

# HR –017: Background Checks Procedure



## Human Resources

It is a requirement of your employment at Tennis Australia that all year-round staff members obtain both a valid Working with Children Check (WWCC) and a National Police History Check (NPHC).

Please see the below Frequently Asked Questions and Procedure for obtaining the necessary background checks;

### *What is a National Police History Check?*

The National Police History Check (NPHC) involves a search of the National Names Index for disclosable court outcomes across police records in all Australian states and territories. The search does not include spent convictions, unless a statutory obligation exists to disclose information based on the candidate's role.

### *What is a Working with Children Check?*

The WWC Check is an ongoing assessment by the relevant Department of Justice of a person's suitability to work with children, examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history.

### *Why do I have to get both checks?*

A Working with Children Check and a National Police History Check are two different background checks. The NPHC that forms a part of the statutory WWC Check only assesses convictions relevant to working with vulnerable persons and provides an overall bar/clearance for the candidate based on this information, whereas a NPHC will also identify convictions relating to other matters that may still be relevant to other aspects of the candidate's role (i.e. fraud, drug trafficking, driving history, assault etc.).

If you are engaged in child-related work and not exempt, you must have a WWCC even if you have undergone a Police Check. Even if you do not frequently come into contact with children in your role, you will still be required to undergo this check.

### *Will Tennis Australia pay for my background check?*

If you are a new employee you will be required to pay for and provide both background checks prior to commencing employment with Tennis Australia. After commencing employment, Tennis Australia will cover the renewal cost for both background checks for all year round employees.

Updates to this procedure should be made through the Human Resources Department. Any printed version of this document becomes an uncontrolled copy

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### *Who is a year-round employee?*

We consider you a year-round employee if you are employed with us on the following basis:

- Full-time or part-time, permanent
- Full-time or part-time, fixed term (9 months or more term)
- Ongoing casual (working casually but on a regular and systematic basis)

### *How long are background checks valid for?*

National Police History Checks are valid for THREE years.

Working with Children Checks are valid for FIVE years.

*\*\*\* Please note: validity periods vary for non-TA year-round staff (AO staff and others) unless otherwise stipulated in state-based legislation.*

If your background checks are valid, you do not need to renew them. However, please provide copies of your documents to Human Resources or ensure we have updated copies on file.

### *Can I lodge a NPHC and WWCC for another staff member?*

Due to the identification check requirements, you will not be able to lodge applications on behalf of other staff members.

### *What makes up 100 points of identification (ID)?*

Any one of the following options can be selected to make up 100 points of identification (ID):

#### *Option 1:*

Current Australian Passport / Foreign Passport

Current Driver's Licence

Current Bank Account / Credit Card or Medicare Card / Private Health Card

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### *Option 2:*

Birth Certificate (no extracts)

Current Drivers Licence

Current Bank Account / Credit Card or Medicare Card / Private Health Card

### *Option 3:*

Australian Citizenship Certificate

Utility bill (e.g. telephone, gas, electricity, water)

Current Bank Account / Credit Card

### *INTERSTATE EMPLOYEES: How do I get a Working with Children Check?*

In Australia, Working with Children Checks or Cards are managed at a state or territory level and in accordance with respective state legislation. You must have a WWCC for the state that you are based in. A Working with Children Card cannot be used in any other state or territory. For information regarding the application process for a WWCC in your state, refer below:

New South Wales – [click here](#)

South Australia – [click here](#)

Northern Territory – [click here](#)

Australian Capital Territory – [click here](#)

Queensland – [click here](#)

Western Australia – [click here](#)

Tasmania - Does not have a child employment screening system, although one is planned.

As an interstate employee, you should either pay for your WWCC on your TA credit card OR complete an Employee Expense Claim Reimbursement and submit for approval and payment to your HR Business Partner.

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### *VICTORIAN EMPLOYEES: How do I get a Working with Children Check?*

**Step 1:** To complete your WWCC online application you will need:

- 1 x originals of your 100 Points of ID
- 1 x Passport Photo (Can be purchased for \$15 from the Richmond South Post Office)

**Step 2:** Click the below link or go to the HR office to collect an application form:

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

**Tips:** The below information may help you in completing your application

**Type of check required?** Employee

**Organisation details:** Tennis Australia  
Private Bag 6060, Richmond VIC 3121  
03 9914 4000

**Occupational work codes:** Select > Clubs / Associations / Movements of recreational /  
Sporting nature – Remaining Sports / Recreations

**Step 3:** Once you complete your online application, you need to send your HR Business Partner through your Application Summary Number / Receipt Number and lodge your application in person at Richmond South Post Office (329 Lennox Street Richmond off Swan Street) ONLY:

- Ensure you take your original documents totalling 100 points and a passport photo
- State that you are employee for Tennis Australia and the payment will be placed on our account

**Step 4:** When you lodge your application, give the receipt to your HR Business Partner immediately

**NOTE:** Applications will not be processed at Richmond South Post Office after 4pm on business days. Please ensure you go between 9am–4pm to have your application processed.

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### *How do I get a National Police History Check*

Tennis Australia has engaged PeopleCheck to undertake background screening checks. PeopleCheck will be sending you an email outlining all requirements and forms to complete. To ensure you are prepared to complete your check you must have your 100 points of ID certified.

*Step 1:* Complete your online application once received from PeopleCheck

*Step 2:* Print your completed form and ensure you have 1 copy of your certified 100 ID points

*Step 3:* Submit your application form and 100 points of ID to your HR Business Partner

- Your HR Business Partner will then submit your documents

### *What if I am new to Australia?*

National Police History Check: Please obtain the appropriate Police Check in your home country. Alternatively, a copy of your passport and work permit (visa) will suffice. Please ensure you email a colour, scanned copy to the Human Resources Administrator, Katrina Assirvaden ([kassirvaden@tennis.com.au](mailto:kassirvaden@tennis.com.au)).

Working with Children Check: Please obtain the appropriate Working with Children Check in your home Country. Please ensure to email an original or certified copy to the Human Resources Administrator, Katrina Assirvaden ([kassirvaden@tennis.com.au](mailto:kassirvaden@tennis.com.au)).

### *Photo size*

The photo size you need to obtain and submit with your check is: 32 mm x 36 mm.

### *How do I get my ID certified?*

You can have you 100 points of ID certified in any way that suits you: at a local police station, at a pharmacy or by a solicitor/justice of the peace. However, to make this process easier for you, we have a team of qualified staff members on-site at Melbourne Park who can certify your documents. If you require this service, please liaise with your HR Business Partner.

*If you have any questions regarding the background checks, please don't hesitate to contact your HR Business Partner.*

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