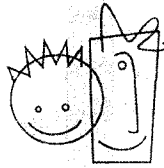


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nsw commission for
children & young people

7th August 2000

Mr John Mays
Business Manager
Hillsong City Church
188 Young Street
Waterloo NSW 2017

Dear Mr Mays

Thank you for registering for the Working With Children Check with the Commission for Children and Young People.

The Hillsong City Church has now been registered as an employment screening client of the Commission. For future reference, your Employer Identification Number is: 7296

All Working With Children Check requests must be forwarded to the Commission using the Working With Children Check Request Form (Attachment 6 in the *Guidelines for Employers*). These forms are to be faxed to the Commission on (02) 9286 7201.

It is essential that you obtain Consent Forms from any person you intend to check prior to submitting their name to the Commission request for screening.

A revised Consent Form, replacing the one contained within the Working With Children Check Guidelines for Employers, is attached. When seeking consent to check people in the future, this form must be used and retained by your organisation.

It is important to remember that any completed relevant disciplinary proceedings must be reported to the Commission. In addition, you have until 31 October to provide details to the Commission of employees against whom relevant disciplinary proceedings have been completed within the 5 years prior to the commencement of the employment screening legislation, ie; 3 July, 2000.

Should you have any enquiries in relation to the Working With Children Check process please contact Grant Marley, Manager, Employment Screening on 9286 7205.

Yours sincerely

Peta Lucas
Coordinator, Employment Screening