



# How to renew an Ochre Card\*

\*Working with Children clearance for Northern Territory (NT)

## Notification of clearance expiry

At 60 days before the expiry of the clearance, a reminder notification is sent through Workday to the employee, their supervisor, and the Employment Services team.

SAFE NT will also send a reminder email\* to the employee, 60 days before expiry. The email will contain the Renewal Reference required to initiate the renewal.

At this stage, the employee initiates the renewal with SAFE NT and emails confirmation to Employment Services - [employment@flinders.edu.au](mailto:employment@flinders.edu.au).

NB. If the manager believes the position is no longer deemed *prescribed* per [Flinders University Child Safe Environment Policy](#), they must contact their [local P&C team](#) to discuss it.

\*Please check the spam folder. SAFE NT only issues the email on business days, not weekends or public holidays.

## Fee reimbursement

The employee will submit a [Service One](#) request to seek reimbursement of the fee associated with the renewal of the Ochre card for their prescribed position.

## Renewal outcome

There is no exact timeframe for a renewal to be processed, this is dependent on a number of factors and beyond the control of Flinders University. In some instances it may be weeks and others it can take months. Therefore it is important to progress the process as soon as possible.

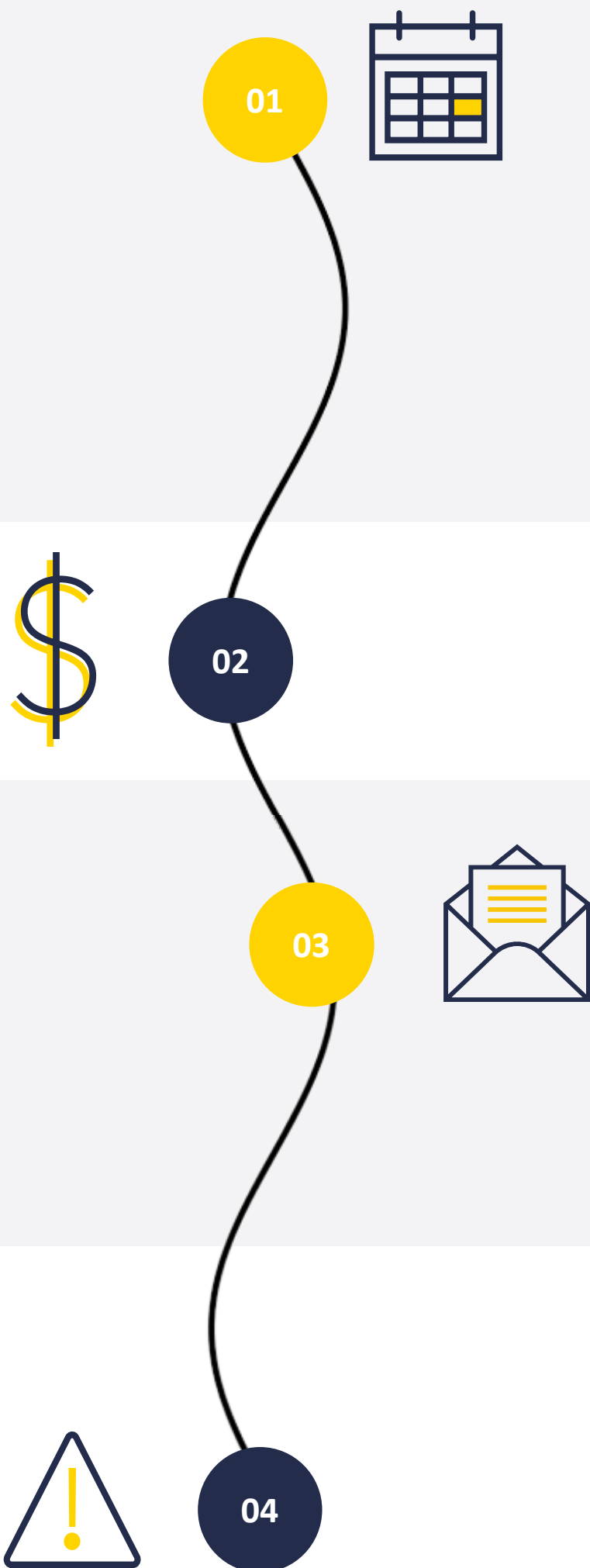
When People and Culture, Employment Services receive the new Ochre Card from the employee, they will update the record in Workday.

## Clearance follow-up

If a new clearance is not issued in a period of 30 days, an additional notification will be sent through Workday 30 days before expiry, to the employee, their supervisor, and the Employment Services team.

At this stage, Employment Services will investigate and follow up on the renewal with the employee.

If a new clearance is not issued by SAFE NT before the current Ochre Card expires, the employee might be at risk of not being able to work and fulfil their duties.



**With a new clearance, the employee can continue to work in the prescribed position.**