

Justices'

QUARTERLY

July 2021

Volume 90 Number 2



FIAT JUSTITIA
RUAT CAELUM



**‘Fit for purpose’
focus for JP educators**

Regional conference time

Tēnā koutou katoa – greetings, fellow Justices.

First, congratulations to those Justices who were recognised in the Queen's Birthday Honours List. It is always great to see so many recipients with the letters JP after their names, and also to see that their achievements and contributions to organisations, service groups and the community have been recognised.

In June we announced the appointment of Monty Morrison JP as Federation kaumātua. Monty is a member of the Rotorua and Districts association. Monty is also kaumātua for Ngati Whakaue and Te Arawa. In 2017 Te Arawa gifted the name Te Kahui Pou Whakaitou Ture Aotearoa to the Federation so his appointment is particularly welcomed. There is more about Monty elsewhere in this issue.

In May I had the very enjoyable experience of representing the Federation at the Wellington association Centennial Dinner. The event was made even more enjoyable by the guest speaker, Professor Chris Gallavin. The Wellington association is the second to celebrate its centennial, following Canterbury in 2018. During 2022 Auckland, Taranaki and Whanganui will also be celebrating their 100-year milestones.

Planning is well under way for the regional conferences in August and September. Regional conferences provide the opportunity to share ideas and at the same ensure that we are all working towards common goals. Regional representatives are putting together programmes that are stimulating, informative, and at the same time provide the forum for sharing ideas as well as knowledge. Regional conferences provide opportunities for focus on maintaining our relevance as Justices of the Peace.

Much of the programme at the regional conferences will be directed towards the remits that were passed, and the matters raised at the Federation Annual General Meeting. I know that the regional representatives and the associations hosting the conferences work hard to ensure that they are interesting and enjoyable. If you have not attended a regional conference I encourage you to do so. If you require further information please contact your association registrar.

Earlier I touched on the important topic of relevancy. Maintaining our relevancy is important in the fast-changing community environment in which we live. The Board believes that many Justices of the Peace are ideally placed to play a much wider role in the community than just providing our traditional ministerial and judicial services. While these traditional duties are important and this is what the community expects, the backgrounds and experience that Justices of the Peace possess make us ideal candidates for other roles in the community. Already many Justices are involved in areas such as elections and



**Federation President
Garry Nicholls**

as examination supervisors. The Board is continuing to look for other opportunities for Justices of the Peace.

On May 15-16 ministerial educators from around New Zealand attended their biennial seminar in Wellington. This seminar was scheduled in 2020 but was postponed as a consequence of COVID-19. The seminar gave the participants the opportunity to share ideas and experiences. The sharing of learning material is also very important. I am very aware that the ministerial educator role is demanding and requires dedication and usually many hours of work in preparing and presenting training sessions.

One of the most important assets that our wider organisation possesses is the competency of our members. The key measure of competence is Accreditation. Congratulations to the Wairarapa association where

according to the latest figures 68.3% of members are accredited. Following close behind is Southland, which has 66.4% of its members accredited. However, overall, it is disappointing to note that at present fewer than 50% of Justices of the Peace are accredited, but I am sure that our ministerial educators have come away from the seminar with ideas on how this situation can be improved.

The past 12 months have seen a larger than usual number of Justices seeking retirement. This is quite understandable, given the challenges that communities have recently faced from COVID-19. It is important that we recognise and celebrate the valuable service that these members have provided over many years. I know that in some areas local Justices of the Peace associations have held ceremonies that have been attended by local dignitaries including local body councillors and Members of Parliament, but I appreciate that large ceremonies are not always possible, for a number of reasons.

Most associations have also welcomed an influx of new Justices. The recruitment of new Justices is very important to our organisation. It provides us with the opportunity of strengthening the wider diversity of our organisation. While we will always want the best people available it is important that the profile of our organisation reflects the communities in which we live. One of the biggest challenges is recruiting younger Justices.

I know that many associations have been able to build a meaningful dialogue with local Members of Parliament. This provides a wonderful opportunity to discuss the attributes that our organisation values in our members. Hopefully the Member of Parliament will keep these in mind when nominating constituents as Justices of the Peace.

• **Continued P2**

SMALL GROUP ESCORTED NZ TOURS

Top of the South Island



Pelorus Sound, Farewell Spit, Molesworth, Kaikoura and more **Nov 14-25 | 11 nights**

Explore the top third of the South Island. Cruise Pelorus Sound on a mailboat, the Abel Tasman by water taxi and a day tour of Farewell Spit. Coal mining history on the Denniston Plateau, a full day to Molesworth Station and whale watching in Kaikoura. Several two-night stays.

West Coast



West Coast Exploration **Nov 20 – 29 | 9 nights**

In depth exploration of the West Coast: Tranzalpine train, Denniston Plateau, helicopter over Fox and Franz Josef glaciers and Aoraki Mount Cook. Jet boat the Waitoto river, see the white heron in breeding season, meet friendly local Coasters and much more. Several two-night stays.

South Island Great Walks



South Island Great Walks Explorer **Nov 3-12 | 9 nights**

Walk days on the Milford, Kepler and Routeburn great walks plus other fabulous walking in Queenstown and Aoraki Mount Cook. Stay in comfortable lodgings (no DOC huts) and carry just a day pack.

E-Bike the South Island



E-Bike the South Island **Nov 8-18 | 10 nights**

Explore some of the best trails of the South Island. Days on the Alps2Ocean, Otago Rail Trail, Queenstown and the West Coast Wilderness trails. Your tour package includes rental of an e-bike.

Walking in Wanaka



Walk Wanaka and the Siberia Valley **Nov 28 – Dec 4 | 6 nights**

A Wanaka-based walking adventure on some of the best trails in Mt Aspiring National Park. Includes a spectacular day in the Siberia Valley, fly in by small plane and jetboat out. Stay in lakeside accommodation and carry just a day pack.

Southland, Stewart Island, Doubtful Sound



Southland, Stewart Island and Doubtful Sound **Dec 1-9 | 8 nights**

Join us on a tour of the best of Southland including the Catlins and two nights on Stewart Island. A special element of this tour is an overnight stay on a ship on Doubtful Sound.

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ISSN 2382-12164 (print)
ISSN 2382-1272 (online)

FIAT JUSTITIA RUAT CAELUM
Let justice be done, though the
heavens may fall

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Adoption law reform

New Zealand's 66-year-old adoption laws are being reviewed, with public engagement beginning last month. Justice Minister Kris Faafoi (right) said the Government is seeking views on options for change to our adoption laws and system.

"The Adoption Act has remained largely the same since 1955. We need our adoption laws to reflect the values and needs of contemporary New Zealand," Mr Faafoi said.

"Adoption has significant and lifelong effects on the children involved, so our laws should have the rights of children at their heart.

"The Ministry of Justice has released 'Adoption in Aotearoa New Zealand', a discussion document to assist people in submitting on the review. Public consultation will run until August 31. Targeted engagement with specific communities, including people affected by adoption, will run alongside public engagement.

"Feedback and ideas from the public will help the Government develop proposals for changes to adoption laws," he said.

In particular, the Government is seeking views on six key issues, including what is adoption and who is involved, cultural aspects of adoption (including whāngai), how the adoption process works in New Zealand and offshore, the impacts of adoption, and how the adoption process works where a child is born by surrogacy.

The discussion document and a summary document, which has been translated and produced in accessible formats, are available now on the Ministry of Justice website along with information on how to make a submission at www.justice.govt.nz/adoption-law-reform



Regional conference time

• From inside front cover

Much of the work of the Board is focused on the Strategic Objectives. This is the big-picture view that is an important part of the governance of any organisation. In our organisation many of the Strategic Objectives have flowed from AGMs in the form of remits, so they are very important in planning the direction of our organisation. While some are relatively easy to implement others require a great deal of work, and in some instances support and resources from stakeholders, which in many instances is the Ministry of Justice. If the implementation of a remit requires resources from outside the Federation the Board will need to look to associations for assistance. It is likely that this will happen over

the coming months. If additional funding is required we will need to look to the Ministry of Justice. Unfortunately the implementation process is slowed down while funding submissions are prepared, discussed and submitted. If additional funding is not available the Board must then look at reviewing its planned expenditure to see if a change in priorities is appropriate. Clearly, whatever happens, the Board's focus must be on adding value to our members so that they are able to continue delivering the best service possible to their communities.

Ngā mihi nui

Garry Nicholls

ON THE COVER: "Fit for Purpose" was the theme of the Ministerial Educators Seminar held in Wellington in May ... story P12.
Picture: SIMONE BAXTER

Membership model review

A remit passed at the Federation AGM in February required the Board to review the federal model of association membership (see box below). The last review was conducted in 2008.

That the RFNZJA Board reviews the current Federal model of Association membership and consults associations as part of the review, with an initial report to be provided to the Royal Federation Annual General Meeting in 2022.

In order to obtain a thorough understanding of the strengths and weaknesses of the current membership model from a variety of perspectives, the Board is conducting a series of surveys:

- In August each association council will be requested to complete a survey. To ensure robust consultation councils have been asked to make opportunities available to their members to contribute to the survey responses.
- Also in August an online survey will be sent to a sample of all Justices of the Peace who are members of associations. This sample will be

randomly chosen from the membership database.

- Focus group discussions will be held at regional conferences.
- Direct contact interviews will also be conducted.

Survey results will be collated by the committee and reported to the Board in November. The results will also be reported to the 2022 Federation Conference and in an edition of the Justices' Quarterly after the Conference.

Your input into the review process is important and will inform the next stages of the review so please do take the opportunity to have your say. In anticipation, the Board thanks you for your input.



Serving the community

Rajesh Chhana, Deputy Secretary Policy at the Ministry of Justice (right), was one of the key-note speakers on the first day of Conference/AGM 2021 in Wellington.

Noting his first-hand experience of the important role Justices of the Peace play within their communities, he referred to the Judicial Oath: "that ... I will do right to all manner of people after the laws and usages of New Zealand without fear or favour, affection or ill-will"; that appointment as a JP does not confer a title or honour; and acknowledged that people who agree to be nominated are driven by a commitment to serve to their community. Typically, members took on the role in addition to other community and voluntary roles, he said.

He noted that his current role covered a broad range of legislation including constitutional matters, human rights, access to justice, criminal justice, and social issues. As discussed in the Federation's Annual Report, an open channel of communication is maintained between the Federation and the Ministry. As JPs are part of the wider justice whanau, if there are any upcoming legislative changes members were



interested in, they should feel free to get in touch with him through the Federation. He mentioned one upcoming piece of work likely to be of interest: a review of the anti-money laundering regime.

Mr Chhana also spoke of the Ministry's role in promoting the rule of law and access to justice, emphasising that JPs are the practical manifestation of those fundamental principles. That JPs deliver services to their communities with compassion and integrity enhances the reputation of the justice system, and makes a key contribution to New Zealand's international reputation as a fair and just society.

He closed by reflecting on the impact COVID-19 had had on the Justice sector, and thanked members for being available and working during exceptional circumstances. Without the services JPs provided through the lockdowns a number of people would not have been able to resolve issues they faced. He also acknowledged the families of JPs and thanked them for their support and sharing their family member with the community.



Remits

The following remits were successful at the 2021 AGM. Work is under way to respond to, where appropriate, the directions given to the Board.

- That RFNZJA approach the Ministry of Justice with a request to have the official wording of affidavits and declarations in te reo as well as English.
- That the RFNZJA Board review the education and training policy and procedures with a view to increasing the allowances and reimbursable expenses.
- That the RFNZJA Board reviews the current Federal model of association membership and consults member associations as part of the review, with an initial report to be provided to the Royal Federation Annual General Meeting in 2022.
- That Royal Federation Board be empowered to use electronic communications directly to all members of associations, without pre-approval from associations, and where the Board believes that such communication is being made in the best interests of the member or the public. Such communications are to be approved by at least two Board members prior to sending.

(It should be inferred from this remit that association members should have provided an active email address on their online profile – check the Education pages for further guidance on updating your profile.)

- That the RFNZJA Board review the format and appropriateness of Regional Conferences with regard to whether they deliver outcomes which reflect the needs of associations and Justices.

Notices of motion

A rule change was approved that has resulted in nominations for regional representatives nominations to be submitted earlier (from June 1 each

year, previously August) 1, and the closing date for those nominations to be July 31 (previously November 1). The change is effective for 2021 nominations.

Ministerial educators

Ministerial educators gathered in Wellington in May for their biennial seminar. A more detailed report is included in the Education pages.

Professional Development Advisor

Shinae Skelton is currently on 12 months' maternity leave. Her daughter was born in mid-May. Simone Baxter started with us in April. Simone has already facilitated the Ministerial Educators Seminar, and has prepared the Education pages in this issue.

Website

The website overhaul has not been without challenges, but most have been resolved or are under way. A small number of recurring issues for members continue and this issue's Education pages include some help for members. If you know someone who is yet to log on, please refer them to these pages.

Want to receive the Quarterly electronically?



Send an email to Sarah Gillard at administrator@jpfed.org.nz to change to online distribution and have the Quarterly delivered to your email inbox.

From the Professional Development Advisor

New face at National Office

Hello everyone. I'm Simone Baxter and I have been appointed Professional Development Advisor in the National Office in Wellington while Shinae Skelton is on maternity leave.

Originally from Auckland, I moved to the capital 10 years ago to complete a Bachelor of Visual Communication Design, and now call Wellington home.

Previously, I worked at the Wellington District Court as a deputy registrar in the Criminal team. This role was fast-paced and varied – I was exposed to a wide range of the law and worked not only with lawyers, registrars and judges but also judicial Justices of the Peace. A large part of the role was supporting judicial officers, and I hope this experience and knowledge will flow into my



role here at the Federation.

In my spare time I enjoy baking, art and comedy shows. We have some great bush tracks around Wellington so when I get the chance, I love to explore those too.

Thank you to all of those who have reached out to welcome me. I am excited about the work we have done so far, and I look forward to building on this in the coming months.

Please contact me if you have any questions.

Simone Baxter

JUST A REMINDER

New Zealand is still at Alert Level 1

Ensure that you are adhering to all Level 1 guidelines when meeting clients.

Epidemic Preparedness Notice renewed

On March 15, the Government renewed the Epidemic Preparedness (COVID-19) Notice 2020. This means that the temporary changes to the Oaths and Declarations Act 1957 outlined in the Epidemic Preparedness (Oaths and Declarations Act 1957) Immediate Modification Order 2020 are still in force.

Justices of the Peace are still able to meet clients using audio-visual/ audio only means such as Skype, Zoom or telephone to administer statutory declarations and affidavits.

From the July 2020 Quarterly:

This modification order changed how oaths and affirmations could be taken, by waiving the requirement for an oath or affirmation to be

made in the presence of the person administering that oath or affirmation and instead allowing oaths and declarations to be administered using an audio-visual or audio link with the deponent/declarant.

When taking an affidavit or statutory declaration using audio/audio-visual means, the person administering the oath or affirmation was required to be satisfied that the person swearing or affirming is the person who signed the document. The modification order required the client to send the document or a photo or scan of the signed document to the person administering the document as soon as practicable for their signature.

Summary of the relevant changes

imposed under the Epidemic Preparedness (Oaths and Declarations Act 1957) Immediate Modification Order 2020:

- *Justices of the Peace can take affidavits and declarations over the phone or via video-conferencing.*
- *Justices must be satisfied that the person they hear/see is the person who signed the document.*
- *The client must immediately send the Justice the declaration/affidavit after making their oath or declaration for the Justice to sign.*

Although the amendment has been renewed, please keep in mind these changes are only temporary. We will update you if any changes occur.

Power of attorney, enduring power of attorney – what's the difference?

Power of attorney (POA), also referred to as ordinary power of attorney, and enduring power of attorney (EPA) are regularly misinterpreted as being one and the same, but there are some important differences.

Power of attorney is a document in which one person (referred to as the attorney) is appointed to act on behalf of and make decisions for another person (referred to as the donor) if they are unable to make decisions for themselves. The person who is appointed as the attorney does not need to be a lawyer, but they should be someone the donor trusts to make the decisions they would make themselves.

Power of attorney (POA) is when the donor gives another person the authority to act for them on certain matters: for example, if they are overseas temporarily and need someone to look after a property. This type of power of attorney is temporary and would be cancelled if the donor was declared to be “mentally incapable”. A power of attorney may also be time-limited – i.e. it could cease to have power at a given date.

Enduring powers of attorney (EPA) are regulated under the Protection of Personal and Property Rights Act 1988 and are effective when the donor becomes mentally incapable. The donor can choose to include any special conditions which limit what the attorney can and can't decide. There are two types of EPA: property, and personal care and welfare. The donor can



choose to appoint more than one attorney or a trustee corporation for property but only one independent attorney can be appointed for personal care and welfare.

Personal care and welfare EPA

The personal care and welfare attorney will be concerned with making decisions around where you live, if you are properly cared for and medical decisions that need to be made. An EPA for personal care and welfare will only come into effect when the donor becomes mentally incapable. A doctor will need to sign a certificate stating the donor is incapable for the attorney to “invoke power” and make important medical decisions.

Property EPA

For property EPAs, the donor can decide when the property attorney is to be effective – either immediately or only once the donor is declared mentally incapable. An EPA for property covers everything you own including investments, bank accounts and property assets. The donor may want more than one attorney to look after the different aspects

of their property or as a safeguard to ensure joint decision-making.

Can a Justice of the Peace witness a POA or EPA?

Both the donor and the attorney signatures will need to be witnessed; this cannot be the same person.

Power of attorney

For ordinary POAs any person may act as a witness other than the donor and attorney. This will need to be a different person for each party. As this role does not need to be undertaken by a Justice of the Peace, do not write “JP” after your name when signing.

Enduring power of attorney

A Justice of the Peace cannot witness a donor's signature for enduring powers of attorney. This must be completed by a lawyer, qualified legal executive, or an authorised officer of a trustee corporation.

As with the POA, any person (other than the donor or the person who witnessed the donor's signature) can witness the attorney's signature. This role can be carried out by anyone – you do not need to be a Justice of the Peace. If you witness the signature of an attorney, do not write “JP” after your name.

As with any document you witness or certify, please remember that you must not give any advice to clients. If they are unsure about any part of the document they have brought to you they should be advised to seek legal advice.

What is the difference between an EPA and a will?

Unlike a will, an EPA takes effect while the donor is still alive. An EPA gives the attorney the ability

to make decisions for the donor's wellbeing when they are no longer capable of making decisions for themselves. The EPA ends if the attorney or donor

passes away. An EPA does not have an effect on the donor's will and does not give the attorney the power to make decisions or directions after death.

What do we need to know about wills?

A will is a legal document that outlines the wishes of the will-maker (testator) when they die. A will can cover many aspects, including distribution of property and assets, care of minors and details of how the will-maker would like their funeral carried out.



In most cases a lawyer or trustee company will draft and prepare a will, but a client may come to you with a will they have created on their own.

Remember, your role is not to help or advise a client on what they should write or include in their will. If they are unsure the client should seek legal advice.

Who can witness a will?

Some members of the public believe that a will must be witnessed by a Justice of the Peace because of their trusted position in the community. However, there is no legal requirement for special qualifications when witnessing a signature for a will except that the signatory must not be a beneficiary of the will. As this duty does not require you to be a Justice of the Peace you should not use “Justice of the Peace” or “JP” after your name.

What requirements are there to sign a will?

The general requirements for signing a will are set out in section 11 of the Wills Act 2007.

- There must always be two witnesses (one witness is insufficient)
- The witnesses and the will-maker must see each other sign
- You must not attach any documents to the will
- All parties must initial the bottom of each page of the will, except for the page containing the signatures.

If you find the will-maker has signed the will prior to your meeting, ensure they verbally acknowledge to you and the other witness that he or she

signed the document earlier and that the signature on the document is his or her own. As per section 11 (5)(a)(ii) of the Wills Act 2007, the witness must acknowledge on the will that the will-maker signed the document earlier and that the signature on the document is his or her own. There is no prescribed wording

for what a witness must write for this statement, but here is an example of what one could write:

[Will-maker] signed this document prior to meeting with the witnesses and has confirmed that the signature in this document is indeed their signature. The witnesses [Witness 1] and [Witness 2] signed this document in the presence of the will-maker.

Extension of the Epidemic Preparedness Immediate Modification Order 2020

The Epidemic Preparedness (Wills Act 2007 – Signing and Witnessing of Wills) Immediate Modification Order 2020 outlines changes made to the legal guidelines for signing and witnessing a will. Temporary changes to section 11 of the Wills Act 2007 allow wills to be signed using audio-visual links, enabling the will-maker and witnesses to be in the presence of one another while being in one or more locations.

This modification order was extended on March 15 2021. The key points in the temporary modification order are:

- Wills can be witnessed by two or more witnesses via audio-visual link
- The will-maker and each witness must sign a copy of the will
- Witnesses must make it clear that the will was witnessed via audio-visual link when signing the copy of the document
- The witness must promptly send a scan or photograph of the document they have signed to a person identified as the document holder.

Making the most of the Federation website

If your details change, please log in and update your profile. Keeping your profile up to date ensures that you are accessible to the community.

What's my username?

- o Your username is your surname followed by your JP number, all in lower case and without any spaces: for example, John K Smith JP#1234 would be smith1234

I can't log on because I have forgotten my password.

- o Click "Forgot your password?"

Member Login

Please login below to access the members area

JP Login


Username*

Password*

[Forgot your password?](#)

Login >

- o Enter your email (this must be the one you have provided to the Federation) and you should receive an email with reset details.
- o If you have changed your email, please send an email directly to administrator@jpfed.org.nz to arrange an update.
- o If you don't receive the email check your spam/junk folder.
- o If it's not in your spam/junk folder then please contact the Federation and we can assist with resetting your password.



Royal Federation of NZ Justices' Associations
Te Kāhui Pou Whakatau Ture o Aotearoa

Logout

JP Home Profile Training Accreditation Exam

Hello,

Welcome to the members area for Justices of the Peace.

Why am I not showing on the website?

The most common reason for members not showing up on the website is because of the "Is this a postal address?" tick box.

Address Details

Address

Enter your address

[Click here to enter a PO Box or to add an apartment/flat number and building name](#)

Country

New Zealand

Availability

Anytime. Call for an appointment.

Active

☒

If ticked, this address will show in the public search results.

Is this a postal address?

☐

If ticked, this address will be hidden in the public search results.

Add another address

- o When entering your main address on the website do not tick "Is this a postal address?" If you check this box, the website will assume your address is not a physical address and you will be removed from the website.
- o If you have an alternative address you would like to add to your profile for postal services only, please use the "Add another address" button and fill your details in there.

How do I enter education sessions?

- o Part of your Accreditation is ensuring you are attending education sessions. Educations sessions are not automatically added to the website – this is something you will need to do yourself.
- o From the profile page scroll down until you reach this section:

Education Session

dd / mm / yyyy

- o Enter the date you attended your education session.
- o Scroll to the bottom of the page and click "Save".

What is "Preferred Name"?

- o Your preferred name is what is connected to the website for the public to see.

If you leave this box blank it will show your initials only e g "Mr I G Banks":

Preferred Name

- o If you choose to enter a name in this box, it should match the name that is on your JP stamp.

What should I do if I am unavailable for an extended period?

If you are heading away on holiday or need to take some time off for health reasons you can update your profile on the website to reflect your unavailability. This will hide you on the website during the specified period so members of the public will be unable to find you using the "Find a JP" search function.

On the profile page, scroll down to the "Not Available" section.

Not Available

NotAvailFrom

dd / mm / yyyy

NotAvailTo

dd / mm / yyyy

Enter the date you will be unavailable from and the day you will be able to return to duties in the specified boxes.

Please make sure that you are using this function appropriately. Part of your role as a Justice of the Peace is to serve and be available to the community. If there is no legitimate reason for you to be unavailable, please do not hide yourself. Use of this function is monitored.

Why am I not showing as accredited on the website?

Being accredited indicates to members of the public that you are staying up to date with training as a Justice of the Peace.

- o Have you completed the Accreditation test and attended an education session within the past two years?
- o Remember Accreditation is a two-part process.

You need to attend a training session and pass the online test to be accredited. If either of these components becomes older than two years, your Accreditation will expire. Your expiry date is two years from whichever of these two components was completed first.

Can you speak multiple languages?

At the bottom of your profile page you can choose to add additional language skills.

Language Skills

English ☒

Afrikaans ☐

Arabic ☐

Mandarin ☐

Dutch ☐

French ☐

German ☐

English should always remain selected, but if you are fluent in any other languages please ensure that you update this section. New Zealand is becoming very multi-cultural, and the Federation is regularly contacted by members of the public looking for a Justice of the Peace who is fluent in a particular language. If profiles are updated where applicable to include language skills, members of the public can filter search results by

language and find a Justice of the Peace appropriate to help them.

Save

Always make sure you click "Save" at the bottom of the profile page.

Dealing with lengthy documents



When a client brings you a large stack of documents the task can often seem daunting. These documents are often bank statements, proof of income and utility bills requiring a certified copy. Many people will be unaware of the time it takes to review, check, and certify each document properly and why you may need to meet them on multiple occasions to complete the task. It may not be feasible to meet with a client on multiple occasions due to time restraints and urgency of documents. A statutory declaration could be an alternative way to deal with this type of document.

IMPORTANT: Always make sure you check the agency will accept this form of verification before beginning this process.

How to complete a statutory declaration when it is not practical to certify each document individually:

1. Ensure you have checked that the agency will accept the statutory declaration instead of a certified document – not all agencies will accept this method.
2. Be honest with the client, explain how long it will take to certify each document, and that they may need to come back on multiple occasions to complete the certification process.
3. If they are happy to continue with the

statutory declaration option, supply the client with a blank statutory declaration form to complete with their name, address and occupation.

4. Gather all the documents for “certification” and ensure they are numbered, for example 1 of 200, 2 of 200.
5. Explain what the statutory declaration means and have them complete wording with words similar to “the attached pages [1-200 marked with the letter ‘A’] have been downloaded directly from the relevant website and/or email and have been printed without any alteration or amendment. They are a true reproduction of the original documents”.
6. Count the pages to ensure they are numbered correctly, and nothing extra has been slipped in. Initialling each page at this point is a good idea.
7. Affix an exhibit notice to the front of the document with the appropriate wording, for example: “This is the attachment marked ‘A’ comprising 200 pages”.
8. Take the declaration as usual, highlighting the importance of telling the truth.

If you are dealing with passport information or identification documents these should always be treated as certified copies.

Use your full name

When signing documents, statutory declarations or affidavits Justices of the Peace should be writing or stamping their full names. Your stamp or written name should be the same as the name used when you were gazetted as a Justice of the Peace (unless you have legally changed your name).

Please refrain from using your initials to avoid confusion with other Justices of the Peace who might have the same initials. Likewise, do not use your nickname or preferred name when signing documents.

As part of their due diligence receiving agencies such as banks or lawyers increasingly need to confirm that the person who signed the document is a Justice of the Peace. If you don’t include your name, or use a name different to what is on the website, agencies will be unable to easily confirm that the document has been signed by a Justice of the Peace, which may cause undue delays for clients.

When should I use the letters JP?



When signing as a Justice of the Peace, the letters “JP” or “Justice of the Peace” should be written after your name. Knowing when it is appropriate to use these letters or title can be confusing. Test your knowledge below.

1. A friend or family member has requested that you write a letter of recommendation for a job application. Should you sign as a Justice of the Peace?

Answer: No. Writing a letter for a friend or family member is not a Justice of the Peace duty. “JP” should not be used, or appear to be used, for advancing professional or business interests. The letters should never be used in such a way as to appear to enhance the status of an individual (11.9 of the Manual).

2. If I witness a signature for a will should I note “JP”?

Answer: You do not need to be a Justice of the Peace to be a witness for a will. If a client comes to you for this purpose you should not write “JP” or “Justice of the Peace” after your name (4.3.1 of the Manual).

3. If I run in the local body elections is it appropriate to mention I am a Justice of the Peace in my biographical information?

Answer: Yes, it is permitted to mention this in biographical material. However, “JP” must not be placed after the candidate’s name on public notices or hoardings (11.9 of the Manual).

4. Should you always note that you are a Justice of the Peace when certifying a document?

Answer: Yes. Justices of the Peace have been identified as a trusted group to undertake the task of certifying documents. It is important to add “JP” when certifying documents so agencies can ensure the document was certified by an authorised person (3.1 and 3.2 of the Manual).

5. I am applying for a loan and the document asks for my name and occupation. Should I write Justice of

the Peace?

Answer: No, the letters JP or title Justice of the Peace should not be used or seen to be used in such a way to advance personal interests (11.9 of the Manual).

6. Your neighbour has asked you to be a witness for their passport application. You have known them for more than a year and are eligible to confirm the applicant’s identity. Should you stamp the relevant section of the application with your Justice of the Peace stamp?

Answer: No, this can lead to confusion, with the Department of Internal Affairs questioning if the applicant has misunderstood the requirements and approached a Justice of the Peace instead of a person who sufficiently knows them. As this role is not required to be carried out by a Justice of the Peace you should not use your stamp (2.3.3 of the Manual).

- **The Manual references are to the 2020 Justice of the Peace Manual**

Feedback always welcome



If you have any topics you would like covered in the Education section of the Quarterly, would like to give feedback or comment on any of the articles in the section, please contact us via email at trainer@jpfed.org.nz

Ministerial Educators Seminar



The Ministerial Educators Seminar was held on May 15-16 in Wellington. We had a great turnout with educators from 27 associations in attendance, along with two Board members, Graeme Barber and Laurie Gabites.

Reflections from one of our educators

By **HARMEN VAN WEERDEN**, education co-ordinator of the Waikato association

It was great to finally have the opportunity to again attend the educators seminar after a three-year hiatus, largely due to postponement from the Covid-19 pandemic.

There was certainly a hunger and enthusiasm by the educators and trainers to get together again to share and discuss education, from induction to on-going education for Justices.

The overall impression of the weekend was that it provided a positive opportunity to both re-connect and make new contacts, share ideas and resources, issues and concerns, and be able to support one another.

It is always comforting to know that we all have amazingly similar issues and experiences when it comes to Justices' professional development, dealing with the issues of Accreditation, attendance at education opportunities and keeping education interesting and appealing to all.

The seminar theme "Fit for Purpose" ensured we focused our discussion on learning, delivery, interest and evaluation of the effec-

tiveness of Justices' education for their professional development.

A workshop on how to incorporate Maori values into what we do was explored within a framework of why – what is our purpose for initial and on-going education; how – key drivers for education; and what – actions we need to take in support of Justices.

In a Skype call with Brad Olsen, an economist with the Treasury, and one of our youngest JPs, he was interviewed on his perceptions of:

- what would attract younger persons: it's about giving back, providing service and likely to already be volunteering
- what would encourage attendance at on-going education: by providing digital options, giving networking and life skills development opportunities
- what is most effective for me for training and why: recordings of sessions and exercises which allow being able to go back and refresh, personal and on-line speaker events
- what the role of JPs might be in

30 years: similar to today, but products and services will change depending on organisations and structural changes.

Late on Saturday afternoon we boarded a bus for a mystery tour – a private tour of Parliament followed by an outstanding dinner at a local café which was enjoyed by all.

The Sunday morning sessions discussed issues and concerns educators had with Accreditation, what support and resources would benefit the role and what our basic needs to deliver education are.

As with all seminars and conferences, much of the value comes from networking over morning and afternoon teas, lunches and dinners, and this was no exception. My overall impression of the seminar was that it was valuable, and that commonality and interest amongst the educators for delivering consistency and high value education were very evident. With Board and National Office support, it will have positive outcomes for professional development of all Justices. Thank you for the opportunity to attend.



The Auckland delegation at Conference/AGM in Wellington

Picture: **CAROLINE LUDFORD**

A positive outcome from COVID-19

By Auckland association vice-president **GINNY RADFORD**

The past 12 months have brought numerous challenges and difficulties to the work of Justices of the Peace in New Zealand.

However, some good things happened too. One was the opportunity to subsidise additional attendees at the Federation's Conference/AGM in Wellington in February. The Auckland region was able to select 10 individual members to attend as well as further subsidise them, and their feedback certainly confirms the value of this exercise to both individuals and Justice of the Peace organisations.

Without exception, the 10 first-timers enjoyed and learned from the experience. They were very complimentary about the organisation and speakers. Highlights of their feedback included that they:

- relished the chance to network with like-minded volunteers
- were very interested to meet the Federation's Board members and see them at work
- came home with a much wider understanding of the work of associations and the Federation
- learned from the workshops, gaining insights for both work as a Justice and for personal growth
- saw our diversity in action, and enjoyed networking informally
- appreciated the professionalism shown by both experienced Justices and newer attendees
- enjoyed every element of the Conference.

In relation to their interest in becoming more involved in Justice of the Peace governance, all felt

better equipped to step up, some to support group leadership to start with, but with many interested in offering themselves for election to the council. As a result the Auckland association is planning an information evening about the council and its roles and skillsets before our AGM, to encourage some of these members and others to stand for election this year.

Not only was the Wellington Conference effective in its objectives, but COVID-19 has provided another benefit, through wider attendance at the Federation Conference after the cancellation of regional conferences last year.

Thanks to the Federation Board whose initiative enabled other members to be involved.

Long service recognised

Three members of the Auckland association's Albany Support Group were recently acknowledged for a combined 95 years' service to their community. Erica Stanford, the MP for East Coast Bays, made the special presentations. From left, they are Bruce Lilly, who recently retired as a Justice of the Peace after 24 years; Sally Cargill, who has worked tirelessly for the East Coast Bays community for three decades and as a Justice of the Peace for 21 years; and Gerald Hunt. Gerald started his JP career in Motueka and has now clocked up an amazing 50 years in the role. Standing is Patricia Kay, the Albany Support Group co-ordinator. Congratulations from the Auckland association to all three, and thanks for the support they have had from the Albany group. – **FRANK RANDS**



Workshops prove popular at Conference

Three workshops, each presented twice over two days, were widely praised as a valuable and enjoyable element of Conference 2021 in Wellington

Pictures: CAROLINE LUDFORD

The Learning Space: The “what”, “why” and “how” of engaging adults in online learning

Presented by
Chris Bascand JP

By LAURIE GABITES and
CHRIS BASCAND

As a participant in this workshop and an attendee at “learning sessions” in the Nelson Tasman association I can only say what a great learning experience Chris provided. They often say you can’t teach an old dog new tricks. Well, this workshop and the ongoing learning it stimulated kicks that into touch.

I would encourage others to look at how they undertake learning opportunities and remember what it was Chris was demonstrating to us at Conference. Thanks, Chris, for a well-presented workshop that clearly had a great impact on participants, judging by the comments afterwards.

Chris began by pointing out that we’ve all heard the saying “Tell me and I forget, teach me and I may remember, involve me and I learn”. How does this relate to us as Justices?

“We know that when we are told something, it is fleeting; being taught is far more memorable, yet learning something that we did is unforgettable,” he said.

“If we reflect back to our school days, we can often remember those significant moments ... at a camp or on a trip, sports, or a production that we were in.

“So why do we spend time supporting Justices in professional learning by placing them in a room and talking to them for lengthy periods of time? As we



Carol Buckley presenting one of the “Thinking Inclusively” workshops.

continue to have more and more delicate and intricate tasks delegated to us, ensuring that we are all aware of exactly what is required of us is vitally important. Taking Justices through the practical exercise of experiencing the process makes the most sense, if we want to make sure that what our Justices are learning is accurate and correct. Mistakes are made and these are the best ways to learn - so why not make those mistakes as part of our training, and then support Justices to get it right?

“The focus of the workshop was all about giving Justices an experience and then being able to talk about what happened, why it happened and then gain an understanding of it. So try this: if you place water in a saucer, sprinkle pepper on top of the water and then place your finger in there, the pepper will stick. If you then place a drop of dishwashing liquid on your finger, smear it around and then place it back in the water, the pepper will literally ‘run’ from the finger. Why? Soap is formulated to break the surface tension of water, which is why it is so effective on greasy, dirty dishes. And it wasn’t until you added

soap that those ‘germs’ were chased away.

“In the JP training in Nelson Tasman, this is the approach that we have taken for the past four years, for example with Accreditation, affidavits, financial institution paperwork ... all tasks that we often encounter. We also work with the courthouse to ask are there patterns of errors coming through with our paperwork, where we can help our members improve. Through role play, i.e. by creating scenarios and actually being the ‘client’, our Justices experience both sides of the desk and therefore, our training becomes more relevant.

“So this workshop was more about sharing ideas – not just from Nelson Tasman, but across the country, of what is working well and to help others with their challenges too. At the end of the day, we all want what is best for all Justices, and working together to make our learning enriched and more memorable is by far the best approach that we have discovered. (And remember the wacky presenter who made us play in water, pepper and soap ... and reminded us to always wash our hands!)”

Thinking Inclusively: Understanding and Managing Conscious and Unconscious Bias Presented by Carol Buckley JP

By TERRY HOLDING and NIGEL TATE

Carol Buckley’s seminar was summarised by one of the participants as “bringing to our minds what we know but don’t think about”. It was interactive and inclusive, based around a series of group exercises.

The underlying assumption was that unconscious bias is based on generalisations, both positive and negative, influenced by previous personal experience. The instinctive potential “fight or flight” brain reaction inherited from our ancestors requires us to recognise our own potential bias and learn to control it.

Carol got the participants to identify bias – not just the common examples such as gender, age and appearance, but others such as attractiveness (beauty bias), affinity (towards those who reflect the same qualities as us), and the halo and horn effects (letting

one great thing or one negative thing about a person cancel out everything else).

Discussion followed on how we could embrace and promote diversity and create mutual understanding in organisations such as ours.

The final task in the seminar was an individual exercise which posed three questions about how we might personally apply any understandings we had reached.

1. What is one thing you are going to do when you leave the seminar?
2. What is one thing you can do in your own organisation?
3. What can you do to value and support someone else?

Carol concluded with an apt metaphor based on learning to drive. When we first are learner drivers, we have to consciously think about what we are doing. The longer we practise, the more driving becomes instinctive and natural. It’s the same with overcoming bias – the better you learn to recognise it, the more instinctively you can avoid it.

Getting to “Yes”: Successful negotiation and dispute resolution

Presented by
Virginia Goldblatt

By GRAEME BARBER and
LAURIE GABITES

Virginia Goldblatt has had an extensive career in professional and continuing education in the education and private sector. As well, she has been a professional mediator since 1994, specialising in employment and organisational dispute resolution.

This interactive workshop suggested we take responsibility for disputes and conflict as well as the outcome. Put simply, through behaviour examples provided by participants, Virginia suggested we must first ask what do we need to resolve the dispute or conflict. We can’t move forward if we play the blame game. Dispute or conflict escalation and suppression were described as being as bad as each other so we must be centred (prepared, thoughtful and engaged) on taking responsibility for the conflict as well as the solution.

The importance of having empathy as well as honesty was ex-



“Thinking Inclusively” participants focus on a bias identification exercise.

plained. Empathy without honesty was described as “sentimentality” and honesty without empathy as “brutality”. Striving for a position in the middle somewhere was recommended.

We were advised to deal with ourselves first before dealing with others. Good strategies Virginia demonstrated were to relax from a tight position and fill our lungs before acting; and to take time to think about the contents of an email before sending it.

“Buy-in” at the end is achieved by “put-in” at the beginning. We must move past any positional behaviour – allegations, blame, grievances, past issues, and winning and losing – if we are to move forward. “Getting to YES” is all about “Getting past NO”. With

the issues clarified Virginia suggested we keep exploring options and use the nudge theory to make progress while also “catching them being good”. Changing the temperature in the room is best achieved by finding a small thing that is important to people and to know when to take a break, or as Virginia described it, “going to the balcony”.

Virginia concluded by drawing a satisfaction triangle suggesting a balance, if possible, between the three sides, which she labelled as procedural, affective (from a psycho/social perspective) and substantive.

Attendees went away armed with useful dispute and conflict resolution ideas along with a quick reference checklist sheet.

Queen's Birthday Honours

Thirteen Justices who are members of associations were recognised in this year's Queen's Birthday Honours. They are, with their association affiliation in brackets:

Companion of the New Zealand Order of Merit (CNZM)

Shepherd, Maxwell Gilbert (Max) (Otago): For services to biotechnology and business

Dr Shepherd is an award-winning biotechnologist and played a leading role in the emergence and success of the New Zealand biotechnology industry.

Officer of the New Zealand Order of Merit (ONZM)

Hassall, Susan Jean (Waikato): For services to education

Mrs Hassall has been headmaster of Hamilton Boys' High School since 1999 and was the first woman in New Zealand to be appointed to the position of headmaster of a boys' school.

Member of the New Zealand Order of Merit (MNZM)

Bergin, Danielle Rachelle (Auckland): For services to the community, particularly the homeless

Ms Bergin is the founder and manager of the Island Child Charitable Trust New Zealand.

Cooney, Catherine Frances (Rotorua and Districts): For services to health and the community

Mrs Cooney was chief executive of the Lakes District Health Board from 2001 to 2012, overseeing redevelopment of the Rotorua and Taupō hospitals.

As a JP she is a past president of the Rotorua and Districts association.

Faitotonu, Siale Katoa Latu Pasa (Canterbury): For services to Pacific education

Mr Faitotonu has supported Pacific children and young people in education in Christchurch for more than 30 years, outside his regular employment at the University of Canterbury.

Jackson, Sally Anne (Wellington): For services to special education

Mrs Jackson has been active in the disability sector for 52 years and a leader in the education system for 40 years.

Phillips, Stephen Leslie (Canterbury): For services to seniors and the community

Mr Phillips was chief executive of Age Concern Canterbury from 2008 to 2012 and has been vice-president of Age Concern New Zealand since 2020.

As a JP he was instrumental in setting up service desks after the 2011 Canterbury earthquake and convenor of all service desks in Canterbury from 2012 to 2016. He was a Canterbury association councillor 2006-2015 and president 2011-2013.

Williamson, Heather Margaret (Rotorua): For services to netball and the community

Mrs Williamson helped establish the Tokoroa Netball Centre and has been an active member of the centre's management committee for more than 50 years, holding almost every role including life member, president, treasurer, secretary, representative coach and umpire leader.

The Queen's Service Medal

Amos, Carolyn Anne (Wellington): For

services to the community

Ms Amos has contributed to the Porirua community for many years in a wide range of voluntary roles.

Blackie, Alastair Hartley (Canterbury): For services to dentistry and local government

Dr Blackie has provided dedicated service to the Kaiapoi community and dentistry profession through dental treatment, mentoring for the dental profession, and local governance for more than 40 years.

Leigh-MacKenzie, Ian Christopher (Far North): For services to the community

Mr Leigh-MacKenzie has contributed to the Far North community in many capacities.

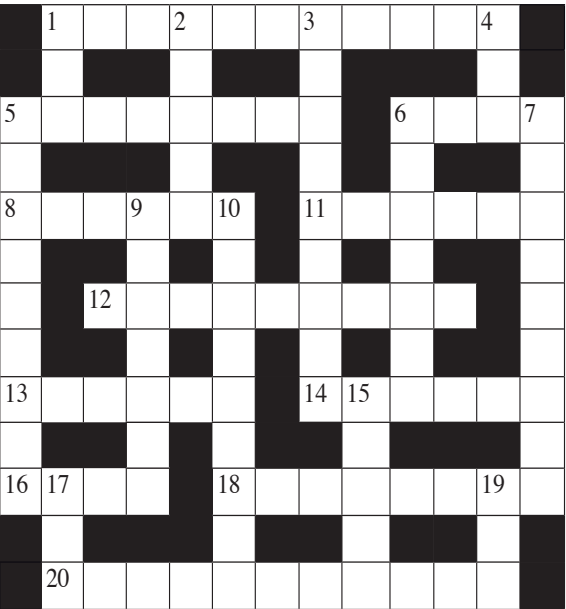
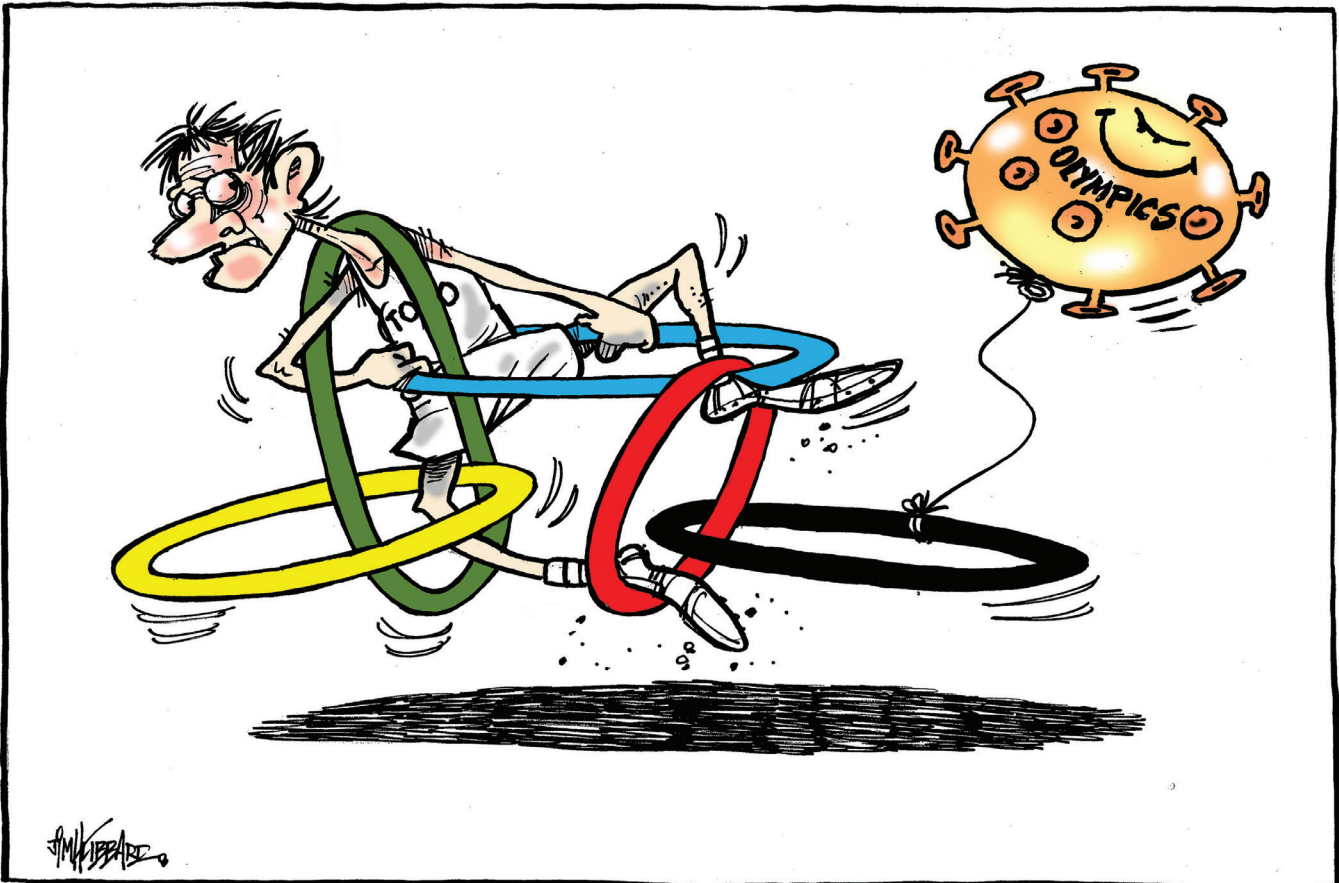
As a JP he is a judicial Justice at the Kaikohe Court and frequently travels to Kaikohe to help with court business.

Luxton, Ronal Arthur (South Canterbury): For services to health and the community

Mr Luxton is a retired pharmacist and has a record of service to South Canterbury including in leading fundraising appeals and holding governance roles in the education and health sectors.

Sandison, John Robert (Rotorua and Districts): For services to Fire and Emergency New Zealand and the community

Mr Sandison was a professional firefighter with Fire and Emergency New Zealand in the Kawerau District from 1974 until retiring in 2018, while simultaneously volunteering with the Rotoma Volunteer Fire Brigade for 45 years.



CROSSWORD

ACROSS:

- 1 General place
- 5 Beyond usual
- 6 Racecar service area
- 8 Capable of moving freely
- 11 Band of fibrous connective tissue
- 12 Crowded
- 13 Conduct oneself
- 14 Of the skin
- 16 Reverberate
- 18 Publishers' IDs
- 20 Interactive computer display

DOWN:


- 1 Misery
- 2 Moon valley
- 3 Unrestrained by propriety
- 4 Drunkard
- 5 Acceptable
- 6 French microbiologist whose work changed medicine
- 7 Sets table (anag)
- 9 Swaggering courage display
- 10 Fill again
- 15 Slip
- 17 Small bed
- 19 Sn



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Date

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#88888
WELLINGTON
Justice of the Peace for New Zealand

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Max Smith
Marriage Celebrant



#4 Size: (38mm x 14mm) Price: \$27.00

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this day of 20 before me

Signature

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Signed
Date

Full Name, JP
#88888
WELLINGTON
Justice of the Peace for New Zealand

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that represents the named individual

Signed
Date

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Certified true copy of
that represents the named individual

Full Name JP - Reg: 88888 - Wellington
Justice of the Peace for New Zealand

Signature..... Date.....

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PURSUANT to section 3 (1) of the Justices of the Peace Act 1957, Her Excellency the Governor-General has been pleased to appoint the following persons to be Justices of the Peace for New Zealand.

Adye, Sally Ann, Napier
Anderson, Peter Carl, Rangiora
Baty, Susan Elizabeth, Palmerston North
Buchanan, Cushla Fay, Great Barrier Island
Cross, Janet Louise, Ashburton
Delaney, Mathew Charles, Bowentown
Dunlop, Martin James, Auckland
Early, Grant Joseph, Ashburton
Emmitt, Rachel Anna, Auckland
Gimpel, Eric Graham, Paraparaumu
Grebneff, Chandra Kala, Dunedin
Grewal, Iqbal Singh, New Plymouth
Iqbal, Syed Khurram, Napier
Joseph, Richard, Dunedin
King, Deborah Anne, Wellington
Kuriakose, Joseph Jom, Auckland
Li, Xing, New Plymouth
McDade, Jemma Clare, Napier
McGearty, Ginia May, Makarewa

McGillivray, Simon James, Te Puke
McKenzie, Jennifer Sophia, Auckland
Noble-Campbell, Gordon Patrick, Wellington
Qiang, Junyu, Auckland
Robati, Elder, Christchurch
Saluja, Kunal, Ashburton
Sandhu, Baljeet Singh, Gisborne
Stenhouse, Bradley James, Greymouth
Subramanya, Vinutha Garageshwari, Dunedin
Thomas, Jacqueline, New Plymouth
Thompson, Vanessa Maree, Christchurch
Willoughby, Neil James, Christchurch
Yakubu, Husaini, Christchurch

*Dated at Wellington
this 24th day of April 2021
Hon Aupito William Sio
Associate Minister of Justice*

Corrigendum: Justices of the Peace Appointed

In the notice with the above heading published in the New Zealand Gazette, 25 June 2020, Notice No. 2020-go2786, please replace: "Vester, Bernadine Josina Maria, 14 Te Anau Place, Pakuranga, Auckland" with "Vester, Bernardine Josina Maria, 14 Te Anau Place, Pakuranga, Auckland".

*Dated at Wellington
this 20th day of April 2021
Andrew Kibblewhite
Secretary for Justice*

Federation appoints kaumātua

Montgomery (Monty) Morrison (Ngāti Whakaue, Ngāti Tuwharetoa, Te Arawa) has been appointed to the new role of Federation kaumātua.

A former teacher and principal, Monty holds a number of significant governance roles in Rotorua and is the kaumātua for Ngāti Whakaue and Te Arawa, and the Rotorua and Districts association.

He is renowned for his passion for music, culture, performance and the arts and takes great pride in providing guidance on te ao Māori in his varied roles. He played a lead role in planning and hosting the 2018 royal visit to Rotorua.

Monty said he is honoured by the appointment and looks forward to helping guide the Federation's journey as a national organisation to better understand tikanga Māori and to ensure te ao Māori is woven through the organisation and its mahi across the country.



THE NZ JUSTICES' QUARTERLY Published in January, April, July and October

Opinions expressed in this journal, whether editorially or by contributors, do not necessarily represent the views of the Royal Federation of New Zealand Justices' Association (Inc). Contributions on matters affecting Justices and their associations are particularly welcome, but all contributions are subject to the discretion of the Editor. Contributors are requested to forward matter to the Editor, Geoff Davies, email merlin81@xtra.co.nz, to reach him not later than the last day of November, February, May and August to be available for publication in the upcoming issue. Readers are requested to promptly inform the registrar of their local Justices of the Peace association of any change in their address. Numerous Quarterlies are returned marked "gone no address", "Redirection order expired" "Deceased" or "Not a box holder on rural delivery", etc. Published by the Royal Federation of New Zealand Justices' Associations, typeset and designed by Word for Word, Titahi Bay, and printed by Beacon Print.