



Appendix 3 – Corporate Manager’s Checklist

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The following test is applied to identify whether or not a corporate Public Service role is a child-related role. The same test also applies to volunteers and contractors engaged by the corporate areas of the department.

- 1) *Does the role ordinarily involve direct contact with children for extended periods?*
- 2) *Will the worker require direct contact with children in order to do their job?*
- 3) *Does the role/position have access to confidential records or information about children?*

Note: Records and information about a child are considered confidential if they are of a sensitive nature in relation to their health and well-being and the information has been provided in confidence.

- 4) *Does the role deliver transport services to children?*

Note: Transport services especially for children, including school bus services, taxi services for children with a disability and supervision of school road crossings.

If the answer is ‘yes’ to any of the above questions, the work is child-related.

WWCC Checklist 1 - Paid employment arranged by corporate managers where the position is advertised by Human Resources.

The selection panel convener is responsible for undertaking the action items below

	Step detail	More information	Done?
1.	The recruitment process is managed in line with the department's recruitment procedure. This includes undertaking a structured referee check on the recommended applicant and those placed on an eligibility list (if any).	Merit selection procedure	Yes <input type="checkbox"/>
2.	Pre-employment screening processes, including WWCC verification and NTBE database check, are managed by HR.	No action required by manager	Yes <input type="checkbox"/>
3.	Human Resources will also provide advice on whether the applicant has met the Department's National Criminal Records Check requirements: <ul style="list-style-type: none"> • If the applicant is cleared, the applicant can be employed (subject to other relevant requirements). • If the applicant is not cleared, the applicant cannot be employed 	WWCC Procedure section 6	Yes <input type="checkbox"/>

WWCC Checklist 2 - Acting arrangements or temporary appointments in child-related work arranged directly by the business area, either by appointing a person on nomination (i.e. no advertising) or by seeking expressions of interest (i.e. advertised)

	Step detail	More info	Done?
1.	Where the position is advertised, the correct template has been used (obtained from HR) including the standard wording alerting applicants that a valid WWCC is a condition of employment.	Recruitment Policy Recruitment Procedure	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2.	Where the position is advertised, the following documents have been included in information/application packages (or where the position is not advertised, the person to be appointed has been advised of the requirement to provide the following: a) a completed WWCC Clearance form b) a completed Appendix 7 c) a completed Appendix 8 d) <i>Proof of Identity</i> that meets the 100-point check (see appendix 6)		Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	A structured referee check has been conducted on the recommended applicant and those placed on an eligibility list (if any)	WWCC procedure section 14	Yes <input type="checkbox"/>
4.	Verification of WWCC Clearance and a request for a NCRC screening have been initiated via HR	WWCC Procedure section 6	Yes <input type="checkbox"/>
5.	HR has provided advice on whether the person has met the WWCC and the Department's NCRC requirements: <ul style="list-style-type: none"> • If the person is cleared, the applicant can be employed (subject to other relevant requirements). • If the person is not cleared, the applicant cannot be employed. <p>NB: <i>the person cannot enter on duty until all screenings have been finalised and results cleared.</i></p>	WWCC Procedure section 6	Yes <input type="checkbox"/>
6.	The original completed documentation (see step 2) for the successful applicant – and those placed on an eligibility list (if any) – have been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>

WWCC - Volunteers and contractors in child related employment

a) WWCC Checklist 3.1 - Specified volunteers, defined as:

- i. volunteers providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). This includes parent volunteers, or
- ii. volunteers providing mentoring services as part of a formal mentoring program provided by a government or non-government agency (this includes parent volunteers), or
- iii. volunteers at a school who are not parents or close relatives of a child at the school at which they are volunteering (e.g. Arts Unit, Sports Unit Special Swimming Scheme).

	Step detail	More info	Done?
1.	The person has provided the following: (i) WWCC Clearance (ii) Proof of Identity that meets the 100-point check	WWCC procedure section 4	Yes <input type="checkbox"/>
2.	Verification of WWCC Clearance has been initiated via the Probity Unit	WWCC procedure section 6	Yes <input type="checkbox"/>
3.	The Probity Unit has provided advice on whether the applicant has met screening requirements: <ul style="list-style-type: none"> • If the person is cleared, the person can be engaged. • If the person is not cleared, the person cannot be engaged. 	WWCC procedure section 6	Yes <input type="checkbox"/>
4.	If the person meets the relevant requirements and is engaged, the original completed Proof of Identity for the person has been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>
5.	Where the contractor is engaging a sub-contractor or an employee to perform the work, the contractor has confirmed to the corporate manager in writing (prior to the commencement of work) that the sub-contractor or employee has met relevant requirements under the Act. The contractor is responsible for ensuring that the sub-contractor or employee has met the relevant requirements under the Act.	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6.	A copy of the confirmation has been filed.		Yes <input type="checkbox"/> N/A <input type="checkbox"/>

WWCC Checklist 3.2 - Volunteers and contractors other than those covered in checklist 3.1

This checklist applies to volunteers and contractors who will have contact with children, but the categories of work are not covered in checklist 3.1

	Step detail	More info	Done?
1.	<p>The person has provided the following completed documentation:</p> <ul style="list-style-type: none"> (i) a completed appendix 5 (ii) <i>Proof of Identity</i> that meets the 100-point check <p>Once the person has provided the above documentation, the Probity Unit undertakes the NTBE check. Once the Probity Unit has advised the business area of a clear result, the person can be engaged.</p>	WWCC procedure section 4	Yes <input type="checkbox"/>
2.	The person's original completed documentation (see step 2) has been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>

WWCC Checklist 4 - Teacher education students and other people undertaking practical training as part of an educational or vocational course in non-school based teaching positions.

	Step detail	More info	Done?
1.	Prior to the start of the practical training, the course workplace supervisor (coordinator) has confirmed in writing to the corporate manager that the person has met relevant requirements under the Act.	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	A copy of the confirmation has been filed.		Yes <input type="checkbox"/> N/A <input type="checkbox"/>