



Queensland Justices Association

Hervey Bay Branch

PO Box 1006, Hervey Bay, QLD, 4655 ABN 27 408 967 661



General Meeting Minutes Saturday 21 August 2021 Hervey Bay RSL

Meeting Opened:

10:05am

Acknowledgement of Country:

Anthony Berne acknowledged the Traditional Custodians of the land we were meeting on, the Butchulla people.

Present:

Anthony Berne (A/Chairman), Carol Elboz, Helen Goldsack, Elaine Hook, Shay Rideout, Colin McKinlay, Kevin Weis, Greg Bird, Eileen Finglas, Elizabeth Wade, Jenny Coleman, Stephanie Baker, Di Lucey, Eddie Frost.

Apologies:

Jacky Cox, Tony Cox, Bruce Robertson, Carol Gray, Gary Hooper, Glenyce Hull, Doug Hull, Jaroslava Skriven, Julie Arthur, Tammy Flocchini, Lee Adam, Wendy Reis.

Welcome to new members:

Welcome extended to Shay Rideout.

Moved that members Present and Apologies be accepted as per the Attendance sheet.

Moved: Elaine Hook

Second: Greg Bird

Carried.

Previous General Meeting Minutes:

Previous minutes from Saturday, 10 July 2021, were read by those present and accepted as a record of the meeting.

Moved Previous Minutes be accepted:

Moved: Carol Elboz

Second: Eddie Frost

Carried

Business Arising from Previous Minutes:

1. Qld Police Service Contact List for Out of Hours JP Assistance - completed and delivered to Hervey Bay Police Station on 30/07/21, with request to email to Howard Police Station.
2. Replacement Polo Shirts for Volunteers have arrived - recommend people wash black shirts separately due to dye run.

3. JP Certified Copy stamp and JP Certified Copy of AHD/EPA stamp for Pialba Place - arrived and now at Pialba Place.

Moved that the business arising from the previous minutes be received and carried.

Moved: Greg Bird

Second: Di Lucey

Carried.

Correspondence:

Inward:

- 20/07/21 Garth Stephens, Director QJA - regarding QJA Forums in 2021.
- 28/07/21 Editor QJA Quarterly - seeking news and images for Spring Quarterly edition.
- 02/08/21 John Carpendale, President QJA - notification that visit is postponed due to COVID19 Lockdown in South East Qld.
- 02/08/21 Wendy La Macchia, QJA - notification that nominations for Board membership and Board election date have been extended (closed 09/08/2021).
- 06/08/21 Garth Stephens, Director QJA - Final details re: Branch Forums
- 06/08/21 Wendy Moss - request for JP in Dundowran
- 10/08/21 Ashley Roberts - request to remove Beverly Roberts name from contact list due to her passing away.
- 14/08/21 Anne Mackay - potential new Branch member
- 16/08/21 Shay Rideout - potential new Branch member.
- 18/08/21 John Carpendale - QJA Branch Forums are on hold due to concern about bringing groups of people together (COVID19).
- 20/08/21 Julie Arthur, Director QJA - apology for non-attendance at AGM.

Outward:

- 21/07/21 Wendy La Macchia, QJA - Agenda, Minutes and Reports from AGM and Minutes from Branch Meeting on 10 July 2021.
- 27/07/21 Garth Stephens, QJA - feedback regarding QJA Forums.
- 30/07/21 QPS Hervey Bay Police Station - hand delivered list of JPs available out of hours.
- 02/08/21 QJA HB Members - notification that John Carpendale visit is postponed.
- 06/08/21 Wendy Moss - referred to JPs in the Community Signing Sites in Hervey Bay.
- 12/08/21 Ashley Roberts - email expressing QJA Hervey Bay members sympathy at loss of his mother, and advised that Beverly Roberts name has been removed from contact list, as requested.
- 20/08/21 QJA HB Members - notification Adrian Tantari MP unable to attend meeting.

Helen tabled the Mail Register for members to read details of Inward and Outward Correspondence.

Moved Inward correspondence be received and the Outward endorsed.

Moved: Elaine Hook

Second: Eddie Frost

Carried.

Reports:

Treasurer's Report:

Treasurer: Carol Elboz

The following was provided by the Treasurer to the Members present.

Hervey Bay Treasurers Report as at 12/07/2021:

Opening Balance -	\$3993.87
Incoming Deposit -	
(Raffle 10/07/2021)	\$ 110.00
(Hervey Bay Branch Subscriptions)	\$ 60.00
Outgoing Payments -	
Cheque No.102 (RSL Club AGM Morning Tea)	\$ 143.00
Closing Balance as at 31/07/2021 -	<u>\$4020.47</u>

Moved the Treasurer's Report be accepted and accounts paid be ratified.

Moved: Greg Bird

Second: Elaine Hook

Carried.

Social Events Report:

Social Events Coordinator: Di Lucey

The social event at Mollydookers was very successful, with 27 people in attendance.

The next social event will be the end of year Christmas function and barbecue at the Hervey Bay Botanical Gardens, on Sunday 14 November 2021.

The Social Events Coordinator will email a date claimer with details.

Moved that the Social Events Report be accepted.

Moved: Jennifer Coleman

Second: Eddie Frost

Carried.

General Business:

1. John Carpendale, President QJA visit

- 04 August 2021 visit postponed due to COVID19 lockdown in Brisbane, new date and details yet to be confirmed.

3. QJA Forums

- Forums were to be held across the state, with the Hervey Bay, Maryborough and Bundaberg forum to be held via zoom, on 5 October 2021. Participants include Chairman, Treasurer and Secretary, however, as our forum is to be held via zoom, any Branch members interested are be able to attend.

- Forums are on hold at the moment as QJA don't want to bring groups of people together, due to COVID19.
- Forum topics of particular interest to Hervey Bay Branch - Connections: Branch Community Involvement; Coaching of new members; Access to all QJA members in Branch area; Relations with cultural groups in your community; Marketing your branch; Buddy Programme; Professional Development.

4. Adrian Tantari MP, Member for Hervey Bay Electorate

- The Secretary received a phone call advising that Adrian will not be available to attend the Branch meeting on Saturday 21 August. Adrian is hoping to attend the October meeting, but will confirm at a later date.

5. Incident Report Form and JP/CDec Liability Cover

- JP Branch, through the Queensland Government Insurance Fund (QGIF), provide support and cover for all JPs and CDecs in Queensland, when/if questions are raised about processes/practices when witnessing etc, provided the JP/CDec is working in good faith.
- JP Branch also provides cover for harm or injury to JPs and CDecs who are working at registered JPs in the Community signing sites (Pialba Place and Hervey Bay Library). Travel to and home from the signing centre is included. This cover is provided through the QGIF.
- QJA provides cover for members of QJA, who are injured or harmed while providing a witnessing service, where ever that occurs.
- Conversation held about Membership of QJA - cost (\$55:00) etc. A copy of the QJA Membership form will be sent out with Minutes.
- If an incident should occur, no matter where that might happen, we need to complete an Incident Report Form. It is the Secretary's role to manage the Incident Report Forms and send them to JP Branch or QJA.
- An Incident Report Form will be included in each bag at Signing Centres and attached when Minutes are emailed out.

6. Signing Centres

- Statistics from Pialba Place and Hervey Bay Library show an increase in customers over this year.
- It was reported that the new JP Cert Copy stamp at Library is leaving red blotches on documents and needs replacing. Helen to follow up and check new stamps at both sites.
- Reminder to volunteers that the Library has a customer sign-in sheet that needs to be filled out, as well as the QR code or JP Branch sign-in sheet.
- Reminder to volunteers at Pialba Place, if they see the cleaner on Wednesdays before Branch meetings, to let the cleaner know that there will be no JPs on the Saturday when Branch meetings are held. Cleaners have a roster with Meeting dates noted, as well as the signs.

7. Discussion about JP/CDec Experiences

- There are situations where JPs/CDecs have customers who are distressed, anxious or upset. It was agreed that members would like to have a guest speaker who could work through some strategies or communication techniques for

handling these situations. To be followed up.

- Question about EPA form which states that a person who is a paid carer can not be an Attorney for the Principal. The question was around partners who receive a carer payment from Centrellink, and whether they were considered a paid carer, therefore ineligible to be Attorney for their partner. To be followed up.
- JP/CDec needs to add the number of pages on Certified Copies of EPA/AHD when witnessing.
- Member had a customer who wanted to have JP sign an AHD-like document that she had developed herself (not an authorised AHD form). The customer had not had a doctor sign the form. The customer was referred to the Registrar at the Court House. It is understood that the Registrar declined to witness the form.

8. Dates for Branch Meetings and AGM in 2022

- Saturday 12 February 2022
- Saturday 9 April 2022
- Saturday 11 June 2022
- Saturday 9 July 2022 (AGM with Branch Meeting to follow)
- Saturday 13 August 2022
- Saturday 15 October 2022
- Lakes Room booked for all Branch meetings in 2022

9. Committee Meetings in 2022

- Thursday 10 February 2022
- Thursday 7 February 2022
- Thursday 9 June 2022
- Thursday 7 July 2022
- Thursday 11 August 2022
- Thursday 13 October 2022

Meeting closed: 10:35am

Next QJA Hervey Bay Branch Meeting:

Saturday, 16 October 2021. Lakes Room, Hervey Bay RSL.

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