

## **MARLBOROUGH JP ASSOCIATION**

### **STRATEGIC PLAN**

#### **AREAS OF FOCUS**

- EDUCATION/TRAINING
- MEMBERSHIP
- COURT RELATIONSHIP
- JUDICIAL JPs
- FINANCE
- COMMUNICATION
- ROYAL FEDERATION/REGIONAL RELATIONSHIP
- DISCIPLINE/COMPLAINTS
- SERVICE CENTRE
- MEMBER WELFARE
- POLICIES AND CONSTITUTION REVIEW
- COUNCIL

#### **EDUCATION AND TRAINING**

##### **Objectives:**

- Provide regular training/updating sessions for members based on progressive development, responding to member feedback, questions and dealing with new matters,
- Provide induction training and support for prospective JPs in line with RF policy and material
- Disseminate training and education material to all members.
- To take advantage of new technology to communicate with members.
- Encourage and facilitate self-learning and computer literacy
- Maintain contact with the respective Professional Development Officers
- To encourage attendance at education sessions as key component to accreditation.
- To encourage and facilitate through targeted training all members to attain and maintain accreditation status.

#### **MEMBERSHIP**

##### **Objectives:**

- Ensure geographical/population spread, acknowledging issues of location, availability of service desks, gender, ethnicity, and age whilst ensuring JP standard is not negatively impacted.
- Apply Best Practice processes to appointment of new JPs
- Ensure diversity reflecting changes in population composition and distribution.
- Ensure succession planning for both retirement and leadership in all aspects of Association work

- Advise and facilitate the JP retired option to appropriate members e.g. inactive, non-participation in training, or prolonged non-financial member status.
- Ensure a viable membership number reflecting community expectations and needs.
- Ensure good working relationship with MPs, both Local and Maori Electorates
- Ensure good processes for Council to consider nominations received of prospective JPs..

## COURT RELATIONSHIP

### **Objectives:**

- Maintain good working relationship with Court staff and stakeholders.
- Ensure that the MOJ Contract for Services National Standards of Court Services for Judicial Justices and Guidelines for Judicial Conduct are observed by all.

## JUDICIAL JPS

### **Objectives:**

- Provide optimal service to the District Court and enforcement agencies within the Judicial Justices' jurisdiction
- Explore and pursue enhancement and extension of Judicial Justices jurisdiction wherever possible.
- Provide regular training and information dissemination.
- Ensure regular peer review in accordance with RF policy and Association protocol.
- Ensure recruitment and succession planning
- Update protocols for Judicial Justices relationships and interaction with stakeholders.

## FINANCE

### **Objectives:**

- Ensure financial stability of Association including membership subscription status.
- Establish an annual budget
- Look to appropriate outside funding for particular activities if required
- **Timing:**
  - Financial report to be sent to members prior to AGM
  - If projects over \$2000 are proposed, budget to be presented at first meeting of new Council after AGM

## COMMUNICATION

### **Objectives:**

- Maintain regular updated membership details

- Identify JPs who are not members of Association and encourage their joining.
- Ensure regular newsletter to include both news and education
- Ensure that communication with all members is consistent with Federation policy.
- Look to public profiling through newspapers, talks, word of mouth
- Maintain positive relationship with the Mayor's Office, Marlborough District Council.
- Explore and enhance the relationship with and participation of the local iwi.

## ROYAL FEDERATION/ REGIONAL RELATIONSHIP

### **Objectives:**

- Maintain regular contact with RF to ensure clarity of communications and to ensure Association awareness of all national issues and conformity with RF policies.
- Share information where appropriate with other Central Region Associations and seek other Association views on issues where appropriate
- Provide for Federation and Regional Conferences including formulation and submissions of remits and reporting of relevant business outcomes.
- Statistical returns to be completed on a timely basis.

## DISCIPLINE AND COMPLAINTS

### **Objectives:**

- Reinforce conduct and code of ethics requirements in all training.
- Appoint a body within the Association to act as sub-committee on matters of discipline or complaint with representation from both the ministerial and judicial Justice roles.
- Periodically review the Complaints protocol.
- Apply Association protocols and RF policy in dealing with all discipline and complaint matters to ensure consistency and enhance confidence.
- Ensure continuity of appoint of Honorary Solicitor

## SERVICE CENTRE

### **Objectives:**

- Maintain Service Centres for public use in convenient and appropriate locations where a need is identified.
- Formulate and maintain a protocol for Service Desks; its security, manning criteria, activities, records.
- Encourage members to participate for both community service and individual experience.

## MEMBER WELFARE

### **Objectives:**

- Arrange for social activities to complement formal JP meetings
- Provide for assistance to members in times of personal loss, illness, individual needs or stress (through Welfare Officer / Almoner)

## POLICIES AND CONSTITUTION

### **Objectives:**

- Provide for periodic review of Association policies, Constitution and strategic plan.
- Ensure a structured program is in place to fully meet on time the requirements of the provisions of the new Incorporated Societies Act 2022 and evaluate the changes this may have on the Council and membership functions and responsibilities.

## COUNCIL

### **Objectives:**

- Ensure succession planning for membership and leadership
- Review processes of budgeting, record-keeping and meeting procedures.
- Establish areas of responsibility for each Council member.
- Emphasise the principle of collective decision making.
- Establish job description for each key Council role.
- Ensure confidentiality of Council business and develop policy for the secure maintenance of files, records, archives, including access, location, duration and destruction.

**This plan reviewed 20 July 2023**