



**The Right Reverend Stuart Robinson  
Diocesan Bishop**

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Dear Colleague

**RENEWAL OF YOUR AUTHORITY TO OFFICIATE LICENCE 2016/2017**

Thank you for the service you have provided to the Diocese over the past three years while holding an Authority to Officiate (ATO) licence. Your contributions are greatly valued and appreciated and I would like to have them continue.

Your ATO will expire over the next few months and I write to ask if you would like to have it renewed?

YES (        )

NO (        )

Signature.....Name.....

**IF NO** *please return this form to the Bishop's Office at the postal address below.*

**IF YES** to assist in fulfilling our State and Territory compliance requirements and ensuring we keep, and are seen to keep, all people and ministry safer, I would appreciate you completing the following:

**1.** Please complete a new **Safe Ministry Questionnaire** (*copy attached*) and return it to the Safe Ministry Unit at the address specified on the Questionnaire.

**2.** Please provide the **Date of the most recent Safe Ministry Training Course you have attended** *noting that a Full or Refresher Course has to be completed every 3 years:*  
...../...../20.....

**3a.** For those working in **NSW** please provide your current **Working With Children Check (WWCC)** Number ..... Expiry Date...../...../20.....  
Your Date of Birth...../...../20.....

*(NB: We need this information to verify your WWCC number for NSW Kids Guardian compliance requirements you and we must meet every 5 years.)*

**OR**

**3b.** For those working in the **ACT** please provide a **photocopy of your current Working With Vulnerable People Card (WWVP)** showing your number and its expiry date.

*(NB. We need this information for ACT Office of Regulatory Services compliance requirements you and we must meet every 3 years).*

**PLEASE RETURN THIS COMPLETED FORM TO:**

*Bev Forbes, Bishop's Executive Officer. Bishop's Office. GPO Box 1981, CANBERRA ACT 2601*

Thank you for your assistance with these important matters.

The Right Reverend Stuart Robinson // Bishop of Canberra & Goulburn // 25 August 2016