



FRANKSTON CITY COUNCIL

**FESTIVAL VOLUNTEER
MANUAL & APPLICATION**

TABLE OF CONTENTS

- 1. INTRODUCTION**
 - 2. RECRUITMENT AND SELECTION OF VOLUNTEERS**
 - 2.1 Who can become a volunteer
 - 2.2 Matching volunteers to jobs
 - 2.3 Safety Issues
 - 2.4 Police checks
 - 2.5 Other pre placement checks
 - 2.6 Letter of appointment
 - 3. VOLUNTEER RIGHTS & RESPONSIBILITIES**
 - 3.1 Code of Conduct
 - 4. INDUCTION TRAINING**
 - 5. SUPERVISION OF VOLUNTEER**
 - 6. LIABILITY COVERAGE OF VOLUNTEERS**
 - 6.1 Public Liability Insurance
 - 6.2 Personal Accident Insurance
 - 6.3 Motor Vehicle Insurance
 - 7. DEALING WITH CLIENTS/PUBLIC**
 - 7.1 Confidentiality
 - 7.2 Identification
 - 8. GRIEVANCE PROCEDURES**
 - 9. SEXUAL HARASSMENT AND EQUAL OPPORTUNITY**
 - 10. OCCUPATIONAL HEALTH AND SAFETY**
 - 11. ADDITIONAL INFORMATION**
 - 11.1 Timesheets
 - 11.2 Meals
 - 11.3 Clothing
 - 11.4 Injuries
- APPENDICES**
- 1.0 General Position Descriptions
 - 2.0 Application Form
 - 3.0 Statutory Declaration

1. INTRODUCTION

The Volunteer Manual aims to facilitate the opportunities for volunteers involvement and to recognize the significant contribution made by volunteers to Council and the community. This manual sets out to provide easy to understand guidelines for the recruitment, placement, support and acknowledgment of volunteers, while providing information to volunteers on their role, rights and responsibilities within Frankston City Council.

2. RECRUITMENT, SELECTION AND PLACEMENT OF VOLUNTEERS

2.1 Who can become a volunteer

There are no restrictions on gender or race, but a volunteer must be aged over 16 years and under the age of 70 years. It is important that each volunteer find areas of work where they can learn, be effective and enjoy the experience. Council reserves the right of refusal. Only those volunteers considered most suitable to take on the work available at the time will be placed. Consideration of particular skills/interests/capabilities are all considered when placing volunteers.

All prospective volunteers need to complete and return the following documentation:

- Volunteer Application Form (Appendix 2.0)
- Statutory Declaration (Appendix 3.0)

2.2 Matching volunteers to jobs

In order to ensure that a volunteer is matched to the right role the volunteer must have a clear understanding of what the role involves, what skills will be required to undertake the role and what standards are expected (refer to appendix 1.0 for general position descriptions).

The position description is a brief written summary of the duties and responsibilities of volunteer duties and ensures the aims and objectives of the program are being met. It is not a detailed record of every task and duty but a focus of expected outputs of the role and protects the rights of the volunteers. Roles description will be forwarded to volunteers once rosters have been set.

The role description will include:

- Position summary
- Organizational relationships
- Key areas of responsibilities
- Skills required
- Date and time required

Unlike paid workers, volunteers do not work under an award system and do not enter into an agreement based upon the provision of labour for a prescribed payment, which is protected by law. However, volunteers do enter into a contract with Council where they agree to perform certain tasks, which are of benefit to the organization and the community.

2.4 Safety Information

Volunteers need to be alert to potential hazards. A hazard & risk assessment form will be forward to volunteers before each event. The hazard & risk assessment identifies all of the potential risks to festival patrons, staff and volunteers.

The safety of Festival patrons is of paramount importance hence the need for all volunteers to complete a Statutory Declaration.

Volunteers should give the organization's phone number as a contact and referral point for further requests. Volunteers should always refer any unusual circumstances or difficulties incurred during the volunteer duties to their coordinator/supervisor, in order that they may be investigated.

2.5 Police Checks

All persons (aged 16 years and over) who volunteer for Frankston events and have direct and unsupervised contact with young people will, as a minimum, need to sign a Statutory Declaration attesting that they have not been convicted of a relevant offence (i.e. any behavior involving abuse of children, violence, theft or dishonesty, violent crimes or drug trafficking) prior to commencing volunteer work with Frankston City Council.

Signing the Statutory Declaration will also include permission allowing Frankston City Council to conduct a random Criminal Record Check.

For the purposes of the Criminal Record Check requirements, volunteers include any non-employee of Frankston City Council involved in the Festivals and who has direct contact with young people. Frankston City Council will pay for police checks and the volunteer coordinator or departmental manager will hold a copy.

2.6 Pre Volunteer Placement Checks

Proof of identity	Drivers license, passport
Referee checks	All new volunteers will be asked to provide two personal referees which may be checked either over the phone or in person.
Drivers license/insurance cover	If volunteers are required to transport clients, the appropriate driver's license will need to be sighted, as well as comprehensive insurance cover.
Endorsed License	Drivers of community buses over 14 seats in capacity will need to produce an endorsed driver's license.
Statutory Declaration	Signed and returned along with application

2.7 Letter of appointment

Volunteer are officially Volunteers when they have received a letter of appointment confirming their role and starting date and times.

3. VOLUNTEER RIGHTS AND RESPONSIBILITIES

Before volunteers can understand what their rights and responsibilities are, we need to be clear about their definition. **Rights:** Can be defined as what is fair and just treatment or something to which we are entitled. **Responsibilities:** Are actions for which one is liable to be accountable, either legally or morally.

Volunteers have the right to:

- Job satisfaction and to be assigned a role which is worthwhile and challenging;
- Have support and respect from their supervisor and fellow volunteer and paid staff;
- Share appropriate responsibilities with fellow volunteers and paid staff;
- Receive all information to the task that will help them perform their role;
- Assist with developing new skills;
- Be involved in decision making as appropriate;
- Receive a clear role description;

- Receive on the job supervision;
- Be given protection, insurance while performing their role;
- Be trusted with confidential information that will help them to carry out their role more effectively;
- Ask for a new assignment when they are ready to move on;
- Be well briefed on the organization and informed of new developments;
- Know who they are accountable to, and to have clearly defined channels of communication;
- Know the reason why if they are deemed to be unsuitable for a task;
- Receive appropriate feedback on their performance;
- Expect that the person supervising them will not give out their personal details;
- Know what tasks they will be expected to perform and to say 'no' to unacceptable tasks;

Volunteers have the responsibility to:

- Notify their supervisor if they are unable to attend;
- Maintain strict confidentiality on all matters relating to their volunteer activities except in the case of child abuse or safety issues for the client or the volunteer;
- Provide feedback, suggestions and recommendations regarding their activities to the appropriate people;
- Treat the people with whom they are working with respect;
- Be themselves, not to become over-committed;
- Not allow their own problems to overshadow the volunteer program;
- Be honest, patient and non-judgmental;
- Comply with Council's occupational health and safety policies and practices to protect themselves, other volunteers, staff and clients;
- Comply with Councils policies, protocols and procedures particularly in regard to dangerous and emergency situations;
- Wear the name lanyard at all times when engaged in Council activities;

3.1 Volunteer Code of Conduct

As a volunteer of Frankston City Council I understand that I am not to:

- Carry out first aid duties or similar duties
- Interfere in family situations, or press my own view, religious or otherwise
- Accept or give gifts, other than gifts of nominal value (ie. flowers, chocolates)
- In the course of my volunteer role I will not drive under the influence of any drug which may impair my ability to drive
- In the course of my volunteer role I will not consume alcohol prior to or whilst driving vehicle

As a volunteer of Frankston City Council I will:

- Agree to Frankston City Councils policy on volunteering
- Respect clients, other volunteers and staff members privacy and information concerning individuals will be treated as confidential, unless there are child abuse or safety issues for the client or the volunteer, when I will report issues to my co-ordinator/supervisor as a matter of urgency
- Have a non-judgmental approach
- Be reliable and committed to the program
- Be responsible for payment of parking or traffic infringement penalties incurred whilst driving as part of my volunteer role

4. INDUCTION TRAINING

Frankston City Council is committed to providing appropriate induction training to volunteers for each Festival. Induction is an important process so volunteers feel part of the Festival structure and know to whom they report and what is expected of them. During inductions, volunteers are taken through the Festival site, introduced to key staff and are briefed on any hazards and risks containing to the Festival.

5. SUPERVISION OF VOLUNTEERS

It is the responsibility of the Volunteer Co-ordinator at each Festival to ensure that all volunteers are:

- Inducted to the Festival site;
- Allocated a position and receive a role description;
- Understand their role description, code of conduct, rights and responsibilities;
- Aware of grievance procedure and liability coverage;
- Provided with an opportunity to provide feedback on an per festival basis;

6. LIABILITY COVERAGE OF VOLUNTEERS

6.1 Public Liability Insurance

Volunteers are covered under Council's Public Liability insurance policy while they are acting within the scope of their duties for and on behalf of Council. The policy covers the legal liability of volunteers to third parties resulting from personal injury and/or property damage claims subject to the policy terms, conditions and exclusions. Volunteers working on Council property but under the direction/control of community groups are not covered under liability policy. This is because they are performing work for and on behalf of their particular group, and not Frankston City Council.

6.2 Personal Accident Insurance

Work Cover does not cover volunteers; however, volunteers (over 16 years of age) are covered under Council's Personal Accident insurance policy whilst they are acting within the scope of their duties for and on behalf of Council. Cover is provided against accidental bodily injury or death (excluding any condition that is also a sickness) according to a Schedule of Capital Benefits and subject to the policy terms, conditions and exclusions.

6.3 Motor Vehicle Insurance

Council does NOT provide insurance cover for volunteers' private motor vehicles, so in the instance of any accident the volunteer's private motor vehicle will not be covered by Council or the third party's motor vehicle insurance. In the instance of any accident, Council will not pay any expenses.

In regards to Council owned motor vehicles, volunteers are covered whilst driving a Council owned vehicle provided it is being driven with Council's authority on Council business and the volunteer holds a current Driver's License. Council must sight and take a copy of the volunteer's Driver's License.

7. DEALING WITH CLIENTS/PUBLIC

When dealing with clients and or the public, volunteers needs to be aware that they are representing Council and that any contact with the media is to be made at a Management level or through the public relations officer at Council. If volunteers are unsure of a situation they should always speak to their coordinator.

Volunteers working with clients should be aware of their personal boundaries as a volunteer. What support and services they provide to clients within their role as a volunteer and what is not within their role. Volunteers need to feel it is O.K. to say no. Volunteers are required to wear a name badge at all times.

7.1 Confidentiality

Volunteers need to be made aware that the privacy of clients, other volunteers and staff is of paramount importance.

7.2 Identification

Identification of volunteers is important for client safety therefore a name lanyard (that clearly state volunteer), which is provided by Council should be worn at all times. All volunteers are issued with a laminated name lanyard per Festival. The lanyard has emergency phone numbers on the back, and is also your proof of ID for access to Volunteer Services such as rest areas, drinks and behind the scenes where festival patrons are not permitted.

8. GRIEVANCE PROCEDURE

Principles:

- Any volunteer has the right to make a complaint or raise any issue of legitimate concern;
- All issues/complaints will be dealt with according to the type and degree of complaint;
- There is fair and prompt response to issues/complaints raised;
- Volunteers will be provided with information of the procedure to raise complaints;
- Issues/complaints will be dealt with in a confidential manner;
- Grievances and outcomes will be recorded. Where appropriate copies of written outcomes will be forward to relevant individuals;

Responsibilities of volunteers in the grievance procedure:

- Ensure that the issue/complaint is legitimate and is not based on personal bias or personal value judgments;
- The volunteer must raise issue as they arise with the Volunteer Co-ordinator. The Co-ordinator will endeavor to resolve the conflict;
- The complaint/issue should not be discussed with other volunteers or staff;
- The volunteer must be prepared to enter into discussion/negotiation to ensure a satisfactory outcome for the client and themselves.

Grievance Procedure

1. Initially, the volunteer should discuss the situation with their co-ordinator, clearly outlining the grievance and the proposed action(s) required to alleviate the situation.
2. The volunteer co-ordinator will then need to talk to the third party involved in the dispute to get his or her views.
3. The volunteer co-ordinator may then call a meeting between the parties to discuss/mediate a solution to the dispute.

4. If the grievance/dispute is of major consequence to councils reputation or has legal ramifications the volunteer co-ordinator should pass this information on to their immediate supervisor or Manager.

Disciplinary Counseling

Disciplinary Counseling is to identify and rectify inappropriate or unsatisfactory behavior in dealing with clients and or/staff, or other volunteers. There are three stages of disciplinary counseling:

First stage: Counseling should be undertaken if a co-ordinator notices minor lapses in attitude, performance or behavior by a volunteer working under their direction. First stage counseling is a form of action over and above normal co-ordinator/volunteer communication.

Formal Counseling: Focuses on more serious instances of inappropriate or unsatisfactory behavior e.g. the volunteer's refusal to carry out an instruction, verbal abuse of staff members, other volunteers, members of the public, or clients.

Warning Counseling: May be undertaken in cases of serious inappropriate behavior or behavior which could result in breaches of duty of care. (Duty of care simply refers to the amount of care that could reasonably be expected from a volunteer in the performance of their duties) Volunteers should be warned that further inappropriate behavior could lead to revocation of their appointment.

Dismissal may occur where a volunteer has grossly misused or taken advantage of their role as a volunteer. This would include any instance of using an I.D. card, or authority as a volunteer to achieve any benefit, privilege or participation in any activity outside authorized duties with Council, any may also include unauthorized advice or instruction to clients. Any breach in confidentiality or any other improper practice i.e. stealing from a client would also be grounds for dismissal.

9. SEXUAL HARASSMENT AND EQUAL OPPORTUNITY

Sexual harassment and equal opportunity are key areas of policy for Council's paid staff and volunteers. Sexual harassment and discrimination is considered unacceptable and should not be tolerated, this includes when working in clients homes. Volunteers can talk over issues with their co-ordinator or manager and the matter will be treated seriously and sympathetically and dealt with according to Council policy. Any concerns can be discussed with equal opportunity contact officers who have been trained as Contact Officer to assist in resolving issues of discrimination, harassment and bullying.

10. OCCUPATIONAL HEALTH AND SAFETY

Frankston City Council is committed to providing a healthy and safe environment for staff and the public. If you are involved in any accident you will be required to fill out an Incident Form and advise the Volunteer Co-ordinator.

11. ADDITIONAL INFORMATION

11.1 Timesheets

All volunteers must complete a volunteer register which they are required to sign both on and off. Please ensure that you do sign on and off during the Festival. The Volunteer register is the evidence needed to ensure you are covered under our volunteer insurance policy for accident or injury.

11.2 Meals

All volunteers who work more than a four hour shift receive either a meal vouchers or access to the volunteer kitchen where meals are provided free of charge. Water is available through the Festival and is available to all volunteers.

11.3 Clothing

Each volunteer will be issued with sunscreen if working during the day and a safety vest if working at night or in a position which requires high visibility during the day. Volunteers must wear comfortable clothing, enclosed shoes, a hat if working outside and be prepared for all weather conditions.

GENERAL VOLUNTEER POSITION DESCRIPTIONS

Area Wardens

All our Festival sites are broken down into zones or areas which have their own supervisor (Area Warden). Area Wardens oversee the volunteers and activities programmed in their zone/area, delegate jobs, conduct the daily inspection checklist, complete incident report forms, and are responsible for ensuring their zone/area is kept litter free and free of hazards. Area Wardens report directly to the Event Manager or Assistant Event Manager.

Box Office (Frankston International Guitar Festival only)

Box Office or ticket offices are the busiest areas to volunteer for the Festival. You sell entry to the Festival and exchange tickets for wristbands for people who've already paid for entry. If you want to learn how to use cash registers and EFTPOS then this is one place where you get lots of experience really quickly. Because it is so busy, time passes quickly here!

Communications

The Comms Centre is the 24hr a day nerve centre of the festival. Using radios and telephones this team ensures we can quickly get hold of staff, Emergency Services, let an Ambulance in Gate2 or advise the Electrician that power has gone down in the food court. You'll learn radio operating procedures and need a calm clear voice. By the end of the festival – it's comms who really know what's gone on at the Festival.

Exhibition/Venue Minding

Whether it is baby sitting a rare guitar exhibition, giant fish or manning a entrance to a performers change room, we need responsible people who are happy to pull up a chair, answer a few questions from festival goers on the exhibition, ask people not to touch and prevent people from going behind the scenes.

Festival Ambassadors

Armed with a warm friendly smile, good customer service skills, a keen sense of direction as to where all the activities and facilities are and a hand full of programs, you will roam the festival site or entry gates assisting people who cannot find the Festival Information Centre to ask their million and one questions.

Festival Information Centre

Where do you find the disabled toilets? Have you found my children, bracelet, my car keys? What time is Bob Segergreen playing?... These are the types of questions and problems faced every few minutes in the Festival Information Centre. With the help of staff you'll work out the answers. Merchandise such as festival tee-shirts, souvenir wine glasses are sold from Festival Information Centre at some festival. It's a great place for people who have good customer service skills and are good problem solvers.

Front of House (Frankston International Guitar Festival only)

Front of House volunteers are required to check tickets and risk bands, usher patrons to their seats and provide friendly efficient customer service to audience members.

Landcare / recycling (Frankston Sea Festival & Mayor's Family Picnic only)

The most important team of the Festivals and the hardest to fill! We aim for the Frankston Sea Festival and the Mayor's Family Picnic to be a waste wise event with the cooperation of Festival goers putting their rubbish in the right bins. This team monitors bins to ensure people dispose of their waste correctly.

Marshals

We have a wonderful atmosphere at our Festivals and marshals help keep an eye on things to ensure that patrons are safe and also notifies security if there is a rat bag that does turn up! This team finds lost children, keep the crowd moving through walk ways, makes sure gates are opened for emergency crews and, in general, ensures that our Festival goers are safe. You may also be asked for time to time to act as security to escort Santa to the stage or walk next to a horse and carriage through the crowd. It's not just a male's job – some of our best marshal people are women.

Parking Assistants

Your are among the first people to welcome our patrons, performers, stallholders, help them find their direction, check their wristband and vehicle stickers and help keep roadways clear for emergency vehicles.

Performer Reception

This is where all the performers have to check in to get their wristbands, are alerted to late program changes, and find the stage they are performing on.

Site Setup General Crew

During an event we always need people around who are willing to move that stack of chairs from there to there, carry a box of brochures to an information marquee, erect banners and flags or put out some witches hats.

Stage Management

Stage Managers & Assistant Stage Managers keep the venues running to time, ushering bands on and off stage and generally ensuring that the stage is safe and tidy. Stage Managers generally work for a full day rather than 5 hours. The crew is very popular, and previous experienced stage managers and selected first.

Technicians (Frankston International Guitar Festival only)

The Guitar Festival needs combination stage managers/sound crews. If you know how to operate small PA's, and can keep the musicians to their ten minutes or four song sets, this job is for you.

Volunteer Reception

We need to check volunteers in, hand out name lanyard and radios, and orientate those who need pointing in the right direction. You need to be able to find names on lists and welcome our valued volunteer to the Festival, warmly and efficiently.

Volunteer Reserve

If you don't mind where you work and would like some variety, then this is the team to join. This team fills the gaps, runs errands and are back up for when other areas get busy or where some relief or extra help as been called for.

Volunteer Application Form

2005/2006 Festival Season

You can mail, fax or email this form to the events department. Mail to: Events Department, Frankston City Council, PO Box 490, Frankston, VIC 3199. Fax: (03) 9781 3117 Email: brett.kingman@frankston.vic.gov.au

All volunteers will be notified of their position & rosters 3 weeks prior to the specified event.
YOU ARE OFFICIALLY A VOLUNTEER ONCE YOU HAVE RECEIVED A LETTER OF APPOINTMENT CONFIRMING YOUR ROLE, STARTING DATE AND TIMES.

Police Checks: All persons (aged 16 years and over) who volunteer for Frankston events and have direct and unsupervised contact with young people will, as a minimum, need to sign a Statutory Declaration attesting that they have not been convicted of a relevant offence (i.e. any behavior involving abuse of children, violence, theft or dishonesty, violent crimes or drug trafficking) prior to commencing volunteer work with Frankston City Council. Signing the Statutory Declaration will also include permission allowing Frankston City Council to conduct a random Criminal Record Check.

Tell us about you:

(In confidence – Personal information collected will be used by Frankston City Council solely for event volunteering purposes in accordance with the Privacy Act).

First Name: _____ Surname: _____ Title: _____

Date of birth: ___/___/___ Age: ___ Gender: Female / Male

Please complete all details legibly. If you are a returning volunteer, we need to check our records against this form for changes. Please make sure our records are correct by filling in all details.

Address: _____

Suburb / Town: _____ State: _____ Postcode: _____

Phone: (h) _____ (w) _____ (M) _____

Email: _____ Do you regularly use your email: Yes / No

Emergency Contact Person: _____ Phone: _____

Drivers Licence No: _____ Expiry Date: _____ Passport No: _____

Medical conditions: _____

Special Requirements (e.g. wheelchair access): _____

References:

All new volunteers are required to provide two personal referees which may be check either over the phone or in person.

Reference

Name: _____ Phone: _____

Reference

Name: _____ Phone: _____

Which Festivals and day are you interested in participating in?

(Please circle the dates you plan to be available to us)

Christmas Festival of Lights	26/11/05	
Frankston Sea Festival	21/01/06	22/01/06
Com. Games Warm-Up/Let's Get Physical Day	20/11/05	

What would you like to do?

We aim to make your volunteering experience as valuable as possible, and relevant to your particular needs, areas of interest, and capabilities. **Please tick one or more of the following areas that you are interested in helping out with.** Positions & tasks will vary depending on each festival. *Please refer to the General Position Descriptions .*

- Area Wardens
- Box Office (Guitar Festival only)
- Communications
- Exhibition Minding
- Festival Ambassadors
- Festival Information Centre
- Front of House
- Landcare / recycle marshals
- Marshals
- Parking Assistants
- Performer Reception
- Site Setup General Crew
- Stage Management
- Technicians
- Volunteer Reception
- Volunteer Reserve

Your experience

Have you volunteered for Frankston City Council events before? Yes No

If so, in what capacity?

Do you have any special skills, areas of interest or attributes that could come in handy while volunteering for the Festival?

I confirm that I have read and understood the conditions in the Festival Volunteer Manual.

Signed Volunteer: _____ Date _____
(Parent or guardian must sign for person under 18)

Name: _____

Volunteer meetings

In the lead up to each festival, we will be holding a Safety and Introductory meeting to give you more information about your roles as a festival volunteer and for you to get to know the staff and other volunteers.

If you have any enquiries please contact us on 03 9784 1888

STATUTORY DECLARATION MADE IN VICTORIA
INSTRUCTIONS FOR COMPLETION OF STATUTORY DECLARATIONS

The form of statutory declaration for use in Victoria which was previously contained in the *Evidence Act 1958* has been abolished. There is now no prescribed form of statutory declaration.

1. The DECLARANT must sign the Declaration where indicated
2. The WITNESS before whom the Declaration is made must:
 - (a) complete the place (suburb or town) where the Declaration is made and the date thereof:
 - (b) sign where indicated and underneath her/his signature print the following:
 - (i) her/his full name:
 - (ii) her/his address:
 - (iii) her/his qualification:

As per, the *Magistrates Court Act 1989* any of the following persons may witness the signing of a statutory declaration within Victoria:

- A Justice of the Peace or Bail Justice
- A notary public
- A barrister and solicitor of the Supreme Court
- A clerk to a barrister and solicitor of the Supreme Court
- The Prothonotary or a Deputy Prothonotary of the Supreme Court
- The Registrar or Deputy Registrar of the Country Court
- The Principal Registrar of the Magistrates' Court
- The Registrar or Deputy Registrar of the Magistrates' Court
- The Registrar of the Probates or an Assistant Registrar of Probates
- The associate to a Judge of the Supreme Court or of the Country Court
- The secretary of a Master of the Supreme Court or of the Country Court
- A person registered as a patent attorney under part XV of the *Patents Act 1953* of the Commonwealth
- A member of the police force
- The Sheriff or a Deputy Sheriff
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A town clerk or shire secretary
- A dentist

- A veterinary surgeon
- A pharmacist
- A principal in the teaching services
- The manager of a bank
- A member of the institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion authorized to celebrate marriages
- A person who holds an office in the public service that is prescribed as an office which s.107 of the Evidence Act 1953 applies
- A fellow of the Institute of Legal Executives (Victoria)

VICTORIA
STATUTORY DECLARATION

I, _____ (full name*)

of _____

_____ (address)

do solemnly and sincerely declare:

THAT I do not have any criminal record, convictions, findings or guilt and/or pending charges against me in any Court or Tribunal and/or a sentence or penalty imposed by a Court of Tribunal on charges including (but without being limited to) behaviour involving abuse of children, violence, theft or dishonesty, violent crimes or possession of a drug, trafficking in drugs or similar offences in either Victoria, any other state of Australia or under Commonwealth law.

AND I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties or perjury.

DECLARED at _____ (location*)

in the State of Victoria on the _____ day

of _____ (month*), 200_____

(Signature of Declarant)

Before me:

_____ (full name*)

_____ (address*)

_____ (occupation*)

(Signature of Witness)

I give my permission allowing Frankston City Council to conduct a random Criminal Record Check for my involvement with the community in Frankston's major events.