Employment Checks

Policy

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**Administrator(s)** AD Human Resources

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# Purpose

#### The purpose of this **Policy** is to explain the University's requirements concerning obtaining and assessing —

##### National Police Checks (NPCs); and

##### Finance Checks (FC).

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# Scope

## Institutional Scope

#### The scope of this Policy applies to the entire **University**.

## Individual Scope

#### The scope of this Policy applies to all **University Officers.**

# Requirement for a National Police Check

#### An NPC will be a condition of employment or other engagement at the University where —

##### there is a legal requirement;

##### the position has financial delegation of more than $100,000;

##### the position is a finance position;

##### the position has access to Personal Information or Sensitive Information;

##### the University specifies the position requires an NPC based on the inherent position requirements (i.e. security officers, cash handlers etc.); and/or

##### and where the University determines this to be necessary ; or

#### Employees must provide a new NPC upon request by the University.

Employees must inform their Supervisor/Manager about any changes to their NCP as soon as is practicable.

#### University Officers in a fixed term position or role, whose position or role requires an NPC, must produce a new NPC that is satisfactory to the University as a requirement for contract or role extension.

# Requirement for a Finance Check (FC)

#### An FC will be a condition of employment or other engagement at the University where —

##### the position has financial delegation of more than $100,000; or

##### Head of School/ Director specifies the position requires an FC.

#### Employees must provide a new FC upon request by the University.

#### University Officers in a fixed term position or role whose position or role requires an FC, must produce a new FC that is satisfactory to the University a requirement for contract or role extension.

# Requirement for a Working with Children Check (WWC)

#### All University Officers undertaking **Child Related Work** are required to obtain both —

##### an NPC; and

##### a Working with Children Check in accordance with the Child Protection Policy.

# Assessment of NPC and / or FC

## NPC Specific Outcome

#### The hiring Supervisor / Manager and Human Resources will assess the relevance of any criminal offence, to the suitability for the position with a recommendation made to the Director, Human Resources. The following will be considered —

##### the scope of the criminal history;

##### the nature of the offence and the relationship of the offence to the position;

##### the period of time that has elapsed since the offence;

##### whether the offence was committed as an adult or a juvenile;

##### the severity of any penalty imposed;

##### whether there was a conviction, or found guilty and placed on bond;

##### whether there is evidence of an extended police record;

##### the number of offences committed which may establish a pattern of behaviour which renders an individual unsuitable for the position;

##### whether the offence is still a crime, that is, has the offence now been decriminalised;

##### whether there are other factors that may be relevant for consideration. For example, cultural factors or mitigating or

##### extenuating circumstances, i.e. provocation, peer group pressure at the time of the offence and the circumstances in which

##### the offence was committed or the effect of alcohol; and/or

##### the individual’s general character since the offence was committed.

## FC Specific Outcome

#### University Officers who have been declared bankrupt, and/or have been banned or disqualified will be assessed by Human Resources and their hiring Supervisor / Manager as to the relevance of the outcome to their suitability for the position or role.

#### Where these is delay in a Government agency process in determining the outcome of an FC (e.g. information required form other jurisdictions) Human Resources will consider alternative options including varying the start date and/ or duties.

# Application

#### NPC and WWC Application forms are available from, and processed through, [Australia Post](https://auspost.com.au/police-checks) outlets.

#### FC may be arranged through Human Resources.

#### Where a a University Officer is required to obtain an NPC, WWC or FC as a newly imposed requirement within their current role, or through redeployment or management initiated transfer, the University will reimburse the certificate's cost.

#### Where a prospective or current University Officer applies for a position, they will be responsible for the cost of obtaining the NPC, WWC or FC.

# Staff Disclosure

#### Staff will immediately notify their Supervisor / Manager and / or Human Resources of any change to their disclosable criminal record or changes to their circumstances (e.g. legal action, charges, convictions or offences).

Definitions

**Child Related Work** means work that usually involves (or is likely to involve) regular, direct contact with a child in connection with the work categories in the Working With Children legislation.

**Employee is defined in the Policy Framework Policy**

**Policy** is defined in the Policy Framework Policy.

**University** is defined in the Policy Framework Policy.

**University Community** means all individuals who engage in University Activity and/or use University Property.

**University Officer** is defined in the Policy Framework Policy.

End