

CrimCheck Account User Set Up (Designated Administrative Officers)

Account	Type of User	Name	
Human Resources	Manager	Nicole Billington	nicole.billington@cgd.vic.gov.au
Emergency Management	Administrator	Marissa Nathaniel	Marissa.Nathaniel@cgd.vic.gov.au
Community Care	Administrator	Vickie Lawless	Vickie.Lawless@cgd.vic.gov.au
		Amanda Jones	Amanda.Jones@cgd.vic.gov.au
		Jenny Vong	Jenny.vong@cgd.vic.gov.au
	User	Evita Lynch	evita.lynch@cgd.vic.gov.au
Library Services	Administrator	Leanne Cartwright	leanne.cartwright@cgd.vic.gov.au
		Tatjana Tvrtkovic	Tatjana.tvrtkovic@cgd.vic.gov.au
	User	Mary Orsino	mary.orsino@cgd.vic.gov.au
		Bojana Bray	bojana.bray@cgd.vic.gov.au
Creative and Engaged City	Administrator	Cathy Rees	Cathy.Rees@cgd.vic.gov.au
Safe, Active & Connected Communities	Administrator	Amy Ren	Amy.Ren@cgd.vic.gov.au
Community Wellbeing	Administrator	Kristina McArdle	Kristina.mcardle@cgd.vic.gov.au
		Michelle Guhl	michelle.guhl@cgd.vic.gov.au
Project Delivery & Project Management Office	Administrator	Lasie Nguyen	Lasie.Nguyen@cgd.vic.gov.au
Festival & Events	Administrator	Yohana Jury	Yohana.Jury@cgd.vic.gov.au
	User	Ida Talback	Ida.Talback@cgd.vic.gov.au
Information & Customer Experience	Administrator	Gavin Vogl	Gavin.vogl@cgd.vic.gov.au
Volunteers	Administrator	Patricia Roche	patricia.roche@cgd.vic.gov.au
		Michelle Slavin	michelle.slavin@cgd.vic.gov.au

Account Structure approved as at 30 September 2025

Signed: *Belinda Ayres**Belinda Ayres, People & Change Lead*

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Legend:

Manager	Administrator	User
• Primary Account Holder for Council • Can access other Accounts across Council – both current and previous Administrators and Users • Able to generate ‘Completed Checks’ report • Able to request checks • Able to view results of all users across Council (<i>results online for 365 days only – after 365 days, results not accessible by any Council employee or CrimCheck employee</i>) • Able to monitor financials for all accounts • Can create, amend, delete user accounts	• Operates autonomously • Administrator only for specific Departmental Account • Able to maintain Finances for Departmental Account only • Able to generate ‘Completed Checks’ report only for Departmental Account • Able to request checks and view results across all users for departmental account	• No administration rights • Able to request checks and view results • No access to view/maintain account finances • No ability to generate reports