



Minutes 11 April 2014

**President, T Lee-Steere
Snr Vice Pres, R Kjellgren
Secretary, C Mills
Assist Secretary, M Ryan
Treasurer, P Frisina
Centre Co-ord, K Coote
RAJ Councillor, T Lee Steere
BSN Sub Com Sec, G Edwards**

**Past Pres, A Comparti
Committee, P Nowland
Committee, T Slater
Committee, R. Croft
Committee, M Potter
Committee, D Rees
Committee, G. Wilks**

Meeting Commenced: 13:30 in Court Room 4

Members Present; Marilyn Ryan, Tim Lee Steere, Monica Potter, Pierina Frisina, Graham Edwards, Ross Croft, Geoff Wilks. Trevor Slater. Kevin Cootes, Magistrate Kelvin Fisher

Apologies. Alison Comparti, David Rees. Chris Mills, Roy Kjellgren. Peter Nowland

Minutes of Previous meeting Moved G Wilks Seconded M Potter

Business Arising:- Marilyn Ryan is standing in as Secretary whilst Chris Mills is overseas.

ACTION BY: Marilyn Ryan & Chris Mills

Correspondence :- Email from Roy Kjellgren dated 28th March 2014

Received, Moved G. Wilks Seconded. Kevin Cootes

Business Arising:-

1. Funding Applications from grant organizations. Collie sub committee to provide an application form from Bendigo Bank.
ACTION BY; G. Wilks for the June Meeting
2. Graham Edwards has been officially appointed by the Busselton Branch as their nominated member to represent them on the SW branch committee in accordance to the SW Committee protocols.
ACTION BY; Accepted & Completed
3. Graham Edwards enquired about if it was acceptable to request a printer/scanner for the Busselton Sign in Centre.
ACTION BY; P. Frisina during May
4. Roy Kjellgren believes 3 motions should be put to the April 2014 meeting
 - That in the absence of the President at a regular meeting the Vice President will take the chair & in the absence of both these persons a member of the attending group be appointed to chair the meeting.
 - That in the absence of the secretary/signing centre co-ordinator at a regular meeting a member/s of the attending group be appointed to occupy the position/s for the meeting.
 - That in the absence of the secretary Marilyn Ryan will carry out the relevant duties until otherwise determined at the 2014 Annual General Meeting.

Motion 1 & 2 will cover our situation from now onwards & motion 3 will cover you for the remainder of this year.

ACTION BY: Completed - Tim referred to the Royal Association of Justices of Western Australia (inc) SW Branch Rules & Bylaws Feb 2008 which addresses the above



ROYAL ASSOCIATION OF JUSTICES SOUTH WEST BRANCH Committee Meeting

Royal Association of Justices of Western Australia SW Branch Rules and By Laws – Current February 2008

5. Duties indicates:

- (b) All office bearers shall be elected for a two year term, with the, President, Senior Vice President, and three committee elected on alternate years to the remaining of office bearers.
- (c) In addition, two Delegates and one Observer shall be elected annually to attend Branch Delegate Meetings.
- (d) Branch Members may not hold office in more than one Branch
- (e) All office bearers may offer themselves for re-election on expiration of their elected term.
- (f) Should any vacancy occur in the above positions, between the dates of the Annual General Meetings, the Committee shall appoint a member to fill such vacancy, until the date of the next ensuing annual General Meeting.

5 DUTIES

(a) PRESIDENT

The President shall chair all meetings of the Branch and act as spokesperson on all Branch matters.

(b) VICE PRESIDENTS --- SENIOR AND JUNIOR

The Senior Vice President will act as Chairperson in the absence of the President, and in the absence of the Senior Vice President, The Junior Vice President will officiate.

(c) SECRETARY

The Secretary shall record the Minutes of all meetings; attend to all correspondence for, and on behalf of the Branch; may receive monies and issue receipts on behalf of the Treasurer, and shall perform all the Secretarial duties arising in the conduct of the Branch's business.

(d) TREASURER

(1) The Treasurer shall attend to the financial affairs of the Branch. Shall supply at each Branch meeting, A statement of receipts and disbursements following the previous meeting and a list of accounts due for payment by the Branch. Shall maintain a Register of all Members, recording their financial status within the branch.

(2) All monies received on behalf of the Branch shall be paid into a Bank appointed by the Branch, within seven (7) days of receipt of same, and all cheques paid must be signed by the Treasurer, and, either the President, Secretary or another committee member duly authorised by a vote of the Committee at a duly constituted meeting of the South West Branch. (amended 2007 AGM)

(3) The Treasurer shall ensure that the books and accounts of the Branch are audited by a Certified Auditor (elected at the Annual General Meeting) and the report be presented at the Annual General Meeting.

(4) At the conclusion of an AGM, if required, the Treasurer to arrange for account signatories to be changed at the Branch's Bank. This to be completed within one month of the AGM. (added 2007 AGM)

(e) JUSTICES CENTRE CO-ORDINATOR

The Justices Centre Co-ordinator shall be responsible for the functional operation and attendance roster at The Justices Centre in the Bunbury Court House Building.

6 MEETINGS

- a) The Branch shall meet at least once in every second calendar month commencing in February at a date and venue to be selected, except for a recess in January. (amended Feb 2005)
- b) Unless otherwise determined, the Annual General Meeting shall be held in October, followed by the Annual Bunbury Training Seminar. (Amended Feb 2007)
- c) Special General Meetings may be convened at the Committee's discretion, or following a combined request from at least ten (10) members of the Branch.
- d) The quorum for each Committee meeting shall be five (5), and for Annual General Meetings or Special General Meetings twenty (20) Members shall constitute a quorum.
- e) Voting --- in the election of office bearers, where there is more than one Nominee for a vacancy, voting shall be by secret ballot. In all other matters, voting shall be by a show of hands. At all times, other than during an election of office bearers, the President shall have a deliberate as well as a casting vote. (amended 2007 AGM).
- f) Prior to an election of office bearers at an AGM, the meeting will elect a Returning Officer and Assistant to conduct the ballot. A person nominated for a position on committee may not stand for election as Returning Officer or Assistant Returning Officer. (added 2007 AGM).



5. Douglas Gordon Weir JP No 4182, affectionately known as “Digger” who is one of our longest serving members has just resigned his commission on health grounds with effect from 20 March 2014. First appointment 15 April 1964 just short of 50 years service. His official resignation has been sent to Department of Attorney General. A letter on behalf of the Busselton branch has been sent to him thanking him for his services. The question has been asked about a 50 year service certificate.

ACTION BY: Grahman Edwards to meet with Kelvin Fisher to address this request during May

Received Moved G. Edwards Seconded R. Croft

Treasurers Report :- See Attachment (Attachment report will be sent out when received)
Contact Brilliant Badges regarding Sandra Burn's Badge. Sandra's Number is 0897924037
Moved K. Cootes Seconded M Potter

ACTION BY: P. Frisina

Business Arising :- A simple financial report be emailed to all committee members prior to the Committee Meetings.

Received Moved G. Wilks Seconded. M. Potter

ACTION BY: P. Frisina

RAJWA Councillor Report:-

\$10,000 is not forth coming yet. Tim indicated that RAJWA has written to the AG on a number of occasions as well as other MP's. highlighting the need to assess the decisions being made in light of the very efficient and important work the JP provide to the communities and the large sums of money the government saves as the result of JP involvement.

Received Moved P. Frisina Seconded G. Edwards

Magistrate's Report:-

Magistrate Kelvin Fisher indicated Saturday work had increased with JP's required to work every Saturday these days. He is sympathetic to the problems with RAJWA.

President's Report:- Refer to the RAJWA Report

Received, Nil

Bunbury JP Rooms Report:-

Email dated 31 March 2014 Kevin Coote has notified all Sign in Centre JP that he has nominated Monica Potter to be responsible for the running of the office including Presentations, Photocopier paper, records and all things to do with the office Kevin is still responsible for the rosters. Kevin will be away for 3 months till Aug 2014.

Bunbury stats are as follows :- 12 months stats indicate 22,470 documents and an average of 26 public attendances per day or approximately 6,000 per year.

The Sign in Centre Induction/Instruction Program handout is complete and has been accepted by the President and the committee.

The question was asked if it was possible to commence a Sign in Centre at Australind for an 1 hour twice a week, with the possibility of utilizing the Australind Library.

Received, Moved G. Edwards Seconded P. Frisina

ACTION BY: M. Potter



Oaths, Affidavits and Statutory Declarations Act 2005 indicates:

7. Oaths and affirmations, how administered

- (1) Subject to section 4(3), the person (A) administering an oath to another person (B) must require B, in the presence of A —
 - (a) to hold or touch a religious text acceptable to B or, in the absence of such a religious text, to hold up one of B's hands; and
 - (b) to say aloud the words of the oath, either by repeating them after A or by reading them."

Email dated 31 March 2014 Roy Kjellgren the sign in centre requires 1 Bible, 1 Quran and 1 Atharva-Veda. Magistrate L. Hamilton suggested on 1 July 2013 that these should be available in the Centres and JP should be utilizing them when required. Second hand Bibles are donated by the Catholic Book shop on request. Second hand Qurans are available too if requested.

ACTION BY; Monica Potter by end of April.

Received, Moved G. Edwards Seconded P. Frisina

Collie Report:-

Senior Centre has allocated a room for the JP to use. Collie has a full roster and is working very well.

In 2007 - 589 documents were completed In 2010 - 977 and 2013 – 1502 documents were completed

Received, Moved. K. Cootes Seconded. M. Potter

ACTION BY: Nil

Busselton Report:- Email from G. Edwards indicates;

Douglas Gordon Weir JP No 4182, affectionately known as "Digger" who is one of our longest serving members has just resigned his commission on health grounds with effect from 20 March 2014. First appointment 15 April 1964 just short of 50 years service. His official resignation has been sent to Department of Attorney General. A letter on behalf of the Busselton branch has been sent to him thanking him for his services. The question has been asked about a 50 year service certificate.

ACTION BY: G. Edwards to contact Magistrate Fisher in May

Busselton is going well. Unsure how Margaret River or Dunsborough (Police Station) Sign in Centre are functioning. G. Edwards asked to check with the two centre and bring some states to the meeting in Aug.

ACTION BY: G. Edwards

Received, Moved. R. Croft Seconded G. Wilks

Secretary/Website Report:-

All proceeding OK but a bit behind on the website. Hope to have things up to speed shortly when C. Mills returns from holidays

ACTION BY: C. Mills by Aug

Received, Moved. P. Frisina Seconded G. Wilks

General Business

Road Traffic 49 1 (a) Need to check that the Penalties in the JP file are correct.



ROYAL ASSOCIATION OF JUSTICES SOUTH WEST BRANCH Committee Meeting

Misuse of Drugs Act 1981 Section 7B(6) this need to be updated in the JP files also. If in doubt in court, ask the assistance of the Procecutur. The Magistrates update the Penalty files.

End of Meeting: 14:30