



# Royal Victorian Association of Honorary Justices

ACN 004 226 448

Chief Patron: The Governor of Victoria

Patron: The Right Honourable the Lord Mayor of Melbourne

## TRAINING CHECKLIST FOR HOST BRANCH

**Branches are reminded that hosting a training session in your area will involve WORK and COST for the branch - details are listed below. All training events will be coordinated by the Training Team and must be requested through RVAHJ centrally.**

1) **Local Contact –**

Provide the name and contact details of the person at the local branch who will be liaising with the training team.

2) **Minimum numbers –**

A minimum number of participants is required (currently 20). Encourage local members to support the event and, if required, request the training team to arrange for invitations to be sent to justices in the surrounding areas.

3) **Venue –**

*Venue costs are the responsibility of the host branch. Refer to Point 6.*

Arrange a suitable venue; does it have the following:

- Enough seating, suitable for “all day” training (Confirm *maximum* capacity to RVAHJ office)
- Suitable air-conditioning/heating and ventilation
- Projector screen/blank wall
- Provision of projector and compatible laptop. If not, RVAHJ will supply.
- Access to printer facilities to be used as may be required
- Electricity supply
- Tables for check in/registration and merchandise display
- Nearby toilet facilities
- Catering facilities (*see next point*)– Tables for refreshments to be set up where they will not interfere with training

4) **Leadtimes**

It is important to make sure that sufficient lead time is allowed for training sessions to be organised. As there are a number of details to be coordinated with training and resource to be obtained, (not possible in a short time frame), it is recommended that three months be allowed as a guide for a training event to be organised within a location.

It is always worth discussing your needs well in advance to ensure there are no clashes with other branches / DSC training programs.

5) **Proposed Session Content**

Topics covered may vary from session to session depending on any request from the host branch and the availability of trainers and time. It is recommended that the common document types are included in the training as well as any other additional areas of interest. The Training Team can provide guidance on the amount of content which can be provided within a time frame. Ideally, training sessions will run from 10am to 3pm with appropriate breaks.



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6) **Catering**

*Any catering costs are the responsibility of the host branch. Refer to Point 7.*

Light lunch, morning and afternoon teas (e.g., tea, coffee and biscuits for morning and afternoon tea, sandwiches and fruit for lunch). Depending on the venue, it may be an option that attendees buy their own. There may be a need to cater to special dietary requirements.

7) **Costs**

The Association currently provides trainers, handouts etc. at no cost to financial members of the RVAHJ. Non-member honorary justices are welcome to attend, however, an attendance fee will be charged.

Unfortunately, the Association cannot accept responsibility for costs associated with the venue or catering. To cover these, we recommend the branch seek local support for the event. For example, many local municipal/shire councils are willing to supply both venue and catering to community groups free of charge (you could even invite the local Mayor to 'open' the event). Other local organisations may also be considered – Police, SES, RSL, schools etc. Discuss this with your branch members, perhaps someone has contacts who can assist.

Remind those you approach of the work Justices undertake in the community, particularly the police time saved where rosters are run. Also, the time Bail Justices give in attending bail hearings, particularly in the early hours of the morning.

**Please inform the Association's office *before* any advertising/invitations are arranged.**

8) **Training Team Accommodation –**

Discuss with the Training Team, their need for accommodation; will they be staying overnight? If so, please advise suitable, nearby accommodation. Cost of such accommodation is borne by the Association.

9) **Appreciation of Trainers Time**

We would suggest if you are considering a small gift for a Trainer, a 'Fuel Card' to help with covering the cost of travel to your location and venue, rather than the more traditional bottle of wine, etc.

10) **Bookings -**

The Branch will act as the contact point for bookings, please ensure that an appropriate email address is noted on the invitation. On finalisation of numbers please forward the details to the Association office - E-mail: [admin@rvahj.org.au](mailto:admin@rvahj.org.au), or Post: PO Box 317, Elwood, Vic. 3184.

If you have any questions or concerns, please contact the Association's office by e-mail (as above) or by telephone on (03) 9525 7099.



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