

Circular

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| Title: Blue Card System Update |
| Document ID: 102.07.18 |
| Department: Membership Development/ Admin & Compliance |
| Audience: Club/ Branch Administrators/ Registrars; All Staff |
| Summary: This Circular will outline the changes to the Blue Card Processing and includes information on how to access NEW forms from the Members Portal. |
| Date: 2 July 2018 |

On 1 July 2018, Blue Card Services released the new Blue Card applications and associated forms. Surf Life Saving Club / Branch Administrators must read and implement the following changes.

The key information regarding the changes:

- Applications on the obsolete forms, received by Blue Card Services prior to 1 July 2018 will be processed as usual
- Only the new forms are to be used as of 1 July 2018
- All forms must be sent to SLSQ **do not** send forms directly to Blue Card Services
- To ensure the effective processing of all forms, they must be completed and returned via SLSQ using:
 1. post – PO Box 3747, SOUTH BRISBANE QLD 4101; or
 2. email - bluecards@lifesaving.com.au
- Blue cards for paid employees are valid for three years and the prescribed application fee is now \$90.25 (a slight increase)
- Replacement Card fee is \$13.65

The following **new** Blue Card forms are now available on the Members Portal:

- *Blue card application (BC) form* – for new application or renewals, volunteer or paid persons
- *Exemption card application (E) form* – for registered teachers and police officers
- *Link an applicant/ cardholder to this organisation*– for those holding an existing card and coming into SLS with this listed through another organisation
- *Volunteer to paid employee transfer form* – for those transferring from a volunteer to a paid role
- *Identification Verification by a Prescribed Person form* - where Organisation/Employer cannot sight ID due to distance and mobility limitations
- *Card notice letter lost or stolen form* – where a blue/ exemption card has been lost or stolen and a replacement card is required (\$13.65)
- *Change in Police Information Notification (CH) form* – to advise the Blue Card Services where an applicant/ cardholder has had a change in their police information.

Note – Do **not** use the blank downloaded forms from the Blue Card services website. Clubs **must** only use forms obtained from the members' portal, as they have been customised specifically for SLSQ use. (*click through form acceptance, see below instructions*)

To download these forms please follow these instructions:

- Go to the Members Portal <https://portal.sls.com.au> and sign in or create an account
- Click on the 'Library' tab
- In the 'Member and Club Development' folder open the 'Member Protection' folder
- Open the 'QLD' folder
- Click on the required forms as above, and download.

Once downloaded:

- Please ensure that you are distributing and using the correct forms, this will ensure this process remains seamless for new & renewal members.
- Please also be advised any unused Blue Card forms valid until 30 June 2018 on hand **must** be destroyed immediately.
- Replace outdated Blue Card forms in the Patrol Operations Manual with the 2019 forms.

Surf Life Saving Queensland

18 Manning Street t. +61 7 3846 8000
 South Brisbane QLD 4101 f. +61 7 3846 8008
 PO Box 3747 w. lifesaving.com.au
 South Brisbane QLD 4101 ABN 27 360 485 381

Online click through form:

Members can also complete the click through form which can be populated online, downloaded and printed.

The online option purely concerns **how the Blue Card Application form is populated before being printed**. It is still a requirement that the printed form, regardless of how it is populated, be presented to the Club Administrator or designated officer, for verifying the applicant's identification.

Which forms are available as an online click-through to complete?

The online method of preparing your application can be used to complete the following forms:

- Blue Card (BC)
- Blue Card Business (BCB)
- Exemption (E)
- Exemption Business (EB)

Additional steps required when choosing the online click-through form

At this stage, the new form does not have the functionality to pre-fill or save SLSQ's organisational details. In order for a Surf Life Saving member or staff to complete the online process, they will need to input the details below into the click-through form before downloading and printing the form:

To start a online click-through form [click here to begin your blue card application form](#)

When asked to select the relevant child-related activity you are performing, **select Churches, clubs and associations (option 3)**.

Applicants are required to input the following details when completing the 'Organisation Details' section on the online form:

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|----------------------------------|--|
| <i>Name of organisation</i> | Surf Life Saving Queensland |
| <i>Organisation ID number</i> | 85968 |
| <i>Organisation address</i> | 18 Manning St |
| <i>Town, city or suburb</i> | South Brisbane |
| <i>State</i> | QLD |
| <i>Postcode</i> | 4101 |
| <i>Country</i> | Australia |
| <i>Contact person's name</i> | Mr John Brennan |
| <i>Contact person's position</i> | Chief Executive Officer |
| <i>Contact person's phone</i> | 07 3846 8000 |
| <i>Contact person's email</i> | jbrennan@lifesaving.com.au |

Compliance

An important reminder, that all clubs/ branches **must** lodge the name/s and example signature/s of the organisation's Authorised Persons administering a *Blue Card Application (BC New/Renewal)* and other Blue Card Services forms with SLSQ.

If your organisation's authorised person has changed recently please advise Natalie Edwards, as per contact details below, otherwise applications will be sent back.

Please note that - *Section 14 Applicant's Declaration* must be signed and dated by the applicant in front of the authorised person. Further, the organisation's authorised person is required to:

- personally sight the applicant's personal identity documents or copies of identification listed in *Part E. Proof of Identity* Section (unless the organisation has delegated this responsibility to a *prescribed person* and have attached to the *Blue Card Application* the form *Identification verification by a prescribed person* to support this); **and**

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b) complete, sign and date *Part F – Organisation declaration*.

Both signing dates, (the applicant's and the organisation's responsible person's), should be the same date or with the organisation's date of signing being after the application's date of signing. This rule applies for any Blue Card form lodged.

For further assistance and complete guidelines, refer to the attached:

- *Procedure – Screening Checklist for Organisation's Authorised Person/s*, and
- *Blue Card Scenarios Factsheet* - For examples of which form to use for common SLS scenarios.

More information:

Blue card information is accessible via the Blue Card Services website: <http://www.bluecard.qld.gov.au/> (refresh your browser if you have visited this site previously).

Any questions, please contact – Natalie Edwards, Administration and Compliance Administration Assistant at bluecards@lifesaving.com.au or 07 3846 8000.