

1.2 Services for you

Justices of the Peace Branch

As regulator of the *Justices of the Peace and Commissioners for Declarations Act 1991*, the Justices of the Peace Branch (JP Branch) manages the application process for people seeking to be appointed as JPs or Cdecs throughout Queensland. Such appointments are then subject to the consideration of the Attorney-General and the Governor in Council.

The JP Branch is focused on compliance and support for all JPs and Cdecs and provides professional development and mentoring to enable this. It also administers the JPs in the Community program.

The JP Branch provides best-practice witnessing procedures to all JPs and Cdecs. The JP Branch is responsible for all official publications such as handbooks, bulletins, and other publications that assist JPs and Cdecs to provide a consistently high-quality service to the community.

www.qld.gov.au/jps

JPs in the Community program

The JPs in the Community program was launched in 2003 for JPs and Cdecs to volunteer their services at community venues across the state. Signing sites can be found at locations such as shopping centres, libraries, courthouses and universities.

Additionally, the JP Branch supplies resources to the sites, such as stamps, logbooks and other items needed to witness documents.

www.qld.gov.au/volunteerjp

Insurance

When performing official JP or Cdec duties as for the State of Queensland, you are covered under:

- Queensland Government Indemnity Guidelines (Indemnity guidelines)
- Queensland Government Insurance Fund (QGIF).

Under the Indemnity guidelines:

- Volunteers offering services on behalf of the state, cannot be personally held liable for any injury they may cause to a third party as long as they are acting in good faith (in this case, injury refers to monetary loss and good faith means they made an honest mistake on a form).
- The Queensland Government accepts responsibility for any financial harm caused inadvertently, which ensures they can continue to provide an important service to the Queensland community.

The QGIF covers you for personal injury, public liability and professional indemnity while you are witnessing anywhere in Australia, regardless of whether an incident takes place in the JPs in the Community program, a private residence or workplace.

If an incident occurs, complete the Incident Report Form and send it to the JP Branch.

www.qld.gov.au/jpincidentreport

Professional development

The JP Branch provides many different avenues for JPs and Cdecs to stay up to date and provides free workshops, online modules, webinars and seminars throughout the year to help JPs and Cdecs improve their knowledge and keep their skills up to date.

www.qld.gov.au/jplearn

Mentoring

The JPs in the Community mentoring program assists JPs and Cdecs who are newly appointed and those who are re-entering the system or refreshing their knowledge. Through the mentoring program an experienced JP or Cdec will provide you with one-on-one mentoring and sit with you while you undertake your duties.

www.qld.gov.au/jpmentor

JP bulletin

The *JP Bulletin* is published regularly to inform you about changes in legislation and witnessing procedures, provide information and alerts, and recognise the work you do for the community.

www.qld.gov.au/jpbulletin

Technical bulletin

Technical bulletins are released in response to changes in JP and Cdec responsibilities or legislation, inform you about issues, or provide reminders about specific responsibilities.

www.qld.gov.au/jptechnicalbulletin

JP and Cdec merchandise

As a JP or Cdec, you need items that identify you so the public knows the vital role you carry out in our community.

The seal of office stamp is licensed to the Queensland Government and is only available from JP Branch. We have a range of other merchandise and stamps available for purchase from our online shop. You will need your registration number to purchase these products.

www.qld.gov.au/jpshop

Update my JP or Cdec details

It is important you keep us up to date with your contact details, which you can easily do online.

Maintaining your current contact details means we can keep you informed about dates and locations of professional development, updates related to your responsibilities, latest news and more.

www.qld.gov.au/updatejpdetails

Resign as a JP or Cdec

If you are no longer able to be a JP or Cdec due to time constraints, family commitments, illness or other reasons, you can resign from the role online.

www.qld.gov.au/resignjp

Justice associations

There are independent associations for JPs and Cdecs across Queensland who provide additional peer support, professional development and networking opportunities.

All Justice associations are run independently from the JP Branch and the Department of Justice and Attorney-General and may charge for membership. Membership of these associations is entirely optional, there is no requirement for you to join an association upon becoming a JP or Cdec.

In some locations, members of associations support the volunteer JPs in the Community program by coordinating rosters, mentoring and disseminating information to volunteers. The JP Branch works closely with all Justice associations to ensure JPs and Cdecs maintain best witnessing practice.

Support for JPs and Cdecs

We can help you to access free, professional, confidential counselling, and crisis response services following potentially traumatic events related to your role as a JP or Cdec.

You can access support for a broad range of concerns such as issues related to your role as a JP or Cdec, stress and coping, relationship issues, or depression/anxiety. Counselling may be accessed face-to-face, by telephone, or over audio visual link. It is capped at four appointment sessions per year. If you require longer term support, you may be referred to another provider, at your own expense.

Where a potentially traumatic event occurs when witnessing documents, we have counsellors who can support you. Contact the JP Branch for a referral in this instance.

Our contact details

Justices of the Peace Branch
Level 6, 154 Melbourne Street
South Brisbane QLD 4101

1300 301 147
jp@justice.qld.gov.au

GPO Box 5894
West End QLD 4101