

Awards Policy and Procedure

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1 Purpose

This policy and procedure provides information on awards open to members of the general public that are coordinated, sponsored or nominated by the Department of Communities and Justice (DCJ). It prescribes that the necessary background checks must be undertaken to ensure that shortlisted award recipients are of good reputation and character and that individual awards given or nominated by DCJ are in accordance with the eligibility criteria of the particular award.

2 Definitions

Term	Definition
Award	A public praise and recognition given in honour of effort, contribution and/or achievement.
Award Nominee	Shortlisted award recipient who has met the eligibility criteria and is subject to further evaluation and assessment.
Award Recipient	The award nominee assessed as most outstanding (also known as the winner of the award). For the purpose of this policy, it refers to a member of the general public and not a public service employee.
Committee/Panel	Business area or agency responsible for assessing shortlisted award nominees.
Employees	<p>DCJ staff and others who perform work in any capacity for DCJ including:</p> <ul style="list-style-type: none"> • ongoing, temporary or casual • senior executives • members of councils or committees managed by DCJ • interns and graduates • persons on work experience • students over 18 years of age • volunteers. <p>Please note that contractors, consultants or contingent labour (agency staff) are not considered employees for the purpose of this policy.</p>
Shortlisted Award Nominee(s)	Award nominee who will be assessed against award criteria by the committee/panel.

3 Scope

This policy applies to all employees who facilitate and/or coordinate awards sponsored by DCJ and open to members of the general public.

It applies to Award Programs, for example the NSW Women of the Year Award which recognise and celebrate the outstanding contribution made by women across NSW to industry, communities and society.

4 Policy statement

Awards recognise the achievements of individuals who make lasting and meaningful contributions to the community. It is important that recipients of these awards also demonstrate a high degree of honesty and integrity in their daily lives.

Evaluation and assessment of shortlisted award nominees should be made by a committee/panel against structured evaluation criteria that is fair, transparent and objective.

It is the responsibility of the committee/panel presenting the award to conduct appropriate background checks of shortlisted award nominees, to ensure that the awards are given in accordance with the relevant eligibility criteria. As a general rule, the higher profile the award, the more background checks should be undertaken, for example including social media checks.

4.1 Record keeping

Personal information and data obtained under this policy is stored and used in accordance with the DCJ Privacy Policy.

All records held by government are protected by the *State Records Act 1998*.

All probity checks undertaken for the purpose of this policy should be managed in accordance with existing policies, procedures, guidelines and relevant legislations.

4.2 Failure to comply

Failure to comply with this policy may result in reputational damage to DCJ.

If a probity check is not performed and the award recipient's character is later found to be of ill repute, the recipient may be asked to return the award which will cause embarrassment to DCJ and will detract from the recognition of the award.

When an award is given where DCJ has failed to undertake relevant probity checks and the award recipient's character is later found to be of ill repute, it may have a detrimental impact on survivor groups and peak bodies.

Failure to appropriately manage the privacy information of shortlisted award nominees may incur penalties under the relevant privacy legislation.

5 Procedure

It is a minimum requirement that a ChildStory and a National Police History Check on shortlisted award nominees be undertaken by the awarding committee/panel. The breadth and scope of the probity checks should alleviate the reputational exposure to DCJ and the negative impact it could have on the department's core values of Service, Trust, Accountability, Integrity and Respect, should the award recipient's background conflict with the nature of the award.

Additional checks such as social media checks can also be undertaken, depending on the nature of the award.

5.1 Informed Consent Form

The awards program committee/panel must ensure they receive a completed Informed Consent Form from all shortlisted award nominees before conducting any checks.

A copy of the Informed Consent Form for a ChildStory check is at Appendix A.

To apply for a National Police History Check please complete Appendix B.

5.2 ChildStory Check

ChildStory checks will only be completed on shortlisted award nominees. Each shortlisted award nominee must provide their informed written consent as well as their identification (ID) before the application can be successfully submitted. In all circumstances, a ChildStory check cannot be conducted on an individual without their written consent.

The ChildStory database contains records of reports and allegations concerning the welfare of a child and is available to all DCJ business areas at no cost. To obtain a ChildStory check you need to:

- (a) complete the ChildStory Consent Form (Appendix A) and
- (b) email the completed and signed Consent Form to the Information Exchange unit at iaespecialprojects@dcj.nsw.gov.au requesting the check to be undertaken.

NB: allow a turnaround timeframe of five business days, however, more complex checks can take longer.

5.3 National Police History Check

Each shortlisted award nominee must provide their informed written consent as well as their identification (ID) before the application can be successfully submitted. In all circumstances, a police check cannot be conducted on an individual without their written consent.

The committee/panel responsible for the award program must conduct a National Police History Check prior to any formal or public announcement being made on the shortlisted award nominees or final award recipients.

A new National Police History Check should be sought for shortlisted award nominees irrespective of whether a National Police History Check was recently obtained for another purpose.

An award nominee must provide their written consent by completing Attachment B and then email the signed form to Talent Acquisitions:

talentacquisitioncorporateservices@dcj.nsw.gov.au.

5.4 Interpreting Police Check Result¹

The results provided on a police check will outline whether the award nominee has either No Disclosable Court Outcomes (NDCO) or Disclosable Court Outcomes (DCO).

NDCO means there is:

- no police information held against the applicant
- no police information that can be released according to the purpose and category of the police check, and the application of relevant spent convictions legislations and/or information release policies.

DCO means there is:

- police information that can be released.
- A police check result with a DCO may list (not exhaustive list) the following police information:
 - charges
 - court convictions, including penalties and sentences
 - court appearances

6 Responsibilities

6.1 The Secretary and the DCJ Executive Leadership Team

Ensure that the reputation and integrity of award programs are maintained by supporting this policy and procedure.

6.2 Employees

- Read, understand and comply with this policy and procedure.

¹ Extract from <https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/how-service-works#accordion-8>

- Ensure that prior to presenting an award, relevant background checks are undertaken to ensure that the shortlisted award nominee is of good reputation and character.

6.3 Award Program Committee/Panel

- Ensure compliance with the requirements of the awards program.
- Ensure appropriate background checks on the shortlisted award nominee/s are undertaken prior to giving the award.
- Ensure that informed written consent is obtained from shortlisted award nominees prior to any background checks being undertaken.
- Ensure that if a background check contains a DCO, undertake a risk assessment to assess whether the shortlisted nominee can be considered under the awards program.
- Ensure that all information obtained on shortlisted award nominees are handled in accordance with relevant privacy legislation.

6.4 Business Ethics and Compliance Unit (BECU)

- Review and update at least every two years or when any significant new information, legislative or organisational change warrants amendments to this document.
- Provide advice and support about this policy and procedure via:
businessethicscomplianceunit@dcj.nsw.gov.au.

6.5 DCJ Internal Audit

Conduct an audit on the award programs on a three yearly cycle from the date this document was approved to identify any compliance issues, gaps or areas that require refinement.

7 Security of information

The relevant business area and the award program committee/panel are responsible for maintaining appropriate security and confidentiality over information held on shortlisted award nominees in accordance with relevant privacy legislation.

8 Related legislation/regulation and other documents

- Privacy and Personal Information Protection Act 1998
- State Records Act 1998 (NSW)

9 Document information

Document name	Communities and Justice Awards Policy and Procedure
Document reference	TRIM – SGM20/2563
Replaces	Department of Communities and Justice Awards Policy and Procedure dated 1 August 2020
Applies to	All employees
Policy administrator	Business Ethics and Compliance Unit
Approval	Deputy Secretary, Corporate Services

10 Support and advice

You can get advice and support about this policy and procedure from the BECU who has carriage of this document.

Business unit	Business Ethics and Compliance Unit (BECU) Audit, Risk and Compliance
Email	businessethicscomplianceunit@dcj.nsw.gov.au

11 Version and review details

Version	Effective date	Reason for amendment	Due for review
2.0	4/03/2024	Two-year review	3/03/2026

12 Appendix A

CHILDSTORY CHECK APPLICATION SEE FOLLOWING PAGE



ChildStory Clearance Check request form

This form is used in line with the DCJ ChildStory Clearance Check Business Rules, as part of DCJ’s pre-employment screening process or when access to DCJ ChildStory is required.

You must complete ALL sections, for your request to be accepted. Including entering NIL responses.

Section 1: Details of the request	
<i>Section 1 is to be completed by the requesting area (eg Talent Acquisition).</i> <i>Once the applicant has completed sections 2 & 3, the requesting area must email the completed form to Pre-Employment.KiDSScreening@fac.s.nsw.gov.au .</i>	
Name of requesting officer	
Reason for request	Pre-employment <input type="checkbox"/> ChildStory access <input type="checkbox"/>
For pre-employment applications	Position applicant has applied for: Location: CSC/unit: District/Directorate:
For ChildStory access	Is the applicant a DCJ employee Yes <input type="checkbox"/> No <input type="checkbox"/> Is this request to reinstate access Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: Applicant’s details		
Applicant’s name	First: Middle: Surname:	
Previous names / aliases / maiden name		
Date of birth		
Contact phone number:		
All addresses in the past 5 years:	Address	Dates of Residence

<p>Details of the applicant's own children or any children who lives or has lived with the applicant:</p> <p><i>Please enter nil if appropriate.</i></p>	Name and Date of Birth	Relationship to applicant
	<p>First:</p> <p>Middle:</p> <p>Surname:</p> <p>DOB:</p>	
	<p>First:</p> <p>Middle:</p> <p>Surname:</p> <p>DOB:</p>	
	<p>First:</p> <p>Middle:</p> <p>Surname:</p> <p>DOB:</p>	

Section 3: Applicant's consent

I _____ (name) of _____ (address)

consent to the NSW Department of Communities & Justice (DCJ) to conduct a search of its records.

I understand that this search is required:

- as part of the standard pre-employment screening for candidates applying for specific DCJ roles, or
- for all workers who require access to the DCJ client database, or
- if an existing DCJ worker has not had a check as part of their pre-employment screening moves to a new role in DCJ that requires a check.

I understand any information located will be reviewed for the purpose of fulfilling the above requirements.

Name (including alias):	
Signature:	
Date:	

13 Appendix B

POLICE HISTORY CHECK SEE FOLLOWING PAGE



NSW Police Force

NSW Police Force

P 799/P800

Application for a National Police Check – Offline application.

Please complete this form in black/blue ink using CAPITAL LETTERS. Mark appropriate answers with a cross (X)

A. APPLICANT DETAILS:

Family Name Contact Telephone

Given Names

Previous/Alias Family Name 1 (if applicable) Previous/Alias Given Names 1

Previous/Alias Family Name 2 (if applicable) Previous/Alias Given Names 2

Previous/Alias Family Name 3 (if applicable) Previous/Alias Given Names 3

Male Female Date of Birth d d m m y y y y

Place of Birth (Town/City)

Place of Birth (State) Place of Birth (Country)

Current Residential Address

Street

Suburb State Postcode

Previous Residential Address

Street

Suburb State Postcode

Email

Proof of Identity - Three (3) forms of identification must be listed (please refer to page 2 for acceptable forms of ID)

Driver's Licence No	<input type="text"/>	Issuing State	<input type="text"/>	★
Alternate ID 1 Type	<input type="text"/>	ID Number	<input type="text"/>	
Alternate ID 2 Type	<input type="text"/>	ID Number	<input type="text"/>	
Alternate ID 3 Type	<input type="text"/>	ID Number	<input type="text"/>	

B. PURPOSE OF CHECK

Name and date of birth check Name, date of birth and fingerprint check

Employment Unallocated Visa Adoption Licensing Other (see page 2)

Specify details (e.g. type of employment, licence or visa issuing country)

C. ACKNOWLEDGEMENT: I certify that I am the applicant herein and that all the details that I have provided herein are true and correct and that I have not omitted any previous names or aliases that I have used in the past and I hereby give my consent and direction as to disclosure of information in accordance with the terms set out on page 2 (Instructions for Applicants).

Name and address of person or organisation to whom National Police Certificate is to be sent:

Name RECRUITMENT SERVICES, DEPARTMENT OF JUSTICE ATTN: ANITA STJEPIC

Street LOCKED BAG 5111

Suburb PARRAMATTA State NSW Postcode 2124

Applicant's Signature Date / / 2 0

D. OFFICIAL USE ONLY (Registered organisations please complete Questions 1-7, Police Force personnel complete Questions 1-9)

1. ID Confirmed 2. Check Category F 3. Date / / 2 0 4. Cost Centre/ Org No. 4 0 0 0 0 4

5. Fee Category Individual Government Commercial Unallocated Core

6. Station/Organisation D C S 7. Staff No.

8. Amount Collected \$. 0 0 9. Receipt No.

Police personnel fax completed form to Criminal Records Section on Eaglenet 54977 or (02) 92654977

INSTRUCTIONS FOR APPLICANTS

Applications for a National Police Certificate may be made online at www.police.nsw.gov.au. This form is for use by applicants without internet access.

Applicants must ensure form is completed in full and purpose of the check is clearly stated. Incomplete forms will cause delays.

1. Complete sections A, B and C in black or blue ink using **BLOCK LETTERS**. Place one character per space leaving a space between each word.
2. Contact the NSW Police station nearest your place of residence to organise a time and location to submit the application form. Applicants must notify police prior to attending the station if fingerprints are required for visa or adoption purposes. (Individuals applying via Registered Organisations should submit forms directly to authorised Registered Organisation personnel).
3. Present application form and three (3) types of acceptable identification to the nominated police station at the allocated time.
4. Pay the appropriate fee. Fees are:
 - Name and date of birth check (\$54.60) or
 - Name and date of birth check for volunteers working in commonwealth supported aged-care check (\$15) or
 - Name, date of birth and fingerprint check (\$183.70).
5. Applicants with more than three (3) previous/alias names must complete Form P826 - *Additional information for NPCC purposes* and present to NSW Police Force or Registered Organisation personnel when submitting application.

The NSW Police Force does not provide Working With Children Checks. Individuals seeking a Working With Children Check Clearance should refer to the Office of the Children's Guardian website www.check.kids.nsw.gov.au.

However, some employers of persons in child-related work may also require a National Police Check to assess the suitability of a person for employment in a particular position. Some workers may therefore separately apply to the Office of the Children's Guardian for a Working With Children Check and to the NSW Police Force for a National Police Check.

COMPLETING APPLICATION FORM:

Section A: Applicant details

Provide the following details in the spaces provided:

- Full name (including middle name), date of birth and gender.
- Country of Birth (if the Country of Birth is Australia then the Town/City and State must also be provided).
- All previous names or aliases by which you are, or have formerly been known, including maiden name.
- Details of your current and previous residential address.
- Details of identification types that confirm your identity.

Applicants must list three (3) types of acceptable identification from the list below. Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth. Applicants must record in the space provided the identification type and number (if applicable). Acceptable types of identification are:

Passport	Drivers Licence	Certificate of Marriage or Change of Name	Govt issued identity card
Birth Certificate	Citizenship Certificate	Medicare / Private health care card	Credit card
Student identity card	Union/Professional membership card	Senior Citizen / Govt concession card	Rates notice
Govt issued license	Photographic employee identity card	Utility account (eg electricity, gas, telephone)	Govt. issued proof of age card

Section B: Purpose of check

Applicants must:

- Select the *Name and date of birth* check box for employment or licensing purposes or student placement OR
- Select the *Name and date of birth check - volunteer - Commonwealth funded care services* check box (these checks will have 'aged care volunteer use only' printed on the certificate, therefore, the certificate is not suitable for any other purpose.
- Select the *Name, date of birth and fingerprint* check box if required for visa or adoption purposes AND the overseas country or the adoption organisation which has requested a fingerprint check.
- Indicate whether the check is for employment, licensing, visa or adoption purposes.
- Provide specific details of the purpose of the check. For example checks for employment purposes must include the type of occupation (eg cleaner, electrician or student placement); licensing checks must nominate the type of licence (eg boat licence); visa applications must include the country for which the visa is required (eg Canada).

Section C: Acknowledgement

By completing the Consent section, the applicant agrees to the following:

"I acknowledge and agree:

- (a) that the NSW Police Force relies on other State and Commonwealth jurisdictions (Other Agencies) to provide information to it (Other Agency Information) in order to produce a National Police Certificate.
- (b) to release the NSW Police Force from any liability arising from any errors or omissions contained in that Other Agency Information; and
- (c) to indemnify the NSW Police Force for any loss suffered or expense incurred by it arising out of errors or omissions contained in that Other Agency Information.

The above acknowledgement does not alter any rights I may have under legislation".

Applications will not be processed if consent section is incomplete. Applicants must provide the name and address of the individual or organisation to which the National Police Certificate is to be released. No copies of the National Police Certificate will be issued.

Please Note:

NSW Police Force relies on other State and Commonwealth jurisdictions to provide information in order to produce a National Police Certificate.

NSW Police Force will not be held liable for any loss, suffered or expense incurred by an applicant arising out of errors or omissions contained in information obtained from other agencies.

If an applicant incurs a loss or monetary expense arising out of errors or omissions contained in information obtained from other agencies, they may be able to make an application for an ex gratia payment.

For further information on ex gratia applications please follow the following link.

http://www.lsb.lawlink.nsw.gov.au/lsb/legal_services_appl_costs/legal_services_exgratia_pay.html

Section D: Official use only

Items 1-7 to be completed by NSW Police Force or authorised Registered Organisation personnel ONLY.

1. Ensure the applicant has completed the application in full.
2. Confirm the identity of the applicant by sighting three (3) acceptable types of identification and tick the ID confirmed box.
3. Record the date application was received.
4. Record the police station cost centre number or Registered Organisation customer number.
5. Select appropriate fee category. (Police must select Individual category, Registered Organisations must select Commercial).
6. Record the name of the Police Station (or Registered Organisation) at which the application was processed.
7. Record the employee number of police or Registered Organisation personnel processing application.

Items 8-9 must also be completed by NSW Police Force personnel when processed via a police station

8. Record the fee collected from the applicant.
9. Record the general/miscellaneous receipt number issued to the applicant.