

# Criminal History Checks Policy and Procedure

## Section 1 - Preamble

(1) The University is committed to providing a safe environment, to protect its staff members, students, visitors, assets and resources.

(2) A Criminal History Check is not a Working with Children Clearance notice or an Ochre Card, which is a separate requirement for University staff members who work or, have the potential to work with, children or in child-related fields.

## Section 2 - Purpose

(3) The purpose of this policy is to specify requirements for criminal history checks for the University's staff.

## Section 3 - Scope

(4) This policy applies to all University staff.

## Section 4 - Policy Principles

(5) Current staff members may be required to undertake a Criminal History Check and obtain a National Police Clearance certificate in order to retain employment with the University.

(6) New staff members will be required to undertake a Criminal History Check and obtain a National Police Clearance certificate in order to commence employment with the University.

(7) A criminal record may preclude an applicant from employment with the University when the nature of the record prevents the applicant from meeting the inherent requirements of the position.

(8) Refusal to obtain a Criminal History Check may preclude a staff member from continuing their employment with the University.

## Section 5 - Procedures

### Requirement for a History Check

(9) To ensure the University is compliant with legislative and professional requirements:

- a. Senior Managers must ensure the requirement for a Criminal History Check is noted on the Request for Recruitment Action and Justification Form under Section 4 - Mandatory Employment Requirements prior to the recruitment and selection process for recognised positions;
- b. People and Culture must notify applicant/s for a recognised position that a Criminal History Check is required

during the recruitment and selection process; and

- c. successful applicants who are recommended for employment with the University must initiate a Criminal History Check. An offer of employment will be conditional upon the production and verification of a current National Police Clearance Certificate.

## **Criminal History Check Application**

(10) Successful applicants can apply online or complete the Northern Territory Police Criminal History Check – Application C form, and submit it together with the relevant identification and payment by mail or in person at the following locations:

- a. SAFE NT NT Police, PO Box 39764, Winnellie NT 0821
- b. SAFE NT Darwin Ground Floor, 77 Smith Street, Darwin NT 0800
- c. Territory Business Centres:
  - i. The Green Well Building, 50 Bath Street, Alice Springs NT
  - ii. Shop 1, Randazzo Building, 18 Katherine Terrace, Katherine NT
  - iii. Shop 2, Barkly House, Davidson/Paterson St, Tennant Creek NT.

(11) Applicants must supply SAFE NT with the identification required as stated on the SAFE NT website.

(12) All documents must be original, or certified copies of an original document. All documents must be current or valid. Documents that have expired will not be accepted as proof of identity.

(13) Applicants must nominate that the original National Police Clearance Certificate goes directly to the University's People and Culture to ensure compliance with privacy, confidentiality and records management legislation.

Name of employer organisation/licensing authority	Charles Darwin University
Postal address of organisation	Casuarina Campus, Darwin, NT 0909
Daytime contact phone number	08 8946 6934
Name/Position title of organisation's representative	Director People and Culture

(14) Note Applicants whose position is located in a State or Territory other than the NT, should contact the applicable state-based entity responsible for administering Criminal History Checks, in the state where their position will be primarily located.

## **Payment**

(15) The cost of obtaining a Criminal History Check for Employment or Licencing Purposes in the Northern Territory is obtainable from the SAFE NT website. Applicants must pay the application fee and seek reimbursement from People and Culture. A receipt for payment, stating the date of lodgement (which should be prior to the first day of employment) must be submitted to People and Culture to process a reimbursement.

(16) Note: The average time for processing Criminal History Checks in the Northern Territory is approximately two (2) to three (3) weeks.

## **Adverse Assessment**

(17) The Director People and Culture, upon receipt of an adverse National Police Clearance Certificate, will:

- a. Provide the applicant an opportunity to discuss the information contained in the National Police Clearance Certificate prior to withdrawing an offer for employment; and
- b. Recommend in accordance with the Northern Territory Anti-Discrimination Act 2004, whether or not the applicant is suitable for employment in the form of a report to the relevant Senior Executive.

## **Records Management**

(18) National Police Clearance Certificates will be stored securely by the Office of Human Resource Services on the individual staff member's personnel file, and managed in accordance with the University's [Records Management Policy](#) and Procedures and the [Privacy Policy](#).

## **Section 6 - Non-compliance**

(19) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Staff](#) and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(20) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th January 2022
<b>Review Date</b>	9th June 2024
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	9th June 2021
<b>Expiry Date</b>	28th February 2022
<b>Responsible Executive</b>	Fiona Coulson Vice-Chancellor
<b>Implementation Officer</b>	Peta Preo Director People and Culture
<b>Enquiries Contact</b>	Peta Preo Director People and Culture