

73(2)

From: Lawrence Swann

Sent: Friday, 7 February 2020 9:19 AM

To: Gemma Deschamps <Gemma.Deschamps@csyw.qld.gov.au>; Angela Ruska <Angela.Ruska@datcip.qld.gov.au>

Subject: Selection-Report AO7 Redress February 2020.doc

Dear Gemma and Angela – please see attached draft selection report for the AO7 Redress position that we oversaw.

Could you please consider and make any changes and send back to me by 2pm today, if you could.

I would like to advise the candidates before cob today my team can then make arrangements for the preferred candidate to start.

Your assistance is greatly appreciated.

Regards

Lawrence

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Recruitment and Selection Selection Report

Position title:	Principal Program Officer	Classification:	AO7
Organisational unit:	Redress Team, Culture and Economic Participation, DATSIP	Position type (i.e. permanent, temporary, casual):	Temporary
Location:	Central	Position no.:	748497
Job Ad Reference (JAR):	333177_19	Closing date:	8 January 2020

PART A: RECOMMENDATION

The selection panel recommends that Ms Yvonne Little be offered the position of Principal Program Officer, Redress team. There is no order of merit.

Selection panel sign-off

Name	Position	Unit	Service Area
(Chair) Lawrence Swann	Director	Culture and Economic Participation	Culture and Economic Participation
Signature:			Date:
Gemma Deschamps	A/Director	Strategic Policy, Legislation/Strategy	Department of Child Safety, Youth and Women
Signature:			Date:
Angela Ruska	A/Manager	Policy	Policy
Signature:			Date:

Delegate approval

Name	Position	Unit	Service Area
Simone Jackson	Executive Director		Culture and Economic Participation
Signature:			Date: / /2020

R

R

PART B: ASSESSMENT OF SHORTLISTED APPLICANTS

Selection strategy

Applicants were assessed on their written application and on their responses at interview. Referee checks were undertaken to inform the panel's assessment.

Applicant 1.

Name	Ms Yvonne Little
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Selection tool 1	78B(2)(c)
Selection tool 2	



PART C: ASSESSMENT OF APPLICANTS NOT SHORTLISTED (see attached)

Retention of selection documentation

The following selection documentation must be retained by the Chair of the panel:

- Applicant register provided by Queensland Shared Services
- Role profile
- Original Selection Report (this report)
- Original applications for successful and unsuccessful applicant
- Panel notes (including hand written notes)
- Referee reports

PART D: ATTACHMENTS

Attachment	Document
A	Role Profile
B	Application received from the recommended appointee and shortlisted applicants
C	Shortlist



- Pre-employment screening documentation
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- Assessment benchmarks
- Other assessment techniques and associated results

Appointment documentation to be provided to Queensland Shared Services

The Panel Chair should ensure that the following occur:

- HR form 'Acceptance of employment' - After the selection process is finalised, and the offer of employment is made, the panel chair is responsible for ensuring the employee signs and returns the form to them. The signed form is to be forwarded to Payroll QSS, with the payroll commencement documentation, for filing on the employee's personnel file.
- This appointment is processed using the staff appointment form in My.Appointment and includes certified copies of any tertiary qualification (required for professional roles) and any other mandatory requirements e.g. drivers licence.

Queensland Shared Services will notify all successful and unsuccessful applicants by letter.

RTI RELEASED

73(2)

From: Lawrence Swann
Sent: Friday, 7 February 2020 10:53 AM
To: Kathy Frankland <Kathy.Frankland@datsip.qld.gov.au>
Subject: FW: Selection-Report AO7 Redress February 2020.doc

FYI.



Queensland
Government

Lawrence Swann

Director

Culture and Economic Participation

Department of Aboriginal and Torres Strait Islander Partnerships

P 07 3003 6349 Mobile phone number lawrence.swann@datsip.qld.gov.au

Physical address 1 William Street Brisbane 4001

www.datsip.qld.gov.au

From: Gemma Deschamps
Sent: Friday, 7 February 2020 10:01 AM
To: Lawrence Swann <lawrence.swann@datsip.qld.gov.au>; Angela Ruska <Angela.Ruska@datsip.qld.gov.au>
Subject: RE: Selection-Report AO7 Redress February 2020.doc

Dear Lawrence

The report is great, it's consistent with my thoughts on the process and I endorse it.

Thank you for including me on this panel, I really appreciate the opportunity to contribute and to have spent time with you both.

Kind regards

Gemma Deschamps | A/Director, Royal Commission
Strategic Policy and Legislation | Strategy
Department of Child Safety, Youth and Women
T: 07 3097 5623 | M:

73(2)

From: Lawrence Swann
Sent: Friday, 7 February 2020 10:54 AM
To: Kathy Frankland <Kathy.Frankland@datsip.qld.gov.au>
Subject: FW: Selection-Report AO7 Redress February 2020.doc

FYI and action.



Lawrence Swann
 Director
Culture and Economic Participation
 Department of Aboriginal and Torres Strait Islander Partnerships
 P 07 3003 6349 Mobile phone number Lawrence.swann@datsip.qld.gov.au
 Physical address 1 William Street Brisbane 4001
www.datsip.qld.gov.au

From: Angela Ruska
Sent: Friday, 7 February 2020 10:17 AM
To: Lawrence Swann <lawrence.swann@datsip.qld.gov.au>; Gemma Deschamps <Gemma.Deschamps@csw.gov.au>
Subject: FW: Selection-Report AO7 Redress February 2020.doc

Thanks Lawrence. Some minor changes for consideration. Overall reflects my thoughts about the applicants' abilities and responses.

I endorse this report.

Kind regards

Angela

Angela Ruska
 Manager | Local Thriving Communities

R

16

Department of Aboriginal and Torres Strait Islander Partnerships
T: 07 3003 6334 | E: angela.ruska@datsip.qld.gov.au

From: Lawrence Swann

Sent: Friday, 7 February 2020 9:19 AM

To: Gemma Deschamps <Gemma.Deschamps@csyw.qld.gov.au>; Angela Ruska <Angela.Ruska@datsip.qld.gov.au>

Subject: Selection-Report AO7 Redress February 2020.doc

Dear Gemma and Angela – please see attached draft selection report for the AO7 Redress position that we oversaw.

Could you please consider and make any changes and send back to me by 2pm today, if you could.

I am on leave from Monday 10th February and will return on Tuesday 25th February.

I would like to advise the candidates before cob today my team can then make arrangements for the preferred candidate to start.

Your assistance is greatly appreciated.

Regards

Lawrence

RTI RELEASE

Department of Aboriginal and Torres Strait Islander Partnerships



Recruitment and Selection Selection Report

Position title:	Principal Program Officer	Classification:	A07
Organisational unit:	Redress Team, Culture and Economic Participation, DATSIP	Position type (i.e. permanent, temporary, casual):	Temporary
Location:	Central	Position no.:	748497
Job Ad Reference (JAR):	333177_19	Closing date:	8 January 2020

PART A: RECOMMENDATION

The selection panel recommends that Ms Yvonne Little be offered the position of Principal Program Officer, Redress team. There is no order of merit.

Selection panel sign-off			
Name	Position	Unit	Service Area
(Chair) Lawrence Swann	Director	Culture and Economic Participation	Culture and Economic Participation
Signature:			Date:
Gemma Deschamps	A/Director	Strategic Policy, Legislation/Strategy	Department of Child Safety, Youth and Women
Signature:			Date:
Angela Ruska	A/Manager	Policy	Policy
Signature:			Date:

Delegate approval			
Name	Position	Unit	Service Area
Simone Jackson	Executive Director		Culture and Economic Participation
Signature:			Date: / /2020



PART B: ASSESSMENT OF SHORTLISTED APPLICANTS

Selection strategy
Applicants were assessed on their written application and on their responses at interview. Referee checks were undertaken to inform the panel's assessment.

Applicant 1.	
Name	Ms Yvonne Little
Selection tool 1	78B(2)(c)
Selection tool 2	

Department of Aboriginal and Torres Strait Islander Partnerships



PART C: ASSESSMENT OF APPLICANTS NOT SHORTLISTED (see attached)

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NOT RELEASED

PART D: ATTACHMENTS

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Department of Aboriginal and Torres Strait Islander Partnerships



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Queensland Shared Services will notify all successful and unsuccessful applicants by letter.

RTI RELEASED

73(2)

From: Lawrence Swann
Sent: Friday, 7 February 2020 2:48 PM
To: Simone Jackson <Simone.Jackson@datsip.qld.gov.au>
Cc: Kacey Cusack <Kacey.Cusack@datsip.qld.gov.au>
Subject: FW: RE: updated selection report

Dear Simone – please see attached selection report for the AO7 Redress that I ask for you to consider and endorse today.

Myself and the other panel members endorse this version and I would like to advise 3 candidates of the outcome of the process.

Could you please advise me today, if possible, that you endorse the report so I can begin the process of advising people.

Also, the reason I request a turnaround today is I'm going on rec leave and will return on the 25th February.

Regards



Queensland
Government

Lawrence Swann

Director

Culture and Economic Participation

Department of Aboriginal and Torres Strait Islander Partnerships

P 07 3003 6349 Mobile phone number lawrence.swann@datsip.qld.gov.au

Physical address 1 William Street Brisbane 4001

www.datsip.qld.gov.au

From: Kathy Frankland
Sent: Friday, 7 February 2020 1:28 PM
To: Lawrence Swann <lawrence.swann@datsip.qld.gov.au>
Subject: RE: updated selection report



Kathy Frankland | Manager

Community and Personal Histories | Culture and Economic Participation
Department of Aboriginal and Torres Strait Islander Partnerships

T: 07 3003 6421 | **M:** Mobile phone number | **E:** kathy.frankland@datsip.qld.gov.au

Level 9, 1 William Street, Brisbane QLD 4000

www.datsip.qld.gov.au



RTI RELEASES

Recruitment and Selection Selection Report

Position title:	Principal Program Officer	Classification:	A07
Organisational unit:	Redress Team, Culture and Economic Participation, DATSIP	Position type (i.e. permanent, temporary, casual):	Temporary
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PART A: RECOMMENDATION

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Selection panel sign-off			
Name	Position	Unit	Service Area
(Chair) Lawrence Swann	Director	Culture and Economic Participation	Culture and Economic Participation
Signature:			Date: 7/02/2020
Gemma Deschamps	A/Director	Strategic Policy, Legislation/Strategy	Department of Child Safety, Youth and Women
Signature: See email endorsement attached			Date: 7/02/2020
Angela Ruska	A/Manager	Policy	Policy
Signature:			Date: 7/02/2020

Delegate approval			
Name	Position	Unit	Service Area
Simone Jackson	Executive Director		Culture and Economic Participation
Signature:			Date: / /2020

PART B: ASSESSMENT OF SHORTLISTED APPLICANTS

Selection strategy

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Applicant 1.

Name

Ms Yvonne Little

Selection tool 1

Selection tool 2

78B(2)(c)

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RTI RELEASED

7/2/2020

Lawrence,

Angela isn't in today
but will be available
via email this afternoon.
She could send an
email to endorse
the selection report
like Gemma.

Let me know if you'd
like me to do anything
else.

Regards
Kathy

RTI RELEASE

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(18)

Recruitment and Selection Selection Report

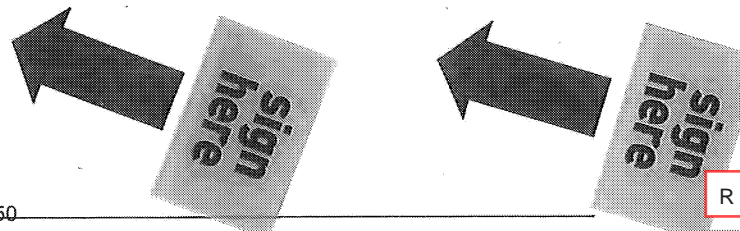
Position title:	Principal Program Officer	Classification:	A07
Organisational unit:	Redress Team, Culture and Economic Participation, DATSIP	Position type (i.e. permanent, temporary, casual):	Temporary
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PART A: RECOMMENDATION

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Selection panel sign-off			
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(Chair) Lawrence Swann	Director	Culture and Economic Participation	Culture and Economic Participation
Signature: 			Date: 7/02/2020
Gemma Deschamps	A/Director	Strategic Policy, Legislation/Strategy	Department of Child Safety, Youth and Women
Signature: See email endorsement attached			Date: 7/02/2020
Angela Ruska	A/Manager	Policy	Policy
Signature:			Date: 7/02/2020

Delegate approval			
Name	Position	Unit	Service Area
Simone Jackson	Executive Director		Culture and Economic Participation
Signature:			Date: / /2020





PART B: ASSESSMENT OF SHORTLISTED APPLICANTS

Selection strategy

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<ul style="list-style-type: none"><input type="checkbox"/> Pre-employment screening documentation<input checked="" type="checkbox"/> Interview questions and answers (if the applicants were assessed using interviews)<input type="checkbox"/> Work sample instructions, work sample and work sample assessment sheet (if used)<input checked="" type="checkbox"/> Assessment benchmarks<input type="checkbox"/> Other assessment techniques and associated results
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<p>Appointment documentation to be provided to Queensland Shared Services</p> <p>The Panel Chair should ensure that the following occur:</p> <ul style="list-style-type: none"><input type="checkbox"/> HR form 'Acceptance of employment' - After the selection process is finalised, and the offer of employment is made, the panel chair is responsible for ensuring the employee signs and returns the form to them. The signed form is to be forwarded to Payroll QSS, with the payroll commencement documentation, for filing on the employee's personnel file.<input type="checkbox"/> This appointment is processed using the staff appointment form in My.Appointment and includes certified copies of any tertiary qualification (required for professional roles) and any other mandatory requirements e.g. drivers licence. <p>Queensland Shared Services will notify all successful and unsuccessful applicants by letter.</p>

RTI RELEASED

73(2)

From: Kathy Frankland
Sent: Thursday, 13 February 2020 9:59 AM
To: DATSIP CCS CPH <DATSIP_CCS_CPH@datsip.qld.gov.au>
Cc: Lawrence Swann <lawrence.swann@datsip.qld.gov.au>; Yvonne Little <Yvonne.Little@datsip.qld.gov.au>
Subject: RE: outcome of recruitment process for Redress team leader position

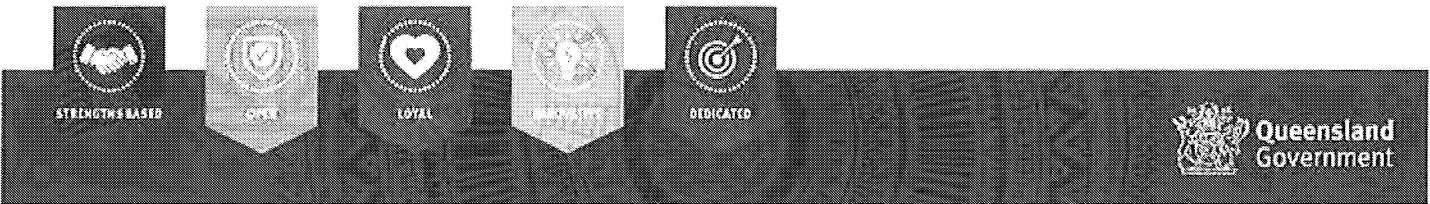
Hi everyone,

Congratulations to Yvonne Little who was the successful candidate for the AO7 Redress position. Yvonne will be starting on Thursday 27th February.

Kind regards,

Kathy

Kathy Frankland | Manager
 Community and Personal Histories | Culture and Economic Participation
 Department of Aboriginal and Torres Strait Islander Partnerships
T: 07 3003 6421 | **M:** Mobile phone number | **E:** kathy.frankland@datsip.qld.gov.au
 Level 9, 1 William Street, Brisbane QLD 4000
www.datsip.qld.gov.au



73(2)

Yvonne Little

y . Responded to all criteria .

RTI RELEASED

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