



REGULATIONS OF
QUEENSLAND JUSTICES ASSOCIATION

Version 1.8 November 2020

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1 FINANCIAL DELEGATIONS

Approved: 30 November 2020

Review date: 30 November 2021

1.1 Period applicable

1 January 2021 - 31 December 2021

1.2 Financial Decisions Reserved for the Board

The following financial decisions may only be made by the Board:

- i. Expenditure for approved projects and special events, e.g. annual state conference
- ii. Bad debt write-off
- iii. Asset acquisition and disposal
- iv. Create/increase petty cash account
- v. Credit card establishment and use
- vi. Expenditure on unbudgeted capital items between \$3,001-\$5,000
- vii. Staff salary packages

1.3 Delegated Spending Authorities

Unless expressly stipulated by the Board as part of an approved project, capital acquisition, grant purchase, company credit card usage or other specified approval, the spending authority of the Business Manager, President and the Board is as follows:-

\$0 - \$600	Business Manager
\$601 - \$3,000	President
\$3,001 - \$5,000	President plus two Directors of whom one must be Chair of the Finance & Audit Committee
\$5,001 +	Full Board

1.4 Credit Card Sub-limits

The credit card limit is \$10,000. The following sub-limits apply:

\$8,000	Business Manager
\$2,000	President

1.5 Bank Account Authorised Signatories

There shall be five bank authorised signatories, namely the President, Vice-President, Chair of Finance & Audit Committee, one other Director and the Business Manager. Bank payment authorisations shall be initiated by the Business Manager and approved by anyone of the four Board authorised signatories. All transactions shall be approved by two signatories.

1.6 Annual Review

These financial delegations will be reviewed annually by the Finance & Audit Committee and approved by the Board. The next review will be due by December 2020.

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2 MEMBERSHIP FEES

Approved: 30 November 2020

Review date: 30 November 2021

2.1 Period applicable

1 January 2021 - 31 December 2021

2.2 Membership Fees

Membership Category	Fee
Regular	\$72
Joint	\$87 ¹
Concession	\$55 ²
Corporate:	For each affiliate, the relevant membership category fee less 10% discount

Note 1: The e-Logbook service provided to members free of charge.

Note 2: Per Clause 22(f) of the QJA Constitution, the Joint fee is defined as 61% (per member) of the Regular Membership Fee.
 $\$72 * 61\% * 2 = \87.84

Note 3: Per Clause 22(g) of the QJA Constitution, the Concession fee is defined as 76% = \$54.72

2.3 Student Members

Registered students who enrol for QJA Pre-Appointment training courses (Commissioner for Declarations or Justice of the Peace (Qualified)) courses are entitled to complimentary Associate Membership for a period of 12 months from date of enrolment. Associate Membership is voluntary and the student may opt out at any time without penalty. At the end of the complimentary period, students are offered the opportunity to enrol as a full financial member.

2.4 Annual Review

The membership fees will be reviewed annually by the Finance & Audit Committee and approved by the Board. The next review will be due by December 2021.

3 CORPORATE MEMBERSHIP

Approved: 30 November 2020

Review date: 30 November 2021

3.1 Period applicable

1 January 2020 - 31 December 2020

3.2 Interpretation

“Corporate Member” means a member of the QJA assigned to corporate membership as provided by rule 13 (f);

“Corporate Representative” means a representative appointed pursuant to rule 4(b);

“Corporate Affiliate” means an employee of the “Corporate Member” who is privileged in accordance with rule 24 (d) (ii).

3.3 Annual Review

This regulation will be reviewed annually by the Finance & Audit Committee and approved by the Board. The next review will be due by December 2020.

3.4 Amount of fees

The Corporate fee will be calculated as the current individual membership x number of corporate affiliates less 10%.

4 TRAINING COURSE FEES

Approved: 30 November 2020

Review date: 30 November 2021

4.1 Period applicable

1 January 2019 - 31 December 2019

4.2 Training Fees

Course Delivery Classroom & Online	Fee
Cdec	\$320
JP(Qual)	\$400

4.3 Upgrade Fee from Cdec to JP(Qual)

Applicants requesting enrolment in the upgrade from Cdec to JP(Qual) course must provide a "Statement of Attainment" from a recognised RTO for the Cdec course to obtain Direct Credit towards the JP(Qual) course. If a Statement of Attainment has not been issued then the applicant may enrol for the online Cdec assessment.

	Fee
Cdec assessment only	\$60
Upgrade from Cdec to JP(Qual):	
Members	\$140
Non-members	\$200

4.4 Annual Review

These training course fees will be reviewed annually by the Finance & Audit Committee and approved by the Board. The next review will be due by December 2020.

5 TRAINER FEES and BRANCH HOSTING FEE

Approved: 30 November 2020

Review date: 30 November 2021

5.1 Period applicable

1 January 2021 - 31 December 2021

5.2 Trainer Payment and Branch Rebate Schedule

Qualification	Delivery	Training & Assessment Fee (per student)	Branch Hosting Fee
Cdec	Classroom	\$65	\$50
	Online	\$85	-
	Blended	\$65	-
	Assessment	\$35	-
JP Qual	Classroom	\$85	\$75
	Online	\$65	-
	Blended	\$85	-
	Assessment	\$45	-
Upgrade	Classroom	\$35	\$25
	Online	\$45	-

5.3 Annual Review

The trainer fees and branch rebate will be reviewed annually by the Finance & Audit Committee and approved by the Board. The next review will be due by December 2020.

6 TRAINING ADMINISTRATION FEES AND CHARGES

Approved: 30 November 2020

Review date: 30 November 2021

6.1 Period applicable

1 January 2020 - 31 December 2020

6.2 Interpretation

Fee	When Applied	Fee
Administration Fee	<ul style="list-style-type: none"> Student enrolls but withdraws within 3 months (online) Student enrolls but substitutes another student within 3 months (online) Student enrolls but withdraws or transfers to another course earlier than 7 days prior to course commencement (classroom) 	\$70
Extension Fee	<ul style="list-style-type: none"> Student extends enrolment in order to complete assessment after initial 3 month period 	\$180
Late Cancellation Fee	<ul style="list-style-type: none"> Student cancels an enrolment less than 7 days prior to start of classroom course 	\$145 CDec \$180 JP (Qual)

6.3 Annual Review

These training administration fees and charges will be reviewed annually by the Finance & Audit Committee and approved by the Board. The next review will be due by December 2021.

7 VERSION CONTROL TABLE

Version number	Purpose / Changes	Author	Date
1	Version 1 approved by Board.	Keith Revell	26/05/2013
1.1	Add Financial Delegation, Membership & Training Fees	Keith Revell	28/04/2014
1.2	Update Financial delegation wording. Approved by Board	Keith Revell	24/05/2014
1.3	Updated Training Course Fees for 2015	Keith Revell	28/10/14
1.4	Updated Training Course & Membership Fees for 2017	Keith Revell	21/01/17
1.5	Updated Financial Delegation, Membership Fees, Training Fees	Wendy La Macchia	04/04/2018
1.6	Updated Fees – Membership and training for 2019	Bronwyn McEntee	27/11/2018
1.7	Updated Fees- Membership and Financial Delegations for 2020	Bronwyn McEntee	27/10/2019
1.8	Updated Fees- Membership and Financial Delegations for 2021	Wendy La Macchia	30/11/2020