

1. POLICY CERTIFICATION

Policy title:	Criminal History Check Policy
Policy number:	HR023
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

The purpose of this policy is to:

- To put in place measures to make sure that Criminal History Checks are maintained for Staff in Roper Gulf Regional Council.
- To protect the information and rights of all employees, volunteers and Elected Members.
- To make sure that residents of Roper Gulf Regional Council receive the best possible service delivery.
- Ensure employees, volunteers, key personnel do not have any criminal convictions which would either preclude them under the Aged Care Act 1997 and/or as unsuitable for employment

3. ORGANISATIONAL SCOPE

This policy applies to all the applicants who apply for a position at Roper Gulf Regional Council, employees, volunteers, and Elected Members.

4. POLICY STATEMENT

Roper Gulf Regional Council aims to ensure all employees, volunteers, and Elected Members have been appropriately screened for employment which meets operational and legislative guidelines.

The organisation has a responsibility to residents/clients and their representatives/advocates to ensure all employees have undergone a Criminal History Check and are current for employment.

5. DEFINITIONS

RGRC	Roper Gulf Regional Council
Staff	means anyone employed by, or associated with, RGRC on a permanent, casual, voluntary or contractual basis, whether full-time or part-time engaged work.

6. PRINCIPLES

Police Criminal History Check

A Police Criminal History Check examines a person's criminal history at a fixed point in time.

6.1 Recruitment

It is a condition before commencing employment with Roper Gulf Regional to complete an application for a Criminal History Check and provide the Human Resources Department with a Statutory Declaration to state that you have no prior convictions or pending court cases that may impede your employment with the Council.

When evaluating a Criminal History Check for a potential employee, the relevant Director and the CEO will look at:

- the nature of any convictions and how relevant the convictions are to the job description of the position applied for,
- when the offences occurred and whether or not the offences are still legally applicable.

Roper Gulf Regional Council will treat all Criminal History Checks as confidential.

Criminal History Checks will only be viewed by relevant staff and the Human Resources Team.

Council will work with any prospective employee with convictions to provide the best possible employment outcomes.

6.2 Renewal of Criminal History Check

All employees, volunteers, and Elected Members will require a renewed Criminal History Check every three years or as required by the Council.

When evaluating a criminal history check for a current employee, the relevant Director and the CEO will look at:

- the nature of any convictions and how relevant there are to the job description of the position applied for,
- when the offences occurred and whether or not there are still legally applicable.

Roper Gulf Regional Council will treat all Criminal History Checks as confidential.

Criminal History Checks will only be viewed by relevant staff and the Human Resources Team.

Council will work with any prospective employee with convictions to provide the best possible employment outcomes.

6.3 CDP Participants

Participants of CDP or equivalent are job seekers and are not to be considered to be volunteers for Roper Gulf Regional Council under the scope of this policy. However job seekers who are participating in an activity that would normally require that an employee have a Criminal History Check, then those job seekers are also required to have a current Criminal History Check.

HR023 – Police Clearance Check Policy

6.4 Criminal Convictions

All employees, volunteers, and Elected Members are obliged to immediately inform Council of any criminal charge or conviction which occurs during employment with Council.

All employees, volunteers, and Elected Members are required to immediately inform Council of any criminal charge or conviction which may result in the loss or suspension of Ochre Card or drivers license.

7. REFERENCES

Acknowledgement	<ul style="list-style-type: none"> Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> ADM012 Organisational Delegations Manual HR001 Employee and Contractor Code of Conduct HR003 Employee Formal Discipline Policy HR004 Recruitment and Selection Policy HR006 Working with Children Certificate Policy HR005 Confidentiality and Privacy Policy HR009 Volunteer Policy HR010 RGRC Visa Policy
Related Publications	<ul style="list-style-type: none"> Age Care Act 1997 Privacy Act 1988, 2014 Australian Privacy Principles
Relevant Forms	<ul style="list-style-type: none"> Northern Territory Police Criminal History Check Application C – Safe NT Statutory Declaration

8. DOCUMENT CONTROL

Policy number	HR023
Policy Owner	HR Manager
InfoXpert ID	675256
Endorsed by	OCM
Date approved	September 2016
Revisions	
Amendments	
Next revision due	September 2018

9. CONTACT PERSON

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