

1 February 2022

Dear Employee

National Disability Insurance Scheme (NDIS) Worker Screening Requirements

I am writing to you to provide information about new requirements for NDIS worker screening.

For all our residential sites, with a customer receiving NDIS support, there is an additional compliance check required for our employees. From 1 February 2021, all staff whose police check requires renewal will also need to apply for a NDIS worker screening.

BaptistCare will cover the full cost of the screening via a reimbursement through the finance system. This reimbursement is not taxable.

To obtain this screening, there are some steps you will need to take.

For NSW employees, the initial application is made online through your individually created MyServiceNSW account. You will then need to visit a ServiceNSW centre within 14 days of lodging your online application in order to have your documents confirmed, pay the application fee of \$80 and have your photo taken. BaptistCare will then confirm your employment with us. Your application will then be assessed by the NDIS Commission. You will be advised via email of the outcome of your application.

For ACT employees, a Working with Vulnerable People Check (WWVP) check is required. This application can be made either online through your ACT Government Digital account or in person through an Access Canberra Service Centre. The application fee is \$135.

It is important that you make this application with sufficient time to allow the check to be processed before the expiry of your existing police check, noting that it may take 20 business days or more for the check to be processed. Employees who do not have an NDIS worker's check in NSW or a WWVP in ACT may be stood down without pay until this check is obtained.

For further information, please visit <https://www.service.nsw.gov.au/transaction/ndiswc-apply> (NSW) or https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 (ACT).

If you have questions, please contact NDISQuestions@baptistcare.org.au or your manager.

Sincerely



Matthew Bond
Human Resources Manager
People and Culture Division
BAPTISTCARE NSW & ACT