

Volunteer Information Kit



equal  health

East Timor

A life changing appointment

Volunteer Information Kit

East Timor

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Equal Health

Equal Health is an Australian not for profit, secular volunteer organisation that changes lives by providing free multi-disciplinary health care to people in need in developing countries, who would generally not have access to such services.

Equal Health changes lives. We bring sight to the blind, relief from dental pain and improved health through access to every day health services that most Australians take for granted.

Equal Health provides opportunities for short term meaningful and life changing travel experiences for Australian health professionals who volunteer their skills and services, to improve the health and lives of people living in overseas communities in need. We conduct annual aid camps over a two week period in East Timor and provide:

- general dental care;
- oral health education;
- education and mentorship to local dental personnel; and
- where appropriate, development and implementation of allied health programs.

In 2011 we begin a new phase of operations with the establishment of *Equal Health – East Timor*.

History

On 17 April 1999, a new organisation called Equal Health was created for the purpose of including a diverse number of health disciplines. Since the first camp in January 1997, annual camps have been conducted in India, several in Indonesia, one in Zimbabwe, one in Thailand and five in South Africa. Equal Health has also provided dental care and free spectacles for displaced Kosovars and East Timorese in camps around Australia and financially supported the repatriation of Balinese bomb victims. Aid is provided to people free of any cost.

The *Equal Health – East Timor* project was a new initiative in 2011. It is a work in progress and each trip that is undertaken will inform the future operations. Therefore, feedback from returning volunteers is essential and necessary to develop the project into a successful ongoing operation.

Equal Health Mission Statement

To facilitate Australian volunteers in the provision of free health care for communities in need, regardless of political or religious affiliation; with professionalism, integrity and cultural sensitivity.

Equal Health Values

In the provision of free health care for communities in need, Equal Health values:

- Professionalism
- Integrity
- Cultural sensitivity
- Ethical practice
- Honesty
- Commitment

Equal Health in its operations also values:

- Good governance
- Transparency and accountability
- Commitment
- Inclusivity

Overseas Volunteer Positions

Equal Health appoints volunteers to work in rural East Timor alongside personnel from Cooperativa Café Timor (CCT). Placements are short term and span a two week period. Placements are available to qualified:

- Dentists
- Dental Nurses/Assistants
- Dental Hygienists/Therapists

Volunteer Code of Ethics

1. Preliminaries

Equal Health Aid Workers agree to uphold the values of the Mission Statement and abide by this Code of Ethics.

2. Relations with communities in developing countries

- 2.1 Ensure total respect for existing cultural practices.
- 2.2 Consider the views, interests and concerns of those receiving aid care.
- 2.3 Understand the culture before arriving in the community.
- 2.4 All information recorded in the course of aid work must be treated with respect and sensitivity to cultural beliefs and values.
- 2.5 Uphold high standards of personal and professional integrity.
- 2.6 Avoid all discriminatory practices.
- 2.7 Do not exploit the recipients of the aid in any form whatsoever.
- 2.8 Be aware of not passing on sensitive information to third parties that may endanger the welfare of the people you are helping.
- 2.9 Seek feedback from the community.

3. Team members

- 3.1 Always serve as a team player.
- 3.2 Understand and comply with the rules of the organisation.
- 3.3 Respond to the directions and commands of the team leader.
- 3.4 Conduct yourself at all times in a professional manner.
- 3.5 Encourage the development of effective communication, understanding and co-operation between fellow team members.

Placement Details

When and how much?

Volunteers pay a donation to Equal Health of an amount that will vary depending upon the travel involved and the time spent in East Timor. Each trip will be individually costed. Equal Health will provide you with travel to and from East Timor, travel insurance, visas, transfers, food and accommodation during your assignment. The timing of the East Timor placements is open to negotiation, but generally will not happen during December, January or February due to climatic conditions and seasonal holidays in East Timor.

It is difficult to spend a lot of money in East Timor, especially in the regions you will be working. Around AUD \$300 should be more than adequate to cover drinks and extra meals etc; souvenir hunters will naturally need to increase this amount.

Equal Health pays for:

- travel to East Timor and back to Australia
- airport taxes
- visa
- travel insurance
- living and accommodation expenses while on placement

Volunteers are also responsible for:

- obtaining and paying for appropriate vaccinations
- their spending money
- indemnity insurance
- alcoholic drinks and some meals on non working days

Some of the funds you donate will be given to you in Dili on the first day of the trip:

- The cost of the visa upon entrance to East Timor, which is USD \$30, will be given to you upon arrival.
- Also, there will be funds available of USD \$300 for food shopping and other sundries while in the rural mountainous areas where there is limited/ no shopping available. You will be assisted in this shopping as to where and what supplies are best to purchase by the staff of the CCT.

Can I choose where I go?

Volunteers are directed as to where to work by the local workforce of CCT, depending upon which district they are scheduled to visit for that period.

Accommodation

The accommodation in East Timor is divided into the Dili Hotel and the District health facilities. The

hotels in Dili, where you will stay, are basic in Australian terms, but clean, secure and reasonably comfortable. In the field you will be provided with accommodation alongside the medical team at the central district facilities. The rooms have beds, there are shared bathroom facilities (western toilets are the norm) and the cooking facilities are again shared with the medical team. Typically the volunteer team of two will need to share a bedroom in most facilities.

Health risks and vaccinations

All volunteers must receive a health clearance from a General Practitioner prior to their placement being confirmed. Please find form enclosed. It is the responsibility of each volunteer to ensure they have had the appropriate vaccinations. Please check with your local GP or visit the Travel Doctor website www.tmvc.com.au to ensure you have the appropriate and up to date vaccinations for your destination.

Equal Health ensures all volunteers have adequate travel insurance if they need to be admitted to hospital or require medical emergency evacuation. Equal Health team leaders will organise access to hospitals and emergency evacuation if necessary.

Insurance

Travel insurance is an essential requirement for team members and is organised by Equal Health. If you have an existing travel insurance policy, it will need to be equal to or greater than the one Equal Health uses.

It would seem that the risk of being sued for malpractice in East Timor may be unlikely, however, you should contact your provider of professional indemnity insurance and inform them of the dates you will be working in East Timor. It is a requirement of Equal Health that your professional indemnity insurance is current. Equal Health accepts no responsibility for any action taken against you as a result of your work in East Timor.

Safety

Every country, including Australia, has its security issues. Equal Health does everything it can to ensure the safety of volunteers, by working with its partners and reviewing advice provided by the Australian Department of Foreign Affairs and Trade. Volunteer's safety is of paramount importance, and to date, Equal Health volunteers have experienced a remarkably safe time. Equal Health will not compromise the safety of team members beyond what is believed to be an acceptable risk. This means that your placement could be called off even at a minute's notice.

Volunteers can also improve their everyday personal security by being culturally aware, adhering to local social behaviours and generally being attuned to their environment. To further enhance safety, volunteers are briefed on risks relating to their placement prior to departure and are kept up to date during their placement. Volunteers who compromise their own safety and/or the safety of other team members will be immediately disqualified from their placement and asked to leave.

Perhaps the greatest threat to your safety while in East Timor is road travel. Although Equal Health uses reputable drivers and vehicles from CCT, the extremely poor condition of the roads outside of Dili reveals an obvious risk every time you travel.

Culture

It is Equal Health policy that no volunteer disputes another culture, custom, religion or political belief in any way while on a placement. Equal Health uses a multitude of in country partners ranging from political, governmental, not for profit and religious based organisations. Equal Health does not represent these organisations' views and beliefs in any way; however, volunteers are required to respect the beliefs of all partners.

The staff at the Café Cooperativa Timor currently includes:

- Marce Soares: Local Director, Clinic Café Timor
- Jakob: Dental Project Officer, Clinic Café Timor
- Joquina: Dental Nurse, Clinic Café Timor
- Dr Ross Brandon: Health Adviser, Cooperativa Café Timor

Interpreters

The interpreters provide a vital role in the work Equal Health does in East Timor. The languages you will encounter during the camp are Tetum (local language), Portugese, Indonesian and a very small amount of English.

Because of the language barriers you may find interaction with the interpreters sometimes frustrating. When this happens you must remember to be tolerant, after all, you are the visitor.

Clothing

Jeans for volunteers are acceptable, however, lighter material is more suitable considering the climate on the coast. Volunteers should wear clothing that goes down to the ankles and loose fitting tops with at least mid length sleeves. It is also advisable to wear light coloured clothing that covers the arms in the evening to lessen the risk of mosquito bites. Volunteers will require some warmer clothing for their placement in the rural districts as it can be cold in the evenings.

Food

CCT medical personnel will do the cooking while in the field. East Timorese food is not especially spicy and often lacks great variety. Local food, while plain, will be plentiful and safe. The cooking is generally done by the CCT staff when out in the field as a community effort in the evenings.

Volunteering

Placements span a two week period. Such short term placements are unique to Equal Health and enable health professionals who are unable to participate in long term placements the opportunity to contribute and share their knowledge and skills.

Equal Health works closely with host organisations on logistical issues and security of the team.

****It is essential that all volunteers complete the **entire** duration of their placement. This means that if you are planning on doing any further travel, please ensure that you arrange to leave once the placement is complete.****

Can I take my partner and children?

Occasionally there are opportunities for couples to volunteer together, however both partners need to have the appropriate qualifications. Equal Health endeavours to place couples at the same location, but this cannot be guaranteed. If you and your partner wish to volunteer together you must inform Equal Health when completing your application or contact an Equal Health representative to advise of this.

Equal Health is unable to cater for children on volunteer placements.

Alcohol and other drugs

It is strict Equal Health policy that alcohol is not permitted on the premises of our host organisations. Do not bring alcohol with you to East Timor as there is ample opportunity for alcohol consumption (at your own cost) whilst on excursions and outings. Volunteers who breach this policy will have their placement terminated immediately and asked to leave the team.

Taking or carrying of illicit drugs (and prescription drugs other than those for personal use) will invoke an immediate disqualification from the team. Equal Health relinquishes responsibility for a team member that has been disqualified from the team for taking or carrying illicit drugs. Your placement will be terminated immediately.

IT IS IMPORTANT THAT YOU DO NOT CARRY NARCOTICS OF ANY DESCRIPTION INTO ANOTHER COUNTRY, REGARDLESS OF WHETHER IT IS INTENDED FOR YOUR OWN USE OR TO USE IN AID WORK.

Smoking is not permitted on the premises of any of Equal Health's host organisations and it is recommended that if you are a smoker, you refrain from smoking while in the field.

Withdrawal from placements

Volunteers wishing to withdraw from a placement must provide sufficient notice. Volunteers are responsible for any deposits forfeited as a result of their withdrawal.

Registration

All attempts are made and will continue to be made to register volunteers with the appropriate Health Profession Boards in host countries. Equal Health has been successful in gaining temporary registration for its volunteers, however, this cannot be guaranteed for every placement. The registration process in East Timor involves CCT representing our volunteer's qualifications and registration to the East Timorese government.

Volunteer skills required

All volunteers must be qualified in their profession, however, successful volunteers possess more than their professional skills. They require a unique set of interpersonal skills to meet the challenges presented by a new culture and challenging work environment. Some of these additional attributes that contribute to being a successful volunteer include:

- maintaining a positive mental attitude
- understanding your own strengths and weaknesses
- adaptability and flexibility
- ability to embrace change
- excellent communication skills
- problem solving capabilities
- open to new cultures and experiences
- ability to extend out of your comfort zone
- being a team player

Positive mental attitude

The work that Equal Health performs in East Timor is not easy and the conditions are far from luxurious. It is essential to maintain a positive mental attitude for the entire time. For some, the cultural difference in rural East Timor is difficult to adjust to and understand, especially for those new to travel. There are many great lessons to learn from another culture and it would be a shame if they were missed.

The camaraderie that rapidly develops between volunteers and the people they work with provides the opportunity for many memorable moments during your assignment. You will find several emotions are experienced and this includes a great deal of laughter. Having fun is an essential element of your placement. The experience of this adventure will return something very special that can't be explained, only experienced, and is even more enjoyable when shared among a unified group of people.

Checks

Equal Health has a duty of care to its volunteers and aid recipients. The organisation does all that is reasonable to avoid harm to its volunteers and aid recipients. Volunteers will be working with a cross section of people within communities, including children and vulnerable people. Consequently, it is a requirement that all Equal Health volunteers undergo the following checks prior to their placements being confirmed (forms are enclosed):

- National Police Check
- 100 Point Identification Check
- Medical check

Police checks are organised by Equal Health on receipt of your application forms. You need to organise your medical clearance (form enclosed) and forward it to Equal Health with your application.

All information is confidential. Equal Health complies with the National Privacy Principles (Commonwealth Privacy Act 1988).

Selection process

Equal Health uses a systematic selection process based on merit and is guided by the Australian Equal Opportunities Act.

The interview

Short listed applicants will be interviewed either by phone or in person. In the case of the *Equal Health – East Timor* project, most of the process is done by email.

Get ready

Successful applicants will be notified by phone or email. Equal Health will organise your visa, travel insurance, air travel and accommodation. You will need to organise your vaccinations. You will receive additional information and a volunteer handbook.

Pre departure briefings

Perth based volunteers are required to attend a pre departure briefing held in Perth in the month before the trip. The pre departure briefing covers issues such as:

- Cross cultural communication
- Understanding society and culture in your destination
- Personal security and risk management
- Personal health and well being
- Roles and responsibilities of volunteering
- Working and living environment, and conditions

Naturally, most of the volunteers are not from Perth, so the phone and email can be well utilised to cover all the issues above.

How to apply – application checklist

Once you have read **all** the information in this Volunteer Information Kit, lodge your application by sending the following forms to **Equal Health Volunteer Application, 11 East Parade, East Perth 6004**:

- Application Form
- Provide two referees (new volunteers only)
- Curriculum Vitae (maximum of two pages – new volunteers only)

After your application has been confirmed and a date has been determined, finalise your application by providing the following forms:

- National Police Check
- Copy of Working with Children Check card (if currently have one)
- 100 Point Identification Check **
- Medical Check
- Certified copy of Qualifications (Dentists, Dental Therapists and Dental Hygienists only)
- Certified current registration from the appropriate Dental Board
- Membership application form (for non Equal Health members)

** Copy of passport, driver's licence and Medicare card if not travelling on an Australian passport.

Applications will not be confirmed unless **all** of the above documentation is provided. Please send your application to **Equal Health Volunteer Application, 11 East Parade, East Perth 6004**.

A Volunteer's Experience

A typical arrangement when in the field is at the Malabe clinic and the following details describe the experience of one of Equal Health's volunteers in 2011:

"Jakob, Joquina and I headed off to Malabe Clinic, this took approximately three to four hours with a few stops for obstacles (fallen tree, cows) along the way. The road was rough and hilly but Jakob was a good driver; he handled the five seater, four wheel drive Toyota ute well. We arrived in Malabe Clinic in the afternoon; I met a few other people that lived and worked there. From what I understand, one man was a security guard/house keeper, one man was a maintenance person, one man was the clinic supervisor and a lovely 22 year old woman was a medical/dental/health assistant.



Malabe Clinic consisted of one room for dental, with a dental chair and medical exam table, another room for medical consult, a room for medicine dispensing and the reception area, but patients usually wait outside on the benches. The back of the house is accommodation and a dining area with an outdoor cooking area. There was a generator for electricity, which was turned on at about 6.00pm or during the day when the clinic was in operation and required lighting. My room was comfortable and relatively clean, private and secure. There was limited water and no shower or hot water.

The mountain air was fresh and the atmosphere very peaceful. I much preferred it here in the mountain than down in Dili where it was hotter and dusty. The night was much colder than I expected."

The same volunteer gives a flavour of what to expect during a working week in the mountains:

"We started seeing patients for treatment the day after. The first day was incredibly busy; I was told we saw about 125 patients that day between Joquina and I! Joquina had the dental chair and I had the 'medical exam table', we shared the same room. I stood the whole day and used the stepping stool when required to get a better work position and vision. Later on I sat down for a few minutes between patients when writing clinical notes to rest my legs. The generator broke down so we didn't have electricity in the morning just natural sun light. Luckily it was fixed and we had light back on in the afternoon. We really could only do what we could with the instruments and materials we had. We only had hand instruments such as a plastic handle 'disposable' mirror, double-ended explorer and perio probes, flat plastics, ball burnishers, carvers, spoon excavators, mixing spatulas, extraction forceps and couplans and LA



syringes. We were limited to Fuji IX GIC powder and liquid hand mix type, IRM (powder and liquid type), cotton balls, cotton rolls, gauze, LA Lignocaine, Mepivacaine, Articaine (1.7 ml cartridge not the usual 2.2ml), topical LA, Vaseline as GIC varnish, Sodium Fluoride 5% varnish (Colgate Prevident) similar to Duraphat Fluoride, powdered latex gloves and ear loop masks. We had no handpieces, no triplex syringe, no scaler, no suction, and no x-ray facility. We really could just do only basic dentistry such as restorative for open carious cavity with spoon excavator and Fuji IX. Fuji IX powder and liquid hand mix type was really easy to use and adapted really well. Early lesions we applied fluoride varnish. Grossly carious teeth with just roots left were common and were extracted where we could. Those teeth that required x-ray and surgical extractions (e.g. wisdom teeth) Joquina told the patient to go to the hospital in Dili for an x-ray and follow up treatment there or leave it for six months, and the patient was given Amoxil, Ibuprofen and vitamin C to take home. Some patients had pulp exposed grossly carious teeth, but no pain, so they wanted to leave as is and didn't want a temp filling or exo; unfortunately root canal therapy was not an option. The patients were exceptionally good, they tolerated dental treatment very well, especially children – they were very brave, not one child cried. And above all, they were so very grateful for our services. Joquina worked independently on her own; she's more like a 'dentist' than 'dental nurse'. She did screening, fillings, extractions, hand-scaling with spoon excavator, and she also was in charge of sterilising the instruments. Jakob helped with mixing the Fuji IX and translation. The patients often spat into a bucket. When we ran out of instruments, they were 'reprocessed' by soaking in a 'Domestos-like' solution and then soaking further in 70% alcohol, even the 'disposable' plastic mouth mirrors and probes were reprocessed like above. Some of the patients were new, they just turned up on the day and were not at the initial screening.



Jackob, Joquina, the supervisor and I went back to Dili on Friday afternoon and spent the weekend in Dili. Saturday morning in Dili's clinic we prepared for next week's trip to Lauana. Joquina packed the metal instruments into the pouches (about 20 pouches or so) with a few instruments (three or four) in each pouch and put them all into the autoclave in one go, with the pouches stacked one on top of the other. It was a medium-sized dry heat autoclave, and the temperature dialled to 170 degrees Celsius. There was only one autoclave in function; it was used for both medical and dental instruments. When the autoclave reached 170 degrees, Joquina took out the packs and put them into a container.

The week after, Jackob, Joquina and I headed to Lauana Clinic after shopping for food supplies on Monday morning. We stayed in Lauana Clinic until Friday. We did school screening and treatment for the children and locals in the Lauana area. Lauana Clinic's set up was similar to that in Malabe, except it was bigger in size. Joquina commanded a lot of respect with her patients and other staff; she was good at her work and worked independently. A lot of extraction was done mainly due to gross decay and pulp exposure and associated pain. Interproximal caries were hard to restore with Fuji IX powder liquid hand mix type and there was only clear matrix band available, also caries removal in the interproximal area was more difficult with just a hand instrument. Most of the children had pits and fissure caries, not much free surface caries or interproximal caries. It was interesting to see that there were three

children with supernumerary 12(22) present palatally. We saw children mostly ranging from 5 to 18 years old and some local adults and a few of the CCT staff that worked there. We usually started work later than planned, about 9.30am to 10.00 am and finished about 5.00pm to 6.00pm with one to two hours break for lunch, although one night we didn't finish until about 8.00pm. We ran out of small size gloves, which Joquina and I used, so in the end we used medium size instead, which was challenging to get a good grip. We nearly ran out of Fuji IX as well. On the second last day in Lauana, Joquina did paper work and a report about the past two weeks of work that we did. I was told that between Joquina and I, in the last two weeks between Malabe Clinic and Lauana Clinic, we saw over 400 patients for treatment, approximately 300 in Lauana and 100 in Malabe, and this was not including school screening patients.

On the last Friday we were supposed to work in the morning but Jakob said there was a festival in the village and there wouldn't be any patients coming, so we left early for Dili. That evening Marci (health manager) and Lukas (CCT financial manager) had a farewell dinner with Jakob, Joquina and me at a nice restaurant. Marci thanked me and gave me a 'Tais' and later on CCT ground coffee as a gift; it was very nice of them.

I had a relaxing day on the last Saturday in Dili and went home Sunday morning."

Equal Health Contact Details

For further information please refer to the [Equal Health website](#) or contact us:

Contact: Secretariat, Patrick Trichardt

Phone: +61 0411 345 906

Email: info@equalhealth.org.au

Fax: + 61 8 9244 4436

Postal Address: PO Box 445 Karrinyup WA Australia 6921

Physical Address: 1st Floor, 1008 Wellington Street, West Perth WA 6005

OR c/- Vision West, Northcourt Building, Karrinyup Shopping Centre, Karrinyup WA 6018

Website: www.equalhealth.org.au



Application Form

Surname **Given Names**
 (Names as shown in your passport)

Preferred Name / Known as: **DOB**

Address

Postcode

Phone Home () **Work** () **Fax** ()

Email Address **Mobile**

Occupation

Previous Aid Work Experience (*New team members only*)

Curriculum Vitae (*New team members only*) – **Maximum of 2 pages** (*Please attach*)

What is your reason for participating on an Equal Health aid camp in East Timor? (*500 word limit*) (*New team members only*)

.....

Referees (*New team members only*)

Name	Position	Contact
1.
2.

How did you hear about Equal Health?

Payments (to be forwarded with your application)

All Equal Health volunteers are required to become members in order to participate in the camps.

Membership *(Please tick)*

Financial member (annual fee) AUD \$50.00
or
 Life time member (optional) AUD \$500.00

Donation *(Please tick)*

Deposit for East Timor AUD \$500.00
or
 Full donation for East Timor AUD \$TBA

Payment Options

Cheque: *(Made payable to: Equal Health) :*

or

Direct Transfer to the Equal Health Bank Account:

MEMBERSHIP

**BSB: 805 022 Account No. 01330499
 Account Name: *Equal Health-Membership*
 Reference: Your full name

DONATION

**BSB: 805 022 Account No. 01361047
 Account Name: *Equal Health-Donation*
 Reference: Your full name

****Please note that membership and donations are deposited into two different bank accounts as memberships are not tax deductible whereas donations are.**

OR

Credit Card *(Please tick card type)*

VISA	MasterCard	Bankcard
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Card Number: _____ Expiry date: _____ CSV: _____

Name on card: _____

Amount: AUD _____

Signature: _____

I understand that this application will be assessed at the first Management Committee meeting following its receipt, and should my application be unsuccessful, the application fee will be returned to me in full. All information provided is confidential and complies with the National Privacy Principles (Commonwealth Privacy Act 1988)

Signed: _____

Date: _____

100 Point Identification Check

The following 100 Point Identification Check is based on the *Financial Transactions Reports Regulations (1990)*. Please provide copies of documents totalling 100 points. Applications will not be processed without 100 identification points.

IDENTIFICATION	POINTS	TICK
Passport	70	
Citizenship Certificate	70	
Birth Certificate	70	
Drivers Licence	40	
Letter from employer (within last 2 years confirming your name and address)	35	
Rates notice	35	
Credit / debit cards	25	
Medicare card	25	
Total		

Medical check

Have your doctor complete and sign the Medical Check form and return it signed with your application. Please note that applications will not be processed without your signed Medical Check form. All information provided to Equal Health is confidential and in accordance with the National Privacy Principles (Commonwealth Privacy Act 1988).

Dear Doctor

I
 (Name of applicant)

have applied to undertake a volunteer placement with Equal Health in East Timor. The work involves long days in crowded and hot humid conditions and the physical demands require lifting suitcases, long journeys on extremely rough roads and short walks on occasional hilly terrain. The work is in isolated areas and medical help can be up to three hours or more away. The emotional demands can be quite challenging.

Please give your opinion on my ability to serve under these conditions.

Comments by treating doctor

Please advise Equal Health of the following in relation to my health

Dietary restrictions

Physical/mental disabilities

Health problems

Reliance on medication

Allergies to medication

Doctor's Name Phone

Address

Signature Date

I
 (Name of applicant)

consent to my above named practitioner providing Equal Health with the above information.

Applicant's signature Date

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Part A: Personal Details (To be completed by volunteer) (See page 2 for instructions for completing this form and further information)

SURNAME: _____

GIVEN NAMES: _____

PREVIOUS, MAIDEN OR ALTERNATIVE NAMES: _____

DATE OF BIRTH: _____

MOTOR DRIVERS LICENCE NUMBER: _____ STATE OF ISSUE: _____
(If applicable)

HAS A WORKING WITH CHILDREN CARD APPLICATION BEEN SUBMITTED? YES/NO

Working with Children Application Number	_____
--	-------

Part B: Statement of Consent and Indemnity (To be signed by volunteer)

I consent to a check of the records of all Australian Police jurisdictions and to the acknowledgement of the existence of any court outcomes and/or pending charges being provided to an approved volunteer group.

In consideration of WA Police releasing an acknowledgment of any court outcomes or pending charges, under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

VOLUNTEER'S SIGNATURE _____ **DATE** _____

Part C Checklist (To be completed by representative of volunteer group)

Volunteer's personal identification checked	YES
--	------------

Working with Children Application Sighted if applicable	YES
--	------------

I, being a representative of the following volunteer group, request a Volunteer Police Check and confirmation as to whether the above named volunteer has any court outcomes and/or pending charges.

The individual's proof of identity has been checked and I confirm that the individual volunteer is in fact the person named in this form.

Any information received will be treated confidentially and used for the sole purpose of screening volunteers. This information will not be released to any third party.

I confirm that the above named will be conducting volunteer work within the set criteria for this scheme.

NAME OF VOLUNTEER GROUP _____

REPRESENTATIVE'S NAME AND SIGNATURE _____

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Instructions for completing page 1 of this form

Volunteers - please ensure that you:

- Write in ink, use BLOCK LETTERS and complete all sections of Part A (Personal Details).
- Sign and date Part B (Consent and Indemnity) on page 1 of this form
- Do not alter or delete the wording on the form in any way

Representative of Volunteer Group - please ensure that you:

- Complete Part C (checklist and certificate)
- Ensure suitable Proof of Identity is produced and the details on Part A (Personal Details) are completed correctly
- Retain this completed form in a secure place for a period of 2 years, as WA Police may audit any volunteers checks conducted.

Proof of Identity

Primary Identification, includes

One or more of the following documents must be produced as proof of identity by the applicant:

- Previous or current Australian driver's licence with a photograph
- Australian Passport (not expired by more than 2 years)
- Current overseas Passport
- Birth Certificate or Extract of Birth (support document must also be produced if birth name has changed by marriage or deed poll)
- Visa or Immigration document
- Australian Document of Identity
- Australian Citizenship Papers

Secondary Identification

Where only one type of Primary Identification is produced, a second form of Identification must also be produced, which may include:

- ATM access card issued by a financial institution
- Credit card (i.e. Visa, American Express, Diners, Bankcard etc.)
- Pension card issued by Veteran Affairs or Centre Link

What Is A Volunteer National Police Check

Western Australia

The criminal records database used by WA Police contains court outcome and charge information resulting from investigations initiated by police. Many offences are investigated and prosecuted by non-police agencies. The details of court outcomes and pending charges resulting from these investigations may not be included in the screening process. The release of certain court outcomes (eg. spent convictions) and pending charge information is restricted by legislation. Such information will not be acknowledged in the reply to the volunteer group.

Other Australian Police Jurisdictions

Where a police record with another Australian police jurisdiction has been identified, any relevant legislation and release policy governing that police jurisdiction will be applied before it is acknowledged. Under various sections of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular reason, to not disclose certain court outcomes and pending charges. Such court outcomes and pending charges will not be acknowledged, providing this is in accordance with relevant legislation or release policy. If further information is required in relation to the legislation and release policies of any police jurisdiction, please contact that individual police jurisdiction directly.

The CrimTrac Agency

WA Police will utilise the services provided by the Commonwealth CrimTrac Agency to search and collate records held by other Australian police jurisdictions.