

Attempted Corrupt Payment and Submission of False Resumés to Public Authorities

Recommendation 1.

That Coonamble Shire Council ensures that:

- a) adequate employment screening checks are performed on preferred applicants in line with the current Australian Standard on Employment Screening (AS 4811-2006) and
- b) applicants for positions complete a form indicating that:
 - 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 - they acknowledge that any employment or offer of employment may be withdrawn if they have provided false support in support of their application.

Summary of progress

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

Council has developed a form “Employment Application Cover Sheet” that is provided to applicants with a job package, applicants for positions at council are required to complete this form giving permission to Council to contact past employers, educational institutions and referees. This is also included within Council’s Recruitment and Selection Procedure. This document reflects the requirement and adequacy of screening checks and reference checks of relative to potential employees.

Councils recruitment and selection flowchart has been modified to reflect that employment screening be undertaken in line with AS 4811-2006.

Staff involved with recruitment have been made aware of the need for the consent form to be included in all job information packages sent out. Staff involved in selection process are aware of the need for consent to be obtained and that relevant screening and background checks are undertaken.

Supporting material

Employment Application Cover Sheet .

Recruitment and Selection Flowchart.
Recruitment and Selection Procedure.

Evaluation of implementation (Progress update)

To date employment screening organisation has not been required to undertake background checks. Consent forms have been obtained and placed on employee files. Council is currently recruiting a Manager for its Saleyards and Facilities. The Director of Corporate Services has been able to verify employment history. There has been no reliance on any qualification for this position.

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Recommendation 2.

That Coonamble 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.

Summary of progress

- Implementation has not yet started
- X The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

First Advantage Corporation has been engaged to undertake background screening checks for senior positions. They were used to conduct screening checks on the position of General Manager, October 2010, and the position of Director of Corporate Services in January 2011. This organisation will be used where background information cannot be easily verified by Council management.

Supporting material

The requirements for the use of a screening agency is contained within the Recruitment and Selection Procedures document.

Evaluation of implementation (Progress update)

No evaluation undertaken to date as use not required. Where used for the position of Director of Corporate Services in January 2011, verification of employment history was consistent with Council enquiries.

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Recommendation 3.

That Coonamble Shire Council ensures that it knows and is satisfied with the:

- a) verification checks performed by professional bodies before it relies 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 it relies on that assessment as evidence of a candidate's skills or experience.

Summary of progress

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

Verification checks where reliance is being placed upon membership of professional bodies will be undertaken. Council's first preference is for verification of academic qualification by the issuing educational body.

Migrant skills assessment will be undertaken by an appropriate organisation equipped to do such assessments. These assessments are available from the Department of Immigration and Citizenship from the Overseas Qualifications Units.

Supporting material

Councils Recruitment and Selection procedure specifically address instances of overseas qualifications and the circumstances and necessity for these qualifications to be assessed.

Evaluation of implementation (Progress update)

No evaluation to date, no professional membership verification required, no migrant skills assessments required.

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Recommendation 4.

That Coonamble Shire Council:

- a) obtains consent from employment applicants to verify memberships or other status that they claim to hold with professional bodies and
- b) ensures that this consent has been provided to these professional bodies.

Summary of progress

- Implementation has not yet started
- The recommendation has been implemented
- The recommendation will be implemented differently
- The recommendation is no longer relevant
- The recommendation is partially implemented

Action taken to implement recommendation

As in recommendation 1, Council has developed a form to be completed by job applicants giving consent for council to conduct background checks including membership of professional bodies. This form can be provided to professional bodies demonstrating consent obtained from the member jobseeker.

Supporting material

Employment Application Cover Sheet

Evaluation of implementation (Progress update)

To date Council has not needed assess or verify any professional membership.

Completed consent forms placed on employee files as record of consent having been obtained.