



Working with Children Checks for Victorian Volunteers

Hi potential NCYC09 leader,

Thank you for expressing interest in a leadership role for NCYC09!

The Victoria/Tasmania Synod Working with Children Check Policy states that all adults who participate in child relate activities or programs of the Synod as a Child Worker are required by legislation to apply for and receive a positive Working with Children Check (WWC Check).

For VIC volunteers, you are required to complete a Volunteer Working with Children Check. Don't worry, it's not too difficult, it lasts for 5 years and for volunteers it's free! Here's what you need to do:

1. Obtain a WWC Check Application Guide and Form;
 - An Australia Post Outlet
 - The Victorian Department of Justice (Working with Children Check Information Line 1300 652 873), or
 - The NCYC office
2. Read the guide and complete the application form as required.
3. Tick "yes, this is a Volunteer Application" box.
4. The code to be listed under *Details of Child-Related Work* is as follows:
 - **64** – *All those who work with children on behalf of or in association with a religious organisation.*

1 Morrison Close
Parkville Victoria 3052
Phone: (03) 9340 8800
Fax: (03) 9340 8805
Email: converge@ncyc.org.au
ncyc.org.au

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5. Under the section Details of Organisation include the following details:

- Name of Organisation – *Uniting Church in Australia, Synod of Victoria/Tasmania*
- Street Address – *130 Little Collins Street, Victoria Melbourne 3000*
- Employer/volunteer organisation *HR Manager*
contact phone number – *9252 5202*

6. Sign your application form, affix a passport photo and lodge it at any certified Australia Post outlet. Be sure to bring along all required ID as specified on the application form.

7. As soon as you have received your Working with Children Check card, please send a clear, certified photocopy of all pages to:

NCYC office
1 Morrison Close
Parkville VIC 3052

We need a certified copy for our records. If you are unsure of what a certified copy is, check out the attached information.

NOTES

- If you already have a WWC Check, you must add the VIC/TAS Synod to the list of organisations you volunteer/work for.
- If you have an employee WWC Check, you are covered for all volunteer work, however you still must add the VIC/TAS Synod to your list of organisations.

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If you have any questions, please feel free to contact me at the NCYC09 office on 1300 00 6292 or amy@ncyc.org.au. Alternatively you can contact the Victorian Department of Justice via their website: <http://justice.vic.gov.au/> or on 1300 365 11.

Thank you again for volunteering.

Kind regards,

Amy Lowe

On behalf of the Registration and Allocation team.

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HOW TO HAVE A DOCUMENT CERTIFIED

Make a photocopy of the *original* document and take the original and the copy to one of the people listed below. They will then stamp/write on every page/copy to say that they have sighted the original document and certify it to be a true copy of the original.

They must then sign each statement and provide their designation, e.g. Pharmacist

PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE EVIDENCE ACT 1958 – SECTION 107A

- A justice of the peace or a bail justice
- A public notary
- A barrister and solicitor of the Supreme Court
- The prothonotary or a deputy prothonotary of the Supreme Court
- The registrar of a deputy registrar of the County Court
- The principal registrar of the Magistrates' Court or a *registrar of deputy registrar of the Magistrates' Court
- The registrar of probates or an assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- The secretary of a master of the Supreme Court or of the County Court
- A registered patent attorney
- A member of the police force
- The sheriff or a deputy sheriff
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councilor of a municipality
- A senior officer of a Council
- A registered medical practitioner
- A registered dentist
- A veterinary practitioner
- A pharmacist
- A principal in the Victorian government teaching service
- The manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion
- A Victorian public servant with authorisation to sign statutory declarations
- A fellow of the Institute of Legal Executives (Victoria)

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.

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