

## Proof of Identity (Section 5.)

**Please ensure that the witness records your identification documents with your details and not theirs.**

This Section **must** be completed by the Witness who can be one of the following:

- Delegated representative of UNITING CHURCH IN AUSTRALIA (i.e. a Minister / Employee / Church Council member)
- Police Officer
- Justice of the Peace
- Public Notary

To prove your identity you are required to produce forms of identification that will achieve 100 points or more.

**IF YOU HAVE A PASSPORT AND/OR A DRIVER'S LICENCE  
– THEY MUST BE LISTED IN THIS SECTION ON THE FORM.**

One of the following can be used to count 70 points:

**Birth Certificate or Citizenship Certificate or International Travel Document or Passport**

Identification from the list below can then be used to attain the balance.  
**40 points:**

- Driver's Licence/Permit
- Proof of Age Card
- Student ID Card
- Centrelink Card
- Public Service Employee ID Card
- \*Credit Card (only one to be counted)

## 25 Points:

Proof of Name Change – Deed Poll/Marriage Certificate

\*Medicare Card (current)

\*numeric details are not recorded; only that it has been sighted as a supporting piece of ID.

**If you submit personal identity documentation worth fewer than 100 points, it will be returned for additional information.**

*If you have any concerns about meeting these requirements, please contact the Authorised Officer of the Uniting Church SA (Duty of Care Officer)*

## What is the process once the Uniting Church SA receives a report?

If NO issue has been raised by any of the reporting bodies, the Synod will send a letter of confirmation that this part of the screening process is complete. This letter is to be retained and shown or reference number supplied to the relevant persons to confirm your active clearance.

If an issue **HAS** been raised by any of the reporting bodies, you may be contacted to verify the reported information. You have the right to dispute the accuracy of the information if you believe the information has been wrongly reported.



## General Information Sheet for a Screening and Authority Request incorporating a National Criminal History Check

*The Uniting Church in Australia takes seriously its duty of care to those who entrust themselves to it, and to ensure the health, safety and welfare of all participants in programs and activities.*

*We seek to provide a safe environment for all people to encounter God, to develop relationships as part of a community and to grow in faith.*

*Part of this duty is to ensure a safe environment free from neglect or abuse of a physical, emotional, sexual or spiritual nature.*

It is the policy and practice of The Uniting Church in Australia Property Trust (S.A.) (Uniting Church SA) that “all persons who have a responsibility through their role within the Church (whether paid or voluntary) and/or have the potential to have one to one contact with children, youth and vulnerable people” undergo a **Screening and Authority Request**. An integral part of this process is completing a Screening and Authority Request which includes a national criminal history check.

It is essential that this process is completed before authority is given to proceed with a designated role by the relevant council/body of the Church.

This **General Information Sheet** is provided to inform you of all relevant details to obtain your consent with your full understanding to enable the Uniting Church SA (as an accredited agency) to obtain a national criminal history check through the CrimTrac Agency. (For more information about CrimTrac see: [www.crimtrac.gov.au](http://www.crimtrac.gov.au))

This **Screening and Authority Request** is used by the Uniting Church SA as part of the assessment process to determine a person's suitability for volunteering or for a position of employment with the Uniting Church SA.

*Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions within the Uniting Church SA.*

Your **Personal Contact Details (Section 1)** are recorded and stored so a reminder may be sent to you prior to the expiry of your previous full check. This is in accordance with the policy of the Uniting Church SA for a complete screening check to be conducted at least once every three years.

If you verify that this information is correct, the General Secretary or his delegate will establish whether the information may have implications for the responsibilities of the role/position which you have stated on this request.

If the information is deemed **NOT TO BE RELEVANT** to the role/position, a letter of confirmation that this part of the screening process is complete will be sent to you.

If the reported information is deemed to have implications for your role, i.e. **IS RELEVANT** you will be given the option to proceed with the application or to withdraw.

If you choose to proceed, a conversation will be held with you, the General Secretary, your Minister (or whoever is providing pastoral support) and any other person that the General Secretary would deem necessary.

Two outcomes are possible:

- You may be informed that you can continue in limited areas or under supervision. A letter outlining the agreement will be sent to you from the General Secretary or his delegate.
- It may be decided that it is not appropriate for you to proceed with the application process. This will be confirmed in writing.

**Regardless of the decision, the Uniting Church SA is always concerned to provide continuing care for all. As a result the Uniting Church SA will be offering you ongoing support and the opportunity to follow through on any issues arising from this process.**

**If you feel that you have been unfairly dealt with during this process please address your concerns in writing to the Uniting Church SA's Duty of Care Officer, GPO Box 2145, Adelaide 5001.**

After reading this General Information Sheet, please complete the **Screening and Authority Request form** and return the **ORIGINAL** copy to: **Duty of Care Office, UCA SA Synod, GPO Box 2145, Adelaide 5001**  
*Please note a fax copy of the completed form CANNOT be accepted.*

*This General Information Sheet is effective from  
**January 2010***

If you wish to have your confirmation letter and reminder sent to another address, please complete the relevant section under the contact details (e.g. your church office/employing body).

The Church has a responsibility to inform the applicant when the national criminal history check raises any issues that are deemed relevant to ministry, volunteering and/or employment in the Uniting Church SA. In accordance with CrimTrac guidelines, no information reported in the applicants criminal history will be divulged to any person other than these Authorised Officers.

**Similarly, information released to the Church will not be shared with any other organisation outside of the Uniting Church.**

If you have any concerns, please contact the Duty of Care Officer, Uniting Church SA Office (08) 8227 0822.

#### **Uniting Church Privacy Statement:**

All the information provided by you is managed in accordance with the Uniting Church SA Privacy Policy and will be stored securely. It is only accessed by the delegated persons who are authorised by the General Secretary (*Authorised Officers*) to be responsible for the coordination of this screening process.

#### **National Criminal History Check:**

A national criminal history check is an integral part of the assessment of your suitability for your involvement as an employee or volunteer.

On the Screening an Authority Request form you are asked to disclose whether you are the subject of any criminal charges including traffic violations still pending before a Court, or whether you have been the subject of criminal or traffic convictions, findings of guilt before a Court. (Section 3. Disclosure)

If you have disclosed previous history the Uniting Church SA will only forward an affirmative indication, not the details, to the CrimTrac Agency.

Information extracted from this form will be forwarded to the CrimTrac Agency and other Australian police services<sup>1</sup> for checking action. By signing the form you are giving consent to these agencies:

- (a) disclosing criminal history information that pertains to you from their own records to the Uniting Church SA; and/or
- (b) accessing their records to obtain criminal history information that in turn will be disclosed to the Uniting Church SA.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

#### **Spent Convictions Schemes –**

**What does this mean to my disclosure of past criminal history?** (Section 3)

Child-related employment screening is being conducted around Australia for many years in an attempt to minimise the risk of harm to children from persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt of prescribed/specified offences) to employers and authorised screening organisations. In New South Wales, Victoria, Queensland and Western Australia child-related employment screening processes are governed by legislation.

South Australia **does not** have "spent" conviction legislation, but South Australia Police (SAPOL) has developed a policy based on the Spent Convictions provisions of the *Crimes Act 1914* (Commonwealth) and the State's Information Privacy Principles.

A conviction will be regarded as being "spent" or "inactive" and will not be released if:

- ❖ at the time of the offence being committed, the person was an adult (18 years or over) and 10 years have elapsed since the conviction of the offence, and no further convictions have been incurred; OR
- ❖ in the case of a person who was a child (under 18 years) at the time the offence was committed and 5 years have elapsed since the conviction of the offence, and no further convictions have been incurred; OR
- ❖ in the case of a conviction that has been quashed or set aside or a pardon was issued in respect to that conviction. The conviction will be disregarded from the date that it is quashed, set aside or a pardon issued.

If an individual re-offends within the above waiting period, all prior findings of guilt are released including juvenile convictions. Convictions recorded in other jurisdictions may be used to reactivate South Australian convictions. Convictions from other jurisdictions will be released in accordance with that jurisdiction's spent conviction/rehabilitation legislation/policies.

A serious conviction can never be regarded as "spent" or "inactive" and will always remain on an offender's criminal history unless quashed or

pardoned. A serious offence is one where the sentence imposed was a fine, bond, community service order or imprisonment for a period of not less than 30 months. Serious offences that cannot become "spent" or "inactive" only activate findings of guilt for the usual waiting period. "Spent" or "inactive" convictions are not released unless required by an Act, Registration Board, requested for court purposes, or the individual has largely unsupervised contact with vulnerable groups. Traffic offences under the Road Traffic Act are not considered for release unless they result in a prison sentence or suspended sentence.

SAPOL will release all "proven" court outcomes ("active" convictions, findings of guilt) and charges that have not been heard or finalised by a Court (pending matters are released with a warning stressing that they must not be regarded as "proven".) SAPOL will also release "inactive" and "not proven" court outcomes if the individual is employed or is being considered for employment/placement with vulnerable groups.

Relevant offences may include offences against a person, drug offences and some firearm offences. Relevant offences with an unproven result by reason of insanity or mental impairment may be considered for release in the interest of public safety.

#### **Other Australian police services**

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will be released in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

#### **Provision of False or Misleading Information**

You are required to certify that the personal information you have provided on the **Screening and Authority Request form** is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

*You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable.*

Each case will be assessed on its merits; hence, it is in your interests to provide full and frank details as per the instructions on the **Screening and Authority Request form**.

<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

# Screening & Authority Request form

To be completed in conjunction with the General Information Sheet

Please **PRINT CLEARLY in CAPITALS** the following details in **BLUE** ink.

*This information is stored and used in accordance with the UCA SA Synod Privacy Policy.*

Office use only:

First Name: \_\_\_\_\_ Other names: \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred First name: \_\_\_\_\_

**Previous names:** Including changes by Deed Poll (if more than two please supply details on separate sheet attached to this form) (Please circle)

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_ Maiden, Alias, Previous

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_ Maiden, Alias, Previous

**Gender:** (Please circle) Male / Female **Date of Birth:** Day \_\_\_\_\_ Month \_\_\_\_\_ Year 19 \_\_\_\_\_

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

**Current Residential Address:** \_\_\_\_\_

Town / Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Period of residence at current location; From: Month \_\_\_\_\_ / Year \_\_\_\_\_

**Please supply ALL PREVIOUS permanent residential addresses for the last 5 years if your current location is less than 5 years:** If any more than two please supply additional details on a separate piece of paper and attach to this form

**Address:** \_\_\_\_\_

Town / Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Period of residence; From: Month \_\_\_\_\_ / Year \_\_\_\_\_ to: Month \_\_\_\_\_ / Year \_\_\_\_\_

**Address:** \_\_\_\_\_

Town / Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Period of residence; From: Month \_\_\_\_\_ / Year \_\_\_\_\_ to: Month \_\_\_\_\_ / Year \_\_\_\_\_

**Correspondence Address:** (If this is the church address, please indicate your consent by initialling here: \_\_\_\_\_)

**Address:** \_\_\_\_\_

Town / Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Telephone Contact Details:** Please complete all relevant details

Private: \_\_\_\_\_ Is this number silent? Yes ☐ No ☐

Business: \_\_\_\_\_ Is this number silent? Yes ☐ No ☐

Mobile: \_\_\_\_\_ Is this number silent? Yes ☐ No ☐

What is your connection with the Uniting Church? (If a congregation please name) \_\_\_\_\_

Please describe what **tasks and responsibilities/position** you already have and/or may have in ministry, volunteering and/or employment in the Uniting Church. (eg Sunday School Teacher, Elder, Event volunteer, Position and employing body etc)

Will this involve driving people other than your immediate family as part of an activity of the Church? Yes ☐ No ☐

Are you currently receiving any regular remuneration (taxable income) from the Uniting Church? Yes ☐ No ☐

Please  
secure  
cheque  
here

**If Yes** Please make cheque payable to the **Uniting Church in Australia, SA Synod** to the amount of **\$35.00 (inc GST)**.

**If No** this means you are not receiving any regular remuneration/ income from the Uniting Church SA.

Please return this **ORIGINAL** completed form to:  
**Duty of Care Office, UCA SA,  
GPO Box 2145, Adelaide 5001**

**Your opportunity to disclose:**

(NB: details of any disclosable criminal history information are NOT recorded on any electronic database, only an affirmation that there has been one)

3a. Are you the subject of any criminal or traffic charges (not including parking infringements) that are still to be determined or finalised?

Yes ☐ No ☐

3b. Have you ever, in relation to any offence, had a conviction or finding of guilt without conviction recorded by any court of law?

Yes ☐ No ☐

If **"Yes"** to either question 3a or 3b, please **attach a separate sheet of paper**, stating the relevant details for:

1. Charge or Conviction. 2. Court Location. 3. Date next before court. 4. Any other relevant information.

**Consent to obtain personal information**

I, \_\_\_\_\_ hereby:

- Family Name (Current) \_\_\_\_\_ Given Name (Current) \_\_\_\_\_
- acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
  - understand that the position/entitlement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the Spent Convictions legislation and that "spent" convictions and findings of guilt relating to me of a type listed below will be released;  
**Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupation involving the care, instruction or supervision of vulnerable persons (including children, aged persons, and the disabled).**
  - have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
  - consent to the Uniting Church SA disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
  - consent to:
    - the CrimTrac Agency disclosing personal information about me to the Australian police services;
    - the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned; and
    - the CrimTrac Agency providing the information disclosed by the Australian police services to the Uniting Church SA in accordance with the laws of the Commonwealth; and
  - acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by the Uniting Church SA in assessing my suitability for the role of responsibility (for which I have indicated overleaf under **Section 2 Involvement**) for which I am applying;

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: The information you provide on this Form, and which the CrimTrac Agency provides to the Uniting Church SA on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.*

**A WITNESS IS REQUIRED TO VERIFY YOUR IDENTITY & COMPLETE THE FOLLOWING**

A witness can be (a) delegated representative of UNITING CHURCH IN AUSTRALIA (i.e. a Minister/Employee/Church Council member)

OR (b) Police Officer OR (c) Justice of the Peace OR (d) Public Notary

**Witness to complete: Please pay particular attention to the date of birth and correct spelling of name(s)**

**Please present identification to the value of 100 points or more**

**IF YOU HAVE A PASSPORT AND/OR A DRIVER'S LICENCE – THEY MUST BE LISTED HERE.**

**Documents worth 70 Points:**

Please record only **ONE** form of ID to be counted in total score.

☐ **International Travel Document (Passport)**

Private ☐ Government ☐ UN Refugee ☐

☐ **Citizenship Certificate**

☐ **Birth Certificate**

Document number (one of the above): \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Country / Place of Issue: \_\_\_\_\_

Documents worth additional points	Document Number	Date of Issue	State of Issue
40 Driver's/Firearms or Proof of Age		Not Applicable	
40 Student ID			
40 Centrelink Card			
40 Public Service Card			
25 Proof of Name Change (Deed poll / Marriage Certificate)			
<b>Please do not record details – just indicate sighted</b>			
40 Credit Card (only one) <input type="checkbox"/>			
25 Medicare Card <input type="checkbox"/>			

I, Witness Name (in full) \_\_\_\_\_

**have sighted and can verify that the Identification documentation presented to me pertains to the applicant for this Screening and Authority Request and achieves the requirement of 100 points or more in total.**

**I confirm the applicant's signature, date of birth and correct spelling of name are recorded correctly herewith.**

Witness signature: \_\_\_\_\_ Contact Ph (B/H): \_\_\_\_\_

Witness type: (a), (b), (c) or (d) plus relevant details \_\_\_\_\_ Date: \_\_\_\_\_