

# JP Bulletin

## Issue 21

Dear colleagues

In this edition we reflect on our 2018 achievements and take a glimpse of what 2019 may bring.

To continue in office as a Justice of the Peace (JP) or a Commissioner for Declarations (Cdec) takes time and dedication. Changes to the way we provide witnessing services are challenging and constant. I thank you for managing the changes and your ongoing commitment to maintain the high standard of witnessing services. Your witnessing services are a vital community service and a fundamental link in the provision of justice services across Queensland.

As part of a Department of Justice and Attorney-General sustainability initiative, JP Branch reviewed its application processes during 2018. Our registration team now processes all JP and Cdec applications without generating a single piece of paper. Files are created electronically and stored against the person's database record. We also now scanning more than 10,000 archived files to store information on the person's database record. We can now instantly retrieve reference information from the JP database without having to request and wait for delivery of archived files.

The highly successful JPs in the Community program celebrated 15 years of operation during 2018, reaching a milestone of 239 signing sites and 2,450 volunteers. It's important to maintain the momentum of the program and our goal is to expand further during 2019 to provide more opportunities for Queenslanders to access witnessing services close to where they live or work.

In 2018 JP Branch collaborated with the Queensland Registry of Births, Deaths and Marriages (RBDM) to launch the pilot of the Queensland Life Event Identification Point (QLEIP), enabling program volunteers in some signing sites to remotely certify a client's identity after the online purchase of a Queensland birth certificate. These



# JP Bulletin

clients no longer need to have their identity forms copied, certified and sent to RBDM. QLEIP, as described in [JP Bulletin 18](#), will be expanded further in 2019.

To support and complement our face-to-face workshops, we launched online professional development modules and recorded webinars designed to reinforce information contained in the JP and Cdec handbooks. More will become available at [www.qld.gov.au/jplearn](http://www.qld.gov.au/jplearn) during 2019.

During 2018, I delivered JP and Cdec training to several Torres Strait Islander communities. It's great to see their enthusiasm and welcome new Cdecs to office to deliver local witnessing services.

On a national level, the Australasian Council of Justices Associations (ACJA), which includes representatives of member associations from each Australia state and territory and New Zealand, met in Tweed Heads in October for its annual conference. I presented various JP Branch initiatives and it was clear from all attendees that Queensland is supporting JPs and Cdecs well beyond other jurisdictions.

During November, it was fantastic to see the Queensland Justices Association (QJA) celebrate its 100<sup>th</sup> anniversary at the Brisbane Convention Centre with more than 250 members.

JP Branch is now partnering with The Public Trustee of Queensland to deliver seminars to JPs about wills and enduring documents in general terms and our roles when witnessing. Several face-to-face workshops were conducted with more planned for 2019. Information and registration is online at [www.qld.gov.au/jplearn](http://www.qld.gov.au/jplearn) and volunteers in 2019. I also acknowledge and thank our more experienced JPs and Cdecs for mentoring many through their first months of office.

I would also like to acknowledge the passing of a number of our colleagues during 2018. Their wealth of experience and considerable years of service has benefited many Queenslanders and has been greatly appreciated.

On behalf of the JP Branch I wish you a safe and happy festive season and look forward to supporting you in the New Year.

Warm regards,

Damien Mealey

**Registrar and Manager**

**Justices of the Peace Branch**

**Department of Justice and Attorney-General**

# JP Bulletin

## In this issue

<b>1. News</b> .....	4
Supporting the QJA Conference .....	4
Online professional development launched.....	4
Focussing on our regions .....	5
Training in the Torres Strait.....	5
Understanding the role of The Public Trustee.....	5
Assisting disaster-affected clients .....	6
Christmas-New Year holiday closure .....	6
Join JP Branch on social media .....	6
<b>2. JPs in the Community</b> .....	7
Become a volunteer in 2019 .....	7
JP under the magnifying glass.....	7
<b>3. Tips and techniques</b> .....	8
Statutory declarations for prisoner photos .....	8
Changes to Commonwealth statutory declarations.....	9
Advance care planning .....	9
Technical bulletins .....	10
<b>4. Long service awards</b> .....	11

# JP Bulletin

## 1. News

### Supporting the QJA Conference

JP Branch's Damien Mealey, Lisa Shaw, Greg Thompson and Craig Moffat attended the Queensland Justices Association's (QJA) Centennial Conference at the Brisbane Convention and Entertainment Centre.

Damien co-presented with Shadow Attorney-General and Member for Toowoomba South the Honourable David Janetzki and QJA Vice President Mrs Marian Vievyzer. Their interactive session discussed the history and strategic objectives of JP Branch with particular focus on the establishment and impact of the JPs in the Community program, ongoing professional

development and future direction for JP Branch and the JP system.



*Damien Mealey with QJA President John Carpendale, QJA Centennial Conference.*

At our stand Greg and Craig assisted JPs and Cdecs to access information on our website, order merchandise and apply for long service awards. On display were handbooks, logbooks and bulletins. They also provided information on how to join the JPs in the Community program.

Lisa Shaw presented a session on technology and the JP, including the joint Queensland Life Event Identification Point (QLEIP) program, certifying digital documents, new digital identification and drivers licences released in other States and the upcoming trial of digital identification proposed for Queensland in late 2019.

### Online professional development launched

JP Branch has entered the world of e-Learning by developing and delivering new and innovative online resources in the form of webinars and online modules.

This year we hosted and recorded our first webinars—online presentations that allow attendees to log-in and participate from anywhere in the state. Topics included land titles, enduring documents and traffic infringement notices.

Each webinar and online module has been developed to address common scenarios and complement information contained in your [handbook](#). The online catalogue will continue to grow over coming months.

# JP Bulletin

You do not need a user name or password to access the modules. Currently, we do not record completion of the online PD modules or pre-recorded webinars. Go online to view the new-look professional development webpage [www.qld.gov.au/jplearn](http://www.qld.gov.au/jplearn)

## Focussing on our regions

During 2018 JP Branch has delivered face-to-face professional development in regional areas, including Emerald, Moranbah, Clermont, Warwick, Cairns, Stanthorpe, Goondiwindi and St George.

It is always a pleasure to meet with JPs and Cdecs across the state and discuss issues that affect their local areas.

Each community was consulted prior to being visited to determine their local issues so that training materials could be tailored to their needs. This highly successful approach will be continued in 2019.

## Training in the Torres Strait

Damien Mealey has been closely involved with increasing the availability of witnessing officers across Torres Strait islands, and has travelled the length of the archipelago training people to deliver this much-needed service.

Just a few of the locations include Saibai, Coconut, Dauan, Badu and Thursday islands.

Most of you would know that Damien started in JP Branch delivering training for JP Magistrates Court officers in Indigenous communities. Using this experience, Damien has set himself the goal of providing these isolated communities with the same access to qualified witnessing officers enjoyed by the rest of the state.

## Understanding the role of The Public Trustee

JP Branch is partnering with The Public Trustee to help program volunteers better understand the role of The Public Trustee and its services.

This will enable volunteers respond to questions from the public and dispel some common misconceptions.

So far we have held sessions on the Gold Coast and in Brisbane, with more planned across the state in 2019.

# JP Bulletin

## Assisting disaster-affected clients

Natural disasters, such as cyclones, storms and fires, can affect how we witness statutory declarations for disaster-affected clients if an individual is not able to supply identification as it was lost or damaged.

Read more in Technical bulletin [01/13](#) *Witnessing statutory declarations for disaster-affected victims*.

## Christmas-New Year holiday closure

JP Branch in South Brisbane will be closed for Christmas-New Year from 5:00pm Monday 24 December 2018 to 9.00am Wednesday 2 January 2019.

A message has been placed on the [Search for your nearest JP or Cdec](#) web page advising that individual signing sites may be closed or have different hours of operation over the festive period.

## Join JP Branch on social media

When you're out and about, keep up with the latest JP and Cdec news and events across the state on social media.

You can join Justice Queensland's social media accounts—Facebook, Twitter, Instagram, LinkedIn and YouTube—to be notified of when, where and how JP Branch is engaging with witnessing officers and local communities, and see the latest photos and video footage. You'll also gain insight into other innovations in administering justice in Queensland.

Digital technology is transforming the way in which JPs and Cdec operate. Use your mobile devices—phones and tablets—to find convenient and flexible ways to maintain awareness of your witnessing responsibilities.

Facebook	<a href="http://www.facebook.com/JusticeQLD">www.facebook.com/JusticeQLD</a>
Twitter	<a href="http://www.twitter.com/justiceQLD">www.twitter.com/justiceQLD</a>
Instagram	<a href="http://www.instagram.com/justiceqld">www.instagram.com/justiceqld</a>
LinkedIn	<a href="http://www.linkedin.com/company/department-of-justice-qld/">www.linkedin.com/company/department-of-justice-qld/</a>
YouTube	<a href="http://www.youtube.com/user/justiceQueensland">www.youtube.com/user/justiceQueensland</a>

# JP Bulletin

## 2. JPs in the Community

### Become a volunteer in 2019

JP Branch aims to expand the program during 2019 and is seeking new volunteers.



As we near the end of 2018 and move into the New Year, please take time to review your commitments and, if possible, consider assisting your fellow JPs and Cdecs to provide witnessing services at a program signing site near you.

There are so many positives to be gained from volunteering, from the valuable contribution of your time to provide essential witnessing services to your community to the great opportunity to exercise and enhance your knowledge and duties of office.

Click [here](#) to see a video featuring some of our current volunteers and their experiences in the program.

There are signing sites in convenient locations across Queensland that would welcome your assistance at times to suit your availability.

To get involved or obtain more information, contact our JP Branch community engagement officers on 1300 301 147 or email [jpsinthecommunity@justice.qld.gov.au](mailto:jpsinthecommunity@justice.qld.gov.au).

### JP under the magnifying glass

Approving search warrants can be frustrating at times, if for no other reason than the approving JP rarely finds out if the warrant was executed successfully.

However, one volunteer at a courthouse signing site was lucky enough to not only be told of the successful result, but was given a chance to issue a production notice as a follow up.

“I’ve been volunteering at the court for five years, during which time I have approved countless numbers of warrants for minor drug offences,” he said.

“Last week, for the first time, I felt that that I’ve finally made a difference by approving a production notice for a bank to produce the bank records of two of their clients.”

Our court volunteer had earlier approved a search warrant and was told by police that more than 40kg of cannabis and 2kg of methamphetamine were found.

# JP Bulletin

He only found out because police also discovered \$1.5 million in cash and they suspected that the offenders had more stashed in bank accounts. All of this information was provided in the application for a production notice.

Our volunteer was very happy to be provided an opportunity to play a small part in the end result.

While it was pure luck that he was the JP who issued both the warrant and the production notice, he is grateful to have a great story to tell.

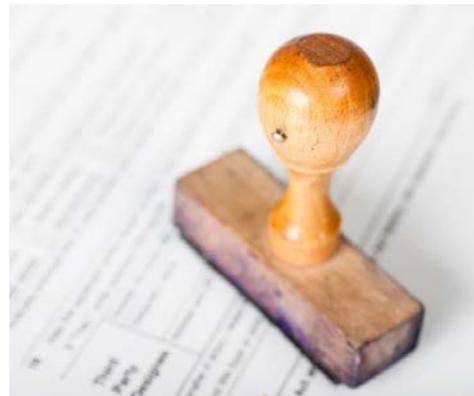
## 3. Tips and techniques

### Statutory declarations for prisoner photos

Our technical bulletin [02/18 Statutory declarations – prisoner photos](#) has created interest in our witnessing community.

It was produced in collaboration with Queensland Corrective Services (QCS) in response to the wide variety of forms distributed by correctional facilities around the state which our witnessing officers complete.

Some forms asked witnessing officers to vet each photo, and ensure compliance with correctional facility regulations. Some forms required they sight the children whose photos were being sent to a facility.



Regardless of where each facility is located, or even if it is privately operated, all of operate under management of QCS. Therefore there should be a standard form for all facilities. This technical bulletin is the result.

JP Branch has received correspondence from witnessing officers seeking clarification around having to sight the photos. Section 4.2/3 of our handbook, states that attachments need to be sighted and marked with wording:

This is the [type of document] or a copy of the [type of document] marked with the letter 'A' referred to in the [name of main document] sworn/taken/affirmed/solemnly declared before me this ..... day of ..... 20 .....

Signed:

Title:

# JP Bulletin

While this is the case with most statutory declarations, in the case of prisoner photos we do not need to do this. In most cases the prisoner photo statutory declaration will make reference to the parent or guardian giving permission for the person in custody to have possession of the photos, without specifically stating they have been attached.

Even if it they are referred to as being attached, it is not a QCS requirement for witnessing officers to mark each photo with the above wording.

## Changes to Commonwealth statutory declarations

Minor changes have been made to the information collected in a Commonwealth statutory declaration, including the option for the declarant and the witnessing officer to include their phone number and email address.

As it is not mandatory to complete these fields, you are not required to complete them. However, if you wish to do so, you may record the email and contact number of JP Branch: [jp@justice.qld.gov.au](mailto:jp@justice.qld.gov.au); 1300 301 147.

[Click here](#) for more information on these and other changes.

## Advance care planning

Queensland is the first jurisdiction in Australia to have a state-wide, standardised clinical approach to access advance care planning (ACP) documents.

A **copy** of completed Enduring Power of Attorney, Advance Health Directive, Statement of Choices and revocation documents can be sent to the Office of ACP for review and upload to the person's electronic Queensland Health hospital record (The Viewer). This process:

- supports individuals and substitute decision-makers to know their ACP document and therefore their wishes can be readily accessed by clinicians when needed
- allows clinicians to have direct access to the person's ACP document(s) and to have confidence in the quality of the information contained within it.

# JP Bulletin

The Office of ACP is a free state-wide service, funded by the Queensland Department of Health to promote the important process of ACP. The Office of ACP (staffed by clinicians and administration officers) helps clinical staff and individuals across Queensland by:

- providing information and resources about ACP to the public and health professionals
- sharing reviewed ACP documents with doctors involved in a person's care
- connecting people to ACP services in their local area (where available).

To date, the Office of ACP has uploaded more than 16,000 ACP documents. Clinicians in Queensland Health hospitals/services, Queensland Ambulance Service, authorised general practitioners and some private hospitals can view uploaded ACP documents in the ACP Tracker in The Viewer. [Click here](#) to watch a video explaining how the ACP Tracker is used clinically and the importance of ACP from an individual's perspective please

In your role as a JP or Cdec, let people know they can send a copy of their documents to the Office of ACP for upload to The Viewer.

#### Office of Advance Care Planning

Fax: 1300 008 227

Email: [acp@health.qld.gov.au](mailto:acp@health.qld.gov.au)

Post: PO Box 2274, Runcorn, QLD 4113

For more information phone: 1300 007 227

Individuals can also upload their own ACP documents to their My Health Record.

For more information, contact the Office of ACP, Monday to Friday 8:00am to 4:30pm.

## Technical bulletins

In 2018 there have been three technical bulletins released for JPs and Cdecs.

- [01/18 – Record keeping and personal information](#)
- [02/18 – Statutory declarations—prisoner photographs](#)
- [03/18 – Use of mobile device to administer a religious oath](#)

# JP Bulletin

## 4. Long service awards

JPs and Cdecs registered in Queensland, who have provided 25, 40, 50, 60 or 70 years of continual service, can be nominated by their [Member of Parliament](#) for a long service award.

Long service awards acknowledge the dedication of JPs and Cdecs to their position and are personally signed by the Attorney-General. Once prepared, your award will be presented to you by your MP.

Read the [quarterly lists of JP and Cdec award recipients](#). You can request a long service award [online](#).

