



EQUESTRIAN
AUSTRALIA

FAQ's

Working with Children Checks (or equivalent)



Disclaimer: The information contained in these brochures is correct at date of publication (November 2022), please check with the relevant state or territory WWCC laws for the most up to date information. Specific state and territory requirements can be found [here](#).

Working with Children Checks



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AUSTRALIA

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Working with Children Checks



Background

As part of Equestrian Australia's (EA's) commitment to safeguarding children and young people in the sport of Equestrian, and in line with the EA Child Safeguarding Policy, EA determined to make Working with Children Checks* or equivalent in the various states and territories mandatory for all EA Coaches and Officials.

Working with Children Check (WWCC) laws are currently in place in all Australian states and territories and aim to prevent people who pose a risk to children from working with children as paid employees or volunteers.

These laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children.

The implementation of mandatory WWCC's for all EA accredited coaches and officials assists in complying with the WWCC laws in addition to implementing a consistent and comprehensive screening process for all coaches and officials.

EA are committed to protecting our sport, people and horses whilst providing professional, safe, and enjoyable programs and services to children. Therefore, mandatory WWCC's is an appropriate requirement for coaches and officials.

*As WWCC's are named differently in the states and territories, for the purposes of this document if not stated otherwise WWCC refers to the equivalent check in the state or territory.

WHY

Children have the right to participate in sport in a safe, positive, and enjoyable environment.

All Children have the right to feel safe and protected from all forms of abuse, harm and neglect.

Working with Vulnerable People Check

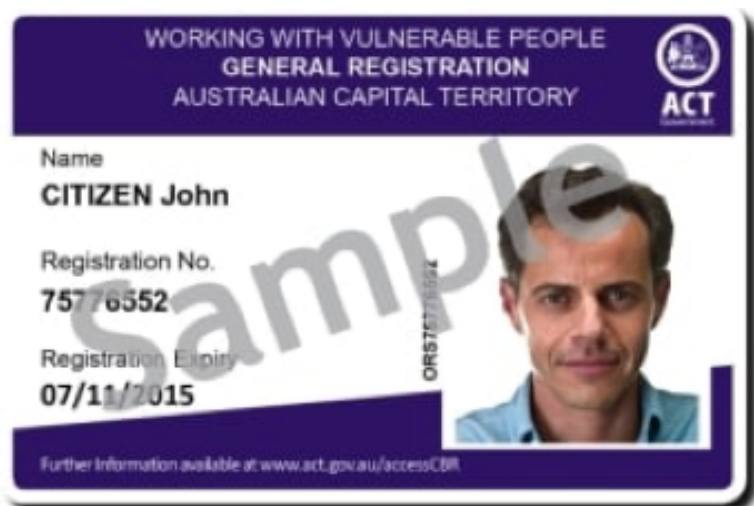


Photo ID

In the Australian Capital Territory (ACT) you receive a card if your Working with Vulnerable People (WWVP) Check application is successful.

APPLY HERE

FAQ's

Q1. How do I apply for a check?

There are three (3) ways to apply for a check:

1. Online
2. Face to Face via an Access Canberra Service Centre or
3. Post

Online

You can complete a WWVP registration application online with your [ACT Government Digital Account](#). You will then need to attend an [Access Canberra Service Centre](#) where your identification will be verified and your photo taken to lodge your application.

You must take original or true certified copies of all identification documents that you entered in your online application.

Face-to-Face

A paper version of the application form is available from [Access Canberra Service Centres](#).

The form can be completed and lodged at an Access Canberra Service Centre with [Acceptable proof of identity](#).

Post

You can call Access Canberra on 13 22 81 to request an application form if you are unable to attend an Access Canberra Service Centre or complete the online application.

Applications made by mail can take additional time to process.

ACT

Working with Vulnerable People Check

FAQ's

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with Access Canberra.

Q3. How much will it cost?

Registration is free for volunteers.

The registration fee for anyone undertaking paid work in a regulated activity is \$141.

Application fees are not refundable.

You should check the [ACT Government website](#) or call Access Canberra 13 22 81 for up to date information.

Q4. How long will it take?

The average processing time for a WWVP registration is approximately 3 weeks. This timeframe is a guide only. Processing times can be dependent on individual circumstances.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWVP check you can provide a copy of this to Equestrian Australia (EA) to add to the national database.

Send to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

You should also contact Access Canberra to register your State Branch and Equestrian Australia where possible.



Working with Vulnerable People Check

Q6. Will my WWVP check cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under the direct supervision of someone with an Ocre card.

QLD

QLD do not recognise working with children checks conducted outside of Queensland.

If you are working in Queensland in regulated child-related employment for more than 7 days in a calendar year, you will be required to get a blue card. QLD do not recognise working with children checks conducted outside of Queensland.

SA

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs, or is to occur, in the course of an organised event; and
- does not exceed 10 consecutive days.

Organised events include events organised and run by an association, club or other body as part of the official activities of the body.

TAS

You do not require a WWVP check if you hold a current interstate WWCC registration in a similar regulated activity and you are not a resident of Tasmania and you are working or volunteering with children for 7 days or less per calendar year.

Working with Vulnerable People Check

Q6. Will my WWVP check cover me for work interstate?...continued

VIC

If you normally live outside Victoria and hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.

If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

WA

There are a number of exemptions in WA being:

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

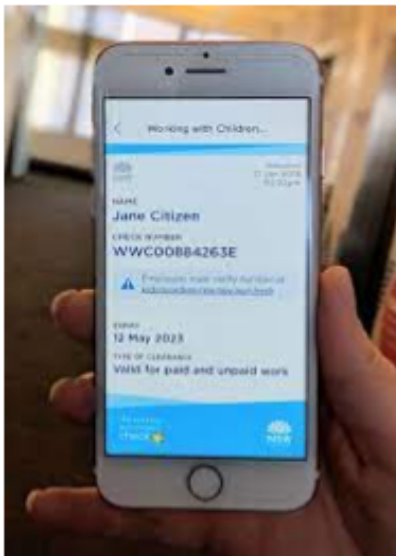
Q7. How often do I have to renew?

A WWVP check is valid for a period of up to 5 years unless it is revoked.

Q8. Do I need to register EA or my State Branch?

When asked if your employer has requested you to gain a WWVP check you should select yes and provide your state Branch details. If you have the ability to add more than one organisation you should also list EA's details.

Working with Children Check



To Apply Online

To gain a Working with Children Check (WWCC) in New South Wales (NSW) you need to be aged 18 or older and someone whose role involves direct physical or face-to-face contact with children.

NSW do not issue a card if your application is successful, however each individual will receive access to their details.

[APPLY HERE](#)



FAQ's

Q1. How do I apply for a check?

Online and Face-to-Face

Complete the [Online Application Form](#) ensuring the name you enter matches your identity documents exactly. Visit a [service centre](#) to present your original identity documents and (if applicable) pay the fee.

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with NSW Government.

Working with Children Check

FAQ's



Q3. How much does it cost?

The NSW WWCC is free for volunteers.
The employee check costs approximately \$80.00.

Q4. How long will it take?

Once you've provided your identity documents at the service centre, the National Police Criminal History check begins. This process can take up to 4 weeks.

Once you have received your notification, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database.

Copies can be emailed to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q6. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

ACT

If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

Working with Children Check



Q6. Will my WWCC cover me for work interstate?...continued

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under direct supervision of someone with an Ocre card.

QLD

QLD do not recognise working with children checks conducted outside of Queensland.

If you are working in Queensland in regulated child-related employment for more than 7 days in a calendar year, you will be required to get a blue card. QLD do not recognise working with children checks conducted outside of Queensland.

SA

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs, or is to occur, in the course of an organised event; and
- does not exceed 10 consecutive days.

Organised events include events organised and run by an association, club or other body as part of the official activities of the body.

TAS

You do not require a WWVP check if you hold a current interstate WWCC registration in a similar regulated activity and you are not a resident of Tasmania and you are working or volunteering with children for 7 days or less per calendar year.

VIC

If you normally live outside Victoria and hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.

If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

Working with Children Check



Q6. Will my WWCC cover me for work interstate?...continued

WA

There are a number of exemptions in WA being;

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

Q7. How often do I have to renew?

If cleared, the check will be valid for 5 years, however applicants are continuously monitored.

Q8. Do I need to register EA or my state branch?

Unfortunately, there is no ability for an individual to link to the organisation. EA or your State Branch will link you to the Organisation during their validation process.

Working with Children Clearance (Ochre Card)



Photo ID

In the Northern Territory (NT) you receive an Ochre Card if your Working with Children Clearance is successful.

[APPLY HERE](#)

FAQ's

Q1. How do I apply for a check?

There are three ways to apply for a WWCC;

- Online
- Face-to-Face
- Post

Online

You can apply online via the [NT Police SAFE NT website](#).

Face-to-Face

Complete your application form, gather all relevant documents and go to any of the following places:

- SAFE NT at 37 Woods Street, Darwin
- A [Territory Business Centre](#)
- A Northern Territory Police station - go to the [contacts page](#) of their website.

Post

Send your completed application forms and required documentation to SAFE NT.

SAFE NT

GPO Box 39764

Winnellie 0821

Phone: 1800 723 368 (1800 SAFE NT)

safent.police@pfes.nt.gov.au

Working with Children Clearance (Ochre Card)

FAQ's

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with NT Government.

Q3. How much will it cost?

You must pay one of the following application fees to apply:

- Employee check is \$76
- Volunteer check is \$7
- It is \$30 to replace a lost, damaged or stolen card.

To pay the reduced volunteer fee, ask Equestrian Northern Territory to fill in the working with children [volunteer concession form PDF](#) and submit the completed form with your application.

Q4. How long will it take?

The standard processing time for a working with children clearance is between 4-6 weeks, this can vary during times of increased volume such as the start of a school year or major events.

Applications may be processed sooner depending on the volume of applications however there is no ability to 'FastTrack' an application.

If there is an urgent need to gain a clearance, applicants should ask their employer to seek an Exemption for them to commence work, these are issued by Territory Families and can only be applied for once an application is submitted and paid for with a valid receipt number.

Note the exemption is a temporary process, an exemption will not be granted once the application has been finalised.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Working with Children Clearance (Ochre Card)

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database.

You should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q6. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

ACT

If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

QLD

QLD do not recognise working with children checks conducted outside of Queensland.

If you are working in Queensland in regulated child-related employment for more than 7 days in a calendar year, you will be required to get a blue card. QLD do not recognise working with children checks conducted outside of Queensland.

SA

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs, or is to occur, in the course of an organised event; and
- does not exceed 10 consecutive days.

Organised events include events organised and run by an association, club or other body as part of the official activities of the body.

Working with Children Clearance (Ochre Card)

Q6. Will my WWCC cover me for work interstate?...continued

TAS

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If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

WA

There are a number of exemptions in WA being;

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

Working with Children Clearance (Ochre Card)

Q7. How often do I have to renew?

A working with children clearance in the Northern Territory is valid for a period of two years (unless revoked). Once the Ochre Card expires, it is expired.

A working with children clearance can be renewed no more than 2 months before or 2 months after the expiry of an ochre card.

You will need to contact SAFE NT to obtain your Renewal Reference Number (RRN) within 2 months either side of the expiry.

Q8. Do I need to register EA or my state branch?

You will need to tick the box allowing SAFE NT to send to EA. By doing this you will consent to your personal information being delivered to EA.

Blue Card or Exemption Card



Photo ID

In Queensland you receive a Working with Children Card or an Exemption Card if your Blue Card application is successful.

[APPLY HERE](#)

FAQ's

Q1. How do I apply for a check?

You will need a [Customer Reference Number](#) (CRN) from the Queensland Department of Transport and Main Roads (TMR) before you apply for your blue or exemption card to prove your identity. You can find your CRN on any [TMR product](#).

Apply for your blue or exemption card using the [online applicant portal](#) or download the paper form. If you can't apply online, you can submit a [paper application](#).

You can submit your paper application to Blue Card Services by:

- [scan and upload](#)
- post
- delivering it in person.

Processing and approval times may take longer for paper applications.

Blue Card or Exemption Card

FAQ's

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Exemption Card

Exemption cards are applicable to registered teachers and police officers proposing to start or continue to work in a licensed care service. This may only be applicable to a very few coaches and or officials.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with QLD Government.

Q3. How much will it cost?

Fees and charges increase on 1 July each year. You can contact Blue Card Services to find out details about specific fees, charges or prices.

- Blue card application (excluding volunteers, students or exemption card applicants) - \$97.95
- Volunteer, student blue card or exemption card - Free

Q4. How long will it take?

Most blue card applications with no criminal history or other concerning information are processed within 28 business days and will usually arrive by post 2 weeks after the application has been approved.

Applications submitted online are usually processed more quickly than paper applications.

You can start working once you have received notification that your card has been approved, while you wait for your card to arrive.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Blue Card or Exemption Card

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database on one of the following emails.

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

You should also contact Blue Card Services to register your State Branch and Equestrian Australia where possible.

Q6. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

ACT

If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under direct supervision of someone with an Ocre card.

SA

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs, or is to occur, in the course of an organised event; and
- does not exceed 10 consecutive days.

Organised events include events organised and run by an association, club or other body as part of the official activities of the body.

Blue Card or Exemption Card

Q6. Will my WWCC cover me for work interstate?...continued

TAS

You do not require a WWVP check if you hold a current interstate WWCC registration in a similar regulated activity and you are not a resident of Tasmania and you are working or volunteering with children for 7 days or less per calendar year.

VIC

If you normally live outside Victoria and hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.

If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

WA

There are a number of exemptions in WA being;

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

Q7. How often do I have to renew?

A blue card is valid for two years from the date it is issued unless it is cancelled earlier by the Commissioner.

Q8. Do I need to register EA or my state branch?

You should link your card to Equestrian Australia and or Equestrian Queensland where possible.

Working with Children Check

Working with Children Checks

People who work or volunteer with children in South Australia need a Working with Children Check

				
Children's residential or protection services	Religious organisations	Child minding services	Clubs and associations	Education and training
				
Party entertainers	Health and allied services	Emergency services	Transport services	Coaching and tuition

WWCC

In South Australia (SA) you do not receive a card if your Working with Children Check (WWCC) application is successful. You will receive an email with all of the relevant details.

[APPLY HERE](#)

FAQ's

Q1. How do I apply for a check?

Individuals can apply for their own check online via the [South Australian Government website](#).

- [Application information for individuals](#)

Paper forms are only available for people who:

- have no internet access
- are recent arrivals to Australia (six weeks or less)
- are legal minors.



Working with Children Check

FAQ's

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with SA Government.

Q3. How much will it cost?

The state government determines the cost of government services, including Screening Unit checks, each financial year.

Volunteer checks used only for volunteering are free.

You may need to pay a fee if you are a [volunteer undertaking paid employment](#).

Employee checks are currently \$119.90 inc. GST

Q4. How long will it take?

Allow at least 6 weeks for processing.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database by emailing:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Working with Children Check

Q6. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

ACT

If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under direct supervision of someone with an Ocre card.

QLD

QLD do not recognise working with children checks conducted outside of Queensland.

If you are working in Queensland in regulated child-related employment for more than 7 days in a calendar year, you will be required to get a blue card. QLD do not recognise working with children checks conducted outside of Queensland.

TAS

You do not require a WWVP check if you hold a current interstate WWCC registration in a similar regulated activity and you are not a resident of Tasmania and you are working or volunteering with children for 7 days or less per calendar year.

Working with Children Check

Q6. Will my WWCC cover me for work interstate?...continued

VIC

If you normally live outside Victoria and hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.

If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

WA

There are a number of exemptions in WA being;

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

Q7. How often do I have to renew?

A WWCC is valid for five years.

Q8. Do I need to register EA or my state branch?

There is no ability to link to an Organisation.

Working with Vulnerable People



WWVP

In Tasmania you receive a card if your Working with Vulnerable People (WWVP) Check application is successful.

APPLY HERE

FAQ's

Q1. How do I apply for a check?

You must start the application process online and then complete it at one of the [service centres](#). The online part of the application takes about 30 minutes.

[Complete the online application form](#)

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with TAS Government.

Working with Vulnerable People

FAQ's

Q3. How much will it cost?

Employment / volunteer - \$119.00

Volunteer only - \$20.40

Change of class (upgrade from volunteer to employment) - \$98.60

*The fee is non refundable

Q4. How long will it take?

Currently the wait time is up to 6 weeks.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database by emailing:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q6. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

ACT

If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

Working with Vulnerable People

Q6. Will my WWCC cover me for work interstate?...continued

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under direct supervision of someone with an Ocre card.

QLD

QLD do not recognise working with children checks conducted outside of Queensland.

If you are working in Queensland in regulated child-related employment for more than 7 days in a calendar year, you will be required to get a blue card. QLD do not recognise working with children checks conducted outside of Queensland.

SA

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs, or is to occur, in the course of an organised event; and
- does not exceed 10 consecutive days.

Organised events include events organised and run by an association, club or other body as part of the official activities of the body.

VIC

If you normally live outside Victoria and hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.

If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

Working with Vulnerable People

Q6. Will my WWCC cover me for work interstate?...continued

WA

There are a number of exemptions in WA being;

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

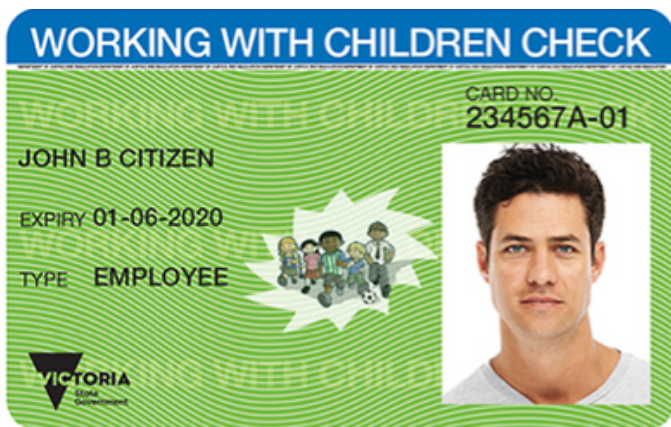
Q7. How often do I have to renew?

Registration is valid for five years.

Q8. Do I need to register EA or my state branch?

You should link your card to Equestrian Tasmania and Equestrian Australia where possible.

Working with Children Check



WWCC

Once you get your Working with Children Check card, there are things you need to know as a cardholder.

APPLY HERE

FAQ's

Q1. How do I apply for a check?

Applications can be completed online via the [Victorian Government website](#). You will be required to

1. Complete an online application
2. Provide proof of identity and verify your identity online or in-person at a participating Australia Post Outlet
3. Lodge your application at an Australia Post outlet and have your photo taken
4. Pay the application fee

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with VIC Government.

Working with Children Check

Q3. How much will it cost?

Fees from 1 July 2022

Volunteer Check / Renewal of Volunteer Check / Replacement of Volunteer card – Free

Employee Check - \$123.20

Volunteer to Employee Check - \$123.20

Renewal of Employee Check - \$93.30

Replacement of Employee Check card - \$7.60

Q4. How long will it take?

Generally, applications take 3-12 weeks to process.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q5. Can I work while my application is being processed?

Most people can do child-related work after their application has been lodged and while it is being processed. However, there are restrictions, so you will need to [check the restrictions](#) and make sure you do not fit into any of the categories.

Q6. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database by emailing:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au



Working with Children Check

Q7. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

ACT

If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under direct supervision of someone with an Ocre card.

QLD

QLD do not recognise working with children checks conducted outside of Queensland.

If you are working in Queensland in regulated child-related employment for more than 7 days in a calendar year, you will be required to get a blue card. QLD do not recognise working with children checks conducted outside of Queensland.

SA

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs, or is to occur, in the course of an organised event; and
- does not exceed 10 consecutive days.

Organised events include events organised and run by an association, club or other body as part of the official activities of the body.

TAS

You do not require a WWVP check if you hold a current interstate WWCC registration in a similar regulated activity and you are not a resident of Tasmania and you are working or volunteering with children for 7 days or less per calendar year.

Working with Children Check

Q7. Will my WWCC cover me for work interstate?...continued

WA

There are a number of exemptions in WA being;

Short-term visitors to Western Australia:

- applies to work carried out by visitors to Western Australia, where the person is not ordinarily a resident in Western Australia; and only applies during the two week period after the person arrives in Western Australia and cannot exceed a total of two weeks in any period of 12 months; and
- cannot be used in conjunction with the one-off national events and national tours exemption (below). A person cannot use both exemptions in the same 12 month period.

One-off national events and national tours:

- only applies to a person who is not ordinarily resident in Western Australia;
- is specifically limited to one-off national events or national tours organised by a recognised body in connection with specific categories of child-related work
- is for a non-cumulative period of 30 days within a 12 month period (the person can access the exemption once in a 12 month period whether they use 10 days or the 30 days for that one-off national event or national tour); and
- cannot be used in conjunction with the short-term visitor exemption (above). A person cannot use both exemptions in the same 12 month period.

Further information can be found in [Fact Sheet 2](#) on the WA Government Website.

Working with Children Check

Q8. Are registered Victorian Institute of Teaching teachers exempt?

Teachers or early childhood teachers who are currently registered with the Victorian Institute of Teaching (VIT), are exempt from holding a Working with Children Check, unless they've been given a Negative Notice. This is because registration with VIT is only granted to people who are appropriately qualified and assessed by VIT as 'suitable to teach.'

All teachers and early childhood teachers registered with VIT must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their teaching in a school or early childhood service, regardless of whether it is paid or voluntary work.

If a teacher's VIT registration is suspended or cancelled, WWCCV may notify the relevant organisations that the teacher exemption no longer applies.

Q9. How often do I have to renew?

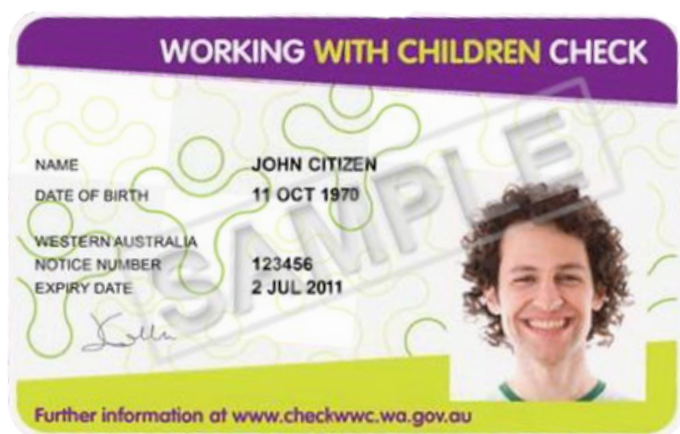
If you pass a Check, you'll get a card that's valid for 5 years, unless the card is suspended, cancelled or surrendered.

Q10. Do I need to register EA or my state branch?

You should link your card to Equestrian Victoria and Equestrian Australia where possible.



Working with Children Check



WWVP

In Western Australia (WA) you receive a card if your Working with Children Check (WWCC) application is successful.

APPLY NOW

FAQ's

Q1. How do I apply for a check?

Obtain an Application for a WWC Check form from an authorised Australia Post outlet. [Click here to find an authorised Australia Post outlet near you.](#)

Complete the form and have your employer or volunteer organisation complete and sign parts of your application form also.

If you are a self-employed person, you can apply for a WWCC by completing an application form. You do not need an employer or organisation to complete or sign parts of your form.

Once completed you lodge your application form at an authorised Australia Post outlet.

Q2. What type of check do I need?

Generally, there is one of two options, either a volunteer or employee check.

Volunteer Check

If you volunteer (do not get paid) for the role you are engaged to conduct, then a volunteer check is the check you need. If you're reimbursed for any out-of-pocket expenses you incur in doing voluntary work, you remain eligible for this type of Check.

Employee Check

If you do paid work (excluding reimbursements) you will need an employee check. The employee check covers both volunteer and paid work.

Generally coaches that get paid to provide a service will require an Employee Check where Officials who do not get paid, other than reimbursements or a stipend (in-kind) payment will require a Volunteer Check. Please check your own circumstances with WA Government.

Working with Children Checks

FAQ's

Q3. How much will it cost?

Current application and renewal fees for a WWCC are:

- for employees and self-employed people - \$87.00
- for volunteers, unpaid people and students on unpaid placement - \$111.00
- for replacement Cards - \$111.00

The fees are heavily subsidised by Government and do not reflect the full cost of the check. Where a WWCC application or renewal is made in error, refunds are not provided unless there are exceptional circumstances. This is due to the processing and administration costs which have already incurred.

Q4. How long will it take?

As each Check involves an individual criminal history check, the processing time varies. The majority of WWCC Cards are issued within three to twelve weeks. However, some applications can take longer for a number of reasons including if there is inaccurate or incorrect information or if the person has a common name or a criminal record.

Once you have received your card, you should email a copy to:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q5. What if I already have a check?

If you currently have a valid and appropriate (volunteer or employee) WWCC you can provide a copy of this to Equestrian Australia (EA) to add to the national database by emailing:

Coaches - coaching@equestrian.org.au

Officials - officials@equestrian.org.au

Q6. Will my WWCC cover me for work interstate?

Each State and Territory have different rules about working with children in their State/Territory. Please refer to the appropriate State/Territory below for further information.

If you exceed the threshold within a state/territory (e.g. 30 days) you will be required to obtain a WWCC in the relevant state/territory. In most instances you can apply for a WWCC from outside the state/territory.

Working with Children Check

Q6. Will my WWCC cover me for work interstate?...continued

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If you have an equivalent WWVP check from your home state or territory, you can work in the ACT for up to a total of 28 days per year (accumulative) before you are required to obtain an ACT WWVP check.

NSW

If you have an equivalent WWCC in your home state you can work in NSW for up to a total of 30 days per calendar year before you are required to obtain a NSW WWCC.

NT

If you have an equivalent WWCC from your home state or territory and you are doing volunteer work (unpaid work) in the Northern Territory you can volunteer for up to 30 days in total, within a 12 month period.

You are not allowed to be a resident of the Northern Territory.

You are not allowed to engage in paid work without an Ocre Card. Some exemptions for a single day of work with children may apply if granted and if the employee is working under direct supervision of someone with an Ocre card.

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- occurs, or is to occur, in the course of an organised event; and
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VIC

If you normally live outside Victoria and hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check for a maximum of 30 days in a calendar year, which can comprise one or several events or occasions.

If you normally live outside Victoria and don't hold an equivalent Check from your home State/Territory, you can do child-related work in Victoria without a Check on only one occasion or event per calendar year, which may last for a maximum of 30 days.

WA



EQUESTRIAN
AUSTRALIA

Working with Children Check



Q7. How often do I have to renew?

Your WWC Card expires after three years.

It is recommended that you renew at least one month before your Card expires. You will not be able to renew earlier than three months before the card's expiry.

It's important to renew before your card expires, as it is an offence to engage in child-related work after it has expired and you have not re-applied.

Q8. Do I need to register EA or my state branch?

This should occur as part of the application process, unless an individual is applying as a sole trader.





EQUESTRIAN
AUSTRALIA

FAQ's

Working with Children Checks (or equivalent)



**Keeping our sport safe for the
next generation**

Disclaimer: The information contained in these brochures is correct at date of publication (November 2022), please check with the relevant state or territory WWCC laws for the most up to date information. Specific state and territory requirements can be found [here](#).

equestrian.org.au

enquiries to:
integrity@equestrian.org.au