

TASMANIAN WORKING WITH VULNERABLE PEOPLE CHECK

Purpose

To outline the steps required to apply for a Tasmanian Working With Vulnerable People Card, and how to correctly process approved applications within the **AustraliaOne** business system.

Scope

All approved **AustraliaOne** party supporters must hold a valid WWVP card in accordance with:

- Applicable state/territory regulations and laws.
- **AustraliaOne** Constitution, Policies and SOP. (standard operating procedures)

Where to apply

- Go to: australiaoneparty.com or go straight [HERE](#)
- About Us- Frequently Asked Questions
- Scroll down: child safety – understand why this is important!
- Scroll down; find your state requirement or go [HERE](#)

How to apply

- Fill out the online form noting the following:
- You are applying as a volunteer only.
- There is a cost of approximately \$20
- Do not apply for the NDIS check. (unless this applies to you)
- When asked what organisation are you working for, mark not currently working for any organisation. You do NOT need to nominate as working for A1
- To apply for a WWVP certain documents are required see [HERE](#)
- Fill in details as required make the payment and submit the form.
- On completion the system will provide you with an application number, write this down or print it out
- Present yourself at Service Tasmania with your relevant documents and tell them you are required to submit your identity documents for WWVP and tell them you application number.
- Have your photo taken at Service Tasmania.
- Wait for your application to be approved, they will let you know in due course.
- Wait for your card to turn up. The usual time is around six weeks.

See section **Register your WWCC with AustraliaOne below**

Renew an existing WWCC registration

Currently WWVP is valid for three (3) years. A reminder will be sent out for renewals.

How to make changes to an existing WWVP

You must notify CBOS of any changes in circumstances [HERE](#)

If you are experiencing problems with the system please use the following contact details:

Business hours

- 9:00 am to 5:00 pm Monday to Friday (except public holidays)
- Telephone: **1300 654 499**
- Fax: **(03) 6173 0205**

National Relay Service (NRS)

If you are deaf or have a hearing or speech impairment, you can call us through the NRS

- TTY users: call **133 677**, and ask for **1300 13 55 13**
- Speak & Listen users (speech-to-speech relay): call **1300 555 727**, and ask for **1300 13 55 13**
- Internet relay users: connect to the NRS via the [National Relay Service website \(external link\)](#), and ask for **1300 13 55 13**

Expiry Date Management

Expiry date management is the responsibility of each individual WWCC holder. **AustraliaOne** will not issue reminder notices but your branch leader should keep a check on your eligibility from time to time. You may get a reminder from the State Coordinator once you are expired.

Failure to manage your expiry date may result in your **AustraliaOne** membership being placed on hold until we receive your updated WWCC data.

Register your WWCC with AustraliaOne

Upon receipt of your WWVP card, please take a legible photo of the card, another photo of you holding the card (this is to try and stop incidences of identity theft)

Email to tas@australiaoneparty.com to submit your photos and have your **AustraliaOne** member file updated.

We will also require the following information when you lodge you card details if you haven't done so. While waiting for your card it's a good time to get everything sorted.

- Photo of WWVP card so that I can see the number and expiry.

- A photo of you holding the card as proof that it is you.
- Enrolment check. Please save as PDF and return to me [HERE](#)
- Signed volunteer agreement, this will be email to you separately when you email in your information. This maybe dependant on what role you will play.
- Conformation that you have read and agreed to our interim policies on our website
- Confirm that you are an Australian citizen with no dual nationality.

It's a good idea to have all the other documents ready while you wait for your card.

The AEC check can be a bit annoying if you can't remember your electoral details. For instance if you enrolled with a middle name it will require that information.

That's it! Your state coordinator will then let you know that your status has changed from 'subscriber' to 'supporter' and put you in contact with a local branch so that you can meet like minded individuals and help 'Build The Army'