

Circular 035:03:10



To: Club Presidents
Club Secretaries
SurfGuard Registrars

Cc: District Officers
Regional Officers

From: Toby Borella – Support Officer, Club Services

Date: 18 March 2010

Subject: **Working with Children Checks – updated purple application form**

Action: Discontinue the use of the old green WWCC application forms by Wednesday, 31 March 2010

For additional details on this Circular please contact:
Toby Borella on 03 9676 6934 or email toby.borella@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

An updated Working with Children Check (WWCC) application form with a purple front is being introduced. The current form (green front) can still be used, until Wednesday, 31 March 2010.

How to obtain new application forms

If you require less than five (5) of the new purple application forms, the quickest way to get these is by visiting your local participating Australia Post outlet. If you require more than twenty (20) applications you may wish to consider requesting a bulk application process through your local participating Australia Post outlet by phoning 13 13 18.

State Centre will receive a small supply of new application forms in the next few weeks which will be distributed evenly amongst the clubs via the weekly mail.

How to apply for a WWCC

The process of applying for the check remains the same (as outlined in the [WWCC FAQ document](#)) and is listed below:

- Read and complete the required information using black pen (except the signature component) (please use code 70 in Section D)
- In the 'Details of Organisation/s' (Section E), please enter both Life Saving Victoria and your club's details:

<i>Primary Organisation: Life Saving Victoria</i>	<i>Other Organisation: Your club</i>
<i>Life Saving Victoria PO Box 353 SOUTH MELBOURNE VIC 3205 Phone: 03 9676 6930</i>	<i>Please contact your club to obtain the appropriate contact information.</i>

- Provide 100 points of identification (refer to application form)
- Provide a passport size photo (must be regulated size and taken within the last 12 months)
- Lodge at Australia Post and receive an 'Application Receipt' (back page of application form), as evidence of submitting your form. The application receipt number in the top right hand corner is your WWCC number

The application receipt acts as a temporary WWCC until your application is processed. Once you have lodged your application and obtained a receipt, you can partake in activities involving children. The verified receipt can be used until the application is decided, or for a maximum of sixty (60) days from the date of issue, whichever occurs sooner.

