

UTAKURA 7 INCORPORATION

Whakarongorua te Maunga, Rakapuke te Mana, Utakura te Awa, Utatewhanga te Raorao, Tauratumaruru te Tangata, Hokianga A Kupe te Moana

VETTING POLICY for BOARD MEMBERS & STAFF

Executive summary

The purpose of this policy is to draw into our ropu whakahaere whanau who:

1. Demonstrate an understanding of the concepts of Tikanga Maori
2. Are connected to Whakarongorua te Maunga, Rakapuke te Mana, Utakura te Awa, Utatewhanga te Raorao, Tauratumaruru te Tangata, Hokianga A Kupe te Moana
3. Have a desire and proven ability to contribute in a meaningful and significant way
4. Are prepared and willing to voice beliefs and judgements for the advancement of Utakura 7 Incorporation.

Policy statement

() ropu is committed to the wellbeing and safety of all people (invited or otherwise) that visit or communicate with our community. These can be (but not limited to) paid or unpaid staff, officers of the corporation, clients or visiting groups.

The () ropu is committed to equality of opportunity for all applicants to the positions of _____ and it aims to select people that exhibit high moral standards and principles, exceptional work ethic, skills, knowledge and experience and where appropriate qualifications and a willingness to learn.

A successful applicant will show a desire to work with autonomy and be a responsible and active member in a team environment.

Scope

This policy will apply to all whanau seeking opportunities with the () ropu. Where appropriate and applicable it will also extend to visitors invited into the community with responsibilities of governance and behaviour maintained by the ropu.

Disclosure

To provide a degree of privacy the applicant will be required to submit information about themselves to the organisations and provide verification. Apart from information provided by the applicant the organisation might employ an independent agency to screen the applicants to verify credentials and supporting qualifications, whether they have unsuitable criminal histories or are unfit for the position.

The successful applicant would have provided and or undertaken:

- Verified Curriculum Vitae
- Independent identity verification (by way of a Realme account). Realme provides access for an applicant to a range of government departments including IRD, Oranga Tamariki (The Vulnerable Kids Information System), NZTA and some businesses registered with the provider

- A clean criminal history (provided through Privacy waiver from The Ministry of Justice or Police) or equivalent foreign agency (see attached MOJ document)
- Veda (Baycorp) checks on credit rating, debts, bankruptcies and liquidations
- Company Office, which will include but not limited to checks on companies struck from register
- Doctors certificate
- Drug test and testing procedures
- Qualification checks
- Health & Safety

Footnote.

The position will determine the level of requirement.

Criminal History Checks

Your criminal record covers criminal and traffic convictions but does not include charges that haven't gone to court yet, infringements and charges where you weren't convicted.

Clean slate

Check if you're eligible for a clean slate and what this means for your criminal record (criminal conviction history).

3rd party access to criminal history

How you can check someone else's criminal record (known as a third party criminal conviction history check).

<https://www.justice.govt.nz/assets/Documents/Forms/CRC-request-by-third-party.pdf>

Police vetting service

What police clearance certificate (police record or file, penal or criminal check) is and what police vetting involves.

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

Credit checks

Two available formats:

<https://www.equifax.co.nz/veda-advantage>

https://www.creditsimple.co.nz/?gclid=EAIaIQobChMI7Oy15J3h3QIVQamWCh3dhQWYEAAYA SAAEgLC0_D_BwE

Integrity

Honesty, humility, honour and morality are traits and characteristics conducive with this role.

Attachments

1. Board/staff member agreement
2. Hazard register
3. Health & Safety Policy Statement