



# Student volunteer Program terms and conditions

## Justices of the Peace Branch

### About us

The Justices of the Peace Branch (JP Branch) is a service area within the Department of Justice and Attorney-General (DJAG). We provide information about training and appointing Justices of the Peace Qualified and Commissioners for Declarations. We also maintain the register of Justices of the Peace and Commissioners for Declarations in Queensland and register JPs and Cdecs and monitor their conduct.

### About the role

The role of a TAFE Queensland student participating in the Student Volunteer program (the Program) is a volunteer role. This means you are not an employee of, or contractor to the DJAG. If you are successful and accept the volunteer role, you undertake to perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

Neither DJAG, nor you intend any employment or contractual relationship to be created (you are not an employee, independent contractor, or consultant at the DJAG). If this changes at any time, and there is a possibility that you might perform paid work for the department, we will discuss this and document the arrangement formally.

The duration of your volunteering will take place over 6-weeks and will consist of a 2 half-day shifts between 9am and 4pm. The shifts can be completed outside your class timetables but must be within the duration of your TAFE Queensland course. You can nominate your preferred times and days on the application form.

### Eligibility criteria

To apply for the Program, you must be at least 18, have a clear criminal history and be enrolled in one of the following TAFE Queensland courses:

- Certificate III in Legal Services
- Certificate IV in Justice Studies
- Diploma of Government
- Diploma of Justice Studies
- Diploma of Paralegal Services

Evidence of your enrolment must be attached to your application form and can include a copy of your TAFE student ID card, official correspondence from TAFE Queensland or a copy of your academic transcript.

### How to apply

To apply for the Program, complete the Student Volunteer program application form, and submit this along with the following documents to [jp@justice.qld.gov.au](mailto:jp@justice.qld.gov.au)

## Department of Justice and Attorney-General

- 1-page covering letter telling us a little about yourself and why this program interests you.
- your current resume (3-4 pages recommended).
- a copy of your current criminal history
- evidence of your TAFE Queensland course enrolment
- a signed copy of these terms and conditions

## What you can expect

We value your decision to volunteer your time and in return we will provide you with meaningful experience, which can provide you the skills and knowledge to apply for an entry-level position in Queensland Government. Working alongside a 'buddy' the tasks you may be assigned include:

- Perform incoming and outgoing mail duties, including sorting, opening, and distributing of mail.
- Perform archiving duties, including the transformation of physical files to digital.
- Assist with secretariat duties, preparing and distributing agendas, minutes, and other materials.
- Process customer and volunteer merchandise orders received via email and/or phone.
- Assist with the preparation of professional development sessions for Justices of the Peace and Commissioner for Declarations.
- Prepare long service awards for Justices of the Peace and Commissioner for Declarations.
- Understand what government delegations are and how they are used to make specific decisions.
- Assist with reception enquiries and providing information to visitors and staff accessing the work area.
- Observe the witnessing practices of a registered Justice of the Peace and Commissioner for Declarations.
- Accompany staff to JPs in the Community volunteer sites and assist with volunteer requests.

## What we expect

During the Program, we will ask you to sign an agreement, acknowledging that you will:

- not disclose any information obtained during my placement to any unauthorised person
- not use any information obtained during my placement for any personal benefit or gain
- advise your supervisor of any apparent conflict of interest as soon as I become aware  
*An example of a conflict of interest is if you see a document that involves a family member or friend*
- abide by the Code of Conduct for the Queensland Public Service
- agree to the terms and conditions (this document) of the Program.

We further request that you complete a student volunteer feedback form about your experience in the Program and agree to us providing you, and TAFE Queensland, with an evaluation for your performance.

## Criminal history check

You can obtain your criminal history check through [National Police Checks Online | AFP Police Checks | NCC \(nationalcrimecheck.com.au\)](#). Note: NCC offer discounted pricing to students and volunteers applying for their criminal history. Alternatively, you can find more information about [criminal records and history checks](#) on the Queensland Government website.

## Code of Conduct for the Queensland Public Service

The [Code of Conduct for the Queensland Public Service](#) (the Code) applies to employees of Queensland Government agencies. For the purposes of the Code, agencies are:

- departments
- TAFE institutes or statutory TAFE institutes
- administrative offices of a court or tribunal
- entities prescribed by regulation.

As a volunteer in the Program, you must abide by the Code for the duration of your agreement.

## Public liability insurance cover

Program volunteers are covered by General Liability (includes Public and Products Liability) under the [Queensland Government Insurance Fund](#) (QGIF). If you are injured during official volunteering duties, or during direct travel to and from, the location of the volunteering duties, you must immediately report the incident to your supervisor.

## Film/Photo consent

With your consent, we may take photographs and video footage of you carrying out your volunteer duties and use it for the purposes of marketing and promotion of the Program. This may include printed and digital marketing, including the use of your image on social media platforms for the purposes of promoting volunteering. If you agree to us taking photographs and video footage, we will ask you to complete the Queensland Government Film/ Photo Consent Form.

## Reasonable adjustment

Reasonable adjustment refers to adjustments that are made to in the workplace or work-related environment to ensure equal opportunity for a volunteer who has disability. It is an approach where the Department of Justice and Attorney-General examines the physical and organisational barriers which may prevent you from participating in the Program. The department aspires to create an inclusive workplace that provides reasonable adjustment support. Any requests for a reasonable adjustment will in no way affect the outcome of your application. If you need us to make reasonable adjustments, please let us know what type of assistance you require.

### Reasonable adjustment

Do you require any reasonable adjustments to be taken into consideration to participate in the program? If so, please tell us.

*For example, are you recovering from injury or illness, managing a chronic illness, have caring responsibilities, affected victims of domestic and family violence, a person pregnant or breastfeeding.*

### Acknowledgement

I, \_\_\_\_\_ of \_\_\_\_\_  
confirm that I have read the terms and conditions of the Justices of the Peace Branch Student Volunteer program and if my application is successful, I agree to abide by the Program terms and conditions for the duration of my agreement.

Signed \_\_\_\_\_, on this day \_\_\_\_\_ of \_\_\_\_\_ in the year \_\_\_\_\_