u>94,391.81</u>	<u>131,497.27</u>
Net Assets		<u>317,341.80</u>	<u>359,456.72</u>
Members' Funds			
Reserves	2	325,730.24	325,730.24
Retained surplus/(Loss)		<u>(8,388.44)</u>	<u>33,726.48</u>
Total Members' Funds		<u>317,341.80</u>	<u>359,456.72</u>

New South Wales Justices Association Incorporated

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Notes to the Financial Statements

For the period ended 30 June 2013

Note1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act (NSW). The Directors have determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets. As the Association is not a reporting entity, the financial statements have not been prepared in accordance with any Australian Accounting Standard or Australian Accounting Interpretation.

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) Income Tax

No provision for income tax has been raised as the Association is a not-for profit association prohibited from making distributions to its members (Cls 6 & 82.2). The Directors believe that the association is exempt from income tax under Division 50 of the Income Tax Assessment Act which includes community service purposes.

(b) Property, plant and equipment (PPE)

Initial office equipment are recorded at the carrying amount transferred from The New South Wales Justices' Association Limited less, where applicable, any accumulated depreciation since the date of transfer. Subsequent office equipment is recorded at cost less, where applicable, any accumulated depreciation since date of acquisition.

The depreciable amount of all PPE are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The strata property is recorded at the amount transferred from The New South Wales Justices' Association Limited to the Association ("the transferor"). The amount transferred is the value of the strata property as determined by independent valuers on 16 August 2006 and was the amount recorded in the books of the transferor at the date of transfer. The Directors are of the opinion that the value of the strata property has not decreased this amount.

(c) Impairment of assets

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

(d) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the best estimate of the amounts required to settle the obligation at reporting date. A provision for long service leave is recognized in a similar way after employees complete 5 years of service.

(e) Cash and cash equivalents

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

New South Wales Justices Association Incorporated

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Notes to the Financial Statements

For the year ended 30 June 2013

(f) Revenue

Revenue from members' subscriptions and joining fees are recognised on a receipt basis to the extent that it relates to the current financial year. Amounts received in advance payment of future year subscriptions are recorded as a deferred income in the balance sheet (Note 8). Deferred revenue is not discounted to present values when recognizing revenue.

Interest revenue is recognised on receipt of same from the financial institutions.

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Donations are recognised as revenue when received unless they are designated for a specific purpose, when they are carried forward as prepaid income on the balance sheet.

Revenue from the rendering of a service is recognised upon the delivery of the service to customers.

All revenue is stated net of the amount of goods and services tax (GST).

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST is not recoverable from the Australian Taxation Office (ATO). Receivables and payables in the balance sheet are shown inclusive of the amount of GST receivable or payable.

(h) Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 90 days of the recognition of the liability.

Note 2: Reserves

	2013 \$	2012 \$
NSWJA Limited Reserve:		
Balance at the beginning of the reporting period	325,730.24	325,730.24
Increase (decrease) in reserves during the reporting period	<u>0.00</u>	<u>0.00</u>
Balance at the end of the reporting period	<u>325,730.24</u>	<u>325,730.24</u>

This reserve represents the value of the net assets which were transferred to the Association from The New South Wales Justices' Association Limited at the time that company ceased operations (29 June 2008). That company was subsequently de-registered on 11 July 2008.

New South Wales Justices Association Incorporated

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Notes to the Financial Statements

For the year ended 30 June 2013

Note 3: Cash and Cash Equivalents

	2013 \$	2012 \$
Bank accounts:		
- Cash At Bank	122,930.00	148,738.56
- Cash on deposit	0.00	52,351.36
Other cash items:		
- Cash on hand	<u>3,059.80</u>	<u>1,358.10</u>
	<u>125,989.80</u>	<u>202,448.02</u>

Note 4: Trade and Other Receivables

Current

Other receivables	<u>1,050.00</u>	<u>489.00</u>
	<u>1,050.00</u>	<u>489.00</u>

Note 5: Inventories

Current

Finished goods at cost	<u>12,524.23</u>	<u>15,870.00</u>
	<u>12,524.23</u>	<u>15,870.00</u>

Note 6: Tax Assets

Current

GST refundable	<u>2,596.58</u>	<u>1,012.97</u>
	<u>2,596.58</u>	<u>1,012.97</u>

Note 7: Property, Plant and Equipment

Buildings:

- At valuation (Note 1(b))	<u>265,000.00</u>	<u>265,000.00</u>
	<u>265,000.00</u>	<u>265,000.00</u>

Office equipment:

- At valuation (Note 1(b))	2,552.73	2,552.73
- Less: Accumulated depreciation	<u>(1,111.73)</u>	<u>(856.73)</u>
	<u>1,441.00</u>	<u>1,696.00</u>

Office equipment:

- At Cost	6,258.27	6,258.27
- Less: Accumulated depreciation	<u>(3,126.27)</u>	<u>(1,820.27)</u>
	<u>3,132.00</u>	<u>4,438.00</u>
	<u>269,573.00</u>	<u>271,134.00</u>

New South Wales Justices Association Incorporated

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Notes to the Financial Statements

For the year ended 30 June 2013

Note 8: Trade and Other Payables

	2013	2012
	\$	\$
Unsecured:		
Trade creditors	16,256.81	13,725.23
Deferred subscription income	<u>73,039.00</u>	<u>113,819.04</u>
	<u>89,295.81</u>	<u>127,544.27</u>

Note 9: Tax Liabilities

Current

Amounts withheld from salary and wages	<u>2,822.00</u>	<u>2,468.00</u>
	<u>2,822.00</u>	<u>2,468.00</u>

Note 10: Provisions

Current

Employee benefits - annual leave entitlements	<u>2,274.00</u>	<u>1,485.00</u>
	<u>2,274.00</u>	<u>1,485.00</u>

Note 11: Related Parties

Transactions with key management personnel:

- (a) Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other persons unless otherwise stated.
- (b) No Director has entered into a material contract with the Association during the year or since 30 June 2013 and there were no material contracts involving other Directors' interests existing at year end.

Note 12: Capital and Leasing Commitments

Operating lease expenditure contracted for at balance date that is not cancellable and is not provided for in the accounts

Payable:

No later than one year	5,968.80	-
Later than one year but not later than two years	5,968.80	-
Later than two years but not later than 5 years	<u>12,435.00</u>	<u>-</u>
	<u>24,372.60</u>	<u>-</u>

New South Wales Justices Association Incorporated

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Statement by Directors

For the period ended 30 June 2013

The Directors have 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. The directors of the company acknowledge responsibility for the reliability, accuracy and completeness of the accounting records and that appropriate disclosure of all material and relevant information is made in the financial statements.

In the opinion of the Directors the Trading Account, Income and Expenditure Statement, Balance Sheet and Notes to the Financial Statements:

1. Presents a true and fair view the financial position of New South Wales Justices Association Incorporated as at 30 June 2013 and its performance for year ended 30 June 2013 in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Incorporation Act 2009 (NSW).
2. At the date of this statement, there are reasonable grounds to believe that New South Wales Justices Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Directors and is signed for and on behalf of the Board of Directors by:

Paul Mannix (State President)

Brian Carney (Treasurer)

Dated: 10 October 2013.

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Compilation Report to New South Wales Justices Association Incorporated

On the basis of the information provided by the Directors of New South Wales Justices Association Incorporated, we have compiled the special purpose financial statements of New South Wales Justices Association Incorporated for the year ended 30 June 2013, comprising the attached Trading Account, Income and Expenditure Statement, Balance Sheet and the Notes to the Financial Statements. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

The Responsibility of the Directors of New South Wales Justices Association

The Directors of New South Wales Justices Association Incorporated are solely responsible for the information contained in the special purpose financial statements and have determined that the Association is a non-reporting entity and that the significant accounting policies adopted as set out in Note 1 to the financial statements are appropriate to meet the needs of the Directors for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the Directors of New South Wales Justices Association Incorporated, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information which the Directors provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The special purpose financial statements were prepared exclusively for the benefit of the Directors of New South Wales Justices Association Incorporated. We do not accept responsibility to any other person for the contents of the special purpose financial statements. No person should rely on the special purpose financial statements without having an audit or review conducted.

J.W. Kellert & Co.
Chartered Accountant
Suite 4, Ground Floor,
78 Cahors Road,
Padstow, NSW 2211

Signed by: John W. Kellert FCA

Dated: 9 October 2013