



# ECU Student Guild

## POLICE CLEARANCE POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Human Resources
<b>POLICY TITLE</b>	<b>Police Clearance Policy</b>
<b>POLICY OWNER</b>	Operations Manager

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## 1. INTENT

- 1.1. Edith Cowan University Student Guild has a responsibility to ensure that Employees and volunteers, including Guild Senators, engaged or intended to be engaged by the Guild are suitable for the intended positions.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees and volunteers, inclusive of Student Senators and Dircksey Editors and Sub Editors.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Dircksey Editor and Sub Editor** means individuals engaged to undertake editor roles for the Guild supported student magazine Dircksey.
- 3.7. **Employee** means an individual employed under an employment contract by the Guild.
- 3.8. **The Guild** means Edith Cowan University Student Guild.
- 3.9. **Senate** means the duly elected student representatives of the Guild.
- 3.10. **Volunteer** means any individual engaged by the Guild to undertake a role or task voluntarily and for the purposes of this policy includes Senators and Dircksey Editors and Sub Editors.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. Police checks are undertaken to ensure that Employees and volunteers have no disclosable court outcomes that should preclude them from being engaged with the Guild.
- 5.2. Preclusion can include, but is not limited to:
  - 5.2.1. Fraud or other financial crimes may preclude an individual from a role requiring financial management or oversight of financial transactions.
  - 5.2.2. Driving offences may preclude an individual from a role requiring the incumbent to perform driver or transport duties.
- 5.3. Where a police check is returned with a disclosable court outcome, the nature and relevance of the court outcome will be considered in relation to the intended position. A meeting will be set up between the Operations Manager and the individual to discuss the disclosable outcome and the potential consequences regarding engagement.
- 5.4. Police Checks will be administered through [veritascheck.com.au](https://veritascheck.com.au) and funded by the Guild.
- 5.5. Police checks undertaken by the Guild will be held on the Employee's personnel file.

##### 5.5.1. Recruitment & Election Requirements

- 5.5.1.1. All new Employees and volunteers will be required upon engagement to obtain a satisfactory Police Clearance.
- 5.5.1.2. Senators and Director Editors and Sub-Editors will be required to obtain a satisfactory police clearance on the one year anniversary of the existing police clearance.
- 5.5.1.3. All job advertisements and relevant election documentation will state that successful candidates/nominees will be required to obtain a satisfactory police clearance on appointment to the Guild.
- 5.5.1.4. The Guild may accept a Police Clearance obtained independently by the Employee or volunteer on commencement, provided that the Police Clearance is dated within 6 months of the commencement date and is obtained through a verifiable provider.

**5.5.1.5.** Employees and volunteers are required to provide a satisfactory Police Clearance within 28 days of commencement. Failure to do so will result in termination of a contract of employment or contract of engagement as relevant.

**5.5.1.6.** New Employees and Volunteers who are precluded from a role based on their police check results will have the contract of employment or contract of engagement terminated.

#### **5.5.2. Disclosure of Convictions**

**5.5.2.1.** Employees and Volunteers, including new Employees and Volunteers are encouraged to disclose any activity that may impact on the inherent requirements of their role.

**5.5.2.2.** Disclosures must be made to the Operations Manager who will discuss the relevance and impact of such disclosures on the Employee or Volunteer's role.

**5.5.2.3.** Any disclosures made will be kept confidential by the Operations Manager, however where applicable and relevant the Operations Manager may advise the President of the Guild as required.

**5.5.2.4.** Disclosures and other allegations or facts may be investigated to ascertain the impact to the Guild in terms of the inherent requirements of the role.

**5.5.2.5.** Where the inherent requirements of the role are affected by the conviction an Employee's Contract or Volunteer's engagement with the Guild may be terminated.

## **6. RELATED DOCUMENTS**

<b>Related Policy</b>	•
<b>Related Procedure</b>	•
<b>Other Related Documents</b>	•
<b>Related Legislation</b>	• Fairwork Act 2009

## **7. CONTACT INFORMATION**

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	23/08/2021
<b>Original Motion</b>	SM2108/03
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<b>Revised by</b>	
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