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|--------------------------|--------------------------------|----------------------------------|-------------|
| <b>Title</b>             | Criminal History Checks Policy |                                  | <b>P62</b>  |
| <b>Type</b>              | Council Policy                 |                                  |             |
| <b>Document Owner</b>    | Chief Executive Officer        |                                  |             |
| <b>Approval Date</b>     | 31 May 2019                    | <b>Review Date</b>               | 31 May 2022 |
| <b>MaGiQ Document ID</b> | 690814                         | <b>Council Resolution Number</b> | OC056/2019  |

## PURPOSE

To put in place measures to make sure that Criminal History Checks are done for key jobs in Central Desert Regional Council.

## SCOPE

To all employees

## LEGISLATION AND REFERENCE

- Northern Territory Local Government Act 2008.
- Fair Work Act.
- Central Desert Regional Council Enterprise Agreement.
- Anti-Discrimination Act (1996) – (NT).

## POLICY STATEMENT

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 Identified Jobs. Central Desert Regional Council will pay for criminal history checks.

It is a condition of employment, that employees who are performing “identified 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 legislation.

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 they are still legally applicable.

Central Desert Shire Council will treat all criminal history checks as confidential. Criminal history checks will only be viewed by Executive Management, relevant Managers and the Human Resources Team.

# Council Policy

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two ways :: one outcome

## REVIEW HISTORY

| Date             | Details                            |
|------------------|------------------------------------|
| 8 October 2008   | Adopted                            |
| 24 October 2012  | Updated and adopted (CRN 424/2012) |
| 05 December 2014 | Updated and Adopted ( OC143/2014)  |
| 31 May 2019      | Updated and Adopted ( OC056/2019)  |

