

CHECKLIST

Before you forward this Consent Form to the Criminal Records Screening Unit for processing please initial the boxes provided below to ensure all relevant documentation is attached. An incomplete Consent Form will be returned.

- Consent form completed and signed
- Photocopies of documentary evidence certified as true copies of the originals by the person who sighted the originals – (Refer to page 6 for those who can verify original documents)
- Correct cheque/money order made payable to The Department of Health
- Name and contact telephone number of the person certifying the photocopies of the documentary evidence as true copies of the originals

Name (of the person who has sighted the original documentation) _____

Contact Telephone Number _____

ACCEPTABLE IDENTIFICATION FOR THE PROVISION OF SERVICES WITHIN THE DEPARTMENT OF HEALTH

You must submit photocopies of documentary evidence of Identification to the value of 100 points together with the Criminal Record Screening Consent Form, prior to commencing employment within the Department of Health. **Where you have changed your name (i.e. through marriage or deed poll) evidence must be produced to support this.**

Only one item from each box is permitted to make up the 100 point total

TYPES OF IDENTIFICATION	POINTS
<ul style="list-style-type: none"> - Birth certificate (original, certified copy or extract) - Current passport/international travel document - Citizenship certificate (original or certified copy) <p>Use only ONE of the above.</p>	70
<ul style="list-style-type: none"> - Driver's licence/permit - Public Service ID card - Social security benefits card - Tertiary student ID card <p><i>Name, signature and photograph where applicable must be supplied.</i></p> <p>Use only ONE of the above.</p>	40
<p>A signed written reference from:</p> <ul style="list-style-type: none"> - A financial body - An acceptable referee <p><i>The reference must confirm a twelve month association with the recommended applicant.</i></p> <p>Use only ONE of the above.</p>	40
Medicare Card	25
<p>Membership card</p> <ul style="list-style-type: none"> - Union or trade/professional bodies 	25
<p>Recent arrival in Australia (less than six weeks)</p> <ul style="list-style-type: none"> - Passport (resident) 	100
<p>Isolated Area Aborigine</p> <ul style="list-style-type: none"> - A written statement of confirmation of identification signed by two acceptable referees. 	100

FOR SECURITY REASONS THIS FORM MUST BE POSTED. IT WILL NOT BE ACCEPTED IN PERSON.

Your completed Consent Form, together with \$35.00 (please staple your cheque/money order made payable to the Department of Health, to the consent form), should be forwarded to:

**The Criminal Record Screening Unit
Department of Health
Locked Bag 60
PERTH BUSINESS CENTRE WA 6849**

Fax: 08 9222 2143

Email: CR.Screening@health.wa.gov.au

Telephone: (08) 9368 2644

Facsimile: (08) 9368 2677

Street Address

Suite 7, 2nd Floor, 23 Richardson Street,
South Perth 6151 Western Australia



Postal Address

PO Box 959,
South Perth 6151 Western Australia

DEPARTMENT OF HEALTH
CONSENT TO OBTAIN PERSONAL INFORMATION

I _____ hereby:
(Insert Full Name)

- 1. acknowledge that I have been provided with all the information that I require about the Criminal Record Screening Policy, details of the checking process and the grievance resolution mechanism available to me. All of my queries have been satisfactorily answered;
2. certify that the personal information I have provided on this form relates to me, is complete and is correct;
3. agree to release the State of Western Australia, the Minister for Health, the Agency, and all respective officers, members, employees and agents, from any claim, action, proceeding, suit, demand, costs or expenses ("claims") which I have now or may have at any time in the future in relation to the criminal history records checking process or its outcomes (except to the extent my claims relate to a breach of confidentiality by any of these parties in breach of the Criminal Records Screening Policy).
4. consent to:
i. the CrimTrac Agency making enquires to Australian Police Services;
ii. Australian Police Services obtaining and disclosing from their records personal information about me, including pending charges, findings of guilt and criminal convictions recorded against me for any offences in any jurisdiction, and including information to which any applicable 'spent' or 'annulled' convictions, legislation relates, and forwarding relevant information to the CrimTrac Agency; and
iii. the CrimTrac Agency providing relevant information to the Department of Health for the purposes of allowing the Department of Health to assess my suitability in relation to my employment; and
5. consent to the Department of Health forwarding details obtained from this form to the CrimTrac Agency and/or to Australian Police Services or other relevant law enforcement agencies.

Signature _____

___/___/___
Date

Telephone Number _____

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the Department of Health on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.



**Some information regarding
DEPARTMENT OF HEALTH
Criminal Record Screening Policy
1st December 2007**

About the policy

The Department of Health has a 'duty of care' to take all reasonable steps to protect clients from harm and is committed to the prevention of crime against all clients receiving health services from:

- Government agencies;
- Non-government organisations funded by Government;
- Volunteer organisations involved in Government services; and
- Private contractors providing services to Government.

To assist in the protection of clients, the screening of criminal records will apply to all **prospective**:

- Employees (full/part – time, temporary, casual, sessional, contract (includes redeployees));
- Independent contractors (includes all visiting practitioners) and their employees;
- Private agency staff;
- Students on placement (excludes school children on work experience);
- Volunteers; and
- Persons engaged in any other capacity (e.g. Adults on work experience, chaplains, academics);

No person in the above categories will be allowed to work or provide services without a criminal history record check. Previous criminal convictions or pending charges will not necessarily preclude employment or involvement in the provision of services.

Your personal information will be held in the strictest confidence and will not be used by the Department of Health for any purpose other than to determine your suitability for the provision of services to clients of the Department of Health. Only the Criminal Record Screening Unit in Perth will hold outcomes of the criminal history record checking process.

Your information will not be disclosed by the Department of Health except as provided for in the Criminal Records Screening Policy or as required by law (e.g. Freedom of Information Act).

Criminal History Record Check

Criminal history record checks are an integral part of the assessment of your suitability. On this Form you are asked to disclose whether you are the subject of any criminal charges still pending before a Court, or whether you have been the subject of any convictions or findings of guilt before a Court.

Information extracted from the Form will be forwarded to the CrimTrac Agency, other Australian police services or other law enforcement agencies for checking action. By signing the Form you are consenting to these agencies:

- Disclosing criminal history information that pertains to you from their own records to the Department of Health; and/or
- Accessing their records to obtain criminal history information that in turn will be disclosed to the Department of Health.

It is usual practice for an applicant's personal information to be disclosed to Australian Police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Restrictions on the release of criminal history information

As from 31 May 2005, the Department of Health was granted exemption to the Spent Convictions Act 1988 (WA) relating to convictions/findings of guilt OF Western Australian offences. Therefore, in accordance with that Act, you must disclose ALL 'spent' convictions/findings of guilt of Western Australian offences.

CrimTrac will conduct the Criminal Record Screening Check on behalf of the Department of Health.

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as 'spent' or 'rehabilitated' convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

Telephone: (08) 9368 2644

Facsimile: (08) 9368 2677

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NO CRIMINAL HISTORY INFORMATION WILL BE FORWARDED TO THE TAFE**Note:**

A Criminal Record Screening Check processed through the Department of Health can only be used for employment purposes and providing services within the Department of Health. It must not be used for any other purpose. **IT IS NOT A WORKING WITH CHILDREN CHECK OR AN AGED CARE CLEARANCE.**

Spent Convictions Schemes**Western Australia**

Under the provisions of Section 7(1) of the *Spent Convictions Act 1988* (WA) only 'lesser convictions' can be spent by the WA Police Service, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment for 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as 'serious convictions' applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a 'spent conviction order' under the *Sentencing Act 1995* (WA) that the conviction is a spent conviction for the purposes of the *Spent Convictions Act 1988* (WA).

'Serious offence'

The definition of a serious offence in accordance with the Department of Health Criminal Records Screening Policy, means crimes against a person or persons for which a Court has recorded a conviction and has handed down a penalty of at least twelve (12) months imprisonment.

Other than in exceptional circumstances, a person who has been convicted of a serious sexual offence(s) will not be employed or involved in the provision of services to clients.

Other serious offences (e.g. serious offences involving threat or injury to another person and serious drug offences) relevant to the duties of the position may render a person unsuitable for employment and/or provision of services to clients. This will be determined by the Coordinator, Criminal Record Screening in conjunction with other relevant parties.

If a person has been convicted of a serious offence, he or she may be precluded from employment or involvement in the provision of client services within a Department of Health site.

There is a prescribed Grievance Resolution Mechanism, which can be found in the Operational Guidelines. This process should be followed if you wish for a decision regarding your criminal record screening to be independently reviewed.

Criminal Records Screening Unit

The Department of Health has an established Criminal Records Screening Unit. The officer who works in this area is highly experienced and is bound by strict confidentiality provisions.

The Unit will process your Criminal Record Screening Check and forward your name to CrimTrac. The process can take between three (3) and fifteen (15) working days, however some delays can occur.

Consent Form

This Form is used by the Department of Health as part of the assessment process to determine whether a person is suitable for employment or other engagement for work with the Department of Health.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions within the Department of Health.

The Criminal Records Screening Unit must have a signed consent form before a Criminal Record Screening Check is conducted.

Your screening check will be unnecessarily delayed if your writing is illegible or if you have omitted information. Delays mean that you are unable to commence your placement.

Provision of false or misleading information

You are asked to certify that the personal information you have provided on this Form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interests to provide full and frank details in the Form.

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Compulsory '100 point' identification check

Documentary evidence of acceptable identification is to be attached and submitted by all persons prior to a Criminal Record Screening Check being undertaken for the employment or the provision of services within the Department of Health.

In order to undertake a Criminal Record Screening Check, you need someone else to verify that they have sighted the original documentary evidence of identification. This person;

- Must NOT be related to you by birth or marriage;
- Must have known you for at least one year (12 months);
- Must be contactable by telephone during normal working hours;
- Must sight documentary evidence of identification to the value of 100 points;
- Must ensure that photocopies of documentary evidence used are taken and signed off as the original being sighted.

Fee

The fee payable for your Criminal Record Screening Check is \$35.00 (GST inc.) You will receive a receipt issued in the cheque bearer's name.

If you have undergone an Australian Federal Police (AFP) Check and/or obtained a National Police Certificate (NPC) within the last 12 months and there are no convictions listed that contravene the Department of Health's Criminal Record Screening policy, the fee will be \$5.50 (GST inc.) provided supporting documents are attached to the Consent Form; i.e. a copy of the AFP clearance or the NPC.

A clearance card will then be issued from the date that screening was completed.

Clearance Card

When the Criminal Records Screening Unit receives the results of your Criminal Record Screening Check, and there is no further action to complete and you are cleared in accordance to the Department of Health's Criminal Record Screening Policy, a clearance card will be produced for you. This card will be forwarded to the current address provided on the Consent Form.

YOU MUST CARRY THIS CARD WITH YOU AT ALL TIMES WHEN WORKING WITHIN A DEPARTMENT OF HEALTH SITE AS EVIDENCE THAT YOU HAVE BEEN SCREENED. YOU ARE RESPONSIBLE FOR YOUR CARD. REPLACEMENT CARDS WILL COST \$5.50.

Where to send your completed Consent Form

Your completed Consent form together with the \$35.00 or \$5.50 (see above) and remittance (please staple your cheque/money order to the Consent Form made payable to the Department of Health), should be forwarded to:

**The Criminal Records Screening Unit
Department of Health
Locked Bag 60
PERTH BUSINESS CENTRE WA 6849**

Fax: 08 9222 2143

Email: CR.Screening@health.wa.gov.au

At the completion of the screening process, the Consent Form together with a clearance card and the official receipt of payment will be returned.

FOR SECURITY REASONS YOUR CONSENT FORM AND REMITTANCE WILL NOT BE ACCEPTED PERSONALLY AT THE DEPARTMENT OF HEALTH.

THIS IS NOT A WORKING WITH CHILDREN CHECK OR AN AGED CARE CLEARANCE.

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