1.1 Welcome to your Cdec guide

This handbook is a guide for Commissioners for Declarations.

It has been written to provide you with a clear understanding of what is expected of you in your role and a day-to-day reference to help you perform your duties responsibly, correctly and consistently.

Commissioner for Declarations has, at times, been abbreviated to Cdec and Justice of the Peace to JP. The term JP may also refer to any number of the separate JP positions listed in section 2.1.

You'll note there are other abbreviations used throughout the handbook. Each is defined the first time it's used and it is also listed in the glossary in section 5.2.

How to use this handbook

The handbook describes your role in the community and then deals chapter by chapter with your duties, your special responsibilities and your conduct.

Each of the chapters dealing with your duties is divided into:

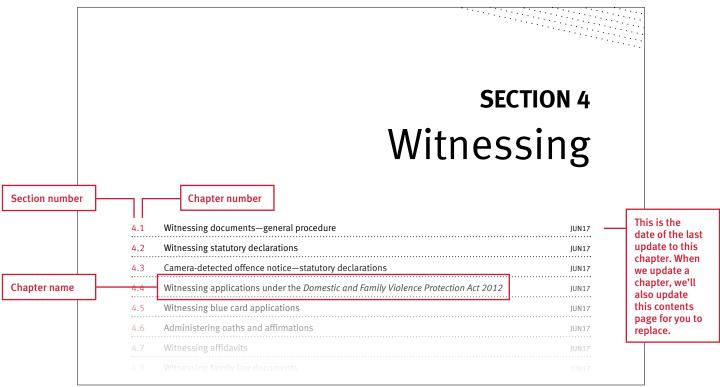
- 'What...?' (giving a definition of the subject)
- 'Why...?' (explaining the reason or purpose)
- 'How...?' (explaining the procedure).

You'll also find sections on things to bear in mind, frequently asked questions and where to find more information.

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