



CITY OF SYDNEY  
LAW SOCIETY

## 2011 Annual General Meeting Of The City Of Sydney Law Society

Wednesday 16 November, 2011  
The Castlereagh Boutique Hotel, 169 Castlereagh St, Sydney

### **CONTENTS:**

Agenda  
Minutes of Meeting held 10 November, 2010  
President's report  
Treasurer's report  
Audited accounts



**AGENDA**  
**FOR ANNUAL GENERAL MEETING**  
**16<sup>th</sup> November, 2011**

1. Welcome, present & apologies
2. Adoption of Minutes of the previous AGM held on 10 November, 2010
3. President's Report for 2010/11 – Ken Harkness
4. Treasurer's Report and adoption of  
audited Financial Report pursuant to Rule 18(c) – Igor Kazagrandi
6. Election of Returning Officers and scrutineers (pursuant to Rule 16A)
7. Election of Committee of City of Sydney Law Society Inc. (pursuant to Rule 16)
8. Election of auditor (currently Messrs Lowy Wilcock & Co)
9. Election of Public Officer (currently Ken Harkness)
10. Other business
11. Close of meeting

**Minutes of Annual General Meeting of the  
City of Sydney Law Society Inc  
held on Wednesday 10<sup>th</sup> November 2010 at 5:30 PM  
at Castlereagh Boutique Hotel, 169 Castlereagh St., Sydney**

**Present**

Ken Harkness (President)  
Peter Kelso (Vice President)  
David Barker (Immediate Past-President)  
Stephen Bell (Secretary)  
Igor Kazagrandi (Treasurer)  
Denis Bluth  
Mahrukh Batliwalla  
Nea Goodman  
Anna Gurrie  
Lan Huynh  
Telmo Martins  
Margarita Patrick  
Mani Nair  
Paul Power  
Anthony Restuccia  
Wendy Fisher  
George Mavrakis  
Pamela Mete  
John Newton  
David Ross  
Peter Tsathas  
Pauline Wong  
Peter Zada

**In attendance**

Ann Parisi (Executive Officer)

**Apologies**

Peter Rosier & John Fitzgerald

**MINUTES OF PREVIOUS MEETING**

Motion: That the Minutes of the 16<sup>th</sup> AGM of 19 November 2009 circulated before the meeting be accepted as true a record of the meeting

Moved: Anthony Restuccia; Seconded: Ken Harkness. Carried

**PRESIDENT'S REPORT**

The President's Report was circulated to members as part of the Annual Report prior to the meeting and the President spoke to the Report and in particular:

- The President expressed appreciation to Anne Parisi, Executive Officer, for her work throughout the year which was carried by acclamation.
- The President outlined the features of the past 12 months and in particular the acceptance by the Law Society of the CSLS proposal for piloting the "Small Practices Board" programme.

A member drew attention to the valuable meeting held with the NSW Chief Magistrate to discuss the Downing Centre Duty Roster and also to the success of the Duty Solicitor Training afternoon.

Motion: That the President's Report be accepted.

Moved: Ken Harkness; Seconded: David Barker. Carried

### **TREASURER'S FINANCIAL REPORT**

The audited Financial Statements and Treasurer's Report were tabled at the meeting as part of the Annual Report.

The Treasurer, Igor Kazagrandi, spoke briefly to his Report.

Motion: That the Treasurer's Report and the Financial Statements be accepted.

Moved: Igor Kazagrandi; seconded John Newton: carried

### **SPECIAL BUSINESS – CONSTITUTIONAL AMENDMENTS**

The meeting considered the Special Resolutions proposed by the Committee to amend the Objects and Rule of the Constitution of the City of Sydney Law Society Inc. as circulated prior to the meeting as part of the Annual Report.

Motion: That Special Resolution 1 be not put.

Moved: Anthony Restuccia; Seconded Mani Nair. Not carried.

The President then put Special Resolution 1 and Special Resolution 2 separately to the meeting.

**Motion: That Special Resolution 1 be adopted 1 namely:**

*That Clause 10 the Rules be deleted and replaced with the following:*

- 10 (1) *a member of the association shall, at the time of application for membership and thereafter before 1<sup>st</sup> July in each succeeding year pay an annual Membership fee to be determined by the committee.*
- (2) *in determining membership fees the committee may make such provisions as it considers appropriate, including:*
- (a) setting different levels and categories of fee;*
  - (b) allowing reductions of a fee;*
  - (c) waiving membership fees for the current year;*
  - (d) setting a fixed amount to cover all members from a single law firm (or other organisation); and*
  - (e) varying any fixed amount according to the size of firm (or other organisation) or on other criteria.*

Moved: Igor Kazagrandi; Seconded : David Ross. Carried. (12 votes for and 3 against)

**Motion: That Special Resolution 2 be adopted namely:**

*Subclause 16 (1A) be inserted between subclauses 16 (1) and 16 (2) in the Rules S follows:*

*16 (1A) Only members approved under Rule 2 are eligible for nomination to  
the committee*

Moved: David Ross; Seconded Telmo Martins. Carried. (12 votes for and none against)

#### **ELECTION OF RETURNING OFFICER**

Motion: That Denis Bluth be elected Returning Officer

Moved: Ken Harkness; Seconded: David Ross. Carried.

#### **ELECTION OF COMMITTEE OF CITY OF SYDNEY LAW SOCIETY INC.**

The Executive Officer, Ann Parisi, reported on behalf of the Secretary that at least 7 days before the meeting 18 written nominations were received for positions on committees these being:

1. David Barker
2. Victor Berger
3. Stephen Bell
4. Mahrukh Batliwalla
5. Robert Eaves
6. Wendy Fisher
7. Nea Goodman
8. Ken Harkness
9. Igor Kazagrandi
10. Peter Kelso
11. Telmo Martins
12. George Mavrakis
13. John Newton
14. Margarita Patrick
15. Paul Power
16. Anthony Restuccia
17. Philip Sim
18. Peter Zada

The nominations being less than the maximum of 20 committee members, the Returning Officer declared these nominees elected pursuant to the Rules.

There was a further nomination of the committee received after the expiry date nominating Pauline Wong.

Motion: That Pauline Wong be elected as a member of the committee

Moved: David Ross; Seconded Telmo Martins. Carried.

It was foreshadowed that Pamela Mete would be applying for membership of CSLS and was pleased to be nominated as a committee member to fill the remaining casual vacancy.

Motion: That the meeting recommend to the committee of CSLS that at its first meeting the committee accept Pamela Mete as a member of the committee.

Moved: David Ross; Seconded: Anthony Restuccia. Carried.

**APPOINTMENT OF AUDITOR**

Motion: That the current auditors, Messrs Lowy Wilcock & Co, Chartered Accountants, be re-appointed.

Moved: Nea Goodman; Seconded: Wendy Fisher. Carried.

**OTHER BUSINESS**

There was no other business

Meeting concluded at 6.45pm.

Approved: 16/11/2011 .....Chairman



## **2011 President's Annual Report**

*This was another successful year with many programme initiatives and continued stability in regular programmes, membership and finances.*

*It was a pleasure and a privilege to lead such an active and harmonious committee and to enjoy the company of colleagues at the many CSLS seminars and events held through the year.*

### **New features of the year have been:**

- The successful launch and completion of a pilot Small Practices Board Programme
- Launch of the new Practical Legal Training Programme
- Promotion of Student Membership
- Launch of the new CSLS Logo
- Creation and monitoring of the CSLS Business Plan
- The active participation of the Law Society Paired Counsellor, Gary Ulman
- Bar Choir performing at the CSLS Annual Dinner
- Preparation for a new website with online payment facilities
- Launch of the JIRS (sentencing information system) at Duty Solicitor room (with Law Society funding)
- Launch of the CSLS Prize at UTS
- CSLS President addressing (on behalf of regional societies) new admittees at the welcome hosted by the Law Society
- Scanning of CSLS archive records
- Participation in Law Society's Will Awareness Day
- President's participation in the NSW Law Week Planning Committee
- Law Society Journal coverage of Annual Dinner (anticipated)
- Publicity material prepared by Law Society's graphic artists for Law Week Breakfast, Cocktail Evening and Annual Dinner.
- 25 years Service Certificates to be issued by Regional Societies.

CSLS membership was maintained (360 as at June 2011).

The Society's cash balance has been maintained at a healthy \$ 60,000.

**The following existing programmes have been maintained:**

- Weekly CLE Programme (each followed by an informal social gathering)
- Law Week Breakfast (Guest Speaker: Emeritus Prof. Ron McCallum AM)
- October Cocktail Evening
- Annual Dinner
- Participation in Regional Presidents meetings
- Downing Centre Duty Roster
- Report to Members from bi-monthly Regional Presidents Meetings
- Assisting Law Society in presenting "mental health" workshops
- CSLS Website
- Annual Planning Meeting in January (leading to Business Plan)
- Monthly Committee Meetings
- Law Society President attending February Committee Meeting
- Support for Law Term Dinner and Law Society Annual Dinner

**Special thanks to:**

- Ann Parisi – Executive Officer
- Peter Kelso - Vice President and weekly seminar coordinator.
- Stephen Bell – Secretary and Report on JIRS
- Igor Kazagrandi – Treasurer
- Gary Ulman – active Law Society Paired Counsellor
- Pauline Wong – PLT Programme & UTS Prize
- Robert Eaves – PLT Programme & UTS Prize
- David Barker – Archiving and PLT Programme
- Mahrukh Batliwalla – Will Awareness Day Coordinator



- Victor Berger – Will Awareness Day
- Anthony Restuccia – Duty Roster Coordinator
- Telmo Martins – New Website Coordinator
- Stuart Westgarth – 2011 Law Society President and Speaker at 2010 Annual Dinner
- Michael Tidball – Law Society CEO
- Anna Gurrie – Law Society Regional Coordinator
- Minter Ellison – Hosting Law Week Breakfast
- Emeritus Prof. Ron McCallum AM – Law Week Breakfast Speaker
- NSW Chief Justice, Tom Bathurst – 2011 Annual Dinner Speaker
- Justin Dowd – 2012 Law Society President and Speaker at 2011 CSLS Annual Dinner
- District Court Chief Judge Reg Blanch – support for October Cocktail Evening
- Chief Magistrate Graeme Henson – support for October Cocktail Evening and Duty Roster.
- Stephen Burke & Charles Biscoe of *Practice Builders* – leading Small Practices Boards pilot programme.
- John Newton – former CSLS Vice-President retiring from committee after many years of active service.
- Law Society – for JIRS funding, Small Practices Board funding, assistance with graphic artist, regional coordinator support and speakers for seminars.
- Our many Duty Roster solicitors
- Committee members - for support and participation.
- Seminar speakers generally

Respectfully submitted,

Ken Harkness  
CSLS President



## Treasurer's Report 2010/2011

I report on the financial position of the City of Sydney Law Society for the year ended 30 June, 2011. Copies of signed audited accounts dated 3 November 2011 are circulated. The auditors are the same as last year, Messrs Lowy Wilcock & Co, Chartered Accountants, 72 Pitt Street Sydney.

The accounts reflect the policy position of the Committee that CLE seminars should be free to members, as a benefit and a service. As a consequence of this policy income from activities and non-members has remained stable. In past years sponsorship has been available. This year there was no major sponsorship from any of our past "spot sponsors". However we are grateful to the Valuation Centre of Australia for their recent contribution. Whether this situation will continue throughout 2011/2012 is yet to be seen. Obviously, we should endeavour to obtain sponsor funding.

The Committee receives no funding for administrative support or CLE from the Law Society of NSW. In the 2010/2011 the Committee did not retain a bookkeeper and the accounts have been well-managed by the Society's Executive Officer.

Expenses have increased. Secretarial/administration support continues to be the largest expense (\$16,503.64 in 2011). The Society is for the benefit of the solicitors practising in the CBD. This service frees committee members from needing to contribute large amounts of time assist running our busy programme.

The accounts for income and expenditure for the year ended 30 June, 2011 disclose:

1. Total income for the year was \$ 46,964.40 compared to \$ 42,437.72 for the year ended 30.6.2010.
2. Total expenditure for the year was \$ 47,705.20 compared to \$ 44,486.78 for the year ended 30.6.2010.

Accordingly I report a small loss of \$740.80 (after tax) compared to a loss last year of \$2,049.06 (after tax).

As to the other matters, monthly bank reconciliations, financial statements, profit and loss statements and accounts to be paid are circulated prior to each Committee meeting together with reports on the number of attendees at each function held during the preceding month. Our Annual Cocktail Party has been a great success with good numbers of attendees.

I specifically mention the introduction of our Practical Legal Training ("PLT") programme, together with the many new student members of the Society. We look forward to continuing this program in the new year.

The voluntary assistance of members of the Committee and their firms is much appreciated. I thank the President, Vice President, Immediate Past President and Secretary for their kind support and assistance during the past year. I have special thanks for Ann Parisi, our Executive Officer and administration "power house" – thank you.

**Igor Kazagrandi**, Treasurer  
14 November 2011

CITY OF SYDNEY LAW SOCIETY Inc.

A.B.N. 88 377 230 477

FINANCIAL REPORT  
FOR THE YEAR ENDED  
30TH JUNE 2011

CITY OF SYDNEY LAW SOCIETY Inc.

A.B.N. 88 377 230 477

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CITY OF SYDNEY LAW SOCIETY Inc  
A.B.N. 88 377 230 477

COMMITTEE'S REPORT

Your committee members submit the financial report of the CITY OF SYDNEY LAW SOCIETY for the financial year ended 30th June 2011.

**Committee Members**

The names of the committee members throughout the year and at the date of this report are:

Kenneth Harkness - President  
Igor Kazagrandi - Treasurer  
Peter Kelso - Vice President  
David Barker - Immed Past President  
Stephen Bell - Secretary  
Mahrukh Batliwalla  
Philip Sim  
Pauline Wong  
Anthony Restuccia  
Nea Goodman  
Paul Power  
Peter Zada  
Robert Eaves  
Telmo Martins  
Victor Berger  
Wendy Fisher  
Pam Mete  
George Mavrakis  
Margarita Patrick

**Principal Activities**

The principal activities of the association during the financial year were: continuing legal professional education.

**Significant Changes**

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

**Operating Result**

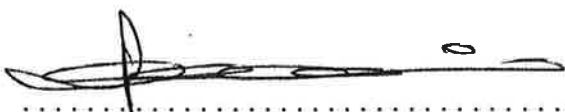
The loss from ordinary activities after providing for income tax amounted to \$740.80.

Signed in accordance with a resolution of the committee members:

Committee member

  
.....  
Kenneth Harkness - President

Committee member

  
.....  
Igor Kazagrandi - Treasurer

Dated this 3rd day of November 2011

## CITY OF SYDNEY LAW SOCIETY

INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2011

	Note	2011 \$	2010 \$
<b>INCOME</b>			
Non Member's Activity Fees		2,562.90	3,554.74
Membership Fees		29,646.96	25,083.00
Function Income		11,331.72	9,183.60
Other Income		1,220.13	2,735.27
		<u>44,761.71</u>	<u>40,556.61</u>
<b>OTHER INCOME</b>			
Interest Received		2,202.69	1,881.11
		<u>2,202.69</u>	<u>1,881.11</u>
		46,964.40	42,437.72
<b>EXPENDITURE</b>			
Accountancy & Audit Fees		3,856.75	7,372.50
Advertising-Newsletter		1,385.45	2,644.95
Bank Charges		882.75	812.15
Consultancy Fees		2,000.00	-
Casual Contract Work-Secretarial Fees		16,503.64	14,902.50
CLE Seminar Costs		7,200.00	3,773.37
Depreciation		241.00	357.00
Filing Fees		80.91	47.00
Function Expense - Law Week Breakfast		81.82	2,040.00
Function Expenses - Cocktail Celebration		3,938.25	3,846.01
Speakers Gift		337.35	645.48
AGM Catering		4,963.64	3,730.91
General Expenses		2,997.60	1,157.80
Postage		544.09	663.18
Printing & Stationery		1,589.70	1,305.13
Repairs & Maintenance		-	310.53
Subscriptions		544.92	298.87
Telephone		584.33	579.40
		<u>47,705.20</u>	<u>44,486.78</u>
<b>Profit before income tax</b>		<u>(740.80)</u>	<u>(2,049.06)</u>
Income tax expense		-	-
<b>Profit after income tax</b>		(740.80)	(2,049.06)
Retained profits at the beginning of the financial year		<u>48,621.41</u>	<u>50,670.47</u>
<b>Retained profits at the end of the financial year</b>		<u>47,880.61</u>	<u>48,621.41</u>

The accompanying notes form part of these financial statements.

CITY OF SYDNEY LAW SOCIETY

**ASSETS AND LIABILITIES STATEMENT  
AS AT 30TH JUNE 2011**

	Note	2011 \$	2010 \$
<b>CURRENT ASSETS</b>			
Cash assets		60,076.56	57,992.68
Receivables	2	215.00	20.00
<b>TOTAL CURRENT ASSETS</b>		<u>60,291.56</u>	<u>58,012.68</u>
<b>NON-CURRENT ASSETS</b>			
Fixed assets			
Plant and equipment	3	321.80	535.80
Intangible assets	4	1,990.91	1,990.91
<b>TOTAL NON-CURRENT ASSETS</b>		<u>2,312.71</u>	<u>2,526.71</u>
<b>TOTAL ASSETS</b>		<u>62,604.27</u>	<u>60,539.39</u>
<b>CURRENT LIABILITIES</b>			
Trade Creditors		825.00	-
Other Creditors		14,018.24	11,615.98
GST payable		234.42	833.00
Provision for Income Tax		(354.00)	(531.00)
<b>TOTAL CURRENT LIABILITIES</b>		<u>14,723.66</u>	<u>11,917.98</u>
<b>TOTAL LIABILITIES</b>		<u>14,723.66</u>	<u>11,917.98</u>
<b>NET ASSETS</b>		<u>47,880.61</u>	<u>48,621.41</u>
<b>MEMBERS' FUNDS</b>			
Retained profits	5	<u>47,880.61</u>	<u>48,621.41</u>

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2011

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**1 Summary 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 Incorporation Act of New South Wales. The committee has determined that the association is not a reporting entity.

This 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.

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**

The income tax expenses (revenue) for the year comprises current income tax expenses (income). The association does not apply deferred tax.

Current income tax expense charged to the profit or loss is the tax payable on taxable income calculated using applicable income tax rates enacted, or substantially enacted, as at the end of the reporting period. Current tax liabilities (assets) are therefore measured at the amounts expected to be paid to (recovered from) the relevant taxation authority.

**b. Property, Plant and Equipment**

Office equipment are carried at cost less, where applicable, any accumulated depreciation.

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

**c. 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 three months or less.



CITY OF SYDNEY LAW SOCIETY  
A.B.N. 88 377 230 477

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2011

	2011	2010
	\$	\$
<b>2 Receivables</b>		
CURRENT		
Trade Debtors	215.00	20.00
	<u>          </u>	<u>          </u>
<b>3 Plant &amp; Equipment</b>		
Office Furniture & Equipment	2,379.80	2,379.80
Less: Accumulated Depreciation	2,058.00	1,844.00
	<u>          </u>	<u>          </u>
	321.80	535.80
	<u>          </u>	<u>          </u>
<b>Total plant &amp; equipment</b>	<u>321.80</u>	<u>535.80</u>
<b>4 Intangible Assets</b>		
Website	1,990.91	1,990.91
	<u>          </u>	<u>          </u>
<b>5 Retained Profits</b>		
Retained profits (accumulated losses) at the beginning of the financial year	48,621.41	50,670.47
Net Profit attributable to members of the Company	(740.80)	(2,049.06)
	<u>          </u>	<u>          </u>
<b>Retained profits (Accumulated losses) at the end of the financial year</b>	<u>47,880.61</u>	<u>48,621.41</u>

CITY OF SYDNEY LAW SOCIETY Inc  
A.B.N. 88 377 230 477

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has 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.

In the opinion of the committee the financial report:

1. Presents a true and fair view of the financial position of City of Sydney Law Society Inc as at 30th June 2011 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that City of Sydney Law Society Inc will be able to pay its debts as and when they fall due.

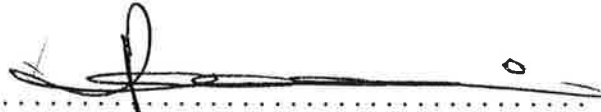
This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Committee member

✓ 

.....  
Kenneth Harkness - President

Committee member



.....  
Igor Kazagrandi - Treasurer

Dated this 3rd day of November 2011



**LOWY WILCOCK & Co.**  
CHARTERED ACCOUNTANTS



Liability limited  
by the Accountants Scheme  
Approved under the  
Professional Standards Act  
1994 (NSW)

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF**  
**CITY OF SYDNEY LAW SOCIETY INC.**

We have audited the accompanying financial report, being a special purpose financial report, of City of Sydney Law Society Inc., which comprises the committee's report, the asset and liabilities statement as at 30 June 2011, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

*Committee's Responsibility for the Financial Report*

The committee of the association is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act of New South Wales and are appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical Requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

CITY OF SYDNEY LAW SOCIETY Inc  
A.B.N. 88 377 230 477

CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, Kenneth Harkness - President of GPO BOX 5279; Sydney 2001, certify that:

- (a) I attended the annual general meeting of the association held on 16 November 2011
- (b) The financial statements for the year ended 30 June 2011 were submitted to the members of the association at its annual general meeting.

Committee member .  .....  
Kenneth Harkness - President

Dated this 16 day of November 2011