



Official Charity



# **Tango Netball Club Inc. Member Protection Policy**

**APRIL 2015**

***TANGO NETBALL CLUB***

# MEMBER PROTECTION POLICY

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# **TANGO NETBALL CLUB**

## **MEMBER PROTECTION POLICY**

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### **1. INTRODUCTION**

The Tango Netball Club (the Club) is committed to contributing to the education of young people through programs based on equity, fairness, skill development, team play and healthy participation in netball at all levels. An important part of this commitment is promoting an environment for all members of the club that is safe and free from harassment, intimidation or abuse of any kind. The aim is protect members from harm, danger or abuse by:

- Requiring criminal record checks for all club officials.
- Providing Child Safe Environment training for club officials and players.
- Promoting codes of behaviour for club officials, players and supporters.
- Complying with relevant legislation and child safety guidelines.
- Providing support for players and families, where appropriate.
- Conducting safety audits of equipment and playing areas.

### **2. PURPOSE OF OUR POLICY**

The aim of this policy is to promote responsible behaviour and ethical and informed decision-making by club officials, players and supporters. This policy outlines our commitment to the rights of all people to be treated fairly, with respect and to be safe from harassment or abuse. It provides a reference for everyone involved in our club about their legal and ethical rights, responsibilities and standards of required behaviour. It also provides the framework for the safety, care and protection of children participating in club's activities.

### **3. WHO OUR POLICY APPLIES TO**

This policy applies to all club officials, volunteers, players, parents and spectators.

### **4. EXTENT OF OUR POLICY**

The policy covers all club decisions and any breaches of codes of behaviour by club officials, volunteers, players or supporters that occurs at club events. It includes any behaviour that brings or is likely to bring the Club or sport into disrepute and any behaviour involving allegations of harm towards a child.

### **5. DEFINITIONS**

#### ***Child***

A person under 18 years.

#### ***Safety Issue***

Any issue involving club equipment or playing areas that has potential to affect the safety of children playing netball or involved in a club activity.

#### ***Child Abuse***

Any physical, sexual, emotional harm or neglect to a child that is outside what may reasonably be expected as part of participation in netball or involvement in a club activity ancillary to that participation having regard to the child's age and circumstances.

#### ***Discrimination***

Any treatment of a person(s) less favourably than others due to their personal or group characteristic or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics.

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## **Harassment**

Is any type of unwelcome behavior towards another person that a reasonable person would recognize as being likely to cause the person to feel offended, humiliated or intimidated.

## **Club Official**

Any person who as a volunteer or otherwise is employed by the club as a coach, umpire, team manager, primary carer, committee member or sub-committee member. *(Does not include persons used on a casual basis to assist on match days or at club functions. A club official shall be nominated to supervise these persons)*

## **Criminal Record Check**

A criminal record check conducted by police as the result of a formal application which results in a police clearance certificate that is made available for inspection by the club.

## **Club President, Club Secretary and Club Child Safety Officer**

Persons appointed in accordance with the club constitution or person nominated to act in the position during the absence of the incumbent.

## **6. CLUB RESPONSIBILITIES**

- Make amendments to our constitution, rules or other guidelines to reinforce this policy.
- Implement and comply with the policy.
- Promote the policy to everyone involved in the Club.
- Promote and model appropriate standards of behaviour at all times.
- Respond to breaches or complaints made under the policy promptly, fairly, and confidentially.
- Review the policy every 3 years.
- Seek advice from or refer serious issues to relevant authorities.

Serious issue includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) or any other issue that regulating authorities in netball require referral to them.

## **7. INDIVIDUAL RESPONSIBILITIES**

Everyone associated with the Club shall:

- Comply with the standards of behaviour outlined in the policy;
- Treat others with respect;
- Place the safety and welfare of children above other considerations;
- Accept responsibility for their behaviour;
- Follow policy guidelines about make a complaint or reporting a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.
- Comply with the policy requirements and rules of other netball associations or governing bodies relevant to the Club's involvement in netball.

## **8. PROTECTION OF CHILDREN**

### **8.1 Child Protection**

The Club is committed to the safety and wellbeing of all children and will act to maintain a child safe environment through information sharing, regulation, training and support to all players, club officials, volunteers and supporters involved in club activities as highlighted under separate headings as follows:

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### *8.1.1: Identifying Risks*

The Club shall appoint a Child Safety Officer who is responsible for supporting child safety in accordance with a position description written for the role approved by the club management committee. In particular, the Child Safety Officer shall:

- Maintain a record of criminal record checks for club officials.
- Arrange Child Safe Environment training for club officials and players.
- Conduct safety checks of equipment and playing environments.
- Provide support to club officials, players and families, as required.
- Process complaints of child safety issues in accordance with this policy.

### *8.1.2: Developing Codes of Conduct for Adults and Children*

The Club will ensure that it has codes of conduct that specify standards of conduct and care when dealing or interacting with children. The Club will also implement a code of conduct to address appropriate behavior between children.

### *8.1.3: Choosing Suitable Employees and Volunteers*

All club officials shall be required to have a current police clearance certificate to undertake their role. Police clearance certificates are valid for 3 years from their date of issue and shall be updated prior to their expiry date in liaison with the Club Child Safety Officer. Club officials appointed to their role for the first time without a police clearance certificate are required to make an application for a certificate as soon as possible following their appointment and complete a Member Protection Declaration for file pending the process of their police clearance application (Attachment A). Confirmation of their appointment is dependent on receipt of a suitable police clearance.

### *8.1.4: Support, Training, Supervision and Enhanced Performance*

The Club will ensure that volunteers and employees who work with children or their personal records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment. The Club Child Safety Officer shall maintain a record of any training and shall keep club officials and players informed about changes to legislation or other information relevant to child safety, as required.

### *8.1.5: Empowering Participation of Children in Decision-Making and Service Development*

The Club will promote the involvement of children developing and maintaining child-safe environments.

### *8.1.6: Reporting and Responding Appropriately to Suspected Abuse and Neglect*

The Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm. The Club will make all volunteers and employees aware of their responsibilities under the *Children's Protection Act 1993 to make a report to the Child Abuse Report Line (13 14 78)* if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. Club officials, players and supporters are encouraged to report circumstance where they believe the safety of a child is threatened in accordance with the following guidelines:

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- a. Report the circumstances direct to the child abuse report line (ph. 131478). These reports are confidential and do not involve reporting to the Club unless considered necessary and appropriate, or;
- b. Report the circumstances to the Club Child Safety Officer who shall advise the Club President. This report shall be kept confidential subject to a decision about action required in consultation with the person making the report having regard to the:
  - Seriousness of the circumstances.
  - Welfare of children involved.
  - Need for confidentiality bearing in mind civil and legal rights.
  - Impact on child safety generally and need for information within the Club.

The President shall ensure police are advised whenever there is a child safety report to the Club involving allegations of child abuse.

### **8.2 Supervision**

Members under the age of 18 years must be supervised at all times by a responsible adult. The Club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 years is unsupervised they should assume responsibility for the member's safety until the relevant parent/guardian or supervisor can be found.

Parents are encouraged to turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

### **8.3 Taking Images of Children**

The Club acknowledges that under the *Summary Offences Act 1953* in South Australia a person must not engage in indecent filming and images of children or adults should not be used inappropriately or illegally. The club requires that members obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows how image will be used. The club also requires respect for privacy and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the Club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. Personal information such as residential address, email address or telephone numbers or other information, which may be used to identify a child will not be used without gaining consent from the relevant parent/guardian. The Club will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport. The Club will comply with the policy guidelines of all governing authorities or other netball associations relevant to its involvement in netball

## **9. HARASSMENT**

The Club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic or imposing an unreasonable requirement which has an unequal or disproportionate effect on people with a particular characteristic and any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status. The Club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the Club (see Section 10).

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## **10. INCLUSIVE PRACTICES**

### **10.1 People with a Disability**

Where possible the Club will include people with a disability and make reasonable modifications to equipment and rule to assist participation.

### **10.2 People from Diverse Cultures**

The Club will support participation by people from diverse cultures and religions and will accommodate requests for flexibility (e.g. modifications to uniforms) where possible within the rules of the relevant governing authority.

### **10.3 Sexual & Gender Identity**

All people, regardless of their sexuality, are welcome at the Club. The Club will strive to provide a safe environment for participation and will take action over any discriminatory behaviour.

### **10.4 Pregnancy**

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the relevant facts about pregnancy in sport, and ensure that they make informed decisions about participation.

## **12. SOCIAL MEDIA**

The Club acknowledges the value of social networking websites to promote netball, relay information and celebrate personal and club achievements. However, members are required to conduct themselves appropriately when using social networking sites.

### **11.1 Cyber Bullying and Safety**

Bullying and sexual harassment in all forms are unlawful and have the potential to cause anxiety and distress to the person targeted by hurtful or derogatory comments or statements. The use of social networking technology has increased the potential for people to be bullied through unwanted and inappropriate comment. The Club will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration involving club officials, teammates, the Club or other netball issues should not be communicated using social media. Instead, members are encouraged to use the complaint procedures outlined in this policy or raise issues verbally with a member of the Management Committee for attention.

### **11.2 Social Networking Websites**

Members using social networking sites are responsible for ensuring their communication is factual, does not breach confidentiality requirements and laws and is respectful towards individuals and the communities (in all aspects of netball) with which there is interaction. Members shall ensure that:

- Offensive, provocative, or hateful language is not used.
- Communication is not misleading, false or injures the reputation of another person.
- Maintains and respects the privacy of others.
- Promotes the Club and netball generally in a positive way.

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## **12. RESPONDING TO COMPLAINTS**

### **12.1 Complaints**

Any member may make a complaint verbally to any club official or in writing to the Club Secretary about any decisions made by the Club, a safety issues or any on or off court behaviour by players, club officials or supporters using the Club Complaint/Grievance Form (Attachment B). Any club official receiving a verbal complaint shall encourage documentation of the complaint by the complainant and refer the matter to the Club Secretary as soon as practicable. The Club will handle complaints based on the following principles of procedural fairness and natural justice:

- All complaints will be taken seriously;
- Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- Irrelevant matters will not be taken into account;
- Decisions will be unbiased and fair; and
- Any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the relevant governing body in netball. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, the club shall report the behaviour to the police and/or relevant government authority and our state/national body having regard to legal issues and confidentiality (See Section 7.1.6).

### **12.2 Complaint Handling Process**

The Club President shall be informed about all complaints received by the Club and shall either respond personally to the complainant or arrange a response from an appropriate club official having regard to the following guidelines;

- Listen carefully and ask questions to understand the nature and extent of the problem.
- Ask what the complainant would like to happen.
- Explain the different options available to help resolve the problem.
- Take notes.
- Maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate with the resolution process. This may involve:

- Supporting the person complaining to talk to the person being complained about.
- Bringing all the people involved in the complaint together to talk about the issue.
- Gathering more information (e.g. from other people that may have seen the behaviour).
- Seeking advice from our district, regional, state and/or national body or from a relevant external agency.
- Referring the complaint to an appropriate governing authority in netball.
- Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to an appropriate governing authority in netball and an inquiry is conducted by the authority, the Club will cooperate fully to:

- Ensure the complainant and respondent are not victimised.
- Ensure the complainant is not placed in an unsupervised situation with the respondent(s).
- Act on the governing authorities recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.



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### **12.3 Disciplinary Measures**

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- Verbal and/or written apology.
- Counselling to address behaviour.
- Withdrawal of any awards, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the Club.
- Suspension or termination of membership, participation or engagement in a role or activity.
- De-registration of accreditation for a period of time or permanently.
- A fine.
- Any other form of discipline that our club considers reasonable and appropriate.

### **12.4 Appeals**

The complainant or respondent may lodge an appeal to a relevant governing authority against decisions or disciplinary measures imposed by the Club. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measures being imposed, or on the grounds that the decision was not supported by the available information/evidence.

## **13. SUMMARY**

The club has a duty of care to provide a safe work, playing and training environment for all its club officials players and supporters bearing in mind limitations imposed by the hiring of premises or playing and training on courts not managed by the Club. This duty of care applies particularly to children who are more vulnerable to threat due to their maturity. In particular, are threats involving physical or emotional abuse outside of what may be considered reasonable as part of their participation in netball or other club activities.

The appointment of a Club Child Safety Officer is intended to reinforce the club's duty of care by consolidating safety issues within one position. The Club Child Safety Officer is responsible for coordinating a system for auditing and reporting safety issues as part of their role. Any persons associated with the club either as club official, player, family member or supporter are encouraged to report circumstances where they believe the safety of children is threatened.

Reports can be made direct to the police or the child abuse report line without further advice within the club where considered warranted or a report can be made to the Club Child Safety Officer who has responsibility to inform the President. The President has discretion about immediate or longer term action as the result of a report but the action should be decided in consultation with the Child Safety Officer and person originally reporting the circumstance. The police shall be advised in all cases where there is a report involving allegations sexuality or child abuse.

## **14. REFERENCES**

Child Protection Act SA 1993  
Member Protection Policy Netball Australia  
Member Protection Policy Netball SA  
Member Protection Policy SADNA  
Play By The Rules  
Tango Netball Club Constitution  
Management Committee Minutes, dated Nov 2014, Item No. 6.9

**Attachment A: MEMBER PROTECTION DECLARATION**

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The Tango Netball Club has a duty of care to all those associated with the Club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I ..... (name) of .....  
..... (address) born ...../...../.....

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory* of .....  
on ...../...../.....(date) Signature .....

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**Parent/Guardian Consent (in respect of a person under the age of 18 years)**

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date: .....

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<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

# Attachment C: NATIONAL POLICE CHECK APPLICATION (EXAMPLE ONLY)



## South Australia Police National Police Check Application

Please use blue or black pen and print clearly in BLOCK letters. \*DENOTES MANDATORY FIELD  
Enquiries: Information Services Branch (T) 08 7322 3347 - GPO Box 1539 Adelaide SA 5001



Government  
of South Australia

### APPLICANT DETAILS

Family Name\*

First Given Name\*

Other Given Name(s)

Specify Other Name Type

Maiden

Previous

Alias

**Note: if you have more than one previous name, list on a separate sheet and attach to application**

Other Family Name

First Given Name

Other Given Name(s)

Current Residential Address\*

Suburb/Town

State

Postcode

Postal Address (NPC will be posted to this address)

Suburb/Town

State

Postcode

Previous Address

Suburb/Town

State

Postcode

Birth Place - Town/City\*

State\*

Country\*

Home Telephone

Work Telephone

Mobile Telephone

Driver's Licence No.

State

Date of Birth\* (DD/MM/YYYY)

Gender\*

Male  Female

**PURPOSE OF CHECK / OCCUPATION:** Type of work must be clearly stated e.g. Aged Carer, Youth Leader, Contractor in Schools.  
Generic descriptions i.e. 'Employment', 'Work', 'Uni Placement' are NOT accepted.

**CATEGORY\***

Employment/Probity/Licensing

Working with Children/Vulnerable Groups

Visa

Access to National Security Information

**CHECK TYPE\***

Individual (I)

Individual Concession (IC)

Volunteer (VP)

VOAN Volunteer (VC)

Core Check (CR)

Government (EG)

**FINGERPRINTS** (Only Livescan prints accepted)

Livescan Fingerprints required (additional fee)

Livescan Reference Number: \_\_\_\_\_

- NPC and Fingerprints must be paid for together.
- Livescan Reference number must be recorded on this form.
- Refer NPC FAQ's for Livescan locations and additional Fingerprint information.



**CONSENT**

- I certify that the applicant details I have provided on this form are true and correct. I hereby consent to the release of full details of any person history and any other relevant information including pending charges or outstanding warrants that any Australian State / Federal / Territory Police or Law Enforcement Agency may have in its possession with reference to me. This includes any spent or rehabilitated convictions (however described) under State / Territory / Federal Legislation.
- I discharge and agree to indemnify and hold harmless the State of South Australia, each of the Australian States / Federal / Territory Police or Law Enforcement Agencies and their employees, servants and agents from and against all claims, demands, actions, law suits, proceedings, costs and damages whatsoever arising out of, or in any way connected with, the release or use of the information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (if applicant is under 18 years of age)

**VOLUNTEER AUTHORITY - Appropriate Section Must Be Completed By Organisation**

**VOAN (Volunteer Organisation Authorisation Number)**

I declare the applicant named on this form is an unpaid VOAN volunteer and the fee is to be paid by the South Australian Government:

VOAN: \_\_\_\_\_ Organisation: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Authorised Officer's Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Authorised Officer's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

--- OR ---

**VOLUNTEER (Reduced Fee)**

I declare the applicant named on this form is an unpaid volunteer and is eligible to pay the reduced fee:

Volunteer Organisation: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Authorised Officer's Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Authorised Officer's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROOF OF IDENTITY (100 Point ID - at least one form of ID from Category A required)**

Applicant to present **original ID documents + photocopy** for certification. Please provide **ID in one name** otherwise proof of name change is required (i.e. Marriage Certificate, Deed Poll).

CATEGORY A	POINT VALUE	CATEGORY B	POINT VALUE
<input type="checkbox"/> Passport (current or expired within 2 yrs but not cancelled)	70	<input type="checkbox"/> Public Service Employee ID Card	40
<input type="checkbox"/> Birth Certificate (not Extract)		<input type="checkbox"/> Tertiary Education ID Card	
<input type="checkbox"/> Citizenship Certificate		<input type="checkbox"/> Firearms Licence	<input type="checkbox"/> Centrelink Card
		<input type="checkbox"/> Mortgage Documents	35
<input type="checkbox"/> Driver's Licence (including foreign licence) (current or expired within 2 yrs)	40	<input type="checkbox"/> Proof of Age Card	25
		<input type="checkbox"/> Medicare Card	
		<input type="checkbox"/> Council Rates Notice	
		<input type="checkbox"/> Insurance Renewal (not Health Insurance)	
		<input type="checkbox"/> Bank Statements (cannot be used if Credit/Bank/Debit card is from same account)	
		<input type="checkbox"/> Bank/Credit/Debit Cards (maximum 10 cards from different institutions)	
Value of Points = _____		<input type="checkbox"/> Land Title Records	
		<input type="checkbox"/> Motor Vehicle Registration	
		<input type="checkbox"/> Seniors Card	
		<input type="checkbox"/> Electoral Enrolment Card	
		<input type="checkbox"/> Rent Records (< 6 months old)	
		<input type="checkbox"/> Proof of name Change (e.g. Deed Poll, Marriage Certificate)	
		<input type="checkbox"/> Utility Accounts (only one < 6 months old)	

(Cheques made payable to 'SA Police')

**AUTHORISATION:**  **SAPOL EMPLOYEE**  **JUSTICE OF THE PEACE** (Tick appropriate box)

I have witnessed the applicant's signature and am satisfied as to the correctness of the applicant's identity as per the attached certified identification documentation.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Paid: (if applicable) \$\_\_\_\_\_ Receipt Number: \_\_\_\_\_

**Please return authorised PD267 form to VOAN applicants for endorsement by VOAN organisation.**

