



YOUTH SAFETY SELF-DECLARATION

What is the Defence Youth Safety Self-Declaration?

- The Defence Youth Safety Self-Declaration is a statutory declaration. It allows Defence to collect information required to assess an individual's suitability to engage with young people under the age of 18 on behalf of Defence. It is a written statement declared to be true in the presence of an authorised witness.
- The Youth Safety Self-declaration should only be used in exceptional circumstances¹ and is to be informed by a youth safety risk assessment. The self-declaration remains valid as long as its content remains true and correct. The application of the self-declaration depends on the circumstances for which it is being used.
- The CO / Manager / Supervisor and / or Career Management Agency (CMA) is to conduct a youth safety risk assessment. In these circumstances the risk assessment should be conducted in accordance with the [Defence Youth Safety Risk Management](#) policy.
- The Self-declaration template is located at the end of this document.

What information should be disclosed?

- Any information of which Defence may not be aware and that may affect an individual's suitability to engage with young people under the age of 18 as described in the Self-declaration template in this document.
- By signing the declaration, individuals are stating that they believe they are suitable to engage/interact with young people under 18.

What if a person refuses to complete a Self-declaration?

- A decision-maker may consider the individual ineligible to undertake a role that includes interaction with young people under the age of 18 and may choose to inquire into the matter further.

How will this information be used?

- Self-declarations are Defence records and must be maintained in accordance with the Defence Records Management policy. The Department of Defence collects personal information for the purposes of determining an individual's suitability to work with young people under the age of 18 and / or inquiring into an individual's refusal to complete the Self-declaration. The information collected as part of this process will be treated as confidential and managed in accordance with the [Defence Privacy Policy](#). In certain circumstances information may be disclosed to law enforcement bodies, child protection agencies or other organisations where it is considered necessary to safeguard a young person. It is not anticipated that the information will be given to a recipient outside Australia.
- If an individual has concerns about how Defence handles the personal information it holds, or would like to access or request a change be made to that information, contact the Defence Privacy Officer at defence.privacy@defence.gov.au.

¹ Exceptional circumstances are unintended situations which may prevent the application of specific policy requirements, or non-routine circumstances which may require additional actions to meet specific program requirements and/or outcomes.





YOUTH SAFETY SELF- DECLARATION

Completing the self- declaration

- Remove the watermark and example information in **red font** and print the form.
- Complete the form correctly including the individual's full name, rank/position and PMKeyS number.
- Details of who can witness the self-declaration is located at the end of this document
- Provide further information as appropriate.
- Print, scan and email the completed statutory declaration to the decision-maker

The self-declaration must be stored as evidence using the appropriate access limitations within a Defence recordkeeping management system (Objective) in accordance with the Defence Security Manual and the Records Management Policy Manual.

Related Material

The following policy and guides should be read in conjunction with this document:

- a. *Defence Working With Vulnerable People and Children Assessment* policy
- b. the [Position Identification and Annotation](#) Guide
- c. the [Defence Youth Safety Risk Management](#) Guide
- d. the [Defence Youth Safety Training](#) Guide
- e. the [Youth Policy Manual Glossary](#) provides definitions and terms relating to this policy.





YOUTH SAFETY SELF- DECLARATION

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

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

I,¹ *John Smith, of 16 Fairlight Street, Dunlop ACT 2615*, as a member of Defence, make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2.1 *To my best knowledge, I have/ do not have any convictions including spent, and/or pending charges for the following categories of offences:*

- i. murder of a child*
- ii. manslaughter of a child*
- iii. indecent or sexual assault of a child*
- iv. child pornography-related offences*
- v. incest where the victim was a child*
- vi. abduction or kidnapping of a child*
- vii. animal-related sexual offences*

2.2 *To my best knowledge, I have/ have never been the subject of any disciplinary investigation and/or administrative sanction by any organisation due to concerns about my behaviour towards young people.*

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 *John Smith*

4 *Place*

Declared at ⁴ *Campbell Park Offices* on ⁵ *7th* of ⁶ *Sep 2018*

5 *Day*

6 *Month and year*

Before me,

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

7 *Daniel Black*

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

8 *Daniel Black, Solicitor, Campbell Park Offices ACT 2600.*

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*.





YOUTH SAFETY SELF- DECLARATION

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	Trademarks 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 five or more continuous years of service
- Building society officer with five 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 five 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 five 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 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 five 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 five 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 five 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

