



30 June 2014

Screening Unit

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Dear Screening Customer

The 2014-15 State Budget included an increase to the fees for employment screening services offered by the Department for Communities and Social Inclusion (DCSI) Screening Unit.

The fees for screening for paid employees and volunteers from 1 July 2014 will be as follows:

- \$90.50 (\$99.55 GST incl.) for child-related and disability services employment screening for paid employees;
- \$75.00 (\$82.50 GST incl.) for all other forms of screening for paid employees; and
- \$50.00 (\$55.00 GST incl.) for all forms of screening conducted for volunteers and students on placement.

Where an employee requires more than one type of screening they will now be charged for each separate screening. Volunteers will only be charged the once. All screenings will remain valid for three years or less depending on the policy of the requesting organisation.

If you work in the disability services sector and you work with children, you will need to undertake a child-related assessment with the DCSI Screening Unit. If you have one of these, you do NOT have to also undertake a disability services employment assessment.

In July 2013, the DCSI Screening Unit became a prescribed Screening Unit gaining access to interstate expanded criminal history information for child related employment screening. This necessitated a separation of the different types of screenings. As a transitional arrangement, the government waived the fee for applicants requiring multiple employment screening checks.

The previous fee structure was set in 2010, and was designed to ensure that the Screening Unit operated on a cost-recovery basis. Due to increases in the nature and scope of the employment screening process and the division, of the single screening service previously offered, into five separate types of screening, that fee structure no longer accurately reflected the costs of conducting employment screening.

The new fee structure will ensure the ongoing sustainability of the Screening Unit's operations into the future. The new structure has a limited impact on volunteers, and in recognition of their important contribution to South Australia the government will continue to subsidise their screening applications.

The fee structure also reflects that each of the different types of employment screening involves different information and risk assessment designed to protect a particular group, with the more complex and comprehensive assessments for child-related and disability services being charged at a higher rate.

The 2014-15 budget process also approved the capital injection of \$500,000 in 2014-15, to implement important service improvement initiatives; such as the establishment of an online application form and registration database. The initiatives will also bring the Screening Unit into line with approaches to screening as observed in other jurisdictions.

With the changes to the fee structure, this would be an appropriate time to review the screening practices of your organisation including the type of screening being requested and the frequency of screening. Information to assist with this review can be found at www.dcsi.sa.gov.au/services/screening.

Further information regarding related screening topics can be sought from:

- The Department for Education and Child Development - Child Safe Environments - DECDChildSafe@sa.gov.au;
- The Department for Education and Child Development – International Homestay - decdisp@sa.gov.au;
- The Department for Planning, Transport and Infrastructure – Driver Accreditation - DPTI.ALCEnquiries@sa.gov.au; and
- SA Health – Screening Requirements - Careers@health.sa.gov.au.

The Chief Executive is writing to all organisations funded by Disability SA advising of the legislative changes regarding screening pursuant to the Disability Services (Assessment of Relevant History) Regulations 2014. Frequently Asked Questions regarding the regulations and screening processes will be available from www.dcsi.sa.gov.au/services/screening as at 1 July 2014.

As of 1 July 2014, the new forms on the website must be used for all types of screening. Applications received by the Screening Unit from 1 July 2014 will be charged using the new fee structure. Applications paid at Australia Post from 1 July 2014 will also be charged using the new fee structure. Applicants requiring a Disability Services Screening must use the new Disability Services form from 1 July 2014, other versions will not be accepted and will be returned to the applicant or requesting officer.

An information session regarding screening is proposed for the 8 July 2014 at 10.30am at the Mercure Hotel, North Terrace. To register your interest in attending this session please RSVP to dcsiscreeningunit@dcsi.sa.gov.au.

Should you have further queries, please contact the Screening Unit on 1300 321 592 or dcsiscreeningunit@dcsi.sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Tattersall', written in a cursive style.

Kelly Tattersall
Director, Screening, Procurement and Improvement