

Attachment 3: Role of Organisational Contact Officers – WWC/V Checks

The Organisational Contact Officers are identified in section 5.2.3. The key responsibilities of the Organisational Contact Officers are the key contact point for matters relating to the WWC/V check and other background checks including for the following purposes:

- receiving and taking action in relation to notifications by University members of their WWC/V clearance.
- monitoring expiry dates of WWC/V clearances and taking action if a University Member's WWC/V clearance expires.
- receiving and taking action in relation to failure to obtain, suspension, removal of WWC/V clearances, and other matters which may affect WWC/V clearances.
- ensuring files and other records of background checks are maintained, in accordance with University policies in relation to record-keeping, privacy, confidentiality and disposal.

Further information in relation to the above responsibilities is provided below:

Actions relating to notification of a WWC/V clearance

Informing University Members of requirements to provide evidence WWC/V clearance

The University Member is responsible for providing the Organisational Contact Officer with evidence of their WWC/V clearances. In order to meet this responsibility, the University Member must be informed of:

- the ACU organisational area and organisational contact person to nominate when completing WWC/V check forms applicable to WWC/V checks (including change of organisation details forms for existing WWC/V clearances).
- the requirement to submit evidence of their WWC/V clearance to the Organisational Contact Officer. This applies even when the activity for which the WWC/V check is required is undertaken by a University Member within a different organisation (not ACU).

Unless other arrangements are made within a particular organisational area, the Organisational Contact Officer will be responsible for providing University Members with the above information.

Actions following receipt of evidence WWC/V clearance

Upon receipt of evidence of a WWC/V clearance from a University member, either following an application (refer to section 5.2.1) or an existing clearance (refer to section 5.2.2), the Organisational Contact Officer will ensure that:

- (i) the clearance is appropriate to the engagement of the University member in terms of the following:
 - the location of activity (e.g. the relevant state), and
 - the category of activity (e.g. for a staff member, a paid employment clearance must be used)

AND

- (ii) the WWC/V clearance is verified if verification is required by the relevant state or territory agency, and in accordance with the table below:

State / Territory	University member	Requirement for verification
NSW	all University Members, including students	The NSW New Working with Children Check application process is not concluded until the notification of clearance has been verified via the Office of Children’s Guardian online system
Other states or territories with an online verification system (e.g. Victoria and Queensland)	all University Members, excluding students	Wherever the facility is available, WWC/V clearance will be verified
Other states or territories with an online verification system (e.g. Victoria and Queensland)	Students (excluding those in NSW – refer above)	Nominees of the Executive Dean or relevant Executive member for non-Faculty areas have discretion to determine whether the WWC/V checks are verified.

AND

- (iii) details of the WWC/V clearance are entered into the relevant University source system (i.e. In Place, Banner and Pay Global) and integrated with the University Wide Background Checks Database (under development at the time of writing).

Monitoring expiry dates of WWC/V clearances and taking action if a University Member’s WWC/V clearance expires

Section 5.5 sets out the periods that WWC/V clearances are in place within the jurisdictions applicable to ACU and the responsibilities of University Members and ACU in ensuring that University Members involved in activities related to children (vulnerable in the ACT) have and continue to have current and valid WWC/V clearances.

The Organisational Contact Officers are responsible for:

- monitoring the expiry dates of WWC/V clearances. For example, by periodically reviewing the expiry dates of WWC/V clearances of University Members within their area of responsibility, and
- taking appropriate and immediate action if a University Member’s WWC/V clearance has expired without evidence of a new clearance being provided, when the activities of the University Member continue to require a WWC/V clearance. Appropriate action would include:
 - notifying the University Member of the expiry of their WWC/V clearance and requesting that they provide evidence of their current WWC/V clearance.
 - if the University Member advises that the WWC/V clearance has lapsed, taking action in accordance with section 5.6.2 of these Procedures.

Receiving and taking action in relation to matters which may affect WWC/V clearances

Organisational Contact Officers should be the recipients of all notifications of failure to obtain, expiry, suspension or removal of WWC/V clearances and disclosures regarding changes of University Members' police information. An Organisational Contact Officer must act immediately to refer the matter to the ACU Officer identified in section 5.6.2 when:

- the activities of a University Member require a WWC/V clearance, and
- the Organisational Contact Officer receives notifications of failure to obtain, expiry, suspension or removal of WWC/V clearances or other disclosures by a University Member.

Record-keeping, Privacy, Confidentiality and Disposal

The Organisational Contact Officers are responsible for maintaining files and other records of WWC/V checks, including ensuring that details of WWC/V clearance are entered correctly into the relevant University source system so that they flow to the University Wide Background Checks Database (under development at the time of writing).

Organisational Contact Officers also have responsibilities to protect the privacy and confidentiality of personal information contained within the documents pertaining to WWC/V checks, and for the retention and secure disposal of those documents in accordance with section 5.7 of these Procedures.