



WORKING WITH CHILDREN CLEARANCE APPLICATION INSTRUCTIONS FOR RAHC HEALTH PROFESSIONALS

Working With Children Application Form

Northern Territory Government law requires people who are employed or volunteer in child-related work to have a Working with Children Clearance Notice (Ochre Card). 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.

As part of the employment application process with RAHC you are required to complete a **Working With Children Card (WWCC) Application Form** in order to receive your Ochre Card prior to undertaking a RAHC placement. Full details on how to complete this application form can be found on pages 2-3 of this information brochure.

Once you have completed the form and sent it in to RAHC we will submit your application on your behalf with the necessary payment.

Working With Children Exemption Form

As of April 1 2011 all RAHC health professionals applying for the Ochre Card now require a temporary exemption from the WWCC requirement while their application is being processed.

RAHC has prepared a prefilled **Working with Children Exemption Form** with the relevant employer information but there is also a requirement for you to complete some sections of this exemption form as well and send it in to RAHC with your WWCC Application Form. Full details on how to complete the Exemption Form can be found on page 4.

RAHC has provided both the Application Form and Exemption Form with this information brochure or they are also 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

Please contact the RAHC Office if you require any further information about the WWCC application process. Freecall 1300 MY RAHC.

How to complete the WWCC Application Form

Along with a completed WWCC 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 (1 per institution only) 25 points
- 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
- Area Service Manager or Health Centre Manager of the Northern Territory Department of Health and Families

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



How to complete the WWCC Exemption Form

The following sections of the WWCC Exception Form (RAHC as the employer has pre-filled most sections) need to be completed by you before returning this form to RAHC:

Section B – Individual Details

Complete section with your details.

Section C – Exemption Details

In the section at the top of Page 2 on “Applicant holds a current WWC Card from another Australian state” please advise if you do hold a current Working With Children card from another state and tick the relevant state and provide a copy of your card.

Signature section

Complete date section at the bottom below the signature with the date you have used for your WWCC Application Form.

Submitting your Working With Children Application Forms

RAHC will submit your WWCC Application Form and Exemption Form for you with the necessary payment.

However, if you wish to submit your own forms the instructions are to post the completed and signed forms 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) for the WWCC Application Form

Post to:

SAFE NT
GPO Box 39764
WINNELLIE NT 0821

