

Now that the Synod offices have moved to Wesley Place, all **Working With Children Check (WWCC) cardholders in Victoria** will need to **update their Organisation Details** with the NEW Synod address.

The simplest way to do this is via Service Victoria

<https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details>

In summary, all that is required, is to:-

1. REMOVE the current entry that contains the Synod's OLD address (130 Little Collins Street)

It might look something like this:

Uniting Church in Australia, Synod of Victoria and Tasmania 130 Little Collins Street, MELBOURNE, VIC 3000. 03 9251 5200	← Synod's OLD address ← Synod's OLD phone number
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OR

Paradise Gardens Uniting Church 130 Little Collins Street, MELBOURNE, VIC 3000. 03 9251 5200	← Name of your congregation ← Synod's OLD address ← Synod's OLD phone number
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2. ADD an entry that will look like:-

Paradise Gardens Uniting Church Level 2, 130 Lonsdale Street, MELBOURNE, VIC 3000. 03 9116 1400	← Name of your congregation ← Synod's NEW address ← Synod's NEW phone number
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And that's it. The Culture of Safety Unit will receive confirmation from WWCC Victoria.

While you're here though, why not **check that you also have a separate Organisation entry for your Home congregation**. If you haven't already done so,

ADD an entry that will look like :-

Paradise Gardens Uniting Church 42 Fisherman's Way, MARINA QUAY, VIC 3nnn. 03 9nnn nnnn	← Name of your congregation ← Your congregation address ← Your congregation phone number
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And your congregation WWCC Administrator will receive a copy of your WWCC Victoria letter. A scan or photo of this letter is then uploaded to your WWCC profile on our Synod database via our UCA portal.

Your WWCC Admin has access privileges permitting them to view and maintain your congregation's WWCC cardholder list.

VIT registered teachers, will simply need to **update their Organisation Details** with the NEW Synod phone number, 03 9116 1400. Visit the Teacher Notification page at Service Victoria <https://service.vic.gov.au/services/teachers-notifications/> The Culture of Safety Unit will receive a confirmation email.

And also confirm registration of their Home congregation as a separate Organisation entry. Your congregation WWCC Admin will receive notification and will create a VITnnnnnn profile on our Synod Database via our UCA portal. Your VITnnnnnn profile will appear alongside the WWCC cardholder entries in your congregation's WWCC cardholder list.