

## Volunteer Application Pack



***‘making a difference’ – volunteers - where would we be without them?***

**Welcome** to Torquay Community House and thank you for your offer to volunteer!

As a not-for-profit organisation, we appreciate all the help we can get and welcome anyone from the community willing to participate in the administration of *their own community house*.

There is a great deal of satisfaction in **making a difference**. Building and sharing new skills, meeting new people and adding variety to your work and daily life experiences are all an integral part of joining Torquay Community House as a volunteer.

You will enjoy your time at the ‘House’, make many new friends and learn new, or share, your skills! Should you ever have any queries or need help with anything, please feel free to contact the Volunteer Co-ordinator or the House Co-ordinator.

### ***Mission Statement***

**TORQUAY COMMUNITY HOUSE INC.** IS COMMITTED TO THE PROVISION OF A WELCOMING ENVIRONMENT, IN WHICH THE DEVELOPMENT AND ENRICHMENT OF THE LIVES OF PEOPLE IN THE LOCAL COMMUNITIES ARE FACILITATED.

### **Profile**

Recognising a need to develop community consciousness and spirit, a small dedicated group of volunteers turned their visualisation of a role and future for a community house on the Surf Coast into reality, becoming Incorporated 22nd September in 1993. Torquay Community House proudly continues

to honour the ideals and philosophy of this pioneer group and aspires and adheres to their vision and mission.

A significant and respected community centre has evolved providing support services, Community Development programmes and Adult Community Education. This presents many and varied opportunities to acquire, extend and enhance skills, build self-confidence, personal growth and well-being.

Torquay Community House is responsive to expressed local needs with a strong focus on community development, sharing common interests, experiences, friendship and socialisation.

The House also offers a stable venue for many other community groups and activities.

In 1996, Torquay Community House established 'Springboard' - our Community Newspaper. This has been extremely successful and enthusiastically received providing other not-for-profit community groups and activities an opportunity for broader exposure.

Torquay Community House has a dedicated volunteer component enabling the House to cope with relatively little funding and as a non-profit organisation, relies heavily on community grants and sponsorship supplemented by a strong emphasis on fundraising activities for financial assistance.

## **STAFF AND VOLUNTEERS**

We have three part time paid staff members and a roster of volunteers, including our Board of Management and always looking for more.

The Community House is open to the public Monday to Thursday from 9.00am-5.00pm and is closed during school holidays and public holidays.

## TORQUAY COMMUNITY HOUSE

Torquay Community House saw 900 people through its doors in a week. Today these numbers are still growing!

Now Town by Town correspondent for local community group news, Torquay Food Aid drop-off point, production of Springboard Community Newsletter covering 6500 homes.

### Groups

- Women's Sharing Shed Torquay
- Community Kitchen
- Young Wolves Tutoring
- Craft Shop
- Chess Club
- M.A.P. interactive activities for children and parents
- Studio 14 -six art classes
- Book Club
- Quirky Craft
- Friendly Bean Coffee Shop
- Surf Coast Rural Australians for Refugees

Community Education - Torquay Community House is strongly committed to providing life-long learning and endeavours to deliver accredited courses & life enrichment courses.

### Initiatives

- Acapella Festival
- Book Club
- Cancer Support Group
- Community Art Studio
- Community Bus
- Craft Shop
- Danawa Community Garden
- Gala Market
- Living Green tour
- Post Natal Depression Support Group
- Soup kitchen
- Friendly Bean Coffee Shop
- Grampians Numeracy and Literacy programme
- Living Green Expo (winner of Australia Day Community Event 2004 Award)
- Surf Coast Wahinis programme - surfing lessons for older mature women
- What's Going On - Social coffee morning highlighting local community services
- Springboard Community News
- Sundial Dunes Dash
- Surf Coast Business & Community Network
- Surf Coast Connect (community radio)
- Surf Coast Film Society
- Surf Coast Life Activities Club
- Tool Library
- Turn of the Tide
- U3A – in Conjunction with Anglesea Community House
- Women's Sharing Shed

## Support and working partnerships

- NHVic
- Neighbourhood Houses Barwon
- Bellarine Training & Community Hub
- Department of Health & Human Services
- Torquay Food Aid
- Legal Aid
- Local businesses
- Local Kindergartens
- Local schools
- Matchworks job network
- Rotary Club Torquay
- Scouts group
- Surf Coast Network of Neighbourhood Houses
- Surfcoast Secondary College
- Surf Coast Shire
- Surf Coast Times
- Tax Help
- Torquay Community Website (torquay.vic.au)
- Torquay Library
- Torquay Lions Club
- Town by Town

## THE ROLES AND RESPONSIBILITIES OF VOLUNTEERS

Torquay Community House volunteers have *agreed* designated roles and responsibilities.

1. To sign in and out, read the volunteer diary.
2. To be dependable and reliable and notify if unable to attend.
3. To be willing to participate in learning new skills.
4. To attend and participate in volunteer meetings and training when required.
5. To be aware and supportive of the philosophies (mission statement) of Torquay Community House.
6. To be a team member.
7. To respect and comply with current privacy act legislation in relation to Torquay Community House activities and its incumbent confidentiality obligations.
8. To be aware of Torquay Community House policies (including discrimination and grievance policies).

### **Applicable to Young Wolves Tutors Only**

Young Wolves Tutors are permitted to respond verbally with students during the virtual session. All virtual sessions will have a representative from TCH monitoring the sessions. Resources, feedback and follow up work is not to be emailed to the students, but is required to be emailed to TCH and Dick, Young Wolves Facilitator, and only Dick will have the authority to email the parents of the students.

Torquay Community House subscribes to a code of ethics, standards of practice and the Australian 'Principles of Volunteering'.

For volunteer information and advice please call Ph: 5261 2583 or  
email: [laura.connor@torquaycommunityhouse.org.au](mailto:laura.connor@torquaycommunityhouse.org.au)

## TORQUAY COMMUNITY HOUSE VOLUNTEER APPLICATION FORM

The information asked of you on this form allows us to become familiar with you and your interests. The information is treated as confidential and kept on file for record purposes only.

NAME ..... DATE .....

ADDRESS ..... POSTCODE .....

TELEPHONE NO ..... MOBILE .....

EMAIL .....

Please tick appropriate answer

Male          Female          Unspecified/Non-binary/Prefer not to say

Age group:    0-5      6-15      16-24      25-34      35-44      45-54      55+

Our birthday fairy would like to know your birthday (day and month only) .....

Are you an Aboriginal or Torres Strait Islander (Please tick)?          Yes          No

### INTERESTS

What are your hobbies/interests? (Please tick or list)

Craft work          Languages          Music          Gardening          Woodwork          Drawing

Computer technology          other: .....

Do you have any other interests, personal skills and/or previous experiences that you feel may be useful to you as a volunteer? .....

.....

.....

Are you able to assist with short-term work of an urgent nature, one off projects? *If so please tick.*

Working bees          Typing          Baking          Selling raffle tickets          Fund raising events

Social evenings          Childcare          any other: .....

Is there any reason why you would be unsuited to some areas of volunteer work?          YES          NO

Please describe: .....

.....

.....

Have you done volunteer work before?          YES          NO

Please attach a brief CV with previous work/volunteer experience, training, computer skills etc.

Why do you wish to become a volunteer? .....

.....

.....

What kind of volunteer work interests you? .....

.....

.....

Do you have any preference for the type of work you would like to do?                      YES                      NO

How did you find out about Torquay Community House?

Have you had a police check within the last 12 months?                      YES                      NO                      If YES Issue Date .....

Do you have a Working with Children Check?                      YES                      NO                      If Yes, Card No.....  
Expiry Date: .....

\*Please note: As part of our Child Safe Policy ALL Volunteers, Board Members and staff are required to have a Working with Children Check (WWC) and Police Check. Please see yellow form 'Important Information regarding Working with Children and Police Checks' for more information and on how to obtain one.

\*\*Please note: There is a four week trial period for all volunteer positions.

**EMERGENCY CONTACT FORM**

Please also complete the Volunteer Information form, with emergency contacts. All information is kept strictly confidential.

I will observe and respect the Torquay Community House established policies and procedures, privacy laws, confidentiality, and duty of care obligations.

.....

Applicant to sign

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**Office use**

Date ..... Comments .....

Commencement date.....

Placement.....

Police Check – Necessary Documents sighted?                      YES                      NO                      Date .....



# T.C.H. EMPLOYEE AND VOLUNTEER EMERGENCY INFORMATION

## PERSONAL INFORMATION:

**Name**

**Address**

**Phone #1 (Mobile)**

**Phone #2 (Home)**

**Email (home)**

## IN CASE OF EMERGENCY:

**Name of emergency  
contact person – No.1.**

**Name:**

**Contact No: Mobile:**

**Contact No: Home:**

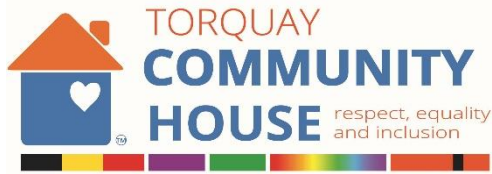
**Name of emergency  
contact person – No.2.**

**Name:**

**Contact No: Mobile:**

**Contact No: Home:**





## Child Safe Policy – CODE OF CONDUCT

|                         |        |
|-------------------------|--------|
| Approved/effective date | 090920 |
| Due for review          | 090923 |

Caring for children and young people brings additional responsibilities for staff, volunteers, tutors/leaders and contractors of this organisation of Torquay Community House.

You are responsible for promoting the safety and well-being of children and young people by:

- Adhering to Torquay Community House *Child Safe Policy* at all times and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone with respect and honesty (this includes staff, volunteers, contractors, tutors/leaders, students, children, young people and parents/guardians/caregivers).
- Remembering to be a positive role model to children and young people in all your conduct with them.
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to carry out their roles well.
- Listening and responding appropriately to the views and concerns of children and young people. Particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities.
- Reporting allegations, suspected child abuse or neglect to the Coordinator of Torquay Community House as the House's Child Safety Officer, or the chair of the Board of Management and ensure any allegation is reported to the police or Child Protection Services.

14 Price St Torquay VIC 3228

03 5261 2583 [www.torquaycommunityhouse.org.au](http://www.torquaycommunityhouse.org.au)

ABN 54 044 843 552

- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parents/guardians/caregivers.
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents/guardians/caregivers.

**Employees, volunteers, tutors/leaders or contractors must not:**

- Engage in rough physical games
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Exhibit behaviours with children which may be construed as unnecessarily physical such as inappropriate sitting on laps.
- Put children in risk of abuse (for example, by locking doors).
- Engage in open discussions of a mature or adult nature in the presence of children (i.e. personal social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Have contact with a child in any form (for example, written or verbal) without the permission of the parent.
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters).
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Coordinator of Torquay Community House as the Child Safety Officer.

**If you believe a child is at immediate risk of abuse, phone 000**

For further information please head over to the Torquay Community House [Child Safe Policy](#)

**All volunteers agree to abide by this code of conduct**

**Sign Here:**

**Date Here:**

14 Price St Torquay VIC 3228  
03 5261 2583 [www.torquaycommunityhouse.org.au](http://www.torquaycommunityhouse.org.au)  
ABN 54 044 843 552

**Important Information regarding Working with Children and Police Checks.**

It is a requirement of Torquay Community House that all members of staff and volunteers complete a Working with Children's Check and a Police Check, and evidence of both applications must be sighted prior to commencing work at the House.

It is an expectation that the results of your official Police Check and Working with Children Check be presented to the House prior to the end of your four-week trial period. If the checks are not received within this period, we reserve the right to suspend your duties at the House.

1. Working with Children's Check. (WWC)

This application must be completed prior to commencing work at Torquay Community House.

This can be completed on-line by visiting

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria>

Alternatively contact the Customer Support Line on 1300 652 879, and forms can be mailed to you.

This is a free service for Volunteers, and when prompted you will be required to attend an Australia Post outlet to be photographed for ID purposes.

If you have a current WWC check, please bring it along with your completed documentation to be photocopied for our records.

WWC checks are valid for five years. If you have renewed your card, please ensure that we have a copy of your most current WWC card.

2. Police Check

All staff and volunteers must undertake a Police Check. This application must be completed prior to commencing work at Torquay Community House. This check is valid for five years.

You can access a Police Check via various websites or alternatively Torquay Community House is able to assist with this process through 'Crimcheck' at a reduced rate of \$16.00 per volunteer.

If you would like us to apply on your behalf for a Police Check via Crimcheck, forms are available at reception. Please pay \$16.00 to the house when you return your completed form.

Please note the \$16.00 will be fully refundable to you after your four-week trial period is completed if required.

Please tick box if you require a refund.

Name: \_\_\_\_\_

**Special requirements when completing the Crimcheck form.**

Page 2 of the form outlines the minimum identity requirements. Please read carefully.

If you are using a Passport or Driver's Licence as ID, these numbers will need to be entered in Section A5, Page 4 of the application.

A member of staff is required to sight all of your ID documents, so you will need to bring them along with your completed form.

## INFORMATION ABOUT THIS FORM

### Terms used in this form

|   |   |
|---|---|
| <i>Nationally coordinated criminal history check</i>      | Describes both: the checking process undertaken by the ACIC and police, and the result received by the accredited body. Commonly known as a 'police check'.           |
| <i>You/the applicant</i>                                  | Individual seeking a nationally coordinated criminal history check.   |
| <i>Accredited body</i>                                    | CrimCheck Ltd, the organisation responsible for submitting your <i>Application and Informed Consent form</i> .  |
| <i>Australian Criminal Intelligence Commission (ACIC)</i> | Australian Government agency responsible for facilitating access to nationally coordinated criminal history checks.   |
| <i>Legal entity customer</i>                              | Organisation the accredited body may use to collect your <i>Application and Informed Consent form</i> . This may be your employer, benefits provider or issuing body. |
| <i>Third party</i>  | Organisation the accredited body is required by law to disclose your personal information and police information to.  |
| <i>Personal information</i>                               | Information about you, including any information contained in your identity documents.  |
| <i>Police information</i>                                 | Information released as part of a nationally coordinated criminal history check.  |

### Who completes this form?

As the applicant, you are required to provide your personal details and informed consent to complete this form.

You must also provide your identity documents, as detailed in Documents required. If you are less than 18 years of age, this form must be completed by your parent or legal guardian.

You are completing this form to obtain a nationally coordinated criminal history check.

### What is a nationally coordinated criminal history check?

A nationally coordinated criminal history check is conducted with your informed consent to determine your suitability for a position of trust, specified field of endeavour or as required by legislation. A nationally coordinated criminal history check contains your personal information, and police information that is disclosable about you, according to the purpose of your check.

### Providing incomplete, false or misleading information

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form is a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995 (Cth)*.

If you become aware you have provided incorrect information you must contact the accredited body as soon as possible.

## PRIVACY NOTICE

### How will my information be used?

#### *The ACIC and Australian police agencies*

The ACIC and Australian police agencies use the information on this form and the applicant's identity documentation:

- › to disclose police information relating to you, to CrimCheck Ltd
- › to update records held about you
- › for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*

#### *CrimCheck*

CrimCheck uses the personal information collected in this form to request a nationally coordinated criminal history check and to assure itself of your identity. CrimCheck may have a legislative basis for the collection, use and disclosure of your personal information and police information to a third party.

CrimCheck must advise you if your personal information or police information will be transferred or supplied to a location outside Australia, known as the permitted offshore transfer arrangement. If this applies, the legal name and location of the overseas entity are listed in this form.

You can contact CrimCheck for more information on the nationally coordinated criminal history check process and how your personal information is handled:

**Phone** 03 9955 0300  
**Email** [support@crimcheck.org.au](mailto:support@crimcheck.org.au)  
**Privacy policy** [www.crimcheck.org.au/privacy-policy](http://www.crimcheck.org.au/privacy-policy)

### How is my national check result determined?

Police information is disclosed in accordance with applicable legislation and information release policies of the Australian Government and state and territory governments. These links may help you source information on spent convictions:

**Australian Government**  
[www.legislation.gov.au](http://www.legislation.gov.au)

**South Australia**  
[www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)

**Australian Capital Territory**  
[www.legislation.act.gov.au](http://www.legislation.act.gov.au)

**Tasmania**  
[www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

**New South Wales**  
[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

**Victoria**  
[www.police.vic.gov.au](http://www.police.vic.gov.au)

**Northern Territory**  
[www.legislation.nt.gov.au](http://www.legislation.nt.gov.au)

**Western Australia**  
[www.slp.wa.gov.au](http://www.slp.wa.gov.au)

**Queensland**  
[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

### How do I dispute my result?

If you do not agree with the results of your nationally coordinated criminal history check, contact CrimCheck or, if applicable, its legal entity customer, using the contact details on page 5 and tell them you want to dispute the result.

CrimCheck or its legal entity customer accepts and escalates all disputes.

## DOCUMENTS REQUIRED

### Minimum identity requirements

You must provide four documents with your completed form to confirm your identity:

- › one primary use in the community document to show the use of your identity in the community; and
- › two secondary use in the community documents

CrimCheck or its legal entity customer will use these documents to verify your identity against the personal information you have provided on this form. The personal information contained in the identity documents you provide will be used to conduct a nationally coordinated criminal history check, as you consent to in Section D.

The documentation you provide must include evidence of your full name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)* can be accepted in addition to the four required documents.

### Commencement documents

- a. full Australian birth certificate (not an extract or birth card)
- b. current Australian passport (not expired)
- c. Australian Visa current at time of entry to Australia as resident or tourist\*
- d. ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- e. certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- f. document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g. certificate of evidence of resident status

\* A *Visa Entitlement Verification Online (VEVO)* record may be provided. If you are a New Zealand citizen on a *Special Category Visa*, you can request your VEVO details from the Department of Home Affairs via their website.

### Primary documents

- a. current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- b. Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c. current passport issued by a country other than Australia with a valid entry stamp or visa
- d. current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e. current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- f. for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

### Secondary documents

- a. certificate of identity issued by DFAT
- b. document of identity issued by DFAT
- c. convention travel document secondary (United Nations) issued by DFAT
- d. foreign government issued documents (for example, drivers licence)
- e. Medicare card
- f. enrolment with the Australian Electoral Commission
- g. security guard or crowd control photo licence
- h. evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)
- i. consular photo identity card issued by DFAT
- j. photo identity card issued to an officer by a police force
- k. photo identity card issued by the Australian Defence Force
- l. photo identity card issued by the Australian Government or a state or territory government
- m. Aviation Security Identification Card
- n. Maritime Security Identification card
- o. credit reference check
- p. Australian tertiary student photo identity document
- q. Australian secondary student photo identity document
- r. certified academic transcript from an Australian university
- s. trusted referees report
- t. bank card
- u. credit card

### Names

All names under which you have been or are currently known will be included on the nationally coordinated criminal history check. If you are concerned about the disclosure of details relating to your previous known names, please contact the accredited body through which you are submitting your check for a nationally coordinated criminal history check for assistance.

### Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. Church or celebrant-issued certificates are not accepted.

### Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements.

Please contact CrimCheck who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

## HOW TO SUBMIT THIS FORM

Before submitting this form, ensure all sections are complete and that you have signed and dated the form.

Once completed, please print the form, sign the required fields and return it to the organisation listed as the *Legal Entity Customer* on page 5.

## SECTION A – PERSONAL INFORMATION

### A1 Please read this before answering the following questions.

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names.

All names that you submit as part of your nationally coordinated criminal history check, will appear on the check result. If you are concerned about the disclosure of previous name, please contact the accredited body.

With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

#### Example:

When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

|                      |                      |
|----------------------|----------------------|
| <b>Current name</b>  | Smith, Lucianne Jane |
| <b>Maiden name</b>   | Jones, Lucianne Jane |
| <b>Alias name</b>    | Smith, Lucy Jane     |
| <b>Previous name</b> | Jones, Lucy Jane     |

#### Primary name

#### Previous known name (if applicable)

| Name type | Maiden | Alias | Previous |
|-----------|--------|-------|----------|
|-----------|--------|-------|----------|

#### Previous known name (if applicable)

| Name type | Maiden | Alias | Previous |
|-----------|--------|-------|----------|
|-----------|--------|-------|----------|

If more room is required, please list on a separate sheet, sign and attach to this form.

|                            |     |    |
|----------------------------|-----|----|
| Additional sheet attached? | Yes | No |
|----------------------------|-----|----|

### A2 Please read this before answering the following question.

You must select the gender that best describes how you identify yourself within the community.

The gender details that you submit as part of your nationally coordinated criminal history check, will be the gender that appears on the check result.

The ACIC's processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender*. If these Guidelines affect you and you would like additional information specifically regarding this, please contact the ACIC directly at [npcs@acic.gov.au](mailto:npcs@acic.gov.au)

Gender

### A3 Please read this before answering the following questions.

If you cannot provide all these details, contact the organisation listed as the *Legal Entity Customer* on page 5.

Date of birth

/ /

#### Place of birth

### A4 Please read this before answering the following questions.

Provide your current and previous residential addresses for the past five years.

If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the organisation listed as the *Legal Entity Customer* on page 5.

#### Current residential address

Date residing at address from

/ /

#### Previous residential address

A4 (continued)

Postcode

Country

Dates residing at address

/ / to / /

Previous residential address

Street address

Suburb/town

State/territory

Postcode

Country

Dates residing at address

/ / to / /

If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes No

A5 Please read this before answering the following questions.

If you have an Australian drivers licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence.

If you have a foreign drivers licence and/or a firearm licence you must provide the licence number and the country that issued your licence.

If you have a passport, you must provide the passport number and the country that issued your passport.

Drivers licence number (if available)

Issued by (state/territory)

Firearm licence number (if available)

Issued by (state/territory)

Passport number (if available)

Issued by (country)

SECTION B – PURPOSE OF THE NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

The purpose for your nationally coordinated criminal history check helps determine what police information is disclosed on your result.

B1 Please read this before answering the following questions.

For question B1, provide the following information:

- a. position title, occupation, volunteer role or entitlement being sought
- b. proposed place of work (name of organisation or type of workplace or industry)
- c. location of the role (town and state/territory)

Acronyms must not be used – except for the state/territory.

Example: Case worker, Youth Housing Facilities, Canberra, ACT.

Example: volunteer in canteen, St Bebes, Canberra, ACT

Your position title, occupation, volunteer role or entitlement

Your proposed place of work (name of organisation or type of workplace or industry)

The location of your work (town and state/territory)

B2 Please read this before answering the following question.

For question B2, indicate whether you will have supervised/unsupervised contact with vulnerable groups as part of the role you are applying for.

Vulnerable groups means:

- › a child,
- › an adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect.

Contact means direct or indirect face-to-face contact, phone contact or any type of communication over the internet.

Supervision means in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Unsupervised means you will not be in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Select the statement that best describes the role you are applying for

Supervised contact with vulnerable people

Unsupervised contact with vulnerable people

No contact with vulnerable people



## SECTION C – TYPE OF NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

### C1 Please read this before answering the following question.

You may request a volunteer check if you will hold a position or perform a role where you will not receive any salary, benefits or financial gain. This includes students undertaking compulsory vocational placements.

Volunteer check type must not be selected for the Australian Government's Work for the Dole Scheme.

You must be able to validate the charity organisation or volunteer position to support your selection of the volunteer type.

What is the check type for this application?

Standard

Volunteer

## SECTION D – INFORMED CONSENT

### What is informed consent?

Your informed consent is needed before an accredited body can request a nationally coordinated criminal history check for you. Your informed consent means you:

- › have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed
- › provide your permission for CrimCheck to request a nationally coordinated criminal history check on your behalf
- › provide your permission for CrimCheck to disclose your information to any organisation listed in D1 of this form.

### How do I provide my informed consent?

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in question D2 and, where required, get clarification from the accredited body or its legal entity customer, to ensure complete understanding.

You must then sign and date this form at D2, to give your informed consent.

### D1 Please read this before answering the following questions.

Question D1 provides the details of the organisations to whom your personal and police information will be disclosed to.

In D2, you will provide your informed consent for your personal and police information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and any organisations detailed in question D1.

### Organisations to whom the applicant's personal and police information will be disclosed

#### Accredited body

|                 |                |
|-----------------|----------------|
| Legal name      | CrimCheck Ltd  |
| ABN             | 58 151 705 725 |
| Contact details | 03 9955 0300   |
| Street address  | PO Box 252     |
| Suburb/town     | Blackburn      |
| State/territory | VIC            |
| Postcode        | 3130           |

#### Legal entity customer or related government entity

|                 |
|-----------------|
| Legal name      |
| ABN             |
| Contact details |

Street address

Suburb/town

State/territory

Postcode

#### Third party (as required by law)

Legal name

ABN

Contact details

Street address

Suburb/town

State/territory

Postcode

#### Permitted offshore transfer arrangements

Overseas entity

Location (country)

If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached?

Yes

No



## D2 Please read this before answering the following questions.

You must provide your name, read each statement carefully and then print your name, sign and date to provide your informed consent.

### Applicant's consent to submit a nationally coordinated criminal history check

I,

1. acknowledge that I/the applicant understand the information on this form.
2. acknowledge that the accredited body named in D1 is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a nationally coordinated criminal history check to be conducted for the purpose outlined in Section B of this form.
3. have fully and accurately completed this form, and the personal information I/the applicant, have provided relates to me/the applicant, and contains the full name and all names previously used by me/the applicant.
4. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995 (Cth)*.
5. acknowledge that personal information that I/the applicant provided on this form and on the supplied identity documents may be disclosed to the accredited body named in Section D of this form (including contractors, legal entity customers, related bodies or third parties named in D1 of this form in Australia or overseas, if applicable).
6. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my/the applicant's risk and I/the applicant, am aware of the consequences of sending information in these ways.
7. acknowledge that I/the applicant am aware that I/the applicant am providing consent for a nationally coordinated criminal history check to be conducted using all personal information provided in this form and provided in supplied identity documents.
8. understand and consent to police information relating to me/ the applicant, being disclosed in accordance with the purpose identified in Section B of this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
9. give consent to:
  - a. the ACIC and police agencies using and disclosing my/the applicant's personal information that I/ the applicant, have provided in this form and personal information contained in my supplied identity documents to conduct a nationally coordinated criminal history check.
  - b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the accredited body named in D1 of this form.
  - c. the accredited body named in D1 of this form disclosing to the legal entity customer, third parties and any permitted offshore transfer arrangements also detailed in D1, my/ the applicant's personal information and police information to assess my/the applicant's suitability for the purpose identified in Section B of this form.
10. acknowledge that it is usual practice for my/the applicant's personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*.

### Applicant

/ /

### Parent or legal guardian

(where the applicant is under the age of 18)

/ /

### Authorised agent

(person responsible for the applicant, such as a legal representative)

/ /

## SECTION E - OFFICE USE ONLY

**E1** What is the nationally coordinated criminal history check category for this application?

**E2** CrimCheck or its legal entity customer declares that:

- › The correct **check type** has been selected for this check and they have verified the legitimacy of this claim.
- › They are satisfied as to the applicants identity and have verified the linkage between the Applicant and the claimed identity

**E3** CrimCheck or its legal entity customer declares they have verified the link between the applicant's personal details and identity documents, and is satisfied that they are correct.

### Staff member

/ /

## Torquay Community House – Volunteer Pack Checklist

TCH requires that all sections of all forms in the Volunteer pack are completed.

The Crimcheck form also requires you to provide copies of your identity documents.

(See page 2 of the Crimcheck form for a full list of possible identity documents.)

Please take a minute to complete the checklist below to ensure that all documentation is complete before forwarding it onto the house.

### CHECKLIST

I have completed and provided:

| <b>Document</b>  | <b>Tick</b> |
|--|-------------|
| TCH Volunteer Application Form   |             |
| TCH Employee and Volunteer Emergency Information   |             |
| Child Safe Policy - Code of Conduct – signed and dated   |             |
| Important information regarding WWC and Police check – Point 2 regarding refund for Police Check.  |             |
| Crimcheck Application form together with the necessary identity documents  |             |
| Crimcheck Commencement document- copy attached   |             |
| Crimcheck Primary document – copy attached   |             |
| Two Crimcheck Secondary documents – copies attached  |             |
| Working with Children Check – copy of current card if applicable.  |             |
| Working with Children Check – copy of application for WWC card. (Volunteer to forward a copy of physical WWC card when it becomes available) |             |

Thank you for completing the volunteer pack.