



Anglican Diocese of Bendigo

Lay Authorisations

Guidebook

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Lay Authorisations Flow Chart

Lay Authorisation application form

Obtain from Parish Rector/Priest in Charge/Incumbent

Completing the application form

Refer to the *Lay Authorisations Policy* in the first instance

Follow instructions on form to complete the application and identify necessary clearances

Consult with Rector/Priest in Charge/Incumbent where required

Reviewing clearance requirements

Clearances required
Follow the instructions provided for completing the relevant clearance

National Police History Check - consent form available from your Rector/Priest in Charge/Incumbent. Submit to clergy when complete.

Working with Children Check - complete the application online

Safe Church Awareness Workshop - attend an upcoming workshop. The Registry will have record of your attendance.

Submitting the form for authorisation

Return the completed application to your Rector/Priest in Charge/Incumbent for authorisation and sign off by a Churchwarden

For roles noted by the Parish

No Bishop's Authorisation Required

Roles in Section F (Bible Readers, Cleaners etc.) do not require a Bishop's Authorisation but are to be noted by the parish. Return the lay application form to your Rector/Priest in Charge/Incumbent to retain for parish records. These do not need to be processed by the Registry.

Submitting the form to Registry for processing

Rector/Priest in Charge/Incumbent to forward Lay Authorisation applications that require a clearance to the Registry and attach any Police Check consent forms for processing

When all clearances have been received for the role the application will be submitted to the Bishop for authorisation

The details of the application will be recorded in the Lay Authorisations database

Completion of application

When all clearances have been provided and the application has been authorised by the Bishop, the Parish Rector/Priest in Charge/Incumbent will be provided with a list of those cleared for lay authorisations.

Individual certificates will not be issued.

Application – Lay Authorisations

Instructions

- Tick the role(s) you wish to be authorised for on the table over the page
- In the summary section, identify which clearances you will require. Consult with your Rector/Priest in Charge/Incumbent where required
- Circle the Bishop's Authorisation Category(s) applicable to the role(s) you have selected
- Sign the application form
- Return the application to your Rector/Priest in Charge/Incumbent for authorisation

Clearance requirements

- **A National Police Check** can be conducted by the Registry Office at the volunteer rate of \$16.90. To obtain a consent form contact your Rector/Priest in Charge/Incumbent. Refer to the instructions provided on how to correctly complete your National Police Check. If you already have a National Police Check issued within three years, please forward a certified copy to the Registry.
- **A Working with Children Check** application must be completed online (www.workingwithchildren.vic.gov.au). Refer to the instructions provided on how to complete the application. There is no charge for a volunteer Working with Children Check. If you already have a Working with Children Check, please contact the Registry for instructions on how to list the Anglican Diocese of Bendigo as a registered organisation.
- **Safe Church Awareness Workshops** are conducted across the diocese throughout the year. Contact your Rector/Priest in Charge/Incumbent for details of upcoming workshops.

Contact: Sarah Crutch
 Phone: 03 5443 4711 | Email: authorisations@bendigoanglican.org.au

Contact Details

Parish					
Surname		Given name			
Address					
Town		State		Postcode	
Phone		Mobile			
Email					

I seek authorisation for lay ministry in the role(s) indicated and agree to obtain the necessary clearance requirements to ensure a safe church environment

Name (please print)	Signature	Date
Applicant		
Rector/Priest in Charge/Incumbent		
Churchwarden		
Bishop's Authorisation		

Application – Lay Authorisations

✓	Role	Bishop's Authorisation Category	Working with Children Check	National Police Check	Safe Church Awareness Workshop
A Liturgical and Worship Roles					
	Lay Reader/Lay Preacher	1	Yes	Yes	Yes
	Worship Leader/Service Leader/Lay Leader	2	Yes	Yes	Yes
	Crucifer, Server/Acolyte	2	Y N*	Y N*	Yes
	Verger	2	Y N*	Y N*	Preferable
	Sunday Intercessions	2	No	No	Preferable
	Eucharistic Assistant/Communion Assistant	3	Y N*	No	Preferable
B Pastoral and Community Ministries					
	Pastoral Worker/Visitor	4	Yes	Yes	Yes
	Home Communion	4	Y N*	Yes	Preferable
	Nursing Home Visitor	4	No	Yes	Preferable
	Op Shop Coordinator	4	Yes	Yes	Yes
	Community Meal Coordinator	4	Yes	Yes	Yes
C Children and Youth Ministries					
	Sunday School Coordinator or Teacher/Children's Church Leader	5	Yes	Yes	Yes
	Youth Leader	5	Yes	Yes	Yes
	Playgroup Coordinator	5	Yes	Yes	Yes
	School's Ministry	5	Yes	Yes	Yes
	Children's Talk (Worship Service)	5	Yes	No	Preferable
D Parish Council Roles					
	Warden	Noted by Diocese & Parish	Yes	Yes	Yes
	Parish Councillor	Noted by Diocese & Parish	Y N*	Y N*	Yes
	Parish Council Secretary	Noted by Diocese & Parish	Y N*	Y N*	Yes
	Parish Treasurer	Noted by Diocese & Parish	Y N*	Yes	Yes
E Parish Administration and General Ministry					
	Morning Tea or Catering Coordinator	Noted by Parish	Y N*	No	Preferable
	Music Leader/Choir Coordinator/Musician/Choir Member	Noted by Parish	Y N*	No	Yes
	Bible Study Leader/Small Group Leader	Noted by Parish	Y N*	No	Preferable
	Offertory or Collection Counter	Noted by Parish	No	Yes	Preferable
	Parish Office Secretary/Office Helper	Noted by Parish	No	Yes	Yes
F The following roles do not require a Bishop's Authorisation. Once completed please return the form to your Rector/Priest in Charge/Incumbent to retain for parish records					
	Bible Reader	Noted by Parish	No	No	Preferable
	Groundskeeper/Landscaper	Noted by Parish	No	No	Preferable
	Property & Maintenance	Noted by Parish	No	No	Preferable
	Cleaners	Noted by Parish	No	No	No
	Sidesperson/Welcomer	Noted by Parish	No	No	Preferable
	Multimedia Operator	Noted by Parish	No	No	No
	Hospitality/Catering Team/Morning Tea helpers	Noted by Parish	No	No	No

SUMMARY		Working with Children Check	National Police Check	Safe Church Awareness Workshop
Clearances required (please tick)				

Bishop's Authorisation Category(s) required (please circle)				
1	2	3	4	5

* These positions are context driven. See your Rector/Priest in Charge/Incumbent for the requirements of this role. Circle Y for 'Yes', meaning the check is required or circle N for 'No' if the check is not required by your Rector/Priest in Charge/Incumbent.

Lay Authorisations Information Sheet

The *Lay Authorisations Policy* introduces clearance requirements for lay people in various roles in our parishes. They are a **National Police History Check**, a **Working with Children Check** and attendance at a **Safe Church Awareness Workshop**. This information sheet, along with the frequently asked questions, is here to help you understand the process of applying for the clearances and how your information will be managed at both a parish and diocesan level.

National Police History Check

The diocese now has a service agreement in place with Fit2Work to supply National Police History Check certification. This organisation provides background checking services to a number of not-for-profits including Anglicare Victoria.

The features of the service are:

- easy to use, secure web based system
- enables the diocese to maintain a centralised database with security access controls, with reporting and reminder capability
- Allows for both volunteer (reduced cost) and employee checks
- Ability to pass the police check result to the applicant

Other key points:

- It is a consent based system – applicants must give their written permission and the organisation must verify identification through 100 points
- Application forms can be completed locally at parishes and information forwarded to Registry Office for processing
- Designed to comply with Privacy Act requirements and will be audited for compliance annually
- Provides clear evidence of complying with community expectations and legislation, whilst maintaining individual confidentiality
- Supporting instructions are provided by the Registry to assist you in completing your application

Working with Children Checks

- The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.
- Any person involved in either paid or voluntary child-related work is required to have a Working with Children Check. The *Lay Authorisations Policy* outlines which lay ministry roles require a Working with Children Check.
- Working with Children Checks are processed through the Victoria Working with Children Check website for both volunteers and employees. Detailed instructions are provided to support you in completing your online application.

Safe Church Awareness Workshops

- Safe Church Awareness Workshops are conducted regularly across the diocese throughout the year. Contact the Registry Office to find out details of an upcoming workshop.
- They are one day sessions which cover a range of topics including duty of care, protecting vulnerable people, responding to abuse and the training, recruiting and supervision of leaders.
- Each participant receives a workbook to retain along with a certificate upon completion.
- The Registry Office records the attendance of Anglicans at Safe Church Awareness Workshops – you won't need to send us any proof that you attended a Safe Church Awareness Workshop.

Phased implementation:

- There will be a staged implementation process with all Churchwardens undergoing clearance checks in the first instance with a target to complete by 30 June 2016.
- Progressive rollout of other church positions over next year to be completed by 30 June 2017.

Frequently Asked Questions

National Police History Check

How do I apply?

You will need to complete the consent form and provide 100 points of identification. The consent form is available from your Rector/Priest in Charge/Incumbent or from the Registry Office. Instructions are provided to assist you in completing your application - ask your Rector/Priest in Charge/Incumbent.

Who can certify identification documents?

Registry staff and clergy are able to certify your identification documents, along with other individuals listed inside the consent form (eg. Pharmacists, Police Officer, Bank manager)

Who pays for the police check?

For volunteers: parishes will be invoiced by the Registry for the cost (\$16.90) of each police check undertaken for their parish. It will then be the responsibility of the parish to recover these costs from individuals.

For clergy: the diocese will continue to cover the costs of clergy police checks as per current arrangements.

Can I have a copy of the police check?

Yes. A copy of your police check will be emailed to the address provided on the consent form when completed. If you do not have access to email, you can request that a hard copy be sent to you.

Who will have access to my police check?

Only the Authorising Officer at the Registry Office will be able to view your police check. It cannot be disclosed to a third party without your permission.

Where will my police check be kept?

The reference number and clearance date will be recorded on a database. Neither an electronic or hard copy of your police check will be stored at the Registry Office for security reasons. Your consent form and identification is required to be securely stored for 12 months. This will be filed in a locked office in the Registry. After the 12 month period your consent form and identification will be securely destroyed.

When do I need to renew my police check?

Police checks are required to be renewed every three years.

What information will the Authorising Officer be able to see?

Your police history is not available for the Authorising Officer to see. The completed check will only advise whether or not there are any disclosable outcomes.

What if I already have a police check?

If you have a National Police Check issued within the last three years, a certified copy can be forward to the Registry Office.

What if I have a criminal record? Am I discouraged/unable to take on a leadership role?

A criminal record may not exclude you from having a lay role in your parish. If you have concerns please speak to your Rector/Priest in Charge/Incumbent.

Frequently Asked Questions

Working with Children Check

What is the purpose of a Working with Children Check?

The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.

Why do I need a Working with Children Check?

Passing a Working with Children Check is a legal requirement for everyone in Victoria doing paid or voluntary child-related work. Many of our ministry roles involve contact with children so in order to best protect vulnerable people in the community, the diocese has developed the *Lay Authorisations Policy* to outline which ministry roles require a Working with Children Check.

How do I know if I need a Working with Children Check?

The *Lay Authorisations Policy* outlines which lay ministry roles require a Working with Children Check. If you are unsure, ask your Rector/Priest in Charge/Incumbent.

How do I apply?

All applications need to be submitted online through the Victorian Working with Children website:

<http://www.workingwithchildren.vic.gov.au/>

Instructions are provided for either an employee or volunteer check to assist you in completing the application – ask your Rector/Priest in Charge/Incumbent.

What's the difference between a volunteer and employee check?

A volunteer check is for anyone who is not paid for their role in the church. This includes roles such as lay leaders, readers, children's ministry leaders and churchwardens.

An employee check is required of anyone who is paid for their role in the church. All clergy (including clergy with a PTO) are required to have an employee check.

What happens after I submit the application?

You will receive notification in the mail of your Working with Children Check along with a card. Please keep this card in a secure place. The Registry Office will also receive a letter advising that you have completed your Working with Children Check. This will be recorded in the database and stored securely. There is no need for you to forward any copies to the Registry Office.

How much will my Working with Children Check cost?

For volunteers: Free

For clergy/employees: The cost is \$108.80 which will be the responsibility of the individual to pay

What if I already have a Working with Children Check?

You will need to add the Anglican Diocese of Bendigo as a registered organisation on your Working with Children Check. This is a simple online process. Please follow the instructions provided on how to do this.

What if I'm a teacher or a police officer and exempt from a WWCC?

The diocese requests all volunteers, including the two categories exempt from mandatory WWCC, to register. Currently the Victorian Department of Justice lists police officers and teachers registered with the Victorian Institute of Teaching as exempt from requiring a WWCC. The drawback for the diocese is that it is encumbered upon the individual to then inform the diocese immediately if they lose this exemption status or if their accreditation is removed because of an incident. A WWCC for volunteers is free and in order to avoid any possible impropriety the diocese requests those currently exempt to still undergo the check.

Where can I find out more information about a Working with Children Check?

The Victorian Working with Children Check website has a range of information available.

Visit <http://www.workingwithchildren.vic.gov.au/>

Overview

Clearance requirements

	POLICE CHECK		WORKING WITH CHILDREN CHECK			
Volunteers Non-paid positions <ul style="list-style-type: none"> • Laity • Any clergy not receiving payment 	Processed by Consent form available from Parish or Registry Office. Processed through Fit2Work agency	Cost \$16.90 The Registry Office will invoice the parish for the cost of the police check	Processed by Online application: www.workingwithchildren.vic.gov.au Submitted at Australia Post outlet	Check type Volunteer	Cost Free	Registered organisation Anglican Diocese of Bendigo PO Box 2 BENDIGO VIC 3552 03 5443 4711

	POLICE CHECK		WORKING WITH CHILDREN CHECK			
Employees Paid positions <ul style="list-style-type: none"> • Parish clergy • PTO clergy • Any other paid positions 	Processed by Consent form available from Parish or Registry Office. Processed through Fit2Work agency	Cost \$34.90 The Diocese pays for clergy police checks	Processed by Online application: www.workingwithchildren.vic.gov.au Submitted at Australia Post outlet	Check type Employee	Cost \$108.80 The individual is required to pay this	Registered organisation C/- PS Administration PO Box 401 MONT ALBERT VIC 3127 03 5443 4711

Contact: Sarah Crutch
 5443 4711 or authorisations@bendigoanglican.org.au

National Police History Check

Fit2Work instructions

A National Police Check can be processed through the Registry Office using the Fit2Work agency.

1. Complete the consent form

- A hard copy of the form can be obtained from your Rector/Priest in Charge/Incumbent or the Registry Office
- An electronic version of the form can be obtained through the Fit2Work system (Please contact Sarah Crutch to obtain this – contact details below). Once all details have been filled out electronically you must print the form and provide it to the Registry Office.

2. Provide 100 points of identification

- You must provide 100 points of identification with your consent form
- A list of documents and their points are provided in the consent form
- The originals must be viewed by the Authorising Officer at the Registry or certified photocopies provided

Note: Clergy of the Anglican Diocese of Bendigo are able to certify your identification documents

3. Provide all documentation to the Registry for processing

- Once you have returned the consent form with 100 points of certified identification the Registry will process your National Police Check
- You will receive an email when your National Police History Check has been completed
- A copy of your National Police History Check will be emailed to the address provided, or a hard copy can be provided on request
- The Registry will record your details on the relevant database and inform your Rector/Priest in Charge/Incumbent that you have completed your National Police History Check

Important information

- Your police history is not available to the Authorising Officer. The check will only advise whether or not there are disclosable outcomes.
- The Registry Office will invoice your parish for the cost of the National Police Check
- A separate consent form must be completed for every police check submitted
- The details of your National Police Check cannot be disclosed to a third party outside the Anglican Diocese of Bendigo without your written consent
- National Police Checks are required to be renewed every three years

Contact

Sarah Crutch (Authorising Officer)

authorisations@bendigoanglican.org.au

03 5443 4711



STAFF-IN-CONFIDENCE (WHEN COMPLETED)
NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)

SECTION 1: PERSONAL INFORMATION - Use BLOCK LETTERS and black ink to complete this form. Mark check boxes with an (X)

Given Name	<input type="text"/>	Middle Name	<input type="text"/>
Surname	<input type="text"/>		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Other	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>

Place of Birth (Required)

Suburb/Town	<input type="text"/>	State	<input type="text"/>	Country	<input type="text"/>
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Current Residential Address (Required)

Unit No.	<input type="text"/>	Street No.	<input type="text"/>	Street	<input type="text"/>	Postcode	<input type="text"/>
Suburb	<input type="text"/>		State	<input type="text"/>	Country	<input type="text"/>	

Additional Details

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? Yes No

Previous names (if applicable)

Given Name	<input type="text"/>	Middle Name	<input type="text"/>
Surname	<input type="text"/>		Type: <input type="checkbox"/> Maiden <input type="checkbox"/> Previous <input type="checkbox"/> Alias

5 Year Previous Address

Unit No.	<input type="text"/>	Street No.	<input type="text"/>	Street	<input type="text"/>	Postcode	<input type="text"/>
Suburb	<input type="text"/>		State	<input type="text"/>	Country	<input type="text"/>	

5 Year Previous Address

Unit No.	<input type="text"/>	Street No.	<input type="text"/>	Street	<input type="text"/>	Postcode	<input type="text"/>
Suburb	<input type="text"/>		State	<input type="text"/>	Country	<input type="text"/>	

Contact Details

Phone	<input type="text"/>	Private	<input type="text"/>	Business	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>						

Documents

Aust. Driver's Licence No.	<input type="text"/>	State/Territory	<input type="text"/>
Firearms Licence No.	<input type="text"/>	State/Territory	<input type="text"/>
Passport No.	<input type="text"/>	Passport Country	<input type="text"/>
Passport Type	<input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> UN Refugee		

**STAFF-IN-CONFIDENCE (WHEN COMPLETED)
NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)**

SECTION 2: PROOF OF IDENTITY (100 - POINT CHECK)

When applying for a national police history check you must provide proof of your identity with your application. You will be asked to provide personal identity documents that add up to at least 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. All documents must be originals or certified true copies. Documents must be selected from the list below.

Change of Name

If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. These documents must be originals or certified true copies and DO NOT count towards the 100-points. If you use a change of name document you must provide in Section 1 the other names you have used. You must use **ONE** Primary document **OR** At least **ONE** Secondary Document which **MUST** contain a photograph

Document Type	Document	Points Value	Points Scored
Only one form of identification accepted from this category	PRIMARY <ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (Current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (Current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) 	70	<input type="text"/>
Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each	SECONDARY <ul style="list-style-type: none"> • Current Licence or Permit (Government Issued) • Working With Children/Teachers Registration Card • ASIC/MSIC Card • Public Employee Photo ID Card (Government Issued) • Department of Veteran Affairs Card • Centrelink Pensioner Concession Card or Health Care Card • Current Tertiary Education Institution Photo ID • Reference from a Doctor (must have known the applicant for a period of at least 12 months) 	40 or 25	<input type="text"/>
	<ul style="list-style-type: none"> • Foreign/International Driver's Licence • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • Tax Declaration • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card 	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	25	<input type="text"/>

SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET

The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100	<input type="text"/>
Aboriginal person or Torres Strait Islander resident in a remote area/community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as 'Community Leaders' of the community to which the applicant belongs	70	<input type="text"/>
Child Under 18	<ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature) OR Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead)	100	<input type="text"/>

TOTAL POINTS

Points must equal or exceed a total of 100	Total :	<input type="text"/>
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VERIFICATION - (OFFICE USE ONLY)

I declare that I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant's identity.

Signature of person who has confirmed 100pts of ID: _____	Print name of person who has confirmed 100pts of ID: _____
Position/Employee Id of person who has confirmed 100pts of ID: _____	Date: ___/___/_____



STAFF-IN-CONFIDENCE (WHEN COMPLETED)
NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)

SECTION 3: ACCREDITED AGENCY DETAILS

Accredited Agency (Legal Name): MERCURY GROUP OF COMPANIES PTY LTD t/a fit2work.com.au
ABN: 86 080 799 720

SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above?

Yes No

If No: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation:

Employer/Organisation (Legal Name): Anglican Diocese of Bendigo
ABN: 69601845023

SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Purpose/Description of Duties _____



STAFF-IN-CONFIDENCE (WHEN COMPLETED)
NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)

SECTION 6: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

I, _____ hereby:

Given Names (Current)

Family Name(Current)

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the national police history check for which I am applying may be in a category for which exclusions from Spent Convictions legislation may apply;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that the Accredited Agency named in Section 3 above is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
 - i. the CrimTrac Agency disclosing personal information about me to the Australian police agencies;
 - ii. the Australian police agencies disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - iii. the CrimTrac Agency providing the information disclosed by the Australian police agencies to the accredited agency named in Section 3 above, in accordance with the laws of the Commonwealth; and
 - iv. where applicable, the accredited agency named in Section 3 above disclosing to the employer/organisation named in Section 4 above personal information about me to assess my suitability in relation to my employment/entitlement; and
7. acknowledge that any information provided by me on this Form, relates specifically to the purpose identified in Section 5 above;
8. acknowledge that any information provided by the Australian police agencies or the CrimTrac Agency, relates specifically to the purpose identified in Section 5 above;
9. acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Agency named in Section 3 above (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes; and
10. acknowledge that it is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the accredited agency named in Section 3 above, on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature: _____ Date: ___/___/___

Parent/Guardian Consent - If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature _____ Date: ___/___/___

Parent/Guardian name printed in full _____

Office Use

Check Urgency: Normal Urgent Type of Check: Employee Volunteer

Vulnerable People check Yes No

(Select YES for Vulnerable People clearance if the applicant's employment or volunteer role involves care for children, aged persons, persons with a physical or intellectual disability or mental illness)

Applicant Role: _____ Other Info: _____

Department: _____ Supervisor: _____

GENERAL INFORMATION

GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement for work or other entitlements.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions.

NATIONAL POLICE HISTORY CHECK

A national police history check is an integral part of the assessment of your suitability.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the Form.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police agencies¹ for checking action. By signing this Form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to:

- a) the Accredited Agency named in Section 3 above; and
- b) where applicable the employer/organisation named in Section 4 above.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

SPENT CONVICTIONS SCHEMES

The following information is provided as general guidance and is not exhaustive.

The aim of Spent Convictions legislation² is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old the convictions are. Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

If further information or clarification is required please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

Commonwealth

Part VIIC of the Crimes Act 1914 (Cth) deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction of a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- i). it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- ii). the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- iii). the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- iv). a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Office of the Australian Information Commissioner).

The law affects Commonwealth authorities in the following ways:

- i). a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;
- ii). Commonwealth authorities are prohibited from accessing, disclosing or taking into account spent convictions of Commonwealth offences.

Part VIIC and Crimes Regulations 1990 provide for "statutory" or "regulatory" exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

Queensland

Under Queensland's Criminal Law (Rehabilitation of Offenders) Act 1986 a conviction automatically becomes spent upon completion of the prescribed (rehabilitation) period. This period is:

- (i) 10 years for indictable offences where the offender was an adult at the time of conviction; and
- (ii) 5 years for other (summary offences or where the offender was a juvenile).

Where a person is convicted of a subsequent offence (an offence other than a simple or regulatory offence) during the rehabilitation period, the period runs from the date of the subsequent conviction.

Convictions where the offender is sentenced to more than 30 months imprisonment (whether or not that sentence is suspended) are excluded from the regime.

Once the rehabilitation period has expired, it is lawful for a person to deny (including under oath) that the person has been convicted of the offence, and the conviction must be disregarded for occupational licensing purposes (subject to certain exceptions, see below). It is unlawful for any person to disclose the conviction unless:

- (i) the convicted person consents;
- (ii) the Minister has granted a permit authorising disclosure (where there is a legitimate and sufficient purpose for disclosing);
- (iii) the disclosure is subject to an exemption.

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years may be released if:

- (i) it includes a term of imprisonment longer than 30 months;
- (ii) it includes a serious, violent or sexual offence and the check is for the purpose of working with children, elderly people or disabled people;
- (iii) it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

New South Wales

In New South Wales the Criminal Records Act 1991 (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a 10 year crime-free period from the date of the conviction. However, certain convictions may not become spent. These include:

- (i) where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);
- (ii) convictions against companies and other corporate bodies; (iii) sexual offences pursuant to the Criminal Records Act 1991; and
- (iv) convictions prescribed by the Regulations

¹Australian Federal Police, The New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police Service, Northern Territory Police Force.

²Applicable spent conviction legislation, as amended from time to time.

BACKGROUND EMPLOYMENT CHECKS

GENERAL INFORMATION (continued)

Tasmania

Under the Annulled Convictions Act 2003 (Tas) a conviction is annulled upon completion of the prescribed period of good behaviour. This period is:

- (i) 10 years where the offender was an adult at the time of conviction; or
 - (ii) 5 years where the offender was a juvenile at the time of conviction.
- A person is taken to be of good behaviour for the required period if, during that period, he or she is not convicted of an offence punishable by a term of imprisonment. If the person is so convicted, the qualifying period (for the original offence) starts to run from the date of the subsequent conviction. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death).
- Only "minor" convictions can become annulled. A minor conviction is a conviction other than one for which a sentence of imprisonment of more than 6 months is imposed, a conviction for a sexual offence or a prescribed conviction. A minor conviction is also annulled if the offence ceases to be an offence.
- Once an offence is annulled the convicted person is not required to disclose any information concerning the spent conviction. Any question concerning criminal history is taken only to apply to unspent convictions, and references in Acts or statutory instruments to convictions or character or fitness do not include spent convictions. An annulled conviction or the non-disclosure of the annulled conviction is not grounds for refusing the person any appointment, post, status or privilege or revoking any appointment, post, status or privilege.
- (i) a person is not required to disclose the existence of the conviction;
 - (ii) questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
 - (iii) it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
 - (iv) spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

South Australia

Release of information on a National Police Check is governed by the South Australian Spent Convictions Act 2009. It is an offence to release information regarding the convictions of a person if those convictions are deemed to be 'spent' under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a 10-year conviction and proven offence-free period for adults, and a 5-year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

- i). a formal finding of guilt by a Court;
 - ii). a finding by a Court that an offence has been proved.
- Certain convictions can never be spent. These include but are not limited to:
- i). convictions of sex offences;
 - ii). convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.
- Schedule 1 of the Act sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:
- i). the care of children;
 - ii). the care of vulnerable people (including the aged and persons with a disability, illness or impairment);
 - iii). activities associated with statutory character tests for licensing
- Interstate offences are released in accordance with that State or Territory's spent conviction / rehabilitation legislation and policy. Intelligence-type information is not released.

Western Australia

Under the provisions of Section 7(1) of the Spent Convictions Act 1988 (WA) only "lesser convictions" can be spent by Western Australia Police, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment of 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as "serious convictions" applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a "spent conviction order" under the Sentencing Act 1995 (WA) that the conviction is a spent conviction for the purposes of the Spent Convictions Act 1988 (WA).

Australian Capital Territory

Generally, under the Spent Convictions Act 2000 (ACT), a conviction becomes spent automatically at the completion of the prescribed (crime-free) period. This period is:

- (i) 10 years for convictions recorded as an adult; or
 - (ii) 5 years for convictions recorded as a juvenile.
- The period begins to run from the date a sentence of imprisonment is completed, or, where no sentence of imprisonment is imposed, from the date of conviction. A person must not be subject to a control order or convicted of an offence punishable by imprisonment during this period. If a person is convicted of an offence, which was committed in the crime-free period, but the conviction is not incurred until after the crime-free period, the spent conviction may be revived and will not become spent again until the offender has achieved the relevant crime-free period in respect of the later offence.
- The effect of conviction becoming spent is that:
- (i) the convicted person is not required to disclose any information concerning the spent conviction;
 - (ii) any question concerning criminal history is taken only to apply to unspent convictions;
 - (iii) references in Acts or statutory instruments to convictions or character or fitness does not include spent convictions, and it is an offence to disclose information regarding spent convictions;
 - (iv) it is unlawful for a person who has access to a person's criminal record held by a public authority to disclose a spent conviction;
 - (v) it is unlawful for a person to fraudulently or dishonestly obtain information about a spent conviction from records kept by a public authority.

Northern Territory

Under the Criminal Records (Spent Convictions) Act 1992 (NT), a conviction becomes spent automatically (in the case of an adult or juvenile offender convicted in a Juvenile Court) and by application to the Police Commissioner (in the case of a juvenile convicted in an adult court) upon completion of the prescribed period. The prescribed period is:

- (i) 10 years for offences committed while an adult; and
 - (ii) 5 years for offences committed as a juvenile
- The period starts on completion of any sentence of imprisonment. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death). Once a conviction becomes spent:
- (i) a person is not required to disclose the existence of the conviction;
 - (ii) questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
 - (iii) it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
 - (iv) spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable. It is a serious offence to provide false or misleading information

Persons Authorised to Certify Documentation

In a situation where you are unable to bring your original 100 points of ID to be physically sighted by the organisation, you may have copies officially certified by a person listed below. Documents only need to be certified if you are unable to provide the original documents to the organisation performing the check.

1. Only persons holding positions identified below are authorised to certify documentation for the undertaking of a National Police History Check (NPHC). The exception to the list is where a potential conflict of interest may arise, such as certifying a family members identification
2. Authorised persons, in certifying a NPHC document, MUST:
 1. Sight ORIGINAL documentation
 2. Verify that the photocopy is a true and accurate record of the original document
 3. Verify that the photographic identification is a true and accurate likeness of the applicant
 4. Declare on the document to be signed that it is a 'true and accurate record of the original document
 5. Sign and date each photocopy as a true and accurate record of the original document
 6. Print your name and position (authorised position - below) and include qualification and registration number (if applicable) on each document to be certified
3. Applicants must ensure that documents must be certified in accordance with the above

- | | |
|---|--|
| - Australian Lawyer (Legal Profession Act 2004) | - Justice of the Peace, Bail Justice or Register of the magistrate's Court |
| - Registered Medical Practitioner | - Permanent employee of Australia Post with 5 or more years continuous service |
| - Pharmacist | - Permanent employee with 5 or more years of continuous service of: |
| - Member of the police force | (a) the Commonwealth or a Commonwealth authority; or |
| - Principal/teacher in the teaching service | (b) a State or Territory or a State or Territory authority; or |
| - Registered Nurse | (c) a local government authority; |
| - Secretary of building society | - Senior Executive Service employee of: |
| - Councillor of a Municipality | (a) the Commonwealth or a Commonwealth authority; or |
| - Public Notary | (b) a State or Territory or a State or Territory authority |
| - Veterinary Practitioner | - Accountant (member of the ICA,ASA or NIA) |
| - Registered Dentist (Dental Practice Act 1999) | - Bank manager or employee with 5 or more years of continuous service |
| | - Minister of Commonwealth or State Parliament |
| | - Casino special employee |

Working with Children Check

Instructions - volunteers

A Working with Children Check for a volunteer must be applied for online. There are no fees for a volunteer Working with Children Check.

Access the online application form

- Go to <http://www.workingwithchildren.vic.gov.au/>
- Read through the information on the website

To begin your application

- Click the blue **Apply for a Check** button on the home page
- Select **Start Application**

Completing the form

Important information for applicants

- Read through the important information under the headings

Now we are ready to start entering your details...

- If you have applied for a WWCC before, select **yes** and provide your previous card number. Otherwise, select **No**.
- Select to apply for a **volunteer check**
- Click **Next**

Your details

- Fill out your personal details
- Click **Next**

Contact details

- Fill out your contact details
- Click **Next**

Organisation details

- Respond to the questions with the following answers

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?	Yes
Organisation name	Anglican Diocese of Bendigo
Postal number and street	PO Box 2
Postal address line 2	-
Suburb	BENDIGO
State	VIC
Postcode	3552
Phone	03 5443 4711
Occupational work code	64 – Religious organisations

Review your details

- Review your application and edit any information if necessary

Consent and declaration

- Carefully read through the points listed
- To proceed with the application, **check the box** at the bottom of the page
- Select **Sign and Submit**

Lodging your application

After filling in the online form, print it off and finalise your application at a participating Australia Post retail outlet, by presenting your application summary, proof of identity documents and a passport quality photo.

Important information

- There are no fees for a volunteer Working with Children Check
- You will receive a Working with Children Check card in the mail
- A copy of your Working with Children Check will be sent directly to the Registry Office and kept on file. You are not required to forward a certified copy to the Registry Office.
- Any disclosures will be handled independently through the Office of Professional Standards
- Working with Children Checks are required to be renewed on expiry

Contact

Sarah Crutch

authorisations@bendigoanglican.org.au

03 5443 4711

Working with Children Check

Instructions – clergy/employees

Completing the application

Please access the online application form from www.workingwithchildren.vic.gov.au and work through the steps to complete the application form.

This must be an **employee check** not a volunteer check. This will involve a fee which clergy are required to pay themselves.

Organisation Details

Your WWCC card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a Working with Children Check, all employers/volunteer organisations are notified.

Please provide the following details for the Anglican Diocese of Bendigo:

Organisation name: Anglican Diocese of Bendigo

Address: C/- PS Administration
PO Box 401
MONT ALBERT VIC 3127

Phone: 03 5443 4711

This address ensures that any correspondence from the Department of Justice goes directly to the Office of Professional Standards rather than the Registry and is hence managed independently and remains confidential.

Lodging the application

After filling in the online form, print it off and finalise your application at a participating Australia Post retail outlet, by presenting your application summary, proof of identity documents and a passport quality photo. Employee WWCC applicants need to also pay the fee.

Completion of check

If cleared, you will receive a letter from the Department of Justice notifying you that you have completed the check along with your Working with Children Check card. Please retain a copy of this letter in a secure place and carry the card with you.

The Registry Office will also be sent a copy of this letter direct from the Office of Professional Standards to be held on file. You will not be required to forward a copy to the Registry Office yourself.

Contact

Sarah Crutch

authorisations@bendigoanglican.org.au

03 5443 4711

For existing Working with Children Check card holders

Adding an organisation onto your Working with Children Check

Volunteers

Your WWCC card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a WWCC, all employers/volunteer organisations are notified. You may list as many organisations as you volunteer/work for on the register.

Instructions on how to amend your details on the WWCC are given below. It should only take you a couple of minutes to complete. All you need is your WWCC card.

Once you have changed your details the Department of Justice will send a letter to the Registry Office advising of the change.

Please complete this change upon receipt of this letter.

1. Log on to www.workingwithchildren.vic.gov.au
2. On the top right hand side of screen click on **MyCheck Login**
3. If you are an existing user log in using your email address and password
4. If you are not an existing user you need to register. Click on **I want to register** and follow the instructions (will only take you two minutes)
5. Once you are logged on click on **Change my details** on the left hand side
6. Scroll down to **Organisation details**
7. Click on **Add an organisation**
8. Fill in for the Anglican Diocese of Bendigo:

Organisation name: **Anglican Diocese of Bendigo**

Address: **PO Box 2
BENDIGO VIC 3552**

Phone: **03 5443 4711**

Contact

Sarah Crutch

authorisations@bendigoanglican.org.au

03 5443 4711

For existing Working with Children Check card holders

Adding an organisation onto your Working with Children Check

Clergy/employees

Your WWCC card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a WWCC, all employers/volunteer organisations are notified.

Our records show the Anglican Diocese of Bendigo is not one of the organisations registered on your WWCC. You may list as many organisations as you volunteer/work for on the register.

Instructions on how to amend your details on the WWCC are given below. It should only take you a couple of minutes to complete. All you need is your WWCC card.

Once you have changed your details the Department of Justice will send a letter to the PS Administration team advising them of the change.

Please complete this change upon receipt of this letter.

1. Log on to www.workingwithchildren.vic.gov.au
2. On the top right hand side of screen click on **MyCheck Login**
3. If you are an existing user log in using your email address and password
4. If you are not an existing user you need to register. Click on **I want to register** and follow the instructions (will only take you two minutes)
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8. Fill in for the Anglican Diocese of Bendigo:

Organisation name: **Anglican Diocese of Bendigo**

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03 5443 4711

Working with Children Check

Volunteer to Employee

You need an Employee Check to do paid child-related work. Employee Checks are valid for five years. All clergy, including PTO clergy, are required to have an Employee Working with Children Check.

How do I know if I have a Volunteer or Employee Check?

On your Working with Children Card there will be a letter printed underneath your photo.

- A **V** means it is a **volunteer** check
- An **E** means it is an **employee** check

How do I change from a Volunteer to an Employee Check?

Visit www.workingwithchildren.vic.gov.au

1. Register for a MyCheck account, then log in and select '**Volunteer to Employee Check**'.
2. If you have renewed your Check previously, upload a new photo.
3. Confirm or update your personal, contact and organisation/s details.
4. Pay the **non-refundable** Employee Check fee by credit card.

Contact

Sarah Crutch

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