



# DEPARTMENT FOR CORRECTIONAL SERVICES

## CHIEF EXECUTIVE INSTRUCTION 20-10

This Chief Executive Instruction (CEI) supersedes previous CEI's and email correspondence regarding Recruitment.

**GENERAL** distribution to: DCS ALL

### **RE: RECRUITMENT DUE DILIGENCE REQUIREMENTS**

On 28 June 2017, the Premier issued a [Direction on Recruitment](#) under section 10 of the *Public Sector Act 2009* (PS Act) and on 6 July 2017, the Commissioner for Public Sector Employment (CPSE) issued a new [Guideline on Recruitment](#) which outlines best practice in recruitment across the public sector.

In accordance with this Guideline and consistent with the Premier's Direction, delegates who exercise a decision to engage people to vacancies within the Department for Correctional Services (DCS) under the authority of the Chief Executive (CE), are to ensure that the following due diligence obligations are completed when undertaking a selection process in accordance with both the Premier's Direction and the CPSE Recruitment Guideline:

#### Recruitment Process

- [Advice to Applicants – March 2018](#) (two versions)
- [Staff Selection Report Template – October 2018](#)
- [Job and Person Specification Template – March 2018](#)
- Due Diligence Checks
  - [Employment Declaration Form](#) (applicants from other public sector agencies and externally to the public sector)
  - Rigorous verification of work history, qualifications and referees;
  - Detailed police and security checks;
  - Appropriate due diligence checks associated to the CPSE Eligibility for Re-Employment and;
  - [Request to engage former DCS employee](#)

#### Prior to engagement

- **No offers of employment, verbal or written, can be made until the results of the Eligibility for Re-Employment, Criminal History and (if required) the Re-employment of former DCS Employee Checks are returned.**
- Contracts of employment are in place before any person is permitted to commence duties. In particular, that offers of extension of employment to existing term employees are made and (if required) a person accepts the offer and signifies such acceptance is to occur prior to the end of a current term. Persons must not be permitted to commence duties or continue duties without a written contract in place.

Any interpretation or advice associated with recruitment within the Department should be to Workforce Management, People and Business Services



**DAVID BROWN**

Chief Executive

Approved: 20 / 02 /2020