

## 24 Month Final Report

### **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  - they acknowledge that any employment or offer of employment may be withdrawn if they have provided false support in support of their application.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 undertaking selection processes

have been made aware of the need for consent to be obtained and that relevant screening and background checks are undertaken.

## Supporting material

Employment Application Cover Sheet attached.

Recruitment and Selection Flowchart attached.

Recruitment and Selection Procedure attached.

## Evaluation of implementation (Progress update)

Council has employed a Human Resources Manager, part of this role is to manage and oversight all recruitment and selection processes. Acknowledgement by applicants is required with submission of an application for the position in regard to false information, and that screening checks will be undertaken. For lower level positions Council's HR Manager undertakes referee and screening checks, documented and retained on recruitment file.

For more senior positions where reliance may be placed on formal academic qualifications and proves more difficult for council officers to ascertain qualification and background checks an employment screening organisation has been used to undertake screening checks. Consent forms have been obtained and placed on employee files.

## 24 Month Progress Report

### **Attempted Corrupt Payment and Submission of False Resumés to Public Authorities**

#### **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. Preferred applicants for several other more senior positions have had screening checks undertaken on employment history and academic qualifications. This organisation will continue to 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)**

Council has recruited a graduate engineer where the organisation was able to verify both educational and employment claims, these are verified to documentation provided to council by the applicant. Recruitment for the position of Rates Clerk was also verified although no reliance was placed on any educational qualification throughout the selection process.

## 24 Month Progress Report

### **Attempted Corrupt Payment and Submission of False Resumés to Public Authorities**

#### **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. Councils 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)**

Educational qualification checks and employment history checks were undertaken on preferred candidates for the position of rates officer and graduate engineer. The checks verified information known about the applicants for both positions.

## 24 Month Progress Report

### **Attempted Corrupt Payment and Submission of False Resumés to Public Authorities**

#### **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

Refer Attachment "Employment Application Cover Sheet"

#### Evaluation of implementation (Progress update)

Applicants are required to provide written consent for council to verify employment, qualifications and for contact to be made with referees. Completed consent forms placed on employee files as record of consent having been obtained.