

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 including updated checks and certificates in order to retain employment with the University.

(6) New staff members, and staff members moving to another position within the University, may 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.

(9) The requirement to obtain a Criminal History Check and National Police Clearance Certificate will apply to staff whose functions are related but not limited to finance, recruitment, governance, senior management and security.

(10) The decision as to whether a Criminal History Check and National Police Clearance is required rests with the Director, People and Culture.

Section 5 - Procedures

Requirement for a History Check

(11) 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 in the requisition for recruitment and in the Position Profile;
- 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 and provide evidence of this to People and Culture.
- d. The current Criminal History Check and National Police Clearance Certificate must be provided to People and Culture within three months of commencing employment unless undue delays in receiving a response are unavoidable. The Director People and Culture should be notified if unavoidable delays occur.

Criminal History Check Application

(12) Prospective or existing staff 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.

(13) Applicants for a Criminal History Check must supply SAFE NT with the identification required as stated on the SAFE NT website. 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.

(14) Applicants for a Criminal History Check must nominate that the original National Police Clearance Certificate goes directly to 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

(15) 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

(16) 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 for a Criminal History Check must pay the application fee.

(17) The University does not pay reimbursement for a Criminal History Check.

Adverse Assessment

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

- a. provide the current or prospective staff member 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 Vice-Chancellor.

Records Management

(19) National Police Clearance Certificates will be stored securely by the People and Culture on the individual staff member's personnel file, and managed in accordance with the University's [Records and Information Management Policy and Procedure](#) and Procedures and the [Privacy and Confidentiality Policy](#).

Section 6 - Non-Compliance

(20) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Staff](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct - Students](#).

(21) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(22) 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 Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	1st March 2022
Review Date	1st March 2025
Approval Authority	University Secretary
Approval Date	1st March 2022
Expiry Date	Not Applicable
Responsible Executive	Fiona Coulson Vice-Chancellor
Implementation Officer	Peta Preo Director People and Culture
Enquiries Contact	Peta Preo Director People and Culture