

From: [Admin. Officer](#)
To: admin@rvahj.org.au
Subject: RVAHJ Enews 79
Date: 26 June 2020 15:36:46

RVAHJ ENEWS 79

Dear members,

COVID-19 Advice Update June 2020

As we have had a number of recent announcements in regards to increases in COVID-19 cases, we have provided an update for those who are located in the identified hot spots in around Melbourne. The updated advice can be found on the RVAHJ website under the Blogs menu - [Update 4 – Covid 19 Advice – June 2020](#). You are able to read the post by clicking on: <https://www.rvahj.org.au/update-4-covid-19-advice-june-2020/>

The key points from the advice update to reduce the risk of infection is as follows:

1. Document Witnessing & Certification Services

- All JPs over 70+ Years of age should refrain from all signing and certification duties
- Any JP with existing medical issues should refrain from all signing and certification duties
- All Document Signing Stations should if closed, remain so, or reconsider

plans to reopen services until the risk is reduced

- No Witnessing & Certification Services should be conducted at a JPs home

- Urgent Witnessing & Certification Services may be considered on a “one off”

basis provided all requirements and recommendations for social distancing

and other precautions are in place

- Refer all simple requests (Stat Decs & Certified Copies) to the list of Authorised Witnesses –

justice.vic.gov.au/information-for-authorised-statutory-declaration-witnesses

(NOTE: There are thousands of people in Victoria authorised to witness Stat Decs and Certify True copies)

- If you do decide to witness a document, always wash your hands and sanitise

any items used (pens etc) immediately follow each signing event (that is, between clients if there are multiples as well as at the end of the session)

and maintain the social distancing and other precautions at all times.

RVAHJ Training Academy – Now Live

The association has been working over the shut-down period to develop an online

training system for all authorised witnesses to be able to access and refresh or upgrade their knowledge on the key areas of service. The Training Academy portal at <https://training.rvahj.org.au> is now ready after completing the testing phase with our training team. The courses are free for members using a coupon code that is available from our Elwood office (Cathy). The online training academy portal has been established to provide all Authorised Witnesses the opportunity to learn at their own pace the key areas required to provide service to the local community as an authorised witness, through an online learning management system (LMS) platform.

At the moment, the training modules that are available are as follows:

- Certified True Copies
- Statutory Declarations
- Assessing Capacity
- Voluntary Assisted Dying
- AHPRA Document Witnessing.

You can read more about how to register and future modules on the RVAHJ Blog at:

<https://www.rvahj.org.au/members-details-update-online-training-rollout/>

Members Details Update Program

Since the Government has brought in restrictions due to the COVID-19 emergency it

was clear that we need to be able to communicate the constant changes as quickly

as possible so that the community is aware of where to go and who to see to be able to have documents authorised. It has been a challenge to provide the updated

information to RVAHJ members and at times other Honorary Justices due to incomplete or old contact information on file. A series of emails, notifications in Custodes, eNews, text messages and post have been sent out asking for all to review and update this information, so that the association can provide the support

and help to those in need.

The level of response has been very limited and we have decided that a different approach is needed and as a result we have engaged a multi-media service to make

personal contact with all members to confirm / update or change members contact

details. When you receive a call from this service, please note it is not a scam and

they will only go over with you about your contact details. This update program will

be starting from this week, June 2020 and I ask that you please support this initiative

to help the association help you.

Communication is key to ensuring that you as the association are able to provide

the

best possible service to your local communities in Victoria.

You can read more about how to register and future modules on the RVAHJ Blog at:

<https://www.rvahj.org.au/members-details-update-online-training-rollout/>

If you require any further clarification or have any questions, please contact our Elwood office on 9525 7099.

Best wishes,

Paul Mracek JP FRVAHJ
President