

# Code of Conduct for Justices of the Peace in NSW



New South Wales Government

This code establishes acceptable standards of conduct for Justices of the Peace (JPs) appointed in New South Wales under the *Justices of the Peace Act 2002*.

## Access to services

- 1) A JP must not unreasonably refuse to provide JP services and must treat all persons seeking JP services with courtesy, dignity and respect.
- 2) A JP must deal with requests for JP services in a timely manner.

## Conduct and integrity

- 3) A JP must not engage in dishonest activities or conduct themselves in such a way as to bring the office of JP into disrepute.
- 4) A JP must keep safe and must not reveal information which is private, confidential or commercially-sensitive and which the JP has obtained when providing JP services, unless authorised by law.
- 5) A JP must remain independent and impartial when providing JP services.
- 6) If a JP has a personal, family, financial or business interest in a matter before them, the JP must disclose the interest to the person seeking JP services or decline to provide JP services in that matter.
- 7) If a JP's term of appointment expires and the JP has not been reappointed or the appointment has been revoked by the Governor of NSW, the JP must immediately cease providing JP services.

## Financial and personal benefit

- 8) A JP must not charge a fee or accept a gift for providing JP services.
- 9) A JP must not use the title of JP to advance or appear to advance his/her own business, commercial or personal interests, but a JP may use the title of JP after his or her name on a business card or letterhead.

## Knowledge and competence

- 10) A JP must be familiar with and follow the instructions for JP services outlined in the JP Handbook. The latest version of the JP Handbook is available at the website [www.jp.nsw.gov.au](http://www.jp.nsw.gov.au).
- 11) When providing JP services, a JP must clearly record his/her current JP registration number with his/her full name and signature on the document.
- 12) A JP must never witness a document unless the JP is satisfied as to the identity of the person and the JP has seen the person sign the document in the JP's presence.
- 13) Where an Act of Parliament provides that a declaration or instrument be signed or attested by a JP, the JP must do so in accordance with any instructions under that Act and any requirements on the declaration or instrument.
- 14) A JP must not offer legal advice in his or her capacity as a JP.

## Notifications

- 15) A JP must notify the Attorney General's Department of NSW in writing as soon as practicable of:
  - a) being convicted of a criminal offence
  - b) being found to have acted dishonestly by any court or tribunal
  - c) becoming bankrupt or applying for relief of a similar nature
  - d) being disqualified from being involved in the management of any company under the *Corporations Act 2001*.
- 16) A JP must provide written notification to the Attorney General's Department of NSW of a change of his/her:
  - a) name
  - b) postal and/or email address
  - c) telephone number on which the JP can be contacted in relation to JP services.