



two ways :: one outcome

Criminal History Check Policy

REFERENCE NUMBER:	Policy 06 (P-06)
ORGANISATION UNIT:	All
RESPONSIBLE POSITION:	Chief Executive Officer
RELEVANT DELEGATIONS:	Nil
DATE ADOPTED:	December 2014 (CRN 143/2014)
REVIEW DATE: Three years	December 2017

Objectives:

- To put in place measures to make sure that Criminal History Checks are done for key jobs in Central Desert Regional Council.
- To protect the information and rights of all employees.
- To make sure that residents of Central Desert Regional Council receive the best possible service delivery.

Legislation and Reference:

- Northern Territory Local Government Act.
- Fair Work Act 2009.
- Central Desert Regional Council Enterprise Agreement.
- Anti-Discrimination Act (1996) – (NT).

Policy:

The Human Resources Manager, in partnership with the CEO and Directors (Executive Management Team), will decide which jobs need criminal history checks. These jobs will be described as Nominated Jobs. Central Desert Regional Council will pay for criminal history checks of existing employees when requested by the Regional Council.

It is a condition of employment, that employees that are performing “nominated jobs” have a criminal history check to confirm employment with Central Desert Regional Council. Some employees (for example those working in Aged and Disability Service programs) will require a police history check every 2 years or as required by the Regional Council.

When evaluating a criminal history check for a current or potential 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.

Central Desert 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.



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

History:

Originally Adopted: 8 October 2008, reviewed and updated: 24 October 2012 (CRN: 424/2012)