

### HOLD A CURRENT WORKING WITH CHILDREN CLEARANCE OR APPLICATION IN PROGRESS

Please let us know if you already have a Working with Children Clearance (Ochre Card). Please bring a copy of your Clearance Notice (Card) or application number to your interview along with ID for verification purposes.

### YOUR OBLIGATIONS

**You must by law apply for a working with children clearance, also called an Ochre Card, to work or volunteer with children in the Northern Territory (NT)**

An Ochre Card is valid for two years from the date of its issue (unless revoked earlier). You must:

- monitor the currency of your Ochre Card to ensure that it remains current at all times while engaged in child related work;
- notify us **no later than 21 days** prior to the expiry date of your Ochre Card if you have not received a renewal of your Ochre Card or a Temporary Exemption.

You must immediately inform us if there is a change that might affect your eligibility to work with children, if:

- your application for an Ochre Card is refused or will be delayed beyond the period for which a Temporary Exemption has been granted; or
- your Ochre Card is revoked or the Screening Authority advises that it is considering revoking their Ochre Card; or
- the Screening Authority imposes conditions on your Ochre Card or the Screening Authority advises that it is considering imposing conditions on your Ochre Card; or
- a period of exemption from the requirement to hold an Ochre Card will expire in 14 days time.

If you applied through another organisation you are required to advise SAFE NT that you are undertaking child-related activities with The Smith Family.

### APPLYING FOR A NEW OCHRE CARD

You can complete this simple online form on the NT Police SAFE NT Website. Click on the following link: <https://forms.pfes.nt.gov.au/safent/> to apply. As checks can take time to complete we encourage you to complete this prior to attending your Interview.

**You must complete the online application for a working with children clearance in one sitting**, you can't save your information and return to it.

- You will need all of the following ready:
  - a debit or credit card - MasterCard or Visa only
  - an email address
  - an Australian residential and postal address
  - scanned copies (in GIF, JPG, PDF, PNG or TIFF format) of your [identity documents](#), a passport-sized [photo](#)
  - a completed volunteer concession form (see over the page) to be eligible for the reduced fee.

For more information please visit:

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

### RENEW YOUR OCHRE CARD

**Renewal can only be completed once you have received your reminder letter. This will be sent to you by SAFE NT at least 2 months prior to your card's expiry.**

Click on the following link: <https://forms.pfes.nt.gov.au/safent/> to renew online. Please apply for a renewal your Ochre Card in a timely manner to ensure that a renewal can be issued prior to the expiry date of your existing card.

### ORGANISATION DETAILS

Name of Organisation: **The Smith Family**

Contact Persons Position (Attention to): **Volunteer Coordination Unit Manager**

Postal Address: **GPO Box 10500 Parramatta NSW 2124**

Phone: **1300 397 730**

Email: [VCU.Manager@thesmithfamily.com.au](mailto:VCU.Manager@thesmithfamily.com.au)



# Working With Children Clearance



## Eligibility for Volunteer concession fee

In order to be eligible for the volunteer concession fee for a Working With Children Clearance, you are required to be certified by the organisation you volunteer for.

Please note, the Screening Authority may notify any person who engages you in child-related employment in a paid or voluntary capacity, if your Clearance Notice is revoked or subject to imposed conditions.

Please print this form out and have your volunteer organisation representative complete the details below. The signed document will then need to be scanned to a computer and uploaded when you apply for your Clearance Notice online.

### Name of Applicant

### Address of Applicant

This section to be completed by a Director or Manager of the volunteer organisation:

I certify that the Applicant named on this form engages in volunteer work the organisation named below and will receive no payment, benefit or financial gain from work they undertake.

I acknowledge that a penalty will apply under s187 of the *Care and Protection of Children Act*, should any person or organisation engage an individual who does not have a valid clearance notice, in child-related employment as a volunteer.

### Name of Organisation

The Smith Family

### Contact Name

Laura Ewen

### Contact Title

Volunteer Coordination Unit Manager

### Daytime Contact Number

1300 397 730

### Signature

### Date Signed