



Department of Justice

Working with Children Check Unit

GPO Box 1915
Melbourne, Victoria 3000
Telephone: 1300 652 879
Facsimile: (03) 8684 1222
www.justice.vic.gov.au

DX 210001

Our Ref: CD/09/35137

Dear Club Secretary

WORKING WITH CHILDREN CHECK: 30 JUNE 2009 DUE DATE

As you may be aware, the Victorian Working with Children (WWC) Check commenced in 2006. It helps to protect children (under the age of 18) from sexual or physical harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body. Broadly, applications for a WWC Check are checked for serious sexual, serious violent and serious drug offences. The Check also considers relevant findings from professional disciplinary bodies.

I am writing to inform you that certain clubs, associations and movements that provide services or conduct activities for, or directed at, children or whose membership is mainly comprised of children are currently being phased-in. This includes sport and recreation activities in connection with football (Australian Rules). The due date for people who are required to apply for a Check is **30 June 2009**, however not everyone whose work brings them into contact with children needs to apply for a WWC Check. Under the *Working with Children Act 2005* (the Act), only people who work or volunteer in “child-related work” must apply for a WWC Check by the due date for their field. The due dates are set out in the enclosed *Phasing-in Plan*.

Under the Act, a person is considered to be engaged in “child-related work” if:

- they work or volunteer in connection with one of the 20 services, bodies, places or activities listed in the Act; and
- their work usually involves, or is likely to usually involve, regular direct contact with children, and
- that contact is not directly supervised by another person

unless an exemption applies. A full list of exemptions is enclosed with this letter.

Your organisation has a legislative obligation to ensure that those who are required to apply for a WWC Check by 30 June 2009, do so. After this date, it will be an offence for your organisation to engage staff or volunteers who perform “child-related work” (in connection with a football (Australian Rules) club, association or movement) if they have not applied for a WWC Check and were required to do so.

Please also note that from 30 June 2009, any new employee or volunteer working in connection with a football (Australian Rules) club, association or movement who meets the “child-related work” criteria will also have had to submit a WWC Check application prior to commencing such work.

Some employees or volunteers who perform “child-related work” in connection with a football (Australian Rules) club, association or movement may have already been required to apply for and/or received a WWC Check if they are performing “child-related work” in connection with other occupational fields phased-in during previous years. If this is the case, they are still required to complete and return the ‘WWC Check Notification of Change of Personal Details Form’ advising the WWC Check Unit of the football (Australian Rules) club, association or movement of which they are an employee or volunteer. It is important to note that a volunteer WWC Check cannot be used for paid “child-related work”.

WWC Check application forms and guides are available from participating Australia Post outlets. To assist organisations and their employees and volunteers, special arrangements for using a Bulk Lodgement process are available through local participating Australia Post outlets. If you would like to avail yourself of these arrangements, please refer to the enclosed *Instructions for Bulk Lodgement of Working with Children Check Applications at Australia Post*, which provides specific details in relation to participating Australia Post outlets, as well as the process to be followed.

The WWC Check Unit will be conducting information sessions at different locations across the state through the months of March and April. A timetable of sessions is attached to this letter. You can register your interest to attend the sessions by visiting www.justice.vic.gov.au/workingwithchildren. You are welcome to contact Mr Prashanth Reddy (Coordinator, Community Information and Education) on (03) 8684 1213 for further information about these sessions. General information is also available by calling the WWC Check Information Line on 1300 652 879. The Information Line is open from 8:30am to 5:00pm Monday to Friday.

Thank you for your support of the WWC Check.

Yours sincerely

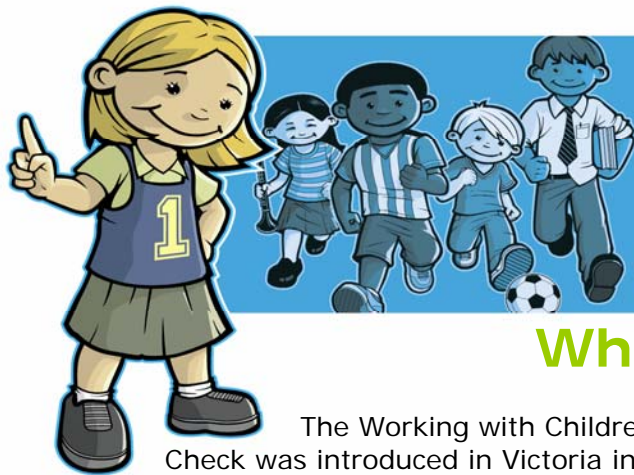


JOYCE PRINZI

Acting Director

Encl:

- *WWC Check Information Sheet*
- *FAQs*
- *Phasing-in Plan*
- *Instructions for Bulk Lodgement of Working with Children Check Applications at Australia Post*
- *List of exemptions*
- *Time-table of information sessions*
- *WWC Check Notification of Change of Personal Details Form*



Working with Children Check

General Information Sheet

What is the Check?

The Working with Children (WWC) Check is designed to help keep children safe. The Check was introduced in Victoria in 2006 and aims to prevent people who may pose a risk to the safety of children from working with them.

People who work or volunteer in connection with certain services, bodies, places or activities are required to apply for a WWC Check. Check the phasing-in plan for a list of these. Detailed information about the WWC Check and application process is available on the Department of Justice web site or by phoning the Information Line on 1300 652 879.

How is the WWC Check different from a police records check?

Unlike a police records check, the WWC Check considers certain offences and is valid for five years (unless revoked). During this period, cardholders continue to be checked for new offences or disciplinary findings by prescribed professional bodies.

A new WWC Check is not required when you change your employer or volunteer organisation.

You may still need to apply for a WWC Check even if you have already had a police records check.

Do I need a WWC Check?

You may need a WWC Check if:

- you are working in paid or unpaid (volunteer) work, **and**
- your work is in connection with one of the services, bodies, places or activities listed in the phasing-in plan, **and**
- your work usually involves, or is likely to usually involve, regular and direct contact with a child where the contact is not directly supervised by another person.

If you answer "Yes" to each of the statements above, you are doing 'child-related work'. Some exemptions apply. It is your responsibility to find out if you need a WWC Check.

When do I need to apply?

Each year, certain services, bodies, activities and places are phased in. The WWC Check is being phased in until 2011.

If you need to apply you should check the phasing-in plan to find out when you need to apply. If you fall into more than one category, you should apply by the earliest date.

What if I don't apply?

It is a criminal offence for you to start or continue 'child-related work' without having applied for a WWC Check if the service, body, place or activity that your work is in connection with, has been phased in.

It will also be an offence for your employer or volunteer organisation to engage you in child-related work.

How do I apply?

1. Obtain an Application Guide and Form from a participating Australia Post outlet (visit www.auspost.com.au for your nearest outlet)
2. Complete the Application Form attached to the Application Guide
3. Submit your application, together with your proof of identity documents, a passport-sized photo, and the application fee (if required) to a participating Australia Post outlet.

You can start or continue child-related work once you have lodged your application. You will need to show your receipt to your employer or volunteer organisation as proof you have applied for a WWC Check.

How much will it cost?

Applying for a WWC Check is free for volunteers and \$73.90 for paid workers*. A volunteer WWC Check cannot be used for paid child-related work. An employee WWC Check can be used for both paid and volunteer child-related work.

*Fees change annually on 1 July. Please check the website or contact the Information Line for the current fee.

What is checked?

- Broadly, applications will be checked for serious sexual, serious violent and serious drug-related offences. A checklist of offences is available on the web site or by calling the Information Line.
- Currently professional disciplinary findings from the Victorian Institute of Teaching (VIT) and Suitability Panel are also considered. In future, other professional bodies may be considered.

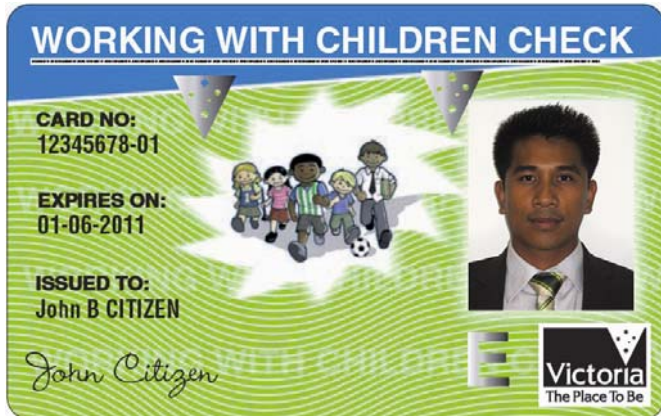
If you do not have a criminal record, and no professional disciplinary findings have been made against you, you will pass the WWC Check.

How will I know that I have passed the WWC Check?

People who pass the WWC Check will be sent an Assessment Notice from the Department of Justice and a WWC Check Card will be sent separately in the mail.

Your employer or volunteer organisation must make sure you have passed the WWC Check and may ask to see your Assessment Notice or WWC Check Card as proof.

A sample WWC Check Card is shown below:



Can I still pass the WWC Check if I have a criminal history or a professional disciplinary finding?

The outcome will depend on the type of finding made or the offence, and the circumstances surrounding it. Not all offences and findings are considered to indicate a risk to the safety of children. You may wish to contact the Information Line to discuss your personal circumstances.

People who are subject to sex offender reporting requirements are not permitted to work with children or apply for a WWC Check.

What happens if I don't pass the WWC Check?

Before the Department of Justice makes a final decision to refuse a WWC Check, you will be given an opportunity to make a submission explaining why you believe you should pass the Check. Your submission will then be considered by the Department of Justice.

If you do not pass the WWC Check after your submission has been considered, you will then be issued with a Negative Notice. If you are issued with a Negative Notice you cannot perform child-related work. In most cases you may apply to Victorian Civil and Administrative Tribunal (VCAT) for an Assessment Notice to be granted.

How will my privacy be protected?

The Department of Justice, employers and volunteer organisations are bound by privacy and confidentiality laws.

Your employer or volunteer organisation (where known) will be notified of the outcome of your application, and if your WWC Check is revoked.

The details of any criminal records or findings from a professional disciplinary body will not be provided to your employer or volunteer organisation.

You can find out more on the web site or via the Information Line.

Further information

Additional information is available from:

Website www.justice.vic.gov.au/workingwithchildren

Email workingwithchildren@justice.vic.gov.au

Information Line 1300 652 879

8:30am–5pm (EST) Monday–Friday
(excluding public holidays)

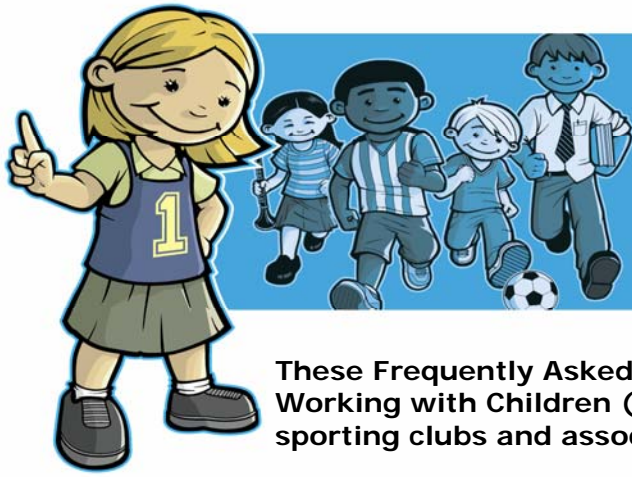


If you need an interpreter, please call the Translating and Interpreting Service on 13 1450 and have them contact the WWC Check Information Line.

If you would like to receive this publication in an accessible format, such as large print or audio, email workingwithchildren@justice.vic.gov.au or call the Information Line 1300 652 879, the **National relay telephone service** (TTY) 13 36 77.

This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.

CD/08/160902 Sep 2008



WORKING WITH CHILDREN CHECK

Frequently Asked Questions

Sporting Clubs and Associations

These Frequently Asked Questions (FAQs) provide general answers about the Working with Children (WWC) Check for people who work or volunteer in sporting clubs and associations.

You can find detailed information on each of these topics and more FAQs at www.justice.vic.gov.au/workingwithchildren.

1. I work/volunteer for a sporting club or association. Do I need a WWC Check?

People engaged in "child-related work" are required to apply for a WWC Check. Under the *Working with Children Act 2005* (the Act), you are considered to be engaged in "child-related work" if you:

- work or volunteer in connection with one of the 20 child-related occupational fields (including sporting clubs and associations); **and**
- have regular direct contact with children under 18; **and**
- that contact is not directly supervised; **and**
- do not qualify for an exemption (e.g. parent volunteer, VIT registration, sworn police officer).

If **all** of the above statements apply to you, you are doing "child-related work", and you need to submit a WWC Check application by the relevant due date (please consult the phasing-in plan for due dates).

2. How can I find out when I need to apply?

If you need to apply for a WWC Check and you work or volunteer in connection with the following sport or recreational activities, you need to apply by 30 June 2009:

- | | |
|--|---------------------------------------|
| • Athletics (including Little Athletics) | • Gymnastics (including Trampolining) |
| • Basketball | • Martial arts |
| • Cricket | • Netball |
| • Football (Australian Rules) | • Swimming (including Lifesaving) |
| • Football (Soccer) | • Tennis |

All remaining sporting or recreational activities will be 'phased in' in Year 4 (from 1 July 2009 to 30 June 2010). A complete phasing-in plan listing occupational fields and their application deadlines is available at www.justice.vic.gov.au/workingwithchildren.

3. I don't require a WWC Check, but the club/association at which I volunteer still wants me to apply for one. Can the club/association make me do this?

FAQ 1 sets out who is required by law to have a WWC Check. The Act does not prevent other people being asked to apply by their employer or volunteer organisations. If you have concerns about the policy of a particular organisation in this regard, you should raise them directly with the organisation.

4. Do parents who volunteer at a club/association need to have a WWC Check – e.g. when they help out at training or on match days, or attend overnight camps with their child?

Under the Act, a parent who volunteers in relation to an activity in which their child ordinarily participates is exempt from a WWC Check in respect of that work.

For example, a parent who coaches their child's football team is exempt from a WWC Check, even if their child is not present on a particular day due to illness. However, a parent who coaches a team and whose child plays in a different team at the club is not exempt. This parent would need to refer to FAQ 1 to determine if a WWC Check is required.

A full list of exemptions is available on the Working with Children Check website.



5. Each week I drop off and/or pick up my child from training, and watch them play matches. I have regular, direct and not directly supervised contact with children. Do I need a WWC Check?

Parents who pick up or drop off their own children at training, or watch them compete, or who have arranged for a relative or a friend to do this for them, are not working as defined by the Act and so do not require a WWC Check. The WWC Check is for when parents entrust the care of their children to others, outside of normal domestic arrangements.

6. I play in a team with people who are under the age of 18 years. Do I need a WWC Check?

If you are only participating in an activity with a child on the same basis as the child, you are not undertaking "child-related work" and therefore do not require a WWC Check. For example, an adult playing in a cricket team alongside a child is not engaging in "child-related work".

7. I'm an umpire/referee. Do I require a WWC Check?

If all 4 statements in FAQ 1 apply to you, your work is considered "child-related work" and you need to apply for and pass a WWC Check.

8. I volunteer in the club canteen. Do I require a WWC Check?

If all 4 statements in FAQ 1 apply to you, your work is considered "child-related work" and you need to apply for and pass a WWC Check.

9. There are always parents watching the games and training sessions. Does that mean the coach won't need a WWC Check?

If a person's contact with children is directly supervised they are not engaged in "child-related work". Direct supervision requires *immediate and personal* supervision, by someone who has the role of supervising the worker/volunteer's contact with children. Therefore, for a parent to provide direct supervision of the coach, all parties would need to understand that this was the parent/s' role.

10. When does a supervisor need a WWC Check?

If the supervisor is engaged in "child-related work", they will require a WWC Check unless an exemption applies (see FAQ 1).

11. I've already had a police check. Why do I need a WWC Check?

The WWC Check is different from a police check. Not all offences are of concern to the WWC Check. Broadly, the WWC Check considers serious sexual, violent and drug offences. WWC Check card-holders are also subject to ongoing monitoring for the five years in which the WWC Check card is valid (unless revoked). A police check gives a one-off "snapshot" of a person's criminal record up to the date of the check. Your club/association might also require you to provide a police check based on other legislation or club/association policy.

12. How much does the WWC Check cost?

The WWC Check is free for volunteers, and an application fee applies for paid employees and self-employed (the fee is currently \$73.90, but will increase every year on the 1st of July). A person is considered to be a volunteer if they only receive reimbursement for out-of-pocket expenses. It is an offence to use a volunteer WWC Check for "child-related work" for profit or gain.

13. What if I don't apply by the relevant deadline?

If you are required to apply for a WWC Check and you have not done so by the relevant deadline, it will be an offence for you to commence or continue to perform "child-related work". It will also be an offence for the club or association to engage you in "child-related work". Offences include a substantial fine and/or up to 2 years imprisonment.

14. What if my usual work for the club/association is also in connection with another occupational field that has already been phased in, for example an overnight camp?

If you are undertaking "child-related work" that is in connection with more than one occupational field, you must apply for a WWC Check by the due date for the field that is phased in first. For example, the due date for overnight camps was 30 June 2007. If you are involved in "child-related work" for a club/association in connection with an overnight camp you must apply for a WWC Check before beginning that work, or you and the club/association may be subject to criminal penalties.

This FAQ sheet is a guide only and is not a substitute for legal advice or the relevant legislation.

Further Information

Website:

www.justice.vic.gov.au/workingwithchildren

Information Line:

1300 652 879

Working with Children Check

When you need to apply for a Check

The WWC Check is being phased in over a five year period. A person who is performing "child-related work" as defined by the *Working with Children Act 2005* is required to apply for a Check. When you need to apply depends on the period of time your occupational category is being phased in. To work out when it is time to apply, check the phasing plan below. If you fall into more than one occupational category, you should apply under whichever category comes first.

The following categories have already been phased-in		
<ul style="list-style-type: none"> • Child protection services • Juvenile Justice • Fostering children • Community services • Family day care • School crossing services • Overnight camps • Outside school hours care • Educational institutions • Child Care Services • Kindergartens / preschools • Counselling or other support services • Transport services • Refuges or other residential facilities • Religious Organisations 		
People intending to work in connection with the above occupational categories must apply for a Working with Children Check before commencing such work. Failure to do so may result in penalties.		
The following categories are still to be phased-in		When to Apply
<ul style="list-style-type: none"> • Babysitting or childminding services arranged by a commercial agency • Clubs, associations or movements of a recreational or sporting nature in connection with the following sport or recreation : <ul style="list-style-type: none"> • Athletics (including Little Athletics) • Basketball • Cricket • Football (Australian Rules) • Football (soccer) • Gymnastics (including trampolining) • Martial arts • Netball • Swimming (including lifesaving) • Tennis that provide services or conduct activities for, or directed at, children, or whose membership is mainly comprised of children • Paediatric wards of public or private hospitals as defined in the <i>Health Services Act 1988</i>. 		Year 3 1 July 2008 to 30 June 2009
<ul style="list-style-type: none"> • Clubs, associations or movements of a recreational or sporting nature in connection with <i>all remaining</i> sport and recreation groups not previously phased-in that: <ul style="list-style-type: none"> - provide services or conduct activities for, or directed at, children, or - whose membership is mainly comprised of children • Coaching or tuition services of any kind for children 		Year 4 1 July 2009 to 30 June 2010
<ul style="list-style-type: none"> • Clubs, associations or movements of a cultural nature that: <ul style="list-style-type: none"> - provide services or conduct activities for, or directed at, children, or - whose membership is mainly comprised of children • Commercial entertainment or party services for children, unless they are merely incidental to or in support of other business activities • Commercial gym or play facilities for children unless they are merely incidental to or in support of other business activities <i>For example, the provision of play facilities for children by a fast-food business may be merely incidental to the business of providing food</i> • Commercial photography services specifically for children unless they are merely incidental to or in support of other business activities • Commercial talent or beauty competitions for children unless they are merely incidental to or in support of other business activities. 		Year 5 1 July 2010 to 30 June 2011

Instructions for Bulk Lodgement of Working with Children Check Applications at Australia Post

Bulk Lodgement of Working with Children (WWC) Check Applications is available for organisations to assist their employees and volunteers. Organisations need to make arrangements directly with participating Australia Post outlets and are able to pay on behalf of their employees.

To locate your nearest participating outlet for application lodgement, phone **13 13 18** or visit the Australia Post website: **www.auspost.com.au**

Organisations are requested to take the following steps to facilitate Bulk Lodgements at Australia Post:

1. Contact the Postal Manager at your preferred participating Australia Post outlet to request a Bulk Lodgement of WWC Check Applications.
2. Advise the total number of applicants to be processed from your organisation.
3. Schedule appointment times for each Bulk Lodgement. A limit of 5 applicants per appointment is suggested, greater numbers may be accepted at the discretion of Postal Managers at each outlet.
4. Advise the Postal Manager of the payment arrangement to be used from the following alternatives:
 - (a) Each applicant to pay for his or her own application using cash, EFTPOS, MasterCard or Visa* (Employers may choose to subsequently reimburse employees)
 - (b) Pre-payment to be made by the employer on behalf of a set number of employees using cash, MasterCard, Visa, Bank Cheque or organisation issued cheque*

* Personal Cheques are not an accepted payment method for WWC Checks. Bank Cheque or organisation issued cheques are accepted.

Pre-payments by Employers

Organisations using the pre-payment option are required to provide the Australia Post outlet with both the pre-payment and a list of applicant names prior to the first appointment. As employees apply for WWC Checks, names will be marked off the list and each application fee will be deducted from the pre-payment amount. Where all of the pre-payment funds are not used, employers will be refunded the balance.

Australia Post Enquiries

To arrange a bulk lodgement, contact Australia Post and ask to speak to the manager of your local participating outlet:

Australia Post Customer Service	13 13 18
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Department of Justice

Working with Children Check Information Line	1300 652 879
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Exemptions from Applying for a Working with Children Check

An exemption means that you do not need to apply for a Working with Children (WWC) Check, even if you undertake 'child-related work'. If an exemption applies, a person is not prevented from applying for a WWC Check.

The WWC Check exemptions are:

- **people under the age of 18 years**
- **parent volunteers whose child ordinarily participates in that activity**

This exemption only applies to volunteer parents who participate in their children's activities.

For example: Brett is a volunteer coach for a school football team on which his son Joshua ordinarily plays. Brett does not have to apply for and pass the WWC Check to do this even if Joshua does not attend some of the practice sessions or games.

- **people 'closely related' to each child they have contact with in their 'child-related work'**

'Closely related' means you are the child's: parent, spouse, step-parent, mother-in-law or father-in-law, grandparent, uncle or aunt, brother or sister (including half-siblings and step siblings, brother-in-law or sister-in-law). 'Closely related' also includes de facto relationships. 'Spouse' includes domestic partners, as defined in the *Crimes (Family Violence) Act 1987*.

For example: Karen does not need a WWC Check in order to home school her daughter and her nephew as she is closely related to both of the children.

- **18- or 19-year-old student volunteers where the volunteer work is at or has been organised by the student's educational institution**

For example: Khalil, 18, is a student at Happy Valley Secondary College. He has been asked to lead a peer support group of Year 7 students. As this activity has been organised by his school, he does not need to apply for a WWC Check to do this.

- **visiting workers who do not ordinarily live and perform 'child-related work' in Victoria**

For example: Keith lives in New South Wales and coaches a baseball team that is selected to play in a one-off competition to be held in Victoria. Because Keith does not ordinarily live and perform 'child-related work' in Victoria and will only be in Victoria for a few days, he does not need to apply for a WWC Check.

- **sworn police officers (who are not suspended from duty)**

Sworn police officers are exempt from needing a WWC Check for any 'child-related work' as they are already checked by a similar scheme.

- **teachers who have current registration with the Victorian Institute of Teaching**

Teachers with current registration with the Victorian Institute of Teaching are exempt from needing a WWC Check for any 'child-related work' as they are already checked by a similar scheme.

Contacts: Working with Children Check Information Line **Tel: 1300 652 879**

Time-table of Information Sessions

You can register your interest to attend the sessions by visiting www.justice.vic.gov.au/workingwithchildren or by calling the WWC Check Information Line on 1300 652 879. The Information Line is open from 8:30am to 5:00pm Monday to Friday.

Metropolitan Information Sessions			
Location	Date	Venue	Time
Doncaster	Wednesday March 11	Manningham City Council 699 Doncaster Road, Doncaster 3108	2:00pm
			7:00pm
Fitzroy	Thursday April 23	Fitzroy Victoria Bowling Club 578 Brunswick Street, Fitzroy North 3068	2:00pm
			7:00pm
Glen Waverley	Tuesday March 31	Glen Waverley North Pavillion Mulgrave Street, Glen Waverley 3150	2:00pm
			7:00pm
Greensborough	Monday March 16	Nillumbik Shire Council, Council Chamber Room Civic Drive, Greensborough 3088	2:00pm
			7:00pm
Moorabbin	Monday April 20	Kingston Arts Centre 979 Napean Highway, Moorabbin 3189	2:00pm
			7:00pm
Narre Warren	Monday April 27	City of Casey Council Offices Magid Drive, Narre Warren 3804	2:00pm
			7:00pm
Preston	Wednesday April 22	Darebin City Council 350 High Street, Preston 3072	2:00pm
			7:00pm
Sunshine	Tuesday April 28	West Sunshine Community Centre Kermeen Street, West Sunshine 3020	2:00pm
			7:00pm
Werribee	Wednesday April 1	Wyndham Civic Centre 45 Princes Highway, Werribee 3030	2:00pm
			7:00pm

Regional Information Sessions			
Location	Date	Venue	Time
Ararat	Thursday April 23	The Great Hall, Gum San Cultural Centre 31-33 Lambert Street, Ararat 3377	2:00pm
			7:00pm
Bacchus Marsh	Monday April 20	Community Centre, Supper Room 213 Main Street, Bacchus Marsh 3340	2:00pm
			7:00pm
Bairnsdale	Thursday March 26	Kilmany Uniting Care 49 McCulloch Street, Bairnsdale 3875	7:00pm
Ballarat	Tuesday April 21	Ballarat Town Hall Crn Sturt & Armstrong Streets, Ballarat 3350	2:00pm
			7:00pm
Bendigo	Monday March 30	RL Campbell Theatre 251-259 Hargreaves Street, Bendigo 3550	2:00pm
			7:00pm
Camperdown	Monday March 16	Kollara Centre 210-212 Manifold Street, Camperdown 3260	2:00pm
			7:00pm
Colac	Thursday March 12	COPACC Corner Gellibrand & Rae Streets, Colac 3250	1:30pm
			7:00pm
Daylesford	Wednesday April 22	The Food Gallery 77 Vincent Street, Daylesford 3460	2:00pm
			7:00pm

Echuca	Tuesday March 24	CVGT – Echuca 216 Darling Street, Echuca 3564	2:00pm
			7:00pm
Geelong	Tuesday March 10	Sports House 370 Moorabool Street, Geelong 3220	1:30pm
			7:00pm
Hamilton	Tuesday March 17	Martin J Hynes Auditorium 5 Market Place, Hamilton 3300	2:00pm
			7:00pm
Horsham	Thursday April 2	Horsham Rural City Council, Reception Room Roberts Avenue, Horsham 3400	2:00pm
			7:30pm
Lakes Entrance	Thursday March 26	Mechanics Hall 18 Mechanics Street, Lakes Entrance 3909	1:00pm
Leongatha	Monday March 23	South Gippsland Shire, Meeting Room 1 Michael Place, Leongatha 3953	7:00pm
Mildura	Thursday March 26	Alfred Deakin Centre 180-190 Deakin Street, Mildura 3500	2:00pm
			7:00pm
Moe	Tuesday March 24	Moe Town Hall Albert Street, Moe 3825	1:00pm
Myrtleford	Wednesday April 29	Ovens and King Community Health Centre 32 Smith Street, Myrtleford 3736	2:00pm
			7:00pm
Nhill	Wednesday April 1	CFA Meeting Room Nelson Street, Nhill 3418	2:00pm
			7:00pm
Portland	Wednesday March 18	Glenely Shire Council Offices Cliff Street, Portland 3305	2:00pm
			7:00pm
Sale	Wednesday March 25	Wellington Shire Council, Wellington Room 70 Foster Street, Sale 3850	1:00pm
			7:00pm
Seymour	Monday March 23	Mitchell Shire Council Offices 28 High Street, Seymour 3660	2:00pm
			7:00pm
Shepparton	Monday April 27	Greater Shepparton City Council 90 Welsford Street, Shepparton 3630	2:00pm
			7:00pm
Swan Hill	Wednesday March 25	Swan Hill Town Hall 53-57 McCallum Street, Swan Hill 3585	2:00pm
			7:00pm
Torquay	Wednesday March 11	Surf Coast Shire Offices, Meeting Room 1 25 Grossmans Road, Torquay 3228	1:30pm
		Children Services Hub, Playgroup Room 27 Grossmans Road, Torquay 3228	7:00pm
Traralgon	Tuesday March 24	Latrobe Convention Centre Princess Highway, Traralgon 3844	7:00pm
Wangaratta	Tuesday April 28	Wangaratta Government Centre Corner Ford and Ovens Streets, Wangaratta 3676	2:00pm
			7:00pm
Warracknabeal	Tuesday March 31	Yarriambiack Shire Council 34 Lyle Street, Warracknabeal 3393	2:00pm
			7:30pm
Warrnambool	Thursday March 19	Senior Citizen Room Timor Street, Warrnambool 3280	2:00pm
			7:00pm
Wodonga	Thursday April 30	Wodonga Civic Centre 106 Hovell Street, Wodonga 3689	2:00pm
			7:00pm
Wonthaggi	Monday March 23	Wonthaggi Recreation Reserve, Cricket Clubrooms Korumburra Road, Wonthaggi 3995	1:00pm

Working with Children Check Notification of Change of Personal Details Form



To advise of your change of personal details please complete this notification form and post it to:

Working with Children Check Unit
GPO Box 1915
MELBOURNE VIC 3001

The information you provide on this form will be used to update your record.

If you have changed your name or need a replacement card please use the **Replacement Card Application Form** which is available for printing from the Working with Children (WWC) Check web site at www.justice.vic.gov.au/workingwithchildren or by contacting the WWC Check Information Line on 1300 652 879.

Privacy Statement

The Department of Justice is bound by Victorian privacy laws (*Information Privacy Act 2000 and Health Records Act 2001*). The personal information you provide will be used to update your record and to monitor your continuing suitability to work with children. This information may also be disclosed to other agencies, including police services in Australia and the Victorian Institute of Teaching, as provided for in the *Working with Children Act 2005*. If you do not provide all relevant personal details, we may not be able to process your request. For further information about accessing your personal information or our full privacy statement please refer to the website at www.justice.vic.gov.au/workingwithchildren or contact the Information Line on 1300 652 879.

Reason for Notification

I would like to (cross all that apply)

- | | |
|---|----------------------------|
| <input type="checkbox"/> Update my address | Complete Section 1,2 and 5 |
| <input type="checkbox"/> Update my contact phone numbers | Complete Section 1,3 and 5 |
| <input type="checkbox"/> Update my employer or organisation details | Complete Section 1,4 and 5 |

Please print in black pen within the boxes in block letters.

Section 1 Your Details

Title (eg. Mr, Ms, Mrs, Miss, Dr)

Family Name (Surname)

First Name and Middle Name/s

Gender: ☐ Male ☐ Female

Date of Birth:

Current Card/Application Receipt Number

Section 2 Current Address

Residential Address

Suburb/Locality

State

Postcode

Postal Address (if different to above)

Suburb/Locality

State

Postcode

Section 3 Current Contact Phone Numbers

Home Contact Phone Number

Mobile Contact Number

Work Contact Phone Number

Section 4 Current Employer/Volunteer Organisation Details

Please list **all** organisations with whom you are currently undertaking child-related work. This will update your record and any previous organisations you have listed will be deleted.

Name of Other Organisation

Street Address

Suburb/Locality

State

Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

Name of Other Organisation

Street Address

Suburb/Locality

State

Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

Name of Other Organisation

Street Address

Suburb/Locality

State

Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

If updating your employer details above, please advise below all of the types of child related work in which you currently work or volunteer or intend to work or volunteer and your status ie. volunteer or employee (self-employed) (the Table of Child-Related Work Areas is available at the Working with Children Check Website www.justice.vic.gov.au/workingwithchildren).

Code Number Volunteer Employee

Code Number Volunteer Employee

Section 5 Declaration

I declare that the information I have provided on this form is true and correct.

Your
signature



Date

It is a criminal offence under section 39 of the *Working with Children Act 2005* to provide false or misleading information in relation to an application for a Working with Children Check.

OFFICE USE ONLY

Date received

Incomplete - date returned

Date entered

Entered by