

# AUCKLAND JUSTICES OF THE PEACE ASSOCIATION INC.



**Title:**

Policy for Issues of Conduct and Ethics

**Purpose:**

Oversight and management of the conduct of Ministerial Justices of the Peace

**Policy:**

1. Committee

A Conduct and Ethics Committee will be set up annually by the President, consisting of at least three persons. A Chairperson of the Committee will be selected by the President.

2. References and Guidelines

Appropriate Conduct and Ethics of Justices of the Peace are described in the Justice of the Peace Act 1957, the Ministry of Justice Best Practice Manual, the complaints policy of the Royal Federation of Justices of the Peace, and the rules of the Auckland Justices of the Peace Association. Guidelines for practice can be found in the Justice of the Peace Manual 2020 and the Codes of Ethics and Conduct.

3. Principles

- 3.1 A Justice of the Peace has the right to know the nature of a complaint or issue, and, in most circumstances, the name of the person who has made the complaint.
- 3.2 Every effort is to be made to handle matters quickly.
- 3.3 All parties are to be dealt with tactfully and politely.
- 3.4 All matters are to be treated with confidentiality.
- 3.5 Both sides of the issue must be considered by the Committee.
- 3.6 Unless the Justice of the Peace agrees with the circumstances of the complaint, or there is strong supporting evidence for the complaint, the Committee must consider the complaint/issue not upheld.

4. Nature and Scope

- 4.1 The committee will deal with issues raised concerning the conduct of Justices of the Peace irrespective of whether they are members of the Auckland Justices of the Peace Association.
- 4.2 Issues related to errors in work performed, poor behaviour while performing ministerial duties, misuse of the letters JP, or use of the position of Justice of the Peace for personal benefit will be dealt with by the Committee.

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4.3 Issues related to behaviour unbecoming of a Justice of the Peace, in matters outside the role of Justice of the Peace, are to be referred to the Royal Federation of Justices of the Peace for their action.

## 5 Reporting and Recording

5.1 A Register of Complaints will be kept by the Registrar, containing details of the issues raised and whether or not the complaint was upheld. This will be linked to the membership database of AJPA.

5.2 The Chairperson of the Committee will report to the Council at the monthly meeting. Identifying details are to be discussed 'in committee' at council meetings.

5.3 The Registrar is to inform the National Manager of the Royal Federation of all complaints that are upheld.

5.4 A general statement of the number and nature of complaints received and upheld is to be included in the President's report to the AGM of the AJPA.

## 6 Appeal

6.1 If a Justice of the Peace wishes to appeal a decision of the Conduct and Ethics Committee, the matter is first to be put to the entire Council. If a further appeal is requested, the matter can be referred to Royal Federation.