



[Home](#)
[Start Job Search](#)
[Email me Jobs](#)
[Senior Executives](#)
[Current APS Employees](#)
[About the APS](#)

[My Account](#)
[Administration](#)
[Logout](#)

## View Full Notice

**Notice Number:** 10663119  
**Submit Notice in:** PS04 - 28 Jan 2016  
**Notice type:** Promotion  
**Created:** 21 January 2016 at 13:05 PM by [Alyce Winter](#) s47F  
**Last Modified:** 25 January 2016 at 14:35 PM by [Jillian Walker](#)  
**CA:** G00095  
**SES?** No

Promotion N.N. 10663119

**Social Services**  
 Department of Social Services

**Jillian Beckwith**  
 s47F

### Promotion Details

#### From

Agency:	Department of Social Services
Classification:	APS Level 5
Agency Employment Act:	PS Act 1999

#### To

Position Details:	Programme Service Delivery Officer
Location:	Adelaide - SA
Classification:	APS Level 6
Agency Employment Act:	PS Act 1999
Position:	No. 50046986
Advertised:	10644573: PS25-Fri, Friday, 26 June 2015

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found on [Reviewing Promotion Decisions](#) page.

This notice is part of the electronic Public Service Gazette PS04 - 28 Jan 2016 Published by Australian Public Service Commission.

[About the APS](#)
[Contact Us](#)
[Privacy Statement](#)
[Copyright](#)
[Terms and Conditions](#)
[Sitemap](#)
[Accessibility](#)



[Home](#)
[Start Job Search](#)
[Email me Jobs](#)
[Senior Executives](#)
[Current APS Employees](#)
[About the APS](#)

[My Account](#)
[Administration](#)
[Logout](#)

## View Full Notice

**Notice Number:** 10663122  
**Submit Notice In:** PS04 - 28 Jan 2016  
**Notice type:** Promotion  
**Created:** 21 January 2016 at 13:07 PM by [Alyce Winter](#): s47F  
**Last Modified:** 25 January 2016 at 14:36 PM by [Jillian Walker](#):  
**CA:** G00095  
**SES?** No

Promotion N.N. 10663122

### Social Services

Department of Social Services

**Purdy Lynch**

s47F

#### Promotion Details

##### From

Agency:	Department of Social Services
Classification:	APS Level 5
Agency Employment Act:	PS Act 1999

##### To

Position Details:	Programme Service Delivery Officer
Location:	Adelaide - SA
Classification:	APS Level 6
Agency Employment Act:	PS Act 1999
Position:	No. 42100274
Advertised:	10644573. PS25-Fri, Friday, 26 June 2015

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found on [Reviewing Promotion Decisions](#) page.

This notice is part of the electronic Public Service Gazette PS04 - 28 Jan 2016 Published by Australian Public Service Commission.

[About the APS](#)
[Contact Us](#)
[Privacy Statement](#)
[Copyright](#)
[Terms and Conditions](#)
[Sitemap](#)
[Accessibility](#)



[Home](#) [Start Job Search](#) [Email me Jobs](#) [Senior Executives](#) [Current APS Employees](#) [About the APS](#)

[My Account](#) [Administration](#) [Logout](#)

## View Full Notice

Notice Number: 10663153  
Submit Notice in: PS04 - 28 Jan 2016  
Notice type: Promotion  
Created: 21 January 2016 at 13:57 PM by [Alyce Winter](#) **S47F**  
Last Modified: 25 January 2016 at 14:36 PM by [Jillian Walker](#)  
CA: G00095  
SES? No

Promotion N.N. 10663153

**Social Services**  
Department of Social Services

**James Bonner**  
**S47F**

### Promotion Details

#### From

Agency:	Department of Social Services
Classification:	APS Level 5
Agency Employment Act:	PS Act 1999

#### To

Position Details:	Programme Service Delivery Officer
Location:	Adelaide - SA
Classification:	APS Level 6
Agency Employment Act:	PS Act 1999
Position:	No. 50001823
Advertised:	10644573: PS25-Fri, Friday, 26 June 2015

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found on [Reviewing Promotion Decisions](#) page.

This notice is part of the electronic Public Service Gazette PS04 - 28 Jan 2016 Published by Australian Public Service Commission.

[About the APS](#) [Contact Us](#) [Privacy Statement](#) [Copyright](#) [Terms and Conditions](#) [Sitemap](#) [Accessibility](#)



Home Start Job Search Email me Jobs Senior Executives Current APS Employees About the APS

My Account Administration Logout

## View Full Notice

**Notice Number:** 10644573  
**Submit Notice in:** PS25-Fri - 26 Jun 2015  
**Notice type:** Vacancy s47F  
**Created:** 23 June 2015 at 20:27 PM by [Maria Uilleag](#)  
**Last Modified:** 06 July 2015 at 13:06 PM by [Leanne Burton](#)  
**CA:** G00095  
**SES?** No

Vacancy N.N. 10644573

### Social Services

Department of Social Services

Closing date: Friday, 17 July 2015

\*This opportunity is open only to ongoing APS or Parliamentary Service employees, employed under the Public Service Act 1999 or Parliamentary Services Act 1999. Further information is available from the Australian Public Service Commission webpage: <http://www.apsc.gov.au>.

Job Title:	Programme Service Delivery Officer
Division:	Delivery Strategy and Operations, Early Childhood State Network, Early Childhood and Child care, Del
Job Type:	Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Salary:	\$75,747 - \$83,743
Location:	Greenway - ACT; Sydney - NSW; Melbourne - VIC; Brisbane - QLD; Hobart - TAS
Classification:	APS Level 6
Agency Employment Act:	PS Act 1999
Position No:	Several Positions

#### Amendments to Notice since Publication

Closing date has been extended

#### Job Description

##### Duties

Information about the Department of Social Services  
DSS is the leading Australian Government agency in developing and delivering social policy and we are committed to improving the lifetime wellbeing of people and families in Australia. Almost everyone in Australia is, at some point in their life, touched by what we do.

As one of the largest Australian Government departments, DSS manages approximately one-quarter of the Commonwealth Budget and is responsible for administering payments and programmes totalling almost \$120 billion per year across a wide range of subject areas.

Our policies and services look after families, children and older people; support people to participate economically and socially in Australian society; enhance the independence and wellbeing of people with high needs; provide a safety net for people who can't fully support themselves, foster a cohesive community; and promote civil society.

We are looking for motivated, skilled and capable APS 4, 5 and 6 officers who want to make a difference and contribute to the work of our already diverse Department.

The Department is committed to supporting the employment and career development of people with disability. Applicants who opt in to the APS RecruitAbility scheme and meet the minimum requirements for the vacancy will progress to a further stage in the recruitment process.

We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander peoples for vacancies in the Department.

##### Description of the role

The Programme Service Delivery Officer provides administrative and operational support to internal and external stakeholders at a proficient level, to enable effective management and delivery of relevant Programmes.

The role ensures that the policy intent of the relevant Programme is achieved and that the Programme is delivered in accordance with Commonwealth Grant Rules and Guidelines in the most effective and efficient manner. In Programme Management there is a requirement to work closely with policy areas.

Ensuring communication of policy to delivery areas is a key focus of the role. The role may be required to develop course materials and deliver training in relevant Programmes.

##### Desirable

Comprehensive understanding of relevant sections of the legislation that relates to the relevant Programme such as Aged Care Legislation and Disability Discrimination Act 1992 and a sound understanding of the Department's Programme policies and frameworks.

Comprehensive understanding of guidelines, procedures, systems and technology e.g. programme policies and guidelines, FOFMs, Grant Management System, Commonwealth Resource Management framework, Commonwealth Grant Rules and Guidelines, and delegations.

##### Assessment Criteria

The following criteria reflect skills and experience required to effectively perform the duties of the position.

**Criterion 1**

High level skills and experience in one or more of the following: programme management and programme support and advice; a demonstrated ability to set direction, achieve results and deliver on programme or project outcomes; as well as having an understanding of the Programme Management System, including Commonwealth Grant Rules and Guidelines and Commonwealth Grant Legislation.

**Criterion 2**

Well-developed analytical skills and sound judgement including the ability to interpret and apply legislation, policy and the principles of reasonableness and procedural fairness in decision making and to resolve issues.

**Criterion 3**

Sound organisational and time management skills, including ability to work under pressure to tight deadlines.

**Criterion 4**

High-level communication skills including negotiation, representational and interpersonal skills, and ability to build and maintain effective stakeholder relationships, Demonstrated ability to complete complex reports, and high quality correspondence and briefings.

**Criterion 5**

Demonstrated experience managing staff and ability to work effectively as a part of a team whilst working collaboratively and encouraging co-operation with team members and clients, work within tight timeframes, manage workflow and competing priorities.

**Notes**

Please note: that extensions will not be granted for this round of recruitment

Non-ongoing opportunity will be offered for a specified term

Up to a period of 12 months

**\*\*Please note that this opportunity is only available to current Australian Public Service employees.\*\***

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see: <http://www.apsc.gov.au/priorities/disability/recruitability>.

**About Department of Social Services**

The Department of Social Services (DSS) has its national office in Canberra and employs around 2,350 staff in locations around Australia.

DSS delivers policies and programs that touch on the lives of almost every Australian, making it the Department of choice for people who want to make a difference. We also manage a significant proportion of the Federal Budget and have responsibility for major Government initiatives like the National Disability Insurance Scheme and the Family Support Program.

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

Selection documents are also available on our website, [www.dss.gov.au](http://www.dss.gov.au) under the heading 'Careers in DSS'. Hearing or speech impaired applicants may obtain selection documentation via the department's TTY number 1800 260 402.

**To Apply**

Position Contact:	<a href="mailto:recruitment@dss.gov.au">recruitment@dss.gov.au</a>
Agency Recruitment Site:	<a href="http://www.dss.gov.au/">http://www.dss.gov.au/</a>

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette.

This notice is part of the electronic Public Service Gazette PS25-Fri - 26 Jun 2015 Published by Australian Public Service Commission.

<b>Job category:</b>	Programme Management
Identified position?	No
Special measure opportunity - Indigenous?	No
Special measure opportunity - Intellectual Disability?	No
Graduate program?	No
ISAC program?	No
Recruitability program?	Yes
Postcodes	2900
Expected vacancy?	No
Publish on Australian Job Search?	No

**LEESON, Kim**

---

**From:** STRATFORD, Chantelle  
**Sent:** Tuesday, 15 December 2015 2:23 PM  
**To:** Recruitment  
**Cc:** STODULKA, Janet; COX, Tristan; LEESON, Kim  
**Subject:** Delivery - SA STO APS6 bulk round from 26 June 2015 [DLM=Sensitive:Personal]  
**Attachments:** SA APS6 Bulk Round - Delivery Service from 26 June 2015.pdf

**Security Classification:** Sensitive: Personal

Hi Team,

Please accept this email as notification that I exercise my delegation across recruitment processes in Delivery and approve the following actions to be taken in relation to the **SA STO APS6 Bulk Round advertised on 26 June 2015:**

**Promotion of:**

1. Jill Beckwith;
2. James Bonner; and
3. Purdy Lynch

Tristan - please advise candidates. HR will undertake the formal offer process including gazettal.

Thank you.

CS

Chantelle Stratford  
Branch Manager, Service Delivery Strategy  
Department of Social Services

s47F

# APS 5/6 and 4/5/6 SM Bulk Round Selection Report Checklist

APS 5/6 Bulk Round

APS 4/5/6 Special Measures

Name of role: *APS 6 Programme / Service Delivery*

Location: *SA*

Action: P = Chair/panel, BAU = Business as Usual Recruitment, Project team = Recruitment, W = Work Area

Step	Action	Checklist	Completed	Date	Comments	Processing Officer
1	Project team	Chair/Panel sign off & submit to Recruitment	<input checked="" type="checkbox"/>	<i>30.1.15</i>	<i>Panels + chairs signed report</i>	<i>Kim Hees</i>
2	Project team	ID if Health, <u>DSS</u> , Education roles	<input checked="" type="checkbox"/>	.....		
3	Project team	Check if selection report is correct and all candidates listed	<input checked="" type="checkbox"/>	.....		
4	Project team	Report submitted to delegate for sign-off: 1. Sally McGarr 2. Catherine McLachlan <u>3. Sharon Bailey</u> 4. Other	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	..... ..... <i>13.11.15</i> .....		<i>Kim Hees</i>

## APS 5/6 and 4/5/6 SM Bulk Round Selection Report Checklist

5	Project team	Update/populate trackers 1. Selection report status tracker 2. Candidate tracker (name, outcome, preferences, contact details etc)	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	13.1.16 13.1.16	<ul style="list-style-type: none"> <li>▪ Selection Report tracker No.- 38298316</li> </ul> <p><b>Candidate tracker</b></p> <ul style="list-style-type: none"> <li>▪ NO Programme APS 6 – 38036202</li> <li>▪ NO Programme APS 5 – 38036136</li> <li>▪ NO Policy APS 6 – 38036087</li> <li>▪ NO Policy APS 5 – 38036055</li> <li>▪ NO Corporate APS 6 – 38036001</li> <li>▪ NO Corporate APS 5 – 38036787</li> <li>▪ <u>State Office APS 6 + 5 – 38036117</u></li> </ul>	
6	Project team	Forward email with merit pool lists to relevant agency contact for decision to fill position:  1. DSS 2. Health 3. Education  <b>Note:</b> Order of Merit and New starter package goes in to the email for DSS.	DSS <input type="checkbox"/>  Health <input type="checkbox"/>  Education <input type="checkbox"/>	.../.../...  .../.../...  .../.../...	<ul style="list-style-type: none"> <li>1. DSS - Contact Name:</li> <li>2. Health - Contact Name: Natalie Winters _s47F</li> <li>3. Education -Contact Name: Kathy Stiller s47F</li> </ul>	
7	Project team	Recruitment to forward emails to interviewed candidates advising as to whether on the merit list or unsuccessful	<input type="checkbox"/>	.../.../...		
8	Project Team or Work Area	Panel/chair (SM only) or work area in DSS, Health or Education to make offers	<input type="checkbox"/>	.../.../...		
9	Work Area	1. DSS, OOM sheet submitted to recruitment@dss.gov.au 2. External candidate to DSS	<input type="checkbox"/>	.../.../...	DSS Contact Name:	



## APS 5/6 and 4/5/6 SM Bulk Round Selection Report Checklist

		requires OOM sheet and New Starter form to be submitted to recruitment@dss.gov.au				
10	BAU	BAU to forward OOM to Project team for cross-matching with selection report trackers	<input type="checkbox"/>	.../.../...		
11	Project team	Project team to update trackers to reflect engagement	<input type="checkbox"/>	.../.../...		
12	Project team	Forward to BAU team for Gazettal and processing	<input type="checkbox"/>	.../.../...		
13	Work Area	Health or Education forward email with list of candidate offers:  1. Process list of candidate offers in trackers	<input type="checkbox"/>  <input type="checkbox"/>	.../.../...  .../.../...	<p>1. Health - Contact Name: Natalie Winters -s47F</p> <p>2. Education -Contact Name: Kathy Stiller s47F</p> <p><b><u>'Outcome list' tracker</u></b></p> <ul style="list-style-type: none"> <li>▪ NO Programme APS 6 – 38036789</li> <li>▪ NO Programme APS 5 – 38036858</li> <li>▪ NO Policy APS 6 – 380308736</li> <li>▪ NO Policy APS 5 – 38036725</li> <li>▪ NO Corporate APS 6 – 38036001</li> <li>▪ NO Corporate APS 6 – 38036787</li> </ul> <p><b><u>Candidate tracker</u></b></p> <ul style="list-style-type: none"> <li>▪ NO Programme APS 6 – 38036202</li> <li>▪ NO Programme APS 5 – 38036136</li> <li>▪ NO Policy APS 6 – 38036087</li> <li>▪ NO Policy APS 5 – 38036055</li> <li>▪ NO Corporate APS 6 – 38036001</li> <li>▪ NO Corporate APS 5 – 38036787</li> <li>▪ State Office APS 6 + 5 – 38036117</li> </ul>	

# SELECTION REPORT

To the Delegate

The Selection Report for the following APS Level 6 recruitment exercise is forwarded for action /approval.

## Position Details

Position Numbers	To be determined
Position Title	Programme Service Delivery Officer
Classification	APS Level 6
Office/Branch.	Programme Management, Support and Advice: Service Delivery
Physical Location	South Australia
Type of vacancy	Ongoing/Non-ongoing
Vacancy Duration	To be determined
When advertised	Date: 26 June 2015
Where advertised	APS Gazette and DSS Website

## Assessment

Method of assessment (s)	<p>This national bulk recruitment exercise was facilitated by Randstad and managed by Angela Morton, Bulk Recruitment Consultant from their Canberra office.</p> <p>The Department of Social Services (DSS) liaison Officers in Canberra were Ms. Maria Uilelea, Project Manager, and Ms. Kathleen Casey, Recruitment Administrator in the Recruitment and SES Unit, People Strategy, Reporting &amp; Recruitment Division.</p> <p>The recruitment exercise was advertised exclusively to existing Australian Public Service APS staff. A total of 31 applications were received.</p> <p>Those who failed to demonstrate their strengths against the published selection criteria in their written applications were not shortlisted for interview. This initial sorting process was conducted by Randstad. A full list of those shortlisted for interview appears at <b>Attachment A</b>.</p> <p>The local selection panel comprised Chairperson, Mr. Peter Edson, Assistant Director, Aged and Community Care</p>
--------------------------	---

Branch, Ms. Jan McGregor, Assistant Director, Clinical Unit, Aged Care Complaints Branch and Ms Maree McColm, Assistant Director, Aged and Community Care Branch.

Randstad Contractor, Ms. Annabel Walker, assisted the panel and prepared this report for the Delegate's consideration.

The panel's task was to assess shortlisted applicants as suitable or unsuitable for the role of Programme Service Delivery Officer, APS Level 6.

Interview questions were provided by DSS Canberra (**see Addendum 3**).

The selection panel was advised that assessments would be based on written application, interview performance and referee report if required.

Initially, only applications and interview performance were assessed. A maximum of ten points per selection criterion was available comprising 5 points for the application and 5 points for the interview. These points were allocated according to the Selection Criteria at **Addendum 1** and approved DSS rating scale at **Addendum 2**).

The maximum score for each applicant was 50, that is, 25 being the maximum score for the application and 25 for the interview.

The panel noted that the DSS rating scale described a score of 2 for any criterion as "satisfactory".

The panel noted that there was no definition of "suitable" or "unsuitable" independent of the DSS rating scale.

Therefore, the selection panel made a decision regarding each applicant's overall suitability / unsuitability for employment as Programme Service Delivery Officer, APS Level 6, based on the DSS rating scale.

The panel proceeded on the basis that a minimum combined score of 20 for both the written application and the interview questions provided an overall rating for an applicant as "satisfactory". That is, where an applicant achieved an average score of 2 for each of the five application criteria and the five questions at interview, the panel was of the view that

	<p>the applicant was suitable.</p> <p>At the completion of the interview process, there were two applicants who scored below 20 and whom the panel determined to be unsuitable for further consideration.</p> <p>The panel was requested on 20 October 2015 to obtain referee reports from those applicants deemed suitable. The panel sent the "Candidate Referee Report" template to the first nominated referee of applicants who had been deemed suitable at the completion of the interview process. (See <b>Attachment D</b>) The panel then allocated the following ratings according to the referee's description of the applicant: Excellent – 5; Very Good 4; Good – 3; Satisfactory – 2 and Unsatisfactory – 1.</p> <p>The three scores from</p> <ul style="list-style-type: none"> <li>o the written application,</li> <li>o the interview, and</li> <li>o the referee report</li> </ul> <p>were collated. Each component had a value of 25 with 75 being the maximum score any suitable applicant could receive.</p> <p>As a vacancy at the APS Level 6 arises, the position will be offered to the suitable applicant whose skills and experience best match the particular requirements of that role.</p>
Date conducted	<p>Applications closed at 11.59pm 10 July 2015. 23 interviews were conducted at the DSS office, Level 13, 11 Waymouth St. Adelaide on 2, 6, 8, 9, 12 and 13 October 2015. The panel on 2 October 2015 consisted of Maree McColm and Jan McGregor, with Peter Edson being absent on medical leave. The panel on 13 October consisted of Peter Edson and Jan McGregor, with Maree McColm being absent on personal leave.</p> <p>s47F</p>

## Details of Applicants

Number of applicants	A total of <b>31</b> applications were received.
Number of applicants shortlisted 'out'	<b>4</b> applicants failed to substantiate their claims against the selection criteria in their applications and were not interviewed.
Number of applicants shortlisted 'in' for further assessment	<b>29</b> applicants, including all DSS staff who applied, were deemed suitable for interview on the basis of their applications. This process was undertaken by Randstad and not the panel. <b>Note:</b> <b>2</b> applicants, who had been deemed suitable for interview, were not contacted by NO to be advised of an interview. (Reference to applicants <b>s47F</b> and <b>s47F</b> ). The panel does not know why this occurred as it did not have responsibility for contacting the applicants to advise of interview.
Number of Applicants interviewed	<b>23</b> applicants were interviewed by the panel over the 6 days previously advised. <ul style="list-style-type: none"> <li>• <b>21</b> applicants were deemed "suitable" for appointment at the completion of the interview process, for whom referee reports were obtained.</li> <li>• <b>2</b> applicants were deemed "not suitable" at the completion of the interview process.</li> </ul>
Applicant withdrawals	<b>4</b> applicants (who had been shortlisted as suitable for interview) withdrew prior to interview (reference to applicants <b>s47F</b> , <b>s47F</b> , <b>s47F</b> , <b>s47F</b> and <b>s47F</b> )

## Membership of Selection Panel

	Name and Telephone	Classification	Office/Branch
Chair	Peter Edson ph: s47F	Executive Level 1	Dept. Social Services, Adelaide SA
Member	Jan McGregor ph: s47F	Executive Level 1	Dept. Social Services, Adelaide SA
Member	Maree McColm ph: s47F	Executive Level 1	Dept. Social Services, Adelaide SA

## Recommendation

The Selection Panel recommends the following twenty one applicants be found suitable for the position.

s47F	
s47F	

s47F	
------	--

The Selection Panel recommends the following two applicants be found unsuitable for the position.

s47F	
------	--

Panel Chair  
Mr. Peter Edsör  
s47F

Panel Member  
Ms. Jan McGregor  
s47F

Panel Member  
Ms. Maree McColm  
s47F

Signature .....

Signature. ....

Signature

Date..... 30 October 2015 .....

Date..... 30 October 2015 .....

Date..... 30/10/15 .....

### Delegate Approval

I agree that the applicants noted in the above recommendation are suitable for the position of  
APS 6 Programme Service Delivery Officer, Delivery Strategy and Operations & Early Childhood State  
Network – Programme Service Delivery.

Salary to commence at APS6 9,\$x (APS6-1)

Approved / Not approved.

Name: SHARON GAUGH Title: BRANCH MANAGER  
s47F

Delegate: \_\_\_\_\_ Date: 13/11/15  
Signat

Classification: SES 61 Telephone Number: \_\_\_\_\_  
s47F

Date of verbal offer(s).....





s47F					
<b>Programme Service Delivery Officer APS6</b>					
<b>Engagements</b>					
Jill Beckwith (13.1.2016)	50046986	10663119	28/01/2016	YES	
James Bonner (13.1.2016)	50001823	10663153	28/01/2016	ON TT	
Purdy Lynch (13.1.2016)	42100274	10663122	28/01/2016	YES	
<b>Merit Pool</b>					
s47F					
s47F					
<b>UNSUITABLE</b>					



Employment Status	Classification	Last 3 years misconduct - Y/N	Security Clearance - Yes/No	Preferred State	Received a redundancy benefit - yes/No	if yes - which agency	if yes, date the period expires	Gender	Do you identify as an Australian Aboriginal or Torres Strait Islander?	Do you identify as coming from a culturally and linguistically diverse background?	Do you identify as a person with disability or impairment?	Recruitability - Opt In	Accessibility requirements	Comments - Why Le DSS Criteria not met? ie: not APS employee, non ongoing
-------------------	----------------	-------------------------------	-----------------------------	-----------------	--	-----------------------	---------------------------------	--------	--	--	--	-------------------------	----------------------------	---

s47C and s47F

Natalie  
 Winter  
 @ Health

s47F

**Attachment B - Comparative Assessment of shortlisted and interviewed applicants.**

Name	SC 1			SC 2			SC 3			SC 4			SC 5			Total	%
	App'n	Intview	Report	App'n	Intview	Report	App'n	Intview	Report	App'n	Intview	Report	App'n	Intview	Report		
s47C & s47F																	

Name	SC 1			SC 2			SC 3			SC 4			SC 5			Total	%
	App'n	Int'view	Report	App'n	Int'view	Report	App'n	Int'view	Report	App'n	Int'view	Report	App'n	Int'view	Report		
s47F and s47C																	



s47F and s47C

## ATTACHMENT C



Australian Government  
Department of Social Services



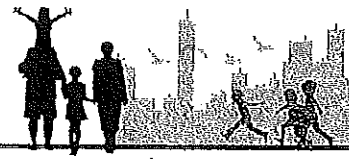
## DEFINITIONS

Rating	Level	Description	Indicators of Performance
5	Excellent	The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding. <i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i>	Is able to perform at a high level without direct supervision for the following reasons: <ul style="list-style-type: none"> <li>- Excellent job knowledge;</li> <li>- Exceptionally reliable; and</li> <li>- Appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
4	Very Good	The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion	Would require little supervision to achieve good results, for the following reasons: <ul style="list-style-type: none"> <li>- Would be reliable and responsible;</li> <li>- Would be able to suggest and initiate improvements relevant to the work area; and</li> <li>- Would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
3	Good	The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.	Would require routine supervision to perform at an acceptable level for the following reasons: <ul style="list-style-type: none"> <li>- Makes few errors;</li> <li>- Generally reliable;</li> <li>- Would use initiative in more complex situations;</li> <li>- Would accept responsibility; and</li> <li>- Would deal with all routine matters of the position.</li> </ul>
2	Satisfactory	The applicant possesses skills, abilities and personal qualities relevant to the criterion and would be able to perform the duties of the position to an acceptable standard.	Would be able to perform at an acceptable level for the following reasons: <ul style="list-style-type: none"> <li>- General job knowledge;</li> <li>- Would follow directions;</li> <li>- Would deal with all routine matters of the position; or</li> <li>- Has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/ transfer).</li> </ul>
1	Unsatisfactory	The applicant is unable to demonstrate the adequate skills, abilities and personal qualities in relation to the criterion and therefore, should not be able to perform the duties of the position relevant to the criterion. This includes on a temporary basis.	Would be unable to perform the duties for one or more of the following reasons: <ul style="list-style-type: none"> <li>- Limited job knowledge which would result in frequent errors;</li> <li>- Poor work output;</li> <li>- Would have difficulty carrying responsibility or solving problems; and</li> <li>- Would have difficulty dealing with routine matters involving the position.</li> </ul>





Australian Government  
Department of Social Services



In addition, the following codes may be useful:

- W** Weak evidence – either little opportunity or only a small amount of the behaviour displayed. Be cautious about the rating assigned.
- NE** No evidence – since no opportunity exists to assess the participant on this capability and so no rating can be assigned. This would be an appropriate rating if, for example, one of the capabilities is presentation skills and the interviewee indicates that they have no presentation skills experience.

# ATTACHMENT D



Australian Government  
Department of Social Services



## Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

### Applicant Details

Name	
Phone Number	

### Position Details

Designation/Classification	
Office/Branch/Section	
Position Number	

### Referee Details

Name	
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

### Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
.....	
.....	
.....	
.....	

<b>Criterion 2</b>	<b>Rating</b>
.....	
.....	
.....	
.....	

<b>Criterion 3</b>	<b>Rating</b>
.....	
.....	
.....	
.....	

<b>Criterion 4</b>	<b>Rating</b>
.....	
.....	
.....	
.....	

<b>Criterion 5</b>	<b>Rating</b>
.....	
.....	
.....	
.....	

<b>Criterion 6</b>	<b>Rating</b>
.....	
.....	
.....	
.....	

Referee's Signature	Date
Applicant's Signature	Date

## **Addendum 1**

### **Assessment Criteria**

The following criteria reflect skills and experience required to effectively perform the duties of the position.

#### **Criterion 1**

High level skills and experience in one or more of the following: programme management and programme support and advice, a demonstrated ability to set direction, achieve results and deliver on programme or project outcomes; as well as having an understanding of the Programme Management System, including Commonwealth Grant Rules and Guidelines and Commonwealth Grant Legislation.

#### **Criterion 2**

Well-developed analytical skills and sound judgement including the ability to interpret and apply legislation, policy and the principles of reasonableness and procedural fairness in decision making and to resolve issues.

#### **Criterion 3**

Sound organisational and time management skills, including ability to work under pressure to tight deadlines.

#### **Criterion 4**

High-level communication skills including negotiation, representational and interpersonal skills, and ability to build and maintain effective stakeholder relationships, Demonstrated ability to complete complex reports, and high quality correspondence and briefings.

#### **Criterion 5**

Demonstrated experience managing staff and ability to work effectively as a part of a team whilst working collaboratively and encouraging co-operation with team members and clients, work within tight timeframes, manage workflow and competing priorities.

## RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>* excellent job knowledge;</li> <li>* exceptionally reliable; and</li> <li>* appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>* limited job knowledge which would result in frequent errors;</li> <li>* poor work output;</li> <li>* would have difficulty carrying responsibility or solving problems; and</li> <li>* would have difficulty dealing with routine matters involving the position.</li> </ul>



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

<p><b>Criterion 1</b> High level skills and experience in one or more of the following: programme management and programme support and advice, a demonstrated ability to set direction, achieve results and deliver on programme or project outcomes; as well as having an understanding of the Programme Management System, including Commonwealth Grant Rules and Guidelines and Commonwealth Grant Legislation.</p>	Rating
--	--------

s47F and s47C

s47F and s47C

--	--

<b>Criterion 2</b> Well-developed analytical skills and sound judgement including the ability to interpret and apply legislation, policy and the principles of reasonableness and procedural fairness in decision making and to resolve issues.	<b>Rating</b>
s47F and s47C	

<b>Criterion 3</b> Sound organisational and time management skills, including ability to work under pressure to tight deadlines.	<b>Rating</b>
s47F and s47C	

<p><b>Criterion 4</b> High-level communication skills including negotiation, representational and interpersonal skills, and ability to build and maintain effective stakeholder relationships, Demonstrated ability to complete complex reports, and high quality correspondence and briefings.</p>	<p>Rating</p>
<p>s47F and s47C</p>	

<p><b>Criterion 5</b> Demonstrated experience managing staff and ability to work effectively as a part of a team whilst working collaboratively and encouraging co-operation with team members and clients, work within tight timeframes, manage workflow and competing priorities.</p>	<p>Rating</p>
<p>s47F and s47C</p>	

<p><b>Criterion 6</b> N/A</p>	<p>Rating</p>



Referee's Signature	Date 29/10/2015
Applicant's Signature	Date 29/10/2015

### RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>* excellent job knowledge;</li> <li>* exceptionally reliable; and</li> <li>* appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion.</p> <p>S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to</p>	<p>Would be unable to perform the duties for one or more of</p>

demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.

the following reasons:

- \* limited job knowledge which would result in frequent errors;
- \* poor work output;
- \* would have difficulty carrying responsibility or solving problems; and
- \* would have difficulty dealing with routine matters involving the position.



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47F and s47C	

Criterion 2	Rating
s47F and s47C	

Criterion 3	Rating
s47C and s47F	

Criterion 4	Rating
s47F and s47C	

Criterion 5	Rating
s47F and s47C	

Referee's Signature	Date 27/10/15
Applicant's Signature	Date 27/10/15

## RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments.

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ excellent job knowledge;</li> <li>▪ exceptionally reliable; and</li> <li>▪ appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ would be reliable and responsible;</li> <li>▪ well developed (sound) job knowledge;</li> <li>▪ would be able to suggest and initiate improvements relevant to the work area; and</li> <li>▪ would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ reasonable/good job knowledge;</li> <li>▪ makes few errors;</li> <li>▪ generally reliable;</li> <li>▪ would use initiative in more complex situations;</li> <li>▪ would accept responsibility; and</li> <li>▪ would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ general job knowledge;</li> <li>▪ would follow directions;</li> <li>▪ would deal with all routine matters of the position; or</li> <li>▪ has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>▪ limited job knowledge which would result in frequent errors;</li> <li>▪ poor work output;</li> <li>▪ would have difficulty carrying responsibility or solving problems; and</li> <li>▪ would have difficulty dealing with routine matters involving the position.</li> </ul>



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	
.....	
.....	
.....	
.....	
.....	

Criterion 2	Rating
<p data-bbox="183 517 347 555">s47C &amp; s47F</p> <p data-bbox="183 772 1023 795">.....</p> <p data-bbox="183 817 1023 840">.....</p> <p data-bbox="183 862 1023 884">.....</p> <p data-bbox="183 907 1023 929">.....</p>	

Criterion 3	Rating
<p data-bbox="183 1050 347 1088">s47C &amp; s47F</p> <p data-bbox="183 1310 1007 1332">.....</p> <p data-bbox="183 1355 1007 1377">.....</p> <p data-bbox="183 1400 1007 1422">.....</p> <p data-bbox="183 1444 1007 1467">.....</p>	

Criterion 4	Rating
<p data-bbox="178 1552 347 1590">s47C &amp; s47F</p> <p data-bbox="178 1803 999 1825">.....</p> <p data-bbox="178 1848 999 1870">.....</p> <p data-bbox="178 1892 999 1915">.....</p> <p data-bbox="178 1937 999 1960">.....</p>	

<b>Criterion 5</b> s47C & s47F	<b>Rating</b>
..... ..... ..... .....	

<b>Criterion 6</b>	<b>Rating</b>
Not required as only 5 criteria utilised. ..... ..... .....	
Referee's Signature <b>s47F</b>	Date 26/10/15
Applicant's Signature	Date 26/10/15

**RATING SCALE SUGGESTION FOR REFEREES**

Referees should use the following as a guide when providing referee comments.

Description	Indicators of Performance
<b>Excellent</b> The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding. <i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i>	Is able to perform at high level without direct supervision for the following reasons: <ul style="list-style-type: none"> <li>▪ excellent job knowledge;</li> <li>▪ exceptionally reliable; and</li> <li>▪ appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Vary Good</b> The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.	Would require little supervision to achieve good results, for the following reasons: <ul style="list-style-type: none"> <li>▪ would be reliable and responsible;</li> <li>▪ well developed (sound) job knowledge;</li> <li>▪ would be able to suggest and initiate improvements relevant to the work area; and</li> </ul>



	<ul style="list-style-type: none"> <li>▪ would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ reasonable/good job knowledge;</li> <li>▪ makes few errors;</li> <li>▪ generally reliable;</li> <li>▪ would use initiative in more complex situations;</li> <li>▪ would accept responsibility; and</li> <li>▪ would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ general job knowledge;</li> <li>▪ would follow directions;</li> <li>▪ would deal with all routine matters of the position; or</li> <li>▪ has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>▪ limited job knowledge which would result in frequent errors;</li> <li>▪ poor work output;</li> <li>▪ would have difficulty carrying responsibility or solving problems; and</li> <li>▪ would have difficulty dealing with routine matters involving the position.</li> </ul>



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Criterion	Rating
s47C & s47F	

Criterion 2 s47C & s47F	Rating
----------------------------	--------

Criterion 3 s47C & s47F	Rating
----------------------------	--------

Criterion 4 s47C & s47F	Rating
----------------------------	--------

Criterion 5 s47C & s47F	Rating
----------------------------	--------

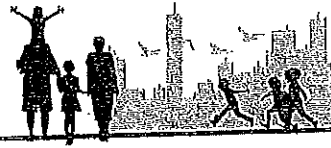
s47F	
Referee's Signature	Date 28/10/15
Applicant's Signature	Date 28/10/15

### RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments.

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>* excellent job knowledge;</li> <li>* exceptionally reliable; and</li> <li>* appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion.</p> <p>S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to demonstrate that s/he possesses the</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p>

<p>adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<ul style="list-style-type: none"><li>▪ limited job knowledge which would result in frequent errors;</li><li>▪ poor work output;</li><li>▪ would have difficulty carrying responsibility or solving problems; and</li><li>▪ would have difficulty dealing with routine matters involving the position.</li></ul>
---	--



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached.

Criterion 1	Rating
s47C & s47F	

s47C & s47F

--

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

s47C & s47F

--	--

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
Not applicable s47F	
Referee's Signature	Date 22/10/2015
Applicant's Signature	Date 22/10/15

### RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments!

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ excellent job knowledge;</li> <li>▪ exceptionally reliable; and</li> <li>▪ appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>



<b>Very Good</b>	
The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion.</p> <p>S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>* limited job knowledge which would result in frequent errors;</li> <li>* poor work output;</li> <li>* would have difficulty carrying responsibility or solving problems; and</li> <li>* would have difficulty dealing with routine matters involving the position.</li> </ul>



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

s47C & s47F

--	--

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

s47C & s47F

--

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
Not applicable s47F	N/A
Referee's Signature	Date 28/10/15
Applicant's Signature	Date 28/10/15

### RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>* excellent job knowledge;</li> <li>* exceptionally reliable; and</li> <li>* appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>

<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"><li>× limited job knowledge which would result in frequent errors;</li><li>× poor work output;</li><li>× would have difficulty carrying responsibility or solving problems; and</li><li>× would have difficulty dealing with routine matters involving the position.</li></ul>

EDSON, Peter

---

From: s47F  
Sent: Thursday, 29 October 2015 1:55 PM  
To: EDSON, Peter  
Cc: s47F  
Subject: RE: Request for Referee Report - s47F [DLM=Sensitive:Personal]

[DLM=Sensitive:Personal]

Hi Peter,

Please find below my reference for s47F for the APS6 bulk round. Apologies for the format, I am writing it on iPad while attending a VC! I can tidy it up and resubmit has afternoon if required.

Thanks

s47F

#### Assessment Criteria

The following criteria reflect skills and experience required to effectively perform the duties of the position.

#### Criterion 1

s47C & s47F

#### Criterion 2

s47C & s47F

#### Criterion 3

s47C & s47F

#### Criterion 4

s47C and s47F

s47C & s47F

Criterion 5  
s47C & s47F

Sent with Good ([www.good.com](http://www.good.com))

---

**From:** EDSON, Peter  
**Sent:** Wednesday, 28 October 2015 3:39:18 PM  
**To:** s47F  
**Subject:** Request for Referee Report - s47F [DLM=Sensitive:Personal]

Hello s47F

I refer to my previous request to you for a referee report in relation the current APS 6 bulk recruitment process.

I am writing to request a referee report in relation to s47F who also recently applied for an APS 6 position as part of the Department of Social Services bulk recruitment.

My apologies for the delay in requesting the report – the panel has not been able to contact s47F first nominated referee, who is currently unavailable. However, s47F nominated you as her second referee.

Please find attached a copy of the referee report template for you to complete. Please note that the report requires that the applicant be afforded an opportunity to read it before it is signed by both yourself and the applicant.

Could you please return the signed report by cob Friday 30 October 2015. The signed report can be scanned and returned electronically to me for convenience. Please advise if you require an extension of time to complete the report in light of the late request.

Please note that the referee report is part of the general selection process to determine whether an applicant is suitable or not suitable for future APS 6 positions. This request does not mean that the applicant has been shortlisted for a specific position.

Thank you for your assistance with this matter.

Regards

---

Peter Edson  
Assistant Director  
Aged Care Act Administration Section



Aged Care Branch  
Department of Social Services  
P: **s47F** E:

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

---



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name:	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Criterion 1	Rating
s47C & s47F	
.....	

Criterion 2	Rating
s47C & s47F	
.....	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

s47F		
Referee's Signature		Date 26/10/15
Applicant's Signatu		Date 26/10/15



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Referee's Signature	Date
Applicant's Signature	Date

## RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>• excellent job knowledge;</li> <li>• exceptionally reliable; and</li> <li>• appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>• would be reliable and responsible;</li> <li>• well developed (sound) job knowledge;</li> <li>• would be able to suggest and initiate improvements relevant to the work area; and</li> <li>• would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>• reasonable/good job knowledge;</li> <li>• makes few errors;</li> <li>• generally reliable;</li> <li>• would use initiative in more complex situations;</li> <li>• would accept responsibility; and</li> <li>• would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion.</p> <p>S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>• general job knowledge;</li> <li>• would follow directions;</li> <li>• would deal with all routine matters of the position; or</li> <li>• has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• limited job knowledge which would result in frequent errors;</li> <li>• poor work output;</li> <li>• would have difficulty carrying responsibility or solving problems; and</li> <li>• would have difficulty dealing with routine matters involving the position.</li> </ul>



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

--	--



.....	
<b>Criterion 6</b>	<b>Rating</b>
N/a – no criterion 6 for this process ..... ..... .....	
Referee's Signature <span style="color: red;">s47F</span>	Date 28/10/15
Applicant's Signature	Date 28/10/15

**RATING SCALE SUGGESTION FOR REFEREES**

Referees should use the following as a guide when providing referee comments.

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ excellent job knowledge;</li> <li>▪ exceptionally reliable; and</li> <li>▪ appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ would be reliable and responsible;</li> <li>▪ well developed (sound) job knowledge;</li> <li>▪ would be able to suggest and initiate improvements relevant to the work area; and</li> <li>▪ would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ reasonable/good job knowledge;</li> <li>▪ makes few errors;</li> <li>▪ generally reliable;</li> <li>▪ would use initiative in more complex situations;</li> <li>▪ would accept responsibility; and</li> <li>▪ would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	

<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ general job knowledge;</li> <li>▪ would follow directions;</li> <li>▪ would deal with all routine matters of the position; or</li> <li>▪ has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b><i>Unsatisfactory (Below Standard)</i></b>	
<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>▪ limited job knowledge which would result in frequent errors;</li> <li>▪ poor work output;</li> <li>▪ would have difficulty carrying responsibility or solving problems; and</li> <li>▪ would have difficulty dealing with routine matters involving the position.</li> </ul>



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
Not provided on Assessment Criteria attachment	N/A
Referee's Signature	Date 26-10-15
Applicant's Signature	Date 26/10/15



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Referee's Signature <span style="color: red;">s47F</span>	Date 29/10/15
Applicant's Signature	Date 29/10/15

**RATING SCALE SUGGESTION FOR REFEREES**

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.	Is able to perform at high level without direct supervision for the following reasons: <ul style="list-style-type: none"> <li>▪ excellent job knowledge;</li> <li>▪ exceptionally reliable; and</li> <li>▪ appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
.....	
.....	
.....	



.....	
Referee's Signature	Date
Applicant's Signature	Date

**RATING SCALE SUGGESTION FOR REFEREES**

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>* excellent job knowledge;</li> <li>* exceptionally reliable; and</li> <li>* appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
<p>The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
<p>The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	

<p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"><li>▪ limited job knowledge which would result in frequent errors;</li><li>▪ poor work output;</li><li>▪ would have difficulty carrying responsibility or solving problems; and</li><li>▪ would have difficulty dealing with routine matters involving the position.</li></ul>
--	---



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	
Phone Number	

## Position Details

Designation/Classification	
Office/Branch/Section	
Position Number	

## Referee Details

Name	
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Criterion 1	Rating

Criterion 2	Rating

--	--

<b>Criterion 3</b>	<b>Rating</b>

<b>Criterion 4</b>	<b>Rating</b>

<b>Criterion 5</b>	<b>Rating</b>

Referee's Signature	Date
Applicant's Signature	Date

**RATING SCALE SUGGESTION FOR REFEREES**

Referees should use the following as a guide when providing referee comments.

Description	Indicators of Performance
<b>Excellent</b>	
<p>The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding.</p> <p><i>(To be used only in cases where exceptional skills have been demonstrated against the criterion).</i></p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> <li>* excellent job knowledge;</li> <li>* exceptionally reliable; and</li> <li>* appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>Very Good</b>	
<p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> </ul>

criterion.	<ul style="list-style-type: none"> <li>▪ would be able to suggest and initiate improvements relevant to the work area; and</li> <li>▪ would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ reasonable/good job knowledge;</li> <li>▪ makes few errors;</li> <li>▪ generally reliable;</li> <li>▪ would use initiative in more complex situations;</li> <li>▪ would accept responsibility; and</li> <li>▪ would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ general job knowledge;</li> <li>▪ would follow directions;</li> <li>▪ would deal with all routine matters of the position; or</li> <li>▪ has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>▪ limited job knowledge which would result in frequent errors;</li> <li>▪ poor work output;</li> <li>▪ would have difficulty carrying responsibility or solving problems; and</li> <li>▪ would have difficulty dealing with routine matters involving the position.</li> </ul>



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Referee's Signature	Date 29/10/15
Applicant's Signature	Date 29/10/15

s47F

**RATING SCALE SUGGESTION FOR REFEREES**

Referees should use the following as a guide when providing referee comments:

Description	Indicators of Performance
<b>Excellent</b>	
The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding. <i>(To be used only in cases where exceptional skills</i>	Is able to perform at high level without direct supervision for the following reasons; <ul style="list-style-type: none"> <li>▪ excellent job knowledge;</li> <li>▪ exceptionally reliable; and</li> <li>▪ appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>

<i>have been demonstrated against the criterion).</i>	
<b>Very Good</b>	
The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion.	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> <li>* would be reliable and responsible;</li> <li>* well developed (sound) job knowledge;</li> <li>* would be able to suggest and initiate improvements relevant to the work area; and</li> <li>* would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>Good</b>	
The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* reasonable/good job knowledge;</li> <li>* makes few errors;</li> <li>* generally reliable;</li> <li>* would use initiative in more complex situations;</li> <li>* would accept responsibility; and</li> <li>* would deal with all routine matters of the position.</li> </ul>
<b>Satisfactory</b>	
The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> <li>* general job knowledge;</li> <li>* would follow directions;</li> <li>* would deal with all routine matters of the position; or</li> <li>* has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).</li> </ul>
<b>Unsatisfactory (Below Standard)</b>	
The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be able to perform the duties of the position relevant to the criterion, even on a temporary basis.	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>* limited job knowledge which would result in frequent errors;</li> <li>* poor work output;</li> <li>* would have difficulty carrying responsibility or solving problems; and</li> <li>* would have difficulty dealing with routine matters involving the position.</li> </ul>





Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Referee's Signature <b>s47F</b>	Date 27/10/15
Applicant's Signature	Date 27/10/15



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Referee's Signature:	Date: 27 October 2015
Applicant's Signature:	Date: 27 October 2015



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
NA	
s47F	
Referee's Signature	Date 28/10/15
Applicant's Signatur	Date 28/10/2015



Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
NA	NA

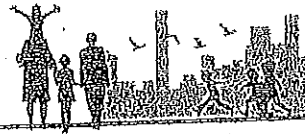
Referee's Signature	Date 29/10/15
Applicant's Signature	Date 29/10/2015

s47F





Australian Government  
Department of Social Services



# Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

## Applicant Details

Name	s47F
Phone Number	

## Position Details

Designation/Classification	
Office/Branch/Section	
Position Number	

## Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

## Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

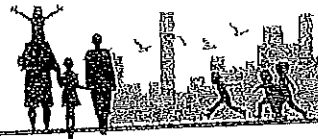
Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Criterion 6	Rating
Not Applicable s47F	
Referee's Signature	Date 28/10/15
Applicant's Signature	Date 29/10/15



Australian Government  
Department of Social Services



## Candidate Referee Report

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

### Applicant Details

Name	s47F
Phone Number	

### Position Details

Designation/Classification	s47F
Office/Branch/Section	
Position Number	

### Referee Details

Name	s47F
Position held	
Department/Employer	
Phone Number	
Working relationship to applicant	

### Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1	Rating
s47C & s47F	

Criterion 2	Rating
s47C & s47F	

Criterion 3	Rating
s47C & s47F	

Criterion 4	Rating
s47C & s47F	

Criterion 5	Rating
s47C & s47F	

Referee's Signature <hr/> Applicant's Signature	s47F	Date      30 Oct 15
		Date      30 Oct 15

21-01-2016

**UILELEA, Maria**

---

**From:** Recruitment  
**To:** s47F

s47F

s47F

**Subject:** APS 6 Programme Officer - SA State Office- Department of Social Services Bulk Recruitment Round APS5/6 2015

Good morning,

Thank you for your interest in working in the Department of Social Services (DSS) and the time you took to apply and attend interview for the DSS SA State Office APS 6 Programme Officer role.

I wish to advise that you have been deemed suitable for appointment and have been placed on the DSS SA State Office APS 6 Programme Officer merit list. While you have been deemed suitable in this recruitment process no positions are available at this time.

If a vacancy becomes available within the 12 months from the position being advertised on 26 June 2015, the merit list will be consulted and you may be contacted by the Department of Social Services, Department of Education or Department of Health.

If you have any further enquiries, please email [recruitment@dss.gov.au](mailto:recruitment@dss.gov.au).

Once again, thank you for your interest in working for the Department of Social Services and best of luck for the future.

Kind regards,  
Recruitment Team

**WINTER, Alyce**

---

**From:** Recruitment  
**To:** Recruitment  
**Sent:** Thursday, 21 January 2016 11:32 AM  
**Subject:** Read: APS 6 Programme Officer - SA State Office- Department of Social Services Bulk Recruitment Round APS5/6 2015 [DLM=Sensitive:Personal]

Your message

**To:**  
**Subject:** APS 6 Programme Officer - SA State Office- Department of Social Services Bulk Recruitment Round APS5/6 2015 [DLM=Sensitive:Personal]  
**Sent:** Thursday, January 21, 2016 11:28:30 AM (UTC+10:00) Canberra, Melbourne, Sydney

was read on Thursday, January 21, 2016 11:31:07 AM (UTC+10:00) Canberra, Melbourne, Sydney.

**BAILEY, Sharon**

---

**From:** BAILEY, Sharon  
**Sent:** Friday, 12 February 2016 12:29 PM  
**To:** MCGARN, Sally  
**Cc:** MCLACHLAN, Catherine  
**Subject:** RE: Email to Kerry Carmichael re reviews [SEC=UNCLASSIFIED]

**Security Classification:**  
 UNCLASSIFIED

Thanks Sally – I'm happy to send on to Kerry

---

**From:** MCGARN, Sally  
**Sent:** Friday, 12 February 2016 9:56 AM  
**To:** BAILEY, Sharon  
**Cc:** MCLACHLAN, Catherine  
**Subject:** FW: Email to Kerry Carmichael re reviews [SEC=UNCLASSIFIED]

Hi Sharon, I don't think you have seen the below email?  
 Andy and I had spoken to Kerry on 21 January but had not followed through -Kerry had requested an email to send to members.  
 Any person who is ringing/emailing to advise they want to consider a review is sent the below.  
 From a stakeholder perspective do you want me to do another email explaining the delay (it has been some weeks) or perhaps reframe to advise that this is what is happening when any contacts us? Notify Margaret?  
 Please advise what you would like to happen to progress (or not)  
 Apologies and please advise if you would like to discuss.  
 Sally

draft email for Kerry (to be OK'd by Margaret?)

Hi Kerry, as discussed on Thursday with Andy Paras and Sally McGarn, here is information that you requested. This information is being sent to those who have made an direct enquiry to the DSS Recruitment team.

This email provides information and links to assist you with your enquiry about requesting a review.

Contact the Office of the Merit Protection Commissioner:  
 Should you require assistance, the Office of the Merit Protection Commissioner recommend that in the first instance, they should be contacted on Phone (02) 8239 5330 or via email [review@apsc.gov.au](mailto:review@apsc.gov.au) as they can address the enquiry and guide people through the process.

- Office of the Merit Protection Commissioner

**Promotion Review:**

The only ground for a review of a promotion is merit. The review applicant needs to demonstrate that they have stronger claims, in terms of skills and other work-related qualities, to the particular job than the person who was promoted. A review applicant who is only able to demonstrate that they have equal claims to the job will not be successful in overturning the original promotion decision.

A promotion review must be applied for within 14 days of a promotion notice in the Gazette. As this is a joint recruitment exercise, the promotion notices are currently being posted by the Department of Social Services, Department of Health and the Department of Education and Training. Promotion notices are only posted on Thursdays.

- Promotion Reviews

**Review of Action:**

Under the Public Service Regulations, there is no avenue for a general review of a selection exercise. An unsuccessful applicant for a promotion may lodge a promotion review once the successful applicant/s have been Gazetted (as noted above). An ongoing employee who is unsuccessful for a position other than a promotion can take their concerns up with the agency. However, as noted, the selection process is not generally reviewable under the Regulations as per Item 10 of Schedule 1 of the Public Service Regulations.

- Public Service Regulations

Further information refer to:

- Review of actions

If you would like assistance with this, as per above, it is recommended that the individual contact the Office of the Merit Protection Commissioner (details above).



**BAILEY, Sharon**

---

**From:** BAILEY, Sharon  
**Sent:** Friday, 12 February 2016 4:57 PM  
**To:** COX, Tristan  
**Cc:** MCGARN, Sally  
**Subject:** Appeal process [DLM=Sensitive:Personal]

**Security Classification:** Sensitive: Personal

Hi Tristan

Could you please give me a call?

I just wanted to give you a heads- up re an appeal process for an APS6 position in the SA Office.

The relevant folk will receive an email from the Merit Protection Commissioner today, so wanted you to be aware of all of that.

Regards

Sharon

---

**Sharon Bailey**  
**Branch Manager**  
**People Branch**  
Department of Social Services  
**P:** s47F | **E:**

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

---

**BAILEY, Sharon**

---

**From:** BAILEY, Sharon  
**Sent:** Friday, 12 February 2016 12:35 PM  
**To:** CarMichael, Kerry (CPSU) (Kerry.CarMichael@cpsu.org.au)  
**Cc:** MCGARN, Sally; MCLACHLAN, Catherine  
**Subject:** Reviews [SEC=UNCLASSIFIED]

**Security Classification:** UNCLASSIFIED

Dear Kerry

As discussed with Andy Paras and Sally McGarn, below is the information being sent to people who have made a direct enquiry to the DSS Recruitment team, regarding reviews of recruitment decisions.

We have just received our first call from MPC re a review.

Regards  
 Sharon

This email provides information and links to assist you with your enquiry about requesting a review.

Contact the Office of the Merit Protection Commissioner:

Should you require assistance, the Office of the Merit Protection Commissioner recommend that in the first instance, they should be contacted on Phone (02) 8239 5330 or via email [review@apsc.gov.au](mailto:review@apsc.gov.au) as they can address the enquiry and guide people through the process.

- [Office of the Merit Protection Commissioner](#)

Promotion Review:

The only ground for a review of a promotion is merit. The review applicant needs to demonstrate that they have stronger claims, in terms of skills and other work-related qualities, to the particular job than the person who was promoted. A review applicant who is only able to demonstrate that they have equal claims to the job will not be successful in overturning the original promotion decision.

A promotion review must be applied for within 14 days of a promotion notice in the Gazette. As this is a joint recruitment exercise, the promotion notices are currently being posted by the Department of Social Services, Department of Health and the Department of Education and Training. Promotion notices are only posted on Thursdays.

- [Promotion Reviews](#)

Review of Action:

Under the Public Service Regulations, there is no avenue for a general review of a selection exercise. An unsuccessful applicant for a promotion may lodge a promotion review once the successful applicant/s have been Gazetted (as noted above). An ongoing employee who is unsuccessful for a position other than a promotion can take their concerns up with the agency. However, as noted, the selection process is not generally reviewable under the Regulations as per Item 10 of Schedule 1 of the Public Service Regulations.

- [Public Service Regulations](#)

Further information refer to:

- [Review of actions](#)

If you would like assistance with this, as per above, it is recommended that the individual contact the Office of the Merit Protection Commissioner (details above).

**MCLACHLAN, Catherine**

---

**From:** MCLACHLAN, Catherine  
**Sent:** Tuesday, 16 February 2016 11:46 AM  
**To:** BAILEY, Sharon  
**Subject:** FW: MPC16/00078 - Notification of Promotion Review [DLM=Sensitive:Personal]  
**Attachments:** MPC16-00078 Notification of Promotion Review - Letter to Agency.DOCX; Attachment D - MPC (PRC) Instructions revised June 2013.DOCX; ATT00001.txt

**Importance:** High

**Security Classification:** Sensitive: Personal

Hi Sharon

For your information, we have received formal notification of 4 appeals in SA. Sally is managing them at the moment, please advise if you wish it to be managed at a higher level.

Kind regards  
 Catherine

---

**Catherine McLachlan**  
 MAHRI  
 Director  
 People Strategy, Reporting & Recruitment  
 P: **s47F**

---

**From:** MCGARN, Sally  
**Sent:** Monday, 15 February 2016 3:42 PM  
**To:** MCLACHLAN, Catherine  
**Subject:** FW: MPC16/00078 - Notification of Promotion Review [DLM=Sensitive:Personal]  
**Importance:** High

Hi Catherine, FYI letter from Merit Protection Commissioner to provide advice up the line.  
 NB it is address to the Secretary however, the letter has not been sent to him - it is sent to me instead.  
 We will work towards getting the information distributed asap.  
 Regards  
 Sally

---

**From:** APSC - Review [<mailto:review@apsc.gov.au>]  
**Sent:** Monday, 15 February 2016 2:11 PM  
**To:** MCGARN, Sally  
**Subject:** MPC16/00078 - Notification of Promotion Review [DLM=Sensitive:Personal]  
**Importance:** High

**Sensitive: Personal**

Dear Sally,

Please find attached notification of Promotion Review by Promotion Review Committee (PRC). My correspondence provides information about this process and the requirement to provide information as detailed to the PRC and parties involved.

If you have any queries in relation to this matter, please contact this office on the number below.

Kind Regards,

**Jeremy Gadsden | Review Administrator**

PO Box 20636, World Square Post Office, SYDNEY NSW 2002

P: **s47F**

| F: +612 6267 4944 | W: <http://www.apsc.gov.au/>



**Office of the Merit Protection Commissioner**

[www.apsc.gov.au/merit](http://www.apsc.gov.au/merit)

***NB: Please quote your reference number on the subject line when emailing or responding to the APSC. Thank you.***



File No: MPC16/00078

*Please quote this reference in all correspondence*

**SENSITIVE: PERSONAL**

Mr Finn Pratt AO PSM  
 Secretary  
 Department of Social Services  
 GPO Box 9820  
 Canberra ACT 2601

Attention: Sally McGarn

**NOTIFICATION TO AGENCY OF PROMOTION REVIEW**

This is to advise you that the promotion decisions in relation to following position have received review applications under Public Service Regulation 5.9

- **Department of Social Services**
- **Programme Service Delivery Officer**
- **APS Level 6**
- **Adelaide, SA**
- **Notified in Public Service Gazette PS04 – 28 JAN 2016**

As a consequence a Promotion Review Committee (PRC) will be convened by the Merit Protection Commissioner to decide the review. The information sheet in *Attachment C* explains the role of the PRC. Additional information for agency recruitment staff is available on the [Promotion Reviews and Information for Agency Staff](#) webpages on the Australian Public Service Commission's website.

**Parties to a review**

The parties to this review are detailed in a matrix in *Attachment A*. The term 'party to a review' refers to both the candidates for the position who have applied for promotion review and the promotees whose promotions are subject to review.

**Information required by the PRC**

To assist the PRC, you are required under Public Service Regulation 5.17 to provide documentation that explains the reasons for the promotion decisions. In most circumstances it is sufficient to provide information from the agency's recruitment file for the position. *Attachment B* contains a checklist of the sorts of information required by the PRC.

This information should be provided by **Monday, 29 February 2016**. For privacy reasons you will need to remove information relating to candidates who are not parties to this promotion review.



### **Access to agency documents by the parties to the review**

The information supplied by the agency to the PRC should also be made available by you to the parties to the review, at your premises, or other suitable location. Please advise the parties when your documentation is available and how it may be accessed.

The parties are required to provide their statements by **Monday, 29 February 2016**. Papers should be made available to the parties for viewing prior to this date. If you are unable to provide papers for view by this date, please contact the Review Team.

### **Agency nominee to the PRC**

Your agency head (or their delegate) is required to nominate a member to the PRC. In making the nomination, please note that the nominee must comply with the Merit Protection Commissioner's Instructions (*Attachment D – separate attachment*) that, amongst other things, require PRC members:

- to familiarise themselves with the relevant legislation, and
- to sign a Declaration of Impartiality and a Declaration of Use and Non-Disclosure (*Attachment E*).

In view of these requirements you should ensure that the nominee has no conflict of interest or other involvement with the promotion decision that might lead to a reasonable apprehension of bias by any of the parties. Your nominee will also require time to familiarise themselves with the relevant legislation, Merit Protection Commissioner's Instructions and the documentation involved in the case. As a member of a PRC cannot be directed, the nominee will be acting independently. The nominee will be contributing their understanding of your agency but will not be acting on behalf of your agency.

Please complete and return the *Agency Nominee Contact Details* form in *Attachment E* to the Review Team by **Monday, 29 February 2016**.

### **Circumstances that might impact on conduct of the review**

If you are aware of or become aware of any situation that might create difficulties for the parties to access information either physically or electronically, e.g. parties in remote locations and/or without access to the internet; or of any other circumstances that might impact on the conduct of the review, such as any barriers preventing employees from attending an interview; leave commitments or other absences; cancellation of promotion; a review applicant being promoted to another position; resignation etc, please contact the Review Team. The PRC will decide what effect any of these special circumstances may have on the review process.

Finally, if you have any further queries, please contact the Review Team on (02) 8239 5330.

Jeremy Gadsden  
Review Administrator

15 February 2016

## Attachment A Matrix

## APPLICATION FOR REVIEW OF CERTAIN APS PROMOTION DECISION (PS reg 5.9)

CLASSIFICATION: APS 6

FILE NO: MPC16/00078

AGENCY

Department of Social Services

STATE

SA

Promotions notified in Public Service Gazette: PS 04 28/01/2016

Promotees No(s)	Applicants in bold	1	2	3
1	Jillian Beckwith			
2	Purdy Lynch			
3	James Bonner			
	<b>s47F</b>	A	A	A
		A	A	A
	<b>s47F</b>	A	A	A
		A	A	A

**Note:** "A" denotes an active application. An active application is made by a person who was not selected for promotion.  
 "P" means a protective application. A person who has been selected for promotion may lodge a "protective" application against another person selected for promotion.



**Attachment B Information required about the promotion decision under Public Service Regulation 5.17** Page 15 of 133

The PRC requires information which identifies the matters considered by the Agency Head, or their Delegate, when making the promotion decision as they relate to the parties to this review, including whether any matter other than the assessment referred to in section 10A(2) of the Public Service Act 1999 was considered.

The information and documents required are listed in the enclosed checklist (Parts 1 and 2). Please return the checklist with your documents.

**Agency Checklist (Part 1)**

You should **not** include information that relates to candidates who are **not** a party to the promotion review.

Provide **3 hard copies** of the documentation below to:

Review Manager  
 Australian Public Service Commission  
 PO Box 20636  
 World Square Post Office  
 SYDNEY NSW 2002

Duty statement and/or job profile/description.	<b>ENCLOSED</b> <input type="checkbox"/>
An organisation chart showing the position of the job vacancy in relation to other jobs in the area, if available.	<b>ENCLOSED</b> <input type="checkbox"/> <b>NOT AVAILABLE</b> <input type="checkbox"/>
Selection criteria or similar of the work-related qualities required for the job vacancy.	<b>ENCLOSED</b> <input type="checkbox"/>
The selection report or other documentation that explains the recruitment decision, including a comparative assessment of applicants.	<b>ENCLOSED</b> <input type="checkbox"/>
Evidence in relation to the standard of work performance and personal qualities of the parties to the review.	<b>ENCLOSED</b> <input type="checkbox"/> <b>NOT AVAILABLE</b> <input type="checkbox"/>
Details of the assessment or selection methodology as it concerns the parties to the review.	<b>ENCLOSED</b> <input type="checkbox"/>
Application/statement of parties to the review addressing the selection criteria or similar	<b>ENCLOSED</b> <input type="checkbox"/> <b>NOT AVAILABLE</b> <input type="checkbox"/>
Referee reports	<b>ENCLOSED</b> <input type="checkbox"/> <b>NOT AVAILABLE</b> <input type="checkbox"/>
Recruitment and selection tests results as they apply to the parties to the review	<b>ENCLOSED</b> <input type="checkbox"/> <b>NOT AVAILABLE</b> <input type="checkbox"/>

**THE DELEGATE’S DECISION**

Please complete the following:

Name of the Delegate who made the promotion decision:

.....

Delegate’s workplace address:

.....

.....

Delegate’s email address: .....

Delegate’s telephone no: .....

When making a decision to promote an applicant for a job vacancy, in accordance with sub-section 10A(2) of the *Public Service Act 1999*, merit is the primary consideration. However the decision maker (delegate) may take into account considerations other than merit in making their decision (for example applicant availability).

Please provide information from your recruitment file of any other considerations the delegate may have taken into account when making the promotion decision(s).

Were considerations other than merit taken into account in making the promotion decision?	<b>YES / NO</b>
If your answer was <b>YES</b> — please provide full information on what other matter(s) was considered or taken into account.	<b>ENCLOSED</b> <input type="checkbox"/>

## Attachment C

### Review of Promotion Decisions

This is general information for Australian Public Service (APS) employees about the promotion review process administered by the Merit Protection Commissioner.

The legislative basis for the promotion review process is Division 5.2 of the *Public Service Regulations 1999* (the Regulations).

Certain decisions involving the engagement of Parliamentary Service employees by the APS are also subject to review (see below).

### Role of the Merit Protection Commissioner

The Merit Protection Commissioner is an independent statutory office holder established under section 49 of the *Public Service Act 1999* (the Act). The Merit Protection Commissioner has a range of functions relating to the employment framework of the APS, including the promotion review function.

The Merit Protection Commissioner is assisted by staff of the Australian Public Service Commission.

### What is a promotion?

A promotion is the ongoing movement of an APS employee to a job at a higher classification level. However, a move to a higher classification within an agency's broadband is not a promotion.

### Publication of promotions

Promotion decisions are published in the *Public Service Gazette* ([www.APSjobs.gov.au](http://www.APSjobs.gov.au)). Promotions normally take effect four weeks after the promotion has been published in the Gazette, subject to any promotion reviews.

### Grounds for review

The only ground for a review of a promotion is merit, i.e., the review applicant believes they have stronger claims, in terms of skills and other work-related qualities, to the particular job than the person who was promoted.

### Review of engagement decisions involving Parliamentary Service employees

The *Parliamentary Service Act 1999* established the Parliamentary Service as a separate service from the APS.

Under the Regulations, Parliamentary Service employees joining the APS are considered to have been 'engaged' by the APS. The information contained in this brochure also applies to ongoing Parliamentary Service employees who have applied for an APS job at a higher classification.

### Promotion Review Committee (PRC)

Promotion reviews are conducted by an independent and impartial committee established by the Merit Protection Commissioner.

The committee consists of three members:

- a convenor nominated by the Merit Protection Commissioner
- a nominee from the relevant agency
- a third member nominated by the Merit Protection Commissioner.

The convenor will be an employee of the APSC with special training in merit-based staff selection. The third member will be an APS employee who has the relevant skills and experience to undertake merit based staff selection.

How is a PRC independent?

Each member of the PRC is required to sign a Declaration of Impartiality and a Declaration of Use and Non-Disclosure.

A PRC cannot be directed when carrying out their duties. This means that they need to form their own judgment about candidates.

PRCs need to follow the binding instructions which the Merit Protection Commissioner has issued to guide PRCs.

Who is entitled to seek a review?

#### *A. Active reviews*

If you have applied for a promotion to a particular job(s) but have been unsuccessful, you are entitled to apply to have the decision reviewed by a PRC under the following circumstances:

- a. you are an ongoing APS employee who has applied for promotion to the job(s)
- b. the job(s) is at the APS 2 to 6 classifications
- c. the successful applicant is an ongoing employee of the APS who will be promoted to the job, or is an ongoing Parliamentary Service employee to be 'engaged' in the APS at a higher classification than their current level
- d. the promotion decision was not made on the recommendation of an Independent Selection Advisory Committee
- e. the promotion decision did not result from a review conducted by a PRC.

#### *B. Protective reviews*

Some selection exercises fill multiple job vacancies and result in a number of people being promoted. Candidates whose promotions are published in the Gazette in this circumstance and may be expecting other candidates to seek a review of their promotion and therefore they lodge 'protective' applications for review, this involves lodging the standard review application against other persons whose promotions have been published in the Public Service Gazette from the same selection exercise.

#### *C. Applying for a review*

You will need to provide the information required in the application form available from the Commission website. Applications can be submitted either online, by fax or post to:

Review team  
 Australian Public Service Commission  
 PO Box 20636  
 World Square Post Office  
 SYDNEY NSW 2002

Applications for review must be received by 5pm local time on the 14th day after the date the promotion appeared in the Gazette.

### Notification of a review application

Commission Review Team staff will determine the validity of any application received and advise the agency and the parties to the review accordingly. The parties to the review are the review applicants and the promotees nominated by the review applicants.

Information on the promotions that have attracted review applications is posted on the APSC website on the day following the due date for applications. Detailed information on the process will then be provided to the agency and parties to the review.

### Information required by the PRC

The agency and parties to the review must provide a range of information to the PRC. The agency provides information about its original promotion decision and the parties to the review provide a statement of their claims for promotion to the job.

### What does the PRC assess?

The PRC assesses the relative merit of the person promoted and each person who has made a valid application for review of that promotion decision.

Relative merit means deciding who is most suitable to perform the duties of the job successfully.

### PRC decision

The PRC makes an independent decision about which person(s) shall be promoted. Agencies are bound to implement PRC decisions.

### What if you are still not satisfied?

There is no further right of administrative review under the Act or the Regulations. To take the matter further, you would need to apply to a court for judicial review, under the general law or the *Administrative Decisions (Judicial Review) Act 1977*. In such cases, it would be prudent to seek independent legal advice.

### Attachment E Agency Nominee Contact Details and Declarations

#### AGENCY NOMINEE CONTACT DETAILS

Surname:	Given name:
Postal address:	
Phone business:	Mobile:
Email:	

**Declaration of Impartiality**  
(Before signing please read the notes below)

I, .....  
(full name)

of, .....  
(work or other address)

a nominee of .....  
(Merit Protection Commissioner or Agency Head)

to the Promotion Review Committee which is considering applications for review of promotion (and certain engagement) decisions

at ..... in .....  
(classification level) (agency)

**DECLARE:**

1. that I do not have and have not had:
  - (a) a relationship with a party to the matter under consideration of a kind that may cause a reasonable person to suspect that I may be biased, including:
    - (i) a family relationship;
    - (ii) a close personal friendship; or
    - (iii) a relationship involving personal hostility; or
  - (b) any personal involvement in the matter to be considered, including a pecuniary, or non-pecuniary, interest in that matter;
2. that I understand that, as provided by the Public Service Regulation 5.11(6) in carrying out my duties as a member of a PRC, I am not subject to direction except:
  - (a) by a Court; or
  - (b) by instructions issued by the Merit Protection Commissioner under Public Service Regulation 5.15.
3. that I understand that in carrying out my duties as a member of a PRC, I am acting independently and not as a representative of my employing agency.

Signature..... Date.....

**NOTES**

1. The purpose of this document is to facilitate proper and efficient operation of PRCs established under the *Public Service Regulations 1999*. The Merit Protection Commissioner has instructed all persons nominated as PRC members to make this declaration. If a person feels, for any reason, unable to comply with this requirement, he or she should discuss the matter with other members of the PRC and their nominating body (the Merit Protection Commissioner or Agency Head as the case may be) with a view to determining whether, in all the circumstances of the case, they should decline to serve on the PRC so that their nominating body may nominate another person in their place.
2. Similarly, if a PRC member should develop—*after* making this declaration—a relationship, involvement or interest of a kind described in the declaration, he or she should discuss the matter with other members of the committee and their nominating body (the Merit Protection Commissioner or Agency Head as the case may be) with a view to determining whether, in all circumstances of the case, they should stand down from the committee.
3. Failure to act in the manner described in Note 2 may lead to an application for review of the committee’s decision under the *Administrative Decisions (Judicial Review) Act 1977*.
4. Making a false declaration or failure to act in the manner described in Note 2 may result in an investigation as to whether there has been a breach of the APS Code of Conduct and/or action under section 70 of the *Crimes Act 1914*.

**Declaration of Use and Non-Disclosure**  
(Before signing please read the notes below)

I,.....  
(full name)

of .....  
(work or other address)

a nominee of .....  
(Merit Protection Commissioner or Agency Head)

to the Promotion Review Committee which is considering applications for review of promotion (and certain engagement) decisions

at .....in .....  
(classification level) (agency)

**DECLARE** that I have read and understood subsections 72B(1), (2) and (3) of the *Public Service Act 1999* and accept my obligations pursuant to those subsections of the Act.

Signature.....

Date.....

**NOTES**

1. The purpose of this document is to facilitate proper and efficient operation of PRCs established under the *Public Service Regulations 1999*. The Merit Protection Commissioner has instructed all persons nominated as PRC members to make this declaration. If a person feels, for any reason, unable to comply with this requirement, he or she should discuss the matter with other members of the PRC and their nominating body (the Merit Protection Commissioner or Agency Head as the case may be) with a view to determining whether, in all the circumstances of the case, they should decline to serve on the PRC so that their nominating body may nominate another person in their place.
2. Actions contrary to the provisions of section 72B of the *Public Service Act 1999* may result in an investigation to determine whether there has been a breach of the APS Code of Conduct and/or action under section 70 of the *Crimes Act 1914*.



*Definitions*

(1) In this section:

**entrusted person** means any of the following:

- (a) the Merit Protection Commissioner;
- (b) a delegate of the Merit Protection Commissioner;
- (c) a person acting under the direction or authority of the Merit Protection Commissioner;
- (d) a member of staff assisting the Merit Protection Commissioner;
- (e) a member of a committee established or appointed by the Merit Protection Commissioner under the regulations;<sup>1</sup>
- (f) any other person prescribed by the regulations for the purposes of this paragraph.

**prescribed entrusted person** means an entrusted person of a kind prescribed by regulations for the purposes of this definition.

**protected information** means information that was obtained by an entrusted person in connection with the performance of functions or duties, or the exercise of powers, under:

- (a) subsection 50(1)<sup>2</sup> or (2); or
- (b) section 50A; or
- (c) any other provision of this Act or the regulations prescribed by the regulations for the purposes of this paragraph.

*Prohibition on disclosure or other use of protected information*

(2) Except as authorised by this section or the regulations, a person who is, or was, an entrusted person must not, directly or indirectly, make a record of, disclose or otherwise use protected information.

Note: Section 70 of the *Crimes Act 1914* creates offences in relation to the disclosure of information by Commonwealth officers.

*Authorised disclosure or other use of protected information*

(3) An entrusted person may make a record of, disclose or otherwise use protected information for the purposes of, or in connection with, the performance of functions or duties, or the exercise of powers, under this Act or the regulations.

---

<sup>1</sup> A member of a PRC is a member of a committee established or appointed by the Merit Protection Commissioner under the regulations.

<sup>2</sup> A PRC is a prescribed function of the Merit Protection Commissioner by Regulation 7.1(1) in accordance with subparagraph 50(1)(d) of the *Public Service Act 1999*.

## MERIT PROTECTION COMMISSIONER'S (PRC PROCEDURES) INSTRUCTIONS 2013

I, Patrick Michael Palmer, Acting Merit Protection Commissioner, hereby:

- (a) issue the following Instructions under regulation 5.15 of the *Public Service Regulations 1999* (the Regulations) to commence on 1 July 2013; and
- (b) revoke all Instructions previously issued under regulation 5.15 of the *Public Service Regulations 1999* when these Instructions commence.

Dated: 21 June 2013

SIGNED PATRICK PALMER

ACTING MERIT PROTECTION COMMISSIONER

### Background to Instructions

1. Under regulation 5.15, the Merit Protection Commissioner must issue Instructions about the procedures to be followed by a Promotion Review Committee (PRC) in performing its functions under Division 5.2 of the Regulations. The Instructions must not be inconsistent with the Act, the Regulations or the Public Service Commissioner's Directions.
2. Under subregulation 5.15(3), a PRC must comply with these Instructions.
3. Under regulation 5.14, the procedures used by a PRC in conducting a review under Division 5.2 of the Regulations must meet the following minimum requirements:
  - (a) the procedures must have due regard to procedural fairness;
  - (b) the review must be conducted in private;
  - (c) the review must be finished as quickly, and with as little formality, as a proper consideration of the matter allows.

### Definitions

In these Instructions:

**Act** means the *Public Service Act 1999*

**Agency head** means an agency head within the meaning of section 7 of the Act and includes a person authorised by an agency head for the relevant purposes

**Applicant** means an applicant for review of a promotion or engagement decision under Division 5.2 of the Regulations

**Application** means an application for review of a promotion or engagement decision under Division 5.2 of the Regulations

**Australian Public Service Commissioner's Directions** means the directions made by the Public Service Commissioner under section 11 of the Act which apply at the time that the PRC carries out its functions

## Promotion Review Committees

**Engagement** means a decision made by an agency head to employ an employee of the Parliamentary Service

**Merit Protection Commissioner** means the Merit Protection Commissioner appointed under section 52 of the Act and includes any person authorised by the Merit Protection Commissioner for the relevant purpose

**Parties to the review** means persons who have submitted an application for review of a promotion or engagement decision and persons whose promotions or engagements have received an application for review

**PRC** means a Promotion Review Committee appointed under Division 5.2 of the Regulations. In these Instructions there are individual obligations on the members of the PRC and on the PRC acting collectively.

**Privacy Act** means the *Privacy Act 1988*

**Promotion** means the ongoing assignment of duties to an ongoing APS employee at a higher classification than the employee's current classification as defined in Clause 2.2 of the Australian Public Service Commissioner's Directions

In these Instructions, a reference to a promotion decision is also a reference to an engagement decision with respect to employees of the Parliamentary Service as described in regulation 5.6(2).

**Regulations** means the *Public Service Regulations 1999*.

### Instructions

#### 1. Obligations on PRC members

Each person nominated to be a member of a PRC **must** inform himself or herself about the legislation, principles and guidelines relevant to employment decision-making in the APS including:

- (a) the *Public Service Act 1999*;
- (b) the *Public Service Regulations 1999*;
- (c) the Australian Public Service Commissioner's Directions;
- (d) these Merit Protection Commissioner's Instructions on procedures to be followed by PRCs;
- (e) the principles of lawful administrative decision making, including procedural fairness;
- (f) the *Privacy Act 1988*;
- (g) Commonwealth anti-discrimination legislation.

Note: See, for example, the *Racial Discrimination Act 1975*, the *Sex Discrimination Act 1984* and the *Disability Discrimination Act 1992*.

#### 2. Responsibilities of PRC members

A member of a PRC **must**:

- (a) make any decision in accordance with the principles of lawful administrative decision-making;

## Promotion Review Committees

- (b) behave in a way which upholds the APS Values and the APS Employment Principles and which is consistent with the APS Code of Conduct in undertaking their duties as a PRC member;
- (c) behave with impartiality and without unlawful discrimination towards the parties to the review;
- (d) maintain the confidentiality of personal information consistent with the Privacy Act and not disclose information about the parties to the review except as necessary for the purposes of undertaking the functions of the review.

### 3. Obligations with respect to impartiality

- (1) Before a PRC begins to deal with an application for review of a promotion decision each member of the PRC **must** sign a declaration of impartiality.
- (2) Where a PRC member forms a belief that he or she would not be able to undertake his or her duties impartially, or refuses to sign a declaration of impartiality, he or she **must** decline to continue as a member of the PRC.
- (3) Where a PRC member declines to continue as a member of a PRC, he or she **must** advise the Director Review and Casework in writing of the declination and the reasons for his or her withdrawal.
- (4) Where the PRC convenor forms a belief that a member of the PRC would not be able to undertake his or her duties impartially, the convenor **must** consult with the Director Review and Casework. If the Director Review and Casework is not satisfied that the PRC member would be able to undertake his or her duties impartially, then either
  - (a) the relevant agency head must be consulted and asked to nominate a new agency nominee in accordance with Regulation 5.11(1)(b); or
  - (b) a new APS employee must be nominated in accordance with Regulation 5.11(1)(c).

### 4. PRC member as a referee

- (1) A PRC member **must** not provide a reference for any party to the review.
- (2) A PRC member **must** declare to the PRC if he or she has been:
  - a referee for a party to the review, in support of their original application for the promotion; and/or
  - asked to be a referee for the purposes of the promotion review.
- (3) In the circumstances described in subparagraph 4(2), the PRC **must** decide whether the member should continue his or her membership of the PRC and **must** consult with the Director Review and Casework.

Note: The Merit Protection Commissioner has authorised the Director Review and Casework for the purpose of the consultation referred to in subparagraph 4(3) of these Instructions.

## Promotion Review Committees

**5. Obligations with respect to use and non-disclosure**

Prior to considering information submitted by the parties to the review, each member of the PRC **must** acknowledge in writing the obligation not to, directly or indirectly, make a record of, disclose or otherwise use any information that was acquired while he or she was performing the duties as a PRC member, except for the purposes of completing the review or as otherwise authorised by law.

Note: This obligation is contained in section 72B of the Act and applies during the life of the PRC and after the member ceases to perform his or her duties as a PRC member.

**6. Objections to PRC composition**

- (1) A PRC **must** make a written record of the receipt of any objection to the composition of the Committee.
- (2) The written record **must** specify:
  - (a) the date when the objection was made;
  - (b) the name of the person who made the objection; and
  - (c) the reasons for the objection.
- (3) The PRC **must** consult with the Director Review and Casework before the PRC decides on action to resolve the objection.

Note: The Merit Protection Commissioner has authorised the Director Review and Casework for the purposes of the consultation under subparagraph 6(3) of these Instructions.

**7. Selection documentation**

- (1) A PRC **must** satisfy itself that the work-related qualities identified by the agency head as part of the original promotion decision are genuinely required to perform the duties of the relevant employment.
- (2) If a PRC considers that the work-related qualities genuinely required to perform the duties are different from those used by the agency head in arriving at the promotion decision the PRC **must** consult with the maker of the promotion decision.
- (3) Where a PRC considers that the work-related qualities genuinely required to perform the duties are different from those identified in the promotion decision under review the PRC **must** advise the parties to the review of the nature of the differences and give them a reasonable opportunity to:
  - comment; and
  - submit additional information on their claims to promotion.

**8. Representation before a PRC**

- (1) Where a person appearing before a PRC seeks to have representation, the PRC **must** refer the request to the Director Review and Casework.
- (2) The PRC **must** advise the affected employee of the decision in relation to their application for representation.

Note: Under regulation 5.14(2) a person appearing before a PRC must do so without representation unless the Merit Protection Commissioner decides that, in all the circumstances, it would be reasonable to allow the person to be represented.

## Promotion Review Committees

The Merit Protection Commissioner's powers under regulation 5.14(2) have been delegated to the Director Review and Casework.

## 9. Handling adverse information

- (1) Where, in its deliberations, the PRC proposes to take into account in deliberations any adverse information of which a party to the review is, or is likely to be, unaware, the substance of that information **must** be conveyed to the relevant party. The information may be conveyed in writing or orally.
- (2) The PRC **must** give the relevant party a reasonable opportunity to provide comment on the information, orally or in writing, to the PRC. Both the opportunity to provide comment and any response **must** be documented.
- (3) (a) Where the PRC:
  - (i) receives information in relation to a party to the review which it is reasonable to expect would be highly prejudicial to the interests of the person concerned; and
  - (ii) proposes not to take that information into account in its deliberations concerning the application for review of the promotion decision; then
 (b) the PRC **must** document the information and:
  - (i) advise the party of the nature of the information it has received; and
  - (ii) provide the party with an assurance, orally or in writing, that the information will not be taken into account in its decision; and
  - (iii) provide an opportunity for the party to comment on the information.

Note: For the purposes of this Instruction the relevant party is the person about whom the information has been supplied.

## 10. Unavailability of PRC member

- (1) If a member of the PRC becomes unavailable, the PRC **must** advise the Director Review and Casework and the PRC is to be reconstituted following a nomination of a new member in accordance with regulation 5.11.
- (2) The PRC **must** inform the Director Review and Casework if the unavailability is likely to cause significant delay in finalising the review of the promotion decision.

Note: The Merit Protection Commissioner has authorised the Director Review and Casework for the purpose of the advice and consultation required in subparagraphs 10(1) and 10(2) of these Instructions.

## 11. Unavailability of party to the review

- (1) Where an application for review is received, and a party to the review is unavailable to participate in the review, for example to attend an interview, the PRC **must** consider whether reasonable arrangements can be made for the party to participate in the review.
- (2) The PRC may proceed to finalise its deliberations on the evidence to hand if the needs of the party in question cannot be accommodated within a reasonable timeframe.

Note: By reasonable arrangements is meant arrangements that are cost effective and allow the review to be finished as quickly and with as little formality as proper consideration of the matter allows.

## Promotion Review Committees

**12. Considerations other than relative merit**

- (1) Prior to commencing its assessment, the PRC must seek written advice from the maker of the promotion decision of any factors other than the assessment of the relative merits that were taken into account in making the promotion decision.
- (2) Where:
  - (a) the PRC is advised that a consideration other than relative merit was taken into account in making the promotion decision; and
  - (b) the PRC decides to take that consideration into account in making its decision; and
  - (c) the information is adverse to the interests of a party to the review;

the PRC **must** advise the relevant party to the review and give him or her an opportunity to comment on the relevance and substance of the information before making its decision.

Note: For the purposes of this Instruction the relevant party is the person whose interests are adversely affected.



**Australian Government**  
**Department of Social Services**

Ms Jillian Beckwith

Ms Purdy Lynch (separate letter)

Mr James Bonnor (separate letter)

DSS Adelaide Office

Address

**RE: Promotion Review PMC 16-00078 - APS6 Programme Service Delivery Officer, Adelaide, Advertised Vacancy Number 10644573.**

Dear Ms Beckwith,

I am writing to advise you that the Promotion Review Committee (the Committee), appointed by the Merit Protection Commissioner under Public Service Regulation 5.10 to deal with review applications have concluded PMC 16-00078 (the review).

The Committee, consisting of:

- a convenor nominated by the Merit Protection Commissioner;
- a nominee from DSS; and
- a third member nominated by the Merit Protection Commission,

has considered the information provided by DSS about the original promotion decision and the information provided by the parties and have unanimously made their independent decision regarding the review.

The Committee has advised the Secretary that your promotion is to be upheld.

In accordance with the Australian Public Service Commissioner's Directions 2013 Clause 2.13, your promotion takes effect four weeks after the promotion was published in the Public Service Gazette PS04 of 28 January 2016.

There is no further right of administrative review for the unsuccessful parties to the review under the *Public Service Act 1999* or the *Public Service Regulations*. To take the matter further, they would need to apply to a court of judicial review.

If you have any questions regarding the above, please contact Catherine McLachlan, Section Manager, People Strategy, Reporting and Recruitment, People Branch.

I wish to congratulate you on your promotion.

Regards

Sharon Bailey (or you)? And I can be the contact?



s47F

(separate letter)

(separate letter)

DSS Adelaide Office

Address

**RE: Promotion Review regarding promotions published in the Public Service Gazette PS04 of 28 January 2016, APS6 Programme Service Delivery Officer, Adelaide, advertised Vacancy Number 10644573.**

Dear <sup>s47F</sup>,

I am writing to advise you that the Promotion Review Committee (the Committee), appointed by the Merit Protection Commissioner under *Public Service Regulation 5.10* to deal with review applications have concluded PMC 16-00078 (the review).

The Committee, consisting of:

- a convenor nominated by the Merit Protection Commissioner;
- a nominee from DSS; and
- a third member nominated by the Merit Protection Commission,

has considered the information provided by DSS about the original promotion decision and the information provided by the parties and have unanimously made their independent decision regarding the review.

The Committee has advised the Secretary that your review of the promotion decision has been unsuccessful.

There is no further right of administrative review under the *Public Service Act 1999* or the *Public Service Regulations 1999*. To take the matter further, you would need to apply to a court for judicial review, under the general law or the *Administrative Decisions (Judicial Review) Act, 1977*. Should you decide to do this, you should seek independent legal advice.

If you have any questions regarding the above, please contact Catherine McLachlan, Section Manager, People Strategy, Reporting and Recruitment, People Branch.

Regards

Sharon Bailey (or you)? And I can be the contact?

**MCLACHLAN, Catherine**

---

**From:** MCLACHLAN, Catherine  
**Sent:** Friday, 19 February 2016 4:33 PM  
**To:** MCGARN, Sally  
**Cc:** UILELEA, Maria  
**Subject:** RE: Suggested words for letter from Sharon to MPC re Promotion Review [SEC=UNCLASSIFIED]

[UNCLASSIFIED]  
Yes great idea and the letter is fine. Thanks, please progress.

C

Sent with Good ([www.good.com](http://www.good.com))

---

**From:** MCGARN, Sally  
**Sent:** Friday, 19 February 2016 3:08:47 PM  
**To:** MCLACHLAN, Catherine  
**Cc:** UILELEA, Maria  
**Subject:** FW: Suggested words for letter from Sharon to MPC re Promotion Review [SEC=UNCLASSIFIED]

Hi Catherine,

we have nearly got all the information together to send to Amanda Vallance (she will now arrange viewing of the information in the Adelaide office on Tuesday - she was wanting to do Thursday but I have pressured her into arranging for Tuesday) and the MPC

I suggested to Maria that we should do a letter from Sharon to PMC when we send the three paper based copies to them as they require - are you happy with the below?

Regards  
Sally

---

**From:** UILELEA, Maria  
**Sent:** Friday, 19 February 2016 12:53 PM  
**To:** MCGARN, Sally  
**Subject:** Suggested words for letter from Sharon to MPC re Promotion Review [SEC=UNCLASSIFIED]  
**Importance:** High

Hi Sally,

Suggested words for Sharon's letter to the PRC at the Merit Protection Commission for your comment/edit/approval.

Kind regards,

Maria

\*\*\*\*\*

Review Manager

Attention: Jeremy Gadsden  
Australian Public Service Commission  
PO Box 20636  
World Square Post Office  
SYDNEY NSW 2002

Dear Review Manager

RE: MPC16/00078

Please find enclosed three copies of the documents requested by the Office of the Merit Protection Commission for the Department's Promotion Review – MPC16/00078.

- Duty statement and/or job profile/descriptions
- An organisation chart for the South Australian office
- The selection report including a comparative assessment of applicants
- Details of the assessment or selection methodology as it concerns the parties to the review.
- Application/statement of parties to the review addressing the selection criteria or similar.
- Referee reports
- Agency Contact Nominee Details; and
- Agency Checklists

Please do not hesitate to contact Sally McGarn of the Recruitment and SES Unit on 02 6146 3434 if you have any questions.

Regards,

Sharon Bailey  
People Branch Manager  
Department of Social Services  
February 2016

---

María Uilelea  
Project Manager  
Recruitment and SES Unit  
People Strategy, Reporting & Recruitment  
People Branch  
Department of Social Services  
P: HR Service Desk 1800 799 140 | E:

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

---

**BAILEY, Sharon**

---

**From:** BAILEY, Sharon  
**Sent:** Friday, 19 February 2016 3:28 PM  
**To:** MCGARN, Sally  
**Cc:** MCLACHLAN, Catherine  
**Subject:** RE: Agency Nominee for Promotion Review Committee required [DLM=Sensitive:Personal]

**Sensitivity:** Confidential

**Security Classification:**  
Sensitive: Personal

Fair point – are you comfortable to go back to Janet and let her know that the MPC is likely to knock Carolyn back due to the reporting relationship to the delegate, and hence she needs to come up with someone else who is outside the process?

---

**From:** MCGARN, Sally  
**Sent:** Friday, 19 February 2016 3:03 PM  
**To:** BAILEY, Sharon  
**Cc:** MCLACHLAN, Catherine  
**Subject:** FW: Agency Nominee for Promotion Review Committee required [DLM=Sensitive:Personal]  
**Importance:** High  
**Sensitivity:** Confidential

Hi Sharon,

I am slightly concerned about this decision because according to the information provided by the Merit Protection Commission, *the agency nominee must have no conflict of interest or other involvement with the promotion decision that might lead to a reasonable apprehension of bias by any of the parties.*

I am not suggesting anything untoward however, Carolyn Paterson reports directly to Chantelle Stratford who is the delegate who decided the appointments (the selection report established a merit list and then, appointments were made by Chantelle from the order of merit).

I am concerned that the parties to the review may not be happy about the reporting relationship between Carolyn and Chantelle.

Do you think I should ask them to nominate someone who is further afield? I suggested someone from the Network HR unit in the NSW office because of their knowledge of the work in the network and the fact that they are establishing the unit?

Regards  
Sally

---

**From:** STODULKA, Janet  
**Sent:** Thursday, 18 February 2016 7:07 PM  
**To:** MCGARN, Sally; PATERSON, Carolyn  
**Cc:** BAILEY, Sharon; MCLACHLAN, Catherine; STRATFORD, Chantelle  
**Subject:** RE: Agency Nominee for Promotion Review Committee required [DLM=Sensitive:Personal]  
**Sensitivity:** Confidential

Hi Sally.  
I am so sorry I haven't gotten back to you until now.

I have discussed with Chantelle Stratford, and we recommend Carolyn Paterson [Director Strategy Branch] is appointed as our agency nominee.

Thank you.

Regards

Janet

---

**From:** MCGARN, Sally

**Sent:** Wednesday, 17 February 2016 4:26 PM

**To:** STODULKA, Janet

**Cc:** BAILEY, Sharon; MCLACHLAN, Catherine

**Subject:** Agency Nominee for Promotion Review Committee required [DLM=Sensitive:Personal]

**Importance:** High

**Sensitivity:** Confidential

Hi Janet,

As Service Delivery Manager East and with the establishment of the State HR Unit in the NSW office, I am contacting you to ask if one of the State HR Unit employees (suggest Donna Sykes or Mike Gudgeon?) are appointed as the agency nominee on a Promotion Review Committee to review a promotion review that has been submitted against three APS6 promotions in the SA Office.

Can you please advise if you are happy for us to approach someone from the NSW HR Unit and, who you would like to be the nominated DSS member on this PRC (Donna/Mike/someone else) noting that the promotion review is against APS6 Programme Service Delivery Officer promotions in the SA office.

Please contact me should you require further information - I understand you are in Canberra tomorrow (TOP) and I could meet to discuss if you would like.

Regards

Sally

Sally McGarn

Assistant Director

Recruitment and SES Unit

People Strategy and Reporting Section

People Branch

Department of Social Services

P: **s47F** or HR Service Desk: 1800 799 140/extension 94 | F: 02 6204 5199 |

E: or [sesunit@dss.gov.au](mailto:sesunit@dss.gov.au) or [recruitment@dss.gov.au](mailto:recruitment@dss.gov.au)

*For further information about recruitment processes, guides and forms please visit the [Recruitment page](#) on STAFFnet.*

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

**MCLACHLAN, Catherine**

---

**From:** MCLACHLAN, Catherine  
**Sent:** Monday, 7 March 2016 11:09 AM  
**To:** MCGARN, Sally  
**Subject:** RE: Additional information that has just been provided: Promotion Review DSS APS 6 SA Office [DLM=Sensitive:Personal]

**Sensitivity:** Confidential

**Security Classification:**  
Sensitive: Personal

Hi Sally

Two thoughts for us to discuss:

Are we doing a checklist so we know how to manage reviews moving forward?  
 Have you got a summary table that I could have or that you could brief me with so I am across the current reviews please?

Kind regards,  
Catherine

---

**Catherine McLachlan**  
 Director  
 People Strategy, Reporting and Recruitment  
 P: **s47F**

---

**From:** MCGARN, Sally  
**Sent:** Friday, 4 March 2016 9:57 AM  
**To:** VALLANCE, Amanda  
**Cc:** STRATFORD, Chantelle; MCLACHLAN, Catherine; UILELEA, Maria; BAILEY, Sharon  
**Subject:** RE: Additional information that has just been provided: Promotion Review DSS APS 6 SA Office [DLM=Sensitive:Personal]  
**Importance:** High  
**Sensitivity:** Confidential

Hi Amanda,  
 Yesterday was the first time that this was brought to my attention as far as I can recall: I will check to see where it was submitted to and when (separate, internal recruitment team issue to check processes).  
 In relation to the individuals involved in the review, we have done the redaction and none of their scores have changed.  
 If the person who withdrew had remained as an appellant, it would have made a difference however, she withdrew. The information that applies to this appeal is only information of the parties and not anyone else.  
 I am awaiting the Office of MPC's advice, he emailed me last night and advised that he would speak to his manager regarding what needs to be done and ring me.

Regards  
Sally

Sally McGarn  
 Assistant Director  
 Recruitment and SES Unit  
 People Strategy and Reporting Section  
 People Branch  
 Department of Social Services  
 P: **s47F** or HR Service Desk: 1800 799 140/extension 94 | F: 02 6204 5199 |

For further information about recruitment processes, guides and forms please visit the [Recruitment page on STAFFnet](#).

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

---

**From:** VALLANCE, Amanda  
**Sent:** Friday, 4 March 2016 9:42 AM  
**To:** MCGARN, Sally  
**Cc:** STRATFORD, Chantelle; MCLACHLAN, Catherine; UILELEA, Maria  
**Subject:** RE: Additional information that has just been provided: Promotion Review DSS APS 6 SA Office [DLM=Sensitive:Personal]

Thanks Sally – my only issue would be that it may change the order in the list they were given – as you say it was an unranked list but it could affect claims. Christine said she had sent this through to HR so I am not sure why this list wasn't used in the process.

Cheers

Amanda

---

**Amanda Vallance**

**State Manager Tasmania and A/State Manager South Australia**

Department of Social Services

**P:** [s47F](#)

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

---

**From:** MCGARN, Sally  
**Sent:** Thursday, 3 March 2016 5:42 PM  
**To:** VALLANCE, Amanda  
**Cc:** STRATFORD, Chantelle; MCLACHLAN, Catherine; UILELEA, Maria  
**Subject:** Additional information that has just been provided: Promotion Review DSS APS 6 SA Office [DLM=Sensitive:Personal]  
**Importance:** High

Hi Amanda and Chantelle,

I will send to the Office of Merit Protection Commissioner first thing in the morning (redacted accordingly) and explain the circumstances and seek their advice. I don't know what happens when there is additional information - we are about to find out but presumably, it has to be distributed to the parties to give them an opportunity to amend their claim.

Remembering that the panel's recommendations in the selection report were not for a ranked merit list (i.e. numbered) but a pool of 'suitable' and 'not suitable'.

I would assume that it would be worse if an outcome had been advised by MPC but as far as we know, it has not happened (and they advise the agency to advise the parties - they don't do this) so we assume that the independent committee are doing their bit now. I will send a quick email to them now so that they can see and call me in the morning and follow up with the attachment in the morning.

Naughty chair and panel to have not checked the additions.....

Just left you a message on your mobile.

Regards  
Sally

---

**From:** VALLANCE, Amanda  
**Sent:** Thursday, 3 March 2016 5:01 PM  
**To:** MCGARN, Sally  
**Cc:** STRATFORD, Chantelle  
**Subject:** FW: DSS APS 6 Recruitment process [DLM=Sensitive:Personal]  
**Importance:** High

Hi Sally – please see below. I am not sure whether the version you redacted was correct – it certainly didn't look like this. Can you please advise next steps?

Thanks  
Amanda

---

**Amanda Vallance**

**State Manager Tasmania and A/State Manager South Australia**  
Department of Social Services  
**P:** [s47F](#)

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

---

**From:** STEELE, Christine  
**Sent:** Thursday, 3 March 2016 4:46 PM  
**To:** VALLANCE, Amanda  
**Subject:** DSS APS 6 Recruitment process [DLM=Sensitive:Personal]

Hi Amanda,

I was recently made aware that some DSS staff involved in last year's DSS APS6 recruitment round had lodged an appeal which was recently heard and had been provided with a copy of selection documentation with the scores and ranking (and this may be incorrect because it was a 'grapevine' type conversation).

When we went to that report to make appointments in Health, Lisa realised that the scribe had incorrectly added up the scores and this had resulted in a error in the ranking list. I had her correct it and we went forward with sending the corrected list to our HR and continued with appointments using this corrected list. It occurred to Lisa that DSS may not have realised the error.

I am therefore sending you the 'corrected' list which may be useful for you to have for any future appointment resulting from this process.

FYI.  
Christine.

---

**From:** VANN, Lisa  
**Sent:** Thursday, 3 March 2016 4:00 PM  
**To:** STEELE, Christine  
**Subject:** APS6 Scores.xls [DLM=Sensitive:Personal]



Hi Christine

When we received the selection report, we needed to do some extra work on it for the Health side, ie. Your recommendations so I actually retyped a lot of it and whilst I was putting in the scores, I found that there had been an error adding up. <sup>s47F</sup> score and 's total score was actually swapped around, there was actually a couple of other small errors also.

I have attached the spreadsheet.

Cheers

Lisa

**Lisa Vann**

Executive Assistant to Christine Steele, Assistant Secretary  
Aged Care Delivery – South Australia

---

Chief Operating Officer Group | Delivery Strategy and Operations Division  
Australian Government Department of Health

T: <sup>s47F</sup> | E:  
Location: Level 13, 11 Waymouth Street, Adelaide SA 5000

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.*

WILLIAMS-FREW, Jo

---

**From:** Recruitment  
**Sent:** Wednesday, 24 August 2016 4:42 PM  
**To:** QUINN, Jane; WILLIAMS-FREW, Jo  
**Subject:** FW: Advice from Office of Merit Protection Commissioner re amended scores SA [DLM=Sensitive:Personal]

**Sensitivity:** Confidential

**Security Classification:** Sensitive: Personal

---

**From:** BAILEY, Sharon  
**Sent:** Friday, 4 March 2016 5:41 PM  
**To:** MCGARN, Sally  
**Cc:** MCLACHLAN, Catherine  
**Subject:** RE: Advice from Office of Merit Protection Commissioner re amended scores SA [DLM=Sensitive:Personal]  
**Sensitivity:** Confidential

That sounds very sensible – I agree with your advice.

Thanks Sally

---

**From:** MCGARN, Sally  
**Sent:** Friday, 4 March 2016 1:05 PM  
**To:** BAILEY, Sharon  
**Cc:** MCLACHLAN, Catherine  
**Subject:** Advice from Office of Merit Protection Commissioner re amended scores SA [DLM=Sensitive:Personal]  
**Importance:** High  
**Sensitivity:** Confidential

Hi Sharon,

s47C

Regards

Sally

Sally McGarn  
Assistant Director  
Recruitment and SES Unit  
People Strategy and Reporting Section  
People Branch  
Department of Social Services

P: **s47F** or HR Service Desk: 1800 799 140/extension 94 | F: 02 6204 5199 |  
E: or [sesunit@dss.gov.au](mailto:sesunit@dss.gov.au) or [recruitment@dss.gov.au](mailto:recruitment@dss.gov.au)

*For further information about recruitment processes, guides and forms please visit the [Recruitment page on STAFFnet](#).*

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

**MCLACHLAN, Catherine**

---

**From:** MCLACHLAN, Catherine  
**Sent:** Tuesday, 12 April 2016 5:15 PM  
**To:** MCGARN, Sally  
**Subject:** RE: Draft letters to the parties to the promotion review Adelaide State Office [DLM=Sensitive:Personal]

**Security Classification:**  
Sensitive: Personal

Yes, thanks, please just cc me in

Kind regards  
Catherine

---

**Catherine McLachlan**

MAHRI

Acting Branch Manager

People Branch

Department of Social Services

**P:** s47F | **F:** 02 6133 8536 | **M:** s47F | **E:**



---

**From:** MCGARN, Sally  
**Sent:** Tuesday, 12 April 2016 5:08 PM  
**To:** MCLACHLAN, Catherine  
**Subject:** Draft letters to the parties to the promotion review Adelaide State Office [DLM=Sensitive:Personal]  
**Importance:** High

Hi Catherine, you had asked I approach Sharon, in her role of GM, to sign these letters: are you happy for the below to go to her (or, do you want to amend the email and send yourself)?

Hi Sharon,

Attached is the draft letters to the parties of the review advising the outcome of the review.

The promotions were upheld and the people who applied for the promotion review were unsuccessful in overturning the decision.

The Merit Protection Commissioner is clear that the Agency Head is the delegate for these decisions. Our schedule of delegations, whilst covering appointing the Department's representative on the promotion review panel and the supply of the relevant information to the MPC for the review do not specifically cover the notification of the outcome.

Catherine had wanted me to ask if you were happy to sign the letters instead of her in your role of acting Group Manager.

Are you happy for these letters to go from you in this role? IF so, I will prepare and get them sent to you asap.

regards

Sally

Sally McGarn  
Assistant Director  
Recruitment and SES Unit  
People Strategy and Reporting Section  
People Branch  
Department of Social Services  
P: **s47F** or HR Service Desk: 1800 799 140/extension 94 | F: 02 6204 5199 |  
E: or [sesunit@dss.gov.au](mailto:sesunit@dss.gov.au) or [recruitment@dss.gov.au](mailto:recruitment@dss.gov.au)

***For further information about recruitment processes, guides and forms please visit the [Recruitment page](#) on STAFFnet.***

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.