



# CODE OF ETHICS

## QUEENSLAND COUNSELLORS ASSOCIATION INC

### Preamble

QCA is a professional organisation dedicated to enhancing the work of counsellors and the status of the counselling profession. The purpose of this Code is to identify the ethical responsibilities of all members of QCA, irrespective of membership status. All members of QCA in their regular practice, and in particular when making ethical decisions and creating and maintaining ethical relationships, are required to adhere to this Code of Ethics.

For the purpose of this Code, the term *supervisor* refers to professional counselling supervision, rather than line management or case management. The term *client* refers to individuals, couples, families or therapeutic groups, as applicable. The terms counsellor and practitioner are used interchangeably.

One of the characteristics of contemporary society is the coexistence of different approaches to, and understandings of, ethics. Our sources of ethics may include the ethics and values implicit in therapeutic models, our organisational values and policies, personal ethical frameworks, legislation, principles from moral philosophy and professional codes such as this document. In embracing ethical diversity this code includes the central ethical values of the counselling profession, ethical principles drawn from moral philosophy and the translation of these two into ethical practice responsibilities. Each of these three facets of ethics plays a role in expressing and practicing ethical commitment in counselling.

### Ethical Values

The fundamental values of counselling include a commitment to:

- Respecting the essential humanity, worth and dignity of all people
- Ensuring the integrity of practitioner-client relationships

- Enhancing the quality of professional knowledge and its application
- Alleviating symptoms and experiences of personal distress and suffering
- Facilitating a sense of self that is meaningful to the person(s) concerned within their personal and cultural context
- Increasing personal effectiveness and well being
- Enhancing the quality of relationships between people
- Appreciating the variety of human experience and culture
- Striving for the fair and adequate provision of counselling services.

## **Ethical Principles**

The principle of *beneficence* guides us in accepting responsibility for the promotion of what is good for others, thereby acting in the best interests of our clients, with the explicit aim of enhancing the client's well being. When clients enter into a therapeutic venture, they do so with the expectation that they will benefit from the services. An obligation to act in the best interests of a client may become paramount when working with clients whose capacity for autonomy is diminished in some way.

The principle of *nonmaleficence*, which means avoiding doing any harm, involves the commitment of practitioners to exercise care in avoiding activities (such as situations involving conflicts of interest) that have a high risk of hurting clients, even inadvertently. This includes avoiding sexual, financial, emotional or any other form of client exploitation; avoiding incompetence or malpractice; and not providing services when unfit to do so. Practitioners must strive to mitigate any harm caused to a client even when the harm is unavoidable or unintended.

The principle of *autonomy* refers to the client's self-determination and upholding their right to be self-governing. This then translates into the client's commitment to participating in the counselling process. It is underpinned by the belief that clients have freedom of thought and freedom to choose their direction. Counsellors have an ethical obligation to decrease client dependency and to foster independent decision making. This principle implies that practitioners do not have the right to interfere in the lives of their clients by making decisions for them. Instead, counsellors are charged with helping their clients think clearly and weigh the consequences of their actions. This principle opposes the manipulation of clients against their will, even for beneficial social ends.

The principle of *justice* refers to the commitment of counsellors to provide equal, fair and impartial treatment to all clients. This includes doing what is possible to ensure that all people are given equal access to counselling services, regardless of factors such as age, gender, race, ethnicity, cultural background, disability, socioeconomic status, lifestyle orientation and religion. This principle also refers to the fair treatment of an individual when his or her interests need to be considered in the context of the rights and interests of others. This translates into an appreciation of differences between people and being committed to equality of opportunity and avoiding discrimination.

The principle of *fidelity* refers to making honest promises and faithfully honouring these commitments to clients. This involves a counsellor's willingness to do what is necessary to create a trusting and therapeutic climate in which people can search for their own change processes and overall well being.

This principle involves being careful not to deceive or exploit clients. It requires practitioners to act in accordance with the trust placed in them.

The principle of *self respect* means that the practitioner appropriately applies all the above principles as entitlements for self. This includes seeking counselling and other opportunities for personal development. There is an ethical responsibility to use supervision for appropriate personal and professional support and development. This principle encourages active engagement in life-enhancing activities and relationships that are independent of relationships in counselling. It requires a counsellor to actively care for themselves and enhance their own well being.

## **Ethical Responsibilities**

All practitioners encounter the challenge of responding to the diversity of clients and finding ways of working effectively with them. The following guidelines seek to respond to this complexity in contemporary society by drawing attention to essential issues that practitioners confront in the specific circumstances of their work.

### **1. Responsibilities to the client**

- 1.1. Best practice requires practitioners to deliver services that meet the client's needs.
- 1.2. Counsellors take all reasonable steps to avoid harm, either physical or emotional, to their clients as a result of the counselling process.
- 1.3. In the event of harm resulting from counselling, counsellors take responsibility for restitution. Professional Indemnity and Public Liability Insurance is therefore mandatory for all practitioners.
- 1.4. Counsellors faced with situations which extend the boundary of their competence seek supervision and consider appropriate referral to other competent professionals. If work with a client requires the provision of auxiliary services, this must be brought to the attention of the client as part of *duty of care*.
- 1.5. Counsellors promote client autonomy and encourage clients to affirm choice and make responsible decisions.
- 1.6. Counsellors consider the socio-cultural context of their clients and their their interpersonal relationships with significant others.
- 1.7. Counsellors are responsible for setting and maintaining professional boundaries within the counselling relationship. Where a boundary is inadvertently or out of necessity crossed, the counsellor should discuss this with the client, monitor the ongoing therapeutic relationship and seek consultation.
- 1.8. Counsellors avoid dual/multiple relationships with their clients. Such relationships raise ethical issues around confidentiality and the power imbalance in the therapeutic relationship: the potential for a detrimental impact on the client may not always be foreseeable.

## **2. Exploitation**

- 2.1 Counsellors must not exploit clients, past or present, in financial, sexual, emotional or any other way. They should give serious thought, and exercise considerable caution before entering into personal or business relationships with former clients.
- 2.2 Counsellors will not accept or offer payments for referrals, or engage in any financial transactions, apart from negotiating the ordinary fee charged for counselling.
- 2.3 Sexual relations between the client and the counsellor can never be acceptable and constitute unethical behaviour. This is not restricted to sexual intercourse and includes any form of physical contact, whether initiated by the client or the counsellor, which has as its purpose some form of sexual gratification, or which may be reasonably construed as having that purpose.
- 2.4 Counsellors should consider that the deeper the sharing of the client's emotional life during counselling, the less likely is the possibility of a subsequent equal relationship following termination of therapy. Counsellors must seek professional supervision should any attempt to build a relationship with a former client be considered.

## **3. Confidentiality**

- 3.1 Counsellors treat with confidence any personal information about clients, whether obtained directly or by inference. This applies to all verbal, written, recorded, and mobile or computer stored material pertaining to the therapeutic context. Such records should be accurate and respectful of clients and colleagues. All records, whether in written or any other form, need to be protected with the strictest of confidence, taking into account the client's legal rights under data protection legislation.
- 3.2 Clients must not be observed by anyone other than their counsellors without having given informed consent. This applies both to direct observation and to any form of audio or visual or electronic transmission or recording.
- 3.3 Counsellors and supervisors are responsible for protecting the client's rights of confidentiality in the supervisory context by ensuring that shared information is disguised appropriately.
- 3.4 Exceptional circumstances may arise which give the counsellor valid grounds for believing that the client will cause serious physical harm to others or themselves. In such circumstances, the breaking of confidentiality may be required, where possible with the client's permission, or after consultation with a counselling supervisor or senior practitioner.
- 3.5 Any breaking of confidentiality should be minimized both by restricting the information conveyed to that which is pertinent to the immediate situation and by limiting it to those persons who can provide the help required by the client. It should be done in a manner that is respectful of the client's capacity for self-determination as circumstances permit.
- 3.6 Agreements about confidentiality continue after the client's death unless there are overriding legal considerations.
- 3.7 Special care is required when using specific counselling situations for research, reports and publication. The author must have the client's informed consent should there be any possibility of identification of the client.

#### **4. Contracts**

- 4.1 Counselling activities are to be undertaken only with professional intent and not casually and/or in extra professional relationships.
- 4.2 Contracts whether verbal or written, involving the client should be realistic and clear. The client's *explicit* consent is sought after an adequate explanation of the nature, longevity and financial costs of the service being provided.
- 4.3 When a client is incapable of giving informed consent, counsellors obtain consent from a legally authorised person. This would apply in particular to work with children and adolescents under the age of consent.
- 4.4 Any publicity material and all written and oral information should reflect accurately the nature of the service offered and the training, qualifications and professional affiliation of the counsellor.
- 4.5 Counsellors will disclose any conflict of interest which may arise in relation to a client and will seek supervision to either resolve the issue or take appropriate action, which may include referral.

#### **5. Responsibilities to Self as Counsellor**

- 5.1 Counsellors have a responsibility to themselves to maintain their own effectiveness, resilience and ability to help clients. They monitor their own personal functioning and seek help or refrain from counselling when their personal resources are sufficiently depleted to require this.
- 5.2 Counsellors do not counsel when their functioning is significantly impaired by personal or emotional difficulties, illness, alcohol, drugs or for any other cause.
- 5.3 Counsellors have regular clinical supervision and use such supervision to develop counselling skills, monitor performance and provide accountability for practice.
- 5.4 Counsellors should be aware of their personal values in relation to lifestyle, gender, age, disability, race, sexual orientation, beliefs or culture and be cognizant of the impact of these on the therapeutic process. Where a conflict exists and the counsellor finds it difficult to work with a particular client, appropriate referral must be considered.

#### **6. Responsibilities to other Counsellors**

- 6.1 Counsellors do not conduct themselves in their counselling-related activities in ways which undermine public confidence in either their role as counsellors or in the work of other professionals.
- 6.2 Counsellors who suspect misconduct by another counsellor which cannot be resolved or remedied after discussion with the counsellor concerned should seek consultation with a supervisor or senior practitioner before approaching their professional association.

6.3 Counsellors do not solicit the clients of other counsellors. They have an obligation not to impair the work of their colleagues. Nevertheless, counsellors need to be aware of the client's right to seek a second opinion.

## **7. Responsibilities to the Wider Community**

7.1.1 Counsellors employed by an agency or human service organization will work within the best practice guidelines of that body. In their work with clients, should a conflict arise between those guidelines and ethical practice as expressed in this Code, consultation should be sought with the Clinical Supervisor and Line Manager with a view to resolving the issue, in the best interests of the client.

7.1.2 Counsellors work within the law. Where 'in good conscience' and in the 'best interests of the client, a counsellor decides to ignore or contravene legal requirements, appropriate consultation is recommended and full acceptance of consequences is necessary.

7.1.3 Counsellors take all reasonable steps to be aware of current legislation affecting their work.

7.2 Counsellors are committed to protect the community against incompetent and dishonourable practices and are prepared to challenge these practices.

7.3 Only Fellows, Clinical, Provisional and Associate members may use their appropriate QCA *post nominal* in promoting their practice and advertising their services to the community.



## **QUEENSLAND COUNSELLORS ASSOCIATION INC**

### **PROFESSIONAL CONDUCT PROCEDURE**

#### **8.0 Introduction**

It is the responsibility of all members to ensure that they fully understand the Professional Conduct Procedure. This procedure forms an essential part of QCA's commitment to members, clients, the profession and wider community. Members are required to inform clients who have a complaint or grievance, about the existence of this procedure, and any other complaints procedure applicable to them.

#### **8.1 Aim**

The aim of the Professional Conduct Procedure is to provide complainants with an open and transparent route for addressing complaints brought against members that relate to ethical issues. In processing such complaints, QCA seeks to protect the above mentioned recipients of professional services.

#### **8.2 Definitions**

- “Complainant” is any person who initiates a complaint against a member.
- “Respondent” is the person against whom a complaint is made and may be a Fellow, Clinical member, Provisional member or Associate member of QCA.
- The “Ethical Complaints Committee” comprises three persons, two QCA Clinical members and one professional person from outside QCA membership, nominated by the President of QCA and approved by the Management Committee. One of the QCA members of the Committee will be nominated by the President to be the Chair of the Committee.

- “President” is the person who is the current elected President of QCA.
- “Administrative Officer” is the person appointed by the QCA Management Committee.
- “appeals member” is someone from outside the counselling profession appointed by the President of QCA in consultation with the person making the appeal. The appeals person would need to be someone conversant in the field of ethics.
- PACFA is the Psychotherapy and Counselling Federation of Australia

### **8.3 Bringing a complaint**

A complaint can be brought by:

- A person who has sought or received a service provided by a current member of QCA. A person who has previously had a complaint heard by QCA, and wants to appeal the decision following procedures outlined in 3.6
- A person who has reason to ask PACFA to hear a complaint instead of lodging it with QCA. The reasons for this application must be justified and clear
- A legal guardian or other authorized adult acting on behalf of a minor and/or an adult lacking the mental capacity to bring a complaint for services sought or received
- A third party who can demonstrate sufficient interest, or who speaks on behalf of vulnerable persons such as biological children of separated parents, who are directly affected by the actions of a QCA member.

Before submitting a complaint to QCA, the Complainant is encouraged to attempt to resolve the issue with the Member concerned. Details of any such attempt should be included with the complaint. If such informal resolution is not possible, or considered inappropriate for the particular circumstances of the case, the Complainant must provide a written explanation to support such a claim.

### **8.4 Complaints against non-members**

QCA cannot deal with complaints against individuals who were not members at the time of the alleged professional misconduct. However, complaints outside of such a time period could be referred to PACFA. Such complaints would be reviewed by PACFA on a case by case basis.

### **8.5 Complaints against members**

A complaint lodged against a member within the timeframe of their membership may cover the entirety of the professional relationship in so far as the person’s membership spanned the period of the said professional relationship.

### **8.6 Complaints against QCA**

Complaints may be lodged by stakeholders outside QCA, for example, community members, government or others with a vested interest in QCA. Such complaints would be dealt with through the PACFA Ethical Complaint Process.



## **8.7 Administration**

The administration of the Professional Conduct Procedure will follow the protocols laid down and as amended from time to time by QCA. These will be administered by the Chair of the Ethical Complaints Committee.

There is benefit in furthering the research and governance aims of QCA by carrying out research into complaints. The data from complaints will be processed for the purposes of research and statistical analysis. Where this work is carried out, either by QCA or a third party, under strict protocols of confidentiality, the confidentiality of the parties concerned will be respected and any published research and/or analysis will not contain any personally identifiable information. All research is subject to ethics approval.

## **8.8 Records**

- The Chair of the Ethical Complaints Committee is responsible for keeping records and submitting statistics to the PACFA Ethics Committee
- All records will be kept for a period of seven years. QCA reserves the right to reconsider complaints previously submitted when similar/other complaints subsequently arise that give good reason to suggest that the practitioner's continuing membership should be reviewed in the light of continuing violations of the Code
- Where the outcome of a complaint has resulted in suspension or termination of membership, all records will be kept unless and/or until such time as the person concerned has successfully re-applied for membership of QCA. Such records will be considered in any re-application for membership of QCA.

## **8.9 Expenses**

QCA is not responsible for travel or any other expenses incurred either by the Complainant or the Respondent or any support person/representative at any stage of the complaints procedure.

QCA cannot order one party in a complaint to pay another party's costs.

## **8.10 Dual accountability**

QCA may decide to hear a complaint against a member when another organization (such as the Australian Health Practitioner Regulation Agency or the, Australian Association of Social Workers) is involved in a similar process arising out of the same substantive matters. In this instance, QCA reserves the right to formally notify any other organization of the issues being considered.

QCA , after due consultation, may also hear matters that are the subject of a legal process, given that matters of ethics and law can focus on different aspects of professional practice.

QCA will not investigate matters that are substantially the same as the complaint before the Health Care Complaints Commission (HCCC). This would be considered replication of the complaints process. In some cases, QCA reserves the right to refer matters to the HCCC.

### **8.11 Complaints and findings**

QCA reserves the right to notify other professional bodies and/or agencies about complaints and to distribute any findings upheld against a member, where it considers it right and just to do so.

## **9.0 Making A Complaint**

9.1 Complaints from any of the parties listed in 8.3 must be made on the appropriate QCA Complaints Information Report (Appendix 1) and mailed to QCA. Assistance in completing the form will be offered if requested. Reference must be made in the complaint documentation to the relevant section of QCA Code of Ethics that is believed to have been breached by the Respondent.

9.2 On receipt of a Complaints Information Report the Administrative Secretary will write to the Complainant within 5 working days acknowledging receipt.

9.3 The Administrative Secretary will forward the Complaints Information Report to the Chair of the Ethical Complaints committee within 10 working days of receipt.

9.4 The Chair of the Ethical Complaints committee will consult with the President to determine if a breach of the QCA Ethical code has occurred and therefore whether the complaint will be investigated or not. If not, the Complainant will be notified within 5 working days of receipt from the Administrative Secretary (i.e. 15 working from receipt of Complaints Information Report by the Administrative Secretary).

9.5 If investigation is to proceed, the Chair of the Ethical Complaints Committee will consult with members of the Ethical Complaints Committee within 5 working days of the decision to proceed to determine whether there are any conflicts of interest with a view to safeguarding the integrity of the process.

Should a conflict of interest arise another Committee member may need to be appointed or advice may need to be sought from PACFA.

9.6 The Chair of the Ethical Complaints Committee will notify the Complainant and Respondent within 20 working days of original receipt of the Complaints Information Report by the Administrative Secretary as follows:

a) the Complainant

- that an investigation will proceed, and include with that letter:
- the names of those appointed to the Ethical Complaints Committee;

b) the Respondent

- that a complaint has been received and will be investigated, and include with that letter:
- a copy of the complaint;

- a copy of the QCA Code of Ethics;
- the names of those appointed to the Ethical Complaints Committee
- an invitation to respond to the complaint within 20 working days of receipt of this letter and above information, providing all relevant supportive documentation.

Both the Complainant and Respondent will have the opportunity to notify the Chair of the Ethical Complaints Committee if they believe there to be any conflicts of interest regarding the panel members and are asked to do so within 5 working days of receipt of the above letters..

9.7 The Chair of the Ethical Complaints Committee will send all relevant documentation correspondence from both the Complainant and the Respondent to each member of the Ethical Complaints Committee within 5 working days of receipt of documentation from the Respondent.

9.8 The Ethical Complaints Committee will have 28 working days from receipt of all documentation to review the documentation, conduct interviews if necessary, and to determine an outcome.

9.9 The Chair of the Ethical Complaints Committee will notify the Complainant and the Respondent within 5 working days of the determination of an outcome from the investigation.

## **10. Investigation of Complaint**

10.1 The Chair of the Ethical Complaints Committee will arrange interviews with the Complainant and Respondent as soon as possible. Such consultation may be face-to face, by letter, email or Skype provided that in all instances strict confidentiality is maintained.

10.2 Either party is entitled to use the services of a support person/representative who they consider could contribute to the investigation.

10.3 The Chair of the Ethics Committee is entitled to call for evidence from a third party or parties (eg supervisor, manager) if it is considered helpful to the process of investigation and does not compromise the rights of the parties.

10.4 At the conclusion of the investigation, the Ethical Complaints Committee will present a report to the President within 20 working days incorporating one or more of the following recommendations:

- that the complaint be dismissed as unfounded
- that a process of consultation be set up between the parties with a view to arriving at a mutually acceptable resolution
- that the member be requested to comply with a specific program of Professional Development and Accountability over a set period of time
- in the case of a breach of the Code of Ethics that the member be appropriately censured and/or membership suspended or terminated

10.5 The President will notify the Complainant and Respondent in writing within 5 working days of receipt of the report of the outcome of the investigation.

10.5 The Chair of the Ethical Complaints Committee will be responsible for monitoring compliance with any of the above recommendations. Failure to comply may result in termination of Membership.

10.6 Following notification of the outcome the Respondent or Complainant have 20 working days to appeal decisions of the Ethical Complaints Committee to the Management Committee in consultation with an appointed appeals member who is not a member of QCA, of the counselling profession or the Ethics Committee of PACFA.

10.7 PACFA will be informed of the suspension or termination of membership of a Registrant.

# APPENDICES

## Appendix 1



# COMPLAINTS INFORMATION REPORT

## INTRODUCTION:

The QCA Complaint Report is designed to collect sufficient information for the QCA Ethics Committee to assess that the complaint is acceptable for investigation under the QCA Code of Ethics.

## COMPLETING THIS REPORT:

Please read the QCA Code of Ethics before completing this report.  
In this report, please provide details of the complaint including:

- What happened?
- Who was involved?
- When did it happen?
- Why it has caused concern?

It is important to include dates, times, places and people involved that are relevant to your complaint.

If you require extra space, please attach additional information separately.

***Please attach any supporting documentation.***

## ONCE COMPLETED -

### **Postal Address - mail completed paper work to:**

QCA Ethical Complaints Committee,  
c/o Queensland Counsellors Association Inc  
PO Box 3319  
Bracken Ridge Q 4017

## TIME FOR RESPONSE:

- Acknowledgement of the receipt of the Complaints Information Report will be mailed to you within 5 working days.
- The decision of the QCA Ethics Committee in relation to its jurisdiction to investigate the complaint will be mailed to you within 20 working days of receipt.

**PLEASE PRINT**

**DETAILS OF THE COMPLAINT:**

- Against:**     Individual Therapist  
                   Supervisor

**DETAILS OF THE PERSON WHO HAS RECEIVED THE SERVICE:**

Mr/Mrs/Ms/Miss/Dr/Rev/Other .....

Surname: .....

First Name: .....

Street Address: .....

Suburb: ..... State: ..... Postcode: .....

Email Address: .....

Telephone details (Monday to Friday 9.00am – 5pm):

Mobile: .....

Home: .....

Work: .....

Date of Birth: .....

Male     Female

## PLEASE PRINT

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|--------------------------------------------------------|
| <b>DETAILS IN THE CASE OF A THIRD PARTY COMPLAINT:</b> |
|--------------------------------------------------------|

***If the person lodging the complaint (complainant) is not the same person as above, and was not the recipient of the service, please complete the following:***

Mr/Mrs/Ms/Miss/Dr/Rev/Other.....

Surname: .....

First Name: .....

Street Address: .....

Suburb: ..... State: ..... Postcode: .....

Email Address: .....

Telephone details (Monday to Friday 9.00am – 5pm):

Mobile: .....

Home: .....

Work: .....

Date of Birth: .....

Male  Female

***What is your Relationship to the person who received the service:***

Parent or guardian of a child under 18 years

Legal guardian

Relative (please state): .....

Health professional

Other (please state): .....



**PLEASE PRINT**

**DETAILS OF THE PERSON WHO HAS *PROVIDED* THE SERVICE (*the RESPONDENT*):**

Mr/Mrs/Ms/Miss/Dr/Rev/Other .....

Surname: .....

First Name: .....

Name of Organisation: .....

Street Address: .....

Suburb: ..... State: ..... Postcode: .....

Email Address: .....

Telephone details (Monday to Friday 9.00am – 5pm):

Mobile: .....

Work: .....

Male  Female

***Please attach additional information if necessary:***

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**DETAILS OF THE COMPLAINT**

Please list the clauses from the QCA Code of Ethics that you believe to have been breached and then attach a more formal and detailed statement providing examples of each breach. Please note that if you have more substantial documentation or evidence to submit, you should indicate that this is available and it can be provided later in the complaints process if required. Your attached statement will be forwarded to the respondent in due course.

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**Have you already tried to address this complaint?**

Yes    No

If **yes**, please outline what you have done and the outcome.

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If **no**, please outline why you have not done so.

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**WHAT IS THE OUTCOME SOUGHT FROM THIS COMPLAINT?**

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**PRIVACY CONSIDERATIONS**

If you make a complaint, personal information about you and the complaint will be collected by QCA and discussed in the prescribed QCA Complaints Committee process. All personal information will be treated in accordance with the *Personal Information Protection Act 2004*.

In order to review this complaint, a copy of the formal and detailed statement providing examples of each breach of the QCA Code of Ethics will be forwarded to the person(s) named (the Respondent) as the provider of the service. In the case of third party complaints, the client recipient of the service will also be notified that a complaint has been lodged.

I agree to a copy of my complaint being sent to the Respondent.       Yes       No

If you do not wish this to happen, please outline your reasons:

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**CONSENT AND DECLARATION**

Please note: if QCA deems this complaint to be of a significantly serious nature it will be forwarded to an appropriate external agency such as the Health Care Complaints Commission or the Police.

**Please complete only ONE of the following:**

**a.** I am the person who has received the service and am lodging this complaint

Signed: .....

Date: .....

**OR**

**b.** I have consent of the person who received this service to lodge this complaint as follows:

I, ..... (person who received service) give permission  
to ..... (person making the complaint) to lodge this  
complaint on my behalf.

Signed: .....

Date: .....

**OR**

**c.** I do not have permission of the person who received this service to lodge this complaint,  
however, I believe this complaint should be investigated because:

.....  
.....  
.....

Signed: .....

Date: .....

Commonwealth of Australia

**STATUTORY DECLARATION**

*Statutory Declarations Act 1959 (Insert the name of the person making this declaration)*

I,  
.....  
make the following declaration under the  
*Statutory Declarations Act 1959:*

I declare that all the information I have  
provided is true and correct.

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.

*Signature of person making the declaration*

.....

Declared at:

(place) ..... on  
(date) .....

Before me,

(Full  
Name).....

(Qualification) .....

(Signature) .....

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

**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 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 or Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution