

## JPs in the Community Program

# Principles of operation for volunteer program

**Principle 1: Respect for the law and system of government**

- Exercise your powers lawfully and impartially
- Act in the public interest
- Ensure your actions support legislation

**Principle 2: Respect for Persons**

- You should treat colleagues, members of the public and clients fairly, with dignity and respect
- You should be aware of, respect and acknowledge the wide diversity of backgrounds of those with whom you interact
- You should be consistent in all your dealings with members of the public and your colleagues
- Your dress, personal appearance and hygiene are important elements of your presentation to the public and should comply to reasonable community standards
- You have an obligation to comply with the workplace health and safety requirements of the site

**Principle 3: Integrity**

- You are expected to provide honest, comprehensive and impartial information, irrespective of your personal opinion
- You should not use your status to influence another person
- You should not falsify, improperly edit or destroy official documents
- You must ensure that your personal interests or those of your family, or any party political interests, do not conflict with your official role
- You must respect the confidentiality of your clients and not disclose any information received in your role
- You must not accept remuneration or accept gifts in your role, nor should volunteers use collection tins for such purpose
- You are required to report any instances of corrupt conduct when you have an honest and reasonable belief that this conduct has occurred

**Principle 4: Diligence**

- You must know and understand the duties of your job as outlined in the manuals and publications of the Justices of the Peace Branch
- You have a duty of care to provide correct information and correct procedures for each of your clients
- You should ensure that alcohol, drugs or prescribed medication do not interfere with your ability to conduct your official business
- You should ensure that you notify your co-ordinator of any inability to fulfil your roster requirements in a timely fashion so that a replacement can be located

**Principle 5: Economy and Efficiency**

- Public resources should only be used for official purposes and for the purposes they were provided and intended

Note: These Principles of Operation should be read in conjunction with the current Code of Conduct for Justices of the Peace and Commissioners for Declarations.

