



**The Australian Justice
Tribunal**

**THE AJT
ORGANISATIONAL STRUCTURE**

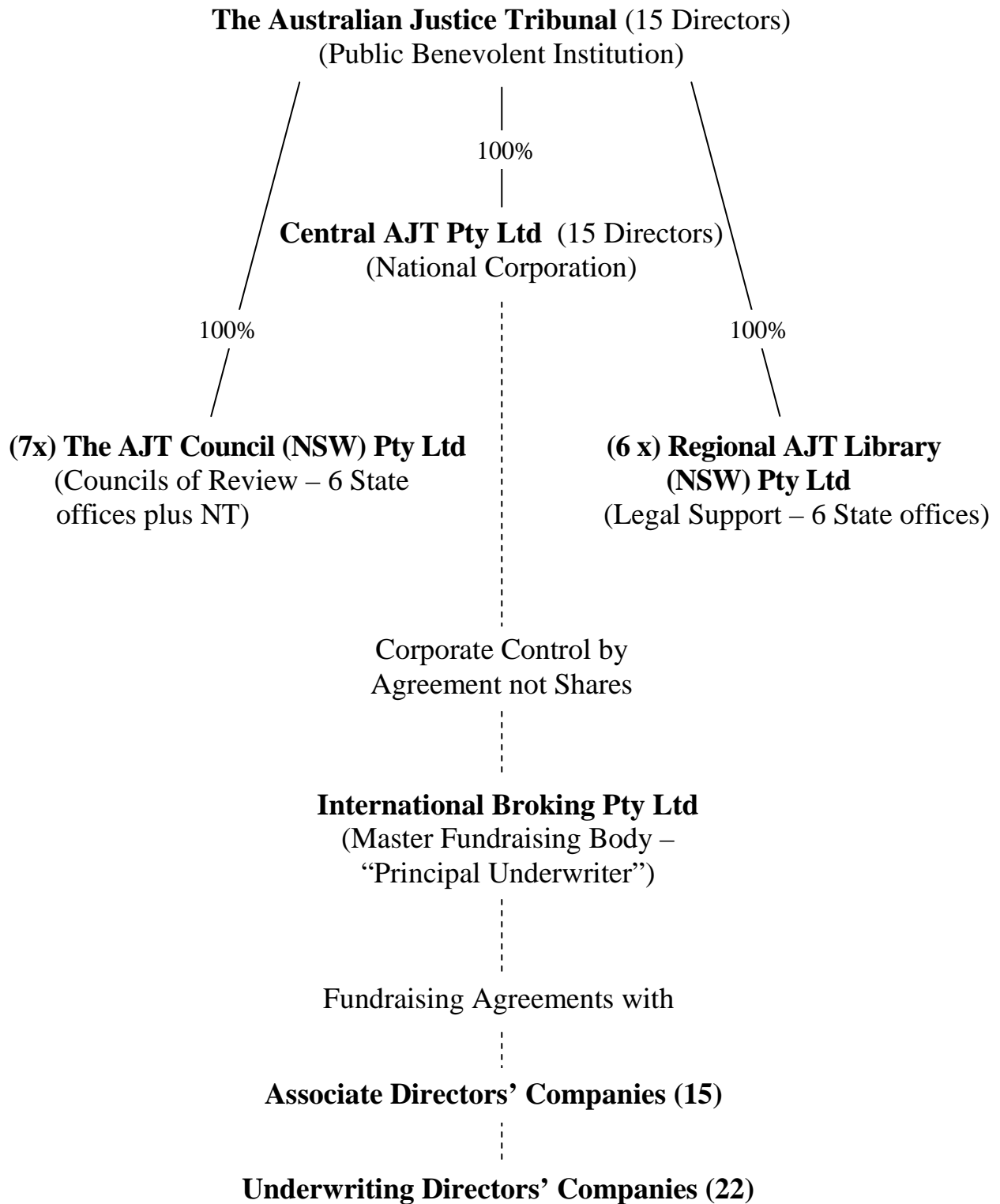
(DISCUSSION NOTES ONLY)

– Contents –

Titles	Pages
The AJT – Corporate Structure (Fully Operational)	– 1
The AJT – Admin Structure (Stage One)	– 2
The AJT – Admin Structure (Fully Operational)	– 4
The AJT – Annual Head Office Budget (\$504,000)	– 5
The AJT – Group Annual Budget (\$9,416,000)	– 6

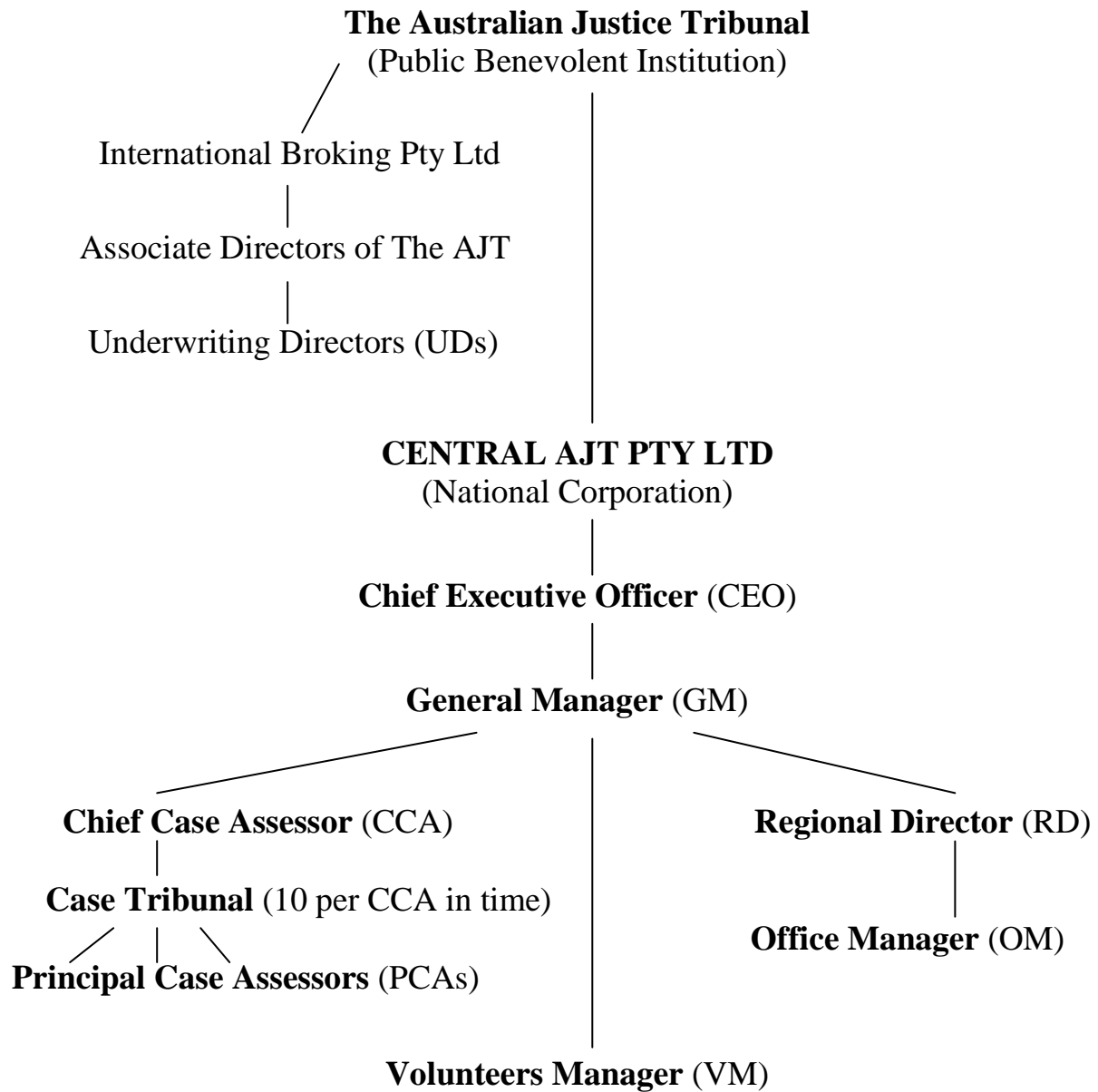
THE AJT – CORPORATE STRUCTURE

– Fully Operational –



THE AJT – ADMIN STRUCTURE

– Stage One –

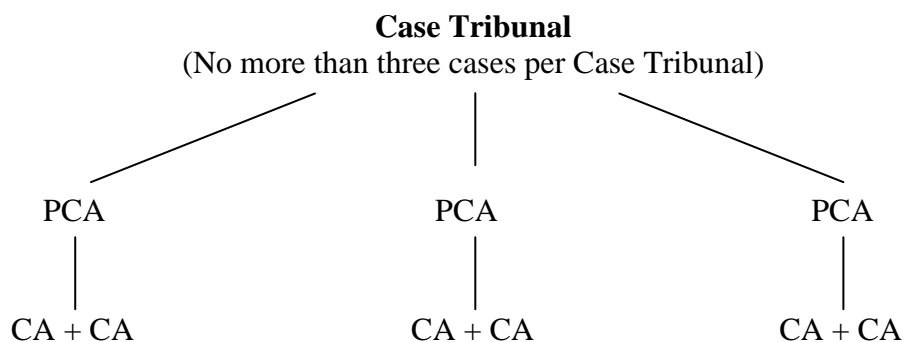


GM : A former legal practitioner with business experience. The GM will eventually become the CEO.

CCA : A Chief Case Assessor will be either a retired legal practitioner, retired member of the judiciary, or a retired non-legal person from within the forensic sciences or a retired corporate accountant. Other specialists will be considered. [Contract Volunteer (CV)]

Each Chief Case Assessor will eventually control ten (10) Case Tribunals, with each Case Tribunal comprising three Case Assessors (CAs). Each Case Assessor will be allocated one (1) case at a time and accordingly adopt the role of Principal Case Assessor (PCA) for that specific case relying on the support of the other two (2) Case Assessors.

Hence, three cases only will be run by each Case Tribunal at any one time, thus:

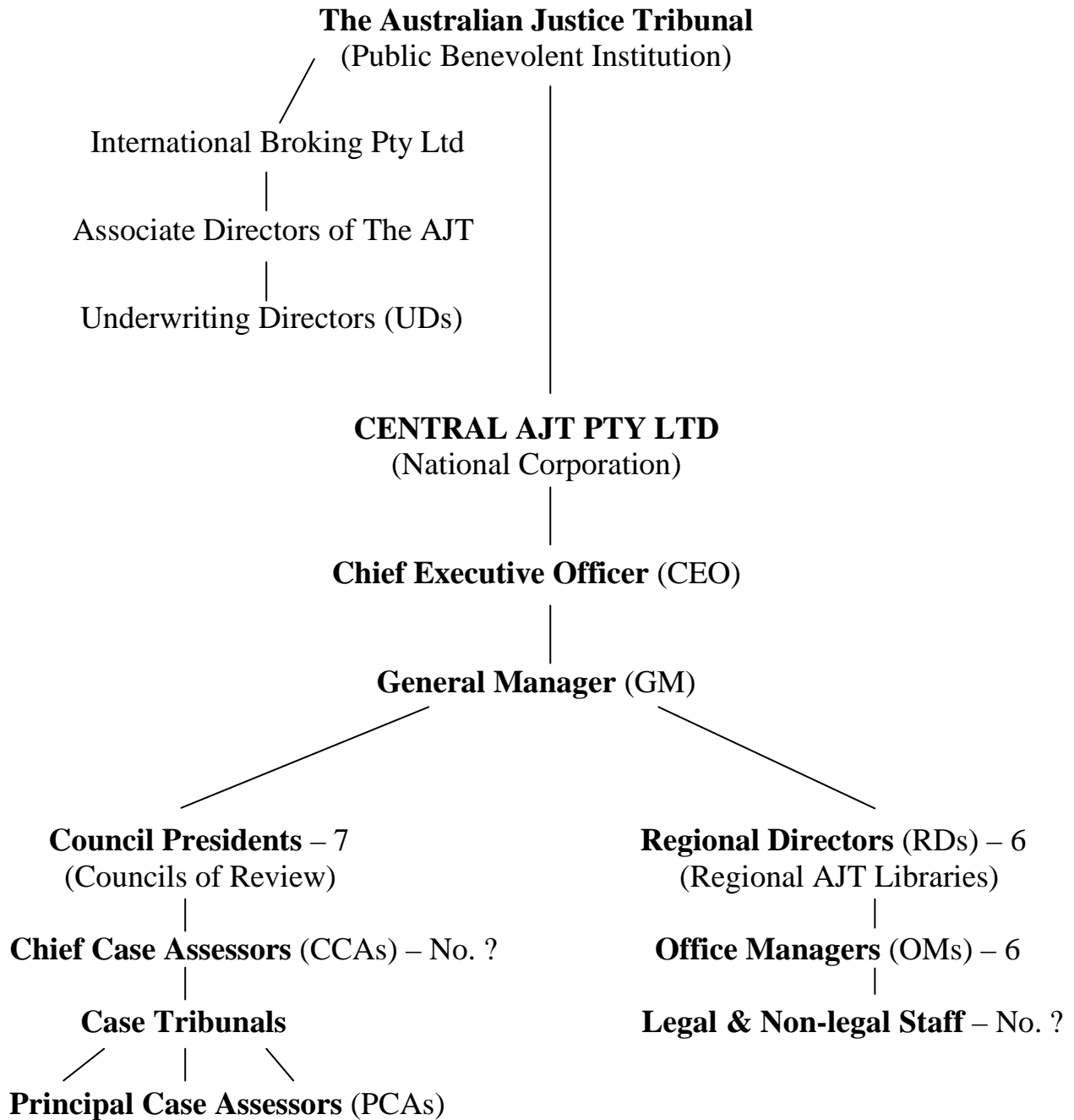


i.e. Three **Tribunals** within each Case Tribunal, with each Tribunal comprising the same Case Assessors.

- CA : Each Case Assessor – whether fully remunerated or acting as a CV – will assist in the reviewing, assessment and research for each case handled by the Case Tribunal, but will also assume the role of Principal Case Assessor (PCA) for one of the Case Tribunal’s three cases. **Hence, each CA will head a Tribunal as a PCA.**
- PCA : A Principal Case Assessor will have any one of the credentials of a CCA; whichever is appropriate. [Volunteer – possibly Contract Volunteer (CV), in time.]
- CV : Contract Volunteer. In time, many of the Volunteers, particularly Chief Case Assessors and CAs who are not being fully remunerated, will be paid a small weekly income – say \$300 to \$500 p.w. – plus reimbursement for out-of-pocket expenses.
- RD : This Regional Director will be fully qualified to act as a certified practicing solicitor and to head our first Regional AJT Library.
- OM : This Office Manager will have an extensive working knowledge of the administration and accounting function of a law firm and will help establish our first Regional AJT Library.
- VM : This Volunteer Manager will be responsible for the recruitment and supply of Volunteers in the capacities of PCAs, Underwriting Directors, Council Presidents, Regional Directors and all associated support staff.
- UD : Underwriting Directors will have outstanding fundraising experience – Under the direct control of International Broking Pty Ltd, a company owned by the Chairman and to be contracted by The Australian Justice Tribunal.
- AJT : The Australian Justice Tribunal will be a not-for-profit special purpose public company limited by guarantee for charitable purposes only. On registration of the Company an application will be made to the ATO for its endorsement as Income Tax Exempt, a Deductible Gift Recipient (DGR) and having GST Concessions and capped FBT Exemption. (ATO status: **Public Benevolent Institution**)

THE AJT – ADMIN STRUCTURE

– Fully Operational –



Notes : It is difficult to assess at this early stage the number of Chief Case Assessors (CCAs) required within each Council of Review. For example, the workload of a Council President – depending on complaints (i.e. Requests for Assistance) received – may require the appointment of say ten (10) CCAs. In this instance the case workload would be three hundred (300) separate matters (i.e. 10 CCAs x 10 Case Tribunals per CCA x 3 Cases per Case Tribunal).

It may also transpire that PCAs will need to fulfil the dual role of a CCA – only time will tell.

PCA : Again, it is difficult to assess at this early stage the extent of ground support required by each Principal Case Assessor. For the moment, however, we need a starting point to focus on. The size and configuration of the structure will be determined in time by the complexity of the cases and the capabilities of the Tribunals.

THE AJT – ANNUAL HEAD OFFICE BUDGET (\$504,000)

– Fully Operational –

(Excluding Lease of Premises and Audit)

1.	\$ 8,000	–	Directors' (15) out-of-pockets (not fees)
2.	\$ 6,000	–	Associate Directors' (5) out-of-pockets (not fees)
3.	\$140,000	–	GM
4.	\$ 80,000	–	GM's Personal Assistant
5.	\$ 60,000	–	Junior Assistant (Also Receptionist)
6.	\$ 50,000	–	Consultants' Fees
7.	\$ 30,000	–	Bookkeeper/Assistant (Casual & Voluntary)
8.	\$ 30,000	–	Webmaster/Communications/Advertising
9.	\$ 20,000	–	Parking x 2
10.	\$ 20,000	–	Stationery & Mailing (incl. promotional material)
11.	\$ 15,000	–	Telstra (Incl. Broadband)
12.	\$ 10,000	–	Maintenance of Business Equip & Software
13.	\$ 15,000	–	Petty Cash
14.	\$ 10,000	–	Travel & Accommodation
15.	\$ 10,000	–	Insurances (P.1. & P.L.)

THE AJT – GROUP ANNUAL BUDGET (\$9,416,000)

– Fully Operational –

Head Office – \$504,000 p.a.

Councils of Review x 7 (Excluding Audit) – \$3,752,000 p.a.

At this stage, seven Councils of Review Australia-wide should be assessing well over 1,000 cases per annum to be represented by The AJT. [i.e. 6 Tribunals per Council (18 Case Assessors) x 1 completed assessment per month per Case Assessor x 7 Councils x 10 months = 1,260 Cases]

1.	\$115,000	–	Council President’s salary package
2.	\$ 65,000	–	Council President’s Personal Assistant
3.	\$ 98,000	–	1 x CCA plus 18 PCAs (out-of-pockets etc.)
4.	\$ 30,000	–	Personal Assistant to CCA & PCAs (Mainly Voluntary)
5.	\$ 25,000	–	Assistant to PCAs/Bookkeeper (Mainly Voluntary)
6.	\$ 25,000	–	Assistant to PCAs/Receptionist (Mainly Voluntary)
7.	\$ 15,000	–	Accountant (Overseeing one day per week)
8.	\$ 75,000	–	Business Premises
9.	\$ 20,000	–	Parking x 2
10.	\$ 15,000	–	Equipment Maintenance & Software
11.	\$ 10,000	–	Petty Cash
12.	\$ 8,000	–	Stationery & Mailing
13.	\$ 10,000	–	Telstra (Incl. Broadband)
14.	\$ 5,000	–	Travel & Accom.
15.	<u>\$ 20,000</u>	–	Insurances
	<u>\$536,000</u>		p.a.

Regional AJT Libraries x 6 (Excluding Audit) – \$5,160,000 p.a.

1.	\$140,000	–	Regional Director’s salary package
2.	\$ 80,000	–	Regional Director’s Personal Assistant/OM
3.	\$ 70,000	–	Paralegal Researchers (Mainly Voluntary)
4.	\$ 80,000	–	Court Officer
5.	\$180,000	–	Barrister (in-house) plus casual assistance
6.	\$ 25,000	–	Junior Court Assistant (Mainly Voluntary)
7.	\$ 30,000	–	Casual Receptionist/Bookkeeper (Some Voluntary)
8.	\$ 75,000	–	Business Premises
9.	\$ 15,000	–	Telstra (Incl. Broadband)

Regional AJT Libraries x 6 (Cont.)

10.	\$ 15,000	–	Equipment Maintenance & Software
11.	\$ 20,000	–	Petty Cash
12.	\$ 25,000	–	Stationery & Mailing
13.	\$ 20,000	–	Parking x 2
14.	\$ 50,000	–	Court Costs
15.	\$ 15,000	–	Accountant (Overseeing one day per week)
16.	\$ 5,000	–	Travel & Accom.
17.	<u>\$ 15,000</u>	–	Insurances
	<u>\$860,000</u>		p.a.