

GENERAL INFORMATION

- In Victoria, if you are engaged in or intending to do child-related work, the Department of Justice requires that you have a WWC check card.
- These only need to be completed once every 5 years.
- All Midnight Basketball Committee members are required to have a valid WWC before joining the Committee and/or volunteering at a Midnight Basketball tournament.
- All Tournament Managers, volunteers and professional roles are required to have a valid WWC Check before volunteering at a Midnight Basketball tournament.
- Our advice is that the application outcome is generally received (by the applicant) within 3-6 weeks of lodging their application.
- Legal implications:
 - The processes outlined in this document are required by the Department of Justice and are in line with the *Working with Children Act 2005*.
 - Non compliance with these obligations and responsibilities can result in up to 2 years imprisonment and/or fines ranging from \$155 - \$186,000
 - Undertaking child related work on the wrong clearance ie, receiving payment for your role and holding a volunteer clearance, can incur fines.

VICTORIA - WWC REQUIREMENTS

VOLUNTEER AND PROFESSIONAL ROLES - GETTING A WWC CHECK CARD

You only have to complete the check once every 5 years. More info:

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

The process to get a WWC Check Card BEFORE YOU VOLUNTEER/ATTEND is:

Complete the application form <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

- Notes for completing your application:
 - For 'Organisation Details' list:
'Midnight Basketball Australia, GPO Box 1600 Sydney NSW 2001 Phone: 02 8052 9504'
 - For 'Occupational work codes' select:
'24 Child protection services'
 - The Application Summary and Receipt must be printed separately on A4 paper (i.e. single-sided).
 - Do not sign the Application Summary before lodgement.
- If volunteers do not have access to the internet, they can call 1300 652 879 for assistance.
- Lodge your application at a participating Australia Post retail outlet. You must have the following documents to lodge your application:
 - Application Summary and Receipt
 - Photograph of yourself of passport size and quality
 - 100 points of proof of identification that meets Department of Justice requirements, refer <http://www.workingwithchildren.vic.gov.au/home/applications/lodging+your+application/>
- When you have successfully lodged your application at Australia Post, your receipt will be stamped and returned to you. Once you pass the WWC check you will receive your card in the mail.
- Take a photocopy of your WWC check card to Midnight Basketball and give to the Tournament Night Manager.

VOLUNTEER AND PROFESSIONAL ROLES - WITH EXISTING WWC CHECK CARD

Advise Midnight Basketball of your WWC Check Card details

- Include your WWC Check Card number and expiry date when completing your registration form so the Volunteer Manager can verify your details online.
 - Teachers: Include your VIT Registration Number eg, 'VIT Reg No: 1232456'
 - Police Officers: Include your Badge Number eg, 'Police Badge No: 123456'

Update your personal details with the Department of Justice

- You need to notify the Department that you are undertaking child related work at Midnight Basketball.
- By law you must do this within 21 days from registration.
- It is an offence to not update your details and fines apply for not doing so.
- You can update your details by:
 - Logging in to MyCheck and adding Midnight Basketball Australia as a volunteer organisation - <http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/>
 - Calling 1300 652 879 and selecting option 2 to update details over the phone.

VICTORIA - WWC REQUIREMENTS

VOLUNTEER MANAGER INSTRUCTIONS

Check the status of each volunteer WWC check card number.

- Go to <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>
- Enter the first eight digits of the card number and family name (surname) and click 'Submit'.
- Search results will display on screen showing individuals WWC Check Card number, status and expiry date.
- Enter details in the Admin Only section of the individuals' registration details in the Midnight Basketball Tournament System: Volunteers > List
- Ensure that you cut and paste the results directly from the Justice and Regulation website into the "Outcome (status) of online confirmation" section of the registration form. Also include in brackets after the result whether the card holder has a 'Volunteer' or 'Employee' check.

If applicable:

- Check the status of VIT Registration numbers
 - Go to <http://www.vit.vic.edu.au/search-the-register>
 - Enter registration number and click 'Search'
 - Search results will display on screen showing whether or not the individual is currently registered with VIT.
 - Enter details in the Admin Only section of the individuals' registration details in the Midnight Basketball Tournament System: Volunteers > List
- Check the status of Police Badge numbers
 - Call your local police station
 - Advise that you would like to confirm an officer's details – provide badge number and name per the individuals' registration details
 - The station will confirm whether or not the individual is a registered/current police officer
 - Enter details in the Admin Only section of the individuals' registration details in the Midnight Basketball Tournament System: Volunteers > List eg, "Confirmed badge number with [Community] Police Station"

Additional notes for the Volunteer Manager

- Disregard the very few roles that WWC requirements may technically not apply to in the short term as we have a greater duty of care than most other organisations in the community - This is to protect our youth but also our Volunteers and Professional roles.
- To comply with legislation, you must verify each individual's WWC Check number online.
 - New WWC Check Cards have a QR code on the back of the card which can be scanned by a mobile phone to check the validity and status of the card.
- You cannot accept letters of clearance from individuals because these documents may be falsified or the individual may have become barred since receiving their initial clearance.
- The WWC process includes ongoing notification about all volunteers who add Midnight Basketball as an organisation to their details, ie, if their status changes. To receive notifications on any status changes, the volunteers have to be linked to Midnight Basketball - which happens when the volunteer updates their details through MyCheck. Make sure you remind volunteers to do this.