July 2026
Volume 95
Number 3

Justices' QUARTERLY

FIAT JUSTITIA
RUAT CAELUM



Lion dance troupe performs at Dunedin Conference dinner

The value of service

Tēnei te mihi mahana ki a koutou katoa.

The recent announcement of the King's Birthday Honours List gave us an opportunity to congratulate the recipients for the recognition of their service, and to acknowledge that 14 of those people are Justices of the Peace.

In reading about those individuals, it is clear that the recognition is not as a result of JP services offered in communities. Rather, those individuals have demonstrated living their value of service, which includes JP mahi.

Service as a value involves prioritising the needs of others. It requires a particular mindset that not only drives individuals to serve others, but makes that service the central reason for decision-making and taking action.

Living this kind of value takes long-term commitment, energy and focus. As demonstrated in the citations of those most recently acknowledged, that commitment generally spans a number of interests, priorities and communities over a period of time – two of the Justices acknowledged have been serving their communities for 50 and 60 years respectively!

Another thing that stands out in the stories of each of these individuals is that none of them do this work alone. Their service is sustained by strong, trusting relationships built across many areas of work and diverse groups of interest, often over long periods of time. While some might describe this as a skill, I see it as a character strength — one that underpins the work we do as Justices of the Peace.

In my travels, I have met many Justices who simply want to do things in, with, and for their communities. They want to use their skills, knowledge, and capability to support others. They want to remain connected — after all, we are herd animals who rely on meaningful human connection. Many arrange their lives and households around meeting the needs of others, sometimes at the expense of their own wellbeing or the needs of their whānau.

These are the people who juggle work, family, marae, school, sports, church and other commitments, yet still manage to fit in one more thing — sometimes even at the same time. They are the ones who show up when it's hard, or in the small pockets of time between other responsibilities. They are the ones who listen, who help with forms (oh, the many, many forms!), who provide signposting to other services, and who create space to breathe when things feel rushed, frightening, frustrating, or confusing within the wider government system.



Federation President Carol Buckley

Most of us will never be recognised in the way these Justices of the Peace have been. But service, lived as a value, will continue to be recognised every day — through attitude, action, and the quiet appreciation of the individuals and communities who benefit from what we do. And that is enough.

On a different note, it is my pleasure to welcome Rae McPhee, who has taken up the role of National Manager, replacing Tony Pugh. Rae will be attending regional conferences this year as a one-off opportunity to meet association representatives and individual attendees in person. I am sure you will join me in welcoming Rae and offering your support to her as she becomes familiar with the detail and breadth of her role.

Tony Pugh served as our National Manager from February 2017 until June this year. He leaves an enduring imprint on our organisation — one characterised by integrity, professionalism, operational knowledge and expertise, and by building strong working relationships across agencies that have supported and enabled our progress in a politically mobile environment. His dry humour and steady support of associations and National Council, through constant changes in people, office space, relationships, and emerging priorities, are acknowledged and deeply appreciated. Thank you, Tony.

Carol Buckley

THE OFFICIAL JOURNAL OF THE
Royal Federation of New Zealand Justices' Associations
(Incorporated)
AND ITS AFFILIATED ASSOCIATIONS
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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

July 2026 Vol 95 No: Three

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Governor-General of New Zealand

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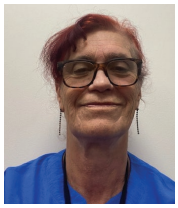
National Manager and Registrar:
Raewyn McPhee

Acting Ministerial Professional Development Advisor: Shinae Skelton BA LLB

Judicial Professional Development Advisor:
Janine McIntosh LLB BA GradDipTchg

Administrator: Katrina Villareal BDI

Editor Justices' Quarterly: Geoff Davies JP



National Manager appointed

Raewyn (Rae) McPhee has been appointed Federation National Manager and Registrar, succeeding Tony Pugh in the position, and took up the position at the end of June.

Announcing the appointment, Federation President Carol Buckley said that Rae's appointment followed a rigorous and carefully considered selection process.

"This is an important and exciting step for our organisation, and we look forward to the leadership, expertise and fresh perspective she will bring while building on the great work that has gone on before," she said.

"Rae joins us from the role of Manager Branch Operations at the Ministry of Business, Innovation and Employment. She brings extensive leadership experience across the New Zealand public sector, including in justice, social services, procurement and operational management.

"The National Council is confident Rae will make a strong contribution to the organisation and looks forward to working alongside her as she transitions into this important role."

Introducing Rae:

Ko Ngongotaha te maunga

Ko Ngongotaha te awa

Ko Te Arawa te iwi

Ko Raewyn McPhee toku ingoa

No Rotorua ahau

I am an experienced public sector leader with more than 40 years' service across Aotearoa New Zealand, spanning a range of roles, from regional to national perspective. Why did I join government? I wanted to make a difference for the people of Aotearoa.

I am widely recognised for my strength in relationship management and collaboration, having successfully partnered with government agencies, iwi, community organisations, and non-government organisations to achieve positive outcomes for communities.

My career includes leading national programmes, managing large and diverse teams, and overseeing significant procurement and service delivery initiatives, and services commissioning,

I bring a Kaupapa Māori-informed approach to leadership, underpinned by my whakapapa to Te Arawa and my upbringing in Rotorua. I am passionate about inclusive engagement, co-design, and ensuring that services are responsive to the needs of diverse communities across Aotearoa.

I am a collaborative and forward-thinking leader; I am known for empowering my teams, fostering innovation, and delivering practical, people-focused solutions.

My professional development includes advanced leadership training, procurement and negotiation expertise, and certification in public participation and engagement.

Alongside my professional work, I contribute to my community through volunteering, having previously supported older people to remain connected and independent in their communities.

I am excited about the role of National Manager and making a difference and look forward to engaging and working alongside you all.

FROM THE EDITOR

I regret to inform readers that as a result of the very sudden passing in June of the Quarterly's prepress supplier and crossword composer for the past 28 years, Mike Duncan, of Word for Word in Titahi Bay, Porirua, there is no crossword in this issue. An obituary can be found on P4. In addition, the Quarterly's long-serving cartoonist, Jim Hubbard, has retired since the April issue.

– Geoff Davies

Articles appearing in the Quarterly may have been generated or enhanced, in part or whole, using Artificial Intelligence (AI) tools. Readers are encouraged to verify statements to their own satisfaction. The use of AI cannot always be detected, but AI has not been used in writing articles for the Education pages. – Editor

ON THE COVER: Entertainment at the AGM/Conference dinner in Dunedin over the weekend of February 27-March 1 was provided by the Otago Southland Chinese Association lion dance troupe, a group that has been performing in the area since 1985. Picture: EWAN MASON

Timetable for 2026 reflects new Constitution

AGM 2026

The Federation's Annual General Meeting will be held online on Saturday December 12 at 2pm. Associations will be provided with a single link for the meeting. The earlier date has been set to meet the requirements of the new Constitution which requires the AGM to be held within six months of the balance date.

Conference 2027

Federation Conference 2027, to be held in Napier, hosted by the Hawke's Bay association, will be held over the last weekend of February. Further information will be available as Hawke's Bay navigates the new format without the AGM to consider.

National Council elections 2026

Nominations for National Council positions closed at the end of July. If required, elections will follow, with confirmation of the results at the AGM (see above).

King's Birthday Honours 2026

Congratulations to the recipients of King's Birthday Honours. Fourteen Justices were recognised, and details can be found on P16.

Quarterly archive

A long-term project to have all available Justices' Quarterlys available online for members is coming to a close. The Federation holds bound copies of the magazine from Volume One, published in December 1926, through to the current edition. With four issues per annum, containing up to 32 pages per issue, the scanning of documents which are now close to 100 years old has been a very large project. In total it is expected that the collection will be over 9000 pages.

Members can access the first volumes loaded to the website, by logging on to their profile, and selecting "Justices of the Peace Resources" and then "Justices' Quarterly Archives – from 1926".

JP Library

Read more

Justices Quarterly Archives - from 1926

Read more



Nicole McKee

First Chief Community Magistrate appointed

Associate Justice Minister Nicole McKee has announced the appointment of District Court judge Jonathan Moses as the Chief Community Magistrate.

Judge Moses was, until recently, the Executive Judge of the Manukau District Court. He was admitted to the Bar in 1985 and appointed to the District Court bench in 2010. He is a former senior trial attorney for the United Nations and worked in Tanzania for some years. He was a founding solicitor of the Mangere Community Law Centre.

Judge Moses is the first appointee to the role, recognising the growing number and importance of community magistrates to the overall operation of the Courts.

Judge Moses took up the role following a ceremonial sitting to commemorate his appointment at the Manukau District Court.

The heart of community service



Tony Pugh at AGM/Conference 2026 in Dunedin

After nine years in the job, National Manager TONY PUGH has moved on. He talked to the Quarterly as he completed handover to his successor, Rae McPhee.

How and when did you become a JP?

I was appointed in mid-2013 after the local association president asked me to consider becoming a JP. I had very little personal experience of "JP world" at that time, but I was able to connect with experienced JPs for a peek into the commitment expected and the need in the community. The appointment process took more than six months (as it still does today), which at the time seemed like an inordinate period to wait. But on reflection and now with an in-depth knowledge of what happens in that period, I appreciate and support the process to ensure that public confidence is maintained, and JP services endure. Thirteen years have passed now, and I realise I can now apply for JP Retired status – but I won't be doing that!

I believe that in becoming a Justice of the Peace it is vitally important to understand that the role requires a quiet, considerate commitment to community service.

As both a JP and a professional financial manager/administrator, what attracted you to the job in the first place?

My previous role in an education setting encompassed a diverse range of responsibilities in financial, administrative and property management arenas. This, together with considerable volunteer commitments over the previous 15 years including a role on the local JP council, suggested that I could apply those experiences in a new role to good effect, whilst also utilising the JP experience I had already gained, and having lived in Wellington in the late 90s, we knew what to expect: wind!

What main changes have occurred between 2017 and 2026?

COVID-19 and the lockdowns presented a spectacular set of challenges which were met head-on by Federation staff and the Board of the time. Changes forced by lockdowns have continued and evolved to the benefit of all members – Zoom calls allowing wider-reaching training and seminar opportunities for example. But this change has reduced the opportunities presented by face-to-face networking.

The Federation received additional funding for IT, to allow working from home during lockdowns – but there are two sides to that coin, of course, and everyone will have a different opinion on this topic!

The Federation office, generously provided by the Ministry of Justice, relocated twice in a short period to allow for refurbishment of the Wellington District Court building. A temporary (six weeks turned into six months) office shift followed by a move to a purpose-built space in the former AMP Building was completed in 2024. The newly refurbished office will provide the Federation with a secure location for many years.

An increase in funding from 2025 has allowed an increase in staff numbers and a boost to payments made to associations for court panel work and service desk support. In a period when government funding has been focused on reduction, the Federation has been fortunate to have the support of the Ministry and our Minister to ensure services continue to be delivered.

...Continued on P4

...Continued from P3

What do you consider the highlights of your tenure, and key achievements?

Two specific milestones stand out as group efforts that altered services and future-proofed delivery:

- Securing extra funding: working with key stakeholders, we secured crucial extra funding that allowed us to properly support our regional networks, improve operational consistency, and update the tools our members rely on.
- COVID-19 service delivery: when the pandemic hit, traditional community service desks had to close overnight, threatening to disrupt a service the public relies on. Innovative mechanisms were conjured up, and video-calling found a foothold in providing services from home.

Looking ahead: how the JP role is evolving and the future role of AI

The core foundation of the JP role should remain unchanged: trust, integrity, empathy, and being a human presence for people. However, as technology advances, JPs will have to adapt rapidly to meet new challenges. We are seeing a steady shift toward smarter digital options, enhanced online training platforms, and targeted strategies to ensure service desks reach every corner of our diverse communities.

Unfortunately, for all the benefits touted that technology may bring, there will need to be caution and suspicion as fraudulent activity assisted by technology is also on the rise.

In the very near future, in fact already, artificial intelligence will play an increasingly supportive role in the administration and accessibility of justice-related services. While AI may never replace the human empathy, discretion, and trusted verification services provided by a JP, identity authentication will soon be left to a data centre. Who was using 2FA (two factor authentication) five years ago? When will 3FA arrive?

In closing

Serving as National Manager has been a privilege, mostly because of the support of the Board (now National Council) and staff during my tenure. If there is one thing to highlight, it's that enduring institutions like the Federation do not run on buildings or IT systems – they are built and run by people. Everything achieved over the past nine years reflects the collective efforts of many many stakeholders. I would like to acknowledge directly the inputs and support of Ministry of Justice staff (the Media team, Crown Law, Office of Legal Counsel, Operations Support) and Ministerial staff, Chief District Court Judges and National Executive Judges, and the numerous Federation Board members who have endured my presence.



Quarterly designer passes away

Mike Duncan

By GEOFF DAVIES

Printer and graphic journalist Mike Duncan, who was the Quarterly's prepress supplier since 1998, passed away suddenly after an exercise session on Sunday June 14.

When he took over the design and layout of the magazine it was in dire need of a revamp, having not been refreshed for many years. In short order, he redesigned it and the new-look Quarterly, fresh and sharp, was out there.

After that first issue came out (in February 1998) I was told that a senior JP who happened to be general manager of a newspaper company down south, so knew what good layout looks like, had fired quite a strongly-worded remit into the upcoming Federation Conference calling for an urgent review and redesign of the Quarterly to bring it up to date, because he felt it didn't reflect credit on the organisation and its members. The day after the first Duncan-designed issue appeared in his letterbox, he withdrew his remit.

As editor, it's my job to assemble the content, but it was Mike who made it look good, who solved the design challenges which arose every time around, and always made sure we stuck to a fundamental principle of good periodical presentation: that while it's great to bring in a "wow!" factor, to do something fresh and different, to win an award, the first principle is to bring the content to its audience clearly – to make the reader's job as easy as possible.

It's also Mike that produced a crossword for every one of the issues we did – a feature that provided, along with Jim Hubbard's cartoons, a little relaxation and entertainment for readers.

Mike provided a significant and invaluable service to the Federation and New Zealand JPs over the years. On behalf of us all, I extend our deepest sympathies to Christine and family.

From the Professional Development Advisor

trainer@jpfed.org.nz



Shinae Skelton

About joint applications for dissolution



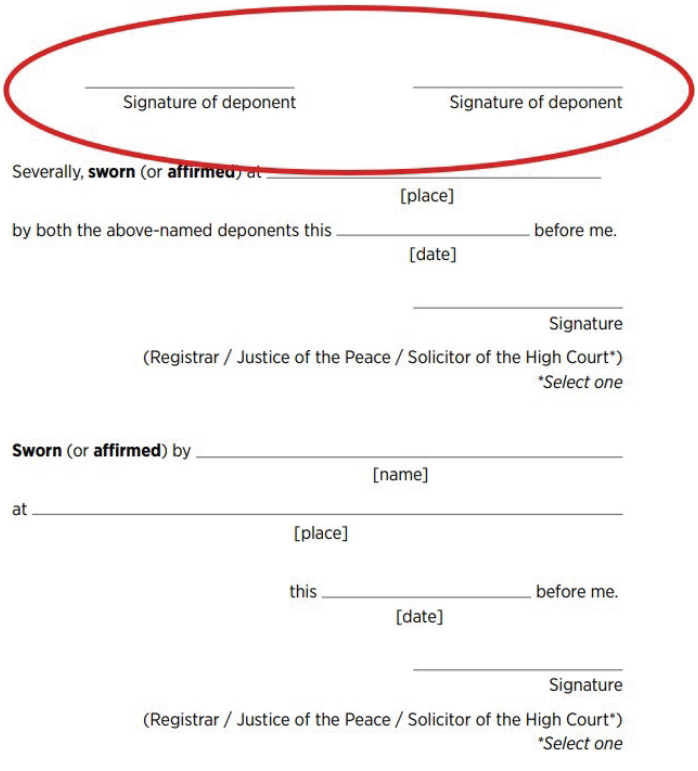
The joint application for dissolution of marriage affidavit (form FP 14) has been updated from the previous version outlined in the Ministerial Manual.

The joint application is described as the application to use "when you both agree to get a divorce". Unlike one-party applications, joint applications are completed by both parties so there is no need for one person to arrange for service of the documents. As a result, joint applications can be faster, more efficient and more likely to be processed by the court in the parties' absence.

The format of the jurat of the affidavit contained in the joint application has changed. Instead of three distinct spaces for deponents to sign, there are only two spaces. This change will mitigate some confusion deponents experienced with the previous version, which had three spaces (despite there being only two deponents).

There remain two separate jurats, the top one beginning "Severally sworn (or affirmed) at _ by both the above-named deponents this _. The second jurat simply states "sworn (or affirmed) by_".

The Ministry of Justice has confirmed that the document's changes do not represent a change in the process for taking joint affidavits for dissolution of marriage.



Signature of deponent Signature of deponent

Severally, **sworn** (or **affirmed**) at _____
[place]

by both the above-named deponents this _____ before me.
[date]

_____
Signature

(Registrar / Justice of the Peace / Solicitor of the High Court*)
Select one

Sworn (or **affirmed**) by _____
[name]

at _____
[place]

this _____ before me.
[date]

_____
Signature

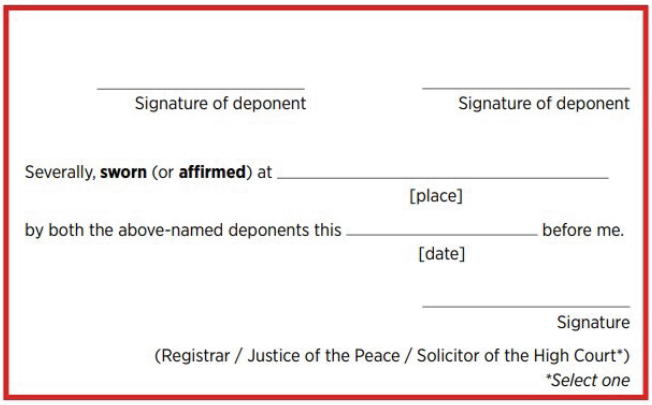
(Registrar / Justice of the Peace / Solicitor of the High Court*)
Select one

What is the process when joint deponents swear or affirm their affidavit at the same appointment?

Each deponent signs at the top of the jurat section.

The jurat immediately below the signatures should be completed by the Justice of the Peace.

As both deponents are present, the affidavit is made "severally". Only cross out "sworn" or "affirmed" if both deponents choose the same method. If one deponent swears and the other affirms, leave this part of the jurat and the beginning of the affidavit unchanged.



Signature of deponent Signature of deponent

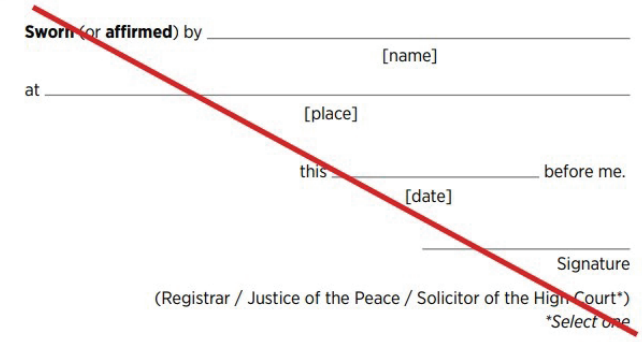
Severally, **sworn** (or **affirmed**) at _____ [place]

by both the above-named deponents this _____ [date] before me.

_____ Signature

(Registrar / Justice of the Peace / Solicitor of the High Court*)

*Select one



Sworn (or **affirmed**) by _____ [name]

at _____ [place]

this _____ [date] before me.

_____ Signature

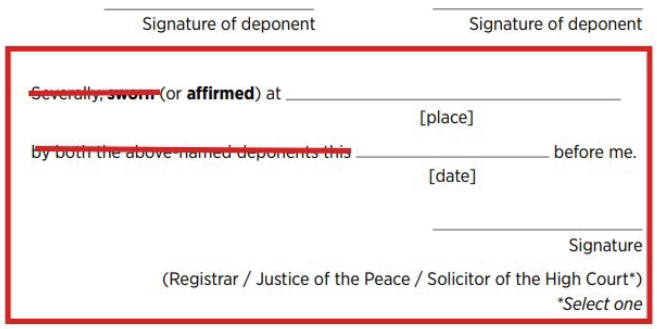
(Registrar / Justice of the Peace / Solicitor of the High Court*)

*Select one

What is the process where two parties choose to visit different Justices of the Peace/authorised persons?

At the first appointment, the first deponent will sign at the top of the jurat section. The first Justice/authorised person will complete the top jurat (outlined in red here). "Severally" and "both the above-named deponents this" must be crossed out, as the affidavit is not being sworn "severally". Cross out "sworn" or "affirmed" as appropriate. Also circle Justice of the Peace or cross out the other, non-applicable roles.

At the second appointment, the second deponent will sign at the top of the jurat section, beside the first deponent. The second Justice/authorised person will complete the bottom jurat, outlined in blue here. Cross out sworn or affirmed, as appropriate. Also circle Justice of the Peace or cross out the other, non-applicable roles.



Signature of deponent Signature of deponent

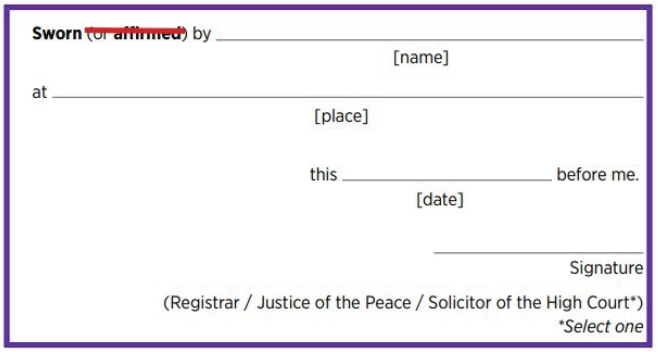
~~Severally, sworn~~ (or **affirmed**) at _____ [place]

~~by both the above-named deponents this~~ _____ [date] before me.

_____ Signature

(Registrar / Justice of the Peace / Solicitor of the High Court*)

*Select one



Sworn ~~(or **affirmed**)~~ by _____ [name]

at _____ [place]

this _____ [date] before me.

_____ Signature

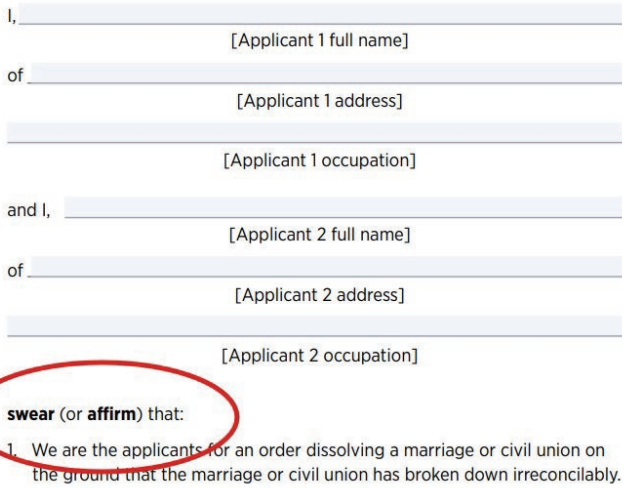
(Registrar / Justice of the Peace / Solicitor of the High Court*)

*Select one

Are the deponents swearing or affirming?

Where the affidavit is made jointly and parties choose different options, no change needs to be made at the beginning of the affidavit.

Where the deponents both choose to swear or both choose to affirm, cross out the inapplicable term at the beginning of the affidavit (circled in red here) and also in the jurat.



I, _____ [Applicant 1 full name]

of _____ [Applicant 1 address]

_____ [Applicant 1 occupation]

and I, _____ [Applicant 2 full name]

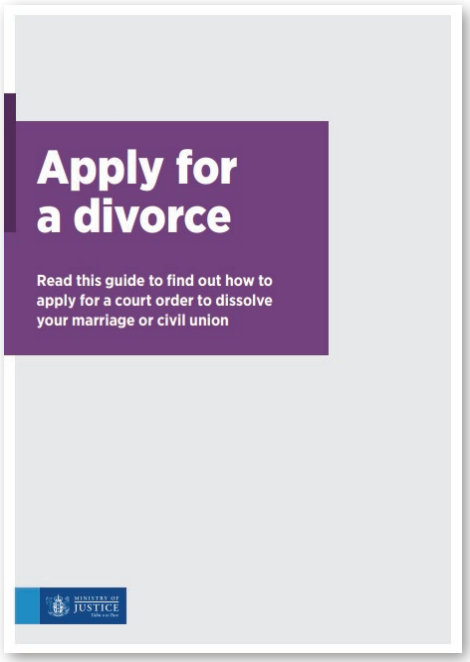
of _____ [Applicant 2 address]

_____ [Applicant 2 occupation]

swear (or **affirm**) that:

1. We are the applicants for an order dissolving a marriage or civil union on the ground that the marriage or civil union has broken down irreconcilably.

Guidance in separate document



Rather than including instructions within the dissolution application form itself, the Ministry of Justice now provides guidance in a separate document – the "Dissolution Application Guidance Document".

This document outlines the process for making a joint or one-party application.



Yellow paper for the G7 form

The guidance document offers the following instructions regarding the G7 form which accompanies any application for dissolution:

Complete form G7 – the information sheet

Read the form and then complete it by ticking the relevant boxes and writing or typing your details. This form needs to be on yellow paper.

Some Justices note that their local registry has accepted dissolution applications despite the G7 being printed on white paper.

Why does the court registry sometimes accept G7 on white paper despite clear instructions in the guidance document?

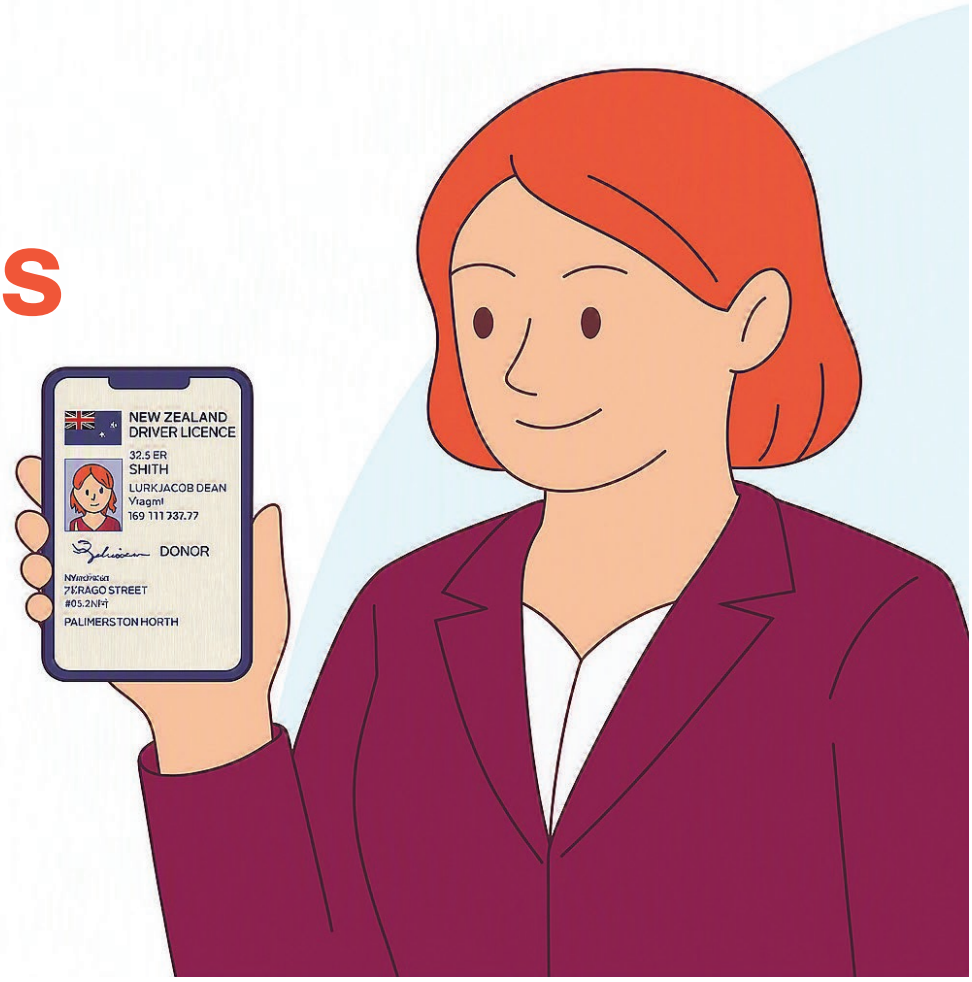
The instruction to use yellow paper is correct, as it is still a legal requirement under rule 20A (Special rules relating to information sheets) of the Family Court Rules 2002:

> 20A Special rules relating to information sheets
>
> For the purpose of rule 20(1)(b),—
>
> (a) an information sheet filed with an application under either of the following Acts must be in an approved form:
>
> (i) the Care of Children Act 2004 (see rule 416F(4)(b)):
>
> (ii) the Family Violence Act 2018 (see rule 309(1)(a)):
>
> (b) an information sheet filed with an application under the Oranga Tamariki Act 1989 must be on yellow paper and in form OT 4 (in Schedule 4):
>
> (c) an information sheet filed with an application under the Protection of Personal and Property Rights Act 1988 must be on yellow paper and in form PPPR 14 (in Schedule 9):
>
> (d) an information sheet filed with any other application must be on yellow paper and in form G 7 (in Schedule 1).

However, if it isn't filed on yellow paper, rule 31(1A) states it must be accepted by the registrar if the application is otherwise in order:

> 31 Procedure if applications presented for filing but incomplete or otherwise not in order
>
> (1) A Registrar who considers that documents to be filed to make an application, and presented for filing, are incomplete, or otherwise not in order, may —
>
> (a) decline to accept them for filing; or
>
> (b) decline to accept them for filing, but explain to the applicant, and ask the applicant to do, what is necessary to put them in order for filing.
>
> (1A) An information sheet required to be filed under rule 20(1)(b) that is not on yellow paper is in order and must, when presented for filing, be accepted by a Registrar.
>
> (2) A person who is dissatisfied with a Registrar's decision under subclause (1) may make an interlocutory application without notice to the court to have the decision varied or rescinded.

Digital driver licences



Digital driver licences are now recognised under the Land Transport Act 1999. The definition of a driver licence under the Act has been expanded to include:

(a) an electronic driver licence
(c) a physical driver licence
(d) an endorsement on a driver licence.

The Act defines "electronic driver licence" to mean a driver licence in electronic format.

The Act sets out various changes in procedure for dealing with licences when they are in electronic format, rather than in physical format. For example, section 30 sets out the process for drivers surrendering their licence. The Director of Land Transport is able to prevent the holder's access to their electronic driver licence or amend the electronic driver licence in certain circumstances.

Currently there is no means on the New Zealand Transport Agency (NZTA) website to apply for an electronic driver licence. The NZTA Waka Kotahi app, downloadable from their website, can provide some of your driver licence details, namely licence status, conditions and demerit point balance. The app will not show a driver licence photo or date of birth and the NZTA website states that the app is not a valid licence or form of identification.

The NZTA website indicates that they are currently working towards being able to provide an electronic driver licence.

What does this mean for Justices of the Peace?

Identity verification: When electronic driver licences become available in New Zealand, clients may use these to verify their identity to you. Bear in mind that clients are not required to possess identification to access Justice of the Peace services.

Certified copies of identification for AML or other purposes: Electronic driver licences may become acceptable forms of identification for AML purposes or to prove identity to organisations for other purposes. Justices of the Peace may be asked to confirm that a copy of an electronic driver licence is a true copy of the electronic licence and that the client resembles the photographic ID.

More information will be provided to you when electronic driver licences become available in New Zealand.

Keeping safe while at home



It is important that you take steps to ensure your safety when providing services to the public while at home.

Plan the visit

Try to text or talk directly with the prospective client beforehand, to identify what is required for you to safely and efficiently complete the task. This gives you an opportunity to redirect the client, if they have a document you cannot complete yourself, and manage their expectations of what you can and cannot do.

Should someone arrive unexpectedly at your door, you can direct them to schedule an appointment with you, rather than seeing them immediately. See the discussion about the AWOCA (Ask – Why – Options – Confirm – Act) communication model on P10 for an example about how to communicate and achieve this outcome with an unreasonable or demanding visitor.

When scheduling an appointment, choose a reasonable time of day for the meeting and make sure someone you know is aware you are meeting with the client.

Consider your environment

Keep the doors to the rest of your house closed or otherwise minimise visual access to the rest of the house.

Keep your phone on your person.

Think about where you sit and where you invite the client to sit. It is recommended that you place a natural barrier between you and the client (such as a table) and that you have a clear path to the ideal exit.

Keep your table or desk as clear as possible.

Set the tone for the meeting. How you speak to the client can hugely influence how they will speak to you in return. Be professional, task-oriented and pleasant.

Trust your instincts and do not hesitate to act if you feel it is necessary.

Alternatives available to you

You might feel it is more appropriate to meet a certain person in a public place, such as your local library or other freely available meeting spots. You might recommend they visit a service desk, particularly one where Justices sit in pairs or in a building with security personnel.

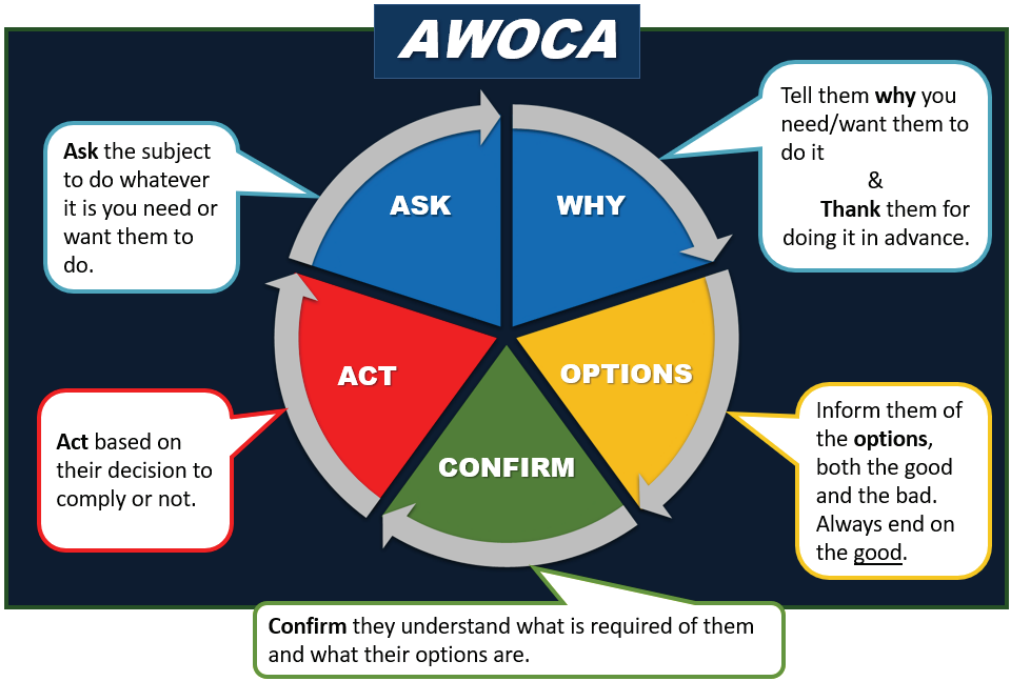
Have a discussion with the other occupants of your household

While you are the Justice of the Peace in residence, members of your household may also encounter issues. What is the process if a client appears at the door unexpectedly and you are not at home?

Tactical communication for de-escalation and safety

AWOCA is a de-escalation and tactical communication framework used by the police and security personnel, including Ministry of Justice court security officers. Its purpose is to safely manage aggressive behaviour and instruct difficult individuals.

You might draw upon this framework when confronted with someone who is demanding or intimidating. If you feel uncomfortable during an interaction with a client and you want to avoid the situation escalating into something threatening or unsafe, consider applying AWOCA.



Source: David Smith, Ministry of Justice, Security and Safety Presentation to Ministerial Educators August 2024.

Scenario: Someone appears at your door unexpectedly, insisting that you sign their documents. You do not have an appointment with this client, and you are alarmed by their aggressive and insistent behaviour.

Ask

Make your request simple and polite.

For instance, ask the client to please leave and to send you a text message to make an appointment with you.

Why

Explain the reason for your request.

You are cooking dinner/leaving shortly/expecting another client soon. You need to know what the documents are, in advance of meeting a client, to properly prepare and confirm you have jurisdiction.

Options

Inform them of both the good and the bad options. Outline the bad options first.

"If you do not leave, I will call the police. If you leave now and contact me to make an appointment, I can meet with you later or refer you to someone better able to assist."

Confirm

Confirm they understand what you have said.

"Do you understand?"

Act

If the client has not left, take the option that you have clearly communicated to them, such as calling the police when the person refuses to leave. The aim of AWOCA is to clearly and efficiently communicate, not to prevaricate.

Establish clear expectations and, where possible, give the person an opportunity to co-operate with you.

TENR risk assessment

This is a threat assessment and response tool that you can employ when you have been threatened.

Using this tool, you will assess the threat:

1. Who or what is the threat?
2. What is the intent?
3. Is the person capable of doing what they are threatening?
4. Do they have the opportunity to carry out the threat?

You are largely in control of opportunity. Do not give someone who has intent and capability greater opportunity to harm you. Where you assess that someone is making a threat and that they both have intent and are capable, take whatever steps are available to you to mitigate their chances of succeeding.

Having considered the threat, assess that threat in relation to you and plan your possible actions:

1. Who is exposed to the threat?

   You, others in your household or in the vicinity.
2. Is there a necessity to do something?

   Can you wait for help? For instance, where there is someone at your front door acting threateningly can you simply not open the door? Or do you have to do something there and then?
3. What is the most appropriate course of action or response?

In most cases you can de-escalate a situation, by, for example, using the AWOCA model of communication.

However, if you feel unsafe, the best course of action is to leave and call for help. Consider what "leaving" will look like from the room where you meet clients or if speaking to someone at your front door.

When leaving a room, avoid turning your back to the individual. Move with confidence and close the door behind you.

Communication is an important part of this process. If you are in a situation where you need to draw upon threat assessment tools, it is important that you keep in communication with those involved in the situation (the person you are responding to, those in the vicinity, those from whom you have sought help).



AFFIDAVIT AND STATUTORY DECLARATION QUIZ

1. It is not necessary to initial the pages of an affidavit within a dissolution of marriage application. **True or false?**
2. When taking an affidavit via video-conference, it is a requirement that you must be satisfied that the person making the affidavit signed the document during the audio-visual meeting. **True or false?**
3. When taking a statutory declaration via video-conference, once the declarant has made their declaration and signed the document, what is the next step?
4. A declarant must write the contents of their declaration themselves. **True or false?**
5. Where a couple seeks to make a joint application for dissolution of marriage, they must both either swear or affirm. If one wishes to swear and the other affirm, the parties must submit separate one-party applications. **True or false?**
6. Every application for dissolution must be accompanied by an affidavit of service. **True or false?**
7. Where deponents seek to make a joint affidavit not relating to an application for dissolution, they must make their oath or affirmation before the same authorised witness, at the same time. The option for joint deponents to make their oaths or affirmations at different times is an exception specific to dissolutions of marriage, given the acrimonious nature of the deponents. **True or false?**

Answers on P12

AI-generated affidavits or statutory declarations

AI is being used more frequently and you will encounter clients using it in increasingly creative ways. Clients may, for example, ask AI to create their affidavit or statutory declaration.

When determining whether you can assist a client in completing their AI-generated declaration or affidavit, consider the following:

1. Does it meet the format requirements?

Affidavits and statutory declarations have specific text that must be included for the documents to meet legal requirements. The legal requirements for statutory declarations are set out in the Oaths and Declarations Act.

Different Acts provide legislated templates for specific affidavits. For instance, the Family Court Rules provide the template for affidavits FP 12, FB 14, FB 14B and FB 14D (those affidavits found in applications for dissolutions).

2. Is the client willing to affirm/swear/declare that the document is true?

Declarations and affidavits are formal written statements which the maker believes and declares/swears/affirms to be truthful. Once the client has made the appropriate declaration/affirmation/oath and signed the document, the client has taken responsibility for the veracity of the contents of the document.

The client has the responsibility for ensuring the accuracy of the contents of their declaration or affidavit.

While the use of AI to write affidavits or declarations is new, it is not unusual for deponents and declarants to seek assistance in writing their affidavit or declaration. Declarants and deponents may ask a third party to assist in writing their affidavit or may use grammar checking programmes such as Grammarly. The client must read the document or have the document read to them, if they have not written it themselves.

3. For statutory declarations, does the recipient provide a specific declaration template?

Certain organisations, such as banks and government departments, may have a pre-populated declaration that they expect declarants to submit in support of specific applications. For instance, banks often have a specific document for clients to complete in support of a KiwiSaver withdrawal application. They may reject a document created by the client.

Statutory declarations in a digital world

With the high number of KiwiSaver withdrawal applications processed annually, many providers have sought to digitise the process. As a result, sometimes the advice or instructions issued by providers is inconsistent with New Zealand legislation concerning statutory declarations.

Printing the final page of the declaration

Some providers email clients with flawed instructions such as "print the final page of the declaration and take it to a JP". This prevents the Justice of the Peace from being able to perform the usual checks of the document and any exhibits and from completing the first section of the document.

You can ask to see the rest of the declaration and any exhibits. In doing so, explain the risks to the client: you are being asked to complete a declaration document that you have not been shown in full. The document you are being shown refers to documents that you have not been shown.

Number the declaration pages made available to you. Write "Page 1 of X" on the pages that you have been shown. Initial each page, aside from the signing page.

Electronic signatures for KiwiSaver

A large number of financial organisations offer KiwiSaver products. With the increase in KiwiSaver withdrawal applications, more niche financial organisations are engaging in the process. As a result, we are seeing variations in the kinds of statutory declarations provided to clients and the instructions organisations are providing.

Some financial institutions have instructed clients that their declaration can be electronically signed and witnessed. Is this correct? We sought guidance from the Ministry of Justice on this question:

Section 218(2)(d) of the Contract and Commercial Law Act 2017 specifies circumstances where electronic signatures cannot be used to meet the legal requirement of a signature. This includes statutory declarations. This means that a Justice of the Peace witnessing a statutory declaration must still sign a hard copy of the declaration. Recent amendments to the Oaths and Declarations Act 1957, accommodating modern circumstances, did not change this requirement.

The above requirement is applicable to KiwiSaver withdrawals for financial hardship.

Rule 13(1C) of Schedule 1 of the KiwiSaver Act 2006 requires an application for withdrawal to include a completed statutory declaration.

This advice is specific only to statutory declarations.

Affidavit and statutory declaration quiz answers



1 FALSE: Every page of an affidavit, except for the signing page, must be initialled by the party (or parties) and the Justice of the Peace. This rule also applies to the affidavit contained within the dissolution application.

2 TRUE: This is a specific requirement under the Oaths and Declarations Act 1956. Note that there is no similar requirement for affidavits or declarations taken in person.

3 The declarant must send the signed declaration to you as soon as practicable after signing the document. The signed declaration may be sent to you in its original form or as a photograph or a scan. In most cases, the client will email the document to you.

4 FALSE: The declarant must be willing to declare that the contents of the declaration are true and correct, but this does not prohibit them from having assistance in writing their declaration. Many organisations provide pre-populated declarations where declarants need only add small pieces of information to the document and full statements have already been written. Declarants who cannot write themselves may seek assistance from a third party to write the declaration. The declarant needs to be familiar with the contents of the declaration before declaring the statement's truth. They may need to read the declaration or have someone read the declaration to them, prior to signing.

5 FALSE: The only requirement for a couple to jointly apply for a dissolution of marriage is that they must both be wanting to make an application. Each deponent has a choice between swearing or affirming. Where parties choose differently from each other, there is no need to cross out "swear" or "affirm" from the attestation section.

6 FALSE: An affidavit of service is only required where a one-party application for dissolution is submitted. The purpose of an affidavit of service is to notify the other party that legal proceedings concerning them have been submitted to the court. An affidavit of service is completed after a one-party application for dissolution has been filed with the court. The applicant must then arrange for a copy of the dissolution application to be served on the respondent (the person to whom they are married). Once service has been completed, an affidavit of service must be completed and filed with the court by the person who served the documents. This affidavit is to assure the court that the second party to the proceedings has been duly informed and will have a fair opportunity to make submissions.

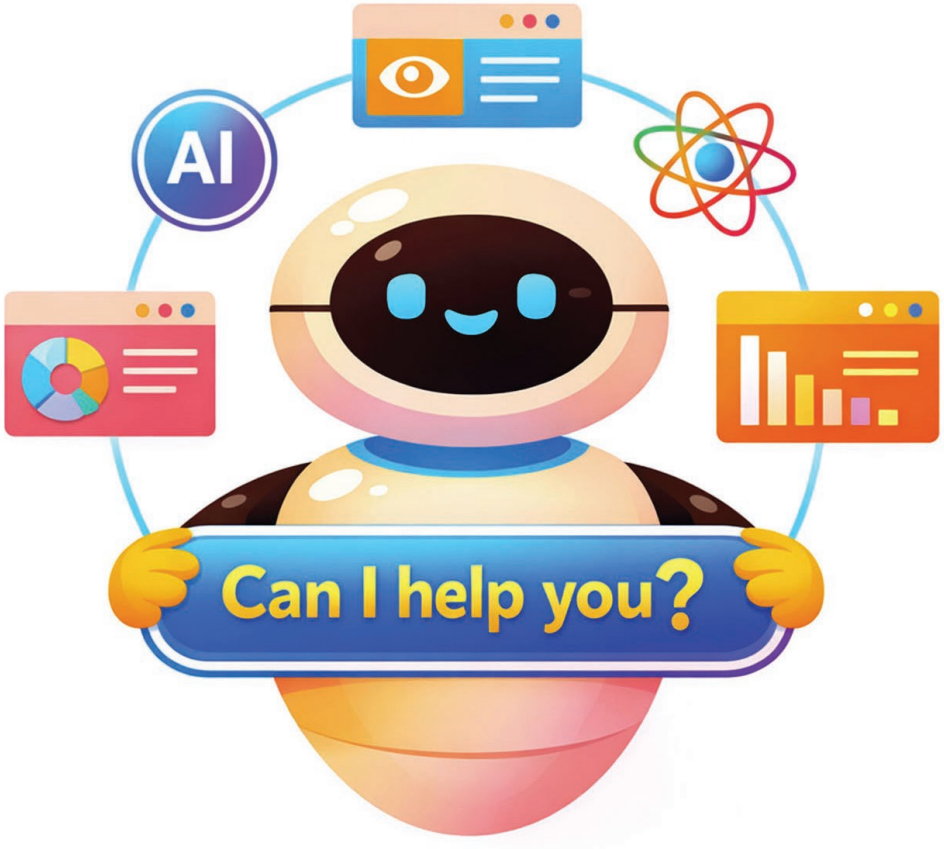
7 FALSE: The Ministry of Justice has confirmed that joint deponents for any affidavit may make their oaths or affirmations on separate occasions. When doing so, the word "severally" should be removed from the jurat.

AI and the modern JP

By SHINAE SKELTON

Artificial Intelligence (AI) can sound like something remote, technical, or not of much use to ordinary people. In reality, modern AI tools are already being used quietly and effectively by everyday New Zealanders to save time, reduce errors, and complete inconvenient tasks.

Used with a careful hand, AI is not about replacing decision-making, reasoning or experience. You can use it to complete everyday administrative tasks or provide sources to assist in making informed decisions.



Drafting and polishing written communication

One of the most useful applications of AI for Justices is writing assistance.

AI can:

- rewrite emails to be clearer, calmer, or more professional
- shorten long explanations into plain language summaries
- help draft neutral, polite responses to difficult inquiries.

Do you have a role within your local association and spend significant time writing emails or creating resources? Do you struggle to respond to difficult emails? You can jot your basic responses down and let AI format and edit your work into something more professional or accessible.

Checklists, summaries and memory aids

AI excels at organising information.

For example, Justices can use AI to:

- take a long Quarterly article or email and summarise the information
- create step by step checklists for affidavits, declarations, or exhibits in a manner that you personally find easy to navigate.

Consider taking a lengthy article that holds useful information and asking AI to reformat the information into easier-to-read chunks, a checklist or some sort of graph.

It is important that you rely on official sources, such as legislation or the Manual, as the final authority, but you could use AI to help digest information or organise materials for personal use.

Learning and self-checking

For those who love to learn, you can ask AI to:

- explain procedural concepts in plain English
- quiz you on processes ("Test me on completing an affidavit")
- compare similar concepts (affidavit vs statutory declaration).

Practical administration support

Do you have a role within your local association?

AI can also assist with:

- drafting meeting agendas or minutes
- re-wording newsletters.

These are time-consuming tasks that don't require specific knowledge but benefit from clear written communication.

A word of caution

AI should never be used to:

- interpret legislation or rules definitively
- decide how to deal with a difficult situation or document
- store or process personal client information
- replace official guidance.

From POW to President

Earlier this year Judy Pearson, the Sarawak-based younger daughter of the late John Lyle Noakes, Federation President 1977-78, wrote to the Quarterly seeking a copy of the obituary of her father published in the August 1992 issue. From that starting point former Federation Registrar ALAN HART delved into the extraordinary story of John Lyle Noakes QSO MBE JP MNZIS (1907-1992) . . . .

Noakes was born in Waihi, one of the three sons of Albert and Maria Noakes. After secondary education at Thames High School, he studied at the Thames Mines School and then trained as a Cadet Surveyor in Auckland. His ability soon showed itself: in the March 1930 examinations he was one of only two candidates out of 20 to pass for registration as a surveyor.

Very shortly after registration he joined the British Colonial Service as a surveyor with the Lands and Survey Department in Kuching, Sarawak (now part of Malaysia, but then a British protectorate). A series of promotions quickly ensued, and by 1940 he had become Assistant Superintendent in Charge of the Computing and Drawing Office, Kuching. In April 1935 he married Doris Flora Hayes, an English nurse also working there.

The start of World War 2 in September 1939 was initially seen as a European conflict but rapidly expanded to most parts of the globe and Sarawak was no exception. Noakes was appointed to be first deputy, then in July 1941, substantive Secretary for Defence.

This period saw dramatic changes in the lives of everyone, not just military personnel. The fall of Singapore led swiftly to the Japanese attacking all other states in the area and they invaded Sarawak on December 24 1941.

Noakes, along with other civilians including children and military personnel, was captured and while some of the civilians were allowed what we might see as home detention most were interned in a brutal prisoner of war (POW) camp – Batu Lintang. It was depressing in researching this part of his life to read so many accounts of maltreatment and deliberate deprivation as well as punishments up to and including execution being carried out. Perhaps his own words, which in part sum up the experiences he and others endured, will give you an insight:

“In common with many others I experienced the pain of food deficiency disease and by May 1944 it was difficult to work, and nights were a torture. My eyes failed rapidly, and it became impossible to read or to distinguish objects clearly. The death rate for the whole camp jumped at an alarming rate and we began to realise that we must now begin a real fight for existence.”

From a 1947 article on the subject in the magazine NZ Surveyor, it appears that along with a small number of others Noakes was part of a network of internees and POWs who clandestinely communicated information on the progress of the war, gleaned at great danger by soldiers in the camp or outside persons sympathetic towards the internees. Noakes was awarded an MBE in 1948 on the recommendation of the military authorities for these and other actions for services to allied POWs – the citation includes the words “For services to fellow internees at Kuching, Sarawak, during the enemy occupation.”

After the liberation of the camp in September 1945 he was taken to Labuan (now a federal territory of Malaysia, located just off the coast of Sabah and Brunei), where shortly afterwards he and other New Zealand internees were evacuated by the Royal New Zealand Air Force. Noakes rejoined his wife, Doris, in Sydney and reached New Zealand in October.

After a brief period of hospital treatment in Auckland, Noakes was deemed fit but clearly aspects of his experience and mistreatment stayed with him for the remainder of his life, including the deterioration of his eyesight.

After a short period in Thames recuperating, he returned to Sarawak where he was responsible for ensuring food relief for the local population where lack of supplies had led to widespread malnutrition. While no longer able to fully operate as a surveyor, he undertook other roles including with the 1947 census and in 1948, became Superintendent of Censors for Sarawak and Brunei.

What appears to have been a major achievement for him was his appointment in 1949 as Commissioner of Co-operative Development. In this role he began establishing co-operatives in Sarawak in January 1949, and by the time he left Sarawak in October 1954 there were 157 societies in place.

He was also a member of the Board of Examiners for Government Officers (1949-50), co-editor of the Sarawak Gazette, and was a member of the Kuching Municipal Board from 1951 until retiring from the Sarawak Civil Service in 1955. The respect he was and remains held in by the local population is shown in several local memorials and especially in two streets named after him.

For those interested in delving deeper into this aspect of his life Facebook has many posts about the area and the camp. The location of the POW barracks was at the current Batu Lintang Teachers’ Training College. The remnants of the internment quarters, which previously were the Punjab Army quarters, are still there.

Malaysian researcher Julitta Lim sums him up as: “… a modest man who never sought recognition for the community work that was a major part of his life.” Perhaps his experiences as an internee contributed to his future as daughter Judy recorded that “Dad never spoke of Batu Lintang, and he never commented on treatment by the Japanese … it was a friend of Dad’s who told me the circumstances after Dad passed away. Dad’s MBE did not see the light of day.”

While it appears that he and Doris had a son, as with many couples the marriage was irreconcilably affected by their wartime experiences, and they separated, with Doris returning to England. They were formally divorced in May 1951.

However, brighter times lay ahead and in September 1951 he was remarried in Kuching to Olive Irene Warren, an English nurse/midwife who had moved to Sarawak in 1950.

In 1955 Noakes moved to Rarotonga, initially for the administration of development of housing then later held similar administrative roles with the South Pacific Commission in New Caledonia and Fiji.

His knowledge of civil and judicial matters was again evident with his appointment as an assessor in criminal trials under the Cook Islands Act in March 1958, and he was also appointed to the Cook Islands Legislative Assembly.

It appears that his new wife Olive and their two-year-old daughter, Sally, moved initially to New Zealand where Judy was born in Auckland.in 1955. Finally, the whole family moved to New Zealand in July 1959, settling in Tapu on the Coromandel peninsula.

As he was at that stage only 52 years old and with a young family, he immediately involved himself in local community matters including in the usual support for his school-aged children. While Tapu itself is a small settlement 19km north of Thames, its numerous civic amenities required volunteers and in September1960 he along with six others was appointed to the Tapu Flat Domain Board. And not surprisingly, he was appointed a Justice of the Peace in July 1964 (coincidentally along with Philip Harkness, the author of "Reading the Riot Act", the bicentennial history of JPs in New Zealand).

Almost immediately he involved himself in all parts of the role, being heavily involved in the establishment of the Hauraki association in 1965 and subsequently serving as registrar from 1968-79. He was an advocate for training for members and acted as a mentor for new JPs 1965-79. This interest also led to Hauraki being one of the loudest proponents for the establishment of a national training programme. He also assisted with the Auckland association's development of training for the establishment of what became the traffic then minor matters courts. He assisted with the organising and edited and distributed to all associations a synopsis of conferences.

Nationally he was asked to step into the breach shortly after his appointment when the then editor of the Justices' Quarterly died in office. Noakes took on the role of editor in December 1964, serving until December 1975 when he handed over the role, possibly due to his own health issues. His commitment to education in our role was amply demonstrated in the development and inclusion of a "Guide for the Newly Appointed Justice of the Peace" which was included with the Quarterly in 1969. A second revised edition was completed by Noakes and included in full with the March 1977 issue of the Quarterly.

Judy recalls: "I have fond memories of sitting down at the dining room table with Dad with a pile of Justices' Quarterlys to be folded just so and then stuffed into envelopes. There would be a separate pile where another paper or note was to be included. Oh, and Dad's old Olivetti typewriter. He would sit looking into the distance and then there was a clatter of keys as he gathered some inspiration and transferred it to paper. I believe he had his own individual form of shorthand too, not just his terrible handwriting!"

Such was his commitment to our role that in 1973 he joined the then Executive as the Northern District representative, and became Federation President in 1977.

His research and efforts for the 50th anniversary of the Federation produced a valuable work and archive which is available on our website: https://jpfed.org.nz/GroupMembersArea/GroupContent/JP-Library

In all these roles he contributed not just through administration and liaising with associations including over training but also with submissions to such as the Royal Commission for the Courts. Along with several other like-minded JPs he advocated for what became the Justices of the Peace Education Trust and equally for the course at the old Technical Correspondence Institute (subsequently the Open Polytechnic).



John Lyle Noakes and his wife Olive

Noakes was awarded a QSO in the 1981 Queen's Birthday Honours List and while the citation is not online it was for community service including as a JP (the award was supported by then then Executive) and on the Tapu reserve board. The list carried in the Press of 15 June 1981 added: "John Lyle Noakes, M.B.E.; of Tapu; as a former member of Cook Islands' Legislative Assembly. Mr Noakes is a former New Zealand magistrate and a Commissioner of Co-operative Development. He has also been the editor of the 'New Zealand Justices' Quarterly'."

In his obituary of Noakes, former Federation Registrar Lance Osborne indicated that Noakes had started the task of updating the Federation history but that his failing eyesight from his POW days dictated otherwise.

Osborne also noted that Noakes was a practical person who had built the family home at Tapu and that he made much of its furniture. He added " … even in later years when his eyesight failed, he continued with his favourite hobby of carpentry, with his wife Olive acting as his eyes and she guiding him when he machined his timber".

He remained actively involved with Justice of the Peace matters and commented frequently in letters to the editor of the Quarterly on various matters, and correcting comments made by others as to factual matters. Locally he was active with the Hauraki association as was demonstrated at their AGM in 1980 when he was made a life member, which was recorded in the local papers as a rare honour, with the proposer of the award commenting that "such an honour went only to one who had performed great and distinguished service."

He was also elected junior vice-president of the association at that AGM and two years later became their patron, a role he held until 1991. He and Olive were guests at the 25th anniversary meeting in October 1990 where he addressed the gathering and cut the celebratory cake.

It is clear from Osborne's tribute that the last few years of his life were difficult ones for Noakes.

He bore his failing health with fortitude, but moved from Tapu to Thames itself. He passed away aged 84 years on June 12 1992 at Hamilton.

Thus ended the life of a man who truly lived respected and died regretted. Of John Lyle Noakes. the words of Shakespeare in Hamlet are succinct tribute: "He was a man, take him for all in all. I shall not look upon his like again."

Author's note: It has been an honour and privilege to work on this account of a truly dedicated JP.

King's Birthday Honours for JPs

Congratulations to the 13 Justices of the Peace named in this year's King's Birthday Honours List who are members of associations. They are listed at right, with their association membership in brackets.

New Zealand Order of Merit

Dame Companion (DNZM)
Hassall, Susan Jean ONZM (Waikato)

Officer (ONZM)
Tandon, Archna (Canterbury)
Williamson, Kenneth Ivan (Ken) KStJ QSM (Waikato)

Member (MNZM)
Hollander, Joseph Simon (Joe) (Central Districts)
Ketu'u, Fane Fusipongi (Auckland)
McIntyre, Alan Stuart (Auckland)
Rogers, David John Eruera (Taranaki)

King's Service Medal (KSM)
Abuel-Guda, Agnes (Canterbury)
Astill, Barbara Kay (Auckland)
Marcroft, Brian Lewis (Waikato)
Martin, Leigh (Canterbury)
Rattan, Vijeshni (Hutt Valley)
Westgate, Stephen Leonard (Steve) (Northland)

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Max Smith
Marriage Celebrant
#4☐ Size: (38mm x 14mm) Price: $36.00

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Justice of the Peace for New Zealand
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that represents the named individual.....
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together.

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.

Anderson, Julie Kathleen, Dunedin
Curtis, Shaun William, Kerikeri
Deo, Raj, Rangiora
Dickerson, Katherine Ann, Upper Hutt
Francis, Rachael, Auckland
Fyfe, Ann Matilda, Auckland
Hurley, Michael John, Cambridge
Jordan, David Kenneth, New Plymouth
Kaisara, Lorenzo, Auckland
Kelly, Fintan Paul, Auckland
Khanal, Atma Ram, Papamoa
Le Masurier, Mark Allan, Wellington
McHugo, Sylvia Allison, Levin
Mihaka, Kiwhare Keith, Rotorua
Mitchell, Jodi Michele, Auckland
Murchland, Andrea Joy, Invercargill
O'Neill, Stuart William, Gore
Panda Animesh, Wellington
Pangatungan, Saturnino Verzosa, Auckland
Raikwar, Kishan, Thames
Rowland, Andrew Robert, Invercargill
Scarsbrook, Charles William, Temuka
Shaw, Naomi Kathleen, Lower Hutt
Sleeman, Peter John, Omakau
Swan, Gemma Louise, Whakatane
Temo, Lepani Rabukawaqa Mocecakau, Lower Hutt
Verry, David Graham, Auckland
Welsh, Robyn Grace, Invercargill
Wineera-Parai, Ranei Taua, Porirua
Yu, Kwan Kenny, Dunedin
Zamberi, Robiatul, Adawiyah, Mataura

Dated at Wellington
this 30th day of March 2026
Hon Nicole McKee
Associate Minister of Justice

Atoni, Lesi Ruby, Porirua
Barnard, Deana, Auckland
Bradley, Tane James, Paeroa
Christie, Karen Anne, Christchurch
Couling, Aroha Alamein June, Ruatoria
Coventry, Gayle Annette, Auckland
Cross, Angela Rosemary, Auckland
Ghai, Neelu, Auckland
Ghuman, Kuljit Kaur, Auckland
Glover, Craig Rodger, Auckland
Goodman, Stephen James, Christchurch
Kalra, Banish, Rotorua
Kaur, Preet Kamal, Auckland
Kaur, Tejinder, Christchurch
Kydd, Alistair Stephen, Taumarunui
Laumatia, David Trevor, Auckland
Mahoney, Brendan John, Auckland
Martin, Christopher Leppik, Christchurch
McArdle, Paul, Havelock North
Mitchell, David Joseph, Auckland
Papuni, Maylene Areta, Rotorua
Patel, Tarun Mahendra Bhai, Auckland
Pillay, Divenesh, Christchurch
Prasad, Danial Vikash, Nelson
Pye, Andrea, Otorohanga
Rankin, Desmond Hugh, Auckland
Sharma, Anand, Mangakino
Shrestha, Archana, Auckland
Sidhu, Jatinder Pal Kaur, Auckland
Tipping, Lynne Judith, Auckland
Trafford, Melissa Gaylene, Christchurch
Uthamaputhiran, Vineetha, Auckland

Dated at Wellington
this 2nd day of June 2026
Hon Nicole McKee
Associate Minister of Justice

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

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Published by the Royal Federation of New Zealand Justices' Associations.