



BULLETIN

< 27th October 2009 >

ID: B09016
TO: Club Presidents, Secretaries, Junior Chairs, Junior Secretaries
FROM: Elaine Farmer, General Manager (elainef@surfrescue.com.au)

SAPOL has just informed us of forthcoming changes to the national criminal history record check (NCHRC) process. As a result, several policy and procedural changes have been made to the National Police Certificate (NPC) PD267 application form and process:

NPC Changes-Effective Monday 9 November 2009

- The new PD267 online form has been rebadged as a National Criminal Record Check Application Form and redesigned to meet scanner Optical Character Recognition (OCR) requirements.
- Applicants will be encouraged to complete an online form- rather than hardcopy form, and then attend a police station with the completed form and 100 Point ID.
- Applicants unable to complete the online form must contact RRU to request a hard copy.
- Applicants will be required to present original 100 Point Identification and a photocopy of these documents for certification and lodgement with the PD267.
- Certificates will only be released to the applicant. There will no longer be an option for the applicant to nominate the volunteer organisation (or other third party) to receive the certificate on their behalf.
- This new system will give applicants the opportunity to review the information and also provide greater levels of protection of the individual's privacy.
- The current certificate has a range of security features embedded within the paper to minimise the possibility of fraudulent certificates being produced. A new certificate with additional security features will be introduced with NSS.
- The new online downloadable PD267 can be accessed on the SAPOL website at www.police.sa.gov.au or on the SLSSA website www.surfrescue.com.au under administration > forms.

Incorrect forms presented at police stations or received by the SAPOL Records Release Unit from Monday November 9 will be returned to the applicant.

So the only things that really change for SLSSA members are:

1. You complete page 1 of the National Police Clearance form on line.
2. You then print out the two page document and get the second page signed off by your Club President.



3. You can no longer have the certificates sent direct to SLSSA but so that individuals do not have to bring their certificates to SLSSA for verification of authenticity it has been agreed with SAPOL that Club Registers Signatories (ie Club Presidents) are able to compile a list of all ***original*** certificates that they sight, with the date that they sighted them. This list can then be sent to SLSSA on a regular basis so that the information can be transferred onto SurfGuard.
4. Club Presidents must make very sure that they are sighting an original as the data they submit to us will be retained so that we can provide SAPOL with names if they need to track back with any issues.
5. Club Presidents ***MUST*** make sure that they only sign forms for registered members because if SAPOL does a spot check with SLSSA against current membership then the offending Club may no longer be able to access this service free of charge.

As was the case in the past, the onus is very heavily upon Club Presidents to ensure that they do the right thing as too many misdemeanours may result in us losing our VOAN status and therefore our status to receive free Police checks.

NOTE TO CLUB PRESIDENTS: If you see anything on a Certificate that gives you cause for concern, then please contact me immediately.

If you need further clarification on any part of this circular, please do not hesitate to contact either the writer or Shane Daw on shaned@surfrescue.com.au.

Please feel free to cut and paste this information for insertion into your Club newsletter.