

JP Bulletin

Issue 15

Dear Colleagues,

I hope you are enjoying reading the latest editions of the JP and Cdec handbooks. It has been a pleasant experience to hear and read all of the feedback we have received so far.

I recently returned from a trip to Far North Queensland to deliver professional development in the Torres Strait, Weipa, Cooktown and Yarrabah. It is always a pleasure to visit our regional JPs and Cdecs and see that even in remote communities our role is greatly valued.

In this edition of the JP Bulletin, we look at some great initiatives recently released, including, the Queensland Sentencing Advisory Council's, "Judge for Yourself" website and various activities carried out during Law Week 2017.

There are also some important updates on recent information provided to us on Land Titles Form 2 Mortgage and some quick tips on the recent changes to the *Police Powers and Responsibilities Act 2000*.

I would also like to take this opportunity to recognise the amazing dedication and resilience shown by our volunteers at the Mount Pleasant shopping centre in Mackay and the Wynnum Courthouse. These two sites have recently marked their 15 and 10 year anniversaries respectively in the JPs in the Community Program. Officers from JP Branch will be joining these sites to celebrate their achievements.

Enjoy reading this edition.

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



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1. News

New edition handbooks

Wednesday, 21 June was an exciting day with the release of the long-awaited JP and Cdec handbooks in digital format.

And WOW, what a response from you all. Handbook downloads from our website were so high they caused a bit of a technical glitch.



We're so glad you are all excited about the handbook's release, but we sincerely apologise for any delay the crash caused you in obtaining a copy.

After going live, some small content errors were identified. If you downloaded either handbook between 4.30pm Wednesday 21 and 12.15pm Friday 23 June, we advise you to re-print chapter 3.1 or page 3.1/3 to obtain the update. If you downloaded the JP handbook any time before 9.15am Thursday 29 June, you will also need to update chapter 5.5 or page 5.5/8.

For those who prefer the printed book, don't panic—this will be available to purchase from the JP online shop in the coming weeks.

With the content now printed as loose-leaf pages, you can purchase the complete package at a cost of \$32.70 for JP's and \$29.05 for Cdecs. You also have the option to purchase the individual parts—folder, contents and section tabs.

Whether you buy it in full or just get the parts you want, you can adapt it so it works best for you. We want you to think of it as your handbook, your way!

This new format will ensure future changes to laws, processes or agencies will result in an easy and low-cost update to your handbook—simply print the new page and replace it in your handbook.

Register your interest in purchasing the printed version and you'll be one of the first to know when it arrives in-store, which you can do so on our website at www.qld.gov.au/jps.

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Now is also a great time to make sure your details are up to date, which you can easily and securely do on our website, [JPs Change of Details](#).

Changes to Titles Registry forms

The Department of Natural Resources and Mines provided advice about a new National Mortgage Form (NMF), lodgement of which was implemented by the Queensland Titles Registry on Monday 29 May 2017.



Please note that your requirements as a witnessing officer under section 162 of the *Land Titles Act 1994* remains unchanged.

There will be a transition period until 31 December 2017, during which mortgages can be executed using either the *National Mortgage Form* or the current *Form 2 – Mortgage*. From 1 January 2018, all mortgages must be executed on the National Mortgage Form.

The National Mortgage Form is available online at, www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/titles-property/titles-registry-forms.

The National Mortgage Form aims to standardise the content and presentation of mortgages lodged for registration through all lodgement channels with land registries in all Australian states and territories.

For further information contact the Titles Registry on 1300 255 750 or email titlesinfo@dnrm.qld.gov.au.

Law Week

Last month saw the Department of Justice and Attorney-General (DJAG) celebrate Law Week, hosting a variety of law themed events and seminars.

Law Week is an annual, national event which aims to foster a better understanding of the role law and justice plays in our society. Between 15-21 May, DJAG continued to celebrate this important occasion with events such as courthouse tours, displays, moot courts and participation in LawRight's Queensland Legal Walk.

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The department's main focus is the series of Justice Journeys, which saw students shadowing legal and justice professionals. Some students got to spend time with courts staff, judges, the Office of Liquor and Gaming, Corrective Services staff and even the Attorney-General. You can read more about the justice journeys at www.lawweek.qld.gov.au.

We would like to thank all involved and urge everyone to get involved in other departmental events and news by following us on social media.

Domestic and Family Violence Prevention Month

May also marked Domestic and Family Violence (DFV) Prevention Month, which raises community awareness of DFV and aims to send a clear message that we Queenslanders do not support violence.

In its ['Not Now, Not Ever' report](http://www.communities.qld.gov.au/gateway/end-domestic-family-violence/about/not-now-not-ever-report), Queensland's Special Taskforce on Domestic and Family Violence recommended that it is up to individuals, community groups and the private sector to work together to offer all the support they can to those affected, www.communities.qld.gov.au/gateway/end-domestic-family-violence/about/not-now-not-ever-report.

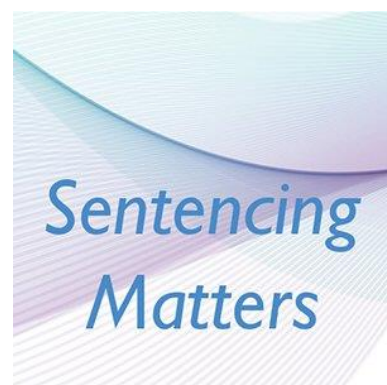
Queensland Sentencing Advisory Council

The Queensland Sentencing Advisory Council (QSAC) was re-established in 2016, following an amendment to the [Penalties and Sentencing Act 1992](#). QSAC provides independent research and advice, seek public views and promote community understanding of sentencing matters.

The council has commenced several initiatives to enhance public knowledge and understanding of sentencing matters and to bridge the gap between the courts and the community on sentencing issues.

These include:

- conducting a [review of the classification of child exploitation material \(CEM\) for sentencing purposes](#), as requested by the Attorney-General
- creating an interactive education resource



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[Judge for Yourself](#) in which users can choose a case study and walk in the judge's shoes

- launching the [Sentencing Spotlight](#) series that provides statistical information about sentencing outcomes for offences finalised in Queensland courts
- launching the [Sentencing Matters](#) podcast series exploring different aspects of the sentencing process
- establishing the National Sentencing Network for thought leaders in the criminal justice sector
- commencing the [Sentencing Seminar Series](#) providing attendees the opportunity to learn about the sentencing process in Queensland, nationally and internationally
- launching the council's [website](#) and [Twitter](#) accounts.

For more information on QSAC or to sign up to the council's eAlerts go to www.sentencingcouncil.qld.gov.au.

JPs in the Community program recruitment

Do you have a few spare hours in your week? Do you feel like giving back to your community? You should consider joining the JPs in the Community program and volunteer your JP and Cdec services at various sites across Queensland. The following JPs in the Community signing sites are seeking volunteers to join their teams.

- Beaudesert Queensland Government Service Centre
- Chinchilla Family Support Centre
- Dalby Shoppingworld
- Mount Ommaney Shopping Centre
- Runaway Bay Shopping Centre
- Tully Courthouse.

If you would like to join our ever growing volunteer community at these or any of our other JPs in the Community program sites, please call us on 1300 301 147 or email jpsinthecommunity@justice.qld.gov.au.

The JPs in the Community program also offers a mentoring program, which provides an opportunity for you to work with experienced JPs and Cdecs to further your skills and knowledge. To learn more about how you can become involved in the mentoring program please visit www.qld.gov.au/jpmentor.

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2. Professional development

The professional development workshops for 2017 are now well underway. JP Branch is committed to offering a wide variety of free workshops across Queensland for all witnessing officers. If you would like to attend any of our informative workshops please visit our online calendar at

www.qld.gov.au/jpprofessionaldevelopment.



South Brisbane

-
- Australian Border Force – Monday 3 July
- QCAT – Wednesday 5 July
- Traffic Camera Office – Thursday 20 July
- Queensland Police Service – Monday 31 July

Townsville

- General Witnessing – Wednesday 19 July
- Public Trustee – Wednesday 30 August
- Queensland Police Service – Warrants – Wednesday 30 August

Bowen

- General Witnessing – Thursday 13 July
- Queensland Police Service - Warrants – Thursday 13 July
- Traffic Camera Office – Friday 14 July

Mackay

- Land Titles – Monday 10 July
- General Witnessing – Monday 10 July and Tuesday 11 July
- Queensland Police Service - Warrants – Tuesday 11 July
- Traffic Camera Office – Tuesday 11 July

Bundaberg

- General Witnessing – Monday 10 July and Tuesday 11 July
- Family Law Documents – Tuesday 11 July
- Land Titles & Enduring Documents – Tuesday 11 July

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Maryborough

- Family Law Documents – Wednesday 12 July
- General Witnessing – Wednesday 12 July
- Land Titles & Enduring Documents – Thursday 13 July

Mount Isa

- Queensland Police Service - Warrants – Tuesday 15 August and Thursday, 17 August
- General Witnessing – Tuesday 15 August and Wednesday 16 August
- Land Titles – Wednesday 16 August

Regional

- Proserpine – General Witnessing – Wednesday 12 July
- Tully – Queensland Police Service – Warrants – Tuesday 1 August

Due to the popularity of workshops, JP Branch would ask you to please inform us if you are no longer able to attend a workshop you have registered to attend. You can do this by email at jpsinthecommunity@justice.qld.gov.au or phone 1300 301 147.

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3. JPs in the Community

The JPs in the Community program now boasts an amazing volunteer cohort of over 2,100 participants. There are now 230 signing sites offering a staggering 125,000 hours of service for the community in the last financial year. From all of us at JP Branch and the Department of Justice and Attorney-General we thank you for all that you do for the Queensland community.

There are currently 268 volunteers being mentored at various sites across the state. It is great to see such drive amongst JPs and Cdecs in wanting to become better witnessing officers. This could not be done without the commitment of the mentors at the sites, your knowledge and confidence enhances our program greatly.

If you need any resources, posters, volunteers or clarification on any issues you are facing at the sites please contact us at ipsinthecommunity@justice.qld.gov.au or call 1300 301 147.

Signing site anniversary

2017 marks foundation anniversaries for two more of our JPs in the Community signing sites.

Mackay will be celebrating 15 years in June, and JP Branch would like to thank each member of the site, both past and present, and congratulate them on reaching this milestone.

The signing site at Wynnum Courthouse is celebrating 10 years, another outstanding achievement. There are many foundation members still volunteering at this site, which is a reflection of the dedication of our volunteer team. Well done to all involved.

New signing sites

JP Branch is happy to announce the inclusion of the following sites in the JPs in the Community program.

Sunshine Coast University Hospital which opened in April, offering services Tuesday and Thursday, 12pm to 3:30pm.



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Kawana Shoppingworld commenced operation in May, offering services Monday, 11am to 2pm and Thursday, 5pm to 7:30pm.

Dalby Courthouse also opened in May offering a service Wednesday, 10am to 2pm.

JP under the magnifying glass

Patricia Hume – JP (Qual)

After hearing about the plight of locals in Cambodia, Trish Hume had a strong feeling she needed to help the local community, particularly the children.

"My brother-in-law is a teacher at Maroochydore High School and he introduced me to the Director of a boarding school here," said Trish. "The Director showed me his vision for a school in a remote village called Kampong Speu about 3 hours from Phnom Penh".



So Trish packed her bags and went to the village last October, and started a school of what she was told would be around 40 children. "I actually now have more than 140," exclaimed Trish.

The children go to public school for a couple of hours each day, but the education is very limited and more than 90% of the children aged 6-19 cannot read or write in their own language.

"I have developed my own program, which essentially revolves around submersing them in English," Trish said. "By teaching them the basic three R's, I hope I can give them a more hopeful future".

Trish fundraises in Australia to pay for all the expenses of pencils, paper, and curriculum books and looks for volunteers to help constantly.

If you would like to help Trish, please contact her on email at homeschoolmum@skymesh.com.au.

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4. Tips and techniques

Production notices

Due to a change in section 180 of the [Police Powers and Responsibilities Act 2000](#), Justices of the Peace now have the power to consider applications for production notices.

A production notice is a document authorising a police officer to obtain copies of stated documents from a cash dealer.

A production notice is issued when a police officer reasonably suspects a cash dealer may hold documents that may be evidence of the commission of an offence or of suspicious financial activity. The officer may, instead of applying for a search warrant, apply to you to issue a production notice.

What is a cash dealer?

Under the Commonwealth [Financial Transactions Reports Act 1988](#), the definition of “cash dealer” is very broad and includes, but is not limited to, a financial institution, a body corporate, an insurer, a payroll delivery service, a casino or a bookmaker.



Do I need to keep a copy of the application?

Yes—like warrants, considering applications for production is classified as a quasi-judicial function. Therefore the retention of these applications is part of your role.

Do I need to record and expiry date in a similar way I would a warrant?

No, although the form looks similar to a warrant, what you are actually recording is the date on which the cash dealer is required to produce the documents. This should have been completed by the applicant officer.

You can access the *Police Powers and Responsibilities Act 2000* on Queensland Legislation webpage, www.legislation.qld.gov.au/Acts_SLs/Acts_SL.htm and the *Financial Transactions Reports Act 1988* on the Federal Legislation webpage, www.legislation.gov.au/Browse/Results/ByTitle/Acts/InForce/Fi/0/0/principal.

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Quick tips – record-keeping

As JPs and Cdecs you assist members of the community with a wide range of documentation. At times the contents of documents may be challenged in a court of law and you may be called to give evidence about what occurred when the document was witnessed.

Therefore, it is important that you make and retain a thorough and consistent record of all the documents you witness and any action you may take.

You should keep accurate and dependable records as well as develop a standard procedure which you never deviate from for dealing with particular documents such as enduring documents. This way if you are called upon to give evidence in court and cannot recollect the event of witnessing you can relate back to your procedure in dealing with the document in question.

Your records should contain the following information:

- date
- name of signatory
- type of document witnessing
- type of identification sighted
- location where the document was witnessed
- whether there were any special requirements you needed to take to ensure compliance with the document
- any questions asked and answers given to clarify the documents contents and the signatory's understanding of the documents
- whether the signatory took a declaration, oath or affirmation.

It is also extremely important to record when you have declined to witness a documents and the reasons for your refusal.

Detailed records should be kept when the document is unusual or where it would be necessary to do so, such documents as; applications for warrants, documents under the *Powers of Attorney Act 1998* or if an interpreter or translator was used.

Please remember you are not permitted to record confidential information such as entire drivers licence, credit card or passport numbers. If you are to record that you sighted these types of identification, only record the expiry date or the type of identification.

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5. Long service awards

We want to acknowledge the following JPs and Cdecs for their dedicated service to the community. The dedicated JPs and Cdecs listed here have received their long service award since the last publication of the JP Bulletin.

The following people have recently been presented with their 50 year service award certificates:



50 year service awards

- Barbara Barr
- William Blakey
- James Daniell
- Anthony Emms
- Lawrence Firth
- Merle Grinly
- Rodney Ingram
- Granville Lawrence
- Philip Martin
- Robert McDonald
- Alan Mitchell
- Cecil Rule
- William Sugars
- Noel Taylor
- Malcolm Walker
- John Ward
- Joan Webster

To apply for a long service award you can use our online tool at www.qld.gov.au/jplongservice or contact your local www.parliament.qld.gov.au 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 verification of your appointment date.

Other recent recipients of 40 and 25 year-long service awards are listed on the following pages. Thank you to all of our long serving JPs and Cdecs for your years of service to the community.

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40 year service awards

Neil	Bishop	Douglas	Henry
Terence	Bohn	John	Hickman
Michael	Bopf	Christine	Hood
Keith	Breaker	Keith	Jarrett
Colin	Bunker	Wayne	Jones
Angela	Burns	Errol	Keily
John	Campbell	Janese	Lowe
Antonia	Canu	Kevin	Lucas
Graham	Carter	Robert	McGavin
Kenneth	Condon	Myles	McIntyre
Trevor	Crisp	Denis	Meadows
Jacobus	De Lange	Barry	Ramsay
Arthur	Deacon	Kevin	Sole
Lynette	Dyne	Gregory	Sowden
Frances	Eames	Alan	St John
Joan	East	Philp	Stewart
Brian	Fisher	Paul	Travis
Kevin	Gillam	Leslie	Treloar
Edward	Guy	Ross	Tucker
Lawrence	Haling	William	Vincent
William	Hamilton	Allan	Walker
John	Hawkins		

25 year service awards

Peter	Allen	Neil	Bowden
Annette	Badger	Patrick	Brennan
Peter	Bellas	Darrell	Butcher
Lynette	Bollen	Gloria	Carey
Rachel	Borowski	Rosario	Coco
Norman	Boucher	Jeffrey	Collins
Cathleen	Bougoure	Nardja	Cook

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25 year service awards continued

Tanya	Cooper	Neville	Howard
Susan	Cooper	Robert	Hughes
Patricia	Couper	Gerrard	Hulett
Ian	Cowan	John	Illingworth
Peter	Cumming	Mary	Ivory
Graham	Day	Janet	Jardine
Karen	De Bruin	Susan	Jones
Mattheus	De Waard	Bernard	Kenny
Lothar	Deichsel	Robert	Kenyon
Teresa	Demmers	Ian	Keys
Ceciley	Doyle	Lorraine	Lamacchia
Robert	Dunbar	Kim	Lim
John	Edwards	Ross	Mackay
Evan	Edwards	Edward	Marconi
Michael	Fairchild	Jennifer	Martin
Pasquale	Falla	John	Martin
Jo-Anne	Feirclough	Sandy	Martindale
Arthur	Forrester	Janette	McIntyre
Glen	Fox	Douglas	Michael
William	Freeman	Kym	Miller
Owen	Friar	Carolyn	Mureau
Kenneth	Glasson	Henry	Newman
Byron	Glen	Allan	Oglesby
Russell	Gooding	Lynnette	O'Keefe
Peter	Gow	Reginald	Ord
Robert	Gray	Christine	Pascoe
Stephen	Green	Janelle	Peach
Debra	Hall	John	Perry
Joan	Harrington	Christopher	Pohle
Gregory	Henderson	Owen	Pope
Derek	Hirons	Gregory	Rolls

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25 year service awards continued

Robert	Sable	John	Troe
Robert	Service	Paul	Tucker
Anne	Sheridan	Michael	Turnbull
Margaret	Smith	Carolinda	Van Uitregt
James	Stackpoole	Robert	Whyte
Helen	Stuart	Wendy	Wiles
David	Taylor	Alan	Wilson
Barry	Thomsen	Tracey	Wood
John	Tomkins	John	Woods