



**New South Wales Justices Association Inc
Suite 21, 103 Majors Bay Road
CONCORD NSW 2137**

ANNUAL REPORT 2015-2016

I do swear that I will well and truly serve our Sovereign Lady Queen Elizabeth II in the office of Justice of the Peace in and for the State of New South Wales, and I will do right to all manner of people after the laws and usages of the State of New South Wales without fear or favour, affection or ill-will.

So help me God

Biographic note on Guest speaker

JUSTICE TERRY SHEAHAN



Terence William Sheahan was appointed to the Land and Environment Court on 9 April 1997, but his service was interrupted when he served for six years (2001-2007) as inaugural President of the NSW Workers Compensation Commission.

Prior to his judicial appointment, he served for 20 months (1995-1997) as a part-time member of the (Federal) Administrative Appeals Tribunal, and during 2001 he conducted a judicial inquiry into Workers Compensation Common Law Matters.

Justice Sheahan was born in Sydney on 18 August 1947, educated at Christian Brothers High School, Lewisham (1955-19663), and gained B.A. and LL.B. degrees from Sydney University (1964-1969). He was first admitted to practice as a Solicitor in 1970 and practised in Sydney and Yass until his 1973 election to the NSW Legislative Assembly, where he remained as Member for Burrinjuck until March 1988.

After losing his seat at the 1988 State election, he returned to both Sydney and the Legal Profession. He joined Cowley Hearne, the largest Law Firm in North Sydney, and from 1989 to 1993 he was Managing Partner. He practised extensively as a mediator and retired from the Cowley Hearne partnership on 30 April 1995 to establish his own consultancy, *Terry Sheahan Mediation, and Consulting Services*, which moved to Ernst and Young on 1 July 1995.

As a Minister in the Wran and Unsworth Cabinets from 29 February 1980 until 24 March 1988, he served, at various times, as Attorney General and in the Housing, Transport, Finance, Co-operative Societies, Energy, and Planning and Environment portfolios. He was President of the ALP in NSW from 1989 till 1997.

He has six daughters, two sons, two stepsons, and eleven grandchildren. On Australia Day 2002, he was appointed as an Officer in the General Division of the Order of Australia (“AO”). The citation reads “...for service to the Law, particularly in the area of alternative dispute resolution, to the NSW Parliament, and to the community, through organisations concerned with health, care of the aged, human rights, and the environment...”

Away from the court he currently serves on the Governing Council of the Judicial Conference of Australia, as an Associate and Mentor in the Graduate School of Government at Sydney University, and as a member of the Committee of Management of the Australian Chapter of the Anglo-Australasian Lawyers Society.

Among his earlier community activities, Justice Sheahan was National President of Diabetes Australia (1993 – 6), a Board Member of DA’s NSW Board (Vice-President 1998 – 2002), a Director of Glycaemic Index Ltd (2006 – 8), a Director of LCM Health and Aged Care (1997 – 2007), and (twice) a Director of Unicef Australia.

Notice of Annual General Meeting Saturday 28 November 2016

The NSW Justices Association Incorporated is holding its Annual General Meeting at 1:30 pm on Saturday 28 November 2015 at the Burwood RSL Club, 96 Shaftesbury Road, Burwood, 2134.

AGENDA

- (a) Guest speaker Justice Terry Sheahan, page 2
- (b) Meeting open
- (c) Confirm attendance and apologies
- (d) State President's Report, page 4
- (e) Board attendances, page 5
- (f) Confirmation of minutes of the AGM of the NSW Justices Association held on Saturday 28 November 2015, pages 12-15
- (g) Matters arising from the minutes of the 2015 AGM
- (h) Receipt of Reports from the Directors of the NSW Justices Association, pages 6-11
- (i) Receipt of Annual Accounts - Annexure "A", page 17 (Annexure "A" re-numbers from 1-13)
- (j) Afternoon tea
- (k) General business
- (l) Meeting close



STATE PRESIDENT'S REPORT 2016-2017

2016 has proven to be a very challenging year for our Association. The proposed changes that we anticipated from the Community Relations Unit (CRU) of the Attorney Generals Department have not eventuated. Our understanding from dialogue with the CRU is that they have experienced problems with the implementation of a new software package. We will, of course, let you know when we receive any advice with changes or implementation of new procedures or systems as directed by CRU.

Our Training Program has been very well received when we have conducted various Roadshows around the State. These events have been very successful in obtaining new members for the Branches in these areas. The Board will continue to support these events and will endeavour to improve and enhance our Program and on-line delivery in the new year and beyond.

The Annual Conference in Armidale this year was a huge success our congratulations again to Peter and his team. The Northern Tablelands Support group is small in numbers but certainly big in effort and the fellowship was true country hospitality even down to being bailed up by The outlaw Captain Thunderbolt at the beginning of the event.

We didn't need to have an election this year as the nominees only filled the vacated positions. I would like to welcome to the Board Mr. Rajni Kant and Mr. Ravindra Proctor. It is with much regret that we say farewell to Mr. Brian Carney and Mr. Brian Heasman. Both gentlemen have worked very hard in their respective portfolios of Treasury and Administration. I thank them for their support over the last few years and wish them well in their future endeavours.

Our Advisory Meetings this year have been well received by both our Board Members and the Branch Executives who attend. We both receive valuable input and ideas on how we can improve things for the Association going forward. It's great to see the members showing interest and having input via this forum.

We still have many challenges before us in the next twelve months; we need to move quickly to establish additional income streams for our Association. The Affiliate Membership Program for Corporates is one we need to move ahead. In order to implement this, we need to get our online training program up to speed. Our Director Education Dr. John Brodie will very soon be publishing a very comprehensive training manual. This Manual will be available for sale before Christmas at a very reasonable price for our members on a limited edition run. I recommend this manual to you. Shortly you will be able to place orders on our webshop for this Manual. John has very kindly allowed the Association the copyright and income on all this material. It has been partly funded by John and various sponsors that he has obtained; we thank him for all the work and effort he has put into this project.

In conclusion, I would like to thank our desk volunteers who assist the Association on our many Volunteer Desk scattered throughout the State. The work you do in helping your communities is much appreciated. It was good to see that the Attorney General recently acknowledged this by inviting some of our members to Parliament House as a thank you for their service to the people of NSW.

I wish all our members and their families a Happy Festive Season and look forward to continuing working with you in 2017.

Paul Mannix
State President

BOARD MEMBER ATTENDANCES

Name	Position	Comment	Board Meetings (9 in total)	Advisory Meetings (2 in total)	One Annual General Meeting
Paul MANNIX	State President and Chairman of the Board		9/9	2/2	Present
Bruce GIBBS	State Vice President and Director Membership and Regional Development	Leave of absence granted	6/9	2/2	Present
Dr. John BRODIE	Director Education	Leave of absence granted	7/9	2/2	Present
Brian CARNEY	Director Treasury	Leave of absence granted	8/9	2/2	Present
Peter ENDERBY	Director Journal Editor		9/9	2/2	Present
Brian HEASMAN	Director Administration		9/9	2/2	Present
Meryl KANE	Director Desk Liaison	Elected 28 November 2015	5/5	1/1	Present
Kevin O'DONNELL	Director Marketing	Appointed 6 April 2016	3/3	n/a	N/A
Les OWEN	Director Desk Liaison	Resigned 28 November 2015 (Employment conditions – shift work)	3/4	0/1	Present
Gary WRIGHT	Director IT and Communications	Leave of absence granted	8/9	2/2	Present
John CHANDLER	State Registrar / Secretary	Ex Officio	9/9	2/2	Present

DIRECTOR'S REPORTS 2015-2016



STATE VICE PRESIDENT AND DIRECTOR MEMBERSHIP AND REGIONAL DEVELOPMENT: Bruce Gibbs

Serving on the NSWJA Board of Directors as your State Vice President and Director Membership and Regional Development has been a privilege. Since being appointed to the Board September 2012, elected in 2013, I have devoted the majority of my time to the affairs and promotion of the Association. This involvement has been a rewarding experience, as I enjoy working with my fellow Justices, and taking a genuine interest in our member's welfare.

Since the last AGM, the NSWJA was recognised as a partner with the National Aboriginal Birth Certificate Program, which took me to many regional areas of NSW ending up at Doonside and Redfern in Sydney. Many hundreds of Aboriginal children and their carers obtained Birth Certificates as a result of our involvement, giving them a better future in life as a consequence of the NSWJA finding this path of usefulness with the Pathfinders organisation.

I wish to pay sincere tribute to the many NSWJA member Justices who volunteered with this program as far afield as Bourke to Redfern. Some of our members travelled incredibly long distances and spent long hours happily assisting the program. Those members know who they are, and I take my hat off to you. The other equally bright side of the program was the resulting NSWJA membership increase and the opening up of other NSWJA Support Groups in the areas where the signing day took place. Another notable event was the attendance of Alan Brennan CEO of Pathfinders who gave a moving and compassionate speech at our Armidale State Conference thanking the NSW Justices Association for our excellent contribution to the program.

Following the inaugural NSWJA Educational Road Show in Wagga Wagga Sept 2015, I was able to organise and stage another more successful Educational Road Show in the Newcastle-Lake Macquarie region on 3 September 2016. I received valuable assistance from the Lake Macquarie Branch executive and a superlative \$1,000 advertising sponsorship of the Elderslee Foundation who continue to support the Association in any way possible. Dan Murphy's Bottle Shop also made a donation to assist the Road Show which Jodie Harrison MP officially opened. Lake Macquarie City Council was also very supportive. I also thank our State President Paul Mannix for his attendance and Dr. John Brodie for the most professional training and education session given the 49 Justices in attendance. A significant benefit of providing this Road Show was the attraction of ten new members with yet others trickling in.

Other current and ongoing activities into 2017 include facilitating various Grants and Sponsorships for the promotion of Membership, Volunteer merchandise, Community JP Desk equipment, Educational Road Shows, and the JPTO Learning Management System. Area Director visits to Regional NSW Branches, volunteering on the Sydney Town Hall Desk, and my own Tuggerah Lakes Branch eight Community JP Desks.

The goal/target for the coming year is to continue the above work and open more branches and support groups in regional NSW; more Community JP Desks, followed by Educational Road Shows, resulting in increased membership of the NSWJA. The first of these planned areas is Dubbo NSW where contacts have already been made to implement the start of this program late 2016 or early 2017. Health permitting, this involves a lot of travel, accommodation, organisation, and a majority of my time.

I wish all our valued NSWJA members a peaceful year ahead.



DIRECTOR EDUCATION & TRAINING: Dr. John Brodie JP PhD

2016 has been an interesting and busy year in Education and Training. As well as completing the training modules for branch trainers I developed and presented training material at two road-shows and at branch meetings. Answering queries from members has been another enjoyable activity.

I am aware of the good training that is going on at our branches and congratulate the trainers for all the time and effort that they put into ensuring that branch members are up to date. Well done.

My aim in 2017 is to have on-line questions on various topics that can be accessed by members for education and for revision. Members will be able to select questions from a topic or from all topics to test themselves. You will be provided feedback on your answers, but no names will be kept by the system. It will not be a case of "big brother is watching."

I am in the process of, with the help of professional designers and printers, producing a training manual of 88 pages in full colour in order to allow our members and other Justices of the Peace to have access to a complete set of training modules on the Handbook, including extensive answers, reference summaries, revision tests and other useful material for personal use. It will be a limited first run so those who wish to pre-order a copy, please refer to our website to reserve one. It will sell to members at the reduced price of \$24.95 plus postage and handling. Non-members will pay more. If all goes to plan, it will be ready for delivery before Christmas.

Please remember the need for JPs not to venture outside the Handbook when they are doing their JP duties and to use the same procedure each time they perform their witnessing and certifying activities.



DIRECTOR TREASURY: Brian Carney
Activities and Achievements 2015-2016

Treasury Summary

- 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.
- Continue to revise the financial forecast and reporting to ensure we use a significant component of funds for the development of the Association's Training Program.
- Continue to revise the Financial Report Package for Board use.
- Reviewed Merchandise pricing for the benefit of members.
- Developed 2016/2017 Budget.
- Liaise with Armidale 2016 Conference Committee.
- Investigate the Property Utilisation Options.
- Negotiate Funding Requirements.

Other

- Area Director - Hornsby (every second month), Ashfield/Burwood and Northern Beaches, and Central Coast(every month).
- Chair the Government Liaison Committee to establish lines of communication with the Attorney General's Department
- Board member of JPTO (JP Training Organisation).
- Chair of Property Review Committee.

Objectives 2016-2017

- To maintain continuous support to the membership.
- To enhance our line of communication to the membership.
- To give financial support to the of JP training programme.

- Maintain the financial viability of the Association with proper financial controls.
- Continue to develop and complete a revamp of accounting controls and analysis via the new Chart of Accounts Structure.
- Continue to review Property alternatives.
- To always ensure 100% confidentiality in all Board and association meetings.



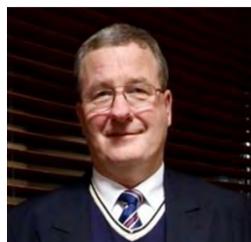
DIRECTOR JOURNAL EDITOR: Peter Enderby

Activities and Achievements 2015-2016

- Managed the publishing of the Journal with Tracy Elphinstone doing the graphic design work and Liz Sawyer the proofreading.
- Transitioned to an e-Journal.
- Reduced Journal publishing costs by 85% to assist the NSWJA “bottom line.”
- Developed and managed the e-Journal survey (published)
- Managing the rehabilitation of the Learning Management System (LMS) in readiness for the affiliate membership program
- Macarthur Branch Secretary and desk Coordinator.

Objectives 2016-2017

- Ensure the e-Journal continues to improve the quality and relevance of articles presented.
- Encourage further readership input.
- Continue with stronger opinions and “edgier” articles
- Improve the delivery of Journal information to non-computer users
- Engage with the readership to obtain articles and stories from them.
- Assist the Board with moving the Association forward to meet future challenges.
- Rehabilitate the Learning Management system (LMS)



DIRECTOR ADMINISTRATION: Brian Heasman

My date of appointment as a JP was July 1982, and I was elected as The inaugural President of the reformed Hornsby Branch in 2008.

I have been a volunteer at the Cherrybrook JP desk since its inception, and I have attended a non-association desk at Hornsby library every Thursday evening since 2006.

Having been appointed to the board in November 2011 and given the position of Director Administration and IT. The Director IT role has been subsequently transferred to Director Wright to amalgamate better with Communications.

Achievements

- Implementation of the MEMNET Database to replace the ageing membership recording system
- With the Director IT we have introduced a well- functioning telephone system
- A well- functioning administrative office with two dedicated staff members.

I have not put my hat in the ring for a board position this year having found that I have other voluntary activities keeping me very active, I wish the new board and two new members the best for the ensuing years.



DIRECTOR DESK LIAISON: Meryl Kane
Activities and Achievements 2015-2016

As a Director, since November 2015, I have:

- Prepared a submission to IPART objecting to a proposal to raise public transport fares within Sydney for Gold Opal card users, especially self-funded retirees.
- Reviewed proposed amendments to the Associations Incorporation Regulations, NSW.
- Prepared a model “Welcome Pack” for Branches to welcome new members, and discussed it at an Advisory Meeting.
- I have attended the State Conference in Armidale and both Advisory meetings in the past 12 months.

I was given the portfolio of Desk Liaison in February 2016. In the nearly 50 years since the first NSWJA Desk was established, the number has grown steadily to over 100 Desks managed via NSWJA. I have looked at all the resources associated with these Desks *and* :

- Updated the evaluation form for new Desks (risk management)
- Formatted the Desk listing provided to the website in postcode order, to aid the public finding an appropriate Desk
- Updated the Operating Procedures for Desks, including ensuring forms meet current legislative and insurance needs
- Reviewed the procedure should a no-cost lease be needed to establish a Desk, e.g. for a shopping centre
- Prepared a briefing presentation for JPs staffing new Desks (could be delivered by an appropriate Branch member)
- Worked towards developing a Document Retention Policy for Branches and Desks
- Discussed with the Board the various options for rewarding JPs who work on desks – the Board decided that the relevant Branch should decide the appropriate reward
- Have worked with the JP who collates Desk statistics to provide regular review of the overall workload being undertaken by Desks.

Objectives 2016-2017

Continue to support NSWJA JP Desks including publicising their availability and training JPs on Desks.



DIRECTOR MARKETING: Kevin O'Donnell

I joined the Board in April this year, to fill a vacancy left unfilled for some time. Since joining the Board, I have endeavoured to learn as much as possible quickly and work with the other Board members to work towards enhancing the Marketing role for NSWJA.

I have been working closely with Director Education, Dr John Brodie, and Vice President and Director Membership and Regional development, Bruce Gibbs to further our education and membership drives.

The training modules both on-line and hard-copy is currently being updated so that we can move forward with education and offer inducements to future members.

I have been working very hard on the “Affiliate” or corporate membership area to encourage larger organisations to our ranks, which will enhance our membership and in turn our financial position over time.

Grants is another area I have been working on with Barbara Anderson, a board affiliate, to enable the organisation to go out to the country areas and train current and future JP's. We have been successful in gaining some small grants for individual branches this year, but looking at the big picture for 2017.

Along with other directors, I attended Parliament in June, for the 50-year presentations to JPs, and was able to meet with the Attorney General, Gabrielle Upton and her chief of staff. Hopefully, this will help us with her Department and the Community Relation Unit too.

As well as my board duties I am president of Central Coast branch of NSWJA and work on the Erina Fair desk each month.

Objectives for 2015-2016

My objecties for the forthcoming year are to:

- Complete learning modules ready to present to Affiliates
- Market the new book of Dr. J Brodie to members and other JPs
- Plan training events in the country with the grants
- Market our benefits to Affiliate clients; and
- Work in close collaboration with other board members for the advancement of Association.



DIRECTOR IT AND COMMUNICATIONS: Gary Wright

Another year has passed and in the IT/Communications arena, for the most part, it has been quiet.

This year we performed a significant shift in our website hosting and commenced the online merchandise store.

The move of the website to a different web host was needed so that our site can move forward to enable a complete "members only" area.

This area, when launched, will give each member specific access to that area to find copies of the e-journal, merchandise store and information that is being provided by the Board or office. There is no ETA on when this area will be launched as it can be a time-consuming exercise for our volunteer webmaster.

I would like to take this opportunity to thank Russell Edwards, our volunteer webmaster, for his hard work and continued dedication to maintaining our site. Without him, we would not have a site.

The next proposed project for IT/Communications is to enable a Google Drive folder for each branch to store digital copies of their documents. These individual folders will only be accessible by the Director IT and Communications and the Branch Secretary.

The rationale behind this is to eliminate all of the paper documents and allow for electronic storage.

Each branch/support group/director will be allocated a specific amount of space (yet to be determined).

Throughout this past 12 months, I have been invited to conduct a number of weekend training sessions for a number of branches. These have been well received, and it is expected they will become a regular occurrence in 2017.

Our Facebook page is being actively utilised by a number of branches with requests to post photos and information on branch activities.

Our Facebook page currently has 257 likes which for a small Association is no mean feat.

Over the past twelve months, the reach of our posts has been as high as 800. This means that apart from the 257 people who like our page more than 550 people have seen the posts. This is extending our reach to the wider community.

Any branch who would like information posted on our website can email me the details, and it will be posted.

**NEW SOUTH WALES JUSTICES ASSOCIATION INC.
MINUTES OF THE ANNUAL GENERAL MEETING
28 NOVEMBER 2015**

Minutes of the Annual General Meeting of the New South Wales Justices Association Incorporated held on 28 November 2015 at Club Burwood RSL, 97 Shaftesbury Road Burwood NSW.

The Meeting commenced at 1.30pm chaired by the State President Paul Mannix.

In declaring this meeting open we acknowledge the Duty of Justices to protect rights, to uphold law and order and to reaffirm our loyalty to the Queen.

God Save the Queen and Advance Australia.

BOARD MEMBERS PRESENT

- State President Paul Mannix (Chairman)
- State Vice President Brian Carney
- Director Dr John Brodie
- Director Peter Enderby
- Director Bruce Gibbs
- Director Brian Heasman
- Director Les Owen
- Director Gary Wright

OTHER MEMBERS IN ATTENDANCE

State Registrar/Association Secretary, John Chandler (Minute Secretary)

Total attendance 42 and apologies 23 were recorded in the Attendance and Apologies book (held in the Administration Centre, Concord).

It was resolved

That the apologies be received and accepted.

Moved Bob Ellen; Seconded Michael Nye. Carried

WELCOME

The chairman of the meeting, Director Paul Mannix welcomed all present.

MINUTES OF THE 2014 ANNUAL GENERAL MEETING

The Chairman advised the meeting that the minutes of the AGM held on 22 November 2014 were published in the 2014-2015 Annual Report.

CONFIRMATION OF THE 2014 AGM MINUTES

It was resolved

That the minutes of the Annual General Meeting held on 26 November 2014 be taken as read and signed as a correct record.

Moved Beryce Kerr; Seconded Mag Hosny. Carried

BUSINESS ARISING FROM THE MINUTES 2014 AGM

Nil

STATE PRESIDENT'S REPORT

The State President commented that various issues have affected the progress planned for the year. Problems within the New South Wales Department of Justice (Justice Department) – while NSWJA assisted with establishing the new computer system within that department, they have had no feedback. This has affected training and testing plans. However the education program should be finalised by early February.

The importance of training programs was emphasised. The pattern of conducting the assessment of knowledge first, attempts to encourage a mindset by JPs of assessing documents before them. It was emphasised that while some JPs may only deal with a limited range of document types, testing will cover all JP duties.

Plans for offering training to corporates have been delayed because of the delays in the Justice Department. Such training was seen as providing an income stream and there are organizations wanting and prepared to pay for such training for their JPs. Several Local Councils were named.

The new Attorney General, Gabrielle Upton will attend the meeting at Eastern Suburbs Branch early in 2016. In recent time there has been little effective contact. Our previous contact in the Justice Department, Chris Banks, has moved on to a new position. Andrew Blackman is the new contact. The previous Director was temporary for about 12 months and much of that time was spent on Long Service Leave. A new Director has been appointed in the last seven days.

The Hon. Jodi McKay, State member for Strathfield is the Shadow Minister for Police and Justice and the Shadow Minister for Roads, Maritime and Freight was the guest speaker at the Ashfield-Burwood branch Christmas function last night. Ms McKay has expressed a willingness to work with the NSWJA.

The State President has attended The Council of Justices Association meeting and education of JPs was a common theme. The importance of education in Branch meetings was emphasised.

In future, not only Area Directors will be expected to attend Branch meetings in their area, but to extend the reach of Board Members another Director will attend some meetings.

Director Brian Carney has stood down from being the Vice President and Director Les Owen stood down as a Director. The State President thanked Directors Carney and Owen for the work they contributed in their respective roles.

ANNUAL FINANCIAL STATEMENTS

Director Treasury, Brian Carney presented the Treasurer's Report.

Director Carney answered a number of questions asked by members and made comments and explanations of the annual financial statements that were published in the 2014-2015 Annual Report previously distributed to members.

Income has fallen off somewhat and 330 members did not renew possibly due to imminent testing for extension of appointment. On the other hand costs associated with Training are up. Staffing costs are a bit higher, due to a fall off of volunteer assistance in the office. Prepaid three-year membership fees are down a bit as some members have elected to renew year by year. The Journal will move to also include on-line publication, possibly by the end of 2016, lowering overall cost of printing, although the per-issue cost may be higher.

OTHER DIRECTOR'S REPORTS

The Chairman advised the meeting these were published in the 2014-2015 Annual Report previously distributed to members.

It was resolved

That the Director's Reports previously circulated and the Financial Statements for the year ended 30 June 2015 be received and adopted

Moved Director Carney; Seconded Frank Haviland. Carried

AFTERNOON TEA

The meeting adjourned for afternoon tea.

ELECTION OF DIRECTORS AND THE VICE PRESIDENT

The Returning Officer, Bryan Doyle announced the three directors elected are:

- Peter Enderby
- Meryl Kane and
- Brian Carney
- the Vice President elected is Bruce Gibbs

The results of the voting are

Director

Peter Enderby	401
Meryl Kane	372
Brian Carney	353
Ranji Kant	135
Total number of votes	640

Total informal votes 184

Vice President

Bruce Gibbs	280
Gary Wright	173
Total number of votes	643

Total informal votes 190

GENERAL BUSINESS**Questions from members**

The Directors answered a number of questions asked by members.

Pathfinders Aboriginal Birth Certificate Program

Director Bruce Gibbs spoke of the NSW Justices Association's involvement with this project, that issues birth certificates for up to 500,000 Aboriginal Australians whose births have not previously been registered. A report of the NSWJA's involvement with this project will be included in the next edition of the NSWJA Journal.

JOHN BROUGH MEMORIAL FELLOWSHIP AWARD FOR 2015

The State President Paul Mannix announced that Brian Hughes, former President of Ashfield-Burwood branch is the winner of the John Brough Memorial Fellowship Award. As Brian was absent from the meeting, John Chandler, President of Ashfield-Burwood branch accepted the award on Brian's behalf. An article will be placed in the next edition of the NSWJA journal.

2016 ANNUAL GENERAL MEETING

Will be held at Club Burwood RSL on Saturday 26 November 2016 commencing at 1.30pm

CONCLUSION

Chairman Paul Mannix thanked those present for attending.

The Annual General Meeting concluded at 2.45pm.

**2015 AGM Attendees and Apologies
ATTENDEES (as per attendance book)**

2015 AGM ATTENDEES

NAME	BRANCH
Brenda Anderson	Shoalhaven
Graham Anderson	Shoalhaven
Doreen Barnard	Canterbury City
John Brodie	Cumberland
Pauline Calligeros	Sydney
Brian Carney	Hornsby
John Chandler	Ashfield-Burwood
Phillip Chown	Cumberland
Anthony De Luca	Hornsby
Kay De Luca	Hornsby
Barbara Dillon	Tuggerah Lakes
Bryan Doyle	Macarthur
Laurence Dudman	Sydney
Bob Ellen	Macarthur
Peter Enderby	Macarthur
Bruce Gibbs	Tuggerah Lakes
Ian Gilbertson	Cumberland
Joan Gillette	Ashfield-Burwood
Frank Haviland	Northern Beaches
Brian Heasman	Hornsby
Roger Hounslow	Sydney
Meryl Kane	Lower North Shore
Rajni Kant	St George
Beryce Kerr	Ashfield-Burwood
Christine Latsos	Sydney
Ray Lawson	St George

NAME	BRANCH
Paul Mannix	Liverpool
David Marshall-Martin	Ashfield-Burwood
Jennifer Matlock	Wollongong
Nicholas McDonald	Sydney
Pam Miller	St George
Michael Nye	Sydney
Leslie Owen	Ryde City
Stephen Palmer	Canterbury
Lorraine Perry	Liverpool
John Rees	Cumberland
Norma Smith	Canterbury City
Nino Strangio	Cumberland
June Sumner	Ashfield-Burwood
Victoria Torres	Sydney
Max Watson	Cumberland
Gary Wright	Sydney

2015 AGM APOLOGIES

NAME	BRANCH
Barbara Anderson	Northern Beaches
Rodger Anderson	Country
Marilyn Batey	Morisset
Gina Bortolin-Papa	Ashfield-Burwood
Betty Calvert	Eastern Suburbs
Pam Fountain	St George
Dinesh Garg	Ashfield-Burwood
Anna Hartree	Ashfield-Burwood
Brian Hughes	Ashfield-Burwood
Maria Mitchell	Ulladulla Support Group
Pele Lutui-Palmer	Canterbury
John Reid	Southern Highlands
Margaret Simmons	Ashfield-Burwood
Alastair Turnbull	Northern Beaches
Geoffrey R Usher	Sydney
Sue Ward	Northern Beaches
Suzie Lin	Canterbury

ANNEXURE A
Financial Reports

NEW SOUTH WALES JUSTICES ASSOCIATION INCORPORATED
ABN 63 383 537 397

Financial Statements

For the year ended 30 June 2016

NEW SOUTH WALES JUSTICES ASSOCIATION INCORPORATED
ABN 63 383 537 397

Contents

Board of Directors' Report	3
Trading Account	4
Income and Expenditure Statement	5
Balance Sheet	7
Notes to the Financial Statements	8
Statement by Directors	12
Compilation Report	13

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Board of Directors' Report
For the year ended 30 June 2016

Your Directors submit the financial accounts of the New South Wales Justices Association Incorporated for the year ended 30 June 2016.

Board of Directors

The names of the Director at the date of this report and their portfolio responsibilities are:

Mr Paul Mannix	– State President & Chairman
Mr Bruce Gibbs	– State Vice President, Membership and Regional Development
Mr Brian Carney	– Re-appointed 28/11/2015, Treasurer
Mr Brian Heasman	– Administration
Dr John Brodie	– Education & Training
Ms Meryl Kane	– Appointed 28/11/2015, Desk Liaison
Mr Gary Wright	– Communication, IT and Strategic Development
Mr Peter Enderby	– Re-appointed 28/11/2015, Journal Editor
Mr Kevin O'Donnell	– Appointed 19/03/2016, Marketing

Past officeholders:

Mr Les Owen	– Resigned 28/11/2015, Branch liaison
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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 \$47,355.82 (2015: loss \$53,334.77).

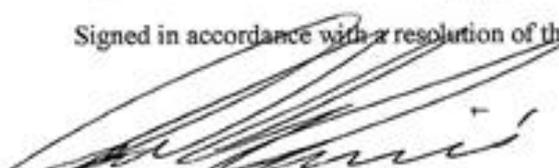
Events Subsequent to the End of the Reporting Period

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.

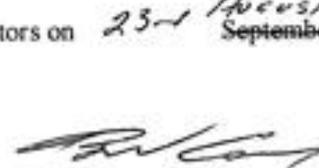
Indemnifying Officers and Employees

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 *25th August* ~~September~~, 2016:



Paul Mannix (State President)



Brian Carney (Treasurer)

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Trading Account
For the year ended 30 June 2016

	2016	2015
	\$	\$
Trading Income		
Sales	<u>29,026.07</u>	<u>14,340.35</u>
Trading Income	29,026.07	14,340.35
 Cost of Sales:		
Opening Finished Goods	22,090.10	18,667.64
Purchases	<u>24,998.62</u>	<u>20,959.46</u>
	47,088.72	39,627.10
Less:		
Closing finished goods	<u>21,815.79</u>	<u>22,090.10</u>
Cost of Sales	<u>25,272.93</u>	<u>17,537.00</u>
Gross Profit/(Loss) from Trading	<u>3,753.14</u>	<u>(3,196.65)</u>

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Income and Expenditure Statement
For the year ended 30 June 2016

	2016	2015
	\$	\$
Income		
Trading profit (from page 4)	3,753.14	(3,196.65)
Subscriptions & joining fees	130,872.04	140,088.19
Interest received	15.35	0.00
Conference income	6,258.81	17,761.13
Advertising Income	2,022.73	895.46
Subsidies and grants	8,483.73	4,000.00
Donations	<u>4,018.00</u>	<u>502.00</u>
Total income	<u>155,423.80</u>	<u>160,050.13</u>
Expenses		
Accountancy	3,640.00	3,720.00
Advertising and promotion	1,395.52	121.20
Bank Fees And Charges	2,387.78	1,983.86
Computer & software expenses	14,459.79	14,067.79
Conference/seminar costs	7,022.18	16,894.39
Contract bookkeeping	3,532.50	8,260.50
Depreciation – plant	1,293.00	1,293.00
Donations	250.00	22.00
Electricity	1,502.30	1,503.35
Expensed equipment	0.00	22.73
Insurance	5,513.92	5,392.53
Interest	72.22	0.00
Journal production & delivery	37,519.46	34,804.19
Legal fees	0.00	0.00
Meeting expenses	2,364.89	1,794.35
Member ID cards	0.00	1,918.00
Photocopying expenses	6,031.37	7,967.65
Postage	7,317.45	6,846.43
Printing & stationery	5,959.00	7,957.71
Provision for annual leave	3,261.00	1,664.00
Rates & land taxes	780.27	780.78
Rent on land & buildings	0.00	0.00
Repairs & maintenance	311.46	159.91
Salaries	80,925.19	73,443.14
Staff amenities	392.00	415.39
Strata levies	3,279.68	2,817.88
Subscriptions	0.00	1,378.09
Sundry expenses	1,436.94	1,564.39
Superannuation	7,670.09	6,847.90
Telephone	2,320.62	2,411.44
Training and development	1,030.69	6,869.84
Travel & accommodation re: conference	<u>1,110.30</u>	<u>462.46</u>
Total expenses	<u>202,779.62</u>	<u>213,384.90</u>
Current year loss before income tax	<u>(47,355.82)</u>	<u>(53,334.77)</u>

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Income and Expenditure Statement (continued)

For the year ended 30 June 2016

	2016	2015
	\$	\$
Current year loss before income tax (from Page 5)	(47,355.82)	(53,334.77)
Income tax expense (Note 1(a))	<u>0.00</u>	<u>0.00</u>
Net current year loss after income tax	(47,355.82)	(53,334.77)
Accumulated (losses) / profits at the beginning of the financial year	<u>(66,431.91)</u>	<u>(13,097.14)</u>
Accumulated (Losses) at the end of the financial year	<u>(113,787.73)</u>	<u>(66,431.91)</u>

New South Wales Justices Association Incorporated
ABN 63 383 537 397
Balance Sheet As At 30 June 2016

	Note	2016 \$	2015 \$
Current Assets			
Cash and cash equivalents	3	34,709.25	63,927.53
Prepayments	4	5,937.43	5,412.30
Inventories	5	21,815.79	22,090.10
Current tax assets	6	<u>677.79</u>	<u>1,946.42</u>
Total Current Assets		<u>63,140.26</u>	<u>93,376.35</u>
Non-Current Assets			
Property, plant and equipment	7	<u>265,671.00</u>	<u>266,964.00</u>
Total Non-Current Assets		<u>265,671.00</u>	<u>266,964.00</u>
Total Assets		<u>328,811.26</u>	<u>360,340.35</u>
Current Liabilities			
Accounts payable and other payables	8	85,780.21	94,809.02
Financial liabilities	9	20,092.54	0.00
Current tax liabilities	10	3,664.00	2,162.00
Provisions	11	<u>7,332.00</u>	<u>4,071.00</u>
Total Current Liabilities		<u>116,868.75</u>	<u>101,042.02</u>
Total Liabilities		<u>116,868.75</u>	<u>101,042.02</u>
Net Assets		<u>211,942.51</u>	<u>259,298.33</u>
Members' Funds			
Reserves	2	325,730.24	325,730.24
Retained surplus/(Loss)		<u>(113,787.73)</u>	<u>(66,431.91)</u>
Total Members' Funds		<u>211,942.51</u>	<u>259,298.33</u>

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Notes to the Financial Statements

For the period ended 30 June 2016

Note1: Statement of Significant Accounting Policies

These financial statements of the New South Wales Justices Association Incorporated (“Association”) are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act (NSW), the Association’s constitution and those of the Directors. The Directors have determined that the Association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do 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 these financial statements:

(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 have recently had an independent valuation of the property prepared which supports the Director’s opinion that the value of the strata property has not decreased in value at year end.

(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

ABN 63 383 537 397

Notes to the Financial Statements

For the year ended 30 June 2016

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

(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.

(i) Going concern

The Directors have determined that the going concern basis of preparation of the financial statements is appropriate.

	2016	2015
	\$	\$

Note 2: Reserves

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.

Note 3: Cash and Cash Equivalents

Bank accounts:

Cash at bank	29,536.60	61,729.88
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Other cash items:

Cash on hand	<u>5,172.65</u>	<u>2,197.85</u>
Balance at the end of the reporting period	<u>34,709.25</u>	<u>63,927.53</u>

New South Wales Justices Association Incorporated
ABN 63 383 537 397
Notes to the Financial Statements
For the year ended 30 June 2016

	2016	2015
	\$	\$
Note 4: Prepayments		
Prepaid insurance	<u>5,937.43</u>	<u>5,412.30</u>
	<u>5,937.43</u>	<u>5,412.30</u>
Note 5: Inventories		
Finished goods at cost	<u>21,815.79</u>	<u>22,090.10</u>
	<u>21,815.79</u>	<u>22,090.10</u>
Note 6: Tax Assets		
GST refundable	<u>677.79</u>	<u>1,946.42</u>
	<u>677.79</u>	<u>1,946.42</u>
Note 7: Property, Plant and Equipment		
Buildings:		
- At valuation (Note 1(b) & Note 9)	<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>(2,552.73)</u>	<u>(1,621.73)</u>
	<u>0.00</u>	<u>931.00</u>
Office equipment:		
- At cost (Note 1(b))	6,528.27	6,528.27
- Less: Accumulated depreciation	<u>(5,857.27)</u>	<u>(5,495.27)</u>
	<u>671.00</u>	<u>1,033.00</u>
	<u>265,671.00</u>	<u>266,964.00</u>

The strata property is encumbered by way of a secured line of credit facility (see Note 9)

New South Wales Justices Association Incorporated
ABN 63 383 537 397

Notes to the Financial Statements

For the year ended 30 June 2016

	2016	2015
	\$	\$
Note 8: Trade and Other Payables		
Trade Payables:		
Trade creditors	<u>674.60</u>	<u>5,856.36</u>
Other payables:		
GST payable	0.00	0.00
Deferred subscription income	<u>84,912.06</u>	<u>88,952.66</u>
	<u>84,912.06</u>	<u>88,952.66</u>
	<u>85,586.66</u>	<u>94,809.02</u>

Note 9: Financial Liabilities

Secured:

Bank line of credit	<u>20,092.54</u>	<u>0.00</u>
	<u>20,092.54</u>	<u>0.00</u>

The Association has in place a credit facility being a bank line of credit with a limit of \$50,000. Repayments are calculated by the bank monthly based on the balance at month end. The facility is secured over the strata property owned by the Association.

Note 10: Tax Liabilities

Amounts withheld from salary and wages	<u>3,664.00</u>	<u>2,162.00</u>
	<u>3,664.00</u>	<u>2,162.00</u>

Note 11: Provisions

Employee benefits – annual leave entitlements	<u>7,332.00</u>	<u>4,071.00</u>
	<u>7,332.00</u>	<u>4,071.00</u>

Note 12: 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 2016 and there were no material contracts involving other Directors' interests existing at year end.

Note 13: 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 12 months	6,474.60	6,474.60
Between 12 months and 5 years	19,423.80	25,898.40
Later than 5 years	0.00	0.00
	<u>25,898.40</u>	<u>32,373.00</u>

New South Wales Justices Association Incorporated
ABN 63 383 537 397
Statement by Directors
For the period ended 30 June 2016

The Directors have determined that the New South Wales Justices Association Incorporated ("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 Association 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. Present a true and fair view the financial position of New South Wales Justices Association Incorporated as at 30 June 2016 and its performance for year ended 30 June 2016 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 Incorporated will be able to pay its debts as and when they fall due.

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



Paul Mannix (State President)



Brian Carney (Treasurer)

Dated: *23rd* ^{August} ~~September~~, 2016.

J.W. KELLERT B.COM., F.C.A.

J.W. KELLERT
 ——— & CO. ———
CHARTERED ACCOUNTANT
 ABN 12 230 175 046

Page 13 of 13

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 Postal Address: P.O. Box 36, Riverwood NSW 2210
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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 accompanying special purpose financial statements of New South Wales Justices Association Incorporated which comprises the Balance Sheet for the year ended 30 June 2016, the Trading Account for the year then ended, the Income and Expenditure Statement for the year then ended, a summary of significant accounting policies and other explanatory notes. 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 have determined that the basis of accounting used and that the significant accounting policies adopted as set out in Note 1 to the financial statements are appropriate to meet the Directors' needs and 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 basis of accounting described in Note 1 to the financial statements and APES 315: *Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110: Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by the Directors and management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were prepared exclusively for the benefit of the Directors of New South Wales Justices Association Incorporated who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility 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



Signed by: John W. Kellert FCA

Dated: 23 August, 2016