

BLUE CARD POLICY

MANAGEMENT DIRECTIVE



1 Scope

This policy applies to Rockhampton Regional Council activities that engage with or provide services to children therefore requiring relevant employees, volunteers and consultants to hold and maintain a blue card or exemption card.

2 Purpose

The purpose of this policy is to:

- (a) Ensure the safety and wellbeing of children and young people;
- (b) Ensure compliance with legislative requirements; and
- (c) Outline Council's requirements to hold a blue card or exemption card.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Working with Children (Risk Management and Screening) Act 2000

Blue Card Procedure

Blue Card Register

Child and Youth Risk Management Strategy

Code of Conduct

Discipline Procedure

Pre-Employment Screening Policy and Procedure

4 Definitions

To assist in interpretation, the following definitions apply:

Blue Card	A card issued by Blue Card Services to people performing child-related work regulated by the <i>Working with Children (Risk Management and Screening) Act 2000</i> .
Consultant	A person who is engaged externally by Council whose expertise is provided on a temporary basis, usually for a fee.
Contact Person	The appointed administration officer within the Community Services Directorate Office who manages the blue card and exemption card process within Council.
Council	Rockhampton Regional Council

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Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Exemption Card	A card issued to registered teachers and police officers who provide services that fall outside of their professional duties.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or their authorised delegates.

5 Policy Statement

Council is committed to providing children and young people with a safe and supportive service environment.

5.1 Regulated Activities

Under the *Working with Children (Risk Management and Screening) Act 2000* persons performing work defined as regulated employment must hold a blue card or exemption card.

In accordance with the definition of regulated employment and business in the *Working with Children (Risk Management and Screening) Act 2000* Council has identified the following Council activities as child-related activities:

- (a) Child care;
- (b) Activities, workshops and events involving ‘one-on-one’ interaction with children or young people – this includes performing such duties in libraries; arts and heritage, sports and recreation areas;
- (c) Youth work; and
- (d) Youth engagement.

5.2 Employment and Engagement of Volunteers and Consultants

Council does not employ or engage any person in regulated employment:

- (a) Without a blue card (no card, no start) or an exemption card;
- (b) Who is issued with a negative notice when applying for a renewal;
- (c) Whose blue card or exemption card is cancelled or suspended during their employment or engagement; or
- (d) Who does not consent to pre-employment screening (employees only)

5.2.1 Employees

Requirements to hold and maintain a blue card are listed as a condition of employment and outlined in appointment letters and position descriptions.

Failure to retain a blue card may result in termination for existing employees.

5.3 Register

The contact person will maintain a register of all employees who require a blue card or exemption card. This register excludes consultants.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



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