

WORKING WITH CHILDREN CLEARANCE APPLICATION INSTRUCTIONS FOR RAHC HEALTH PROFESSIONALS

From 1 March 2011 a Northern Territory Government law will require people who are employed or volunteer in child-related work to have a Working with Children Clearance Notice. A penalty of up to \$65,000 can be issued to an individual or employer if they are found to be in breach of this law.

RAHC has provided an application form with this information sheet or it is available on the RAHC website's health professional's page at:

www.rahc.com.au/professionals/health-professionals-page

You will need to log-on to this page with the following details:

Username: health professional

Password: rahc

In addition to the completed application form you need to submit documentation to support a "100 point identification check" (similar to that which is necessary for opening a bank account) and a passport photo. Copies of identification documents and the passport photo* need to be signed off as true copies by a certified or qualified person. The instructions for each of these requirements are below.

Please note: The application form also needs to be signed by a certified or qualified person (see instructions page 3)

When you have completed the form and compiled the necessary documents you can return the papers to RAHC and we will submit on your behalf with the necessary payment. In doing this we are able to track when your card is returned and thus, plan placements in consultation with you for periods after 1 March 2011 (if this is your plan and wish).

100 point check

All employees who need to apply for a Working with Children Clearance must complete a 100 Point Identification check. Certified copies (see instructions page 3) of identifying documents to the value of 100 points are required for applications submitted by RAHC or posted in directly. If the name used to apply for the clearance notice is different to the name provided on proof of identity documents, proof that the applicants name has changed must be provided. This needs to be either a Marriage Certificate or a Change of Name Certificate issued by the Registry of Births, Deaths and Marriages.



Applicants must submit documents from the list below adding up to 100 points. At least one primary document must be included and this document should be certified as a true copy by a qualified person (see instructions below).

Primary documents

- Birth certificate 70 points
- Australian passport or other passport that contains a valid Australian visa 70 points
- Evidence of Australian residency 70 points
- Australian citizenship certificate 70 points
- Australian licence or permit 40 points
- Proof of age card issued by a State or Territory 40 points
- Identity document issued by an Aboriginal Land Council established by or under
The Aboriginal Land Rights Act 1976 (Cth) 40 points
- An original statutory declaration no more than 3 months old at the time of
application confirming the candidate's identity made by an Australian resident,
who has known the candidate for at least 12 months and is not related to
the candidate 40 points

Other identification documents

- An employee identification card issued by the Commonwealth, a State or
Territory or a council under the Local Government Act that contains a
photograph of the candidate 40 points
- Clearance notice 40 points
- Medicare, pensioner concession or health care card 25 points
- Credit or debit card or financial institution passbook 25 points
(1 per institution only)
- Residential lease/rent agreement 25 points
- Overseas drivers licence 25 points
- Council rates notices (no more than 3 months old) 25 points
- Utilities notice e.g. power and water bill (1 per utility)
(no more than 3 months old) 25 points
- A document issued by financial institution (no more than 3 months old) 25 points
- Overseas drivers licence 25 points
- Lease/rent agreement 25 points



Identification Photo

For RAHC to submit your application (or to send it in yourself from outside of the NT) you must supply a passport quality photo.

*If you are providing identification documents with a photo on them (e.g passport or drivers licence) then your photo does not have to be certified. If your identification documents do not have a photo on them then your passport photo needs to be signed by a certified or qualified person (see advice below on who an “certified or qualified person” is).

Passport sized photo details:

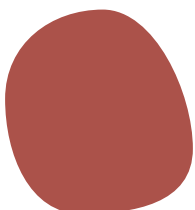
- 45-50mm high and 35-40 mm wide
- shows head and top of shoulders close up
- should be clear and able to see facial features
- must show natural skin tones with no flash reflection and no red eye
- neutral coloured background (e.g. white wall)

Certified or Qualified Person

A certified or qualified person includes:

- Justice of the Peace
- Legal practitioner (e.g. barrister or solicitor)
- Judge or magistrate appointed to an Australian court
- Commissioner of oaths
- Notary Public
- Police officer
- Member of the police force of a State or Australian Territory who is of or above the rank of sergeant or holds the highest rank of the police station at which he or she serves
- A public sector employee employed at a Northern Territory Business centre
- Medical Practitioner
- Sheriff in a State or Territory of Australia
- Chief Executive Office or member of a council constituted under the Local Government Act
- Principal (however described) of an Australian educational facility
- General Manager, Schools Manager or Branch Head of the Northern Territory Department of Education and Training

Please note: The application form also needs to be signed by a certified or qualified person.



Submitting your Working With Children application

RAHC will submit your application for you with the necessary payment.

However, if you wish to submit your own the instructions are to post a completed and signed application form to SAFE NT, including:

- Certified copies of 100 points of identification, as described in these instructions and including at least one primary document (e.g. passport or drivers licence). People who can certify identification include a Justice of the Peace, Police Officers, School Principals, Commissioners of Oaths and Area Health Centre Managers
- A passport-size identification photograph
- Payment details for the application fee (no cash)

Post to: SAFE NT, GPO Box 39764, WINNELLIE NT 0821

