

INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC) INVESTIGATION INTO ATTEMPTED CORRUPT PAYMENT AND SUBMISSION OF FALSE RESUME TO PUBLIC AUTHORITIES – ICAC REPORT AUGUST 2010

COBAR SHIRE COUNCIL RECOMMENDATION IMPLEMENTATION PLAN

Recommendation Number	Recommendation Description	Action Item/Matter	Council Officer Responsible	Deadline	Status of Action and Work Undertaken
1	<p>That Cobar Shire Council ensures that:</p> <p>(a) adequate employment screening checks are performed on preferred applicants in line with the current Australian Standard on Employment Screening (AS 4811-2006), and</p> <p>(b) applicants for positions complete a form indicating that:</p> <ul style="list-style-type: none"> ▪ they consent to employment screening checks being conducted upon them, ▪ the information provided in support of their application is true, and ▪ they acknowledge that any employment or offer of employment may be withdrawn if they have provided false information in support of their application. 	<ul style="list-style-type: none"> ▪ Information report provided to Cobar Shire Council. ▪ Audit of Cobar Shire Council Recruitment Policy and Procedures to ensure adherence to Australian Standards on Employment Screening (AS 4811-2006). ▪ Report to Manex on required amendments of Recruitment Policy and Procedures. ▪ Adjustment of Recruitment Policy and reporting to Council for adoption ▪ Adjustment of Employment Application form to ensure compliance with Recommendation 1 Part (b). ▪ Adjustment of Employment Application Information on Council website to ensure compliance with Recommendation 1 Part (b). ▪ Implementation and education of staff responsible for recruitment on the undertaking of adequate employment screening checks on preferred employment applicants in accordance with newly adopted Recruitment Policy 	<p>General Manager</p> <p>Human Resources Officer</p> <p>Human Resources Officer</p> <p>General Manager</p> <p>Human Resources Officer</p> <p>Human Resources Officer</p> <p>General Manager</p>	<p>26 August 2010</p> <p>1 October 2010</p> <p>5 October 2010</p> <p>25 November 2010</p> <p>1 October 2010</p> <p>1 October 2010</p> <p>31 December 2010</p>	<p>Complete-report provided to August, 2010 Council Meeting</p>

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2	That Cobar Shire Council engage the use of an employment screening company if they are recruiting senior staff and are having difficulty in verifying the information supplied by the preferred applicant.	<ul style="list-style-type: none"> ▪ Engagement of the use of an employment screening company for verification of information supplied by the preferred applicant(s) for positions of manager and above within the organisation. ▪ Recruitment Policy and Procedures and website to be amended to include the verification checks of an employment screening company for the preferred applicant(s) for positions of Manager and above within the organisation. 	Human Resources Officer	24 August 2010	Action complete, First Advantage Corporation engaged. Position of Works Manager undertaken as first trial position.
			Human Resources Officer	24 August 2010	

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3	That Cobar Shire Council ensures that they know and are satisfied with the: <ul style="list-style-type: none"> (a) verification checks performed by professional bodies before they rely on membership of them as evidence of a candidate's skills or experience, and (b) process used in relation to a migrant skills assessment before they rely on that assessment as evidence of a candidate's skills or experience. 	<ul style="list-style-type: none"> ▪ Investigation and reporting on the verification checks of skills and/or experience performed by professional bodies that allow membership of the professional body (Local Government Industry Professional Bodies-Medical, Youth, Libraries, Planning/ Health/ Building , Engineering, Finance, Childcare, Management). ▪ Investigation and reporting on the process used in relation to skills and/or experience to migrant skills assessment. ▪ Establishment of the criteria to be used for acceptability and education of staff responsible in regard to findings of adequacy of professional bodies and migrant skills assessment in regard to skills and/or experience verification and migrant skills assessment. 	General Manager	25 November 2010	
			General Manager	25 November 2010	
			General Manager	31 December 2010	

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4	<p>That Cobar Shire Council:</p> <p>(a) obtain consent from employment applicants to verify memberships or other status that they claim to hold with professional bodies, and</p> <p>(a) ensure that this consent has been provided to these professional bodies.</p>	<ul style="list-style-type: none"> ▪ Adjustment of Employment Application Form to ensure consent is obtained from employment applicants. ▪ Adjustment of Employment Application Information on Council website. ▪ Ensure form and processes used by the engaged Employment Screening Company for positions of Manager and above are adequate. 	<p>Human Resources Officer</p> <p>Human Resources Officer</p> <p>Human Resources Officer</p>	<p>1 October 2010</p> <p>1 October 2010</p> <p>1 October 2010</p>	

Definitions

Manex – Management Executive Team including General Manager, Director of Corporate and Community Services, Director of Planning and Environmental Services, Director of Engineering Services and Special Projects Officer.