

CQ HOME ASSIST SECURE POLICE CERTIFICATE PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees (including executive decision makers), contractors and volunteers who provide a service to the CQ Home Assist Secure Program.

2 Purpose:

To ensure relevant persons are suitable to provide services to clients of the CQ Home Assist Secure Program.

3 Related Documents:

Primary

CQ Home Assist Secure Police Certificate Policy

Secondary

Code of Conduct

Commonwealth Home Support Programme – Policy Certificate Guidelines

Contract Register

Discipline Procedure

Enterprise Risk Management Process Procedure

Pre-Employment Screening Policy and Procedure

Queensland Community Care Services Manual

Volunteer Database

Volunteer Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

Authorised Positions	Positions within Council authorised by the Manager Communities and Facilities who have access to NPCs and related documentation.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Client	Persons applying for or accessing services through CQ Home Assist Secure.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Employee	Local government employee: (a) the chief executive officer; or

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 8 November 2016

Version: 1

Reviewed Date:

Department: Community Services

Section: Communities and Facilities

Page No.: Page 1 of 3

		(b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Executive Decision Maker		<ul style="list-style-type: none"> ▪ A member of the group of persons who is responsible for the executive decisions of the entity at that time; ▪ Any other person who has responsibility for (or significant influence over) planning, directing or controlling the activities at the entity at that time; or ▪ Any person who is responsible for the day to day operations of the service, whether or not the person is employed by the entity.
National Certificate (NPC)	Police	<p>A national criminal history check report prepared by the Australian Federal Police or by the police force or service of a State or Territory that discloses evidence of whether a person has:</p> <ul style="list-style-type: none"> (a) Any criminal convictions; (b) Been convicted of an offence; or (c) Been charged with, and found guilty of, an offence but discharged without conviction, is the subject of any criminal charge still pending before a Court.
Spent Conviction		A conviction is considered spent where there has been a specified crime-free period.
Volunteer		Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

5 Procedure:

5.1 Obtaining a Police Certificate

Once the applicants consent is received:

- Workforce and Strategy (W&S) will process NPC applications for preferred applicants and existing employees in accordance with the Pre-Employment Screening Procedure; and
- Volunteers will be processed by Communities and Facilities Administration in accordance with the Volunteer Procedure.

5.1.1 Contractors

Contractors are required to obtain their own NPCs. Application forms can be obtained from the relevant police services or an Australian Criminal Intelligence Commission accredited agency.

The pre-start checklist contains the NPC/statutory declaration requirement and the Contracts and Tender unit will ensure NPCs are obtained and assessed in accordance with the CQ Home Assist Secure Police Clearance Policy prior to engagement. Contracts and Tender authorised positions will enter details relating to sections 5.3.1 to 5.3.1.3 into the Contract Register. CQ Home Assist Secure authorised positions also have access to the Contract Register.

5.2 Expiry of Police Certificates

At least two months before the expiry of a police certificate the person will be contacted to ensure a new NPC is obtained prior to the expiry date. W&S will prompt the renewal of certificates for employees. Communities and Facilities Administration will prompt for volunteers.

Corporate Improvement and Strategy use only

Prompts for contractors are not required as the Tender for Pre-Qualified Suppliers for the Provision of Trade Services to CQ Home Assist Secure is called every three years, with contracts expiring before the NPC three year renewal requirement.

5.3 Recordkeeping

Preferred applicants NPCs and related documentation will be held securely in accordance with the Pre-Employment Screening Procedure. Employee NPCs and related documentation will be held securely by W&S within personnel files and details recorded in Aurion.

Volunteer NPCs and related documentation will be held securely in accordance with the Volunteer Procedure.

Contractor NPCs and related documentation will be held securely in the ECM contract file and details recorded in the Contract Register by the Contracts and Tenders unit.

NPCs and related documentation will only be accessible by W&S, General Manager Community Services, Manager Communities and Facilities and authorised positions.

5.3.1 Registers

The following details will be recorded in the relevant register:

- 5.3.1.1 Date NPC application made or certificate issued;
- 5.3.1.2 NPC information and certificate number;
- 5.3.1.3 Statutory declarations (if required);
- 5.3.1.4 Any exceptions made (if required);
- 5.3.1.5 Assessments and the outcome (if required); and
- 5.3.1.6 Assessment decisions and reasons for the decision (if required).

6 Review Timelines:

This procedure will be reviewed when any of the following occur:

- 6.1 The related information is amended or replaced; or
- 6.2 Other circumstances as determined from time to time by the General Manager.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Procedure Owner	Manager Communities and Facilities
Procedure Quality Control	Corporate Improvement and Strategy

MICHAEL ROWE
GENERAL MANAGER COMMUNITY SERVICES

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 8 November 2016
Version: 1
Reviewed Date:

Department: Community Services
Section: Communities and Facilities
Page No.: Page 3 of 3