



National Police Certificate Assessment Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Supports: [Recruitment, Selection and Appointment Policy](#)

Strategic Plan Theme: [People and Culture](#)

2. PROCEDURAL DETAILS

- 2.1. A National Police Certificate (NPC) will be undertaken as part of the recruitment process to determine if any circumstances exist that preclude employment with the University.
- 2.2. All individuals will provide their NPC where the University deems it appropriate and practicable or where applicable a relevant Criminal Screen Check from the country of current/usual residence.
- 2.3. An individual who refuses to provide their NPC or fails to declare changes to their criminal history information once engaged, will be precluded from employment with the University.
- 2.4. An individual with a disclosable court outcome or pending charges will only be precluded from appointment at the University when the nature of the outcome or pending charge prevents the individual from meeting the inherent requirements of the position.
- 2.5. Individuals will bear the cost of the NPC. Exceptions may be requested from and granted by the Director, People Services. Costs associated with the exception will be borne by the Faculty/Area.

2.6. NPC assessment requirements

- 2.6.1. The University will require an NPC assessment when:
 - a) an initial engagement is to be made;
 - b) a second or subsequent engagement is to be made and screening/assessment has not been previously undertaken;
 - c) a break in service of more than 18 months has occurred;
 - d) an appointment is made to a nominated position as assigned in the Human Resources Information System (HRIS);
 - e) they have responsibility for a corporate credit card; or
 - f) a change to their criminal history information has occurred (refer to Section 2.7).
- 2.6.2. The Director, People Services, or nominee, may waive the requirement to request an NPC when:
 - a) a casual general and professional appointment is for less than 10 hours per contract;
 - b) a casual academic appointment is for less than 10 hours per semester;
 - c) a casual academic appointment does not require student contact;
 - d) a casual academic staff member can demonstrate current registration with a professional association (including APRHA, Dept of Education or Teachers Registration Board of WA); or
 - e) an appointment has been exempted by the Director, People Services.
- 2.6.3. Appointment at the University may be conditional upon the assessment of an individual's NPC.
- 2.6.4. Where the University requires the assessment of an individual's NPC, the Director, People Services, or nominee, will provide written direction to an individual of the requirement to do so. The individual will provide the Director, People Services, or nominee, with their NPC with a date of validity no older than 12 months at the date of submission to the University.
- 2.6.5. Where an NPC is required, an appointment is not confirmed until such time as the screening requirements are met to the satisfaction of the university.

2.7. Assessment of NPC information

- 2.7.1. Where the NPC reveals a charge or conviction against the applicant/person the matter will be referred to the Director, People Services, who will consider the following whilst

keeping in mind the inherent requirements of the position or the circumstances of the application:

- a) the nature and gravity of any offence(s) disclosed;
 - b) the time that has passed since the recording of the offence(s) and/or completion of the sentence(s)
- 2.7.2. The Director, People Services will determine if the charge or conviction may present a barrier to the employment of an individual, and if so will call the Criminal History Assessment Panel (the Panel) to assess the relevant individual's criminal history information.
- 2.7.3. The Panel will consist of:
- a) Director, People Services (Chair);
 - b) Director, Risk, Compliance & Audit or nominee;
 - c) Senior Legal Counsel or nominee
- 2.7.4. In circumstances where the applicant has identified as an Aboriginal or Torres Strait Islander, and, following an assessment by the Panel, employment is unlikely to be offered/confirmed, and where none of the Panel have themselves identified as an Aboriginal or Torres Strait Islander, the Chair must ensure the inclusion of an appropriate Aboriginal or Torres Strait Islander through co-option to the panel.
- 2.7.5. After the Panel has made its determination, the Chair will:
- a) advise the applicant or their line manager or both of the Panel's determination and any required further action or intervention impacting the applicant's employment.

2.8. Responsibility to declare changes to criminal history information

- 2.8.1. An existing staff member or agency hire staff member must declare in writing any change to their criminal history information as soon as is reasonably practical to the Director, People Services, or nominee:
- a) at any time during their employment or engagement at the University; or
 - b) when accepting an offer of further appointment at the University.
- 2.8.2. When a staff member or agency hire staff member declares any change to their criminal history information:
- a) they will provide a contemporary NPC for assessment on request;
 - b) the matter will be referred to the Director, People Services and assessed as per section 2.6; and
 - c) the Director, People Services, will consult with the individual's line manager if action is required.

2.9. Records management

- 2.9.1. If a person or a Faculty/Area requests a criminal history check from an individual, that NPC will be forwarded to the Director, People Services.
- 2.9.2. The only parties who will hold criminal history information and related information are:
- a) individuals who have provided their own NPC for assessment; and
 - b) the Office of the Director, People Services.
- 2.9.3. All NPC records will be disposed of in accordance with the University's Information Management Policy.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2,

3.1. Director, People Services, is responsible for:

- a) ensuring records are kept in accordance with the University's *Information Management Policy*; and
- b) maintaining the confidentiality of an individual's disclosed criminal record history.

3.2. Agency-hire staff are responsible for:

- a) supplying the employing agency with a valid Criminal History Check; and

- b) providing the Criminal History check to the Director, People Services, or nominee, where disclosed court outcomes are recorded.

4. SCOPE OF PROCEDURES

These procedures apply to all university staff whether directly employed or engaged through a third-party to work for the University.

These procedures do not address Working With Children checks, which are a separate requirement for positions involving contact with children.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

National Police Certificate (NPC).

A nationally coordinated record provided through the checking and releasing of police information about an individual's disclosable court outcomes and pending charges sourced from the databases of all Australian police jurisdictions.

NPC assessment.

The process of assessing an individual's NPC to assist in determining if any disclosable court outcomes or pending charges may impact that person's employment with the university.

Nominated position

A role or position that has the following inherent requirements:

- a) handling monies and processing financial transactions (including cash, cheques, credit cards, electronic funds transfers)
- b) having access to confidential information and/or details pertaining to staff and/or students to a level where identity fraud may be possible
- c) having access to medicines, hazardous substances, and/or drugs, other than a certified medical practitioner
- d) having authority to authorise or approve financial transactions
- e) having a campus-wide access card or master keys
- f) undertaking sensitive research
- g) any other requirements as deemed appropriate by the Vice Chancellor, or nominee

Student contact

Involvement, or likely involvement, with a student including any form of oral communication, whether face-to-face, by telephone or otherwise, or electronic communication.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Working With Children Check Procedures](#)

[Working with Children \(Criminal Record Checking\) Act 2004](#)

[Equal Opportunity Act 1984](#)

[Spent Convictions Act 1988](#)

[Public Sector Management Act 1994](#)

Policy Compliance Officer	Karen Lamont , Director, People Services
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1 st April 2024

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	13/03/2012	Vice President, Corporate Services	EM1202	Conditional upon PMC rescinding the current policy and procedures at its 27 March 2012 meeting, effective 3 April 2012
	Amended	24/04/2013	Vice President, Corporate Services	EM1309	Unconditional
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	02/09/2014	Director, Legal and Compliance Services		Department name change, Professional Standards and Conduct Unit changed to Integrity and Standards Unit
	Amended	26/03/2015	Vice President, Corporate Services	EM1503	Unconditional
	Amended	10/07/2015	Acting Vice President, Corporate Services	EM1509	Unconditional
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People Services (also approved by the Chief Operating Officer)
	Administratively Updated	30/06/2017	Director, Legal and Compliance Services		Added additional related links
	Amended	10/02/2020	Chief Operating Officer	EM2001	Updated clause 3.3.1 The Panel members
	Amended	23/03/2021	Chief Operating Officer	EM2143	Procedure name change from Criminal Record Screening.