

# 2019 Arafura Games Volunteers

## Working with children (Ochre Card) Application Guide

As a volunteer or staff member with the 2019 Arafura Games you will be required to have current Working With Children accreditation or Northern Territory Ochre Card.

If you are a resident of the Northern Territory and do not have a current Ochre Card you will be required to apply for an Ochre Card online through SAFE NT <https://forms.pfes.nt.gov.au/safent/>.

If you are not a resident of the Northern Territory and are volunteering for the games we request that you provide evidence of working with children accreditation. If you are an international or interstate volunteer there are potential exceptions, please contact Arafura Games [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) or phone (08)8999 5370 for more details.

The Arafura Games will cover the cost of your volunteer Ochre Card application through SAFE NT providing you follow to Arafura Games application guidelines below when applying for your Ochre Card.

Note: If you do not follow the process / guidelines below Arafura Games cannot reimburse any cash or personal payment of your Ochre Card application.

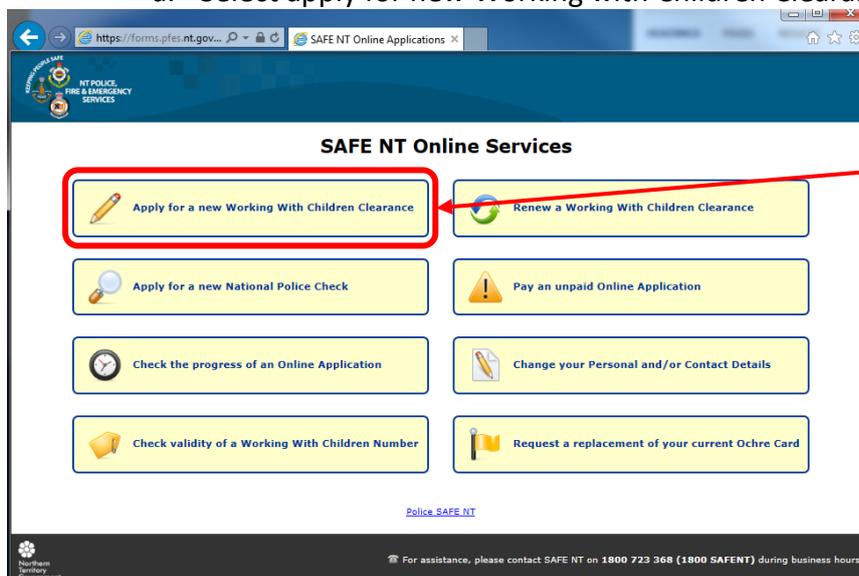
If you have any questions please email [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) or phone (08) 8999 5370.

## Please follow the application guidelines below.

Note: Critical instructions are written in red, highlighted or are indicate with arrows.

### Start

1. Log on to <https://forms.pfes.nt.gov.au/safent/>
  - a. Select apply for new Working with Children Clearance.



## 2. Page one (Information)

- Read the Ochre Card volunteer eligibility form (this is also available on the Arafura Games volunteer registration portal).
- All applications will need a signed supporting statement from the volunteer organisation (Arafura Games) this will need to be downloaded, signed and sent to [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) before starting your application.
- After completing each page select continue to progress to the next page.

Note: the application will need to be completed in one sitting, if you do not have access to a computer you will need to complete a hard copy. Ensure that you have your volunteer acknowledgement form signed by Arafura Games before starting your application.

**Working With Children Clearance**

To lodge an online Working With Children Clearance application you will need access to:

- A valid credit/debit card for payment (MasterCard or Visa only).
- An email address for confirmation of submission and subsequent communication.
- A current Australian residential and postal address.
- The ability to scan documents into .GIF .JPG .PDF .PNG or .TIF formats with each file being no more than 4 megabytes in size.

The documents you need to prepare and provide in this way are:

- Identification documents – you will be asked to upload valid ID Documents to meet the 100 point check requirement.
- Passport photo image – for use on the Ochre Card.
- Any submission documents that you wish to provide to the Screening Authority for consideration. Please note, word documents are not able to be attached.

If you do not have the access to any of the above, you will need to apply via the post using the downloadable form (download hardcopy application [here](#)), or visit SAFE NT.

This form must be completed in one transaction. If you are unable to complete all sections in one sitting your incomplete form will be cancelled and you will be required to start again from the beginning.

Any section of the application form that does not apply is to be left blank. i.e. if no "other given names" applies, then the section should be left blank. Do not type N/A or Not applicable.

Once payment is made, processing will commence. **No refund will be provided.**

**Volunteer in Child related work?**

To be eligible to get a Clearance Notice at the volunteer fee, the organization that you will be volunteering with must provide a statement supporting your application.

Please download and print this form prior to commencing your online application (download document [here](#)).

You will be required to scan and upload this document.

If this form is not provided your application will be rejected, and you will be required to start the process again.

Cancel

Continue

For assistance, please contact SAFE NT on 1800 723 368 (1800 SAFENT) during business hours.

## 3. Page two (Terms & Conditions)

- After reading, select the two tick boxes acknowledging you have read the 'care and protection of children act' and you live in Australia.
- Select next to progress to the next page.

**Working With Children Clearance Application**

You are required to acknowledge the following terms and conditions:

I certify the information I supply in this application will be true and correct, and that I will disclose all names, including aliases used by me now or in the past. I am aware it is an offence to give false or misleading information.

I consent to SAFE NT conducting a Working With Children Clearance check as provided for by the [Care and Protection of Children Act](#), to determine my suitability to engage in child-related work.

I understand SAFE NT will obtain information about my complete criminal history and any additional information relating to that record from all Australian police services, and other sources which may include Australian courts, prosecution agencies or previous employers.

I understand that the information obtained includes, but is not limited to, details of convictions and pending charges – information relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred.

I understand SAFE NT will make use of that information and any subsequent information about my criminal history which may be obtained to enable a full and informed assessment of risk by the Screening Authority.

I consent to the disclosure of new criminal history information to the Screening Authority by SAFE NT during the currency of a Working With Children check which may be used to re-assess my Working With Children Clearance.

I understand that if my application is rejected, I understand my application, surrender my clearance or if my clearance is revoked, that it is an offence to work or volunteer in child-related employment.

I have read and understood this information, and I consent to the conditions above.

I currently live in Australia. (If you do not, your application cannot be processed online. You must print and post a Working With Children [Employee](#) or [Volunteer](#) form)

Cancel

Continue

For assistance, please contact SAFE NT on 1800 723 368 (1800 SAFENT) during business hours.

#### 4. Page three (Purpose)

- Type of employment, select 'Volunteer'
- Applicant Position = **Arafura Games**
- Delivery options, select 'Please send ochre card to my employer'
- Select next to progress to the next page.

**Working With Children Clearance Application**

**Purpose** Please complete all the fields. Fields marked with \* are mandatory

The requirement to gain a clearance notice applies only to certain categories of employment that are defined under the Care and Protection of Children Act to be child-related work.

**Type of employment**

- Self-employed
- Current employee in child-related work
- Seeking employment in child-related work
- Volunteer work

Your Working With Children Clearance Application (Volunteer) will cost **\$7.00**

To be eligible to get a Clearance Notice at the volunteer fee, the organisation that you will be volunteering with must provide a statement supporting your application. If not already done so, please download and print this form (download document [here](#)). You will be required to scan and upload this document. If this form is not provided your application will be rejected, and you will be required to start the process again.

**Applicant's position**

Please enter a brief description of your role in child-related work.

Arafura Games (Max. 70 characters)

**Delivery Options**

- My Ochre Card and Clearance Notice will be sent to my postal address
- Please send my Ochre Card and Clearance Notice to my employer / volunteer organisation

Cancel **Next**

#### 5. Page four (Proof of Identity)

- Select your document type.
- Insert the reference number, expiry date, country and state.
- Once all details are entered **select 'update'**, ensure you select update, this will open another line for your next document.
- Continue until you have 100 points of identification, this could be a current passport (= 70 points) and drivers licence (= 40 points).
- Once you have entered documents to achieve the 100 points of identification select 'Next' to progress to the next page.

**Working With Children Clearance Application**

**Proof of Identity** Please complete all the fields. Fields marked with \* are mandatory

You must upload a total of 100 points of documentation to prove your identity. You will be required to scan and attach these documents to the next page. The details you enter below must match the documents you provide.

Different types of documents are worth different points as listed in the drop down menu. Expired documents are not acceptable. You can use different combinations of documents to make up your 100 points, but you must include at least one piece of photographic ID, containing your photo, date of birth and full name.

If sufficient documentation is not provided, your application form will be rejected. An email will be sent to you advising that your application has not proceeded and a refund will be made of any payment made.

Document Type	Reference No.	Expiry Date	Country	State	
70 Points - Australian Passport	PA9000001	8/09/2022	Australia	NT	<b>Update</b>

Add Proof of Identity Document

Cancel **Previous** **Next**

Northern Territory Government For assistance, please contact SAFE NT on 1800 723 368 (1800 SAFENT) during business hours.

## 6. Page Five (Documents)

**Note: This page requires you to upload three key items;**

1. Current Photo of yourself for the Ochre card.
  2. Scan or photo of you identification documents you listed on page four. You may scan all these onto one page.
  3. Your 'Eligibility for Volunteer form', **this needs to be signed by Arafura Games staff before applying** - this requires printing, signing and sending forms to [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) where it will be signed and returned to you via email.
- a. Once you select 'Browse...' and choose your document, select 'Upload', it will then appear under file name and file type.
  - b. **Once you have uploaded your document ensure you select 'Update'** where you will then see a green tick.
  - c. You will see a green tick once the document is successfully uploaded in the system.
  - d. Continue until you have uploaded evidence in all three areas (1, 2, 3 above) and all your documents have green ticks.

**Working With Children Clearance Application**

Purpose: Proof of Identity | Documents | Applicant Details | Address Details | Volunteer Details | Confirmation | Application Pending | Payment | Application

### Documents

Please complete all the fields. Fields marked with \* are mandatory

Please upload the following, noting that failure to provide the required documents will mean your application cannot be processed:

- A photograph that will be used to create the Ochre Card which meets the following standards:
  1. Be no more than six months old.
  2. Show a close view of the applicant's head and the top of the shoulders.
  3. The image must be centred, clear and in sharp focus with no shadows.
  4. The image must be in colour, taken against a plain background.
  5. If taken with a digital camera, the photograph must be of high quality and resolution and no more than 8MB in size.Note: Scans of professional Passport Photos are acceptable.
- All identification documents you have detailed on the previous page to the total of 100 points, including at least one piece of photographic identification.
- Volunteers must upload the signed Volunteer Organisation Declaration form to be eligible for the reduced fee.
- Other information that you want the Screening Authority to consider, eg references, police check from other countries.

Note: Scanned files must be in .GIF, .JPG, .PDF, .PNG or .TIF format, with each file being no more than 8MB in size. Please ensure your scanned files are legible or your application will be delayed. If you do not have a scanner, a camera can be used to provide the image. You will be notified via email if there are problems that prevent your application from progressing. If you cannot upload your ID documents, download the hardcopy [here](#), and mail your completed application with copies of all documents to SAFE NT.

Document Type	Click Browse, then click Upload, then click Update on the right	Filename	File Type	Actions
Photo	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>	JRemmer.jpg	image/jpeg	<input type="button" value="Update"/>

For assistance, please contact SAFE NT on 1800 723 368 (1800 SAFENT) during business hours.

**Working With Children Clearance Application**

Purpose: Proof of Identity | Documents | Applicant Details | Address Details | Volunteer Details | Confirmation | Application Pending | Payment | Application

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  3. The image must be centred, clear and in sharp focus with no shadows.
  4. The image must be in colour, taken against a plain background.
  5. If taken with a digital camera, the photograph must be of high quality and resolution and no more than 8MB in size.Note: Scans of professional Passport Photos are acceptable.
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Document Type	Click Browse, then click Upload, then click Update on the right	Filename	File Type	Actions
Photo	<input checked="" type="checkbox"/>	JRemmer.jpg	image/jpeg	<input type="button" value="Edit Delete"/>
Proof Of Identity	<input checked="" type="checkbox"/>	20180308_131808.jpg	image/jpeg	<input type="button" value="Edit Delete"/>
Proof Of Identity	<input checked="" type="checkbox"/>	20181029_235536.jpg	image/jpeg	<input type="button" value="Edit Delete"/>
Volunteer Form	<input checked="" type="checkbox"/>	3344_001.pdf	application/pdf	<input type="button" value="Edit Delete"/>

## 7. Page six (Applicant Details)

- Complete all sections with your personal details.
- Email address: **you will need to enter the Arafura Games volunteer email address [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) this will speed up processing and allow Arafura Games to cover the costs of your Volunteer Ochre Card.**
- If you have been known by another name, select 'Add Name' and enter details.

**Working With Children Clearance Application**

**Applicant Details** Please complete all the fields. Fields marked with \* are mandatory

As part of the screening process involves a National Police Check, it is very important that you complete this section. Without these details, your application cannot be processed.

**General Details**

**You must enter at least one phone number. If you only have one name (no surname), please enter it into both the Given Name and Surname fields.**

\* Title:  \* Given Name:  Middle Names:  \* Surname:

\* Gender:  \* Date of Birth:

Mobile Phone:  Work Phone:  Home Phone:

\* Email:  **If your application is incomplete and cannot be processed you will be notified via the email address you enter below.**

\* Confirm Email:

\* Town of Birth:  \* Country of Birth:  \* State of Birth:

**Other Names Used By You**

Please list any other names under which you have ever been known. This important information will inform the National Police Check process, and help ensure correct identification where there is more than one candidate with the same name.

Name Type	Given Name	Middle Names	Surname
Other Names have not been entered.			

## 8. Page seven (Address details)

- Enter your address details.
- Select 'My postal address is the same as my residential address' otherwise include your postal address if different to you residential address.

Note: your Ochre Card will be collected and distributed by Arafura Games to ensure processing times and cards are not delayed in the post.

**Working With Children Clearance Application**

**Address Details** Please complete all the fields. Fields marked with \* are mandatory

As part of the screening process involves a National Police Check, it is very important that you complete this section. Without these details, your application cannot be processed. Your postal address will be used to forward any communications from the Screening Authority if necessary. It is important to provide a valid mailing address. Your clearance Notice and Ochre Card will be sent to this postal address, unless you have opted to send it to your employer.

**Current Residential Address**

**If you cannot remember exact dates, please record as 1 January with an approximate year.**

Unit No:  Street No:  Street:  \* Suburb/Town:

\* State:  \* Date Moved In:

My postal address is the same as my residential address

**Current Postal Address**

My current postal address is a Post Office, PO Box or Locked Bag

Unit No:  Street No:  Street:  \* Suburb/Town:

\* State:  \* Postcode:

Have you lived outside of Australia for a period of 12 consecutive months or more, in the last five years?

Yes  No

## 9. Page eight (Volunteer Details)

Note: this is where you will insert organisations details and Arafura Games contact.

- a. Name of organisation = **Arafura Games**  
Attention To = **Workforce Manager**  
Postal Address= **GPO Box 3333, Darwin**  
State / Postcode= **NT, 0801**  
If you are a Government Employee please include your AGS number(s).

**Working With Children Clearance Application**

Purpose Proof of Identity Documents Applicant Details Address Details Volunteer Details Confirmation Application Pending Payment Appli

### Volunteer Details

Please complete all the fields. Fields marked with \* are mandatory

The Screening Authority may notify the organisations you volunteer with if your Clearance Notice is revoked or subject to imposed conditions.

Please list the contact details of the Organisation who has signed the Volunteer declaration form. You can contact SAFE NT by email to notify of additional organisations that you may work with.

If you have not yet done so, use the Previous Button below to return to the appropriate page and attach your signed Volunteer Organisation declaration form.

Failure to attach this form will result in this application being rejected.

**Organisation Details**

\* Name of Organisation: Arafura Games

\* Attention To: This should be a position e.g. HR Manager, Volunteer Coordinator, Principal, Recruitment Officer.  
Workforce Manager

\* Postal Address: Please include the name of your Section.  
GPO Box 3333  
Darwin

\* State / Postcode: NT 0801

**NT Government Employees**  
Employees of the Northern Territory Government are asked to provide their AGS number.  
If you have more than one AGS number, please list them all.

AGS Number

AGS Numbers have not been entered.

Add AGS Number

Cancel Previous Next

## 10. Page Nine (Confirmation)

- a. Please check that all your information is correct. If you need to modify any details click back, otherwise select 'next'.
- b. Once you have confirmed your details are correct confirm by clicking next.

**Working With Children Clearance Application**

Purpose Proof of Identity Documents Applicant Details Address Details Volunteer Details Confirmation Application Pending Payment Application Submitted

### Confirmation

Your application details are displayed below; please review them now.  
It is your responsibility to ensure that postal and other contact addresses are correct and current.

**PERSONAL INFORMATION**

Employment Type	Volunteer
Application Category	Child Abuse
Notify the Northern Legislation Board	Yes
Residential State	NT
Residential Postcode	0801
Residential Street Name	0801
Residential Type	Residence
Phone	0801-0801-0801
Proof of Identity	0801-0801-0801
Column Name	0801-0801-0801

**APPLICANT DETAILS**

First Name	John
Other Names	
Date of Birth	01/01/1980
Gender	Male
Team of Birth	NT
Current Address	0801-0801-0801
Work Phone	0801-0801-0801
Home Phone	0801-0801-0801
Work Email	0801-0801-0801

**CURRENT RESIDENCE ADDRESS**

Unit	0801
Street Name	0801
State	NT
County	0801
Postcode	0801

**ADDITIONAL RESIDENCE ADDRESS (IF ANY)**

Unit	0801
Street Name	0801
State	NT
County	0801
Postcode	0801

**VOLUNTEER ORGANISATION CONTACT DETAILS**

Name of Organisation	Arafura Games
Attention To	Workforce Manager
Postal Address	0801-0801-0801
State	NT
Postcode	0801

Previous Next

## 11. Page Ten (Application Pending)

- a. **Make a note of your Application Reference Number, this will be your application reference number.**
- b. Arafura Games will receive a copy of your confirmation number (as long as you inserted [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) as your email), this number and your surname will be used as a reference to pay for your Volunteer Ochre Card.
- c. From here you can log off the portal.
- d. Arafura games will then send you a confirmation email to confirm we have received your application.

The screenshot shows a web browser window with the URL <https://forms.pfes.nt.gov.au>. The page title is "Working With Children Clearance Application". The navigation tabs include Purpose, Proof of Identity, Documents, Applicant Details, Address Details, Volunteer Details, Confirmation, Application Pending (selected), Payment, and Application. The main content area is titled "Application Pending" and contains the following text:

**Payment is still required!**

To complete your application you must now proceed to the Payment screen by clicking the **Next** button below.

If payment is not made, your application will not be processed and you will be required to start a new one at a later date.

A copy of the application form has been sent to the email address you supplied ([jason.bremner@nt.gov.au](mailto:jason.bremner@nt.gov.au)). This is for your records only and is not to be sent to SAFENT.

Your application reference number is: **A186638**

Once you have paid for this application, you can use this reference number to check its progress from the main menu.

**Contact details for SAFE NT**

Phone: 1800 723 368 (1800 SAFE NT)  
Office address: Ground Floor, 27 Woods Street, Darwin, NT, 0800  
Email address: [safent.police@nt.gov.au](mailto:safent.police@nt.gov.au)

A "Next" button with a green arrow is located at the bottom right of the main content area. A red box highlights the application reference number "A186638", and a red arrow points from this box to a red circle containing the letter "a".

## Application process is complete!

Depending on the number of applications and processing times Arafura Games will send you a confirmation email regarding your completed application submission.

Your application will then go through the relevant SAFE NT criminal history checks and once approved Arafura Games will collect your Ochre Card (again this is to ensure that the process is as quick as possible and there are no delays receiving cards in the post). Once we collect your Ochre Card we will then be in touch regarding collection all Ochre Cards

If you have any questions regarding the Ochre Card application process or card distribution please contact [AGVolunteers@nt.gov.au](mailto:AGVolunteers@nt.gov.au) or phone 89995370.