

# Volunteer role description

## Justice of the Peace (JP)

### Summary information

<b>Section</b>	<b>Library Services</b>	<b>Directorate</b>	<b>City Living</b>
<b>Reports to</b>	<b>Branch Senior Librarian</b>	<b>Created/reviewed</b>	<b>26 / 11 / 2019</b>

## 1 Role purpose

The purpose of this volunteer role is to continue to enhance Council's image as a premium Customer Service Provider. The role must be held by an appointed NSW Justice of the Peace who will witness the signing of documents such as affidavits and statutory declarations, and certify copies of documents for members of the public.

## 2 Qualifications and experience

### Essential

- A certified Justice of the Peace appointed in New South Wales under the *Justices of the Peace Act 2002*.
- Knowledge of applicable legislation and regulations.
- Demonstrated commitment to customer service.
- Ability to work in a team environment.
- An adequate level of written and verbal skills in the English language.
- Effective communication and conflict resolution skills.

## 3 Authority

Volunteers report to a designated member of Blacktown City Council staff and do not have authority to make procedural or operational decisions.

## 4 Key accountabilities

### Role specific

- Ensure Justice of the Peace appointment and knowledge of legislation is current.
- Act according to the Code of Conduct for Justices of the Peace in NSW.
- Carry out duties in a proper and responsible manner as detailed in The Handbook for Justices of the Peace in NSW
- Attend relevant training including Code of Conduct and WHS training, and other training as required.
- Not be under the influence of alcohol or drugs whilst volunteering.
- Be punctual and advise staff when you are unable to attend as agreed.

### Work health and safety (WHS)

- Implement, monitor and, or comply with Council’s WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in Council’s WHS Handbook WHS008.8.
- Act in accordance with the NSW WHS Act 2011, WHS Regulations 2011.

### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council’s staffing structure and program of works to deliver our corporate objectives and strategic vision.
  - a vibrant and inclusive community
  - a clean, sustainable and healthy environment
  - a smart and prosperous economy
  - a growing city supported by accessible infrastructure
  - a sporting and active city
  - a leading city.
- Commit to and comply with Council’s Code of Conduct. As a volunteer you are a representative of Council and breaches of the Code of Conduct on your behalf could jeopardise your volunteer relationship with Council and compromise Council’s reputation.
- Must not make media comment about Council matters.
- Promote the positive image of Council in dealings with visitors or members of the public.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council’s environmental sustainability policy through our work practices, programs and services.

## 5 Duties

- Witness the signing of documents such as affidavits and statutory declarations and certify copies of documents.
- Any duties undertaken are carried out in a voluntary capacity, and as such, there is no remuneration.

### Acknowledgement and agreement

Volunteer	Name	_____	
	Signature	_____	Date _____
Supervisor	Name	_____	
	Signature	_____	Date _____