Meals on Wheels
PALM BEACH

More than just a meal

Meals on Wheels
We deliver smiles

Dear Volunteer,

Thank you for your decision to become a Meals on Wheels Volunteer at Palm Beach.

To become a volunteer, it is necessary for you to complete & return the following forms to Palm Beach Share-n-Care (Meals on Wheels) 31 Tenth Ave Palm Beach Qld.

1. Volunteer Application Form (09c.2019).
2. Volunteer Emergency Contacts Form (09b.2019).
3. Volunteer Code of Conduct Form (09d.2019). Signature required.
4. Volunteer Contract Form (11.2019). Signature Required.
5. Australian Federal Police National Police Check (NPC) Application Form.
   It is the requirement of the Federal Government that all volunteers complete an NPC form every two years. You will need to provide a minimum of 100 points of identification for Proof of Identity with you application (please see page 4).
6. Complete Statutory Declaration.
7. COVID -19 Protocol Volunteer/Drivers (09e.2019) Signature required.

Kevin Kenward
Chief Operations Officer
Palm Beach Share-n-Care

PALM BEACH SHARE-N-CARE CENTRE INC

VOLUNTEER EMERGENCY CONTACTS

Your contact details:

Name: _____

Address: _____

Phone: _____Mobile: _____

Email: _____

Date of Birth: _____

First emergency contact:

Name: _____

Address: _____

Phone: _____Mobile: _____

Email: _____

Date of Birth: _____

Second emergency contact:

Name: _____

Address: _____

Phone: _____Mobile: _____

Email: _____

Date of Birth: _____

VOLUNTEER APPLICATION FORM

Name: _____

Address: _____

Phone: _____Mobile: _____

Email: _____

Date of Birth: _____

Vehicle Make: _____Registration #: _____

Drivers licence number: _____

Comprehensive Insurance: Yes ☐ No ☐
(Please provide copy)

Are you comfortable driving a manual delivery van? Yes ☐ No ☐

Are you agreeable to be on the emergency call list: Yes ☐ No ☐

Availability: Weekly ☐ **Fortnightly** ☐

Monday (kitchen 7:30am – 1pm): _____
Tuesday (deliveries 8am – 12pm): _____
Wednesday (office 8am – 3pm): _____
Thursday (kitchen 7:30am – 1pm): _____
Friday (deliveries 8am – 12pm): _____

Date:___/____/____ Signature: _____

Palm Beach Meals on Wheels 31 Tenth Avenue Palm Beach Qld 4221

mow@palmbeachshareandcare.com.au 07 5535 6036 www.facebook.com/PalmBeachMealsonWheels

VOLUNTEER CODE OF CONDUCT

The purpose of this Code of Conduct is to inform volunteers on the standards of conduct required. Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

Expected Behaviours

At all times, we expect volunteers to:

- Be present at the agreed times and tell us if you are not able to volunteer
- Carry out duties and responsibilities in a safe, efficient and competent way
- Maintain a good standard of dress
- Comply with lawful and/or reasonable direction, instructions and policies
- Respect the privacy of individuals and only use confidential information for the purposes for which it was intended
- Maintain the confidentiality of any information obtained while volunteering
- Observe safety procedures including: - keeping yourself and others safe at all times - notifying the organisation about hazards or potential hazards in the working environment - notifying the organisation about any accident, incident or property damage
- Be honest, empathetic and genuine to our clients.
- Duty of Care: a moral or legal obligation to ensure the safety or well-being of others
- Complete relevant documentation as requested by the organisation.
- Observe and report back to the office should you have any concerns
- When entering the homes of clients, be respectful and seek permission to carry out duties.
- Comply with Australian laws

Volunteers will not:

- Create any liability for our organisation without authorisation
- Act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc)
- Seek or accept any offers, gifts, rewards or benefits
- Engage in any activity that may or causes physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others)
- Be affected by alcohol, medication or non-prescription drugs while volunteering
- Provide a false or misleading statement, declaration or claim
- Falsify or change any documents or records
- Engage in any activity that may damage our property
- Engage in a criminal activity in our workplace.

Breaches of the Code of Conduct

Palm Beach Share N Care Inc. does not pre-empt outcomes or action as a result of breaches of this policy, consideration of appropriate action will be taken at the time. Possible outcomes include termination of the volunteer relationship.

Declaration

I have read and understand the information in this document, and I agree to follow the Code of Conduct during my time volunteering.

Date:___/____/____ Signature: _____

COVID-19 PROTOCOL VOLUNTEERS/DRIVERS

Volunteers while we are adhering to COVID restrictions please ensure the following.

On Arrival

- Please maintain social distancing while you wait to have your temperature checked.
- Once your temperature has been checked and you are within the safe parameters Volunteers may enter the Centre.
- If you have a **high temperature** reading **you must** leave the area **immediately** and take yourself for **testing** at the nearest COVID testing point.

Prior to Delivery

- Please sanitise or wash your hands upon entering the Centre (a sanitiser dispenser is located on the wall near the cold room).
- Drivers bags will be handed to volunteers – only Ethan or Michelle can enter the cool room.
- Please ensure you maintain **social distancing** whilst in the Centre.
- The kitchen is not to be used as a thoroughfare, please walk through the hall. (Entry to kitchen is only for Kitchen Staff and authorised personnel).
- Please check that masks, glove and sanitiser are included in your delivery bag.

Meals Deliveries

Before delivering to client's houses please ensure that you are masked, gloved, and/or sanitised your hands.

- Knock or ring doorbell to announce you are there for delivery.
- Place meals, menus and other notices in cooler bag/esky supplied by client.
- If the client is physically or visually impaired a volunteer may need to enter house to place meals in fridge – only the driver should enter, and the jockey should at the door.
- Ask clients for menus to be brought back to the Centre.
- Hands are to be sanitized before entering and after exiting each client's home.

Upon return to Centre

- Remove gloves and mask and place in the plastic bag supplied. Please dispose of the plastic bag in the garbage bin before entering the Centre.
- On entry to the Centre please wash/sanitise your hands.
- Only one person to enter the office at a time. (Please maintain social distancing).

09e.2020 Covid Protocol

…… ……

Signature Date

VOLUNTEER CONTRACT

Commencement Date: _____

Name of Volunteer: _____

Organisation Name: PALM BEACH SHARE-N- CARE CENTRE INC.

ABN 71 643 380 255

Short Form Name: EMPLOYER

Location: 31 Tenth Avenue, Palm Beach QLD 4221

Background

Palm Beach Share-N-Care Centre is a Not-for-Profit organisation established for our community members over the age of 50. Providing a meeting place with recreational activities and programs including (card games, dancing, chess, Scrabble and entertainment clubs. We also operate Meals on Wheels from our Centre. Our mission is to reduce social exclusion and promote health and wellbeing whilst supporting people to maintain independence in their own homes.

Policy Statement

Volunteers are a valuable asset and will be treated with respect and shown appreciation for their contribution.

Within available resources, and having regard to organisational needs, Palm Beach Share-N-Care Inc. will recruit and place volunteers in the type of volunteer work which best suits their skills and interests.

All volunteers will be provided with tasks that are clearly explained to them and which they are comfortable to undertake.

The Management of Palm Beach Share and Care Inc. will ensure that this policy is enforced.

The Workers of Palm Beach Share and Care Inc. will comply with all the policy conditions.

Volunteer information and privacy is protected in accordance with the Privacy Act 1988

Training

All Volunteers will coordinate the briefing of specific training to the particular tasks and areas in which Volunteers will be involved. All Volunteers must read and acknowledge that they have read the Hygiene & Food handling requirements under the Food Safety standard 3.3.2.

Palm Beach Share N Care Inc. expect volunteers to participate in the completion of:

- Fire Emergency & Evacuation Procedure Training
- Work Place Health & Safety Training

Insurance

All Volunteers are covered for injuries that occur at the workplace under the Organisation's Insurance Policy. Cover under the Policy applies to all hazards to which Volunteers are exposed to whilst engaging in voluntary work. This also includes necessary direct travel to and from the delivery of meals to clients property on behalf of the Palm Beach Share and Care Inc. Drivers are required to have comprehensive vehicle insurance.

Scope

This policy applies to all Workers including the Executive Committee, Staff and Volunteers and any person who may provide a service to Palm Beach Share and Care Inc.

Palm Beach Share and Care Inc. Volunteer Recruitment process is as follows:

- Advertise through the media;
- Make contact with service clubs and other organisations; and
- By word of mouth through Volunteers and Clients.

Engagement

Members of the public wishing to volunteer for Palm Beach Share and Care Inc need to read through the Volunteer Handbook and Infection Control Policy as well as read through this contract and confirm their Volunteer Agreement by signing this form. All Volunteers must complete an induction, including the briefing of Workplace Health and Safety information prior to commencement of duties. This induction will be conducted by the Manager or Supervisor.

Code of Conduct

The purpose of this Code of Conduct is to inform volunteers on the standards of conduct required. Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

Volunteers will need to possess the following qualities:

- Be flexible and available;
- Be reliable – if unable to attend provide minimum 24 hours' notice;
- Be accountable for their actions;
- Have a good presentation/cleanliness standard;
- Be willing to abide with decisions made by the Management Committee;
- Be non-judgmental;
- Be willing to work as a member of the team;
- Be willing to undertake training as required; and
- Be committed to working for the benefit of the frail, elderly, disabled and members of other special needs groups.

Volunteers Responsibilities:

- Observe all the rules of Palm Beach Share N Care Inc. including those specified in the constitution and any others determined by the Board.
- Participating in inductions as instructed by their Supervisor.
- Complying with instructions directed by their Supervisor.
- Reporting any hazards identified or incidents to their Supervisor.
- Participating in risk assessments as directed by their Supervisor.
- Participating in risk assessments as directed by their supervisor to eliminate or minimise risks in the workplace.
- Volunteers are to record their attendance in the appropriate register at the commencement of each shift.
- Using Personal Protective Equipment as required by their supervisor to eliminate or minimise risks at the workplace.
- Using sun screen and drinking plenty of fluids to keep hydrated during summer.
- Not recklessly interfering with or misusing resources or equipment provided for Workplace Health and Safety.
- Not wilfully placing risk to themselves or any other person.
- Work in a safe and competent manner in accordance with the policies and procedures of Employer.
- Respect the dignity and culture, values and beliefs of all individuals.
- Be honest, empathetic and genuine
- Represent Palm Beach Share and Care in a positive way.
- Maintain Duty of Care: our moral/legal obligation to ensure the safety and well-being of others.

- Wear suitable clothing including closed in shoes, clean and discrete shirt and trousers (or knee-length shorts), jewellery should be kept to a minimum, thongs, singlets and crop tops are not appropriate.
- Appearance must be presentable when on shift.
- Give sufficient notice when you are not able to volunteer on your rostered day.
- Give sufficient notice (2 weeks) before you leave the organisation.
- Follow the correct handling, storage, cooking and distribution policies and procedures of food.
- When delivering meals, volunteers must not use their visits to pursue any personal or commercial interest (eg. Offering to value houses for sale or to buy furniture).
- Complete relevant documentation as requested by the organisation.
- Observe and report back to the office/ supervisor should you have any concerns.
- When entering the homes of service users, be respectful and seek permission to carry out duties.
- Comply with Australian Laws and Legislation relevant to our services.

Manual Handling

Palm Beach Share N Care Inc. are committed to preventing the risk of death, injury or illness caused by manual handling tasks. Manual handling is the workplace activity requiring the use of force exerted by a person to hold, lift and move a load.

- Manual tasks therefore cover a wide range of activities including stacking shelves, working at a food packing line, entering data into a computer and delivering meals;
- Volunteers must only lift items they feel comfortable with the weight load or seek help from a colleague or member of staff;
- Heavy loads should be lifted by mechanical means whenever this is feasible.
- Follow the correct lifting procedure: Lift with your legs, not your back.
- Identify manual handling tasks and advise Supervisor should you have concerns;
- Assess risk associated with identified hazards and report to supervisor
- Determine control measures until supervisor can take action;
- Provide and maintain a safe and healthy work environment;
- Perform manual handling tasks in accordance with management's instructions or systems or procedures established to reduce injuries.

Confidentiality

Palm Beach Share N Care Inc. have necessary restrictions in place to protect the Privacy and Confidentiality of our clients. However, in order to fulfil your role as a volunteer, some information will need to be provided to you. Your responsibilities are:

- Do not share personal details with anyone else.
- All documents with personal details provided to you must be returned to the office. Do not take any documentation home with you.
- No copies or photos are to be taken of documentation or clients without prior verbal and or written consent.
- Do not discuss confidential issues of Palm Beach Share N Care Inc with people outside the organisation.
- Regard all information provided to you by a service user as confidential and never disclose personal information to another service user.
- Respect the organisation and client privacy at all time.
- Report to Supervisor or M.O.W Coordinator should you have a concern.

Smoking, Drugs & Alcohol

Palm Beach Share n Care Inc. do not accept any persons who represent our organisation to be under the influence of drugs or alcohol. You are expected to:

- Not take illegal drugs or consume alcohol when on duty or on the premises.
- Not to smoke inside the building or during delivery of meals to clients.
- Only smoke in the designated smoking area at the Centre for use by workers on their break.
- By signing the timesheet on arrival of your shift you are confirming that you will not consume alcohol or other prohibited substances before or while you are commencing work for Palm Beach Share N Care Inc.

Harassment and Discrimination

Palm Beach Share N Care Inc. will not tolerate any form of harassment and/ or discrimination to any participant within the organisation, nor to any recipient of our services: Volunteers will:

- Not solicit, demand or request any gifts or benefits, nor accept gifts or benefits either for themselves or another person.

- Not have sexual relationships with service users or take them to their homes or engage in a relationship with service users outside of a professional relationship.
- Follow any grievance procedures set down by the Board to try to resolve any conflicts with other staff or members of Employer.
- Not harass in any form, service users/ other staff or members of the organisation.
- Must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.
- Not abuse, physically or verbally, service users, other staff members of the organisation.
- Not indirectly or directly discriminate any service users, other staff members of Employer.
- Not alienate service users from their family.
- You must treat service users with courtesy, respect and consideration. Act on complaints and provide services to the best of your ability.

Reputation

You must not act in any way to damage the reputation of the organisation. This includes, but not limited to, making statements that are derogatory, offensive or damaging to the organisation and all participants/ recipients of the centre and its services.

Failure to abide by the above rules may lead to dismissal from Palm Beach Share and Care

Signed:

_____ _____

Volunteer Date

_____ _____

Employer/ Coordinator Date

AFP
AUSTRALIAN FEDERAL POLICE

Australian Federal Police
National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Office use only

1. Purpose of NPC

Code Number:	

Enter the relevant code number from the table at Section 1: Purpose of NPC on the Application completion Guide (e.g. Fire fighting/prevention = Code No 15)
If a code is not specified this application will be processed as a Standard Disclosure (Code 30).
If the purpose is not listed or you are unsure please ring the AFP Criminal Records Help Desk on 02 6202 3333 for assistance.

2. Applicant Details

Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name					
All Given Names					
Date of Birth (DD/MM/YYYY)	/ /	**Gender: Male**	☐	**Female:**	☐

Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll).
If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included ☐

Family Name: (include all name changes and maiden name)	**Given Names**	**Date of Birth**
		/ /
		/ /

Place of Birth Town				**State**	
Country					
Telephone Numbers: Home		**Work**		**Mobile**	
Australian Drivers Licence Number		**Issuing State:**		☐ **Copy Attached**	

Current Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type

Suburb/City	Post Code

State	Country	Residency From
		/ /

Previous Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type

Suburb/City	Post Code

State	Country	Residency From
		/ /

3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
PALM BEACH MEALS ON WHEELS INC	1416	CF252/2010

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes ☐ No ☐ If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

(a) fingerprints taken by another police jurisdiction ☐ OR

(b) fingerprints taken by the AFP and not charged when taken ☐ OR

(c) fingerprints taken by the AFP and charged when taken ☐ - receipt of payment must be supplied with this form

6. Consent

- **i.** I acknowledge I have read the *Application Completion Guide* for this application form (pages 3 – 6) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- **ii.** The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- **iii.** I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- **iv.** I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- **v.** I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- **vi.** I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature **Date**

If you are under 18 years of age please provide consent below from a parent/guardian.

Parent/Guardian Signature **Date**

Parent/Guardian name printed in full

AFP
AUSTRALIAN FEDERAL POLICE

FINANCIAL SERVICES
Locked Bag 8550 CANBERRA ACT 2601
Telephone 02 6202 3333
Email:Vetting@afp.gov.au
www.afp.gov.au
ABN 17 864 931 143

Application Completion Guide

BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY

Section 1: Purpose of NPC

Applicants must choose **one purpose only** from the following list. Identify the relevant code and insert in the appropriate box on page 1 of the NPC form.
If the purpose for your NPC is not listed or you are unsure please ring the Criminal Records Help Desk on 02 6202 3333 between 9am and 5pm (Australian Eastern Standard Time).

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released (*Spent Convictions Act 2000*)
10	Aged Care provider/worker	All offences
11	Brothel or Escort Agency Owner/Operator/Interested party	All offences
12	Child Care provider/worker	All offences
13	Disabled Care provider/worker or Hospital Employment	All offences
14	Explosives/fireworks permit (where an ASIO check is required)	Unspent offences
15	Fire fighting/prevention	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/permit	All offences
17	Interactive Gambling Licence/Casino Employee	All offences
18	Judge/Magistrate/Justice of the Peace/ Police Officer/Prison Officer	All offences
19	Child/Aged/Disabled Care provider/worker	All offences
20	Working in a School	All offences
21	Teacher/teacher's aide	All offences
30	Pre employment/standard disclosure, Security Guard	Unspent offences

	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released (*Part VIIC Crimes Act 1914*)
22	Aged Care staff/volunteers	Unspent offences and offences against the person
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission (ASIC) employee/consultant	All offences
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
26	AUSTRAC employee/consultant	All offences
27	Care of intellectually disabled persons	Unspent offences and offences against the person
28	Care, instruction or supervision of children	Unspent offences a) a sexual offence; or (b) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
29	CASA ASSC	Unspent offences
30	Commonwealth department employee	Unspent offences
31	Employee with access to secret or top secret information	All offences
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence
33	Immigration/Citizenship ** **Please note that fingerprints are not required by the Department of Immigration and Citizenship (DIAC) unless you are otherwise advised by them**	All offences
34	Law enforcement/Intelligence or Security agency employee/consultant **(NB NOT private Security Guards)**	All offences
35	Overseas employment/visa	Unspent offences
36	Superannuation Trustee/Custodian/Investment manager or Responsible officer of a body corporate that is a trustee, investment manager or custodian of a superannuation entity	Unspent offences and offences in respect of dishonest conduct
37	Care, instruction or supervision of children/ Care of intellectually disabled persons/ Aged Care staff/volunteers	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
	Other	
30	Pre employment/standard disclosure	Unspent offences

Section 2: Applicant details
Please ensure ALL applicant details are provided including all current and previous names, telephone contact numbers, drivers licence details etc.
If there is insufficient room, please attach a separate sheet, ensuring that it is signed and dated.

Section 3: Employer/Organisation details
This section relates to AFP account holders only and should not be used unless previously advised.

Section 4: Mailing Address of Police Certificate

The National Police Certificate will be mailed to the organisation listed at Section 3.

Section 5: Fingerprint Checks are only required where there is a legislative requirement for such a check to be conducted. The employer or organisation requiring the NPC will advise you if this is necessary.

These fingerprints must be included with pages 1 and 2 of this form at the time of submission.

An additional cost and processing time is associated with this service. Details are available on the AFP website or use the link – http://www.afp.gov.au/business/national_police_checks.html

Fingerprints can be taken by your local police jurisdiction or the AFP. Where fingerprints are taken by the AFP and the AFP charges for this service a receipt must be obtained and supplied to Criminal Records with this application.

Section 6: Consent
This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting a NPC on their son/daughter/ward.

Spent Convictions Legislation

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table above – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the ACT *Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

Disputed Record Enquiries

If you believe the information provided on your police certificate is incorrect or inaccurate a Disputed Record form (CR 1200) is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

The Privacy Commissioner is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992.
The following requirements must be met when submitting an AFP National Police Check (NPC).

Account Customer - Completion Check List

Failure to meet the required standards will result in the form being returned for amendment.

- **Ensure Section 1 Purpose of NPC has been completed**
- **A copy of an Australian driver's licence or other acceptable identification (eg passport, certified full birth certificate, certified marriage certificate) must accompany the application unless you have been otherwise advised. Do not send original documents.**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- If completing by hand use **BLOCK LETTERS** and **black ink**.
- Mark the appropriate check boxes with a cross (X).
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide (pages 3 – 6 of this form) to the AFP. Please retain these for your reference.

Attachment A: Proof of Identity (this section must be completed)

A minimum of 100 points of identification has to be provided with the application. Please ensure that only photocopies of the original documents are attached.

Tick if included	You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation	Required on document N = Name, P = photo A = Address, S = Signature	Points Worth	Points gained (applicant to fill)
	Primary Documents			
☐	Foreign Passport (current)	N – P	70	
☐	Australian Passport (current or expired last 2 years but not cancelled)	N – P	70	
☐	Australian Citizenship Certificate	N	70	
☐	Full Birth certificate (not extract)	N	70	
☐	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	N	70	
☐	Australian Driver License/Learner's Permit	N – A – P	40	
☐	Current (Australian) Tertiary Student Identification Card	N – P	40	
☐	Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	N – P	40	
☐	Government employee ID (Australian Federal/State/Territory)	N – P	40	
☐	Defense Force Identity Card (w/ photo or signature)	N – P	40	
	Secondary Documents			
☐	Department of Veterans Affairs (DVA) card	N – A	40	
☐	Centrelink card (with reference number)	N – A	40	
☐	Birth Certificate Extract	N	25	
☐	Birth card (NSW BDM only)	N	25	
☐	Medicare card	N	25	
☐	Credit card or account card	N – S	25	
☐	Australian Marriage certificate (Registry issue only)	N – S	25	
☐	Decree Nisi / Decree Absolute (Registry issue only)	N – S	25	
☐	Change of name certificate (Registry issue only)	N – S	25	
☐	Bank statement	N – A	25	
☐	Property lease agreement - current address	N – A	25	
☐	Taxation assessment notice	N – A	25	
☐	Australian Mortgage Documents	N – A	25	
☐	Rating Authority - eg Land Rates	N – A	25	
☐	Utility Bill - electricity, gas, telephone (less than 12 months old)	N – A	20	
☐	Reference from Indigenous Organisation	N – P	20	
☐	Documents issued outside Australia (equivalent to Australian documents). Must have official translation attached	N – P	20	
	Total points provided (minimum 100) with this application :			

Submission Checklist

Prior to submitting your application, please complete the checklist below to ensure your request can be processed in a timely manner. **Failure to complete or supply any part of the application may result in it being returned prior to processing.**

- ☐ All required details in Sections 1 to 9 are complete.
- ☐ I can be reached during business hours on the phone number I have provided in section 3.
- ☐ I have attached photocopies of my identification, for documents selected in attachment A above.
- ☐ I have provided my credit card details for electronic payment or I will attach a cheque or money order payable to the AFP for the current fee.
- ☐ (optional) If a fingerprint check is required, I have provided my fingerprints and if relevant, a copy of the receipt for payment.

Once all the above steps have been completed, attach your photocopied identification documents and payment to the application form and post to:

Australian Federal Police
Criminal Records
Locked Bag 8550
CANBERRA CITY ACT 2601

Alternatively you can scan and email all the documents to: **AFP-NationalPoliceChecks@converga.com.au**

Commonwealth of Australia

STATUTORY DECLARATION

Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I,[1]

make the following declaration under the *Statutory Declarations Act 1959:*

2 Set out matter declared to in numbered paragraphs

[2]

I have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of, and sentenced to imprisonment for, any other form of assault.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

[3]

4 Place
5 Day
6 Month and year

Declared at [4] on [5] of [6]

Before me,

7 Signature of person before whom the declaration is made (see over)

[7]

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

[8]

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution