

## Plan for Implementation of Recommendation

### Investigation into the conduct of a university manager and others in relation to false invoicing

*Please complete this schedule with information about how your agency plans to implement the ICAC's corruption prevention recommendation arising from the investigation into Operation Misto. The implementation plan should include details of the actions, timeframes and how your agency proposes to evaluate the effectiveness of the implementation of the recommendation. Please provide the name of a contact person in your agency from whom we can seek more detail if needed. This document should be returned to the ICAC in writing and electronically to Giselle Tocher at [gtocher@icac.nsw.gov.au](mailto:gtocher@icac.nsw.gov.au) by no later than 1 October 2015.*

#### **Recommendation 3.**

That the University of Newcastle, the University of Sydney and Macquarie University ensure that employment screening checks are performed on preferred applicants in line with the Australian Standard on Employment Screening (AS 4811-2006).

#### Summary of response

The recommendation will be:

<check one>

- Implemented as described in the report
- Implemented in an alternative way
- Partially implemented
- Not implemented

#### Action proposed

##### **University of Newcastle**

The University of Newcastle's current employment screening practices have been reviewed in line with the Australian Standard on Employment Screening (AS 4811-2006). As part of this review, a number of roles across the organisation have been identified as 'entrusted' roles and the employment screening processes for these roles have been redesigned to meet the Australian Standard. In addition, employment screening processes for all roles have been reviewed to ensure that the screening process is appropriate, relative to the level of risk when considering the nature of the role. Of particular focus has been considering staff engaged through third party suppliers and labour hire organisations.

With the new processes developed, these will be implemented over the next six months. This will include providing relevant training for those staff members responsible for carrying out employment screening checks across the University of Newcastle.

## Supporting material

The employment screening requirements have been defined within the University's Employment Screening Procedure. This will be used to support the training of staff and as the basis for embedding requirements with third party providers.

## Proposed evaluation methods

Following the six month implementation phase, the new processes will then be audited to ensure they are fully embedded and operating as intended. This will include auditing processes that involve third party suppliers. The auditing will be undertaken by a team within the Human Resource Services department who understand the requirements but who are not involved in conducting employment screening. The audit report will be provided to the Director People and Workforce Strategy for review and implementation of any findings.

For further information regarding this plan, please contact Sharon Champness, Director, People & Workforce Strategy at [Sharon.champness@newcastle.edu.au](mailto:Sharon.champness@newcastle.edu.au) or (02) 49 215 284.