

GOVERNANCE

TITLE: Working With Children Check Officer Position Description

RELATED DOCUMENTS:

KWA-POL-006 Working With Children Check Policy
KWA-POL-007 Working With Children Check Procedure

APPLICABILITY: This procedure applies to the Kiteboarding Western Australia Inc Working With Children Check Registration Officer.

APPROVAL: Motion to accept this document revision was moved, seconded and carried by the board of Kiteboarding Western Australia Inc during a meeting on 19 October 2021.

DOCUMENT NUMBER: KWA-GOV-004

REVISION: 1.0

APPROVED:

_____	_____	_____
Title	Electronically signed	Date (yyyy-mm-dd)

REVISION LOG:

Version	Date (dd/mm/yyyy)	Description of Changes
1.0	22/10/2021	Initial Release

1. Accountability

The Working with Children (WWC) Check Registration Officer is responsible for managing the association's WWC Check record keeping processes.

The WWC Check Registration Officer is directly accountable to the Board of Kiteboarding Western Australia Inc.

2. Responsibilities and Duties

- Adhere to the mission, vision, and values of the association.
- Manage the WWC Check Record Keeping Spreadsheet.
- Act as an authorised representative of the association on WWC Check application forms and online renewals.
- Check the validity of WWC Cards and status of application receipts.
- Advise the WWC Screening Unit of new workers who already hold WWC Cards.
- Contact workers with expiring WWC Cards to remind them to renew.
- Advise the committee of any WWC Check issues.
- Manage all data in accordance with the Privacy Act.

3. Knowledge and Skills Required

- Good organisational skills
- Ability to manage and maintain data
- Computer literacy
- Good communication skills

4. Commitment

The estimated time commitment required as the WWC Check Registration Officer of Kiteboarding Western Australia Inc is 5 hours per month.

I have read and agree to the above position description.

Name: Blanka Lesti

Date: 30/8/21

Signature: 