



Water Polo

AUSTRALIA

RECRUITMENT and APPOINTMENT PRINCIPLES

1. Purpose

- 1.1. Recruiting and selecting suitable personnel who possess the necessary skills, abilities and experience is integral to the success of Water Polo Australia ('the Organisation').
- 1.2. These Recruitment and Selection Principles ('Principles') seek to provide guidance and assistance to all managers who are involved in the recruitment and selection of personnel at the Organisation. The Principles aim to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

2. Commencement of these Principles

- 2.1. These Principles will commence from June 1, 2023.

3. Application of the Principles

- 3.1. These Principles apply to all personnel of the Organisation.
- 3.2. These Principles do not form part of any employee's contract of employment.
- 3.3. Where appropriate and practical, these Principles also apply to the appointment of volunteer or honorarium roles.

4. Merit principle

- 4.1. When recruiting and promoting people, the Organisation aims to ensure that the most suitable person for the job is chosen on the basis of their individual merit.
- 4.2. This means that persons will be selected on the basis that they have the skills, qualifications, experience and other attributes considered necessary for the position (consistent with the relevant position description and/or selection criteria).
- 4.3. Decisions to recruit or promote personnel will not be based on the candidate's sex, race, disability, age, sexuality, pregnancy, family responsibilities or other unlawful discrimination attribute, or due to personal biases or favouritism.
- 4.4. Each decision-maker who has a role in the recruitment of personnel or in selection for promotion should ensure that the merit principle is applied in every case.

5. Equal Employment Opportunity

- 5.1. The Organisation is a committed equal employment opportunity (EEO) and aims to ensure that all applicants being considered for employment or promotion are not unlawfully discriminated against on the grounds of any of the protected attributes referred to in equal opportunity laws.
- 5.2. No act of unlawful discrimination should occur in connection with job advertisements, job interviews or the selection process.

6. Identifying Need and Requirements for Position

- 6.1. Prior to commencing a recruitment process, overall staffing needs, funding and approval/consultation requirements should be considered. Appropriate authority (including in relation to the remuneration to be offered) must be obtained before proceeding to advertise a vacant position.
- 6.2. A position description and/or selection criteria should be prepared which specifies the skills, qualifications, experience and other attributes which candidates ought to possess.

7. Advertising

- 7.1. All positions that become vacant will be advertised, noting that from time to time an interim appointment may be made while recruitment activities are planned and undertaken.
- 7.2. The advertisement will contain the title of the position and a list of duties and/or key priorities. If there is a position description or selection criteria to be applied, the advertisement should refer to this. The advertisement should specify what information the applicant should include with their application along with the name of a contact person and closing date for applications.
- 7.3. To increase the prospect of a diverse range of applicants, each advertisement will be shared via multiple channels and platforms including specialist industry and diversity platforms.
- 7.4. The advertisement should also state that people from diverse backgrounds are encouraged to apply.

8. The selection panel

- 8.1. Wherever possible, the selection panel will comprise of at least three people and will be gender and culturally diverse.

9. The short list

- 9.1. The selection panel will review all written applications and make a short list of those applicants whose applications best address the requirements of the position (consistent with the merit principle).
- 9.2. The selection panel will then arrange to interview the applicants who are short listed as soon as possible making accommodations for any accessibility issues.
- 9.3. Applicants that are not shortlisted will be advised in writing that their application for the position has been unsuccessful on this occasion. This may occur prior to interviews or at the conclusion of the recruitment process.

10. The job interview

- 10.1. The selection panel will consider and prepare a list of the standard questions that will be asked of each applicant during the interview, to ensure a fair and consistent approach during the interview. Questions which are based on, or relate to, unlawful grounds of discrimination not be asked.
- 10.2. The selection panel will also utilise a scoring system to assess the candidate's responses to the questions
- 10.3. When it comes to interview times, where practically possible the selection panel should seek to provide consistency and flexibility to ensure there is minimal risk of any time related bias across the candidates.

11. Supplementary assessment

- 11.1. In addition to the application and interview process there may be other assessment methods utilised to determine applicant suitability such as written exercises, case study presentations, work related simulations, work sample tests or other. If the selection panel chooses to administer supplementary assessment methods, all applicants must be notified and briefed prior to administering the assessment(s).

12. Reference checks

- 12.1. Any person from the recruitment panel that carries out a reference check in relation to a prospective or existing employee should note the following:
- a) The purpose of obtaining a referee's observations is to confirm information an applicant has provided relating to their experience, qualifications or general suitability for the position.
 - b) Only disseminate material/information provided by the referee to those directly involved in the recruitment process.
 - c) Questions posed to the referee should be prepared and written down prior to the referee being contacted and should only relate to the requirements of the position.
 - d) The information is subject to the provisions of the National Privacy Principles, as set out under the Privacy Act 1988 and candidates may request access to the referee report.
 - e) It is recommended that a template is used with standard questions to ensure that all candidates are assessed in the same manner. Specialist or additional questions may be added as required for each role.

13. Pre-employment Checks

- 13.1. An applicant recommended for appointment must provide evidence of their legal right to work in Australia (Passport, Citizenship Certificate or Birth Certificate). Offers of appointment to international applicants should be subject to obtaining a relevant visa to enter and work in Australia.
- 13.2. Where qualifications, professional memberships and registrations, or working with children/ vulnerable people clearance checks are requirements of a position, original documents or certified copies or the relevant records should be obtained.
- 13.3. If this evidence is not available prior to the offer of employment, the offer of employment should specify that it is made conditional upon evidence of those qualifications or clearances being provided, and that actual commencement in the role is dependent on the production of the necessary documentary evidence.

14. Making an offer

- 14.1. An offer of employment will be made when the selection process is complete, and the preferred applicant has been identified. The successful applicant should not commence in a position until the offer of employment has been formally accepted and the relevant pre employment checks are completed.

15. National Police Check

- 15.1. A national police check may be used to assist Water Polo Australia to make an informed decision as to the suitability of an individual for employment. Information relating to the National Police Checks can be found [here](#).
- 15.2. A decision as to whether a National Police check is necessary should be made in the context of the duties that the person will be undertaking in the Organisation, and whether the outcome has a bearing on the person's suitability for the position. A prior offence does not automatically make a potential employee unsuitable for a position. If the position requires an employee to work with children or vulnerable people, a National Police Check must be undertaken.
- 15.3. The factors to be considered may include:

- The nature and purpose of the duties that the person will undertake
- The nature, extent, and seriousness of the offence (including whether it involved an element of dishonesty)
- The circumstances surrounding the offence, including any extenuating circumstances at the time
- The number of offences and how recently they occurred
- The age of the person when the offence was committed
- Whether the offence may demonstrate an error of judgement rather than a defect of character
- The presence or absence of rehabilitation and other pertinent behavioural changes
- The likelihood of continuation or recurrence, and
- Whether or not the offence was declared by the person during the recruitment process.

15.4. Any applicant who has resided in an overseas country for 12 months or more in the last ten years may also be required to submit to an international criminal history check.

16. Child Safety and Child Safety Related Positions

- 16.1. All roles that fall under the remit of Water Polo Australia are subject to the requirements and conditions described in the [WPA Child Safeguarding Policy](#), which may be updated from time to time by Sport Integrity Australia. It should also be noted there may be State specific requirements based on the location of the role.
- 16.2. The Organisation is committed to protecting children, young and/or vulnerable people from harm.
- 16.3. All personnel who are required to work with children, young and/or vulnerable people are required to have a current Working with Children Check (also referred to in other states as Blue Card, Working with Vulnerable People). If they do not have a current Working with Children Check, they will be placed on restricted duties (and must not have any dealings with children, young or vulnerable people) until this is rectified.

17. Privacy

- 17.1. The Organisation respects and complies with its obligations under privacy legislation and any applicable privacy policy.
- 17.2. Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful applicant will be destroyed at the conclusion of the selection process, unless the applicant has provided his or her permission or consent to retain the record.

Variations

The organisation reserves the right to vary, replace or terminate these Principles from time to time.

Principles version and revision information

Principles Authorised by:	Richard McInnes	Original issue:	Richard McInnes
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Principles Maintained by:	Adrian Cornish	Current version:	[1]
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