



BULLETIN

TO: ALL CLUBS/PANELS

FROM: Rick Gill, Executive Director

DATE: 9 March 2016

SUBJECT: Working With Children (WWC) Checks

Firstly, thank you to all our clubs and volunteers who have begun to provide the WWC check information to comply with the WWC legislation.

I appreciate that this extra task increases the burden of managing events; however, you do have the satisfaction of knowing that you and your club are doing your bit to ensure our clubs continue to be safe environments for our children.

Whilst the staff at MWA can only put in place the direction, the thanks remain with our clubs and volunteers who have made it happen on the ground.

The aim of the WWC check is to provide just one facet of a national strategy to create safer club environments for our children.

At a meeting between the WWC officer at the WA Sports Federation and MWA, the "sign on" strategy we have implemented was reviewed. I am pleased to report that our program is well regarded and appears to be generally heading in the right direction. Unfortunately, we also identified areas where we need to improve in order to meet legal requirements.

These areas are:

1. Where a worker (ie volunteer or official) has a WWC check card and has nominated for a role where they are required to have a WWC Check, *their card MUST be sighted by the Race Secretary and their WWC number verified as correct on the sign on form.* This must be done to verify that the card holder and card match up and to ensure accurate recording of the numbers that are cross checked by MWA office staff when the reports are returned. The MWA check can only verify that the card is valid, not the identity associated with the card.
2. Where a worker (ie volunteer or official) has nominated for a role where they are required to have a WWC check but does not have a WWC card, *they must NOT have worked with children more than 5 times in a 1 year period in any capacity anywhere (even non motorcycle activities).* It is expected that a Secretary should know before an event (by reviewing the roles and previous sign on sheets), that a person may require a WWC check. The category of "D1" on our sign on sheets



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does not make a person exempt from requiring a WWC check, but working less than 5 days in a calendar year can be considered as a defence (*in exceptional circumstances if it was necessary to engage someone to work at your club who did not have a WWC check*) if questioned by the WWC Unit if they choose to audit a person, your club or MWA (*you would also need to be able to demonstrate that the circumstances were exceptional and unforeseen*). Before a volunteer or official can be considered to participate in a role requiring a WWC check, they must be requested to obtain a WWC check.

In the meantime, the only alternative for volunteers or officials wishing to help out at your event who would normally require a WWC check but do not have one, is to move these volunteers or officials into positions and roles that do not require a WWC check.

(Please see the WWC check position descriptions posted on our website)

3. All Club and Race Secretaries need to review the duplicate copy of the officials/volunteer sign on sheets after an event to follow up with people where it was identified that a WWC check was required (see dot point above).
4. Workers identified as requiring a WWC check can simply obtain forms from their nearest post office. These can be signed off by a senior committee member from your club (ie President/Secretary/Treasurer/Vice President) or by calling into the MWA office in Maylands. Once the form has been lodged workers can commence working with children. (the WWCC application receipt number acts as the card while the application is processed)
5. A new officials and volunteers sign on book has been distributed, with an improved process to acknowledge the volunteer compliance with WWC. This information **MUST** be completed by every single person who signs on as a volunteer/official.

Once again thank you for doing your part to ensure our clubs are not only safe, but are seen to be safe, for our children.

If there are any questions please contact Peter Smith in the MWA office on 9371 5333.

RICK GILL
CHIEF EXECUTIVE OFFICER