

**State Water Policy: SW2005-P0082****Recruitment and Selection Policy****Policy Purpose**

State Water Corporation is an equal opportunity employer and committed to recruiting and selecting the best applicant in an equitable, open and merit-based process. All processes and decisions are aligned with company values and are free from discrimination.

**Policy Principles**

State Water is committed to the development, promotion and retention of its employees and will encourage and support their professional and personal growth.

State Water acknowledges that flexibility in our approach to recruitment and selection and the recognition of labour market forces is required to ensure that State Water attracts and retains great people.

State Water values diversity and strives to ensure that State Water's employees reflect the diverse nature of the communities in which it operates.

Recruitment is centralised through the Human Resource Business Unit with all aspects of the recruitment process being coordinated through one area to ensure continuity and fairness across the whole of State Water.

**Application**

This policy applies to all State Water employees and is applicable for internal and external recruitment and selection at all times.

**Reference Checks**

The Recruitment Coordinator will conduct all relevant checks required for the position. At least two reference checks should be completed on an external preferred applicant. If the preferred applicant is internal then one reference check will be conducted, preferably with their most recent supervisor or manager within State Water. Any reference check conducted must be with the appropriate authorisation of the applicant.

**Medicals**

Successful external applicants may be subject to a medical and/or drug and alcohol testing.

**Internal Movement**

Internal staff movement is subject to agreement between the applicant, their current manager and the hiring manager as to a suitable commencement date. A suitable commencement should be within a two week to four week timeframe or otherwise decided by the CEO.

**Conflict of Interest**

In any recruitment process, a conflict of interest (perceived or actual) should be declared and appropriate action taken. Panel members should not be part of a process where they have a conflict of interest, or where there could be a reasonable perception that it exists.

**Temporary Internal Vacancy**

Where a temporary position becomes available for more than a two month period it must be advertised internally.

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### **Responsibilities**

Each Business Unit Manager is responsible for the effective communication of this policy to all of their employees and ensuring that managers and supervisors comply with this policy for the purpose of recruiting and selecting employees.

The CEO is responsible for ensuring the Business Unit Managers comply with this policy when recruiting and selecting employees and the Chairman of the Board is responsible for ensuring the CEO complies with this policy when recruiting and selecting employees.

### **Breaches**

Any employee who breaches this policy may be subject to disciplinary action which could result in the termination of their employment.

### **Confidentiality**

The confidentiality of applicants must be maintained at all times. Disclosure of information must only be made to those directly involved in the recruitment and merit selection process. Applicants have the right to lodge a complaint if they believe that an irregularity has occurred during the recruitment and selection process.

### **References**

This policy should be read in conjunction with:

- State Water Vision, Purpose and Values
- Recruitment and Selection Procedures Guide
- Probation Policy and Procedures

### **Feedback**

Feedback and enquiries in relation to this policy should be directed to the Human Resources Team on (02) 6841 2085.

**Adopted by:** Executive Team, 14 June 2011

Issued by:  
Rod Smith  
Manager Human Resources

Issue Date: 25 October 2011  
Issued to: All State Water Employees  
(02) 6841 2024

**Review date:** 14 June 2013