

Justices of the Peace Branch Mentoring Logbook

Name:

Signing site:



Justices of the Peace and Commissioners for Declarations

Code of Conduct

Justices of the Peace and Commissioners for Declarations Act 1991

Updated 1 June 2020

Conduct

1. JPs and Cdecs shall act and make decisions in a way that is compatible with human rights. This helps ensure their decisions are based on principles of human dignity, equality, freedom and rule of law.
2. JPs and Cdecs shall be prepared to contribute time and effort to the service of society pursuant to their solemn undertaking on application for appointment.
3. JPs and Cdecs shall at all times serve their fellow citizens with courtesy, dignity, consideration and compassion.
4. JPs and Cdecs shall not act with bias, prejudice, intolerance, bigotry, malice and ill will. They shall pursue the principles of equity and social justice as consistent criteria in all their dealings with the community.
5. JPs and Cdecs shall perform their functions with dignity, rationality and decorum. They shall not use their title where it is inappropriate, irrelevant or insensitive to do so, or in such a way as to bring the office into public disrepute or derision.
6. JPs and Cdecs shall not witness signatures of persons whose level of competence is questionable without first obtaining relevant independent advice (e.g. medical, educational and legal).
7. JPs shall always employ proper judicial discretion in their consideration of applications for the issue of summonses and warrants, being prepared to ask questions and put their minds to the issues, thereby seeking to be fully satisfied before the granting of any order sought. A summons or warrant shall not be approved without the sworn complaint or application first being thoroughly read and judicially considered by the JP.
8. JPs or Cdecs shall at all times observe confidentiality unless authorised by law to make disclosure, and must not share any information which comes to their knowledge whilst carrying out their duties in the course of serving the community.
9. JPs and Cdecs are not to use any private electronic recording machines without first advising the deponent and will respect the person's wishes to not record the witnessing process by electronic means if requested forthwith.
10. JPs and Cdecs shall give the appropriate warnings as to truth and honesty, and put the required formal questions, when administering oaths, affirmations and solemn declarations.
11. A Bible shall be used when JPs or Cdecs are required to administer a Christian Oath.

12. JPs and Cdecs are to check their details every six months on the general website of the Department of Justice and Attorney-General.

Conflict Of Interest

13. JPs and Cdecs shall not show favour to friends, relations and associates nor adopt procedures other than outlined in both *the Duties of Justices of the Peace* and *Duties of Commissioner for Declarations* handbooks and technical bulletins published by the Department of Justice and Attorney-General. They shall disqualify themselves from acting if they are faced by a conflict of interest situation.
14. JPs and Cdecs shall not make use of their position, title, seal of office or any other emblem of office of any kind of personal advantage including monetary gain or profit of any kind, direct or indirect, in carrying out their duties. It shall, however, be permissible for Justices of the Peace to inscribe their title on signs and business stationery in order to raise awareness throughout the public regarding their availability and readiness to serve the community.
15. JPs and Cdecs shall administer the law as it stands, with no right to decline to act because of personally held views about particular legislation.
16. JPs and Cdecs shall at all times separate their functions of office from any interpersonal or political considerations, influence and benefit.
17. JPs and Cdecs must retain their independence and must never regard themselves as servants of any law enforcement agency.

Competency and Knowledge

18. With the changing nature of law and society, JPs and Cdecs shall endeavour to keep themselves up to date with legislative changes as provided by the Department of Justice and Attorney-General.

Notification

19. JPs and Cdecs are required to undertake the full range of administrative and judicial functions prescribed for their office and shall inform the police of their identity and availability.
20. JPs and Cdecs must notify the Department of Justice and Attorney-General in writing within 30 days of any changes to his or her name, address, contact numbers and email address.



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.

Welcome to the JPs in the Community Mentoring Program

The JPs in the Community program offer the opportunity for newly appointed or those simply wanting a refresher, an opportunity to work with experienced Justices of the Peace (JPs) and Commissioners for Declarations (Cdecs) to further develop their skills and knowledge. As a participant in this program we ask that you familiarise yourself with the *Principles of operations for volunteer program* and the *Code of Conduct* which outlines the expectations we have of our volunteers and mentees whilst they are providing a service at one of our signing sites. A copy of each are enclosed in this logbook for your reference.

This logbook is designed to assist you with your mentoring and is a record for you to complete. For each mentoring session there is an opportunity for you to reflect on what you learnt and identify areas where you would like more information.

To ensure that our program meets the needs of both our mentors and mentees we expect the following:

For mentees

- To complete a minimum of 10 hours of mentoring with a nominated mentor(s).
- To attend sessions as negotiated with the mentor(s)/site co-ordinator.
- To provide feedback to Justices of the Peace Branch (JP Branch) with regard to their mentoring experience.
- To complete the mentoring logbook in conjunction with the mentor(s).
- To contact JP Branch with any questions or queries in relation to the role and/or documents

For mentors

- To provide support, feedback and guidance to the mentee.
- To provide feedback to JP Branch with regard to the mentee's progress.
- To complete the mentoring logbook in conjunction with the mentee.
- To contact JP Branch with any questions or queries in relation to the role and/or documents.

One of the key aspects that enable this program to be successful is the use of our communication skills and in particular the skill in giving and receiving both positive and constructive feedback. For both the mentee and mentor role we expect that you will provide feedback to JP branch on the outcome of the mentoring relationship and encourage both parties to provide feedback that would be helpful to improve:

- the program and/ or;
- the ability of the individual in their role as a JP.

At the back of this booklet there is a **mentee evaluation form** for you to complete.

On your final mentee shift, can you please complete the mentoring relationship completion form with your mentor at that session. Can you please return pages all feedback pages to the JP Branch.

If you have any questions or queries about your mentoring experiences, please contact one of our Community Engagement and Mentoring Officers on 1300 301 147 or email ipsinthecommunity@justice.qld.gov.au. Thank you in advance.

14 steps to witnessing documents

- 1) Have you checked what type of document it is?
 - a. Is it Lawful?
 - b. Do you have the authority to witness it?
- 2) Does it have any special requirement?
- 3) If it is an affidavit or statutory declarations, is it in the correct format?
- 4) Is it to be signed on oath or affirmation or by statutory declaration?

If so, does it use the correct form of words?
- 5) Is the signatory the person named in the document?
- 6) Have you requested proof of identity?
- 7) Is the date correct?

- 8) Have you checked through the document for any alterations, spaces or omissions and ensured they are initialled by both the signatory and yourself?

Have you checked it for any unanswered questions and ensured that they are either crossed out or completed?

- 9) Have you checked the annexures and marked them properly?
- 10) Have you issued a warning about the importance of telling the truth?
- 11) Was the documents signed in from of you?
- 12) Did you sign and seal the document when required?
- 13) Have you entered the particulars into your register?
- 14) Did you keep a record of any additional information supplied?

Christian Oath: “I swear that the contents of this document are true and correct to the best of my knowledge and belief, so help me God”

Affirmation: “I solemnly, sincerely, and truly affirm and declare that the contents of this my (document) are true and correct”

Declaration: “I solemnly and sincerely declare that the contents of this declaration are true and correct to the best of my knowledge and belief”

After issuing an oath, affirmation or declaration, you must issue the deponent with a warning under the *Oaths Act 1867*. Explain that if the declaration is found to be untruthful, the deponent may be charged under the Criminal Code and be liable to penalties, including imprisonment.

Date:

Location:

Documents that you may sight whilst being mentored include:

- Interstate documents

Commonwealth documents

Certified copy of multiple page documents

Certified copy/witness of GPA, EPA AHD

Affidavits

Statutory Declarations

Land title documents
- Wills

Traffic Infringement Notice

Blue and white cards documents

Family Law documents

Police documents: summons, arrest, warrants, search warrants

Peace and Good Behaviour Act 1982 documents

Documents that I witnessed today:

- ☐ Interstate documents
- ☐ Certified copy of multiple page documents
- ☐ Certified copy/witness of GPA, EPA AHD
- ☐ Statutory Declarations

Other:

- ☐
- ☐
- ☐
- ☐

Achievements:

Notes: (Prompts - what did I learn from today’s session? What other areas would be useful to focus on in the next mentoring session?)

Next Meeting:

Date	Document witnessed	Name of deponent	Identification sighted	Location of signing	Comments

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Other:

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Other:

- ☐
- ☐
- ☐
- ☐

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Notes: (Prompts - what did I learn from today's session? What other areas would be useful to focus on in the next mentoring session?)

Next Meeting:

Date	Document witnessed	Name of deponent	Identification sighted	Location of signing	Comments

Date	Document witnessed	Name of deponent	Identification sighted	Location of signing	Comments

PERSONAL LOGBOOK MENTORED EXPERIENCES

Date	Name of Mentor	Hours	Mentor Signature	Mentee Signature

NOTE: Please keep for future reference with your logbook

Preparation for Mentee Transition

Prior to completing the following pages, please take a moment to consider the following questions for discussion at your last mentor session with your mentor:

- What documents do you feel completely confident in handling on your own?

- What documents would you feel confident to witness as long as another JP/C.dec was there?

- What documents do you feel you will need to refer to the JP Handbook or JP Branch for assistance?

- What documents would you prefer not to witness?

Mentee feedback form

The Department of Justice and Attorney-General is committed to ongoing quality improvement. In line with our obligations under the *Information Privacy Act 2009* (Qld) we will only use the information collected on this form to inform and improve our 'JPs in the Community' mentoring program. For further information about our handling of your personal and sensitive information, please call us on 1300 301 147, or refer to our website at <http://www.justice.qld.gov.au/global/legals/privacy>.

To ensure the program always meets its objectives, we ask that you complete this feedback form and submit it. The information to be gathered is based on a ranking scale on which you are asked to indicate your level of agreement/disagreement with a series of statements – **1** (strongly disagree), **2** (disagree), **3** (agree) and **4** (strongly agree)

Name (optional):

As a Mentee I was able to:

- | | | | | |
|---|---|---|---|---|
| • Acquire new skills and knowledge and apply them to my volunteering role | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| • Seek guidance and advice in my professional development | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| • Accept responsibility for my decisions and actions | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| • Accept expert and objective advice | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| • Build confidence and trust in myself | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| • Identify my strengths and weaknesses | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| • Generate responsibility in myself | 1 | 2 | 3 | 4 |
| <hr/> | | | | |

The Program itself allowed:

- | | | | | |
|---|---|---|---|---|
| • For stimulating learning with an appropriate learning style | 1 | 2 | 3 | 4 |
| <hr/> | | | | |

• Experiences to be shared	1	2	3	4
• For a self-discovering approach to learning	1	2	3	4
• My abilities and actions to be affirmed	1	2	3	4
• For things to be explained thoroughly	1	2	3	4
• My strengths and weaknesses to be identified	1	2	3	4
• My skills and knowledge to be increased	1	2	3	4
• For an improved understanding of my role as a volunteer	1	2	3	4
• For a positive learning environment to acquire competencies and professional experience	1	2	3	4
• Networking opportunities to be developed	1	2	3	4
• For professional development and increased confidence	1	2	3	4

Any additional comments that you would like to make in relation to your mentoring relationship:

.....

.....

Any improvements we could make to the program:

.....

.....

Mentoring Relationship Completion Form: This to be completed when the mentee has completed their 10 hours of mentoring on their last mentee shift

The Department of Justice and Attorney-General is committed to ongoing quality improvement. In line with our obligations under the *Information Privacy Act 2009* (Qld) we will only use the information collected on this form to update our records in relation to our ‘JPs in the Community’ Mentoring program. For further information about our handling of your personal and sensitive information, please call us on 1300 301 147, or refer to our website at www.justice.qld.gov.au/global/legals/privacy.

Dates of the mentoring sessions: _____

Numbers of mentoring hours provided: _____

To be completed by the mentee and mentor:

What would you regard as the most positive aspect of this Mentor/Mentee program?

.....

What areas of the program do you feel need to be improved?

.....

Any other comments?

.....

For the mentee: Would you consider joining the JPs in the Community Program as a volunteer? ☐ Yes ☐ No

Please elaborate:
.....

Would you recommend this program? ☐ Yes ☐ No Please elaborate:

.....

.....

By completing this form and the formal mentoring relationship provided through the JP in the Community Program, the mentee and mentor agree that the mentee is ready to transit into offering a witnessing service independently.

Mentee Name:

Mentee Signature:

Mentor Name:

Mentor Signature:

Thank you for your time and interest in the mentoring program. Please return pages 21, 22, 23, 24, 25 and 26 either via:

- **post to the Community Engagement Officer, Justices of the Peace Branch, PO Box 5894, West End Qld 4101**
- **electronic scan attention to: Community Engagement Officer, jpsinthecommunity@justice.qld.gov.au**