Queensland Government

Blue Card Services

Volunteer to Paid Employment Transfer

Working with Children (Risk Management and Screening) Act 2000

Valid for lodgement until 30 JUNE 2021

This form is to be completed where a volunteer applicant/blue card holder is proposing to undertake child-related activities in a paid capacity and needs to transfer from a current volunteer 'V' card to a paid 'P' card. 'V' card must not be expired.

Upon lodgement and processing of this form, a paid (P) card will be issued (provided there has been no change to eligibility) which can be used for any other child-related activity being provided (paid or unpaid).

All fields marked with ◢ MUST be completed or your application can not be processed.

◢ 1. Applicant's/cardholder's details

First name

Middle name

Last name

Date of birth

/ /

Place of birth

Current postal address

Suburb

State

Postcode

Telephone

( )

Email

Blue card number (*if known)*

TMR customer reference number (CRN)* (e.g. QLD driver licence or photo identification card number)

Name on blue card

***If your blue card does not have your photo on it, you will need to provide a certified copy of your original TMR document with this form**

2. Blue card activity details (if applicable)

Type of child-related work:

☐ Paid employee ☐ Job seeker (go to Part 3)

Organisation details

Name of organisation: Catholic Education Office - Townsville

Organisation ID number *(if known)*: 169342

Physical location: 2 Gardenia Avenue, Kirwan 4817

Postal address: PO Box 861

Suburb: Aitkenvale

State: Queensland

Postcode: 4814

Contact person's name: Alyn Cooper

Contact person's position: Staff Services Coordinator

Telephone: 07 4773 0919

Email: acooper@tsv.catholic.edu.au

Organisation declaration (to be signed by the organisation):

I declare:

- I am authorised by my organisation to perform the task of linking an applicant/cardholder to my organisation;
- I have taken reasonable steps to verify the applicant/cardholder's identity;
- the applicant/cardholder is aware a link will be initiated by my organisation;
- the applicant/cardholder is proposing to commence or continue in regulated employment with my organisation;
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/cardholder will be available in my organisation's portal account (if applicable);
- my organisation is entitled to have access to the applicant/cardholder's personal information and blue card outcome for the purposes of managing blue card obligations;
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so;
- I understand that it is an offence to employ, or continue to employ, a person who does not hold a blue card in regulated employment (unless an exception applies or the person is a registered teacher or police officer who has applied for or holds an exemption card);
- I understand that it is an offence to employ, or continue to employ a **disqualified person** or **negative notice holder** in regulated employment and that my organisation cannot employ a **restricted person** to work with children, even if an exception applies to their role (see page 4);
- the information I have provided is true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Organisation representative's signature

Name

Position

Type of child-related activity:

Information about categories of child-related employment and whether any exemptions apply is available from www.qld.gov.au/bluecard.
Please select the type of child-related activity to which the employment relates:

- ☐ Child accommodation services including home stays
- ☐ Child care services and similar employment (e.g. au pair, babysitter, nanny or adjunct care providers)
- ☐ Churches, clubs and associations

Education and care services and similar employment

- ☐ Staff member of an education and care or QEC service (e.g. long day care, outside school hours care, kindergarten, occasional care, limited hours care)*
- ☐ Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted)

- ☐ Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006)*
- ☐ Emergency services cadet program
- ☐ Health, counselling and support services (including disability services)
- ☐ Licensed care services
- ☐ Non-State Schools/independent school (other than registered teachers and parents)
- ☐ Paid private teaching, coaching or tutoring
- ☐ Qld State Schools (e.g. Teacher aides, volunteers)*
- ☐ Religious representatives
- ☐ Residential facilities
- ☐ School boarding houses
- ☐ School crossing supervisors
- ☐ Schools, other than EQ staff or volunteers (e.g. P&C, cleaner)
- ☐ Sport and active recreation

* If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.

3. Payment options

The application fee is GST exempt (under division 81 of the A New Tax System (Goods and Services Tax) Act 1999), non-refundable and subject to change.

A **$93.95** fee is required. Please select one of the following payment methods:

- ☐ **Cash or EFTPOS** (over the counter transaction only)
- ☐ **Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)
- ☐ **BPoint**—pay by credit card at www.qld.gov.au/bluecard

Receipt number

Date payment made / /

4. Declaration

I declare that:

- The details and identification documents provided are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I have read and understand the contents of this form;
- I understand that I must notify Blue Card Services if I change my name, contact details, or my child-related employment ends; and
- I understand and will comply with my obligations to notify Blue Card Services immediately if my police information changes.

Signature of applicant/cardholder

Date of signature

/ /

Next step

Applications may be lodged by one of the following methods:

Scan and upload
www.qld.gov.au/bluecard

By post
PO Box 12671, Brisbane George Street QLD 4003

In person
53 Albert Street, Brisbane QLD 4000

By fax
07 3035 5910

Important information

You can withdraw your consent to screening at any time before a decision is made.

Disqualified person

It is an offence for a disqualified person to make a blue card application.

A disqualified person is someone who:

- has been convicted* of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
  - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

*Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from www.qld.gov.au/bluecard or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

Negative notice

It is an offence for a negative notice holder to make a blue card application.

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the *Application to Cancel a Negative Notice* form.
For more information about the blue card system and your obligations go to www.qld.gov.au/bluecard.

Restricted person

It is an offence to employ, or continue to employ, a restricted person in restricted employment.

A restricted person is someone who:

- has been issued with a negative notice, or
- has a suspended blue card, or
- is a disqualified person, or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment

There are some exemptions which allow a person to work with children without a blue card, such as:

- volunteer parents,
- volunteers under the age of 18 years, or
- paid or unpaid staff who work in child-related employment for less than 7 days in a calendar year.

Restricted employment refers to the ability to rely on such exemptions to work without a blue card.
If an individual is a restricted person, the above exemptions **do not apply** and the individual cannot work with children.
For more information go to www.qld.gov.au/bluecard.

Police information

A change in police information includes:

- any charge or conviction for an offence (conviction means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred);
- the existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where the person is the subject of an application for a disqualification order (which is an order that prohibits a person from holding or applying for a blue/exemption card);
- where the person is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or a disqualification order; or a sexual offender order.

Privacy notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act).

Your personal information is being collected for the purpose of verifying your identity, processing and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

DJAG will disclose your personal information to organisations you work for, or expect to work for, or provide services to, including information about whether you have a current application for or hold a current blue/exemption card, the outcome of this application which may include its withdrawal or negative notice and if your blue/exemption card is subsequently suspended or cancelled.

DJAG will also disclose your personal information to courts, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), TMR and their card producer to produce your blue/exemption card, DJAG's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DJAG to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DJAG online services from outside Australia, where a service provider who provides services to DJAG has servers located outside Australia and in exceptional circumstances for card production purposes. Some email service providers store emails outside Australia. If yours does, then emails sent to you by DJAG will be stored outside Australia.

DJAG publishes confirmation about whether your blue card is valid.

DJAG may use electronic communication to provide information and to collect for research purposes.

DJAG manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.

Human Rights

Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.

Blue Card Services, Department of Justice and Attorney-General

PO Box 12671, Brisbane George Street QLD 4003

53 Albert Street, Brisbane QLD 4000

07 3211 6999 or 1800 113 611

Fax 07 3035 5910

www.qld.gov.au/bluecard