



# Queensland Justices Association

## **THE TOOWOOMBA BRANCH CHRONICLE**

August 2023 Issue

Vision: - *Excellence in JP Services.*

Mission: - *To provide exceptional programs and services that enable our members to be highly competent and professional.*

**August meeting.** The August meeting was back at our normal venue at the Dr Price room. There were 9 in the meeting room and 3 on Zoom. They included **Peter Williams OAM, Shawn Birch (newly appointed JP in Crow's Nest), Gary Fagg.** This continues to demonstrate the ability for Toowoomba Branch to connect with members and attend from a diverse number of locations.

**Photos of the attendees in the Dr Price Room.**



Figure 1 – Attendees listening to Chair Stephen



Figure 2 - Attendees listening to Chair Stephen



Figure 3 - Branch executive with (from L – R) Secretary Amie, Chair Stephen, and Treasurer Leanne.



Figure 4 - Editor (Bruce) in conversation (L - R) members Roberto Garcia and Ricker Feril.

The August meeting covered a range of issues for Toowoomba members and JP and CDecs involved in the “JP in the Community” program. Including the latest on the coordinator position and continuing issues with Grand Central.

The General meeting comprised discussion of issues including: -

- **Bunning sausage sizzle** update is that it is to be held on 14 October 2023. There will be a request for volunteers to staff the roster from 7:30am to 4:30pm in 2-hour shifts. Think about times you may be able to staff the stall on the day. Chair Stephen has completed the food handler course and the Editor will also complete it as well so we have two who will share the time on sight as required.
- **Seniors Week** – We will again have a stall at the Seniors Week. This will be Thursday 26<sup>th</sup> October 2023 in the Main Pavilion at the Toowoomba Show Grounds. There will be a call for volunteers to staff the stall.
- **Toowoomba QJA Branch Christmas Fellowship** – This year’s fellowship gathering will again be at the Toowoomba Sportsman’s Club on Monday 4<sup>th</sup> December 2023. Again, this year will be included all JP/CDecs

involved in the “JP in the Community” program in Toowoomba. This includes those who are not QJA members. This is to build fellowship with all JP/CDecs in Toowoomba and surrounds.

- **Toowoomba JP Site Coordinator** and position has been filled. Janette (Jan) Adams has taken up the roll of coordinator for the 6 “JP in the Community” sights excluding the two “JP in the Community” sights of Clifford Gardens (Toowoomba QJA Branch) and the Toowoomba Courthouse.
- **Next Meeting Professional Development** will be Guest Speaker **TBA**.

**Next Meeting: - 18<sup>th</sup> September, 2023, 5:30pm, is a ZOOM meeting ONLY.**

**JP Branch – Latest updates From Damien Mealey, Registrar and Manager, Justices of the Peace Branch**

Dear colleagues,

Queensland's Digital Licence rollout is entering an exciting new phase with Townsville residents trying out the new technology ahead of the state-wide rollout.

We have released a new Technical Bulletin 01/23 Queensland Digital Licence app which provides information to support you in your witnessing role when you are presented with a Queensland Digital Licence.



The technical bulletin includes:

- What is a Digital Licence?
- Verifying a client's identity using the Digital Licence app
- Frequently asked questions
- Legislation and further reading

Please contact us on 1300 301 147 or email JP@justice.qld.gov.au if you have any questions.

Warm regards,

Damien Mealey  
**Registrar and Manager**  
**Justices of the Peace**  
**Branch**

#### **JP Branch – Webinars**

August 10 Witnessing documents for family law matters. When witnessing a document for a family law matter, generally the *Family Law Act 1975* (Cth) and the Federal Circuit and Family Court of Australia (Family Law) Rules 2021, apply. As a Justice of the Peace or Commissioner for Declarations it is important you are familiar with these rules, how to witness an affidavit with annexures, as they differ to other court jurisdictions. Join Lisa and Belinda to learn about these rules and how to apply them when witnessing family law documents

Next webinar is on Friday 1<sup>st</sup> September, 10:00am. Keep an eye for the email for the link to register..

**New Member Portal – Reminder - Queensland Justice Association (QJA)** has updated its software and the QJA has a new looking website. There has been an email to member informing of the new portal and the login procedure. Please go and check it out.

**QJA Awards** – It is time to think about the QJA Awards for 2023. The awards have been revised and now there are only two categories. They are the **individual** and the **Group**. Go to the QJA website and to the drop-down menu in membership and select **AWARDS**. Nomination can be done on-line or download the form and complete it, then save form and print and sign.

The February **QJA Connect** was on the awards and consisted of the history, how to nominate, tips for nominating and how they are assessed. You can review the recording of the February **QJA Connect** on the website.

The information about the nominee (Individual or Group) must tell a story and address the selection criteria and how they contributed to “**excellence in JP Services**” through the **5 Pillars** of the QJA of “**education, information, connecting, advocacy and governance**”.

**Note:** - *There can be more than one winner in each category.*

**Find a JP?? QJA now has its own “Find a JP”.** QJA are introducing a special new service and we'd like you to be involved, because: we want to Provide a better public service

Finding a JP can be a frustrating process for those people:

- who live in places where there is no public signing desk; or
- for whom the public desk hours are not convenient; or
- whose document is especially important or sensitive

**and a better service for our members too**

This is an entirely voluntary **OPT-IN** process. Your details will be included only if you choose to insert them.

**How our Member Listing and JP Search is different:**

- it is not confined to just a particular suburb or postcode
- can include the times available to assist the public
- members can specify type of documents willing to witness
- it includes special services like languages and sight or hearing disability assistance
- can use availability at multiple locations



QJA Find a JP and  
Member.pdf

**Instructions in attached PDF – Link in email with Chronicle link.**

**QJA E-Log Book:** Checkout the website for the E-Log Book. It will replace the paper document and stored in the cloud and you can access all your records.

**QJA Accreditation Program – The QJA Vision:** - *Excellence in JP Services* and the **Mission:** - *To provide exceptional programs and services that enable our members to be highly competent and professional practioners.*

As a member you have the opportunity to meet the Vision and Mission. By entering the QJA Accreditation Program you can improve your skills, knowledge and confidence in providing your services as a JP.

The QJA Accreditation program launched at this year State Conference on the Gold Coast provides for QJA member to test their knowledge and be recognized as a JP/CDec with a high level of competency to undertake the role.

**Eligibility:** -

- Appointment as a justice of the Peace or Commissioner for Declarations for at least 5 years.
- Current financial QJA member for at least 2 years.
- Completion of the QJA Professional Series courses within previous 12months: 1- 4 for Justice of the Peace (Qualified); 1 & 2 for Commissioner of Declarations.
- Be an active JP or C.Dec through witnessing activities whether in the JPs in the Community Program, through work or elsewhere.

The program then consists of four modules; consisting of module one multiple choice questions, module two & three consist of several scenarios in each and module is an interview by a panel you are access on how you would deal with a particular scenario. It is not so much about the technical aspects but more in people skills and communication.

Anyone interested and want more information can contact the Editor on 0429 350 230.

**Note:** - *Toowoomba Branch currently has two members accredited.*

**Are you getting your QJA Email updates??** – Please check if your membership is current and up to date.

Contact QJA office – Gabor Beres (Membership Officer): -

[memberships@qja.com.au](mailto:memberships@qja.com.au), Phone: - 07 3392 2455

**Keeping Records - Reminder**

Maintaining good concise notes are important if you are called on to provide information at some point in the future. -

**Records** should be made when the contact happens (e.g., EPA/ADH/Complaint & Summons etc.), or as soon as possible afterwards. If this is not done, the reliability

and credibility of the record may be called into question.

**Do:**

- keep it brief and to the point
- use clear, objective, respectful language
- record evidence and facts
- if recording opinions, include explanatory reasoning
- include your name, position and date the record was made.

**Do not:**

- include personal opinions or value judgements
- record irrelevant personal attributes
- use discriminatory or derogatory language
- record your impression of what the person was thinking or feeling
- record opinions or views prematurely before a final view is formed
- record decisions that you are not delegated to make.

**JP in the Community - Signing Centre stats:**

**Clifford Gardens**

Month	Volunteer Hours	Customers	Copies	Total Docs
July 2023	37↑0.85	182↑2	587 ↑34	772↑104
July 2022	36.15	180	553	668

***DO YOU WANT TO VOLUNTER at Clifford Gardens please contact Leeanne McAlister – Roster Coordinator - 0428 447 900 or Stephen Buckley – 0407 142 259.***

*Due to not having a coordinator in place there are no figures for these sight for July. It is hoped now a coordinator has been appointed we will have figures next month.*

**Other Toowoomba Sites**

**Grand Central – 45 Active Volunteers**

Month	Volunteer Hours	Customers	Total Docs
July 2023	24		

**Toowoomba Plaza/Kmart**

Month	Volunteer Hours	Customers	Total Docs
July 2023	16		

**The Ridge Shopping Centre**

Month	Volunteer Hours	Customers	Total Docs
July 2023	18		

**High Street Shopping Centre**

Month	Volunteer Hours	Customers	Total Docs
July 2023	10		

**Wilsonton Shopping Centre**

Month	Volunteer Hours	Customers	Total Docs
July 2023	8		

**City Library**

Month	Volunteer Hours	Customers	Total Docs
July 2023	8		

**University of Southern Qld**

Month	Volunteer Hours	Customers	Total Docs
July 2023	0		



## TAFE

Month	Volunteer Hours	Customers	Total Docs
July 2023	CLOSED		

## Totals for all sites:-

Month	Volunteer Hours	Customers	Total Docs
July 2023	92		

The numbers of clients and the documents witnessed the face to face contact continues to provide a valuable service and without it the community would be at a disadvantage.

***DO YOU WANT TO VOLUNTER at these sites please contact Jan Adams – Coordinator – 0412 399 231.***

***Mentoring – Anyone wishing to be a mentor or be mentored please contact Ian Knight or Jan Adams.***

***I would encourage you as a QJA member to consider attending our monthly meeting and actively participate in the Toowoomba QJA Branch and help us achieve an active, vibrant, community engaged Association committed to provision of exceptional services, serving the community.***

***Editor: - Bruce Birtwell JP(Qual). QJA Accredited.***



## Toowoomba Branch Executive: -

***Chairman – Stephen Buckley - CDec – 0407 142 259, Deputy Chair – Gary Fagg - JP(Qual)***

***Secretary - Amie Rowe – JP (Qual) – 0412 029 585, Assistant Secretary – Vacant***

***Treasurer – Leeanne McAlister - CDec – 0428 447 900, Assistant Treasurer – Jacque Oakroot***

