



JP Newsletter

Are you security conscious?

As with any person undertaking a public role it is important for Justices of the Peace (JPs) to be aware of security measures to protect themselves, family members and their homes.

Most JPs will usually engage with community members on a regular basis and the following tips, which is by no means a definitive list, aim to remind JPs about some of the ways to manage security issues in the home and the workplace.

TIPS

1. Conduct official business at a location other than your private residence.
2. Do not disclose your home address when undertaking your official duties.
3. Papers disclosing personal particulars of matters JPs are involved in, are considered official documents. It is important to keep these documents in a secure place.
4. In social media forums it may be prudent to not reference your role as a JP
5. Consider the option of registering silent phone numbers which do not disclose your residential address.
6. Conduct a simple audit of home security, making sure all door and window locks are operating correctly and any alarm systems are serviced.
7. Secure your vehicle in a garage or a place that is not readily accessible.

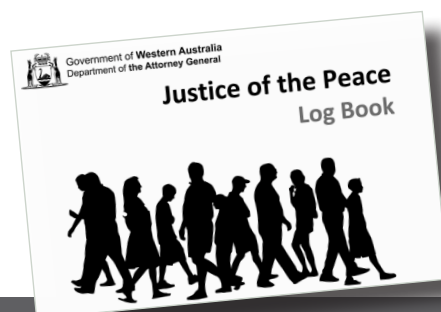
For further information about personal safety and security for the home and car you may wish to review the information on the WA Police website <https://www.wa.gov.au/information-about/community-safety>.

New electronic log book available

You may be called upon to give evidence on documents you have witnessed.

To help keep a record of all the documents you witness, an electronic 'log book' has been created and is available for download from www.courts.dotag.wa.gov.au > Justices of the Peace > Witnessing Documents.

There are also a range of fact sheets and the Handbook for Justices of the Peace available online which provide guidance when witnessing documents.



Are your contact details correct?

To check whether your contact details are correct, or need to be updated, please email your:

- name
 - postal address
 - email address
 - home phone number
 - mobile number
- to email jps@justice.wa.gov.au

JP training calendar

Date	Location	Topic	Contact	Phone	Email
1/4/16	Kalgoorlie	Court Procedures	Clerk of Court	9090 5335	kalgoorliecourt@justice.wa.gov.au
7/4/16	Perth	Enduring Power of Attorney/ Enduring Power of Guardianship	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
5/5/16	Manjimup	Court Procedures	Clerk of Court	9771 1316	manjimupcourt@justice.wa.gov.au
7/5/16	Midland	Search Warrants, Witnessing Documents, Oaths and Affidavits	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
12/7/16	Collie	Court Procedures	Clerk of Court	9734 2061	colliecourt@justice.wa.gov.au
16/7/16	Perth	Court Procedures	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
12/09/16	Bunbury	Court Procedures	Clerk of Court	9781 4212	bunburycourt@justice.wa.gov.au
14/09/16	Northam	Court Procedures	Clerk of Court	9622 7017	northamcourt@justice.wa.gov.au
22/09/16	Joondalup	Court Procedures	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
21/10/16	Kalgoorlie	Court Procedures	Clerk of Court	9090 5335	kalgoorliecourt@justice.wa.gov.au
22/10/16	Perth	Aboriginal Cross Cultural Awareness	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
19/11/16	Perth	Court Procedures	JP Training and Research Coordinator	9425 2525	jps@justice.wa.gov.au
25/11/16	Bunbury	Search Warrants, Witnessing Documents, Oaths and Affidavits	Clerk of Court	9781 4212	bunburycourt@justice.wa.gov.au

Did you know training modules are available online?

Have you considered online modules to assist in your on-going training to enhance your skills or to test and refresh your knowledge? There are five modules delivered through the Central Institute of Technology on:

- VRO (court accreditation)
- Bail (court accreditation)
- Warrants (court accreditation)
- Traffic (court accreditation)
- Witnessing (for JPs engaged/interested participating in signing centres.)

Two new modules (Sentencing and Court Protocol) are being developed and plan to be available soon.

For more details please contact the JP Branch on 9425 2525.