

DHS History Assessment Application Procedure



Introduction:

TTSA requires those 'working with children' (eg accredited coaches / accredited officials / junior team managers to undertake a Department of Human Services, DHS History Assessment Application. Additionally, effective 1/7/2019 under new legislation, Club Committee members need to have a DHS clearance (because they manage volunteers working with children). Legislation also requires coaches over 14 years old (previously 18 yrs old) to have a DHS clearance.

TTSA has a DHS portal which allows TTSA to commence and process applications on behalf of table tennis applicants.

Previous DCSI history assessment clearance outcomes were valid for 3 years. Any new approved DHS assessments allocated after 1/7/2019 will be valid for 5 years. DHS history assessments for persons undertaking a 'volunteer role' is free of any cost. [Note – there has been a change in SA Govt Department names...DCSI > DHS]

Outline of Process:

To commence an application, TTSA require 3 key pieces of information from the applicant. These being;

- Applicants full name
 - Applicants Date of Birth
 - Applicants contact email address
1. With this initial information, the TTSA Requesting Officer will access the TTSA DHS portal and initiate a new application. This will have the effect of launching an DHS email to the applicant to register with DHS and complete an online application,
 2. The second stage of the application process is for the applicant to provide a 100 point proof of identification (refer options 'a' and 'b' detailed further in this document),
 3. The TTSA Requesting Officer will receive emails from DHS advising the history assessment has commenced, and another when the process is completed with the outcome.
 4. The applicant will receive an email advising of the outcome. This email should be retained and be always available to be produced to verify a DHS clearance of 'not prohibited' has been obtained in respect to working with children.
 5. TTSA will maintain a database of those persons who have been assessed.
 6. TTSA will endeavour to remind persons when another assessment needs to be undertaken.

Proof of Identification Verification Options:

There are 2 prime ways applicants can satisfy the 100 point proof of identify process.
Determine which option is most convenient to you;

- a. Where the TTSA Requesting Officer also acts as the Verifying Officer, applicants can provide the Verifying Officer documents for visual inspection which satisfy the 100 point criteria. These documents and the value of these document are listed as 'Attachment A'. In this situation, the whole process is managed online.

Important - In this situation, when completing the online form, the applicant needs to choose 'organisation verification' and tick the box acknowledging the Returning Officer and Verifying Officer are the same person.

- b. Where the Verifying Officer is someone else other than the Requesting Officer, the applicant can choose 'print verification' and have the 100 point proof of identity visually inspected by another 'approved' person.

If this option is preferred, the applicant needs to complete then print the application and take it to an approved Verifying Officer (refer Attachment B) to complete. The applicant then needs to post the application to DCSI. Note – there is no requirement to append copies of the proof of identification.

Persons Under 14 In A Volunteer Role – No DHS Assessment Required:

Legislation provides that no DHS history assessment is required for persons under 14 fulfilling activities in a volunteer role.

TTSA's Requesting Officer:

Applicants seeking to commence and lodge a DHS History Assessment are advised to contact TTSA's DHS Requesting Officer Maurice Quinn providing 3 pieces of information (full name, date of birth and email address). Said information to be sent to mquinn@tabletennissa.org.au

For further information or clarification of any aspect of this procedure, contact Maurice on 0411 042 320

Alternatively reference the DCSI website at www.screening.sa.gov.au

Maurice Quinn

1 July 2019

100 Point Identification Check

You must provide proof of your identity before your application can be processed. You must show a verifying officer original identity documents that add up to at least 100 points. Note: a proof of name change certificate does not count towards the points total. You **MUST** use **ONE Category A** document or **ONE Category B** document (which contains a photograph). Aboriginal applicants from remote communities or recent migrants to Australia or applicants under 18 may use identity documents detailed on the previous page.

Category	Type of Document	Value	Points
Category A 70 points Only one document from this category will be accepted.	<input type="checkbox"/> Birth Certificate (COMPLETE – NOT EXTRACT) <input type="checkbox"/> Certificate of Australian Citizenship <input type="checkbox"/> Australian Passport (CURRENT OR EXPIRED WITHIN THE PREVIOUS TWO YEARS, BUT NOT CANCELLED) <input type="checkbox"/> Foreign Passport (CURRENT OR EXPIRED WITHIN THE PREVIOUS TWO YEARS, BUT NOT CANCELLED) <input type="checkbox"/> Other international document of identity having same characteristics as a passport e.g. diplomatic/refugee document (with identifying photograph or signature)	70	
Category B Document Your initial Category B document is worth 40 points. Subsequent documents are worth 25 points.	<input type="checkbox"/> Australian Motor Vehicle Driver's Licence / Learner's Permit <input type="checkbox"/> Public Employee Photo ID Card (GOVERNMENT ISSUED) <input type="checkbox"/> Department of Veterans' Affairs (DVA) Card <input type="checkbox"/> Centrelink Pensioner Concession Card OR Health Care Card (ONE ONLY) <input type="checkbox"/> Current Student Photo ID Card (university / high school / TAFE) <input type="checkbox"/> Reference from a Medical Practitioner (must have known the applicant for a period of at least 12 months) <input type="checkbox"/> Working with Children Card OR Teachers Registration Card (ONE ONLY) <input type="checkbox"/> Aviation Security OR Maritime Security Identification Card (ONE ONLY)	40 or 25	

Category	Type of Document	Value	Points
Category C Documents 25 points If you wish to use more than one Category C document, they must be from different organisations.	<input type="checkbox"/> Extract of a Birth Certificate <input type="checkbox"/> Proof of Age Card (GOVERNMENT ISSUED) <input type="checkbox"/> Medicare Card OR Private Health Card (ONE ONLY) <input type="checkbox"/> Seniors Card <input type="checkbox"/> Assessment Notice from the Australian Taxation Office <input type="checkbox"/> Superannuation Statement <input type="checkbox"/> Electoral roll registration notice <input type="checkbox"/> Professional Accreditation OR Trade Association Card <input type="checkbox"/> Foreign / International Driver's Licence <input type="checkbox"/> Council rates notice <input type="checkbox"/> Property Insurance Confirmation <input type="checkbox"/> Property Lease / Rental Agreement <input type="checkbox"/> Motor Vehicle Registration OR Insurance Certificate (ONE ONLY) <input type="checkbox"/> 1 st Utility bill (ELECTRICITY / GAS / TELEPHONE / WATER) <input type="checkbox"/> 2 nd Utility bill (ELECTRICITY / GAS / TELEPHONE / WATER) <input type="checkbox"/> 3 rd Utility bill (ELECTRICITY / GAS / TELEPHONE / WATER) <input type="checkbox"/> 1 st Bank / financial institution statement or passbook <input type="checkbox"/> 2 nd Bank / financial institution statement or passbook <input type="checkbox"/> 3 rd Bank / financial institution statement or passbook <input type="checkbox"/> 1 st Credit card / Debit card <input type="checkbox"/> 2 nd Credit card / Debit card <input type="checkbox"/> 3 rd Credit card / Debit card	25	
Must equal or be more than 100 Points DO NOT attach copies of these documents to the application form.		TOTAL	

EMPLOYMENT SCREENING – APPLICANT IDENTITY – PERMITTED VERIFIERS	
(SCREENING UNIT, DEPARTMENT FOR COMMUNITIES AND SOCIAL INCLUSION, SA GOVERNMENT)	
Public Officials	Commissioner for Oaths (or Affidavits or Declarations)
	Justice of the Peace / Notary Public
	Ombudsman / Public Advocate
Parliamentarians and Councillors	Elected Member — Parliament of the Commonwealth of Australia or State Parliament or Territory Legislature
	Mayor / Deputy Mayor / Councillor in a local government authority
Courts and Law Enforcement	Justice / Judge / Magistrate / Master — any Australian court of law
	Registrar / Clerk / Sheriff / Bailiff — any Australian court of law
	Lawyer (however described) of any Australian jurisdiction
	Police officer (federal or state or territory police force)
Government Officials	Permanent employee of any department or authority of the federal government, state government, or local municipality
	Principal of or Student Counsellor in a school
	School Teacher or University Lecturer (only if employed full-time)
	Commissioned Officer (only if current) — Australian Defence Force
Community Leaders	<p>In relation to an Applicant from an Aboriginal community in an isolated or remote location, an individual is a <i>Community Leader</i> if he or she:</p> <ul style="list-style-type: none"> • Is a recognised Elder (by others in the community) • Serves as Chairman, Secretary, or CEO of an incorporated indigenous land council / community council / housing association • Is Coordinator of Aboriginal community development employment • Manages or works as the treating health professional in an Aboriginal medical service relevant to the Applicant • Is the Principal of or a Counsellor in a school in the community • Minister of Religion • Has worked for at least five years at Centrelink, or as an agent of Centrelink, or as other government employee.
	<p>In relation to any Applicant, this can also be a person who performs the function of:</p> <ul style="list-style-type: none"> • A religious leader registered to officiate at marriage ceremonies as a Marriage Celebrant
Medical and Allied Health Professionals	<p>Person currently registered or licensed to practise as:</p> <ul style="list-style-type: none"> • Medical Practitioner / Dentist / Veterinary Surgeon • Nurse / Psychologist • Physiotherapist / Chiropractor • Optometrist / Pharmacist
Non-Government Organisations	The responsible manager within the requesting organisation who is a senior person with responsibility for the applicant.
Other Occupations	Tax Agent / Patent Attorney / Accountant (certified or chartered)
	Member of the Institution of Engineers / Mining and Metallurgy Institute