



# ROYAL ASSOCIATION OF JUSTICES OF WESTERN AUSTRALIA (Inc)

SOUTH WEST BRANCH

## ANNUAL GENERAL MEETING November 30th Minutes

**Welcome by President.** Alison Comparti opened the meeting with a welcome to all.

**Minutes of 2009 AGM received** Mov/Sec Trevor Slater / Pierina Frisina carried

**Correspondence Inwards/Outwards:-** Nil

**President's Report :-**Tabled Mov/Sec Rob Repacholi, / Tim Lee-Steere carried

**Treasurers Report :-** Tabled Mov/Sec Barbara Della-Patrona / David Rees carried

**Justice Centre Report Bunbury:-** Tabled Mov/Sec Trevor Slater / Brad Anderson carried

**Sub Committee Report Busselton:-Graham Edwards gave verbal report** All rosters in Busselton and Dunsborough are working well even though members do not seem keen to attend sub committee meetings. Hopefully there will be a turnout at the coming Christmas function. Mov/Sec Pierina Frisina / Norm Hart carried

**Sub Committee Report Collie:- Dave Saunders gave verbal report;** 100% attendance, Court Roster working well. Mov/Sec Barbara Della-Patrona / Kevin Coote carried

**Magistrate's Report :-Magistrate Fisher gave a verbal report** The Magistrates appreciate the work done by Justices in the SW. The assistance is invaluable for both the court lists and for the substantial amount of administrative work done by Justices. Numbers of JP volunteers on the various rosters are dwindling as Justices leave rosters due to age or work factors. The passage of time is also seeing a reduction of Justices in some areas. We urge Justices to encourage colleagues to join rosters and also look for suitable candidates and encourage them to make an application to become a JP. The application of the Court Accredited role is working well in the SW and the method is under scrutiny for application in some form across the State. The DotAG is also implementing a statewide training programme which will be rolled out for use across the state. The JP Manual is under review and the updated version should be available shortly. We will soon commence a City of Bunbury Court list in Bunbury to deal with local government prosecutions. It is possible that this may also be mirrored in other SW council areas. Justices wishing to participate in this court will need to undergo further training to acquaint themselves with the relevant acts. It is important that Justices protect their judicial independence, be careful to distance yourself from others when considering matters, particularly with regard to court. Age for JP appointments? Age is not a prerequisite but given that justices are appointed from a viewpoint of their current standing in the community it is likely that the very young will not usually have had time to gain this standing. With regard to the possible extension of the age that justices can perform judicial function, Justices of an advanced age can sit in court and carry out judicial functions with special permission after application by a Magistrate. Tabled Mov/Sec Barbara Della-Patrona / GW carried

**RAJWA Report:- Tim Lee-Steere gave a verbal report;** As RAJWA Treasurer I can now report that we are now far better off financially than 12 months ago. Members are assisting by paying subs promptly. Justices need to be aware of the current white paper that is being prepared to look at the future role of J'sP in WA, While some branches are doing a branch response, all Justices are urged to make a submission. Please make a response by the 10<sup>th</sup> December 2010. I am now the SW Branch Council Rep. Mov/Sec Graham Edwards / Dave Saunders carried

## **Business**

Motion to appoint an Auditor for the 2010/2011 Financial Year. Mov/Sec Pierina Frisina / Tim Lee-Steere that Mr Samsa of Harvey be again appointed as the Auditor. carried

Motion to appoint a Returning Officer for the Election of Office Bearers :- Mov/Sec Rob Prestage / Rob Repacholi that Magistrate Fisher be appointed as the Returning Officer. carried

## **Election of office bearers :- Returning officer, Magistrate Fisher.**

### **Election**

**1 Jnr Vice President :-** a two year term. Dave Saunders JP elected unopposed

**1 Secretary:-** a two year term. Chris Mills JP elected unopposed

**1 Treasurer :-** a two year term. Election between Peter Nowland JP and Pierina Frisina JP. Pierina Frisina JP elected

**3 Committee Members :-** a two year term. Trevor Slater JP, Terry Donaldson JP and Monica Potter JP elected unopposed.

**1 Committee Member:-**a one year term Rob Prestage JP elected unopposed

## **Other Business.**

**Immigration:** Secretary brought forward the topic of the excessive number of documents being presented by persons dealing with the Department of Immigration. At times, in excess of 150 documents are being presented for copy certification which can entail several hours of work by a Justice. The Secretary has made personal contact with a team leader at the department who has advised that it is impossible to be definitive as to specific documents as each application is different. The ongoing suggestion is that we source the check list for each visa sub class that is available on the Immigration Department website. The concern here raised is that if Justices start suggesting which documents they will sign and those they won't, it will border on giving advice which as we know is outside our brief. Substantial checklists are available on the Immigration Department website.

Temporary Business (Long Stay) Visa Programme. (Standard Business Sponsorship). (Subclass 457) [http://www.immi.gov.au/skilled/skilled-workers/\\_pdf/457-application-checklist.pdf](http://www.immi.gov.au/skilled/skilled-workers/_pdf/457-application-checklist.pdf)

There is also a regional Sponsored Migration Scheme (Subclass 857)

[http://www.immi.gov.au/skilled/skilled-workers/\\_pdf/ens-rsms-checklist.pdf](http://www.immi.gov.au/skilled/skilled-workers/_pdf/ens-rsms-checklist.pdf)

Other Visa subclasses include 485, 676, 885, 820, 886, 309, 175, 176, 856.

All of these will have similar but at times different documents requirements.

After discussion it was resolved that the committee would continue to pursue this question in the new year with the hope of some resolution of the question.

**Certificates:** Secretary brought forward the names of "IVC Computers" and "Ciphertel Gateway Internet Services" as recipients of a SWB Certificate of Appreciation for the assistance they have given the branch with computer and internet services. Mov/Sec Trevor Slater / Kevin Coote that the certificates be presented. Carried.

**Long Serving Justices in the SW:** Secretary brought forward an email memo from Shirley Carbone JP who has researched long serving members of the committee. The document was tabled and it was decided that consideration should be given to providing certificates of service to worthy Justices who are deemed worthy. It was resolved that the committee discuss this early in the new year.

Meeting closed and members retired for lunch.

**RAJWA SOUTH WEST BRANCH BUNBURY JP SIGNING ROOMS 2009-2010.**

Totals	Other Documents	Stamped Certified Copies	Police Docs ie Holding Orders, Prosecution Notices etc.	Warrants	Stat Dec Attachments	Statutory Declarations	Certified Copy Annexures	Certified Copy Affidavits	Affidavit Annexures / Exhibits	General Affidavits	Days Missed	Days Attended	Month
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Nov-09	21	0	156	37	0	0	116	0	4		767	60	1140
Dec-09	21	0	210	15	0	0	105	0	5		1063	43	1441
Jan-10	19	0	173	92	0	0	114	5	2	4	879	52	1321
Feb-10	20	0	221	127	0	0	119	0	5	10	811	58	1351
Mar-10	22	0	338	25	0	0	129	0	7	8	885	85	1477
Apr-10	19	0	348	19	0	0	170	0	6	3	971	23	1540
May-10	20	1	162	14	0	0	152	0	1	17	1275	41	1662
Jun-10	20	3	186	38	0	0	178	0	13	8	1053	50	1526
Jul-10	21	2	227	52	0	0	132	0	5	10	1160	59	1645
Aug-10	23	0	152	47	0	0	319	0	3	8	1184	29	1742
Sep-10	21	1	216	26	0	0	139	0	4	10	1456	51	1902
Oct-10	20	1	215	22	0	0	122	0	7	6	1050	74	1496
Nov-10					0	0							
Dec-10					0	0							
Jan-11					0	0							0
<b>TOTAL</b>	<b>227</b>	<b>7</b>	<b>2389</b>	<b>492</b>	<b>0</b>	<b>0</b>	<b>1673</b>	<b>5</b>	<b>55</b>	<b>78</b>	<b>11504</b>	<b>551</b>	<b>16747</b>

# **RAJWA SOUTH WEST BRANCH BUSSELTON JP SIGNING ROOMS 2009/2010.**

Totals	Other Documents	Bail and or Sureties	Certified Copies	Certified Copy Affidavits	Statutory Declarations	Warrants	Police Docs ie Holding Orders, Prosecution Notices etc.	Annexures / Exhibits	General Affidavits	Days Missed	Days Attended	Quarter
453	54		198		45	1	1	6	148	5	36	Mar-09
487	41		186		78	1	1	44	136	3	35	Jun-09
756	66	1	236		81			226	146	5	40	Sep-09
592	84	1	335		74	6		28	64	0	39	Dec-09
1508	195		876		198		5	35	199	4	71	Jun-10
0												Sep-10
0												Dec-10
0												Mar-11
<b>3796</b>	<b>440</b>	<b>2</b>	<b>1831</b>	<b>0</b>	<b>476</b>	<b>8</b>	<b>7</b>	<b>339</b>	<b>693</b>	<b>17</b>	<b>221</b>	<b>TOTAL</b>

# **RAJWA SOUTH WEST BRANCH DUNSBOROUGH JP SIGNING ROOMS 2009/2010.**

Totals	Other Documents	Bail and or Sureties	Certified Copies	Annexures / Exhibits	Statutory Declarations	Warrants	Police Docs etc.	Annexures / Exhibits	General Affidavits	Days Missed	Days Attended	Period
248	11		210		12		1	11	14	0	Tu & Th	22/12/09 to 15/4/10
117	18		90		7				2	0	Tu & Th	22/4/10 to 29/6/10
92	22		59		4			5	7	0	Tu & Th	1/7/10 to 9/9/10
0										0	Tu & Th	
0										0	Tu & Th	
0										0	Tu & Th	
0										0	Tu & Th	
0										0	Tu & Th	
<b>457</b>	<b>51</b>	<b>0</b>	<b>359</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>1</b>	<b>16</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>TOTAL</b>

## RAJWA SOUTH WEST BRANCH COLLIE JP SIGNING ROOMS 2009/2010.

Period	Days Attended Mon 1pm to 3pm Thur 9am to 12pm	Days Missed	General Affidavits	Annexures / Exhibits	Police Docs etc.	Statutory Declarations	Annexures	Warrants	Certified Copy Affidavits	Certified Copies	Bail or Sureties	Other Docs	Totals minus General Affidavit Annexures
Oct-09													0
Nov-09													0
Dec-09													0
Jan to Jun 10			49	141		29	28		24	127		67	324
<b>TOTAL</b>		<b>0</b>	<b>49</b>	<b>141</b>	<b>0</b>	<b>29</b>	<b>28</b>	<b>0</b>	<b>24</b>	<b>127</b>	<b>0</b>	<b>67</b>	<b>324</b>

President's Report SW Branch AGM Tuesday 30<sup>th</sup> November, 2010

Thank you the members of the SW Branch for another year of your support, I am proud to serve as your President, and I thank you for the opportunity as I complete my third year in this role.

The training days this year have been held in Busselton (64 attendees) and Manjimup (16 attendees) and in Bunbury (52 attendees at a specific court accreditation day, with a general training day being held today with an expected 80 Justices), and in Collie (13 attendees) – attendances have been good with most Justices recognising the need to stay up to date to maintain the quality service we provide to the community. Should any Justices be interested there is a series of training days regarding Enduring Power of Guardianship and Advanced Health Directives currently being held across the SW.

The system instigated of court accreditation for Justices – with Court Accreditation being allocated to those Justices who have attended at least one suitable training session in the year is working well, and I would encourage those justices who have attained, and now maintained their court accreditation to make themselves available in one of our 11 courts, throughout the SW.

The Summons court – now fortnightly in Bunbury, is attracting an ever increasing work load, and freeing the Stipendiary Magistrates allowing cases to be scheduled for earlier hearings, thereby cutting down waiting times, and making the court system much more efficient for everyone. We are considering running 3 Summons courts per month to further reduce this work load and waiting lists – and we would be very interested to hear from any court accredited Justices who would like to become part of our roster.

To the SW Branch committee I would like to say thank you – our Vice Presidents Dave Saunders (Collie representative) and Tim Lee Steere (who also holds the State position of Treasurer and Council representative), Secretary Chris Mills, Treasurer Pierina Frisina, IPP Barbara Della Patrona, and Committee members Kevin Coote (Signing centre co-ordinator), Rob Prestage, Shirley Carbone, Graham Edwards (Busselton representative), Peter Nowland, David Rees, and Trevor Slater, our branch is strong and effective due to your input and diligence.

This year the SW was very unfortunate to lose 2 of its' active Justices – Jamie Morley – a member of the SW committee, and Keith Hopper, both of whom I have been privileged to work with on many occasions in the courts. These gentlemen will be sadly missed, and both were a testament to the huge contribution Justices make to their communities. I attended their memorial services on your behalf, and the branch has expressed sincere condolences to their families.

This year your committee decided that the court complex users would benefit from the “Choose Respect” campaign – and to this end posters and information will soon be displayed in the waiting areas of the courts, and the JP signing room.

I know many of you have been overburdened with the paper work requirements of the Immigration Department, and our Branch is working towards a better (and less onerous time commitment from Justices) balance in the paperwork requirements.

To the Justices who make themselves available for the signing centres, to those of you who sign various documents in your work places and homes I say thank you. Please make sure you are submitting your statistics in July and January to the RAJWA, so the volume of work can be recognised.

Please take the time to consult and use the volumes of information on our SWBRAJ website, I maintain a court file of the up to date information, and I find this most helpful when sitting in court, and I thank the Magistrates for updating, and Chris Mills for inputting this information to allow us to keep up to date with all the relevant changes.

I would like to thank individual Justices of the South West – all of you have a recognised standing in the community, and are worthy holders of the commission. Be proud that you are held with the esteem you deserve.

Finally I would like to thank our Magistrates – Kelvin Fisher, Vivien Edwards and Michelle Pontifex. They have – as usual - provided the Justices of the SW unwavering support, we are indeed very fortunate, and in speaking to Justices in other areas of this state we are at a unique advantage of being able to work in a mutually co-operative and beneficial team for the service of Justice in the Southwest.

Alison Comparti J.P.

President

SW Branch 30<sup>th</sup> November, 2010

## **JUSTICES SIGNING CENTRE ANNUAL REPORT NOVEMBER 2010**

### **SIGNING ROOM STATISTICS**

Attached is a copy of 2009/2010 signing room statistics. Justices dealt with a total of 17,518 documents in the last year, an increase of 8,413 over the previous year which is an increase of 48%. This large increase is due to the method we now use to certify true copies, that is we certify each individual copy rather than bulk them together with an affidavit. The current method has streamlined the procedure.

Certified copies represent 72% of all documents dealt with followed by affidavits representing 15% of all documents, followed by statutory declarations.

Some days can be very busy with a Justice dealing with up to 35 – 40 people in a 3 hour office roster.

### **OFFICE PRESENTATION**

With the approval of the committee, three framed wall hangings were put up and some old wall hangings removed. It is our duty to maintain a professional appearance in the office at all times.

The committee has also approved the promotion of the “Choose Respect” program within the office. Any suggestions from Justices to further improve the presentation of the office will be gratefully accepted.

### **ROSTERED JUSTICES**

This year we have lost a number of Justices from the roster list due to ill health, old age and work commitments. Fortunately a number of Justices have volunteered to join the roster with the aim of Justices only having to commit one day per month in the signing room.

The current roster list for the signing room consists of 21 Justices with 5 standby Justices. A couple more volunteers would be greatly appreciated.

I have introduced a system where Justices are responsible for finding a replacement if they are unable to attend. This system is working well although we have 8 missed days this year.

### **SIGNING ROOM PROCEDURES**

Although our services are provided on a voluntary basis and free of charge, it is our duty to correctly execute our duties so as not to create any inconvenience to the public by having them to have documents resigned.

Our Magistrates have included signing procedures in today's program which is greatly appreciated.

It is also hoped an updated procedures manual will take the doubt out of witnessing some documents and give Justices an easily accessible reference.

KEVIN J COOTE JP  
COMMITTEE PERSON