

Volunteer position	Program	Team	Reporting to
Justice of the Peace	Community & Culture	Culture & Lifelong Learning	Library Coordinator

Adelaide City Council's volunteer program

Activities of Adelaide City Council's Volunteer Program contribute to delivery of the City of Adelaide 2016 - 2020 Strategic Plan.

Volunteering is highly valued in the City of Adelaide with volunteer activities contributing significantly to the positive experiences of residents, businesses, visitors and students.

Volunteer vision

Volunteers will be given the opportunity to share their passions, abilities and skills in meaningful ways that strengthen community capacity.

Activities of Adelaide City Council's Volunteer Program create a sense of belonging, enable creative expression, promote social inclusion, challenge inequity, encourage sustainable practices, and promote wellbeing in City Communities.

Brief description of the role

Justices of the Peace volunteers add to Council's customer service initiatives by providing support to the city community in exercising their legal powers to witness and sign various documents.

Tasks

A Justice of the Peace (JP) is a volunteer judicial officer who is able to:

- Witness the signing of documents, such as affidavits and statutory declarations
- Certify copies of documents.
- Some of these documents may be required in court proceedings, while others may be needed for people to access benefits, or meet legal responsibilities

Essential & desirable skills, knowledge & personal qualities

Essential

- Excellent customer service and able to communicate with people from diverse backgrounds
- Able to work as a team member and individually as required
- Current certificate of appointment as a Justice of the Peace from the Attorney-General's Department, Government of South Australia.

Training, induction and time commitment

Training & Induction

All volunteers must participate in the Adelaide City Council's:

- Volunteer generic induction
- Site specific induction (inclusive of manual handling training and operating procedures where necessary)
- Completion of the online Workplace Health and Safety module
- Attend training provided by the Volunteer Supervisor to maintain or develop skills relevant to the role or as suggested by the Attorney Generals Department

Time Commitment

Justices of the Peace may choose their roster days in consultation with the centre coordinator and will need to be available within a specified timeslot on agreed days.

Additional requirements

- All council volunteers are required to have a satisfactory current National Criminal History Clearance. This will be provided and updated every 3 years by Adelaide City Council
- Comply with all Council policies and procedures outlined in the Volunteer Handbook
- Adhere to all Work Health and Safety instructions and advice provided
- Where required, uniforms and personal protective equipment will be provided by Adelaide City Council to be worn whilst on duty
- Compliance with Justices of the Peace Regulations 2006, Justices of the Peace Act 2005 and Justices of the Peace Act 1991.

Benefits

Adelaide City Council volunteers are eligible for the following entitlements and benefits

- A MetroCard for use on public transport for travelling to and from the place of volunteering
- Staff discounts and benefits under the employee 'WRAP' (Work, Recreation and Play) program
- Access to free and confidential 24/7 counselling services via the Employee Assistance Program
- Membership with the Adelaide City Council Social Club (a fee applies)
- A voucher for selected Council UPark's when public transport is not a suitable option
- Reimbursement of pre-approved work related telephone and travel costs where appropriate

I have read, understood and agree to abide by the conditions set out in this Volunteer Role Statement.

	Print name	Signature	Date
Volunteer			
Volunteer Coordinator			