

# **PROBITY POLICY**

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## Probity Policy

### 1. Objective

This policy supports best practice recruitment and compliance to ensure Five Good Friends attract, select, engage and appoint people with the necessary compliance requirements to protect the safety of Members and all workers. Five Good Friends undertakes compliance checks aligned to the person's role and relationship with Five Good Friends, the future business strategies and relevant legal and regulatory requirements.

### 2. Policy Statement

Five Good Friends is committed to being an 'Employer of Choice' and engaging high caliber people to build a talented, agile and sustainable workforce. Five Good Friends strives to maintain the highest level of confidence from all Members, Helpers, families, communities and other stakeholders in our ability to attract, select, engage and retain the best people for each role. Safeguards are in place ensure relevant probity screening and ongoing monitoring of all persons engaged in the direct delivery of services to Members and other key personnel responsible for governance and product development and delivery.

This Policy is governed by the following principles:

- All workers who provide aged care services will undertake and have a valid and clear Australian National Police Check prior to being engaged with Five Good Friends
- All workers who provide disability support services in Queensland will undertake and have a valid and clear Yellow Card prior to being engaged with Five Good Friends
- All workers who provide disability support services in Queensland to persons under 18 years will undertake and have a valid and clear Blue Card prior to being engaged with Five Good Friends
- Any disclosable criminal history entries recorded for an individual will be reviewed by the Head of Care and Member Outcomes and relevant Director
- Five Good Friends reserve the right to not engage any person with a disclosed criminal history record

- Staff and volunteers that have resided overseas. Staff members and contractors who have been citizens or permanent residents of a country other than Australia at any time after turning 16 must make a statutory declaration before starting work in any aged care service, stating that they have never:
  - Been convicted of murder or sexual assault; or
  - Been convicted of, and sentenced to imprisonment for, any other form of assault

This statutory declaration is in addition to a current national police check certificate, blue card or yellow card, as this reports only those convictions recorded in Australian jurisdictions

- Australian National Police Checks must have been issued within the last 12 months prior to commencement with Five Good Friends

All workers are required to renew their National Police Check, every 3 years from the date of issue of the current check. All workers are required to renew their blue or yellow cards prior to expiry.

- If your Australian National Police Check is not current in accordance with the legislation and Five Good Friends requirements then you will not be able to be involved in any activities servicing Five Good Friends Members or representing Five Good Friends in any way
- You will be notified 3 months in advance of your Australian National Police Check or blue/yellow card expiring and it is your responsibility to comply with our procedures for updating your check
- All persons engaged in the delivery of service to Five Good Friends Members will be required to complete a Statutory Declaration declaring they have never been convicted of an offence in a country other than Australia.
- All persons are required to notify Five Good Friends management immediately if they are engaging in any illegal activity, commit an offence or are charged or convicted of an offence
- Such activities and convictions will lead to a discontinuation of your relationship with Five Good Friends effective immediately
- Five Good Friends will request additional compliance checks relevant to the scope of your role as required to support Members. It is expected that you will comply with these requests otherwise you will not be provided with opportunities to support these Members
- Probity must be ethical, transparent and undertaken in accordance with relevant legislation

### 3. Key Personnel

- Ensure key personnel have the authority or responsibility (or significant influence over) planning, directing or controlling the activities of the entity and a not 'disqualified individual' in accordance with section 63-1A of the Act.
- We understand that the meaning of a 'disqualified individual' is defined under section 10A-1 of the Act as:
  - the individual has been convicted of an indictable offence; or
  - the individual is insolvent under administration; or
  - the individual is of unsound mind.
- A thorough recruitment and selection process including conducting pre-employment checks on all key personnel at the recruitment and/or promotion phase including:
  - Conducting identification checks to ensure the person's identity is accurately described and that they are over the age of 18;
  - Requiring the person to obtain and provide a National Police Certificate or blue/yellow card to FGF;
  - Making enquiries about the honesty of the person, including:
  - Conducting interview(s) with the person and enquiring into their past experience;
  - Carrying out reference checks (new employees);
  - Requiring the person to disclose:
    - any claims by the person, or by a corporation with which the person has been associated, for benefits and subsidies from the Commonwealth or a State, Territory or local government authority; and
    - whether the person, or a corporation with which the person has been associated, has met obligations to Commonwealth, State, Territory and local government authorities; and
    - whether the person, or a corporation with which the person has been associated, has been refused a licence or approval, or had a licence or approval revoked, under a Commonwealth, State, Territory or local government law for any reason that involved an act of dishonesty; and
      - whether the person, or a corporation with which the person

has been associated, has levied, or attempted to levy, any charge for services where there was no entitlement to do so;

- whether, because of serious misconduct involving the person, the person or someone else (including a corporation) with which the person was associated, has/had:
  - an application for approval as a provider of aged care rejected; or
  - approval as a provider of aged care revoked;
- whether the person:
  - is or has been bankrupt, has applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, or has compounded with his or her creditors; or
  - has been associated in a management capacity with a body corporate that is or has been under external administration on grounds of insolvency;
- for each approved provider (if any) for whom the person has been one of the key personnel:
  - the approved provider's management of refundable deposits, accommodation bonds and entry contributions in accordance with the Act; and
  - the person's responsibilities in relation to the management of those refundable deposits, accommodation bonds and entry contributions.

#### **4. Responsibilities**

Directors and the Head of Care and Member Outcomes are responsible for:

- Providing leadership, guidance and commitment to this policy
- Ensuring all probity and compliance screening activities, as well as monitoring of expiry and renewals of probity checks, are undertaken in accordance with this policy and thus relevant legislation
- Ensuring the business has the right resources to provide a high quality

service

- Making and approving decisions to protect the safety of Members.

## 5. References

### 5.1 Legislation / Standards

[Fair Work Act 2009](#) | [Anti-Discrimination Act 2011](#) | [Australian Human Rights Commission Act 1986](#) | [Aged Care Act 2011](#)

### 5.2 Company Documents

Terms and Conditions, Recruitment and Selection Policy, Contract Template, Code of Conduct

## 6. Authorisation and Contacts

Probity Policy Updated May 2018
Date adopted: February 2017
Applies to: All Five Good Friends staff, volunteers, contractors, sole traders and others

Director: Simon Lockyer	Signature: 
Date Authorised: 25 May 2018	Next Review Date: May 2019
Endorsed by: Head of Care and Member Outcomes	