

JUSTICES SIGNING CENTRE ANNUAL REPORT 2013

We have now completed 12 months of operating two signing rooms between 12 noon and 1.00pm. There is no doubt that the lunch time roster has given greater service to the public by reducing waiting time. The second Justice between 12 noon and 1.00pm takes the pressure off the regular 12 noon to 3.00pm rostered Justice.

During the 12 month period the lunch time Justices have dealt with 852 members of the public and dealt with 3388 documents. The attendance of the lunch time rostered Justices has not been brilliant with 63 rostered days missed however I'm sure we will improve. The number of public attending our signing rooms continue to grow justifying the need for the second signing room.

ROSTERED JUSTICES

With a number of newly appointed Justices I am able to adequately fill the roster although a greater number of volunteers would make the job a lot easier. On occasions I have made arrangements of newly appointed Justices to sit with experienced Justices to get the feel of office procedures, although having two Justices in the office at the one time helps in that regard.

One of my new Justices has volunteered to prepare a procedure manual for the office and a draft has been prepared. Having spent so much time out of Bunbury this matter has not progressed but should be advanced by the next committee.

STATISTICS

Monthly statistics continue to be done manually and is very time consuming. I have now asked that every Justice tally up the numbers of documents dealt with at the end of the day before leaving. This will save considerable time each month for the JP coordinating the roster and statistics.

At some time in the future I would think the committee would introduce a program for recording statistics electronically.

VOLUNTEERING JUSTICES

I wish to again sincerely thank my bank of dedicated volunteering Justices of the Peace.

Without such a merry and very obliging group it would be difficult to offer the service the public currently provided. The changes I have introduced over the last 4 years have been embraced including communication by email, improved recording system, roster swapping and a double roster at lunch time. I am sure we will continue to improve.

KEVIN J COOTE JP
COMMITTEE PERSON