

NOMINATED OFFICER ROLES



When registering your organisation for DCSI online screening services, you will be required to provide contact details for people in the following roles:

SITE ADMINISTRATOR:

This person manages the organisation's registration using the DCSI Screening Unit's online application system. They are also responsible for completing the organisation's initial registration and maintaining the currency of the registration details. The Screening Unit does not contact the Site Administrator in relation to individual screening applications.

REQUESTING OFFICER:

This person is the primary contact in the organisation regarding administrative matters associated with screening applications. Requesting Officers will receive notification emails from the DCSI Screening Unit - including if/when an applicant receives a clearance following screening. Requesting Officers are not provided with access to any confidential data that may be part of a screening assessment.

AUTHORISED OFFICER:

This person is required to have a working knowledge of the screening applicant's prospective role and duties and has the high-level responsibility and authority to make recruitment and employment decisions in relation to the applicant. The DCSI Screening Unit may liaise with the Authorised Officer in cases where potential risks have been identified during an assessment.

FINANCE OFFICER:

This person will be contacted (as required) in relation to payment and invoicing matters. A Finance Officer is required if your organisation intends to pay by credit card online.

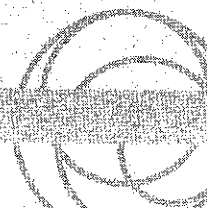
VERIFYING OFFICER:

This person is responsible for verifying the applicant's identification by meeting the requirements of a 100 point check.

To act as a verifying officer, a person must have certain credentials. For details about who can act as a verifying officer, refer to our [Permitted Verifiers List \(PDF 214.5 KB\)](#) located on our website: www.screening.dcsi.sa.gov.au.

Please note: A verifying officer must **not** be a close relative of the applicant.

For large or more complex organisations, multiple officers may be nominated for each officer role.



EMPLOYMENT SCREENING – APPLICANT IDENTITY – PERMITTED VERIFIERS	
(SCREENING UNIT, DEPARTMENT FOR COMMUNITIES AND SOCIAL INCLUSION, SA GOVERNMENT)	
Public Officials	Commissioner for Oaths (or Affidavits or Declarations)
	Justice of the Peace / Notary Public
	Ombudsman / Public Advocate
Parliamentarians and Councillors	Elected Member — Parliament of the Commonwealth of Australia or State Parliament or Territory Legislature
	Mayor / Deputy Mayor / Councillor in a local government authority
Courts and Law Enforcement	Justice / Judge / Magistrate / Master — any Australian court of law
	Registrar / Clerk / Sheriff / Bailiff — any Australian court of law
	Lawyer (however described) of any Australian jurisdiction
	Police officer (federal or state or territory police force)
Government Officials	Permanent employee of any department or authority of the federal government, state government, or local municipality
	Principal of or Student Counsellor in a school
	School Teacher or University Lecturer (only if employed full-time)
	Commissioned Officer (only if current) — Australian Defence Force
Community Leaders	<p>In relation to an Applicant from an Aboriginal community in an isolated or remote location, an individual is a <i>Community Leader</i> if he or she:</p> <ul style="list-style-type: none"> • Is a recognised Elder (by others in the community) • Serves as Chairman, Secretary, or CEO of an incorporated indigenous land council / community council / housing association • Is Coordinator of Aboriginal community development employment • Manages or works as the treating health professional in an Aboriginal medical service relevant to the Applicant • Is the Principal of or a Counsellor in a school in the community • Minister of Religion • Has worked for at least five years at Centrelink, or as an agent of Centrelink, or as other government employee.
	<p>In relation to any Applicant, this can also be a person who performs the function of:</p> <ul style="list-style-type: none"> • A religious leader registered to officiate at marriage ceremonies as a Marriage Celebrant
Medical and Allied Health Professionals	<p>Person currently registered or licensed to practise as:</p> <ul style="list-style-type: none"> • Medical Practitioner / Dentist / Veterinary Surgeon • Nurse / Psychologist • Physiotherapist / Chiropractor • Optometrist / Pharmacist
Non-Government Organisations	The responsible manager within the requesting organisation who is a senior person with responsibility for the applicant.
Other Occupations	Tax Agent / Patent Attorney / Accountant (certified or chartered)
	Member of the Institution of Engineers / Mining and Metallurgy Institute



Government
of South Australia
Department for Communities
and Social Inclusion

Confidentiality Guidelines for Authorised Officers

DCSI Screening Unit

Authorised Officers need to be aware that any information provided to them in a screening assessment briefing is confidential and must be treated accordingly.

Only nominated/registered Authorised Officers are permitted by the Screening Unit to view the confidential assessment briefings the Unit provides to the organisation during the screening assessment process.

The role of Authorised Officers

Before applying for screening by the Department for Communities and Social Inclusion (DCSI) Screening Unit, organisations are required to nominate an Authorised Officer from their organisation and register that officer with the Screening Unit.

The Authorised Officer is the person within the 'requesting organisation' with whom the Screening Unit will liaise when potential risks are identified during screening assessments. Authorised Officer/s are responsible for receiving confidential screening assessments relating to the employees, volunteers and students who are being screened on behalf of the organisation and are responsible for making final decisions as to the suitability for employment or engagement within that organisation.

Authorised Officers are required to:

- provide their relevant contact details and ensure these details are kept up-to-date;
- ensure they are familiar with the duties and responsibilities of the role(s) for which employees or volunteers are being screened; and
- be in a position of sufficient authority to make a determination about whether risks identified during the screening process can be managed within the workplace/volunteer organisation.

It is important that Authorised Officers ensure that they are fully compliant with their legislative, regulatory and contractual responsibilities pertaining to the confidentiality of information.

Confidential assessment briefings frequently contain highly sensitive personal information, which is subject to a range of legislative, regulatory or contractual protections that stipulate how such information is to be shared and/or used by organisations.

The Screening Unit obtains criminal history reports from the Australian Criminal Intelligence Commission (ACIC). The Unit is required by the ACIC to ensure that assessment briefings that containing criminal history information are destroyed within three (3) months of the finalisation of a screening assessment. Therefore a strict prohibition applies to making such information a part of an organisation's permanent files.

Note: According to Regulation 13 of the Children's Protection Regulations 2010:

- Individuals who improperly disclose or distribute a person's criminal history information may be subject to a \$10,000 fine;
- Organisations that fail to comply with Standard 7 of the Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children may be subject to a \$5,000 fine.

Failure to observe the above requirements may result in the Screening Unit:

- being required to audit the information handling and storage policies and procedures of your organisation, in accordance with its contractual obligations with the ACIC; and/or
- ceasing to process screening applications for an organisation until such time as the Screening Unit is satisfied requirements are being met.

