

CQ HOME ASSIST SECURE POLICE CERTIFICATE PROCEDURE



1 Scope

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

2 Purpose

The purpose of this procedure is to ensure:

- (a) Employees and contractors are suitable to provide services to clients of the CQ Home Assist Secure Program; and
- (b) Compliance with the Commonwealth Home Support Programme and the Home Assist Secure Program requirement.

3 Related Documents

3.1 Primary

CQ Home Assist Secure Police Certificate Policy

3.2 Secondary

Local Government Act 2009

Code of Conduct

Commonwealth Home Support Program – Police Certificate Guidelines

Contract Register

Discipline Procedure

Enterprise Risk Management Process Procedure

Home Assist Secure Program Requirements

Pre-Employment Screening Policy and Procedure

4 Definitions

To assist in interpretation, the following definitions apply:

Authorised Positions	Positions within Council authorised by the Manager Communities and Culture who have access to CQ Home Assist Secure employee 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.

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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.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Executive Decision Maker	As defined in the CHSP Police Certificate Guidelines: (a) A member of the group of persons who is responsible for the executive decisions of the entity at that time; (b) Any other person who has responsibility for (or significant influence over) planning, directing or controlling the activities of the entity at that time; or (c) Any person who is responsible for the day to day operations of the service, whether or not the person is employed by the entity.
NPC	National Police Certificate, a national criminal history check report prepared by the Australian Federal Police, a state or territory police service, or an Australian Criminal Intelligence Commission accredited agency that discloses evidence of whether a person: (a) Has been convicted of an offence; (b) Has been charged with and found guilty of an offence but discharged without conviction; and (c) Is the subject of any criminal charge still pending before a Court. The information on the certificate is drawn from all Australian jurisdictions and is subject to relevant state and territory spent conviction schemes.
Spent Conviction	A criminal conviction that has lapsed after a period of time and are removed from a person's criminal record.
W&G	Workforce and Governance

5 Procedure

5.1 Obtaining a Police Certificate

5.1.1 Employees

Once the applicant's consent is received W&G will process NPC applications for preferred applicants and existing employees in accordance with the Pre-Employment Screening Procedure.

5.1.2 Contractors

Contractors and their employees 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 Tenders unit will ensure NPCs are obtained and assessed in accordance with the CQ Home Assist Secure Police Certificate Policy prior to engagement. Contracts and Tenders authorised positions will enter details listed in paragraph 5.3.1 into the Contract Register. CQ Home Assist Secure authorised positions also have access to the Contract Register.

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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&G will prompt the renewal of certificates for employees.

CQ Home Assist Supervisor will prompt the renewal of certificates for contractors and their employees.

5.3 Recordkeeping

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

Contractor NPCs and related documentation are held confidentially and securely, details are recorded in the Contract Register by the Contracts and Tenders unit.

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

5.3.1 Registers

The following details will be recorded in the relevant register:

- (a) Date NPC application made or certificate issued;
- (b) NPC information and certificate number;
- (c) Statutory declarations (if required);
- (d) Any exceptions made (if required);
- (e) Assessments and the outcome (if required); and
- (f) Assessment decisions and reasons for the decision (if required).

6 Review Timelines

This procedure 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 General Manager Community Services.

7 Document Management

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



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