

LEGAL REQUIREMENTS FOR FACILITATORS

Working with children check

As of 2011, the Victoria (VIC) state legislation stipulates that all individuals above the age of 18 who wish to work with children and vulnerable people must undergo a compulsory WWCC screening.

How to apply (if you don't already have a valid WWCC)

Go to [Working with Children Check](#); if you have a Smartphone, you can complete the application online.

If you do not have a Smartphone you will need to finalise your application at a participating Victorian Australia Post outlet. Take your application and documents to a participating Australia Post outlet and have your photo taken (at no charge to you).

The fee for a new WWCC is \$123.20

Help completing application forms

Please contact the WWCC Information Line if you need help lodging or completing your application.

Information Line: 1300 652 879

Hours of operation are 9.00 am – 3 pm weekdays (excluding public holidays)

If you already have a valid WWCC

Please photocopy your valid WWCC card or Assessment Notice. If providing a photocopy of the WWCC card, please ensure that the photocopy is legible with the card number, expiry date and name and photo all clearly visible.

National police record check

Also known as a National Police Certificate.

The application form is available for completion online at www.police.vic.gov.au.

The current application fee for a national name check is \$50.50. Payment for police records checks (name only) can be made online or via cheque or money order payable to Victoria Police. Cheques/bank drafts must be issued by an Australian financial institution.

Five-year driver history report

This report can be purchased for a small fee from the VicRoads website:

<http://www.vicroads.vic.gov.au/Home/Licences/DemeritsAndOffences/DemeritPointsAndFines/DriverHistoryReport.htm>

Facilitators who currently have more than six demerit points and who have had their licence suspended or cancelled in the last five years will be automatically ineligible to continue in the program.

Comprehensive vehicle insurance coverage

As a facilitator for Amber Community, you are required to have your own insurance coverage. Amber Community requires Facilitators who use a personal vehicle for the purpose of travelling to deliver services on behalf of Amber Community and who are eligible to receive reimbursement for travel expenses, to have fully comprehensive vehicle insurance.

Facilitator's checklist

Please indicate that you understand and agree to the following process and program requirements and have included the appropriate documentation where required:

Working with Children Check	<input type="checkbox"/>
National Police records check	<input type="checkbox"/>
Driver history report	<input type="checkbox"/>
Comprehensive vehicle insurance coverage	<input type="checkbox"/>