



REGULATIONS OF
QUEENSLAND JUSTICES ASSOCIATION

Version 1.9 November 2021

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1 FINANCIAL DELEGATIONS

1.1 Period applicable

1 January 2022 - 31 December 2022

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
- viii. Setting of membership fees
- ix. Setting of training enrolment fees and trainer fees

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. Sub-limits can be determined by the Business Manager to suit operational needs. Directors of QJA do not need to be assigned sub-limits

1.5 Bank Account Authorised Signatories

There shall be five bank authorised signatories, namely the President, Vice-President, 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 2022.

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2 MEMBERSHIP FEES**2.1 Period applicable**

1 January 2022 - 31 December 2022

2.2 Membership Fees

Membership Category	Fee	Print Subscription if paid separately	Membership and Print Subscription
Regular	\$77	\$30	\$100
Joint	\$100	\$30	\$120
Concession	\$60	\$30	\$80
Corporate:	For each affiliate, the relevant membership category fee less 10% discount		NA

2.3 Optional Subscriptions

Members may take up a subscription to receive a printed copy of the QJA Quarterly magazine and QJA Annual Report. The cost to the members for this period is \$30 per annum, inclusive of GST.

2.4 Packaging of Membership and Subscription

Members may elect to take up a subscription and have it packaged with the membership fees at a discounted rate.

2.5 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 issuance for a Statement of Attainment. 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.

2.6 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 2022.

3 CORPORATE MEMBERSHIP

3.1 Period applicable

1 January 2022 - 31 December 2022

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

4.1 Period applicable

1 January 2022 - 31 December 2022

4.2 Training Fees

Course	Classroom	Online	Blended
Cdec	\$360	\$340	\$340
JP(Qual)	\$450	\$420	\$420

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 2022.

5 TRAINER FEES and BRANCH HOSTING FEE

5.1 Period applicable

1 January 2022 - 31 December 2022

5.2 Trainer Payment and Branch Rebate Schedule per student

Course	Classroom Trainer Fee	Online Trainer Fee	Blended Trainer Fee	Assessment Trainer Fee	Branch Hosting Classroom Only
Cdec	\$70	\$70	\$70	\$40	\$50
JP(Qual)	\$90	\$90	\$90	\$50	\$75

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 2022.

6 TRAINING ADMINISTRATION FEES AND CHARGES

6.1 Period applicable

1 January 2022 - 31 December 2022

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 	\$200
Late Cancellation Fee	<ul style="list-style-type: none"> Student cancels an enrolment less than 7 days prior to start of classroom course 	\$170 CDec \$200 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 2022.

7 VERSION CONTROLTABLE

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
1.9	Updated Fees Membership and Training Addition of print subscription fee and packaged membership with subscription fee	Wendy La Macchia	7/11/2021