

Procedure – Preferred Applicant Screening

Purpose

Relationships Australia Queensland (RAQ) has a duty of care to minimise risk of harm to employees and volunteers, their friends, families and acquaintances, as well as children, young people and clients by ensuring that employees are able to fulfil the requirements of their role.

This procedure describes the methods applied at RAQ to ensure that all preferred applicants meet mandatory requirements i.e. 'Working With Children' Blue Card checks, criminal history analysis via Australian Federal Police Checks, and medical assessments or financial background checks appropriate to the requirements of the role.

Scope

This procedure is applicable to all preferred applicants' of paid and unpaid vacancies at RAQ, including Board Directors.

Definitions

Word/Term	Definition
<i>Employee</i>	For the purpose of this procedure, the term Employee will capture both employee, volunteer and Board Member.
<i>Preferred Applicant</i>	Applicants who have been identified through the Recruitment and Selection Procedure as the most suitable candidate for a vacancy including membership on the Board.
<i>Working With Children Check (Blue Card)</i>	A national check of an individual's criminal history, including any charges, convictions and disciplinary information held by professional organisations and police investigative information. All employees must acquire and maintain a positive Working With Children Notification (Blue Card) as a condition of their employment with RAQ and in order to represent and carry out responsibilities on behalf of RAQ. This includes applying for a Blue Card renewal every 2 years. Employees are responsible for applying for renewals in a timely manner and ensuring that Blue Card Services has their correct contact details for the purpose of renewal notification. It is noted that it is an offence for a <i>disqualified person</i> to sign a Blue Card application, and such

Procedure – Preferred Applicant Screening

	<p>individuals should seek further information from Blue Card Services.</p> <p>All costs incurred for application and renewal will be paid for by RAQ.</p>
<i>Australian Federal Police (AFP) Check</i>	<p>A formal enquiry made by the Australian Federal Police (AFP) to the relevant police authority or Territory and to obtain details of an individual's criminal convictions or findings of guilt in each State or Territory and in all non-Australian jurisdictions where the person has resided.</p> <p>All employees are required to undergo an AFP Check prior to commencement with the organisation and at the request of RAQ during the course of their employment. Individuals who are found to have a Criminal or Court Record must have a risk assessment conducted and the CEO's approval must be sought prior to appointment or continued employment confirmed. Individuals who have a Serious Criminal Record cannot be employed with RAQ.</p> <p>All costs incurred for this application, and any further checks required, will be paid for by RAQ.</p>
<i>Financial Check</i>	<p>A formal check made regarding an individuals past financial dealings for the purpose of assessing their suitability for a designated role. Financial checks carried out include Financial Regulatory, Credit Default and Bankruptcy. These checks will only be completed on specified positions including but not limited to Board positions and Senior Management roles that hold financial responsibility for the organisation ie Chief Executive Officer and Chief Financial Officer.</p>
<i>Criminal or Court Record</i>	<p>Any record of any Other Offence.</p>
<i>Other Offence</i>	<p>A conviction, finding of guilt, on-the-spot fine for, or court order relating to:</p> <p>a) An apprehended violence or protection order made against the employee;</p>

Procedure – Preferred Applicant Screening

	<ul style="list-style-type: none"> b) One or more traffic offences involving speeding more than 30 kilometres over the speed limit, injury to a person or damage to property; c) A crime or offence involving the consumption, dealing in, possession or handling of alcohol, a prohibited drug, narcotic or other prohibited substance; d) A crime or offence involving violence against or the injury, but excluding the death of a person.
<i>Serious Record</i>	A conviction or any finding of guilt for a Serious Offence.
<i>Serious Offence</i>	<p>A conviction or finding of guilt for:</p> <ul style="list-style-type: none"> a) An offence involving violence ensuing in the death or serious injury of a person resulting in a conviction of murder or manslaughter; b) A sex related offence or crime, including offences of sexual assault and unlawful sexual intercourse against an adult or a minor; c) Child related offenses involving child pornography, or an indecent act involving a minor; d) A crime or offence involving drug trafficking, dishonesty, damage to property exceeding \$30,000 (including arson), aggravated burglary; e) Fraud, money laundering, insider dealing or any other financial offence or crime, including those under legislation relating to companies, banking, insurance or other financial services; or f) Other serious offences as detailed in the Criminal Code, Classification of Computer Games and Images Act 1995, Classification of Films Act 1991, Classification of Publications Act 1991 and Drugs Misuse Act 1986.
<i>Declaration of Conflict of Interest</i>	All applicants are asked to indicate prior to appointment if they are in a situation where their personal interests directly conflict with the best interests of the organisation, its members or clients, or where their decisions or actions may be influenced by their personal interests rather than those of the organisation. Should a

Procedure – Preferred Applicant Screening

	conflict of interest be identified this will be managed through the <i>Employee Declaration of Conflict of Interest Procedure</i> .
<i>Pre-Employment Medical Assessment</i>	Where an applicant acknowledges that they have a medical condition that may impact upon their ability to perform the role for which they have applied, RAQ may request that the preferred applicant attend a doctor, occupational therapist, psychologist or other relevant professional of RAQ's choosing for assessment.
<i>Drivers Licence</i>	When a driver's licence is required to perform the duties of a position, this must be an <i>Open</i> driver's licence (i.e. this cannot be a Learners or a Provisional driver's licence), held within the applicable state.

Legislative/Standards Context

Name	Location
<i>Child Protection Act 1999</i>	State legislation
<i>Commission for Children and Young People Act 2000</i>	State legislation
<i>Work Health and Safety Act 2011</i>	State legislation

Supporting Documentation

Name	Location
HR – PRO - Recruitment and Selection	RAQ Document Management System (DMS)
GOV – POL – Workplace Health and Safety	DMS
HR – PRO – Existing Employee Screening	DMS
HR – PRO – Workplace Rehabilitation	DMS
HR – FRM – Recruitment – Employee Application Form	DMS
HR – FRM – New Commencement - Blue Card Application and Renewal	DMS
HR – FRM – New Commencement – Blue Card Volunteer to Paid Employment Transfer	DMS
HR – WIN - CVCheck Federal Police Check Application Process	DMS
HR – WIN – CVCheck Financial Background Check Application Process	DMS

Procedure – Preferred Applicant Screening

Responsibilities

Preferred Applicants: Responsible for providing complete and accurate information when providing all documentation and participating in medical assessments as requested.

Reporting Manager: (Including Venue Team Leader) Responsible for ensuring that preferred applicants are provided with an Application Form prior to an offer of employment being made, preferably at the interview process, and for liaising with Human Resources when preferred applicants indicate that they have an existing injury or illness or a criminal record. Reporting Managers are also responsible for ensuring the relevant AFP and finance checks are underway as soon as practicable, and prior to the preferred applicant commencing work at RAQ i.e. following obtaining approval from the Regional Manager or Head of Department to appoint the preferred applicant. Where available, Reporting Managers are to provide Human Resources with a coloured photocopy of the preferred applicant's Blue Card and driver's licence. Otherwise, the Reporting Manager is to ensure the relevant Blue Card Application and Renewal form is submitted by the preferred applicant immediately upon commencement.

Human Resources Team: Responsible for ascertaining key information regarding an applicant's ability to perform their role and ensuring that the appointment of the preferred applicant does not endanger anyone or the reputation of RAQ. The Human Resources Team are also responsible for the provision of advice and enforcement of this procedure, and any formal correspondence in this process. The Human Resources Team is responsible for performing a risk assessment for applicants who are found to have a criminal record and liaising with the CEO to determine if appointment is appropriate.

Head of People and Culture: The Head of People and Culture has overall responsibility for the implementation and review of this procedure. The Head of People and Culture is responsible for determining whether it is appropriate to appoint preferred applicants who do not possess an open driver's licence, and / or have an injury or illness which prevents them from performing the requirements of the role they have applied for in RAQ.

Chief Executive Officer (CEO): The CEO is responsible for determining whether it is appropriate to appoint preferred applicants who have a criminal record. They are responsible for liaising with the Board regarding the receipt of or risk assessment for Checks pertaining to potential Board Members.

Procedure – Preferred Applicant Screening

Procedure

Application Form

1. As per the *Recruitment and Selection Procedure*, all applicants will be provided with the RAQ Employee Application Form by the Reporting Manager for completion prior to an offer of employment is made.
2. The Reporting Manager is responsible for consulting with the Human Resources Team should there be any concerns relating to the preferred applicant's health, injury or declared potential conflict of interest.

Disclosure of Health Problem or Injuries

3. Where candidates have an existing physical or psychological injury, issue or health problem requiring reasonable adjustment to the workplace, the Reporting Manager is to consult with Human Resources prior to making an offer of employment. Human Resources may:
 - Contact the preferred applicant to obtain additional information, and/or
 - Request that the preferred applicant undergo a pre-employment medical assessment to determine if the applicant can meet the physical and psychological requirements of the position.
4. Based on assessment reports, the Head of People and Culture along with the Regional Manager or Head of Department will jointly decide if it is appropriate to make a provisional Offer of Appointment to the preferred applicant. If the preferred applicant is unable to meet the requirements of the position a formal Offer of Appointment will not be progressed.

Drivers Licence

5. When a driver's licence is required to perform the duties of the position, the Reporting Manager is to communicate to the preferred applicant that their appointment is subject to holding and maintaining their current drivers licence before making an offer of employment. This licence must be held within the State in which the preferred applicant will reside while employed with RAQ.
6. Prior to commencement with RAQ, the Reporting Manager must obtain a coloured photocopy of the prospective employee's drivers licence. The Reporting Manager should sight both the original and the copy at once and sign the copy to indicate that it is a true copy. This copy is to then be provided to Human Resources, who will store this copy on the prospective employee's electronic personnel file.

Procedure – Preferred Applicant Screening

7. If the prospective employee fails to produce a current and valid drivers licence, their employment will not proceed. The Reporting Manager should liaise with Human Resources in this instance to ensure all appropriate actions are taken.

Working With Children Check (Blue Card)

8. Human Resources will issue the preferred applicant with the relevant Blue Card Application Form as part of their pre-employment pack. The employee must complete the relevant Blue Card application form, indicating that they are seeking a Blue Card for “health, counselling and support services”. The employee is to return this form on the first day of commencement (or prior) to their Reporting manager. The Reporting Manager is to return the form to Human Resources on the same day and Human Resources will send it on to Blue Card Services. If the employee already possesses a Blue Card, the employee is to provide their Reporting Manager with a copy of their existing Blue Card and the original Blue Card for certification immediately upon commencement, or prior. The copy of the Blue Card is to include the Reporting Manager’s signature to indicate that this is a true copy of original card and is to be sent to Human Resources also immediately upon the employee’s commencement. It is the new prospective employee’s responsibility to contact the Blue Card Services immediately upon commencement to advise of their change of employer. If a negative notification has been received (Blue Card application unsuccessful) Human Resources will immediately notify the prospective employee that their employment will not proceed. The employee will be provided with notification of whether their application for a Blue Card has been successful by the Agency. If the application has been successful and a positive notice is obtained, a copy of this Card or letter from the Agency confirming successful attainment, will be stored on the employee’s electronica personnel file by Human Resources. Blue Cards are current for 2 years.

Australian Federal Police Check

12. All prospective RAQ employees must undertake a AFP Check regardless of their role requirements or whether they are in possession of a valid Blue Card.
13. An AFP check for a preferred applicant **must** be ‘**cleared with no discloseable outcomes**’ before they may commence employment at RAQ. As the process may range between 2-3 hours for a standard electronic check or up to approximately 15 working days where manual vetting is required, it is recommended that the Reporting Manager commence this process as soon as practicable i.e. upon recieving approval

Procedure – Preferred Applicant Screening

from the Regional Manager or Head of Department to offer employment to the prospective employee.

The Reporting Manager must enact the steps specified within the *Work Instructions - CVCheck Federal Police Check Application Process*.

14. The employee will be provided with notification of whether their AFP Check has been cleared. A copy of the report will be stored on the employee's Personnel File within EnableHR by Human Resources for record keeping.

Criminal or Court Record

15. If an applicant is found to have committed an offence, including a serious offence, or be under investigation for criminal activity, Human Resources will complete and document a risk assessment and seek the approval of the CEO to determine if it is appropriate to appoint the individual. A record of any decision(s) made will be maintained.
16. Employment at RAQ is conditional upon successful attainment and maintenance of a positive Blue Card notice, confirmation of no serious criminal offences or court records and in some cases, a medical assessment that allows for reasonable adjustment.

Financial Background Check

17. An applicant commencing in a designated role, such as but not limited to a Board Member or Executive role that holds financial responsibility for the organisation ie Chief Executive Officer and Chief Financial Officer, will be required to undergo a series of standard financial background checks.
18. Standard financial background checks will include a Bankruptcy Check, Credit Default Check and Financial Regulatory Check alongwith the AFP National Police Check.
19. The applicant **must** be '**cleared with no discloseable outcomes**' before they may commence carrying out responsibilities on behalf of RAQ. As the process may range between 2-3 hours for a standard electronic check or up to approximately 15 working days where manual vetting is required, it is recommended that the Human Resources representative commence this process as soon as practicable i.e. upon receiving approval from the CEO to offer an appointment, or in the case of CEO appointment, instruction from the Chair of the Board. The Human Resources representative must enact the steps specified within the *Work Instructions – CV Check Financial Background Check Application Process*.

Procedure – Preferred Applicant Screening

20. The employee will be provided with notification of whether their standard financial checks have been cleared. A copy of the reports will be stored on the employee's electronic personnel file by Human Resources for record keeping.
21. Should issues be identified during this process the Human Resources Team will conduct a Risk Assessment. The Head of People and Culture will submit this risk assessment to the CEO and / or respective Board member's for further consideration.
22. Employment at RAQ is conditional upon the CEO and / or respective Board member's decision regarding the submitted Risk Assessment.

Responsibility

Procedure Owner	Head of People and Culture
-----------------	----------------------------

Version Control and Change History

Version No	Approval Date	Approved by	Amendment
V1.0	July 2010	SMSST	Migration from Doc Cube to Knowledge Tree
V2.0	September 2010	Quality Manager	Amended to reflect to RAQ template.
V3.0	26 March 2013	Director HR	Updated to reference DMS
V4.0	9 December 2013	GMGC	Major revisions to reflect current procedures and to align with Privacy Principles
V5.0	17 January 2017	HoPC	Amended requirements to undertake AFP Check, and Financial Check, reference to CVCheck Work Instructions and Head of People and Culture and Regional Manager title change.
V1.0	17 January 2017	HoPC	Updated version number for DMS.
V2.0	17 January 2017	HoPC	Edited to correct formatting and update document ID.