

JPs FNQ GROUP

Volunteer JP Service Centres

Code of Conduct

(Justices of the Peace and Commissioners for Declarations Act 1991)

- 1) JPs and C.decs shall be prepared to contribute time and effort to the service of society pursuant to their solemn undertaking on application for appointment.
- 2) JPs and C.decs shall at all times serve their fellow citizens with courtesy, dignity, consideration and compassion.
- 3) JPs and C.decs shall not act with bias, prejudice, intolerance, bigotry, malice and ill will. They shall pursue the principles of equity and social justice as consistent criteria in all their dealings with the community.
- 4) JPs and C.decs shall perform their functions with dignity, rationality and decorum. They shall not use their title where it is inappropriate, irrelevant or insensitive to do so, or in such a way as to bring the office into public disrepute or derision.
- 5) JPs and C.decs shall not act to witness signatures of persons whose level of competence is questionable, without first obtaining relevant independent advice (e.g. Medical, educational and legal).
- 6) JPs shall always employ proper judicial discretion in their consideration of applications for the issue of summonses and warrants, being prepared to ask questions and put their minds to the issues, thereby seeking to be fully satisfied before the granting of any order sought. A summons or warrant shall not be approved without the sworn complaint or application first being thoroughly read and judicially considered by the Justice of the Peace.
- 7) JPs or C.decs shall at all times observe confidentiality unless authorised by law to make disclosure, and must not share any information which comes to their knowledge whilst carrying out their duties in the course of serving the community.
- 8) JPs and C.decs are not to use any private electronic recording machines without first advising the deponent and will respect the person's wishes to not record the witnessing process by electronic means if requested forthwith.
- 9) JPs and C.decs shall give the appropriate warnings as to truth and honesty, and put the required formal questions, when administering oaths, affirmations and solemn declarations.
- 10) A Bible shall be used when JPs or C.decs are required to administer a Christian Oath.

- 11) Justices of the Peace and Commissioners for Declarations are to check their details every 6 months on the Department of Justice and Attorney General website.

CONFLICT OF INTEREST

- 12) JPs and C.decs shall not show favour to friends, relations and associates nor adopt procedures other than outlined in both The duties of Justices of the Peace and Commissioner for Declarations handbooks and technical bulletins published by the Department of Justice and Attorney-General. They shall disqualify themselves from acting if they are faced by a conflict of interest situation.
- 13) JPs and C.decs shall not make use of their position, title, seal of office or any other emblem of office of any kind of personal advantage including monetary gain or profit of any kind, direct or indirect, in carrying out their duties. It shall, however, be permissible for Justices of the Peace to inscribe their title on signs and business stationery in order to raise awareness throughout the public regarding their availability and readiness to serve the community.
- 14) JPs and C.decs shall administer the law as it stands, with no right to decline to act because of personally held views about particular legislation.
- 15) JPs and C.decs shall at all times separate their functions of office from any interpersonal or political considerations, influence and benefit.
- 16) JPs and C.decs must retain their independence and must never regard themselves as servants of any law enforcement agency.

COMPETENCY/KNOWLEDGE

- 17) With the changing nature of law and society, JPs and C.decs shall endeavour to keep themselves up-to-date with legislative changes as provided by the Department of Justice and Attorney-General.

NOTIFICATION

- 18) JPs and C.decs are required to undertake the full range of administrative and judicial functions prescribed for their office and shall inform the police of their identity and availability.

HELP LINE - LOCAL FNQ ASSISTANCE:

There are copies of 'The Duties of Justices of the Peace (Qualified)' handbooks located in the JP boxes at all JP Service Centre sites for reference should an unfamiliar document be presented by a 'client'. Alternatively, immediate assistance on any JP matter can be obtained by simply calling...

JPs FNQ GROUP': 24/7 Help Hot Line: 0418 243 652 – jp@fnq.cc