### Issue 12

Dear Colleagues,

Welcome to another informative and instructive edition of the JP Bulletin. In this edition we highlight some important issues facing Justices of the Peace (JPs) and Commissioners for Declarations (Cdecs) plus offer solutions to reoccurring problems.

Here at the JP Branch, we are proud to acknowledge the long service milestones reached by JPs and Cdecs across the state. In this edition alone we celebrate an amazing 6,260 years of service to the Queensland community.

I would also like to thank all our JPs in the Community program volunteers. In the last 12 months you have witnessed an outstanding 3,825,000 documents. Read more statistics and information in the JPs in the Community section.

Enquiries around entitlement to sign Land Titles forms have been increasing lately, so we have a short refresher which will clarify the issue.

In your role it is important to understand the difference between legal advice and providing information. Examples of each and how they apply to witnessing officers can be found in our Quick Tips section.

It is also time to pause and remember those service men and women who have made the ultimate sacrifice on Remembrance Day, 11 November. JP Branch honours those who served and are still serving our nation.

I hope you all enjoy the read and use the information provided to build upon your knowledge and expertise.

Warm regards,
Damien Mealey
Registrar and Manager
Justices of the Peace Branch
Department of Justice and Attorney-General





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### 1. News

#### **Mental Health Act review**

Recent changes to the *Mental Health Act 2016* means it's important to keep you well-informed of key dates. The initial commencement date which was for later this year has now been postponed. The revised commencement date for the Act is



now 5 March 2017 this has now been done to allow more time for implementation by Queensland Health. Read about important dates and milestones for the *Mental Health Act 2016* at <a href="https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/clinical-staff/mental-health/act/2016/about/default.asp">https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/clinical-staff/mental-health/act/2016/about/default.asp</a>.

#### JP Handbook

JP Branch is hard at work producing a new edition of JP and Cdec handbooks. Recently we hosted a series of focus groups to assess what we have developed so far. Participants from JP Associations and relevant stakeholders provided constructive feedback which will shape the final product offering. We understand how important the handbook is to you as a JP or Cdec and will continue to consult on this exciting project as it progresses.



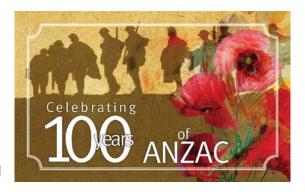
### **Remembrance Day**

This year on Friday, 11 November at 11:00am, we commemorate 98 years since the guns on the Western Front fell silent and reflect on the significance of that event. We also pause to remember all of the men and women of the Australian Defence Force who have made the ultimate sacrifice. JP Branch honours and remembers these Australians who have served our nation.

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Remembrance Day, is a time to reflect on the sacrifice many Australians have made serving their country in times of war. Some of our very own JPs and Cdecs have served in conflicts around the globe, and whilst Remembrance Day was traditionally a period commemoration for those who served in World War I, it is now a time when we pay homage to all of our servicemen and women.



JPs played an important role in the Australian Imperial Force (AIF) during World War I, with many servicemen appointed judiciously to meet the needs of those serving abroad. One such appointment was Captain N. T. Svensen, from Queensland, whose 1918 gazette entry reads that he was "appointed for Military Purposes only for the duration of the war." What exactly this means is not clear, although we could assume he would have experienced the devastation of the World War I environment closely.

Captain Svensen's career offers some clues as to what qualifications were required to be appointed as a Military JP. Apart from being a commissioned officer, Captain Svensen was a renowned marksman, having won the Brisbane Rifle Club medal in 1908 and was also among the first wave to land at Gallipoli in 1915.

After service at Gallipoli, where he sustained wounds to his face and chest, Captain Svenson was repatriated to Australia after contracting Typhoid. Upon his recovery he took up a post as Adjutant of Enogerra Barracks, known then as Camp Enogerra. Captain Svenson retired from the army at the end of the war with the rank of Major.

After the war he became an ambassador to Scandinavia, (the archives held at the State Library of Queensland clearly state Scandinavia, which must have been a challenging role considering Scandinavia is made of multiple counties). He eventually returned to Brisbane and spent the rest of his life living in Buranda.

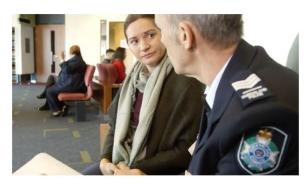
The Queensland Government will be hosting various commemorations and initiatives during the 100 years of Anzac celebrations. Such as the Townsville 150 Defence Force Air Show and Townsville Bulletin Sky Show on Saturday, 15 October. You can discover what other events are on at anzac100.initiatives.qld.gov.au.

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### Domestic and Family Violence Court videos

On 22 September, the Attorney General and Minister for Justice, the Honourable Yvette D'Ath MP, and the Chair of the Council, the Honourable Quentin Bryce AD CVO, launched a series of videos which explain the court process for making domestic violence orders. The videos help to explain the



court processes, as well as provide a resource to front line services who support victims. The videos are available on the Queensland Courts website <a href="https://www.courts.qld.gov.au/courts/magistrates-court/domestic-and-family-violence">www.courts.qld.gov.au/courts/magistrates-court/domestic-and-family-violence</a>.

#### **Technical Bulletins**

Don't forget if you want to keep up to date with changes to legislation and witnessing practices as they relate to your role as a JP or Cdec, we regularly send out technical bulletins. Topics range from considering sureties for bail applications to New South Wales identity requirements. Technical bulletins can be accessed at <a href="https://www.publications.qld.gov.au/dataset/technicalbulletins">www.publications.qld.gov.au/dataset/technicalbulletins</a>

#### Other useful resources

Please see the links below for great resources and reference material for your role as a witnessing officer.

The Office of the Public Guardian: www.publicguardian.gld.gov.au/publications

The Public Trustee: <a href="www.pt.qld.gov.au">www.pt.qld.gov.au</a>
Caxton Legal Centre: <a href="www.caxton.org.au">www.caxton.org.au</a>

Translating and interpreting services: <a href="www.tisnational.gov.au">www.tisnational.gov.au</a>
Queensland Court Services: <a href="www.courts.qld.gov.au/about/forms">www.courts.qld.gov.au/about/forms</a>

Department of Natural Resources and Mines:

www.dnrm.gld.gov.au/land/titles-valuations/titles-professionals

Queensland Police Service - Traffic Camera Office:

www.police.qld.gov.au/programs/roadSafety/infringement/notice.htm



### 2. Professional development

Are you finding yourself witnessing a more varied array of documents? Attend one of our professional development workshops which cover topics such as Land Titles Registry, Australian Border Force, Office of the Public Guardian and many more. Register for any of these workshops online at www.qld.gov.au/jpprofessionaldevelopment.



Workshops to take place in the coming months include:

#### **South Brisbane:**

- General Witnessing, 18 October
- · Office of the Public Guardian, 20 October
- Volunteer Information Session, 23 November

#### Townsville:

- Fraud and Cyber Crime, 10 October
- Office of the Public Guardian, 4 November
- Australian Border Force, 5 December

#### Regional

Charters Towers: Land Titles Registry, 13 October

Ingham: Land Titles Registry, 8 November

To register for these or any of the other workshops please visit <a href="www.justice.qld.gov.au/jp-workshops">www.justice.qld.gov.au/jp-workshops</a>. If you are unable to attend a workshop you have registered for please contact JP Branch on 1300 301 147 or at <a href="jpsinthecommunity@justice.qld.gov.au">jpsinthecommunity@justice.qld.gov.au</a> to inform us so that your seat can be offered to other JPs and Cdecs.

#### On the road

JP Branch has been travelling around the state with a view of delivering professional development equitably to all JPs and Cdecs. The latest areas to host workshops were Gympie, Kingaroy and Mount Isa. JP Branch is conscious that we don't visit the



regional areas and towns of Queensland as much as we would like. We are actively trying to visit as many regions as possible. Community Engagement Officers Brendon Balogh and Greg Thompson travelled to both Gympie and Kingaroy to deliver sessions on General Witnessing best practice.

"General Witnessing workshops are some of the best attended of all our workshops, as the tips and points raised are applicable to nearly every aspect of the role JPs and Cdecs do in the Community," said Brendon. "On occasion clarification of witnessing practices can lead to robust debates with attendees, this is actually a sign that JPs and Cdecs are passionate about their roles and recognise the important part they play in the Queensland justice system".

Attending these sessions is not compulsory but the levels of attendance at both Gympie and Kingaroy were excellent. We understand the difficulty in attending workshops held during work hours, and sincerely appreciate the efforts people make to ensure they attended.

"We can't always have sessions out of hours, even in metropolitan areas which are well staffed by DJAG," said Greg. "We know it's impossible for some people to attend, and we apologise, but it is important to remember that we are only a phone call away if JPs or Cdecs need clarification or guidance whilst undertaking their duties."

In June, Damien Mealey and Belinda Cronau travelled to Mount Isa to deliver professional development workshops. The six workshops were delivered at the Mount Isa Courthouse and covered a number of topics including; witnessing Land Titles Registry forms, enduring documents and the Office of Public Guardian, assisting the Queensland Police and general witnessing

In between workshops, Damien and Belinda visited the signing sites at Outback at Isa and the courthouse before trekking up Hilary Street lookout see the global signpost and enjoy the 360-degree view of

Mount Isa and the mines.

Belinda also travelled to Charters Towers, Ayr and Ingham to provide professional development to JPs in these rural townships before taking a break from workshops to help the Professional Development, Mentoring and Community Engagement Team establish projects for future online professional development.





### 3. JPs in the Community

We would like to take this opportunity to recognise our volunteers in the JPs in the Community program. Thanks to the co-operation of our program volunteers we now have 1,810 registered volunteers, including 165 who are members of the JP Branch mentoring program. Our sincere thanks to everyone who participated, adding their expertise and knowledge to the local community.

If you are a volunteer in the program and have yet to return your completed registration form, we ask for your co-operation in doing so. If you're uncertain as to whether or not you have returned your form, or if you haven't received a form, please contact us on 1300 301 147 or email us <a href="mailto:jpsinthecommunity@justice.qld.gov.au">jpsinthecommunity@justice.qld.gov.au</a>.

Want to know more about volunteering in the program? Email us or call our Community Engagement Officers, Greg Thompson and Brendon Balogh, on 1300 301 147.

### JP Branch mentoring program

Our mentoring program provides an opportunity for all JPs and Cdecs to work with experienced JPs and Cdecs to further their skills and knowledge. Learn more about what to expect from your mentor and what is expected of you at <a href="www.qld.gov.au/jpmentor">www.qld.gov.au/jpmentor</a>. If you would like more information in relation to the mentoring program please contact us by phone on 1300 301 147 or email at <a href="jpsinthecommunity@justice.gld.gov.au">jpsinthecommunity@justice.gld.gov.au</a>.

#### **Program statistics**

Last financial year the JPs in the Community made some great steps forward.

- There are now 1,810 volunteers who selflessly volunteer their time.
- 189 new volunteers joining the program over the last year.
- Three new program sites were added.
- Total hours of operation offered across the state now an amazing 120,912 hours.





Between 1 July 2015 and 30 June 2016, the JPs in the Community volunteers assisted with:

- 1,150,000 clients and
- 3,825,000 documents.

Thank you to all the signing sites who send in their statistics report monthly or quarterly. Without these statistics we wouldn't be able to calculate the total number of clients assisted and documents witnessed for all sites across Queensland.

### Signing sites

Our aim is to expand the JPs in the Community program to ensure that everyone has

easy access to witnessing services. We are continually evaluating new locations and recruitment campaigns are being undertaken to fill rostering requirements.

Since the last JP Bulletin, a new signing site at The Wesley Hospital has been opened, while the final preparations for the launch of a new site at the Mater Hospital are underway. It is expected this site will be operational in early November.



Birkdale Fair has also opened a volunteer site offering services Thursday, 6:30pm to 8:00pm and Saturday 10:00am to 12:00pm.

We often get requests to open new sites so we thought we'd share the process involved. When a new site is requested, we establish there's a need for it. This includes looking to see if there are existing sites nearby, proposed hours of operation and demand from the local community.

Each site is assessed so it complies with DJAG policies around health and wellbeing, as well as ensure proper facilities are available for volunteers to use. If the criteria meets our standard, we look to staff the site. In most cases a recruitment campaign is undertaken and a volunteer information session held. If we have sufficient numbers we can then proceed to site launch. We realise this process can seem long and convoluted, and more than once has led to frustration from parties proposing the sites. However, these processes are in place to protect volunteers and ensure that once a site opens it will remain open. We want to avoid a site closing soon after it has opened due to a deficiency in one of the criteria outlined above and ensure the community respects the professionalism of volunteers participating in the program.



### JP under the magnifying glass

Profile - Michael Sharp JP (Qual)

In early 1999 my life was going well. I was a newly promoted Chief Petty Officer in the Royal Australian Navy, and had just joined HMAS Brisbane, which was supposed to be the pinnacle of my 18 year naval career. However, I soon started noticing my body was not doing as it was being told. I left the ship, and eventually was medically discharged from the Navy with what was later diagnosed as Parkinson's Disease (PD).

With my career now over, my wife Judi and I decided to move back home to Brisbane. I spent the next decade

fighting a losing battle against PD until I decided to take the biggest gamble of my life and try what was then a relatively new procedure called Deep Brain Stimulation (DBS). I wasn't overly thrilled at the prospect of having someone drill holes in my skull then poking electrodes into my brain, particularly whilst I was awake. But at the time my quality of life was that poor I had nothing to lose.

As it turned out, the procedure was life changing. For the first time in more than a decade, I could walk freely. My tremors were gone and I could live independently again. Walking was a novelty so I started walking everywhere. In my travels from my home in Woolloongabba, I would walk up Stanley St and I kept passing the head office of the Queensland Justices Association. In their window they had advertising for courses to become a Justice of the Peace. One day I decided to walk in, made some enquires, and before I knew it, I was on my way to becoming a Justice of the Peace.

I now volunteer at signing centres at Princess Alexandra Hospital, QJA Head Office (the very same office I walked into 6 years ago) and most Saturday mornings you can find me in the Woolloongabba Post Office at Gabba Central. Becoming a JP was my way of giving back to the community. I never want to forget that it's the taxpayer who is ultimately paying my military disability pension. If I am now physically able to provide a service back to the community that supports me, then I believe I have a moral obligation to support them back.

Having Parkinson's may have prematurely curtailed my service in the Royal Australian Navy, but my service to the broader community as a JP has been no less rewarding. As the old saying goes, "if life gives you lemons, then make lemonade".



### 4. Tips and techniques

### Your witnessing obligations for Titles Registry forms

Taking reasonable steps and confirming entitlement to sign on Land Titles Registry forms is not only important to prevent fraud, it is your legal obligation.

As a potential witness you, amongst other parties i.e. mortgagees, are required to take "reasonable steps" to ensure that the person signing the instrument/document in is in fact entitled to do so.

#### What are your statutory obligations?

The Land Title Act 1994 contains the principles you must legally abide by prior to executing or witnessing a Titles Registry form for an individual. Section 162 Obligations of witness for individual of the Land Title Act 1994 states:

A person who witnesses an instrument executed by an individual must—



- a) first take reasonable steps to ensure that the individual is the person entitled to sign the instrument; and
- b) have the individual execute the document in the presence of the person; and
- c) not be a party to the instrument.

**Definition** – Reasonable steps is defined as steps that an ordinary person would consider prudent and fair in the circumstances.

#### How can you meet your statutory obligations?

1. Take reasonable steps to ensure that the individual is the person entitled to sign - as a witnessing officer you must be reasonably satisfied as to the identity of the person signing the document, it is recommended that you request photographic identification from a government sponsored source, i.e. driver license, passport or proof of age card. If no photo ID is available you are still able to determine identity.



Prior to witnessing, question the person signing to confirm that they understand the nature and effect of the document to be signed. If not satisfied that the signatory has this understanding, you should decline to witness the document.

Generally a person selling or refinancing a property is the registered owner. To prove that are the registered owner and therefore entitled to sign, parties should be able to provide at least one of the following:



- · a local government current rates notice for the property, or
- · a recently issued current title search statement for the property, or
- a recently issued registration confirmation statement for the property, or
- a current certificate of title (if one exists) for the property.

If a person is buying or financing the purchase, supporting documentation may include either:

- a copy of the contract of sale for the property, or
- official loan documentation from your lender; or
- a letter from a solicitor confirming you are entitled to sign the form.

### Can the individual prove their entitlement to sign by producing electronic copies?

Yes, you can accept electronic documents to confirm the person's entitlement to sign. You should however be satisfied that the evidence came from a legitimate source. This could mean you observing the person open the email containing the document and viewing the sender of that email i.e. to confirm it has been issued by a relevant source, for example a local council or a solicitor's office.

- 2. Execute the document in the presence of the witness each individual party to the transaction must sign the document in the presence of a JP.
- 3. Witness must not be a party to the instrument any person with a vested interest in the transaction cannot also be a witness to the signing of the form. For example, if person A and person B own the land together and A is a JP, then A cannot witness B's signature if they are both signing the form.



Care should also be taken when someone is signing under a Power of Attorney. For example, where person A and person B own the land together and person C is both an attorney for B and a JP. If A signs in their own right and C signs on behalf of B, C cannot then witness A's signature as he or she is involved in the transaction.

### What if I am not satisfied that the person is entitled to sign?

You may decline to witness a Titles Registry form if:

- you are not satisfied of the identity of the person; or
- you are not satisfied the person is entitled to deal with the property; or
- the person signing the document does not have the capacity to understand the nature and effect of the form; or
- you have a suspicion of fraud.

If you have declined to witness a Titles Registry form you should provide your reasons as to why. To assist you in this duty, or when a person is not satisfied with your reason not to witness the document, the JP Branch has created a *Notice of inability to witness titles registry form* which you can give to the person. The form is available for download through the following link: publications.qld.gov.au/dataset/notice-of-inability-to-witness-titles-registry

<sup>[1]</sup> 'Instrument' and 'document' are defined in Schedule 2 of the *Land Title Act 1994* and Schedule 6 of the *Land Act 1994* respectively and include all Titles Registry forms and powers of attorney which are lodged for registration.



### Quick Tips Legal information vs legal advice

Your role as a JP or Cdec is to act as an independent and objective witness to documents people use for official or legal purposes. While you may give out 'legal information', you must never provide 'legal advice' in that capacity, even if you have legal knowledge or are legally qualified.

#### What is the difference?

The line between those two terms are often blurred. 'Legal information' is publicly available information that explains the law in general terms, which is not tailored to a specific case. 'Legal advice', on the other hand, applies the law to a particular situation. Below are some examples to illustrate the difference:

Legal information	Legal advice
Check the completeness of the forms e.g. whether the signature is correctly placed and that all required information is provided.	Tell people to use specific words in their forms e.g. statutory declarations, affidavits. However, you can tell them to describe the situation using their own words.
Recite common procedural information or administrative practices.	Interpret certain aspect of the law e.g. terms contained in a form.
Discuss options and possible next steps, indicate when a person needs to get more help and advice, and how to find that help e.g. asking have you considered seeking help from Legal Aid?	Provides recommendations of the options available, based on an assessment of the application of law to the person's specific situation and what the person wants to achieve.

#### What if a person asks me for legal advice?

If you are asked to provide legal advice, you can make general referrals to associations and public agencies that provide legal services such as Legal Aid Queensland. You cannot make specific referrals to a particular lawyer. Legal Aid Queensland is an independent statutory authority funded by the Queensland Government to provide free legal advice to financially disadvantaged Queenslanders in various areas of law ranging from family and domestic violence, traffic offences, criminal justice, personal rights and safety. The Queensland Law Society has a find a solicitor tool which you are also able to direct clients toward which can be found at <a href="https://www.qls.com.au/">www.qls.com.au/</a>.



### 5. Acknowledgement of long service awards

We want to acknowledge the following JPs and Cdecs for their dedicated service to the community.

To apply for a long service award you can use our online tool at <a href="https://www.qld.gov.au/jplongservice">www.qld.gov.au/jplongservice</a> or contact your local <a href="https://www.parliament.qld.gov.au">www.parliament.qld.gov.au</a> who will nominate you for an award from the Attorney-General. We would appreciate if you could have your original date of appointment (or a rough idea) to assist with establishing your date of appointment.

The following people have recently been nominated and presented with their

50 year-long service award certificates:

- Geraldine Anderson
- Kevin Benson
- Vincent Creagh
- Raymond Halloran
- James Kessels
- Adrian Pearce
- Barrie Prior
- Noel Schutze
- Leslie SwynyWilliam Willett

Other recent recipients of 40 and 25 year-long service awards are listed below.



Thank you to all of our long serving JPs and Cdecs for your years of service to the community.



### 40 years of service

Adrian	Adams	Desmond	Lehmann
David	Allison	Graeme	Major
Ole	Andersen	John	Manson
William	Ashwin	Jonathan	Marshall
Ughtrid	Blowers	Richard	Marszalek
James	Bowe	Michael	McGinley
Carl	Bradshaw	John	Moloney
Gerard	Burns	Robin	Murdoch
Vincent	Burton	Neil	Musch
John	Campbell	David	O'Brien
Leonard	Cavanagh	Alan	O'Haea
Ronald	Cogill	Clive	Paige
William	Coleman	Patrick	Perrett
Trevor	Davis	Harold	Perrett
Colin	Dodd	Ross	Petfield
Jenefer	Domrow	Murray Edward	Prior
David	Douglas	Rodney	Sayers
Thomas	Flynn	Brian	Smith
David	Forward	William	Smith
Ralph	Freeman	Paul	Starr
Brian	Gent	Ernest	Stephenson
Mervyn	Gilby	Wallace	Taylor
Michael	Griffin	Colin	Toft
Maxwell	Grove	John	Tudhope
Christine	Hancock	Edna	Van Genderen
Malcolm	Holst	Peter	Wadley
Clyde	Howard	Howard	Westmoreland
Edith Anne	Jackson-Prior	Ann	Whibley-Jones
William	Jeffs	Brian	Young
Michael	Kelly		

### 25 years of service

Jann	Affleck	Kenneth	Belgrove
Alan	Andrews	Kevin	Biddington
Christopher	Appenzeller	Gary	Bidgood
Peter	Auld	Gregory	Bird
Arthur	Baber	Anthea	Blake
Warren	Beal	Noel	Boettcher



### 25 years of service continued

Roger	Bower	Margaret	Graham
Bruce	Broughton	Derek	Grant
Darryl	Brumpton	Eduardo	Gullotta
Michael	Bryant	John	Hartley
Lloyd	Bunter	Brett	Haymes
Daniel	Burke	David	Heck
Julie	Burow	Janice	Hemerik
Gary	Burow	Michael	Henson
Anthony	Burton	John	Hillhouse
Narelle	Burton	John	Hoens
Jeffrey	Christie	Michael	Hogan
Thomas	Cochrane	Adrian	Horin
Phillip	Coombs	Belinda	Huxley
Graeme	Cowley	Warwick	Kelly
Dianne	Cowley	Peter	King
Clifford	Crawford	Wendy	Kinnear
William	Crompton	Kathryn	Klan
Neil	Currie	Rodney	Krenske
Edmund	Davern	Peter	Lamberth
Elizabeth	Dee	Geoffrey	Lapthorne
Robert	Donaldson	Wendy	Lewis
Garry	Drummond	Peter	Lloyd
John	Dunn	Patrick	MacDonald
Alison	Dunn	James	MacGregor
Jeffery	Dwyer	Hedley	Malone
Brian	Elder	John	Marc
Peter	Elmer	Stephen	Marchant
John	Emerson	Ruth	Maurer
Roger	Emmerson	Roger	Mayfield
Colin	England	Sandra	Mclellan
Lester	Evans	Neil	McMahon
Janice	Farrell	Warren	Merry
Toni	Ferguson	Parma	Nand
Russell	Forlong	Desmond	Napper
Helen	Gainer	John	Nelson
Elaine	Gamer	Peter	Nissen
Sunita	Glykidis	Michael	O'Brien
Allen	Goodyear	Robyn	O'Donoghue



### 25 years of service continued

Cheryl	Orton	Cameron	Taylor
Helen	Parker	Gary	Taylor
Wendy	Patton	Peter	Trigg
Robert	Pease	Paul	Tuckett
Vera	Polikarpowski	Kenneth	Turner
William	Ramm	Lucy	Valeri
Rhonda	Ramm	Hendrik	Van Gerrisheim
Robert	Reid	Ronald	Van Kerkwyk
Marcia	Richarson	Steven	Vea Vea
Barry	Roberts	Florence	Walker
Rasario	Russo	Brian	Wallwork
Janice	Ryan	Gerard	Walsh
Allison	Sciani	Raymond	Watson
David	Shellshear	Ronald	Watts
lan	Shepherd	Michael	Werts
Carol	Shepherdson	Doug	Williams
John	Simpson	Lenore	Wilson
Douglas	Smith	John	Wilson
Margaret	Solis	Mark	Winters
Keith	Stafford	Alan	Wood
Graham	Stenton	Anthony	Woods
Joan	Stewart	Bernard	Wynn
Anne	Suarez	Stephen	Zaphir
Mervyn	Symons		

