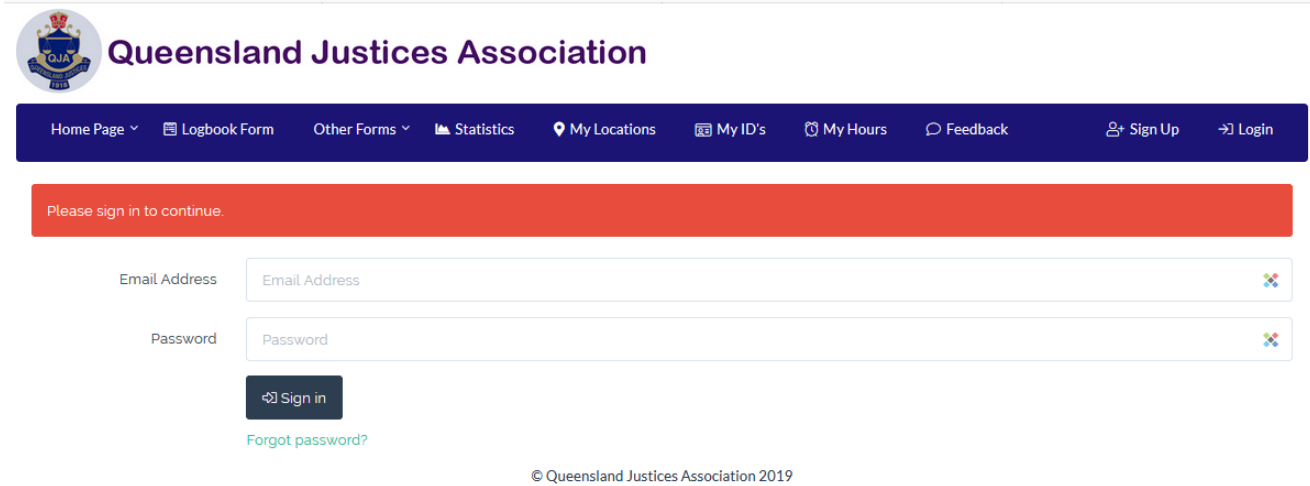


QJA Electronic Logbook Documentation

Updated 15/12/2019

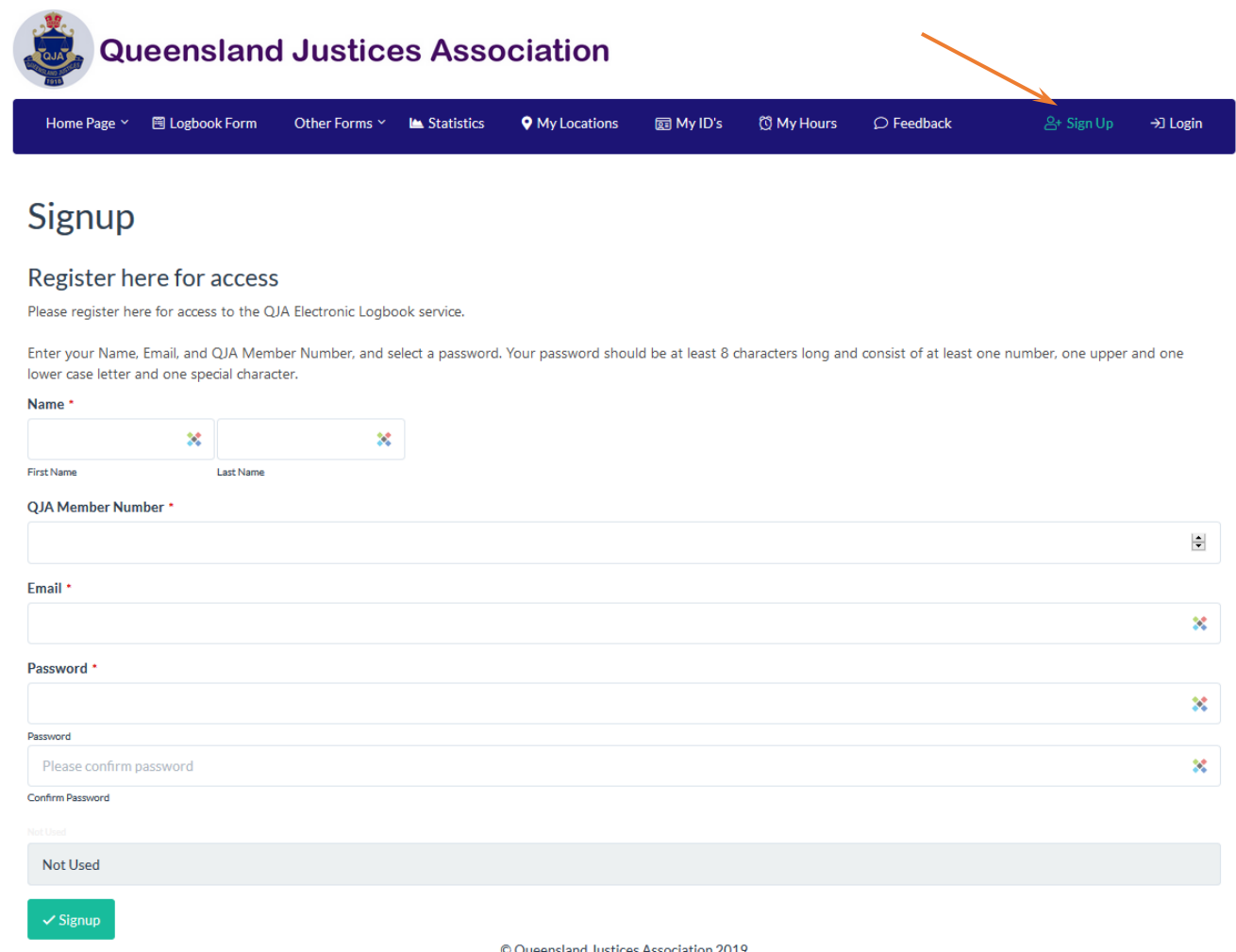
To connect to the QJA Logbook service go to: logbook.qja.com.au

This is the Login page; if you have already registered and been approved for access then you can enter your details and **Sign In**. If you have forgotten your password, click the **Forgot Password?** option



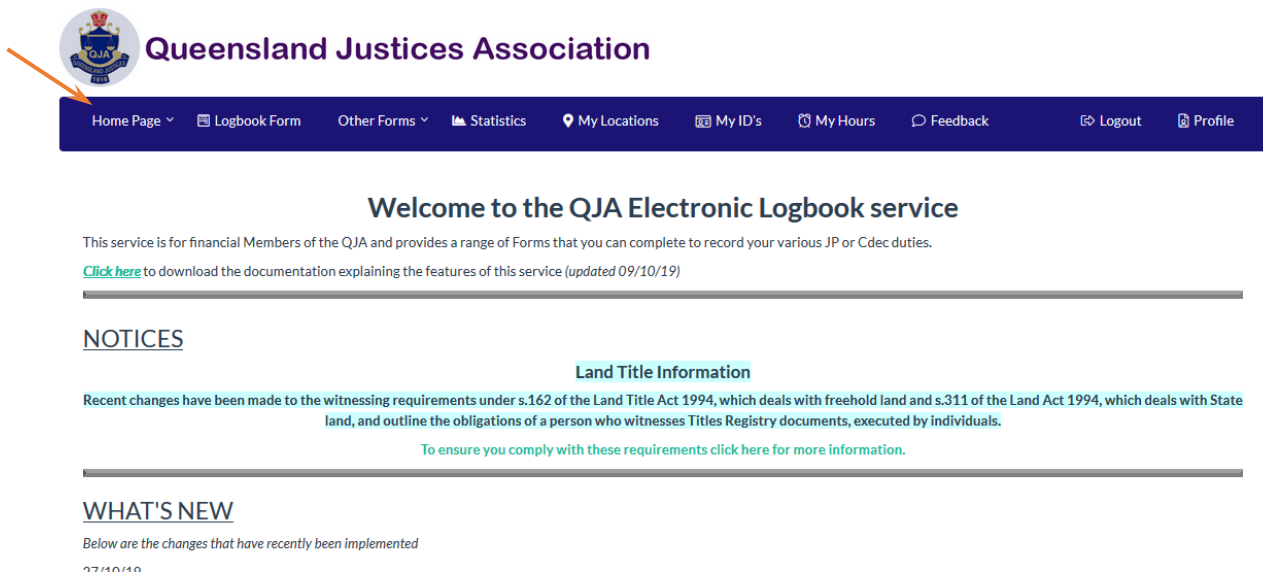
The screenshot shows the QJA Electronic Logbook Login page. At the top left is the QJA logo. Below it is the text "Queensland Justices Association". A dark blue navigation bar contains links for Home Page, Logbook Form, Other Forms, Statistics, My Locations, My ID's, My Hours, Feedback, Sign Up, and Login. A red banner below the navigation bar says "Please sign in to continue." The login form includes fields for Email Address and Password, a Sign in button, and a link for "Forgot password?". The footer contains the copyright notice "© Queensland Justices Association 2019".

If this is your first time you will need to register. Click on the **Sign Up** button to the top right and enter your details, then press **Signup**:



The screenshot shows the QJA Electronic Logbook Signup page. At the top left is the QJA logo. Below it is the text "Queensland Justices Association". A dark blue navigation bar contains links for Home Page, Logbook Form, Other Forms, Statistics, My Locations, My ID's, My Hours, Feedback, Sign Up, and Login. An orange arrow points to the Sign Up button. The main heading is "Signup". Below it is the text "Register here for access" and "Please register here for access to the QJA Electronic Logbook service." The registration instructions state: "Enter your Name, Email, and QJA Member Number, and select a password. Your password should be at least 8 characters long and consist of at least one number, one upper and one lower case letter and one special character." The form includes fields for Name (First Name and Last Name), QJA Member Number, Email, Password, and Confirm Password. A "Not Used" field is also present. A green "Signup" button is at the bottom left. The footer contains the copyright notice "© Queensland Justices Association 2019".

After you receive your approval email then you can log in and the first page displayed is the **Home Page**.



Queensland Justices Association

Home Page ▾ Logbook Form Other Forms ▾ Statistics My Locations My ID's My Hours Feedback Logout Profile

Welcome to the QJA Electronic Logbook service

This service is for financial Members of the QJA and provides a range of Forms that you can complete to record your various JP or Cdec duties.
[Click here](#) to download the documentation explaining the features of this service (updated 09/10/19)

NOTICES

Land Title Information

Recent changes have been made to the witnessing requirements under s.162 of the Land Title Act 1994, which deals with freehold land and s.311 of the Land Act 1994, which deals with State land, and outline the obligations of a person who witnesses Titles Registry documents, executed by individuals.

To ensure you comply with these requirements [click here for more information](#).

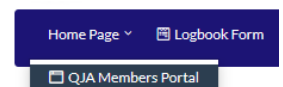
WHAT'S NEW

Below are the changes that have recently been implemented

27/10/19

This page contains the **Notices** and **What's New** section highlighting changes made to the service.

Under the **Home Page** menu button is a link to the QJA Members Portal which takes you to the Member Resources and Member Self Service website.

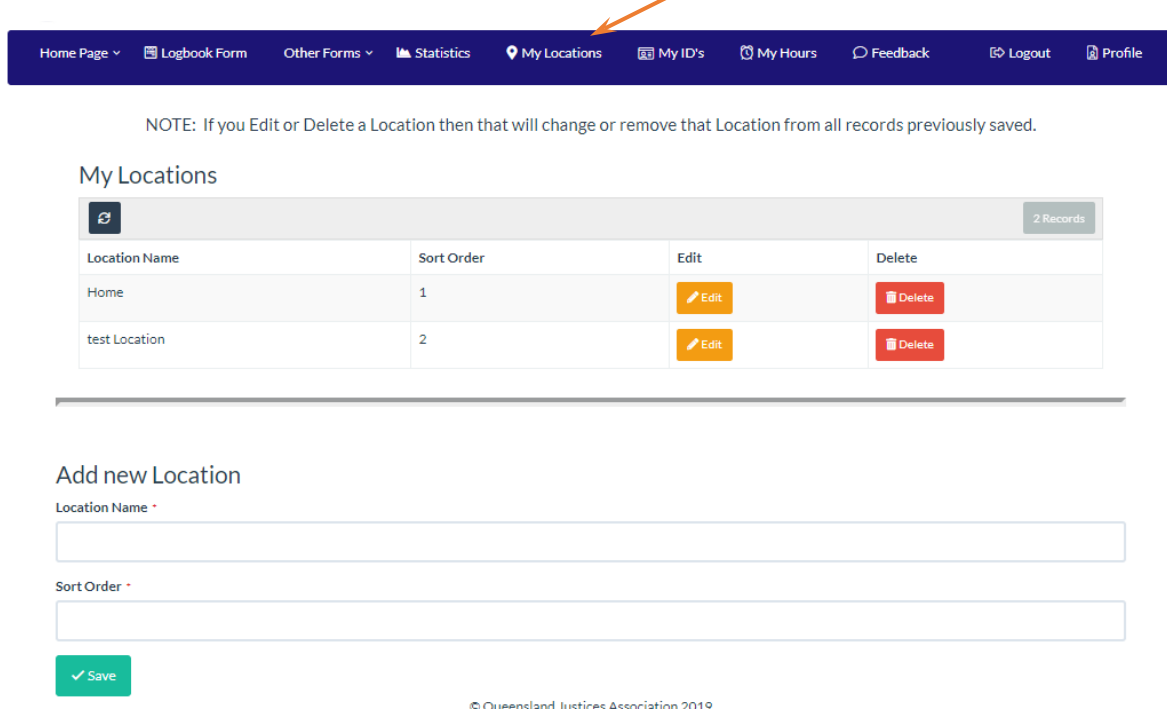


Home Page ▾ Logbook Form

QJA Members Portal

DO THIS FIRST

First thing you should do is add your Locations, select the **My Locations** menu option. To add a new Location, enter the Location Name and a Sort Order number and press **Save**. The "Sort Order" determines the order of Locations presented in the drop-down menus.



Home Page ▾ Logbook Form Other Forms ▾ Statistics My Locations My ID's My Hours Feedback Logout Profile

NOTE: If you Edit or Delete a Location then that will change or remove that Location from all records previously saved.

My Locations

2 Records

| Location Name | Sort Order | Edit | Delete |
|---------------|------------|------|--------|
| Home | 1 | Edit | Delete |
| test Location | 2 | Edit | Delete |

Add new Location

Location Name *

Sort Order *

Save

© Queensland Justices Association 2019

You will notice that once you have entered your Locations you always have the option to come back and edit them later.

NOTE, If you Edit or Delete a Location then that will change or remove that Location from all records previously saved.

DO THIS SECOND

Next, you should add the ID's that you are most likely to encounter, select the **My ID's** menu option. To add a new ID, enter the ID Type description and Sort Order number and press **Save**. The "Sort Order" determines the order of ID's presented in the drop-down menus.

| ID Type | Sort Order | Edit | Delete |
|-----------------------|------------|----------------------|------------------------|
| Drivers Licence Other | 1 | Edit | Delete |
| Police ID | 12 | Edit | Delete |
| Known | 15 | Edit | Delete |

Add a new ID

ID Type -

Sort Order -

[Save](#)

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You will notice that once you have entered your ID's you always have the option to come back and edit them later.

NOTE: If you Edit or Delete an ID then that will change or remove that ID from all records previously saved.

My Hours

My Hours enables you to record the hours you volunteer at various Locations. *It is not intended to be used as a calendar reminder or roster management system.* Select the **My Hours** menu option. To add new volunteer hours, select the Location, Start Time and End Time, add any notes, and press **Save**. The **My Hours Table** has pre-set filters to show different time periods and provides the ability to search and **Export** all or some of your data.

This area is available as an option to record the time you attend Signing Centre Locations. It is not aimed at being a calendar nor a roster schedule.

My Hours Table

Future This Week Last Week This Month Last Month This Year Last Year Clear Filter

Search... [Export](#) 1 Record

| Day of Week | Start Time | End Time | Volunteer Hours | Notes | Edit | Delete |
|-------------|---------------------|---------------------|-----------------|-------|----------------------|------------------------|
| Wednesday | 13/11/2019 01:00 PM | 13/11/2019 02:00 PM | 1 | | Edit | Delete |
| | | | 1 | | | |

Signing Centre Volunteer hours Form

Location -

Start Time - 06/12/2019 02:33 PM

End Time - 06/12/2019 02:33 PM

Notes

[Save](#)

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Profile

At any time, you can change your email or password by going to the **Profile** page on the top right of the menu bar.

Home Page ▾ Logbook Form Other Forms ▾ Statistics My Locations My ID's My Hours Feedback Logout Profile

My Profile

Name ▾

Guest Test

First Name Last Name

Email ▾

k...@... ▾

Password ▾

QJA Member Number

11... ▾

Status

Active ▾

Role

× Financial Member

✓ Save

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Feedback

You can tell us what features you would like added, if you have a problem, have a question, or you find a fault, by using the feedback option.

Home Page ▾ Logbook Form Other Forms ▾ Statistics My Locations My ID's My Hours Feedback Logout Profile

Feedback Form

Date ▾ 28/11/2019

Type of Feedback ▾ Select

dd/mm/yyyy

Paragraph ▾ B I U S A ▾ A ▾

Feedback Comment

Would you like us to get back to you? ▾

Yes No

✓ Save

My Feedback List

Search... Q Add Filters Export 0 Records

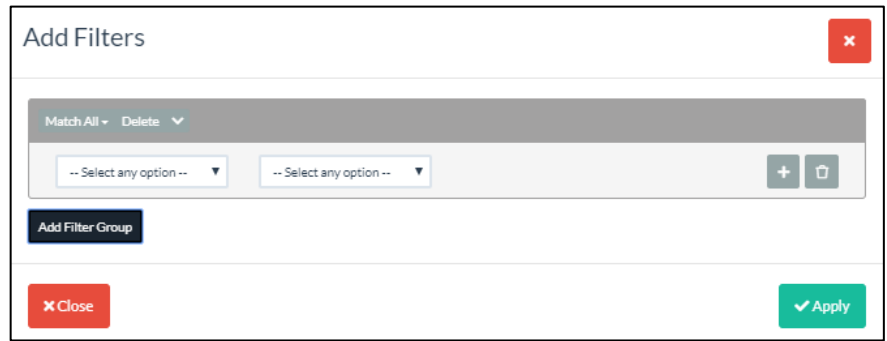
| Date | Type of Feedback | Feedback Comment | Would you like us to get back to you? | Actions | Status | Last Updated By | Edit |
|-----------------|------------------|------------------|---------------------------------------|---------|--------|-----------------|------|
| No record found | | | | | | | |

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Filters

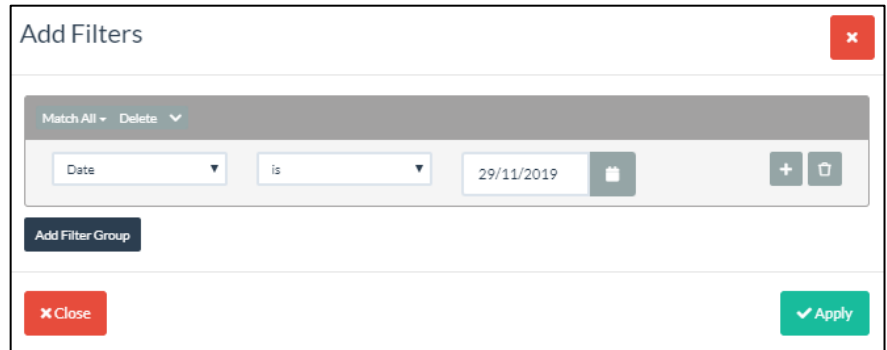
Filters provide the opportunity to select the data to be displayed or exported using defined criteria.

When you click **Add Filter** the following dialogue appears:



This enables you to specify the **Field** to be selected and **Conditions** to be matched.

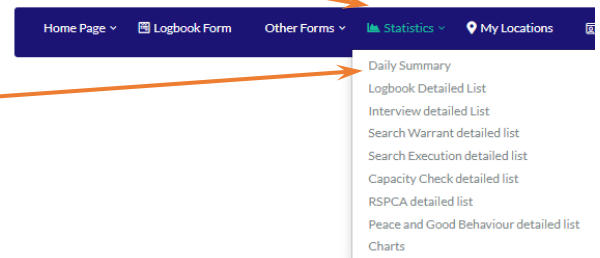
When you click **Apply** only those records are selected and displayed



Statistics

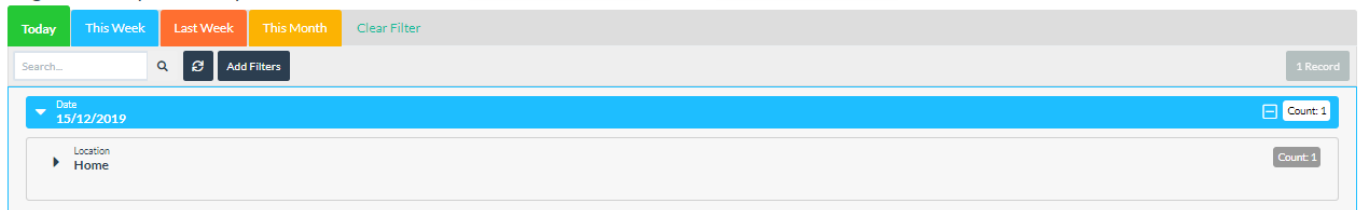
The **Statistics** page is where you will find various statistics, charts, and detailed Form lists and export options.

The first item under the **Statistics** menu is the **Daily Summary** which shows the total number of Logbook clients seen and documents processed today, with pre-set date filters and the ability to search and add additional Filters.



| | |
|--------------------|-----------------------|
| Clients Seen Today | Total Documents Today |
| 1 | 1 |

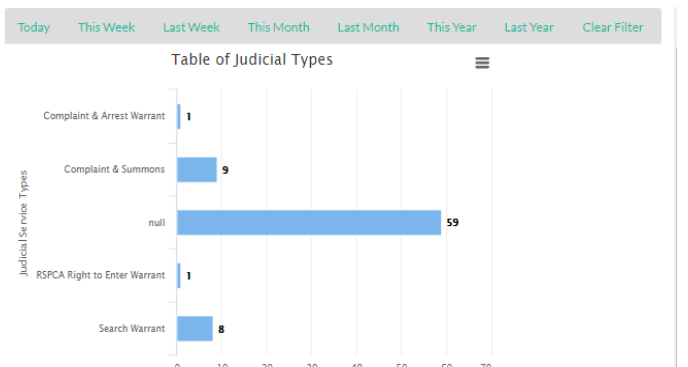
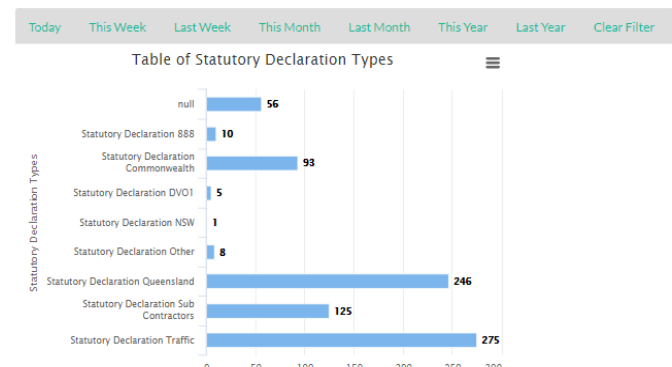
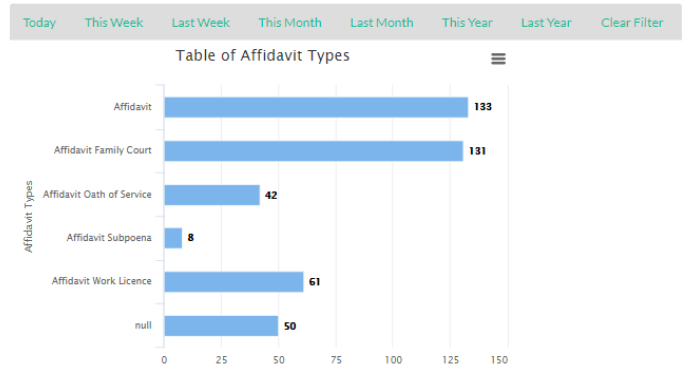
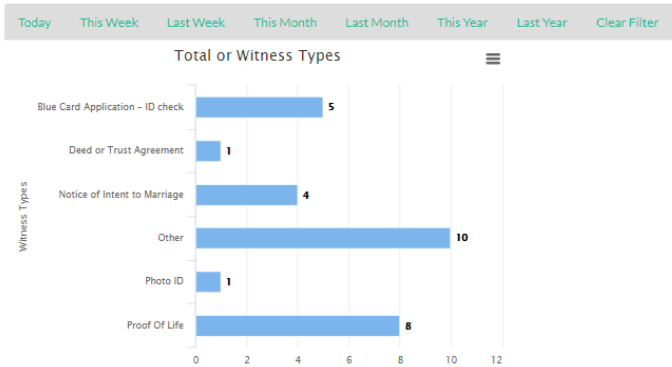
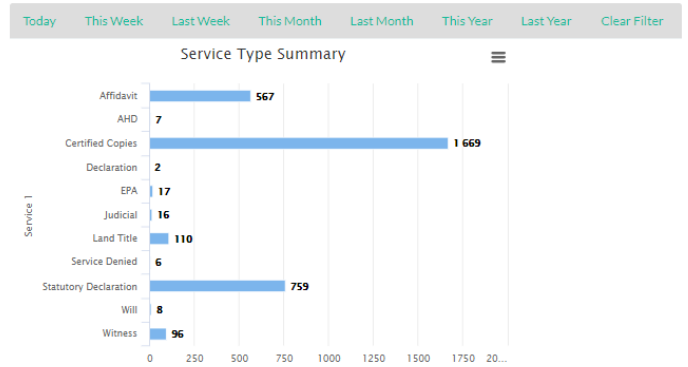
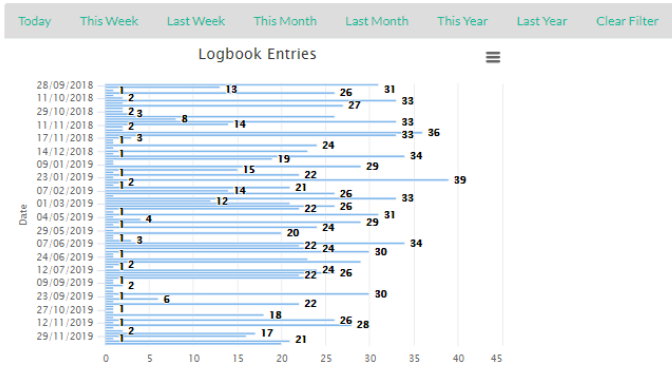
Logbook Daily Summary



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Under the **Statistics** menu is an option to display the **Charts** page which has a number of bar charts showing usage by Logbook and Service Types, with pre-set filters to show different time periods. At the bottom of the page is a summary of the number of Forms recorded since you first registered with the service.

- Daily Summary
- Logbook Detailed List
- Interview detailed List
- Search Warrant detailed list
- Search Execution detailed list
- Capacity Check detailed list
- RSPCA detailed list
- Peace and Good Behaviour detailed list
- Charts



The Following cards show the number of entries you have recorded for each Form since you registered for this service on 02/04/2019

| | | | | | |
|--------------------------------|------------------------------|---------------------------------|---------------------------|---------------------------------|-------------------------------|
| Number of Clients seen 1335 | Documents processed 3627 | Police Interviews attended 3 | Search's attended 1 | Search Warrants determined 4 | Capacity Checks assessed 5 |
| RSPCA Warrants determined 5 | Peace & Good Behaviours 0 | Total Volunteer Hours 172 | Locations registered 5 | | |

Also under the **Statistics** menu is the option to obtain a full detailed list of each Form type using the appropriate **detailed Lists** selection under the menu.

These **Lists** provide a detailed view of all records saved with the ability to search, edit, delete, and add additional filters.

This is also where you can **Export** some or all of the data for each Form type. If you have lots of records to export, be patient as it could take a few minutes to collect your data.

- Daily Summary
- Logbook Detailed List
- Interview detailed List
- Search Warrant detailed list
- Search Execution detailed list
- Capacity Check detailed list
- RSPCA detailed list
- Peace and Good Behaviour detailed list
- Charts

It is recommended that you use the Export facility to backup your data periodically.

Some examples of the detailed lists can be seen below, as the Form has many more fields than can be displayed across the screen a scroll bar is available at the bottom so you can see all the fields.

This is a Logbook example

Logbook detailed List

| Date | Time | Location | Details | Edit | Delete | Client Name (1) | Obsolete ID Sighted (1) | Primary ID (1) | Secondary ID (1) | Police ID (1) | Client Name (2) | Obsolete ID Sighted (2) | Primary ID (2) | Secondary ID (2) | Police ID 2 | Service Type | Service Stat-Dec | Service Affidavit |
|------------|----------|----------------------------|---------|------|--------|-----------------|-------------------------|---------------------|------------------|---------------|-----------------|-------------------------|----------------|------------------|-------------|-----------------------|------------------------------------|-------------------|
| 29/11/2019 | 08:48 AM | Beenleigh Community Centre | Details | Edit | Delete | | | Drivers Licence QLD | | | | | | | | Certified Copies | | |
| 29/11/2019 | 08:54 AM | Beenleigh Community Centre | Details | Edit | Delete | | | Drivers Licence QLD | | | | | | | | Statutory Declaration | Statutory Declaration Commonwealth | |
| 29/11/2019 | 09:09 AM | Beenleigh Community Centre | Details | Edit | Delete | | | Drivers Licence QLD | | | | | | | | Statutory Declaration | Statutory Declaration Traffic | |
| 29/11/2019 | 09:22 AM | Beenleigh Community Centre | Details | Edit | Delete | | | Drivers Licence QLD | | | | | | | | Affidavit | | Affidavit |

An RSPCA example

RSPCA Warrant detailed List

| Date | Time | Location | Details | Edit | Delete | Inspector Officer Named on Warrant | Address of Property to be searched | Vehicle Details | Premises Identification | Special Warrant | Warrant in Correct Format? | Do you have a conflict? | Has this application been refused by another JP? | Evidence | Is the Warrant Approved? | If Warrant is not approved, why not. | Notes |
|------------|----------|----------------------|---------|------|--------|------------------------------------|------------------------------------|-----------------|---------------------------------|-----------------|----------------------------|-------------------------|--|--|--------------------------|--------------------------------------|-------|
| 17/05/2019 | | Beenleigh Courthouse | Details | Edit | Delete | | | | Second level unit | No | Yes | No | No | Two dogs abandoned | Yes | | |
| 16/09/2016 | 09:21 AM | Home | Details | Edit | Delete | | | | Low set brick and second timber | No | Yes | No | No | 2 dogs noted during visit by RSPCA Inspector | Yes | | |
| 05/09/2016 | 09:16 AM | Home | Details | Edit | Delete | | | | Low set brick | No | Yes | No | No | Informant neighbour puppy in distress | Yes | | |

The format is the same for the other Forms.

On these detailed Lists you are able to use the **Search** Field to limit the List to a specific Location. This can then be combined with the **Filter** field to restrict the output to, for example: All records at “Home” Location in December 2019.

Logbook detailed List

home | Search | Add Filters | Export | 2 Records

Date is during the current. x

| Date | Time | Location | Details | Edit | Delete | Client Name (1) | Obsolete ID Sighted (1) | Primary ID (1) | Secondary ID (1) | Police ID (1) | Client Name (2) | Obsolete ID Sighted (2) | Primary ID (2) | Secondary ID (2) | Police ID 2 | Se Ty |
|------------|----------|----------|---------|------|--------|-----------------|-------------------------|---------------------|------------------|---------------|-----------------|-------------------------|----------------|------------------|-------------|-------|
| 15/12/2019 | 10:35 AM | Home | Details | Edit | Delete | | | Police ID | | 4037268 | | | | | | At |
| 02/12/2019 | 07:48 AM | Home | Details | Edit | Delete | | | Drivers Licence QLD | | | | | | | | St Dr |

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The main Logbook Form can be accessed from the top menu.

Home Page ▾ Logbook Form Other Forms ▾ Statistics My Locations My ID's My Hours Feedback Logout Profile

Logbook Form

Date 28/11/2019 Time 02:20 PM

Download blank form for use offline PDF

Location Select any +

Customer Name (1) Customer Name (2)

Primary ID (1) Select any Primary ID (2) Select any

Police ID (1) Police ID (2)

Service Type Certified Copies

Actions
 Warning Given Declaration Oath Affirmation Warrant Oath Warrant Affirmation Other Oath

Number of Docs 1

Tick if another service requested

Notes

✓ Save

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The following fields are pre-set with defaults, but can each be overwritten:

Date is today - **Time** is current time - **Service Type** is Certified Copies - **Number of Docs** is 1

Where there are drop down or selection fields simply start typing to jump to the selected item.

Some fields have “smarts” behind them based on certain conditions or selections:

- **Location:** is a drop-down menu where you can select a Location you previously entered under **My Locations**. Click the “plus” sign and you can add a new Location without having to exit the Logbook Form.

At this time the form cannot pre-fill the Location field using a default - but this is a new feature that has been requested. The Location by default is sorted in the sequence you specified using the “Sort Order” field

- **Primary ID (1)** and **Primary ID (2):** are drop-down menus where you can select an ID you previously entered under **My ID's**. Click the “plus” sign and you can add a new ID without having to exit the Logbook Form

At this time the form cannot pre-fill the ID field using a default— but this is a new feature that has been requested. The ID by default is sorted in the sequence you specified using the “Sort Order” field

- **Police ID (1)** and **Police ID (2)** are for when you have a Police Officers' number you wish to record.
- **Service Type:** is a drop-down menu with the most common service types listed;
 - If any of the following options are selected: "*Statutory Declaration*", "*Affidavit*", "*Witness*", or "*Judicial*" then an additional selection list of sub-types is revealed:

Service Type ▾

Statutory Declaration

Which Stat Dec type? ▾

- Statutory Declaration Queensland
- Statutory Declaration Commonwealth
- Statutory Declaration NSW
- Statutory Declaration Traffic
- Statutory Declaration Sub Contractors
- Statutory Declaration DV
- Statutory Declaration 888
- Statutory Declaration Other

Service Type ▾

Affidavit

Which Affidavit type? ▾

- Affidavit
- Affidavit Work Licence
- Affidavit Oath of Service
- Affidavit Family Court
- Affidavit QCAT
- Affidavit Objection to Bail
- Affidavit Subpoena

Service Type ▾

Witness

Which Witness type? ▾

- Proof Of Life
- Blue Card Application – ID check
- Photo ID
- Deed or Trust Agreement
- Notice of Intent to Marriage
- Registration of Birth Application
- Change of Name Application
- Commercial lease Agreement
- Other

Service Type ▾

Judicial

Which Judicial Service? ▾

- Search Warrant
- Post Search Approval Application
- Complaint & Summons
- Arrest Complaint & Warrant
- Arrest Application & Warrant
- Production Notice
- RSPCA Right to Enter Warrant
- Warrant to Enter Application
- Crime Scene Warrant Application
- Extension to Detention
- Summons to a Witness

When you select the **Judicial** option **Search Warrant**, then when you save this Logbook entry the **Search Warrant application Form** will load which enables you to record your deliberations when determining the warrant.

- If **Land Title** is selected additional fields are displayed which enable you to record the new identity and document information, **VOI ID Category**, **Lot**, **Plan**, **Title**, and **Docs Presented** (which has a range of options to select from and you can select multiple entries),

Additional ID fields **Secondary ID (1)** and **Secondary ID (2)** are also revealed allowing you to record in text form the extra ID's sighted to enable compliance with the VOI.

- If **EPA** or **AHD** is selected fields are presented where you can confirm the results of your capacity discussion with the customer.

*If you tick the box labelled **Load Capacity Form**, then when you save this logbook entry an additional Form will load which enables you to record your detailed discussions with the Client.*

If you choose not to load the **Capacity Check Form**, then indicate the outcome of your discussions using the **Capacity Check Done** field and use the **Notes** field to record your questions

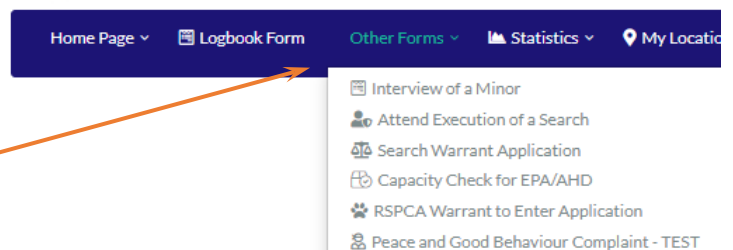
- If you tick the box labelled **Tick if another service requested**, then additional fields will be displayed enabling you to select another **Service Type** and **Number of Docs** (this enables up to three different services for each Client)

Tick if another service requested

Other Forms

When you select the Menu item **Other Forms**, additional Forms are available to use for specific document types.

These Forms are shown on the following pages



Police Interview of a Minor Form

Your role as a support person during the questioning of a person includes ensuring that as far as possible the person is questioned in a way that avoids any situation or circumstances which may give rise to a suggestion of oppression, unfairness, fear or dominance by a police officer, or to any other injustice.

Your role also includes ensuring that as far as possible the person is questioned in a way that avoids any situation or circumstance whereby he or she may be overborne, oppressed or otherwise unfairly or unjustly treated. In your role as a support person you must act in the best interests of the person.

Download blank form for use offline



Date *

dd/mm/yyyy

Time attended Location *

hh:mm AM/PM - The time you arrived at the Location

Location *

Police Officers present *

Has the Police Officer provided you with Form 36 "Information For Support Persons"?

Suspects Name *

Suspects Date of Birth

dd/mm/yyyy

Reason for Interview

Nature of Offence alleged *

How long in custody before interview?

Other potential support persons contacted? *

Yes No

Have the Police attempted to contact other categories of support person? Parents? Guardian? Indigenous Support Person?

Suspect Understands JPs Role *

Yes No

Explain to Suspect that in your role as a support person you must not provide legal advice but you may ask the person questions to ensure that he or she understands.

Suspect Agrees to JP attending? *

Yes No

Confirm with the Suspect that they are happy for you to attend as an independent Support Person.

Suspects fit for interview? *

Yes No

Does Suspect appear fit to participate?

Ensure the Suspect understands their rights as follows:

- that at any time they may ask for a lawyer to be present during questioning;
- that they are not obliged to say anything during questioning;
- that anything they say during questioning may be used in evidence in a court;
- that they understand what is said by a police officer during questioning.

Suspect understands their rights? *

Yes No

Interview Start Time *

hh:mm AM/PM

Interview End Time *

hh:mm AM/PM

Notes

Rich text editor toolbar with Paragraph, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Image, and Source icons.

Save

Capacity Check Form

In an Enduring Power of Attorney, a person ('the principal') delegates to another person the power to make personal and/or financial decisions on his/her behalf. By an Advanced Health Directive, the principal may give directions about health matters and special health matters, for his or her future health care. Assessing the principal's capacity to understand the nature and likely effects of delegating powers and giving future directions is one of the most important things that a Justice of the Peace or Commissioner for Declarations, as a witness to the document, can do.

However an assessment of capacity, by a witness, can be difficult. At times it may give rise to significant personal and professional pressure because the choices made in these circumstances may have to be defended in the future.

A witness to the execution of an enduring document has a statutory duty to certify that the principal appeared to have the capacity necessary to make the document (Section 44(4) Powers of Attorney Act 1998). Failing to perform this duty competently could have serious ramifications, not only for you, as the witness, but for the principal.

Download blank form for use offline



Date -

Time -

dd/mm/yyyy hh:mm AM/PM

Client Name -

Location -

Does the Client need an Interpreter? Yes No

Capacity Assessment

The Powers of Attorney Act 1998 [Sch 3] defines 'capacity' for an adult for a matter, as meaning the person is capable of--

- a) understanding the nature and effect of decisions about the matter; and
- b) freely and voluntarily making decisions about the matter; and
- c) communicating the decisions in some way

Use the following as examples of areas to be checked:

Does the Client understand the purpose and function of the EPA/AHD? Yes No Not applicable

Has the Medical Certificate in the AHD been completed by the Doctor? Yes No Not Applicable

Does the Client understand that they may limit the power of the EPA? Yes No Not Applicable

Does the Client understand when the power begins? Yes No Not Applicable

Does the Client understand the Attorney will have full control over matters to which the EPA relates? Yes No Not Applicable

Does the Client understand they may revoke the EPA/AHD at any time (if they have capacity) Yes No Not Applicable

Does the Client understand the Powers continue once they lose capacity? Yes No Not Applicable

Does the Client understand the difference between a Will and an EPA? Yes No Not Applicable

Capacity Check Completed? Yes No

Consider if there any indicators that cast doubt on the client's capacity For example, if the client is forgetful and unable to recall matters discussed throughout the meeting or if the client seems to be confused about the questions you are asking or the purpose of the discussion. If you are satisfied the Client has capacity and understands the importance of this document - select Yes.

Any other questions or concerns?

Key Points to Note

Witnesses must satisfy themselves that the principal understands the nature and effect of:

- the document they are signing
 - the delegation of their decision making powers and directions given about future health care.
- When taking instructions, witnesses should:
- ask open-ended questions
 - take notes, detailing their interview with the principal
 - refer the principal to a health care professional if you have doubts about their capacity to understand the document.
- Do not witness an enduring document if you have concerns that:
- the principal lacks capacity to understand what they are signing or
 - the principal is being unduly influenced by another person to sign the document.

Some sample questions which allow more expansive responses:

- What is an Enduring Power of Attorney?
- Why do you want an Enduring Power of Attorney?
- What sort of decisions will your attorney be making for you?
- Can you limit the attorney's powers if you want to?
- Are you able to give specific instructions to your attorney about decisions to be made?
- What is the extent of the assets over which the attorney will have control?
- How many attorneys can you have?
- Why have you selected this person to be your attorney?
- If you have more than one attorney, who will make decisions concerning you or your finances?
- When will the attorney's power for financial matters begin?
- When will the attorney's power for personal matters begin?
- How long does the attorney's power last?
- Can you change or revoke the Enduring Power of Attorney?
- Is there anything else that will end the attorney's power?
- What would you do if you didn't agree with the attorney's decision?

For more information refer to the Office of Public Guardian's "Guidelines for Witnessing Enduring Documents"

RSPCA Warrant to Enter Application

Inspectors with appropriate power under the Animal Care and Protection Act 2001 (Qld) s127 may apply for a search warrant from a JP (Qual) or Magistrate if there are reasonable grounds for suspecting that:



- There is a need to enter a place or relieve an animal in pain or
- There is evidence which may prove an offence against this Act and the evidence is at the place, or may be at that place within the next 7 days.

Inspectors may be from the RSPCA or Biosecurity Queensland. Inspectors may gain a "special warrant" which may be obtained electronically or by phone, radio or some other communication but only if urgent or the circumstances such as remoteness require it. In this case the JP (Qual) or Magistrate may complete some of the paperwork - i.e. filling in the warrant. In this case, an affirmation is more practical and can be by voice contact. A hard copy application and warrant are sent to the Justice/Magistrate as soon as practicable

Date Time

Ensure you place the Officer on Oath suitable for oral evidence. Under the Act the Warrant must be sworn.

OATH

I swear that the contents of this document and any further information I may supply either orally or in writing are true and correct, so help me God.

Location

Is this a "Special Warrant"?
 Yes No

RSPCA Inspector named on Warrant

Record officers name and number. Check identification matches that of the applicant named on the Warrant.

Address of Property to be searched

Please enter Address

Address 2

City

Postcode

Vehicle Details

Premises Identification

Ensure property address is clear and unambiguous with a description as well as an address.

Has this application been refused by another JP?
 Yes No

Do you have a conflict?
 Yes No

Is the occupier of the property to be searched known to you personally?

Warrant in Correct Format?
 Yes No

There should be an application and the warrant itself. The Application should detail the Offence, Evidence, and state the Grounds.

Evidence

Rich text editor toolbar: Paragraph, Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Image, Source code.

Ask questions to determine the validity of the Application:- * How did you identify the premises? * How did you determine the name of the occupier? * What exactly are you looking for? * Why are you looking for this particular piece of evidence? * What is your source of information and is it reliable?

Is the Warrant Approved?
 Yes No

If Warrant is not approved, why not.

Notes

Rich text editor toolbar: Paragraph, Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Image, Source code.

Keep the Warrant Application for your own records and store it in a safe place. Occasions have arisen where the application has had to be produced (e.g. Court proceedings, internal investigations). The warrant itself is taken by the officer.

Peace and Good Behaviour Complaint

TEST ONLY - DO NOT USE FOR LIVE RECORDS

The Peace and Good Behaviour Act 1982 (the Act) was introduced to protect an individual's right to peace and quiet, undisturbed by threats to their wellbeing or their quality of life. Its intention is to provide for persons who have a problem or dispute with someone who does not fall within the definition of a respondent under the Domestic and Family Violence Family Protection Act 1989.



A person may apply to a Justice of the Peace for a complaint to be issued under section 4 of Act 1982 if another person has threatened:

- 1 (a) to assault or do bodily injury to the complainant or any person under the care and or charge of the complainant, or
 - 1 (b) to procure any other persons to assault or to do any bodily injury to the complainant or to any person under the care or charge of the complainant, or
 - 1 (c) to destroy or damage property of the complainant, or
 - 1 (d) to procure any other person to destroy or damage any property of the complainant, or
- 2 that the intentional conduct of (the defendant) directed at the complainant has caused the complainant to fear that the defendant will destroy or damage any property of the complainant.

In addition, the complainant is genuinely in fear of the person complained against namely, the defendant

Date Time

Ensure you place the Complainant on Oath or Affirmation suitable for oral evidence.

OATH

I swear that the contents of this document and any further information I may supply either orally or in writing are true and correct, so help me God

AFFIRMATION

I, solemnly, sincerely and truly affirm and declare that the contents of this document and any further information I may supply either orally or in writing are true and correct.

Location

Complainant

Defendant

Address of Defendant
Please enter Address
Address 2
Please enter Address 2
City
Please enter City
Postcode
Please enter Postcode

Do you have a conflict?

Yes No

Has this Complaint been refused by another JP?

Yes No

Complaint in Correct Format?

Yes No

Relationship to Defendant

Complaint Grounds

1 (a) 1 (b) 1 (c) 1 (d) 2

Is the Complaint Proved and Summons issued?

Yes No

Only consider issuing a summons if the information in the complaint is sufficient to satisfy you that a threat has been made. The key word is threatened Do not issue a summons if the threat has actually been carried out. In this instance you should refer the applicant to the Queensland Police Service to investigate.

Summons - Court

Summons - Court Date

Summons - Court Time

Ensure there is enough time for service (21 clear days) to be effective on the defendant pursuant to the section 56 Justices Act 1886. Contact the Magistrates Court for a hearing date and time

If Complaint is not approved, why not.

Notes

Save

Check the Complaint is correct and complete,

- Three (3) copies of the document
- The Act is Present eg Peace and Good Behaviour Act 1982
- All sections are completed
- The Offence occurred in Queensland
- The Complaint covers an offence in Qld law
- Offence was less than 1 year ago
- Multiple offences are in separate paragraphs
- Date, Time and Location of Offence
- Defendants details - Name & Address

Check the grounds of the complaint must include the date of the threat or dates between which the threat was made, the place where the threat was made and state clearly what the threat was.

You should ask questions to validate the complaint, such as:

- What form did the threat take?
- On what date was the last threat made?
- What evidence do you have to substantiate the claim?
- Why haven't you contacted the police?
- If you contacted the police what was their response?
- Are you in fear of the defendant and why is this so?