

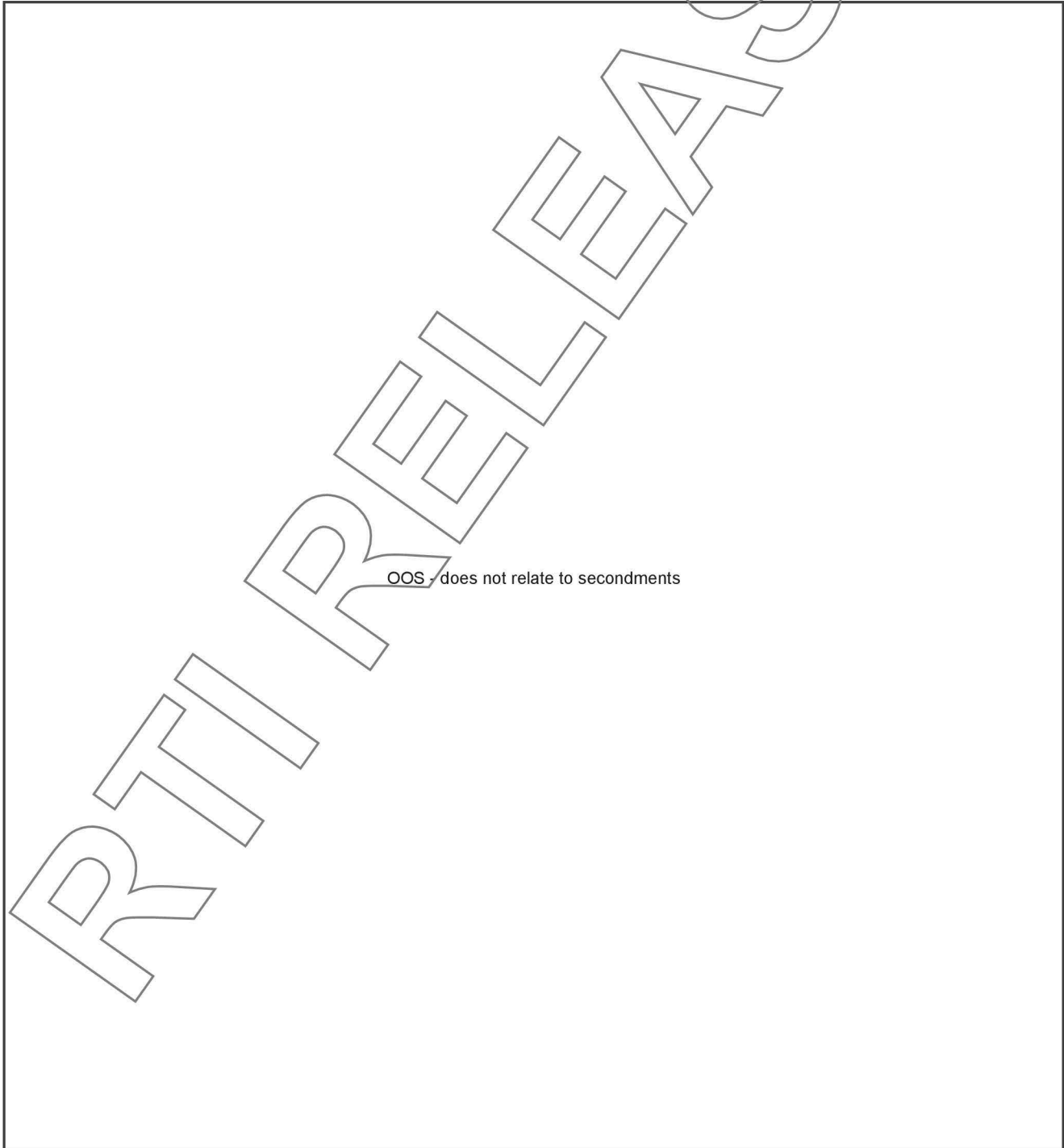
**From:** [redacted]  
**To:** Megan Graham; [redacted]  
**Subject:** RE: higher duties  
**Date:** Friday, 16 April 2021 4:15:49 PM

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Hi [redacted]

[redacted] Name position number is: 752019. This should work in ESS so if [redacted] selects this in ESS it should process!

I would ask [redacted] to apply in ESS for her higher duties – it should work also. I've been advised YJ and old CYSW are now combined for ESS submissions. Just FYI – [redacted] your position number is: 2000280



**From:** [Name]  
**Sent:** Friday, 16 April 2021 2:40 PM  
**To:** [Redacted]  
**Cc:** Megan Graham <Megan.Graham@cyjma.qld.gov.au>  
**Subject:** higher duties

Hi [Redacted]

I am going on leave for two weeks from today. [Redacted] is filling in for me and [Redacted] is filling in for me.

Do you know [Redacted] position number? And even though [Redacted] is not on Aurion, could [Redacted] put in the position number manually on Aurion?

Also [Redacted] will have to apply to fill in for me but she currently does her timesheets on Excel so I imagine she might need an offline form for higher duties?

[Redacted] is on leave this week so I can't check with her.

Cheers

[Redacted]

[Redacted] Media manager

Strategic Communication and Media | Department of Children, Youth Justice and Multicultural Affairs  
Level 35, 1 William St Brisbane Q 4000

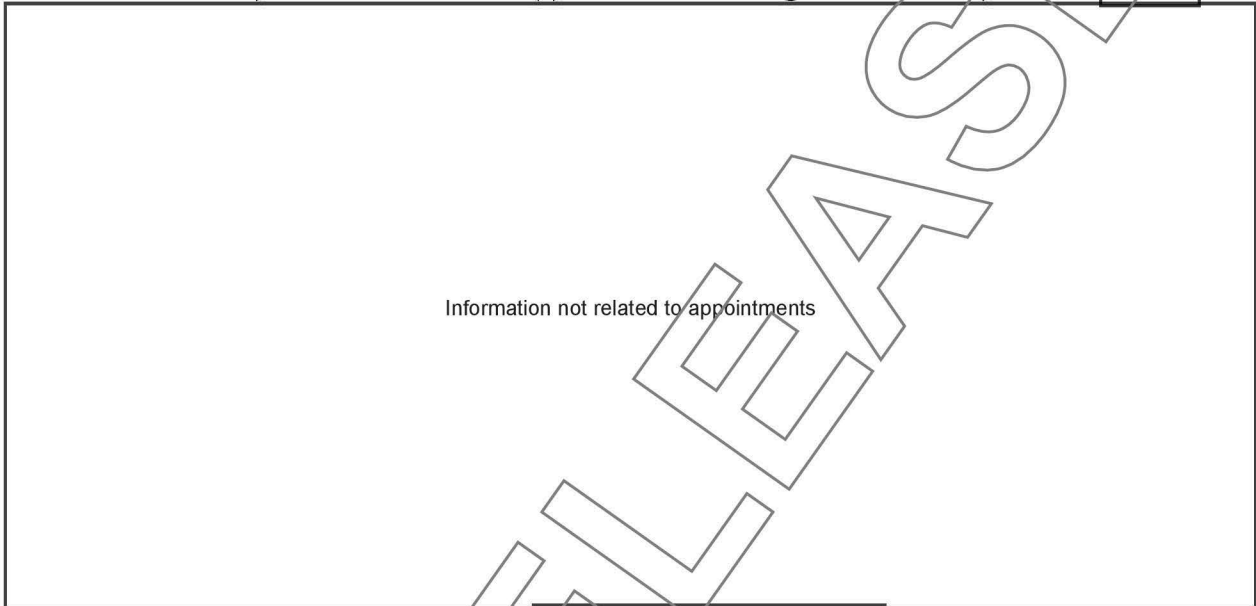
[Redacted] Phone number

RTI RELEASE

**From:** Megan Graham  
**To:** [Redacted]  
**Cc:** Lexie McHugh [Redacted]  
**Subject:** HR advice re permanently appointing staff to YJ media roles  
**Date:** Thursday, 13 May 2021 4:26:14 PM  
**Attachments:** [A07 Principal Media Officer DCYJMA.docx](#)  
[Fwd YJ Media roles and next steps.msg](#)  
[RE YJ Media roles and next steps.msg](#)

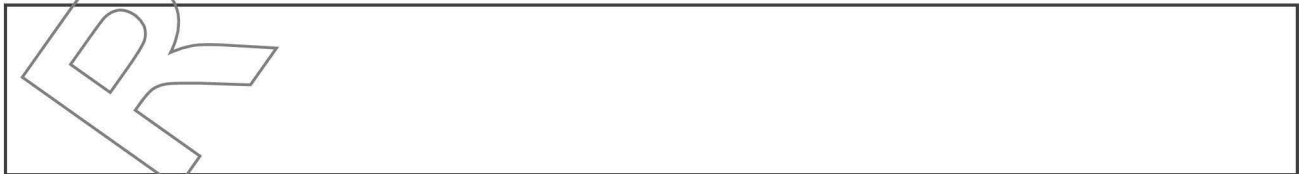
H [Redacted] Name

As my HR business partner, I would like to get your advice about the quickest / least paperwork / most efficient way to make the below happen, whilst following all the correct processes. [Redacted]



- I want to offer both these roles to [Redacted] – who are both currently acting in these positions, following a full merit section process for the AO7 level that was completed in April, in which [Redacted] won the role and [Redacted] was merit listed.
- [Redacted] is currently a permanent AO6 staff member. She works 0.8 (as referenced re the budget).
- [Redacted] is a contractor. [Redacted] Third party personal information will have been here 2 years at that time.

Attached is the RD, I can provide the full Selection Documentation if required (which was signed off by delegate Shannan Quain as A/DDG at the time), what else do you need? Do we need to do SEAWC first? Given the April merit process and the attached approvals, do we need a brief to DDG or CHRO or is the attached all sufficient? Who is the right person to help me with any of this? You as Business Partner, or [Redacted] as my CS Business Support?



Happy to chat if its easier, thanks in advance for assisting with this.

Kind regards

Megan

**Megan Graham**

Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs

Level 35, 1 William St Brisbane QLD 4001

**T: 07 3097 6171 | M:**

megan.graham@cyjma.qld.gov.au

*I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.*

RTI RELEASES

# Role profile

<b>Title</b>	<i>Principal Media Officer</i>		
<b>Job Ad Ref</b>	N/A	<b>Location</b>	<i>Brisbane</i>
<b>Salary range</b>	\$109,756 - \$117,531 per annum + super	<b>Classification</b>	AO7
<b>Business unit &amp; Service area</b>	<i>Strategic Communication and Media</i>	<b>Reports to</b>	<i>Manager, Media Unit</i>
<b>Status &amp; employment type</b>	<i>Temporary full-time</i>	<b>Job duration</b>	<i>Until 30 June 2021 (with possible extension)</i>
<b>Closing date</b>	<i>5pm Tuesday 30 March 2021</i>	<b>Contact details</b>	Name and phone number

## Are you interested...

in an opportunity to:

- work for an employer that helps vulnerable people within our community?
- be part of an inclusive and diverse workforce that places a high value on cultural capability?
- be rewarded for your efforts with great working conditions that offer salary packaging, flexible working arrangements, learning opportunities and professional development all within a safe and healthy work environment?

## Do you have a commitment to great writing...

Are you a media professional looking for an exciting AO7 Principal Media Officer role? This position will allow you to work within the Department of Children, Youth Justice and Multicultural Affairs where you will be part of a small, high performing media team that manages all media activities for the department. The team is part of the broader Strategic Communication and Media Branch. Your writing skills, media management skills, leadership abilities and attention to detail will be highly valued in this role.

## Department of Children Youth Justice and Multicultural Affairs

In the Department of Children, Youth Justice and Multicultural Affairs you will have the opportunity to work to support children, young people, women, men and families to be safe and thriving in families, communities and culture.

The department delivers programs and initiatives that promote Queensland as a united, harmonious and inclusive community and foster opportunities for people from culturally and linguistically diverse backgrounds.

By working with us, you will have the opportunity to work with staff from across the department to resolve complex issues and change life trajectories. Our website contains useful and in-depth information on our department and what we do:  
<https://www.cyjma.qld.gov.au/>

### Key responsibilities

As a Principal Media Officer, you will be:

- Responsible for providing leadership to the team and achieving success on media issues.
- Providing high level media management advice to senior departmental executives and ministerial advisors on sensitive and emerging issues to promote the department's activities, services and vision, while upholding its reputation.
- Responsible for providing coaching and support to media team members, and taking the lead on daily activities in the absence of the Media Manager.
- Producing a broad range of media materials in various formats including speeches, media releases, media responses, media opportunities, columns and talking points.
- Actively participate as a member of a media team providing a wide range of media services including media monitoring.
- Required to work outside of normal business hours and participate in the Media Unit's after hour on call roster

### Is this role for you? Please consider the following capability requirements.

While we're deciding if you're the right person for the job, you'll be assessed on the following **key capabilities** that relate to the above tasks you will do:

- ***Writes clearly and effectively***

You will have very strong writing skills, and can adapt your style to a wide range of media materials from speeches to media responses, you will also have strong editing and review skills.

- ***Understanding of media***

You will have a strong understanding of media and be able to develop media strategies and manage media relationships.

- ***Great coaching and team leadership skills***

You are motivated by and highly effective at guiding others toward improvement and learning through positive leadership, and have some team leadership experience. You make the best use of team and individual capabilities and negotiate responsibilities, priorities and deadlines to achieve work outcomes.

- ***Highly organised and a deadline warrior***

You are great at planning and organisation and have very strong attention to detail. You can manage multiple media tasks while managing a range of deadlines. Deadlines are everything to the media team and you will be able to work under pressure to meet them.

- ***You will be a people person with strong stakeholder engagement experience***

You will demonstrate excellent interpersonal skills, including the ability to interact effectively and build relationships with a range of stakeholders, peer and staff at all levels to negotiate solutions and outcomes.

- **Adaptable and a team player**

You will be resilient and responsive in an environment with rapidly changing and evolving priorities. You will have a team-oriented approach and support your colleagues, leading when required to manage the competing priorities of the day.

### You might also have

A job relevant qualification from a recognised institution would be highly regarded.

### Want to apply?

To apply, your application should include:

- a two page cover letter outlining how you meet the key capabilities for the role, your strengths and qualifications, and why you are interested in this role.
- a current resume containing details of 2 referees. At least one referee should have a thorough knowledge of your work over the past two years as your manager or supervisor.

\*See tips on [how to write a resume and cover letter](#).

Applications are to be sent to

Name

### Equal employment opportunities

We are an equal employment opportunity employer and value a diverse workforce. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.

### Other important information

- A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise)
- Successful applicants will be subject to a criminal history check and/or blue and yellow card screening for roles that work with children and clients with a disability.
- Successful applicants may be required to disclose any previous serious disciplinary action
- Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years
- Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location)
- To be eligible for permanent appointment to the Queensland Public Service, applicants must provide proof of Australian citizenship or permanent residency or a right to stay

indefinitely. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia for the period of the vacancy.

- Applicants who have been paid a voluntary medical retirement, voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application.
- Where 'eligibility for registration' is shown as a mandatory condition of the role, successful applicants are required to obtain the relevant registration prior to commencing work and maintain registration for the duration of employment in the role.

JD/JEMS No.: JD4018

Date of Review:

RTI RELEASED



**From:** [Arthur O'Brien](#)  
**To:** [Megan Graham](#)  
**Subject:** Fwd: YJ Media roles and next steps  
**Date:** Thursday, 13 May 2021 1:55:05 PM



Information not related to appointments

**From:** Megan Graham <Megan.Graham@cyjma.qld.gov.au>

**Date:** 12 May 2021 at 6:15:07 pm AEST

**To:** Arthur O'Brien <Arthur.O'Brien@cyjma.qld.gov.au>

**Cc:** Lexie McHugh <Lexie.McHugh@cyjma.qld.gov.au>

**Subject:** YJ Media roles and next steps

Hi Arthur

As discussed today, I am sending you this email outlining the plan we discussed about YJ media staffing today, so it is captured in an email and I can get overarching endorsement from you, and then I can work through the nitty gritty and correct processes with Shannan and Danny and Lexie to finalise in the coming weeks.

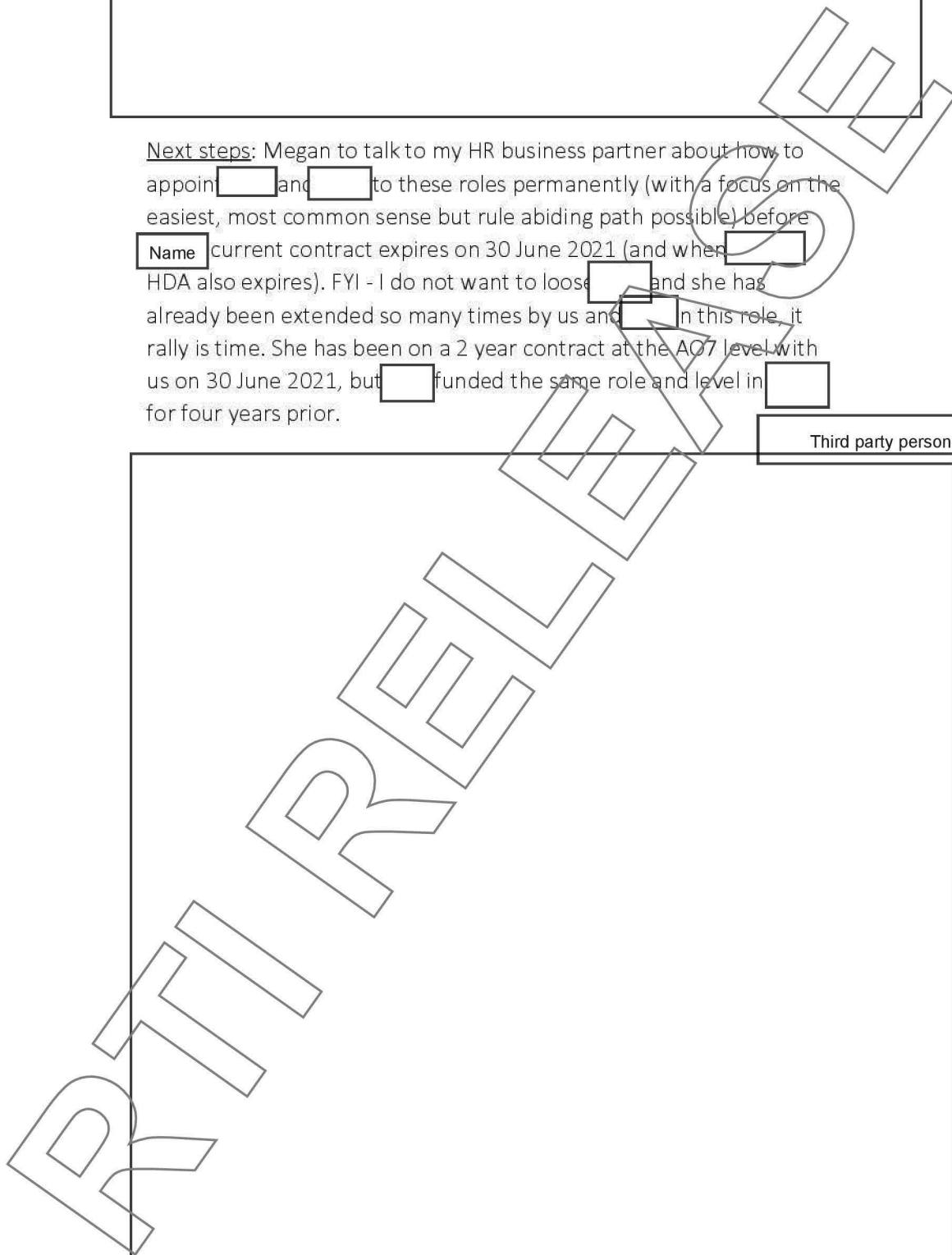
Proposal: I propose that we upgrade both AO6 positions to AO7s, and permanently appoint [redacted] and [redacted] to these roles. They recently participated in a full merit process and are currently acting in these roles until 30 June 2021.

Information not related to appointments

Next steps: Megan to talk to my HR business partner about how to appoint [redacted] and [redacted] to these roles permanently (with a focus on the easiest, most common sense but rule abiding path possible) before [redacted] Name [redacted] current contract expires on 30 June 2021 (and when [redacted] HDA also expires). FYI - I do not want to loose [redacted] and she has already been extended so many times by us and [redacted] In this role, it rally is time. She has been on a 2 year contract at the A07 level with us on 30 June 2021, but [redacted] funded the same role and level in [redacted] for four years prior.

Third party personal information

[Large redacted area]



Arthur, hopefully this makes sense and you are happy to approve appointing [Name] and [ ] permanently to the AO7 roles, [ ]

Information not related to appointments

Very happy to discuss.

Kind regards

**Megan Graham**

Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs

Level 35, 1 William St Brisbane QLD 4001

Phone numbers

[megan.graham@cyjma.qld.gov.au](mailto:megan.graham@cyjma.qld.gov.au)

*I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.*

RTI RELEASE

**From:** [Arthur O'Brien](#)  
**To:** [Megan Graham](#)  
**Cc:** [Lexie McHugh](#)  
**Subject:** RE: YJ Media roles and next steps  
**Date:** Thursday, 13 May 2021 9:06:38 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

Hi Megan

I confirm that your email reflects our discussion and I endorse the requested actions with a view to formal approval of each action once due process has been completed.

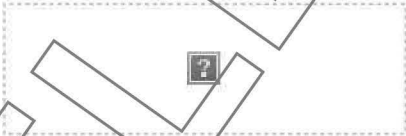
Information not related to appointments

Regards

**Arthur O'Brien** | Deputy Director-General/Chief Information Officer  
Corporate Services  
Department of Children, Youth Justice and Multicultural Affairs

Level 5 111 George St Brisbane QLD 4001

Phone numbers



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Duplicate email trail

**From:** [Redacted] Name  
**To:** Megan Graham  
**Cc:** Lexie McHugh; [Redacted]  
**Subject:** RE: HR advice re permanently appointing staff to YJ media roles  
**Date:** Friday, 14 May 2021 10:22:48 AM  
**Attachments:** image001.png  
 ADG-MFA-exemption from advertising template.docx

Hi Megan

As discussed, I understand that [Redacted] and [Redacted] were recently assessed as meritorious through the dept's EOI process for the AO7 Principal Media Officer position.

In order to permanently appoint [Redacted] and [Redacted] to newly created recurrently funded and substantively vacant AO7 positions, you will need to seek exemption from advertising and direct appoint both employees in accordance with section 6.9 of Directive 12/20 Recruitment and Selection. In exercising discretion under this clause, the delegate must consider the following:

- a. *their obligations under the PSA, including the effective and efficient use of resources (s98), adherence to the management and employment principles (s99), the attraction of a diverse workforce (s25) and the provision of equality of employment opportunity (s30)*
- b. *how merit will be assessed should an exemption be approved*
- c. *whether an advertised vacancy process occurred previously<sup>[1]</sup>*
- d. *whether the role classification or nature (e.g. temporary to permanent) has changed, including as part of a progression scheme*
- e. *whether exemption from or limited advertising will prevent the displacement of existing permanent public service employees*
- f. *what impact, if any, would there be on the achievement of the department's service delivery outcomes.*

In relation to the above, [Redacted] have demonstrated merit through a recent EOI process. Further, before a direct appointment can be progressed a SEAWC check must be undertaken.

Once you are aware of the outcome of the SEAWC check, you can progress the MFA (template attached) to the delegate for approval. Please note, in accordance with the Workforce Guidelines, appointment to positions, where these are considered critical remain at the discretion of the EMB member after consultation with the CHRO.

Please call me if you need further clarification on the above.

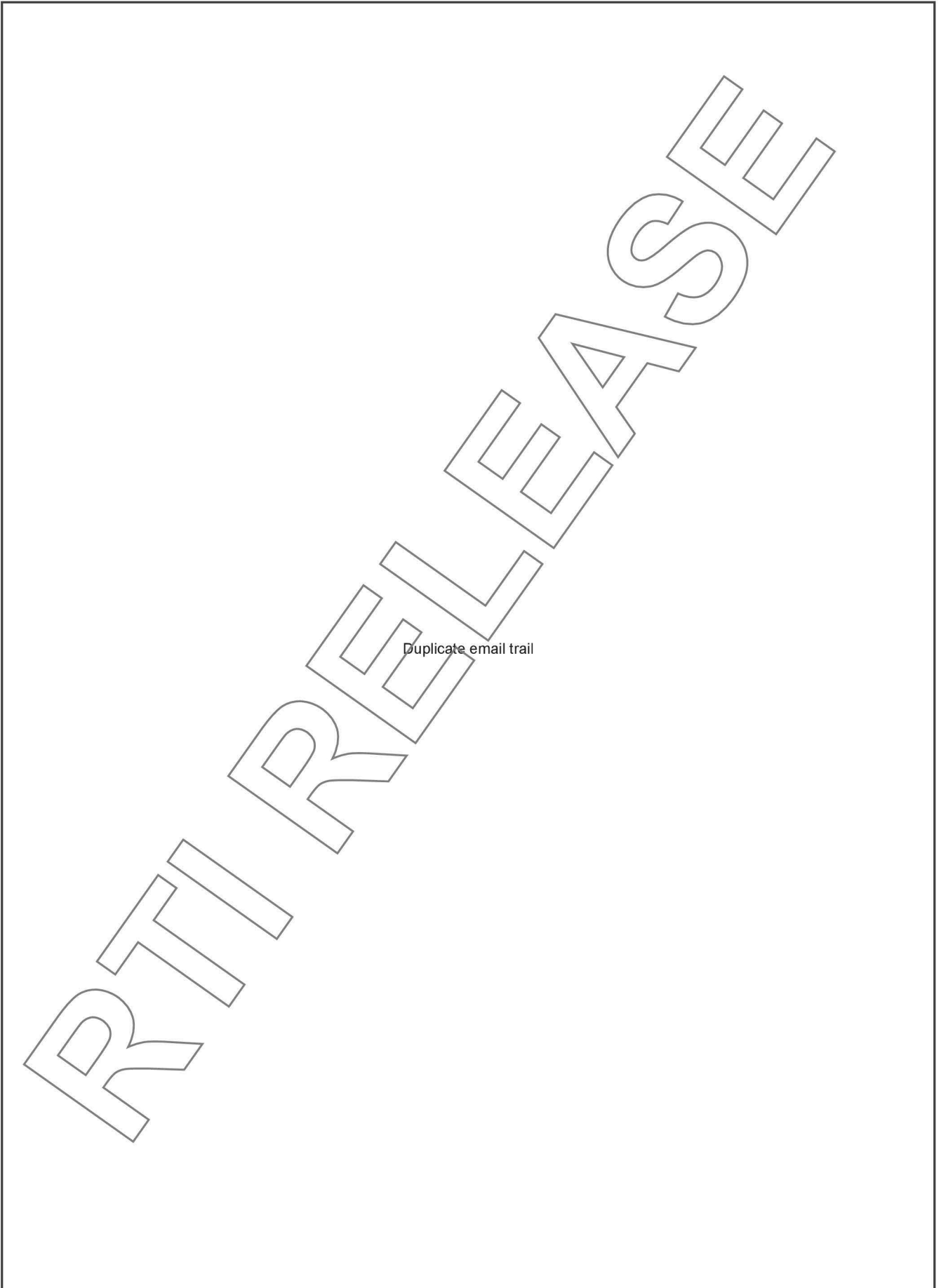
Thanks  
 [Redacted]

[Redacted]  
 Principal Business Partner  
 Business Partnerships South, Employee & Industrial Relations  
 People and Culture  
 Department of Children, Youth Justice and Multicultural Affairs

[Redacted]  
 Phone number

Level 5, 111 George Street, Brisbane QLD 4000

Customers first | Ideas into action | Unleash potential | Be courageous | Empower people



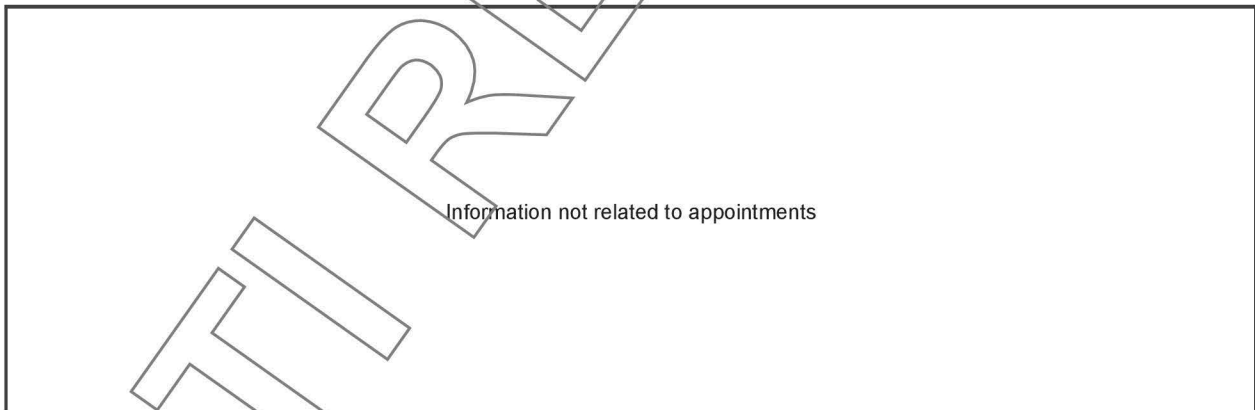
**From:** Megan Graham  
**To:** [redacted] CYJMA Corp Services  
**Cc:** Lexie McHugh; [redacted] Names  
**Subject:** FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media A07  
**Date:** Friday, 21 May 2021 8:15:25 AM  
**Attachments:** [DDG-MFA-exemption from advertising\\_SC&M.docx](#)  
[RE YJ Media roles and next steps.msg](#)  
[Fwd YJ Media roles and next steps.msg](#)  
[A07 Principal Media Officer DCYJMA.docx](#)

Hi [redacted] team

This is for adding to MINCOR on Monday, and progressing to Bernadette for approval hopefully early in the week. It can't go to Shan today or Bern officially until Monday as I am awaiting SEAWC clearance which comes into effect on Sunday night. I will log in first thing Monday and confirm the SEAWC OK so you can proceed.

Whilst this will be a new issue/subject for Bernadette to sign off on, I have discussed this MFA and its approach at length with both Shannan and Arthur. Please find attached (for Bernadette's background if required, but not for submission with the MFA) Arthur's approval for this course of action and Danny's confirmation of the funding. The MFA notes consultation with Shannan and Danny. Arthur just wanted to ensure correct HR processes were followed (Eg: an MFA, SEAWC), and I have liaised with [redacted] extensively on this, and she advised on and reviewed the MFA and the only process we were yet to do was SEAWC, which is currently in train. As the MFA outlines, we have met all the other requirements, including running a comprehensive merit selection process.

So – after Bernadette approves this, can you please let both [redacted] (copied) know, and they will advise [redacted] and then they will work with [redacted] and her team on an appointment letter and any Aurion stuff.



Also attached FYI is the A07 Role Description.

I think that should be everything, if you have any questions I would really appreciate a call today, as its my last day, and so I don't burden [redacted] anymore than I already am!

Thanks to all of you in advance.

Kind regards

Megan



**Megan Graham**

Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs

Level 35, 1 William St Brisbane QLD 4001

Phone number

megan.graham@cyjma.qld.gov.au

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RTI RELEASES

**From:** [CYJMA Corp Services](#)  
**To:** [Megan Graham](#)  
**Cc:** [Lexie McHugh](#)  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7  
**Date:** Friday, 21 May 2021 4:37:24 PM  
**Attachments:** [DDG-MFA-exemption from advertising\\_SCM\\_ODDG review.docx](#)

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Hi Megan

Thanks for sending through. I've made some track changes to the attached DDG MFA and have a couple of questions/comments.

If this can be updated and progressed back on Monday, with confirmation the SEAWC checks have been completed, I'll progress to Bern ASAP for approval.

Kind regards

Name

Manager

Office of the Deputy Director-General  
Department of Children, Youth Justice and Multicultural Affairs  
Level 5, 111 George St, Brisbane Q 4000

Phone number

RTI RELEASED

Duplicate email trail

**From:** Lexie McHugh  
**To:** [Redacted] Name  
**Subject:** FW: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media A07  
**Date:** Wednesday, 2 June 2021 11:00:35 AM  
**Attachments:** CYJMA 02917-2021 signed final.pdf

H [Redacted]

The brief for [Redacted] to be permanently appointed to the A07 positions has been signed off.

[Redacted] could you please speak to [Redacted] today to let them know the good news? Let me know when you have had a chance to speak to them.

[Redacted] can you please make sure you have done the Aurion work to move them permanently over these two positions for me?

Regards

**Lexie McHugh** | A/Executive Director Strategic Communication and Media  
Strategic Communication and Media  
**Department of Children, Youth Justice and Multicultural Affairs**  
Level 11 | 111 George Street | BRISBANE QLD 4000

[Redacted] Phone number

**From:** CYJMA Corp Services <CYJMA\_CorpServices@cyjma.qld.gov.au>  
**Sent:** Wednesday, 2 June 2021 10:53 AM  
**To:** Lexie McHugh <Lexie.McHugh@cyjma.qld.gov.au>  
**Cc:** CYJMA\_CorpServices\_BusinessSupport <CYJMA\_CorpServices\_BusinessSupport@cyjma.qld.gov.au>  
**Subject:** FW: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media A07

Hi Lexie

Bern approved CYJMA 02917-2021 (attached) on 27 May 2021.

You were added as an Information Officer so should have received the notification once finalised. If you aren't getting the Mincor "hits" (i.e. emails) please let me know as I'll need to talk to Information Services.

Kind regards

[Redacted]

[Redacted] Manager

Office of the Deputy Director-General | Corporate Services  
Department of Children, Youth Justice and Multicultural Affairs  
Level 5, 111 George St, Brisbane Q 4000

[Redacted] Phone

**From:** [Redacted] Name **On Behalf Of** CYJMA\_CorpServices\_BusinessSupport  
**Sent:** Wednesday, 2 June 2021 9:43 AM  
**To:** CYJMA Corp Services <CYJMA\_CorpServices@cyjma.qld.gov.au>  
**Subject:** FW: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7

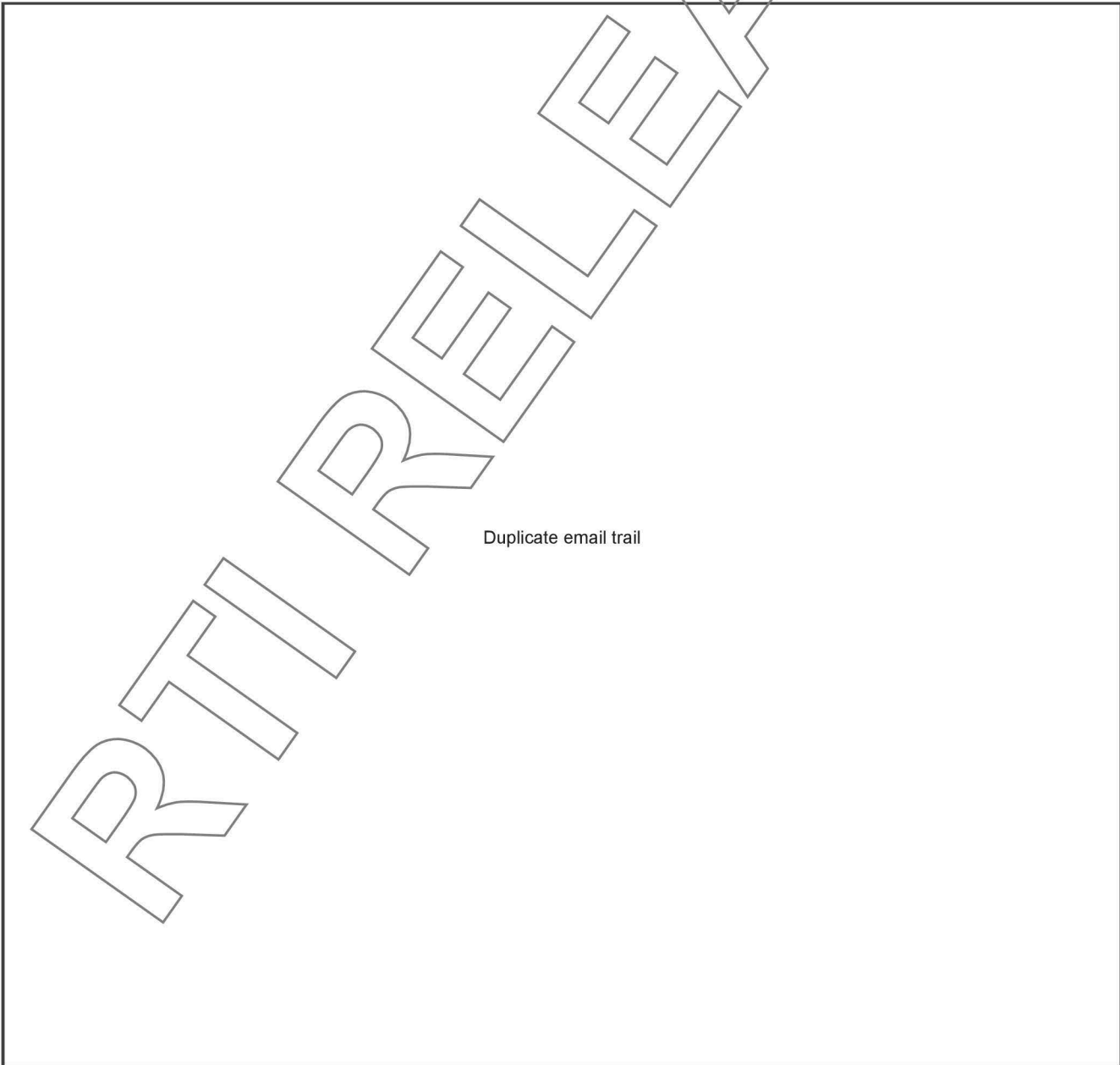
Hi

Do you know where this MFA is up too? Lexie is following up and believes Shan approved whilst in the OCHRO and A/DDG role?

Thanks

[Redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs

[Redacted] Phone number



Service Area/Office: Corporate Services  
Workgroup/Unit: Strategic Communication and Media

CYJMA 02917-2021

Confidential  Routine  Urgent

**DEPUTY DIRECTOR-GENERAL/CHIEF INFORMATION OFFICER**  
**CORPORATE SERVICES**

**DEPARTMENT OF CHILDREN, YOUTH JUSTICE AND MULTICULTURAL AFFAIRS**

Memorandum for Approval  Briefing Note for Information

**SUBJECT**

- Permanent appointment of Department of Children, Youth Justice and Multicultural Affairs (DCYJMA) officers to two vacant AO7 Principal Media Officer positions within Strategic Communication and Media, Corporate Services in accordance with section 6.9 of *Directive 12/20 Recruitment and Selection*.

**RECOMMENDATION**

- That the Deputy Director-General:
  - approves** the permanent appointment of  to the position of AO7 Principal Media Officer, Corporate Services (position numbers 752019 and 751207) to the pay-points for AO7  and AO7  respectively.

**NOTED / APPROVED / NOT APPROVED**

Bernadette Harvey  
A/Deputy Director-General/Chief Information Officer

27/05/2021

COMMENTS:

**BACKGROUND**

- [Redacted]
- [Redacted]

Information not related to appointments

- On 18 March 2021, the temporary position of Principal Media Officer (AO7) was advertised on DCYJMA's intranet for a period of three months with a possibility of an extension
- The panel interviewed three candidates and assessed [Redacted] as the most meritorious applicant for the role, and [Redacted] was merit listed as suitable.
- [Redacted] continued in one of the AO7 roles that she was already temporarily appointed to in the former DYJ, transferred to DCYJMA and is substantively vacant
- On 19 April 2021 [Redacted] commenced higher duties in the new AO7 role. As a result of the MoG changes the position is substantively vacant.

**KEY ISSUES including Cultural Impact**

- Section 6.9 of *Directive 12/20 Recruitment and Selection* states that a chief executive may exempt a vacancy from advertising having regard to:
  - their obligations under the *Public Service Act 2008*, including the effective and efficient use of resources (s98), adherence to the management and employment principles (s99), the attraction of a diverse workforce (s25) and the provision of equality of employment opportunity (s30)
  - how merit will be assessed should an exemption be approved
  - whether an advertised vacancy process occurred previously
  - whether the role classification or nature (e.g. temporary to permanent) has changed, including as part of a progressional scheme
  - whether exemption from or limited advertising will prevent the displacement of existing permanent public service employees
  - what impact, if any, would there be on the achievement of the department's service delivery outcomes.
- The following considerations are outlined for the delegate's discretion:
  - [Redacted Name] participated in an open merit process
  - both [Redacted] are meeting the agreed performance objectives of the role
  - the promotion supports and facilitates the development of necessary organisational capabilities and achievement of agency business outcomes
  - since 1 July 2019, [Redacted] has been acting long-term at the AO7 classification level
  - SEAWC check has been undertaken, no candidates identified through this process (confirmed 24 May 2021)
  - the Chief Finance Officer (CFO) confirmed ongoing budgetary provision and FTE is available.
- It is recommended that as all above considerations have been made, and here is available budget and FTE, that [Redacted] are permanently appointed to the position of AO7 Principal Media Officer, Corporate Services (position numbers 752019 and 751207).
- It is recommended that [Redacted] is appointed to pay-point AO7 [Redacted] Third party personal information
- It is recommended that [Redacted] is appointed to pay-point AO7. [Redacted]
- In accordance with the HR delegations and Workforce Guidelines, the Deputy Director-General/Chief Finance Officer has the delegation to exempt a vacancy from advertising.

**FINANCIAL IMPLICATIONS / GST**

- Position numbers 752019 and 751207 are recurrently funded and substantively vacant.

**CONSULTATION**

**Internal Consultation**

- Danny Short, CFO, Finance, Property and Procurement Services confirmed ongoing recurrent funding for two AO7 Principal Media Officer positions (position numbers 752019 and 751207).
- Shannan Quain, Chief Human Resources Officer/Senior Executive Director, People and Culture has been consulted and supports appointment in accordance with the Workforce Guidelines.

**External Consultation**

- Not applicable.

	Name	Ph (Work)	Ph (Mobile)	Date endorsed
Author: Executive Director	Megan Graham	Phone numbers		24/05/20121
Information Officers: Lexie McHugh	Name			

RTI RELEASED

**From:** Lexie McHugh  
**To:** [Redacted] Name  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7  
**Date:** Wednesday, 2 June 2021 11:27:08 AM

Yes sounds good to me!

Regards

**Lexie McHugh** | A/Executive Director Strategic Communication and Media  
Strategic Communication and Media  
**Department of Children, Youth Justice and Multicultural Affairs**  
Level 11 | 111 George Street | BRISBANE QLD 4000

[Redacted] Phone numbers

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**From:** [Redacted]  
**Sent:** Wednesday, 2 June 2021 11:27 AM  
**To:** [Redacted] Lexie McHugh  
<Lexie.McHugh@cyjma.qld.gov.au>  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7

Hi

Usually I use the date the MFA has been signed off.

Lexie are you ok with this? If so it will be 27/05/21.

Regards

[Redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs  
[Redacted]

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**From:** [Redacted]  
**Sent:** Wednesday, 2 June 2021 11:25 AM  
**To:** Lexie McHugh <Lexie.McHugh@cyjma.qld.gov.au>  
**Cc:** [Redacted]  
**Subject:** Re: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7

Can I have their start date please?

Sent from my iPhone

Duplicate email trail



**From:** [Redacted] Name  
**To:** Lexie McHugh; [Redacted]  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media A07  
**Date:** Wednesday, 2 June 2021 11:29:37 AM

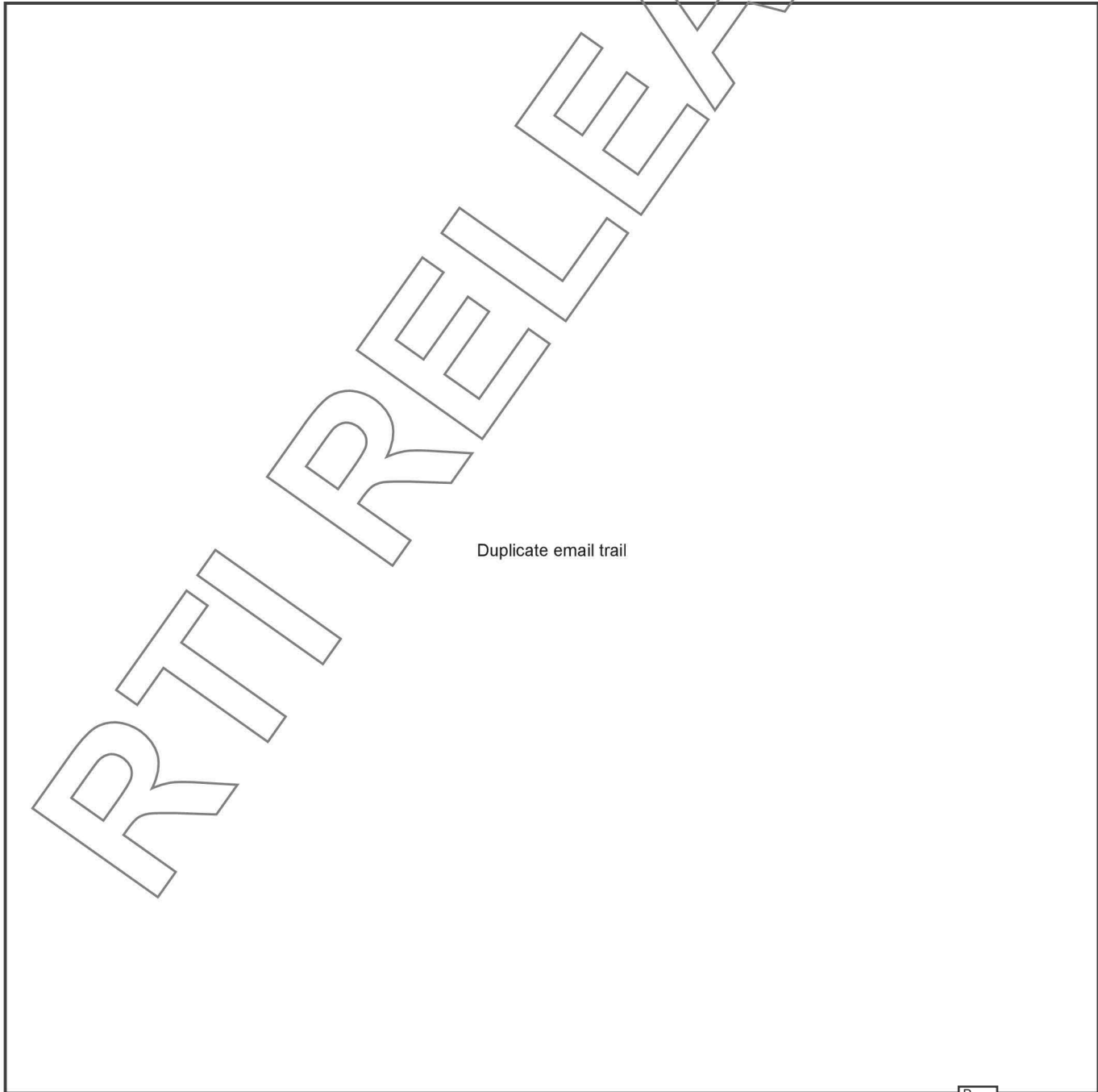
---

Hi Lexie

Yes I'll organise the my.appointment to permanently appoint both ladies. They will both received an appointment letter in approx. 5 working days.

Kind regards

[Redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs  
[Redacted] Phone number



**From:** noreply@smartjobs.qld.gov.au  
**To:** [Redacted]  
**Subject:** Selection Report approved QLD/370048 Senior Communications Officer  
**Date:** Tuesday, 25 May 2021 9:37:14 AM

---

Dear [Redacted] Name - OOS

[Redacted] has approved the selection report for the following position:

- Job Reference Number: **QLD/370048**
- Position Number: **2000137**
- Position Title: **Senior Communications Officer**
- Department: **Strategic Communication**

You can track and, if necessary, re-initiate the approval process for this selection report by clicking on the following link.

[Selection Report Summary](#)

If you have any difficulties accessing this link, please contact QSS via email [requesttohire@hpw.qld.gov.au](mailto:requesttohire@hpw.qld.gov.au), quoting the Job Reference number in the subject line.

RTI RELEASED

**From:** noreply@smartjobs.qld.gov.au  
**To:** [Redacted]  
**Subject:** Selection Report approved QLD/370048 Senior Communications Officer  
**Date:** Tuesday, 25 May 2021 9:58:58 AM

---

Dear [Redacted] Name - OOS

[Redacted] has approved the selection report for the following position:

- Job Reference Number: **QLD/370048**
- Position Number: **2000137**
- Position Title: **Senior Communications Officer**
- Department: **Strategic Communication**

You can track and, if necessary, re-initiate the approval process for this selection report by clicking on the following link.

[Selection Report Summary](#)

If you have any difficulties accessing this link, please contact QSS via [emailrequesttohire@hpw.qld.gov.au](mailto:emailrequesttohire@hpw.qld.gov.au), quoting the Job Reference number in the subject line.

RTI RELEASED

**From:** noreply@smartjobs.qld.gov.au  
**To:** [Redacted]  
**Subject:** Selection Report approved QLD/370048 Senior Communications Officer  
**Date:** Tuesday, 25 May 2021 10:54:33 AM

---

Dear [Redacted] Name - OOS

Lexie McHugh has approved the selection report for the following position:

- Job Reference Number: **QLD/370048**
- Position Number: **2000137**
- Position Title: **Senior Communications Officer**
- Department: **Strategic Communication**

You can track and, if necessary, re-initiate the approval process for this selection report by clicking on the following link.

[Selection Report Summary](#)

If you have any difficulties accessing this link, please contact QSS via [emailrequesttohire@hpw.qld.gov.au](mailto:emailrequesttohire@hpw.qld.gov.au), quoting the Job Reference number in the subject line.

RTI RELEASED

Careers with the Queensland Government.

[Click here to view the selection report in HTML format](#)



## You have already completed the selection report for the following Requisition:

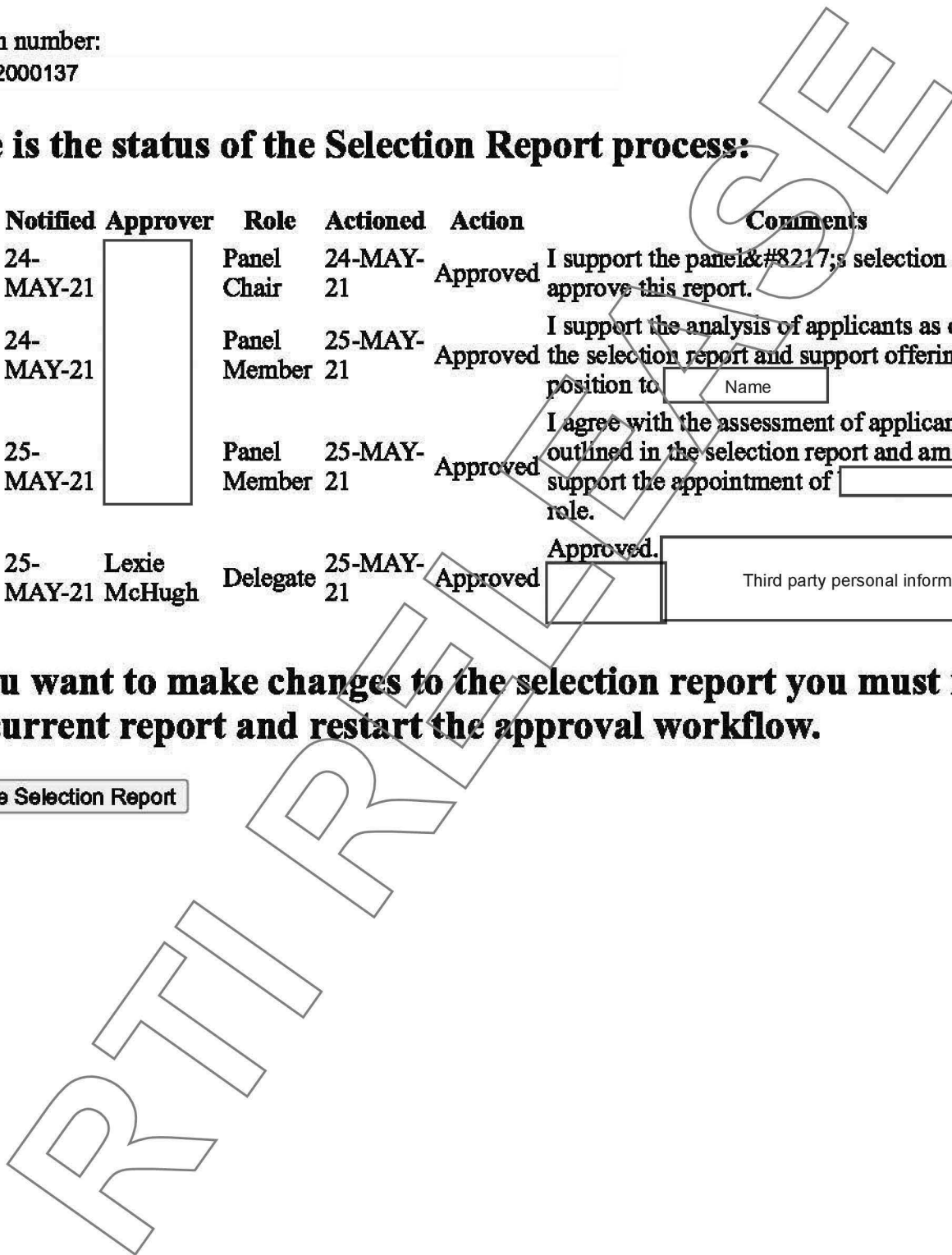
Position number:  
2000137

## Here is the status of the Selection Report process:

Order	Notified	Approver	Role	Actioned	Action	Comments
1	24-MAY-21		Panel Chair	24-MAY-21	Approved	I support the panel's selection and approve this report.
2	24-MAY-21		Panel Member	25-MAY-21	Approved	I support the analysis of applicants as outlined in the selection report and support offering the position to <input type="text" value="Name"/>
3	25-MAY-21		Panel Member	25-MAY-21	Approved	I agree with the assessment of applicants as outlined in the selection report and am happy to support the appointment of <input type="text"/> to the role.
4	25-MAY-21	Lexie McHugh	Delegate	25-MAY-21	Approved	Approved. <input type="text"/> <input type="text" value="Third party personal information"/>

**If you want to make changes to the selection report you must revoke the current report and restart the approval workflow.**

[Revoke Selection Report](#)



## Requisition Summary

This report has been compiled by the approved panel in line with Queensland Government selection standards and criteria

## Requisition Details

Requisition Ref:	QLD/370048	Position Type:	Fixed Term Temporary
Position Number:	2000137	Classification:	AO6
Position Title:	Senior Communications Officer	Duration:	9 months
Hiring Manager:	Name - OOS	Hours:	
Department:	Department of Children, Youth Justice and Multicultural Affairs	Location:	Brisbane
Org Unit 2:	Corporate Services	Total Applications	18
Org Unit 3:	Strategic Communication and Media	Report Raised:	2021-05-18
Org Unit 4:	Strategic Communication	Report Approved:	2021-05-25
Org Unit 5:		Panel Members Meeting:	18-MAY-2021
		Panel Approver:	Lexie McHugh

## Selection Panel

Selection Panel Members						
Name	Role	Notified	Action	Comments		Key Contact
	Panel Chair		Approved	I support the panel's selection and approve this report.		Yes
	Panel Member		Approved	I support the analysis of applicants as outlined in the selection report and support offering the position to [redacted]		
	Panel Member		Approved	I agree with the assessment of applicants as outlined in the selection report and am happy to support the appointment of [redacted] to the role.		

Delegated Approver						
Name	Role	Notified	Action	Comments		Key Contact
Lexie McHugh	Delegate		Approved	[redacted] Duplicate information		

## Conflict of Interest

Name	Role	Conflict Disclosed	Conflict Details
	Panel Chair	No	
	Panel Member	No	
	Panel Member	No	
Lexie McHugh	Delegate	No	

## Selection Strategies

Selection Strategies Used
Curriculum Vitae (CV, Resume)
Interviews (Behavioural, Situational)

## Selection Strategy Process Details

The vacancy for the temporary Senior Communications Officer, Strategic Communication and Media, was advertised internally on SmartJobs from 14 April to 28 April. Two notices were also posted to Wired. In their applications, candidates were asked to provide: a maximum two-page cover letter outlining who you are, your strengths, qualifications, how you meet the capability requirements for the role and why you are interested in this role; a current resume containing details of two referees. At least one referee should have a thorough knowledge of your work over the past two years as your manager or supervisor. There were 18 applications received through SmartJobs. The selection panel for the temporary position included: Panel Chair - [redacted] Manager, Strategic Communication and Media; Panel member 1 - [redacted] Manager, Strategic Communication and Media; Panel member 2 - [redacted] A/AO7, Strategic Communication and Media. The panel members convened to deliberate all applications received, and shortlisted 4 candidates: [redacted]. Prior to interview, [redacted] advised they had found other employment and would not be available for interview. The panel then invited [redacted]

and [redacted] to interview. Interviews were scheduled for Tuesday, 18 May. Candidates were advised they would be provided 30 minutes preparation time to peruse the questions and complete a short writing task. Selection strategies included: Selection tool 1 - Written application/resume; Selection tool 2 - Interview; Selection tool 3 - Writing task. Referee checks were not used as a selection strategy. They were used to validate the panel's assessment in accordance with clause 8 of the Recruitment and Selection Directive.

List of candidates

[Redacted box]



Overall Ranking

Suitability for order of merit

Pre-employment Checks required

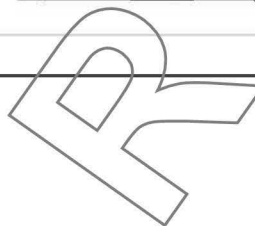
Offer of Appointment

Individual Statements against key attributes

[redacted]'s written application and resume were of a high standard. Her resume showed a breadth of experience across local and state government, and demonstrated experience in operational, tactical level comms tasks and more strategic comms work. She showed experience working across traditional and digital communication channels. [redacted] performed well at interview. She presented in a professional and friendly manner and appeared to have spent the allocated preparation time well. She presented her responses confidently, and was comfortable engaging with the panel members when they asked follow up questions. She drew on a number of projects as evidence of her skills in response to the interview questions. Her response to the first question regarding developing, implementing and evaluating a communication project was comprehensive. The example of a communication strategy to assist [redacted] demonstrated a response to a business need, covering the breadth of planning, implementation and evaluation required. This example demonstrated [redacted]'s capacity to lead communication projects from development, implementation and through to completion. She elaborated on how she worked with multiple stakeholders including [redacted], regional office staff, the chamber of commerce and Commonwealth government agencies, and measures she put in place to be able to update information to business as parameters around funding changed. [redacted] outlined her ability to organise multiple components, juggle competing priorities and be agile and flexible as issues arose. [redacted] addressed all components of the question to a high standard. The second question concerned the candidate's ability to develop and maintain stakeholder relationships and manage competing stakeholder priorities. [redacted] was able to clearly describe how she builds relationship with clients, outlining that as a communication account manager at [redacted] she met regularly with client areas to learn about their business, anticipate any communication opportunities, identify opportunities and risks, and develops forward plans based on this engagement. This allows her to see any common issues across the various account areas. [redacted] also outlined how she managed the regular [redacted] magazine for residents, working with internal clients to develop content, and writing the [redacted] messages. [redacted]'s example also demonstrated her ability to manage multiple priorities and meet deadlines. The third question regarding choice of communication channels allowed the panel to gauge the candidates' depth of understanding of communication planning, as this is a big part of the role. [redacted]'s example focused on a campaign to advise [redacted] Third party personal information [redacted]. She also used non-paid channels available to her, including organic social media and animations developed in-house, and existing e-newsletters. Her response to this question showed a thorough understanding of the considerations required when determining communication channels, including research and consultation. It also demonstrated her ability to lead a project in response to a business need from development, through to implementation to completion. Her example showed she had strong skills in using a range of traditional and digital marketing channels to meet a communication need. [redacted]'s written exercise demonstrated that she is able to write satisfactorily under pressure. She attempted to follow the style as advised.

Comparative Statement against other applicants and key attributes of the position

While all three candidates presented well at interview, [redacted]'s breadth of experience across different levels of government, traditional and digital communication channels, maturity in managing stakeholders and ability to meet competing stakeholder demands and deadlines made her stand out from the other two candidates. Many of her examples were similar to communication projects our branch undertakes. She appeared to be well prepared for the interview and her examples and referee checks confirm that she would be able to work well with the team's AO7s and also on her own projects. She would be very capable of supporting the corporate communication work on [redacted]'s non-work days and also assisting [redacted] in the planning and roll out of the proposed CSO recruitment campaign. Due to the reasons provided above, the panel unanimously agreed that [redacted] is the recommended applicant for appointment to the temporary role and places first on the Order of Merit.



Third party personal information

Third party personal information

**Further Comments/Notes on Late/Withdrawn Applicants**

Hello [redacted] Lexie has seen the draft version and is ok with it. Can you approve through springboard and it should then go to Lexie for final approval through springboard. Thanks [redacted]

**Attached Documents**

- AO6 candidates (1).pdf (Other)
- [redacted] (Referee Report/Check)
- [redacted] (Referee Report/Check)
- [redacted] (Referee Report/Check)
- [redacted] (Referee Report/Check)

**Selection Panel Appointment Recommendation**

The selection panel recommends that the position of Senior Communications Officer AO6 (QLD/370048) is offered to:

Applicant Name	Recommendation for Appointment	Position No	Employment Status	Hours per Fortnight
----------------	--------------------------------	-------------	-------------------	---------------------

as the most meritorious applicant/s. Should a recommended applicant not accept this position, it is recommended that the next applicant rated as suitable for appointment on the order of merit be considered for the position, or that the position be re-advertised if there is no order of merit.

**Salary Determination**

The selection panel may recommend an applicant to be appointed to a particular paypoint within the classification level. Such a recommendation is to be made in accordance with any relevant Industrial Instrument.

Applicant Name	Classification	Paypoint	Justification for above paypoint 01
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Applicant Name	Other Arrangements
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**From:** [Redacted]  
**To:** [Redacted]  
**Cc:** Lexie McHugh; CYJMA\_CorpServices\_BusinessSupport  
**Subject:** RE: Recruitment process for position 2000137 in Strategic Communication  
**Date:** Tuesday, 25 May 2021 1:44:45 PM  
**Attachments:** image001.jpg; selection\_Report.html

Hi [Redacted]

Thanks for this. I've attached the selection report from Springboard with Lexie's approval. Hopefully this suits?

I'll contact [Redacted] now and confirm employee ID and commencement date.

Thanks

[Redacted]  
Principal Communication Advisor  
Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs  
Level 14, 111 George Street, Brisbane, Q. 4000

**Phone number**

Please note I do not work Fridays and alternate Thursdays.

**From:** [Redacted]  
**Sent:** Tuesday, 25 May 2021 1:41 PM  
**To:** [Redacted]  
**Cc:** [Redacted]; Lexie McHugh <Lexie.McHugh@cyjma.qld.gov.au>; CYJMA\_CorpServices\_BusinessSupport <CYJMA\_CorpServices\_BusinessSupport@cyjma.qld.gov.au>  
**Subject:** RE: Recruitment process for position 2000137 in Strategic Communication

Hi

[Redacted] Third party personal information

[Redacted]

Also the attached word document is not signed. I need something signed or an endorsement email from the delegate which would have to be ED level for this. Can this be provided?

Once all confirmed I'll raise the secondment in via my appointment.

Kind regards

[Redacted]  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs

**From:** [Redacted]  
**Sent:** Tuesday, 25 May 2021 1:33 PM  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** FW: Recruitment process for position 2000137 in Strategic Communication

Hi [Redacted]

Thank you for your help.

I've attached the selection report as discussed. Our preferred candidate is [Redacted]. Regarding pay point, the selection report lists her pay point at [Redacted]

Regarding commencement date, [Redacted] this would make the likely start date **14 June 2021**.

Thanks again,

[Redacted]  
Principal Communication Advisor  
Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs  
Level 14, 111 George Street, Brisbane, Q. 4000

Please note I do not work Fridays and alternate Thursdays.

**From:** [Redacted]  
**Sent:** Tuesday, 25 May 2021 11:29 AM  
**To:** [Redacted]  
**Subject:** Recruitment process for position 2000137 in Strategic Communication

Hi [Redacted]

I hope you are well.

Would you mind giving me a call when you have an opportunity? I'm on the panel for the recruitment of position 2000137 – Senior Communications Officer in Strategic Communication (ref QLD/370048). The panel chair [redacted] is on leave for the next couple of days and Lexie has asked me to progress the appointment asap so we can secure the preferred candidate. All panel members and Delegate have approved the selection report and recommendation in Springboard.

I notice you're listed as the Hiring Manager – will you be progressing this through My Appointment?

Thanks,

**Name**  
Principal Communication Advisor  
Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs  
Level 14, 111 George Street, Brisbane, Q. 4000

**Please note I do not work Fridays and alternate Thursdays.**

RTI RELEASE

**From:** Leanne Webster  
**To:** [Redacted] Name [CYJMA\\_CorpServices\\_BusinessSupport](mailto:CYJMA_CorpServices_BusinessSupport)  
**Cc:** [Redacted]  
**Subject:** RE: Commencement paperwork : AO6 Senior Communications Officer position  
**Date:** Monday, 14 June 2021 10:28:39 AM  
**Attachments:** [Third party personal information](#).pdf  
[image002.png](#)

Thanks [Redacted]. Please find signed form attached.

**Leanne Webster | A/Director**  
 Strategic Communication  
**Department of Children, Youth Justice and Multicultural Affairs**  
 Level, 11 111 George St, Brisbane Q 4000

[Redacted]

**From:** [Redacted]  
**Sent:** Monday, 14 June 2021 10:26 AM  
**To:** Leanne Webster [Redacted]  
[CYJMA\\_CorpServices\\_BusinessSupport](mailto:CYJMA_CorpServices_BusinessSupport)  
[<CYJMA\\_CorpServices\\_BusinessSupport@cyjma.qld.gov.au>](mailto:CYJMA_CorpServices_BusinessSupport@cyjma.qld.gov.au)  
**Subject:** RE: Commencement paperwork : AO6 Senior Communications Officer position

Hi Leanne

Please find updated attached.

Kind regards

[Redacted] Senior Business Officer  
 Office of the Deputy Director-General (Corporate Services)  
[Department of Children, Youth Justice and Multicultural Affairs](#)

[Redacted]

**From:** Leanne Webster [Redacted]  
**Sent:** Monday, 14 June 2021 9:51 AM  
**To:** [CYJMA\\_CorpServices\\_BusinessSupport](mailto:CYJMA_CorpServices_BusinessSupport)  
[<CYJMA\\_CorpServices\\_BusinessSupport@cyjma.qld.gov.au>](mailto:CYJMA_CorpServices_BusinessSupport@cyjma.qld.gov.au)  
**Subject:** RE: Commencement paperwork : AO6 Senior Communications Officer position

Hi [Redacted]

The temporary end date on this form is incorrect. It should be 28 January 2022. Are you able to amend and I will sign?

**Leanne Webster | A/Director**  
 Strategic Communication  
**Department of Children, Youth Justice and Multicultural Affairs**  
 Level, 11 111 George St, Brisbane Q 4000

[Redacted] Phone number

---

**From:** [redacted] Name } **On Behalf Of**  
CYJMA\_CorpServices\_BusinessSupport  
**Sent:** Monday, 14 June 2021 8:19 AM  
**To:** Leanne Webster [redacted]  
**Cc:** CYJMA\_CorpServices\_BusinessSupport  
<CYJMA\_CorpServices\_BusinessSupport@cyjma.qld.gov.au> [redacted]  
[redacted]  
**Subject:** FW: Commencement paperwork : AO6 Senior Communications Officer position

Hi Leanne

[redacted] is due to commence with us today. Can you confirm she has by signing the attached start my pay form and email back so I can submit to payroll today?

Kind regards

[redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs  
[redacted]

---

**From:** [redacted]  
**Sent:** Friday, 4 June 2021 9:02 AM  
**To:** CYJMA\_CorpServices\_BusinessSupport  
<CYJMA\_CorpServices\_BusinessSupport@cyjma.qld.gov.au>  
**Cc:** [redacted]  
**Subject:** Re: Commencement paperwork : AO6 Senior Communications Officer position

Hi [redacted]

Please find attached my completed forms as requested, apology about the delay in signing them.

Let me know if you need anything further.

[redacted]  
Third party personal information

**From:** [redacted] Name [redacted] on behalf of  
CYJMA\_CorpServices\_BusinessSupport  
<CYJMA\_CorpServices\_BusinessSupport@cyjma.qld.gov.au>

**Date:** Friday, 28 May 2021 at 2:28 pm

**To:** [redacted]  
**Cc:** [redacted]

CYJMA\_CorpServices\_BusinessSupport  
<CYJMA\_CorpServices\_BusinessSupport@cyjma.qld.gov.au>

**Subject:** Commencement paperwork : AO6 Senior Communications Officer position

Hi [redacted]

Congratulations on your secondment for the Senior Communication Officer position with CYJMA.

Please find attached forms for your completion.

1. Tax Declaration Form
2. Start my pay form
3. Employment screening form

Could you please complete ASAP and email back to me and I'll progress with payroll.

Kind regards

[redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs

[redacted] Phone number

DISCLAIMER: The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Queensland Government and its authorities. If you received this communication in error, please notify the sender immediately and delete it from your computer system network. This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege. If you have received this E-Mail in error, please notify the author and delete this message immediately.

**From:** CYJMA Corp Services  
**To:** [Redacted] Megan Graham  
**Cc:** Lexie McHugh; [Redacted]  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7  
**Date:** Monday, 24 May 2021 12:34:56 PM

Thanks all – I have progressed to Bern for approval under CYJMA 02917-2021. Lexie and [Name] have been added as information officers.

Kind regards

[Redacted]

Manager

Office of the Deputy Director-General  
Department of Children, Youth Justice and Multicultural Affairs  
Level 5, 111 George St, Brisbane Q 4000

[Redacted] Phone number

**From:** [Redacted]  
**Sent:** Monday, 24 May 2021 11:14 AM  
**To:** Megan Graham <Megan.Graham@cyjma.qld.gov.au>; CYJMA Corp Services <CYJMA\_CorpServices@cyjma.qld.gov.au>  
**Cc:** Lexie McHugh <Lexie.McHugh@cyjma.qld.gov.au>; [Redacted]  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7

Thanks for confirming Megan.

[Redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs  
[Redacted]

**From:** Megan Graham <Megan.Graham@cyjma.qld.gov.au>  
**Sent:** Monday, 24 May 2021 10:44 AM  
**To:** CYJMA Corp Services <CYJMA\_CorpServices@cyjma.qld.gov.au>  
**Cc:** Lexie McHugh <Lexie.McHugh@cyjma.qld.gov.au>; [Redacted]

[Redacted]  
**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7

Hi all – confirming I did not receive and SEAWC candidate, please progress the MFA to Bernadette, thanks.

**Megan Graham**  
Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs

Level 35, 1 William St Brisbane QLD 4001

[Redacted]

[megan.graham@cyjma.qld.gov.au](mailto:megan.graham@cyjma.qld.gov.au)

*I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.*

**From:** Megan Graham

**Sent:** Friday, 21 May 2021 4:48 PM

**To:** CYJMA Corp Services <[CYJMA\\_CorpServices@cyjma.qld.gov.au](mailto:CYJMA_CorpServices@cyjma.qld.gov.au)>

**Cc:** Lexie McHugh <[Lexie.McHugh@cyjma.qld.gov.au](mailto:Lexie.McHugh@cyjma.qld.gov.au)> [Name]

**Subject:** RE: FOR MINCOR ON MONDAY: DDG MFA to appoint 2 x Media AO7

Hi [Redacted]

As discussed just now, I am confirming that this is a permanent appointment for both [Redacted] and [Redacted]

[Redacted]'s pay point is AO7 [Redacted] Third party personal information

[Redacted]'s pay point is AO7 [Redacted]

Also confirming that I am both the author of the MFA and the ED endorser – multiskilled.

If you could please put my endorsement with Monday's date and send to Bern then, we are all sorted. .

Many thanks

**Megan Graham**

Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs

Level 35, 1 William St Brisbane QLD 4001

[Redacted]

*I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.*

Duplicate email trail

**From:** [Name]  
**To:** [Name]  
**Cc:** Megan.Graham  
**Subject:** FW: AO7 principal media officer recruitment docs  
**Date:** Wednesday, 14 April 2021 12:47:25 PM  
**Attachments:** [AO7 recruitment selection report April 2021.pdf](#)  
[AO7 recruitment conflict of Interest form.pdf](#)  
**Importance:** High

Hi [Name]

Shannan has approved the selection report and signed the conflict of interest form, as attached.  
Thanks,



A/Manager

Office of the Deputy Director-General  
Department of Children, Youth Justice and Multicultural Affairs  
Level 5, 111 George St, Brisbane QLD 4000

[Phone number]

**From:** Shannan Quain  
**Sent:** Wednesday, 14 April 2021 12:16 PM  
**To:** [Redacted]  
**Subject:** FW: AO7 principal media officer recruitment docs  
**Importance:** High

Endorsed

**From:** [Redacted]  
**Sent:** Tuesday, 13 April 2021 9:03 AM  
**To:** [Redacted]  
**Cc:** Megan.Graham <Megan.Graham@cyjma.qld.gov.au>  
**Subject:** AO7 principal media officer recruitment docs

Hi [Name]

I believe Megan has advised you that I would be sending you AO7 media officer selection documentation for signing by Shannan, plus other supporting documentation.

The attachments comprise:

- Selection report for signing by Shannan
- Conflict of Interest declaration for signing by Shannan
- Six referee reports, two each for the applicants [Redacted]
- Selection matrix showing the scores of the applicants
- Job description
- Three applications, one each from the short-listed candidates.

Please let me know if you require anything else:

Cheers



Name

Media manager

Strategic Communication and Media | Department of Children, Youth Justice and Multicultural Affairs  
Level 35, 1 William St Brisbane Q 4000

Phone number

RTI RELEASE

## Panel Member and Delegate Declaration of Conflict of Interest / Personal Knowledge Form

This form must be completed by all panel members and the delegate (decision maker) prior to the commencement of a recruitment and selection process.

Section A: Vacancy details	
Position Title:	Principal Media Officer
Vacancy Reference No:	751207
Classification:	AO7

### Section B: Declaring and resolving conflicts of interest

Panel members and the delegate considered the list of applicants for the vacancy details listed above and considered what, if any measures are required to be implemented to ensure that the process:

- complies with relevant departmental policy and directives
- addresses any conflicts of interest appropriately, and
- is free from actual or perceived bias.

Each panel member and the delegate has, in accordance with the department's Conflicts of interest policy, declared below any conflict of interest in this selection process that may compromise a panel member's or delegate's ability to undertake their role as a panel member or delegate.

Panel Member	Declaration
	<input type="checkbox"/> Identified no conflict of interest with any of the applicants. <input checked="" type="checkbox"/> Currently works, or has worked, as colleague and/or supervisor with direct knowledge of applicant/s: <input type="text"/> Name <input type="checkbox"/> declared it was a standard working circumstance with collaborative and respectful relationships with all. The panel was satisfied that there was no conflict of interest. <input type="checkbox"/> Identified an actual, potential or perceived conflict of interest with applicant/s: [insert Names(s)]. <b>→ Action required – panel chair must complete Section C.</b>
Megan Graham	<input checked="" type="checkbox"/> Identified no conflict of interest with any of the applicants. <input checked="" type="checkbox"/> Currently works, or has worked, as colleague and/or supervisor with direct knowledge of applicant/s: <input type="text"/> Megan Graham declared it was a standard working circumstance with collaborative and respectful relationships with all. The panel was satisfied that there was no conflict of interest. <input type="checkbox"/> Identified an actual, potential or perceived conflict of interest with applicant/s: [insert Names(s)].

Panel Member	Declaration
	<b>→ Action required – panel chair must complete Section C.</b>
Tim Whittaker	<input checked="" type="checkbox"/> Identified no conflict of interest with any of the applicants.  <input type="checkbox"/> Currently works, or has worked, as colleague and/or supervisor with direct knowledge of applicant/s: [insert Names(s)]. [Panel member's name] declared it was a standard working circumstance with collaborative and respectful relationships with all. The panel was satisfied that there was no conflict of interest.  <input type="checkbox"/> Identified an actual, potential or perceived conflict of interest with applicant/s: [insert Names(s)]. <b>→ Action required – panel chair must complete Section C.</b>
Shannan Quain	<input checked="" type="checkbox"/> Identified no conflict of interest with any of the applicants.  <input type="checkbox"/> Currently works, or has worked, as colleague and/or supervisor with direct knowledge of applicant/s: [insert Names(s)]. [Delegate's name] declared it was a standard working circumstance with collaborative and respectful relationships with all. The panel was satisfied that there was no conflict of interest.  <input type="checkbox"/> Identified an actual, potential or perceived conflict of interest with applicant/s: [insert Names(s)]. <b>→ Action required – panel chair must complete Section C.</b>

### Section C: Strategies to manage the conflict of interest

This section is to be completed by panel chair and/or delegate (if applicable).

**Where a panel member or delegate declares a conflict of interest and/or personal knowledge, detail the action and strategies put in place to manage and/or address the declaration.**

### Section D: Panel Member and delegate certification

Panel members and the delegate have indicated they are able to make selection decisions based on a proper, evidence-based assessment of merit. However, all panel members and the delegate have indicated that if at any stage during the selection process they feel the impartiality of another panel member or the delegate is compromised, or that actual or a perception of bias is apparent, then this will be brought to the attention of the panel and/or delegate and the panel and/or delegate

will decide on what, if any action will be taken. This may include a panel member and/or delegate withdrawing from the process and being replaced.

Panel Chair's Name: Breda Wall

Panel Member's Name: Megan Graham

Panel Member's Name: Tim Whittaker

Signature:

Signature

Date: 6/4/2021

Signature:

Date: 6/4/2021

Signature:

[Redacted Signature]

Date: 6/4/2021

Delegate's Name: Shannan Quain

Signature:

[Redacted Signature]

Date: 14/04/2021

RTI RELEASE

# Selection Report

<b>Position title:</b>	Principal Media Officer	<b>Classification:</b>	A07
<b>Business unit:</b>	Media Unit, Strategic Communication and Media	<b>Location:</b>	Brisbane CBD
<b>Position type (i.e. temp, perm):</b>	Temporary	<b>Position no.:</b>	751207
<b>Job Ad Reference:</b>	Internal	<b>Closing date:</b>	30/03/2021

## PART A: RECOMMENDATION

The selection panel recommends that  be offered the position with a commencing pay of A07

The panel also recommends the following order of merit:

2.

3.

Selection panel recommendation		
Name	Position	Business Unit
<input type="text"/>	Media Manager	Media Unit, Strategic Communication and Media (Chair)
<b>Signature:</b>	<input type="text" value="Third party personal information"/>	<b>Date:</b> 12/4/2021
Megan Graham	Executive Director	Strategic Communication and Media
<b>Signature:</b>	<input type="text"/>	<b>Date:</b> 12/4/21
Tim Whittaker	Director Media, Communication and Online	QFES
<b>Signature:</b>	<input type="text"/>	<b>Date:</b> 12/04/2021

Delegate approval		
Name	Position	Business Unit
Shannan Quain	A/Deputy Director General	Corporate Services
<b>Signature:</b>	<input type="text"/>	<b>Date:</b> 14/04/2021

## PART B: ASSESSMENT OF SHORTLISTED APPLICANTS

### Selection strategy

The panel for Principal Media Officer, Media Unit, Strategic Communication and Media, which closed on 30 March 2021 consisted of:

- Panel Chair – [Name] Manager, Media Unit, Strategic Communication and Media
- Panel Member 1– Megan Graham, Executive Director, Strategic Communication and Media
- Panel Member 2 – Tim Whittaker, Director, Media, Communication and Online, QFES

Each member of the panel participated in every aspect in relation to this selection process. Aligned to section 27 and 28 of the Public Service Act 2008, the merit principle was consistently applied to applicants throughout all assessment processes. Equal weighting was placed on each assessment item throughout the process.

Prior to commencement of shortlisting, all panel members and the delegate considered and declared any conflicts of interest (including the absence of any conflicts of interest). Attached is a copy of the Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge Form, where two Panel members [Name] and Megan Graham, identified that they currently work as a supervisor with direct knowledge of all three applicants, as it is an internal EOI process. Both Panel members declared it was a standard working circumstance with collaborative and respectful relationships with all. The panel was satisfied that there was no conflict of interest. The Panel Chair advised they would monitor and address any unconscious bias by challenging the Panel Members throughout the process.

Selection strategies included:

- **Selection tool 1** – Application letter and resume
- **Selection tool 2** – Interview

Referee checks were not used as a selection strategy but were used to validate the panel's assessment in accordance with clause 8 of the Recruitment and Selection Directive. Two referee checks were conducted for the recommended appointee and all candidates placed on the Order of Merit.

### Recommended appointee

Name

[Name]

Selection tool 1

[Name]'s application was of an extremely high standard. She demonstrated extensive and varied experience in media and communication roles, including outlining her work at [Name] in an AO7 Media role since July 2019, and as an AO7 at [Name] for the three years proceeding in a media and communications role. Her experience indicates strong writing skills first honed from working in journalism and then in strategic communication and media liaison. It also indicated her ability to work with a wide range of stakeholders, manage and mentor staff, be an adaptable team player and possess strong organisational skills that allow her to consistently meet deadlines.

Selection tool 2

To demonstrate her interest in and suitability for the role, [Name] gave a very structured response including her interest in the portfolio areas, the opportunities it provided for learning and [Third party personal information]. She detailed her more than 20 years of experience in media/communication as a reason for her suitability.

[Name] provided a thorough response to the question of [Interview question]. She did not miss any steps in the process and was very detailed as to how she would brief up about it. She was able to name some of the department's internal stakeholders and gave an excellent example of [Name].

[redacted] This example about how her employer, [redacted] dealt with a [redacted] story and interview request, demonstrated her high-level strategic media thinking and her ability to deal with stakeholders at various levels and in very thorough ways. She obviously went to great lengths to resolve the particular issue including building trust in her judgement and not being afraid to bring experts on board for subject matter advice.

From her response about [redacted] it was clear that [redacted] was well experienced and understood how to pull them together very quickly. She recognised the need to consult with a range of stakeholders to get the best advice possible on what media opportunities were possible or appropriate. She gave a very strong example of a very recent [redacted] media stand-up around the [redacted] program. She showed her ability to work closely with senior stakeholders and provided media training to a [redacted] manager to make sure a [redacted] spokesperson was available on the day. This resulted in an excellent outcome [redacted]

[redacted] Third party personal information

[redacted] was very strong in her answer regarding processes. She highlighted approval processes so senior leaders weren't faced with surprises. She gave a very relevant example of the benefits and importance of having key messages at hand across the portfolio areas. She talked about the manager delegating work to ensure a fair load across the team and highlighted the need for a clear understanding of expectations for all staff.

When demonstrating her ability to lead a team and mentor staff, she talked about her previous experience managing staff as a [redacted] [redacted] and how much she enjoyed mentoring. She was very strong in her answer and gave two very solid examples of how she had mentored staff and watched them bloom in both workplaces. She was specific about the strategies she used, including firstly, letting the staff lead on where they felt they needed to develop.

[redacted] Name attended the interview well prepared, presented professionally and had clear examples of work. In the examples she presented, she could clearly articulate the purpose of the work, and demonstrate her high-level strategic thinking by linking her work to protecting the reputation of the department and promoting its positive work.

**Overall comparative**

**Comparative statement**

[redacted] clearly demonstrated her ability to fulfil the requirements of the Principal Media officer (AO7) role given the depth of her experience and her ability to operate at a senior and very strategic level.

[redacted] was able to demonstrate her experience working with a range of stakeholders, internal and external to the organisation, in order to pull together media opportunities quickly and well.

She demonstrated her ability as a very 'safe pair of hands' with a strong emphasis on process and policies.

[redacted]'s response to managing staff was strong. She was cognisant of how to mentor staff and embraced the challenge of cultivating talent.

[redacted] Third party personal information

RAFT

	<p><input type="text"/> rated well across all the capabilities, followed by <input type="text"/></p> <p><input type="text"/> had a good interview technique, had strong examples and was thorough in her responses. <input type="text"/></p> <p>Two referee reports were requested for each of the three candidates and all six referees were very positive, and confirmed the panel's assessment.</p> <p>Because of the above analysis, the panel unanimously agreed that <input type="text"/> Name is the recommended applicant for appointment to the role and places first on the Order of Merit, <input type="text"/></p>
<b>Recommended Pay-point</b>	<p>A07 <input type="checkbox"/></p> <p><input type="text"/></p>
<b>Pre-employment checks (including referee checks)</b>	<p><input checked="" type="checkbox"/> Referee reports received. In accordance with clause 8 of the Recruitment and Selection Directive, referee reports were used to validate the panel's assessment.</p> <p><input type="checkbox"/> Applicant not recommended for appointment or placed on the order of merit.</p>

RTI RELEASED

Third party personal information



**PART C: ASSESSMENT OF APPLICANTS NOT SHORTLISTED**

Name	Comments/Reason
	All applicants were shortlisted.

**PART D: ATTACHMENTS**

Attachment	Document
A	Role Profile
B	Applications received from the recommended appointee and shortlisted applicants
C	Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge form
D	Assessment matrix
E	Referee reports – (As a minimum for the recommended appointee <u>and</u> applicants placed on the Order of Merit)

RTI REVIEW

### 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
- Pre-employment screening documentation
- Serious discipline history declaration
- Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge form
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- 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 qualifications (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.**

**From:** QSS Appointments Recruitment  
**To:**   
**Subject:** Principal Communications Officer,27/05/2021  
**Date:** Tuesday, 8 June 2021 5:43:07 PM  
**Attachments:** 2021-009608.pdf

Dear

Queensland Shared Services (QSS) provides a range of corporate service activities, including appointment and payroll processes, on behalf of your employing department.

QSS has attached a letter providing details of your appointment to the above position.

If other information is attached, could you please read this carefully and follow the instructions provided.

Should you have any queries regarding this email, please contact your supervisor.

HR Services  
Queensland Shared Services

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Thank you.

Job Ad Reference:

8 June 2021

Third party personal information

Dear 

Congratulations! I'm pleased to confirm your role with Department of Youth Justice. I believe you'll be a valuable addition to the team and make a difference to the lives of Queenslanders.

## Your appointment

<b>Role</b>	Principal Communications Officer Communications Youth Justice Strategy and Performance Department of Youth Justice
<b>Location</b>	Brisbane
<b>Start date</b>	27 May 2021
<b>Employment status</b>	Permanent Full-time
<b>Classification level</b>	AO7 <input style="width: 30px; height: 20px;" type="text"/>
<b>Hours per fortnight</b>	72 hrs 30 mins
<b>Salary per fortnight</b>	<input style="width: 120px; height: 20px;" type="text"/>
<b>Allowances</b>	Not Applicable
<b>Probation period</b>	Not Applicable
<b>Award</b>	Queensland Public Service Officers and Other Employees Award – State 2015
<b>Certified Agreement</b>	State Government Entities Certified Agreement 2015
<b>Basis of appointment</b>	Public Service Act 2008

## Conditions of employment and entitlements

We expect you'll perform to the highest standard and be personally accountable in everything you do. In return, we're committed to providing you with every opportunity to learn, grow, and achieve to the highest level of your ability.

You'll have the opportunity to discuss your performance plan with your supervisor shortly after you start.

The Queensland Government assigns a classification level to each role. This determines your salary and level of responsibilities and allows for transfers or secondments to similar roles within your classification level if needed.

# Working for the Queensland Government

The Queensland Government is the state's largest employer. We provide an inclusive and diverse workplace, and develop and promote our people based on skill and capabilities, irrespective of gender, ethnicity, generation, sexual orientation or disability.

Our people are passionate about making Queensland better through what they do. We reward them with competitive pay and conditions, and a flexible working environment that provides a healthy blend of work and life.

Please keep this letter as your record of employment. We don't need you to sign and return it. If you have any further questions, please contact your supervisor.

Congratulations again. I hope your work with us is challenging, rewarding and enjoyable.

Yours sincerely

Third party personal information

Sharon Dickman  
**Executive Director**  
Service Delivery  
Queensland Shared Services  
Department of Housing and Public Works

for Department of Youth Justice

RTI RELEASED



**From:** [Name]  
**To:** Youth Justice HR Processing  
**Cc:** [Name] CYJMA - CorpServices\_BusinessSupport  
**Subject:** My.appointment for PN 751207  
**Date:** Thursday, 22 April 2021 9:38:59 AM  
**Attachments:** [ ]

Hi  
 Please find attached and details below. I've also attached the approval email from Megan Graham, Executive Director.  
 Any questions please let me know.

Regards  
 [Name] Senior Business Officer  
 Office of the Deputy Director-General (Corporate Services)  
 Department of Children, Youth Justice and Multicultural Affairs

**From:** [Name] - On Behalf Of Youth Justice HR Processing  
**Sent:** Thursday, 22 April 2021 9:13 AM  
**To:** [Name]  
**Cc:** [Name]  
**Subject:** RE: [Name] - My.appointment for PN 751207

Hi [Name]  
 Can you please provide my appointment details for this employee please ;  
 DYJ payroll may ask for the following documents to move entity into our payroll system, could you ask [Name] to fill them out to ensure transition is smooth through the system.

2.1	Title ***	Third party personal information
2.2	Given name ***	
2.3	Surname***	
2.4	Postal address***	
2.5	Suburb***	
2.6	State***	
2.7	Post code***	
2.8	Country (if different to Australia)	
2.9	Date of Birth	
2.10	Is the appointee currently or even been a QLD Government Employee	
(a)	If yes, provide employee number	
(b)	Email address***	
	Citizenship	
2.11	Visa type	
<b>SECTION 3 - Substantive / holder / Current Public Service or applicable Public Sector Employment</b>		
3.1	Substantive/holder status:	Permanent
3.2	Substantive/holder PN title:	[ ]
3.3	Substantive/holder Work Unit:	[ ]
3.4	Substantive/holder Departments:	CYJMA
3.5	Substantive/holder Classification:	[ ]
3.6	Substantive/holder paypoint:	[ ]
<b>Current details - Only complete these if different from your substantive position details</b>		
3.7	Current position title	[ ]
3.8	Current Work Unit	[ ]
3.9	Current Department	[ ]
3.10	Current Classification	[ ]
3.11	Current paypoint	[ ]
<b>SECTION 4 - type of appointment</b>		
4.1	What is the appointment type for the appointee	Secondment in
(a)	Is an appointment letter required	Yes
(b)	It is recommended that employees on secondment be moved to your Department's payroll	Yes
(c)	If the temporary employee is transferring departments please indicate if leave balances are to be transferred	Yes
4.2	Appoint to classification	AO7
4.3	<b>Appoint to paypoint</b>	[ ]
4.4	Attendance / Employment status	Part-time
(a)	if part-time arrangement, please note FTE/hours - e.g. <b>0.8fte 58 hours</b>	[ ]

(b)	Shift work status	No
(c)	Full time hrs/mins per fortnight	
(d)	Part time hrs/mins per fortnight	
(e)	Full time equivalent	Third party personal information
4.5	Agreed commencement date***	19/04/21
4.6	End date / term (***) <b>Temporary appointments</b> )	30/06/21
	Act / Basis of Employment	Public Service Act 2008
	Award	Queensland Public Service Officers and Other Employees Award – State 2015
	Agreement	State Government Entities Certified Agreement 2015
4.10	Allowance	Nil
(a)	Locality allowance	Nil
(b)	Other	Nil
4.11	Reason for appointment (***) <b>Temporary appointments</b> )	Vacant position
(a)	Please advise circumstances/specified task(s) that require the temporary engagement	
4.12	Probation	Nil
4.13	Transfer and Appointment Expenses	Nil
(a)	Employee costing details (cost centre/internal order number)	1372006
4.15	Appointment to vacancies Exempt from advertising/Temporary employee to tenured status:	No

If unsure of any details, please feel free to contact me.

Many thanks

**Name** [redacted] Business Support Officer  
 Office of the Senior Executive Director, Youth Detention and Operations  
 Department of Children, Youth Justice and Multicultural Affairs

**From:** [redacted]  
**Sent:** Thursday, 22 April 2021 9:06 AM  
**To:** Youth Justice HR Processing <vjhrprocessing@cyjma.qld.gov.au> [redacted]  
**Subject:** [redacted] My.appointment for PN 751207

Hi [redacted]  
 [redacted] would like us to action a my.appointment for [redacted] in PN751207 as **A07 not A08**. Can you please send [redacted] my.appointment form to complete.  
 Hi [redacted] – can you also please send the email with the approver so I can approve on behalf of.

Thank you  
 Kind regards  
 [redacted] Manager  
 Office of the Deputy Director-General  
 Department of Children, Youth Justice and Multicultural Affairs  
 Level 25, 111 George Street, Brisbane Qld 4001

**Phone number** [redacted]  
View details of how we use your information. You may wish to review our privacy policy. If you are the person who provided the information, you may wish to review our privacy policy. If you are not the person who provided the information, you may wish to review our privacy policy. If you are not the person who provided the information, you may wish to review our privacy policy.

**From:** [redacted]  
**Sent:** Wednesday, 21 April 2021 1:56 PM  
**To:** [redacted]  
**Subject:** RE: My.appointment for PN 751207  
 Yes anytime.

[redacted] Senior Business Officer  
 Office of the Deputy Director-General (Corporate Services)  
 Department of Children, Youth Justice and Multicultural Affairs

**From:** [redacted]  
**Sent:** Wednesday 21 April 2021 11:48 AM  
**To:** [redacted]  
**Subject:** RE: My.appointment for PN 751207

Hi [redacted]  
 I will call to discuss, as I am confused about your request.  
 Kind regards  
 [redacted] Manager  
 Office of the Deputy Director-General  
 Department of Children, Youth Justice and Multicultural Affairs  
 Level 25, 111 George Street, Brisbane Qld 4001

View details of how we use your information. You may wish to review our privacy policy. If you are the person who provided the information, you may wish to review our privacy policy. If you are not the person who provided the information, you may wish to review our privacy policy. If you are not the person who provided the information, you may wish to review our privacy policy.

**From:** [redacted] Name

**Sent:** Wednesday, 21 April 2021 11:33 AM

**To:** [redacted]

**Subject:** My appointment for PN 751207

Hi

I spoke to [redacted] who advise to email you both re a my appointment for a staff member against a YJ position? Strategic Communication and Media recently run an EOI to fill PN 751207 (YJ position).

Attached is the staff members start my pay (she is already permanent [redacted] with CYJMA). This issue is the position is currently temp AO8 however they are filling this position temporarily as an AO7. Arthur is away [redacted] at the moment and not due back until next Tuesday. I have submitted the form to him for approval.

Are you able to raise the my appointment and amend the classification and advise a form will be submitted on Tuesday 27 April 2021?

Kind regards

[redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs

Phone number

RTI RELEASES



**From:** Megan Graham  
**To:** [Redacted] Name  
**Subject:** RE: higher duties  
**Date:** Monday, 19 April 2021 10:53:26 AM

Hi [Redacted]  
Thank you for organising this, [Redacted] I told her you would contact her about this.  
She is currently an [Redacted] but should be an [Redacted] for this role, it starts today until 30 June 2021.  
Thank you!

**Megan Graham**

Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs  
Level 35 1 William St Brisbane QLD 4001

[Redacted] Phone number

*I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.*

**From:** [Redacted]  
**Sent:** Monday, 19 April 2021 10:43 AM  
**To:** Megan Graham [Redacted]

**Subject:** RE: higher duties

Hi Megan  
As this was a YJ position and no transition of positions has occurred yet in our systems we need to action this a secondment. YJ area needs to action this as I don't have access to their records. I can liaise with them once I have the completed forms back from [Redacted] will need to provide a completed start my pay form and TFN form. I can provide these to her.  
Can you advise her end date and pay point? I'll then forward the forms to [Redacted] to complete.  
Regards

[Redacted] Senior Business Officer  
Office of the Deputy Director-General (Corporate Services)  
Department of Children, Youth Justice and Multicultural Affairs

**From:** Megan Graham [Redacted]  
**Sent:** Friday, 16 April 2021 2:53 PM  
**To:** [Redacted]

**Subject:** RE: higher duties

Hi [Redacted]  
I also need to talk to you about acting [Redacted] in the AO7 that was formally [Redacted] in YJs A08 / PN 751207 from Monday.  
I am happy to work with you to resolve all of this in [Redacted]'s absence, let me know what you need.  
Thanks

**Megan Graham**

Executive Director, Strategic Communication and Media  
Department of Children, Youth Justice and Multicultural Affairs  
Level 35 1 William St Brisbane QLD 4001

[Redacted]

*I acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and*

*Custodians of this country and recognise their connection to land, wind, water and community. I pay my respects to them, their cultures and to the Elders, past, present and emerging.*

RTI RELEASE

**From:** QSS Appointments Recruitment  
**To:**  Project Officer,27/05/2021  
**Subject:**  Project Officer,27/05/2021  
**Date:** Tuesday, 8 June 2021 5:45:48 PM  
**Attachments:** 2021-009613.pdf

Dear

Queensland Shared Services (QSS) provides a range of corporate service activities, including appointment and payroll processes, on behalf of your employing department.

QSS has attached a letter providing details of your appointment to the above position.

If other information is attached, could you please read this carefully and follow the instructions provided.

Should you have any queries regarding this email, please contact your supervisor.

HR Services  
Queensland Shared Services

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Thank you.

Job Ad Reference:

8 June 2021

Third party personal information

Dear 

Congratulations! I'm pleased to confirm your role with Department of Youth Justice. I believe you'll be a valuable addition to the team and make a difference to the lives of Queenslanders.

## Your appointment

<b>Role</b>	Project Officer Communications Youth Justice Strategy and Performance Department of Youth Justice
<b>Location</b>	Brisbane
<b>Start date</b>	27 May 2021
<b>Employment status</b>	Permanent Full-time
<b>Classification level</b>	AO7 <input type="checkbox"/>
<b>Hours per fortnight</b>	72 hrs 30 mins
<b>Salary per fortnight</b>	<input type="text"/>
<b>Allowances</b>	Not Applicable
<b>Probation period</b>	Not Applicable
<b>Award</b>	Queensland Public Service Officers and Other Employees Award – State 2015
<b>Certified Agreement</b>	State Government Entities Certified Agreement 2015
<b>Basis of appointment</b>	Public Service Act 2008

The above employment status, hours per fortnight and salary relate to the role and how we've appointed you to the vacancy. Your current part-time work agreement remains in place.

## Conditions of employment and entitlements

We expect you'll perform to the highest standard and be personally accountable in everything you do. In return, we're committed to providing you with every opportunity to learn, grow, and achieve to the highest level of your ability.

You'll have the opportunity to discuss your performance plan with your supervisor shortly after you start.

The Queensland Government assigns a classification level to each role. This determines your salary and level of responsibilities and allows for transfers or secondments to similar roles within your classification level if needed.

## Working for the Queensland Government

The Queensland Government is the state's largest employer. We provide an inclusive and diverse workplace, and develop and promote our people based on skill and capabilities, irrespective of gender, ethnicity, generation, sexual orientation or disability.

Our people are passionate about making Queensland better through what they do. We reward them with competitive pay and conditions, and a flexible working environment that provides a healthy blend of work and life.

Please keep this letter as your record of employment. We don't need you to sign and return it. If you have any further questions, please contact your supervisor.

Congratulations again. I hope your work with us is challenging, rewarding and enjoyable.

Yours sincerely

Third party personal information

Sharon Dickman  
**Executive Director**  
Service Delivery  
Queensland Shared Services  
Department of Housing and Public Works

for Department of Youth Justice

RTI RELEASED

**From:** [redacted]  
**To:** [redacted]  
**Cc:** Megan Graham; [redacted]  
**Subject:** Q1: AO5 project officer role now finalised our end  
**Date:** Tuesday, 7 September 2021 8:45:18 AM  
**Attachments:** AO5 signed selection report.pdf

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Hi [redacted]

Can you please bring [redacted] on as an AO5 in our team following the conclusion of our AO5 recruitment process (approved selection report attached)?

This is a temporary role, starting from this Monday 13<sup>th</sup> September and running to Friday 28 January 2022.

Please advise if there are any difficulties with this, including the tight start time!

[redacted]  
Cheers

[redacted]

Media manager

Strategic Communication and Media | Department of Children, Youth Justice and Multicultural Affairs  
Level 35, 1 William St Brisbane Q 4000

[redacted]  
Phone numbers

RTI RELEASED

**Selection Report**

<b>Position title:</b>	Project Officer – Community Liaison	<b>Classification:</b>	AO5
<b>Business unit:</b>	Media Unit, Strategic Communication and Media	<b>Location:</b>	Brisbane CBD
<b>Position type (i.e. temp, perm):</b>	Temporary	<b>Position no.:</b>	724071
<b>Job Ad Reference:</b>	QLD/381707	<b>Closing date:</b>	16/08/2021

**PART A: RECOMMENDATION**

The selection panel recommends that [redacted] be offered the position with a commencing pay of A05 [redacted] Third party personal information

The panel also recommends the following order of merit:

Names
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**Selection panel recommendation**

Name	Position	Business Unit
[redacted]	Media Manager	Media Unit, Strategic Communication and

(Chair)  
**Signature:** [redacted] **Date:** 6/9/2021

[redacted]	Principal media officer	Media Unit, Strategic Communication and Media
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**Signature:** [redacted] **Date:** 6/9/21

**Delegate approval**

Name	Position	Business Unit
Megan Graham	Executive Director	Strategic Communication and Media

**Signature:** [redacted] **Date:** 6/9/21.

**PART B: ASSESSMENT OF SHORTLISTED APPLICANTS**

**Selection strategy**

The panel for Project Officer – Community Liaison, Media Unit, Strategic Communication and Media, which closed on 16 August 2021 consisted of:

- Panel Chair – [ ] Manager, Media Unit, Strategic Communication and Media
- Panel Member – [ ] Media Unit, Strategic Communication and Media

Each member of the panel participated in every aspect in relation to this selection process. Aligned to section 27 and 28 of the *Public Service Act 2008*, the merit principle was consistently applied to applicants throughout all assessment processes. Equal weighting was placed on each assessment item throughout the process.

Prior to commencement of shortlisting, all panel members and the delegate considered and declared any conflicts of interest (including the absence of any conflicts of interest). Attached is a copy of the Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge Form.

Although Conflicts of Interest and Personal Knowledge were declared, all members agreed they could undertake the recruitment and selection process in a fair and transparent manner. The Panel Chair advised they would monitor and address any unconscious bias by challenging the Panel Members throughout the process.

Selection strategies included:

- **Selection tool 1** – Application letter and resume
- **Selection tool 2** – Interview

Referee checks were not used as a selection strategy, but were used to validate the panel's assessment in accordance with clause 8 of the Recruitment and Selection Directive. Referee checks were conducted for the recommended appointee and any candidates placed on the Order of Merit.

**Recommended appointee**

Name	Names
<b>Selection tool 1</b>	<p>[ ] provided a well written application letter which answered each selection criteria in a concise and effective manner. Her resume outlined a work history that was strongly consistent and supportive of the advertised position.</p> <p>She demonstrated extensive and varied experience in media and communication roles. Her experience indicates very strong writing skills, first honed from working in print journalism and then in corporate and government media and strategic communication. It also indicated her ability to work with a wide range of stakeholders, be an adaptable team player and possess strong organisational skills that allow her to consistently meet deadlines.</p>
<b>Selection tool 2</b>	<p>[ ] presented well in interview and showed a strong understanding of the requirements of the position. She effectively articulated her strengths, namely writing skills, adaptability and working well with stakeholders and team members to achieve desired outcomes within set deadlines. She provided examples against selection criteria,</p>



including turning a complex [redacted] issue into material appropriate for a general audience.

While she tended to rely on the same example for a number of questions, she used it very effectively to demonstrate her capabilities across the selection criteria.

Her response to the question about writing was very strong. She said writing was one of her key strengths, honed in [redacted]. She displayed a very strong understanding of the need to distil complex information into information that was easily digestible by all audiences.

She spoke of the steps she would take to meet a deadline, especially on big media responses and the extra time she would build in to obtain approvals. She also explained how she would overcome internal barriers when seeking information, emphasising the need to build successful relationships to draw on in everyday work and especially when difficulties arose.

She was also very clear on the need to be a strong team player, supporting and learning from each other and always willing to put your hand up and help.

From her responses, it was clear that [redacted] was well experienced and had a thorough understanding of media. She also demonstrated very strong, interpersonal communication skills.

[redacted] Name attended the interview well prepared and had clear examples of work. In the examples she presented, she could clearly articulate the purpose of the work, and demonstrate her strategic thinking by linking her written work to promoting its positive work.

**Overall comparative**

[redacted] clearly and fully demonstrated her ability to fulfill this project officer role given the depth of her media experience and her ability to operate under pressure and to tight deadlines.

In particular, she demonstrated her writing ability which is a key strength required for the advertised position.

[redacted] had a good interview technique, had strong examples and was thorough in her responses.

[redacted] rated well across all the capabilities, followed by [redacted]

[redacted] Third party personal information [redacted]

Two referee reports were requested for each of the three candidates. All referees were very positive and confirmed the panel's assessment.

Because of the above analysis, the panel unanimously agreed that [redacted] is the recommended applicant for appointment to the role and places first on the Order of Merit [redacted]

**Recommended Pay-point**

AO5 [redacted]

Third party personal information

**Pre-employment checks (including referee checks)**

- Referee reports received. In accordance with clause 8 of the Recruitment and Selection Directive, referee reports were used to validate the panel's assessment.
- Applicant not recommended for appointment or placed on the order of merit.



Information current as at April 2021

Third party personal information

#### PART D: ATTACHMENTS

Attachment	Document
A	Role Profile
B	Applications received from the recommended appointee and shortlisted applicants
C	Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge form
D	Assessment matrix
E	Referee reports – (As a minimum for the recommended appointee <u>and</u> applicants placed on the Order of Merit)

**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
- Pre-employment screening documentation
- Serious discipline history declaration
- Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge form
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- 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 qualifications (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.**

**From:** [redacted] on behalf of [CYJMA\\_CorpServices\\_BusinessSupport](#)  
**To:** [redacted]  
**Cc:** [Megan Graham](#); [redacted]  
**Subject:** RE: A05 project officer role now finalised our end  
**Date:** Tuesday, 7 September 2021 11:15:59 AM

Hi [redacted]

I have forwarded commencement paperwork directly to [redacted] via her CYJMA email address.

I have asked her to complete the Start my pay form as soon as possible. Once I receive this, I complete the my.appointment process. If we miss the deadline for next fortnight's pay, we may need to request a manual pay.

Please let me know if you have any further queries.

**Regards**

[redacted]  
Name

Senior Administration Officer  
Office of the Deputy Director-General | Corporate Services  
Department of Children, Youth Justice and Multicultural Affairs

[redacted]

Corporate Services Business Support email:  
[CYJMA\\_CorpServices\\_BusinessSupport@cyjma.qld.gov.au](mailto:CYJMA_CorpServices_BusinessSupport@cyjma.qld.gov.au)  
Level 5, 111 George Street, Brisbane, Qld 4000

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**From:** [redacted]  
**Sent:** Tuesday, 7 September 2021 8:45 AM  
**To:** [redacted]  
**Cc:** Megan Graham <[Megan.Graham@cyjma.qld.gov.au](mailto:Megan.Graham@cyjma.qld.gov.au)>; [redacted]

[redacted]

**Subject:** A05 project officer role now finalised our end

Hi [redacted]

Can you please bring [redacted] on as an A05 in our team following the conclusion of our A05 recruitment process (approved selection report attached)?

This is a temporary role, starting from this Monday 13<sup>th</sup> September and running to Friday 28 January 2022.

Please advise if there are any difficulties with this, including the tight start time!

[redacted] has accepted the position and is giving her agency notice today.

Cheers

[redacted]

[redacted] Media manager

Strategic Communication and Media | Department of Children, Youth Justice and Multicultural Affairs  
Level 35, 1 William St Brisbane Q 4000

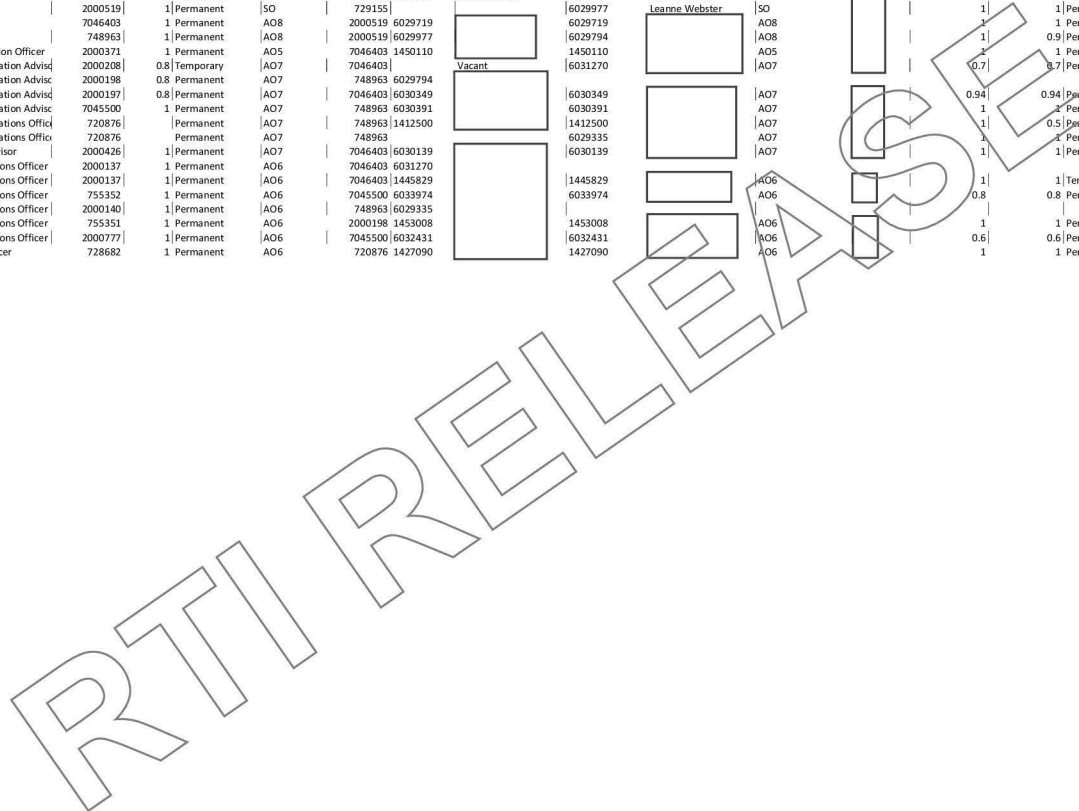
**T:** [redacted]

DCYJMA Workforce Reports - Establishment Information

Pay Period Ending 24 September 2021 (Extracted 17 September 2021)

13073 - Corporate Services (and below)

										Appointed FTE is the ordinary hours an employee is scheduled to work during a fortnight divided by the fortnightly hours available under the appropriate award. The Appointed FTE does not adjust if the employee takes leave during the period (paid or unpaid).	Paid FTE should be used for reporting purposes and conforms to new MOHRI rules effective 1 July 2019 onwards. Paid FTE is an employee's actual paid hours during the fortnight divided by the fortnightly hours available under the award. The FTE reduces accordingly if there is unpaid leave during the period or a separation mid-pay period.					
Strategic Communication and Media	STRATEGIC COMM	Executive Director	729155	1	Temporary	SE52L	2001043	1448591	Megan Graham	1448591	SE52	1	1	Section 122 Contract	Full-time	
Strategic Communication and Media	STRATEGIC COMM	Senior Administration Officer	2001116	1	Permanent	A04	729155	1441310	Vacant	1441310	A04	1	1	Permanent	Full-time	Higher Duties/Relieving until 12-OCT-2021
Strategic Communication and Media	MEDIA UNIT	Manager	2000280	1	Permanent	A08	729155	6029938		6029938	A08	1	1	Permanent	Full-time	
Strategic Communication and Media	YJ COMMUNICATIONS	Principal Communications Officer	752019	1	Permanent	A07	2000280	1437284		1437284	A07	1	1	Permanent	Full-time	
Strategic Communication and Media	YJ COMMUNICATIONS	Project Officer	751207	1	Permanent	A07	2000280	1440312		1440312	A07	0.8	0.8	Permanent	Part-time	Full Time Equivalent: 0.80
Strategic Communication and Media	MEDIA UNIT	Senior Communications Officer	729473	1	Permanent	A06	2000280		Vacant		A06	0.8	0.7	Temporary	Part-time	Full Time Equivalent: 0.80
Strategic Communication and Media	MAQ COMMS & ENGAGE	Senior Communications Officer	724071	1	Permanent	A05	2000280	1456218		1456218	A05	0.8	0.7	Temporary	Part-time	28/01/2022 Full Time Equivalent: 0.80
Strategic Communication and Media	MEDIA UNIT	Senior Media Officer	2000099	1	Permanent	A06	2000280	1419275		1419275	A06	1	1	Permanent	Full-time	
Strategic Communication and Media	MEDIA UNIT	Senior Media Officer	705910	1	Permanent	A06	2000280	1418810		1418810	A06	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	YJ COMMUNICATIONS	Communications Coordinator	720886	1	Permanent	A05	7046403	1401564		1401564	A05	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	YJ COMMUNICATIONS	Communications Officer	728606	1	Permanent	A06	7046403	1441494		1441494	A06	0.8	0.8	Permanent	Part-time	Full Time Equivalent: 0.80
Strategic Communication and Strategic Communication	STRATEGIC COMM	Design Officer	2000043	1	Permanent	A04	7046403	6030355		6030355	A04	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	STRATEGIC COMM	Director	2000519	1	Permanent	SO	729155	1443678	Lexie McHugh	1443678	SO	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	STRATEGIC COMM	Director	2000519	1	Permanent	SO	729155				SO	1	1	Permanent	Full-time	Higher Duties/Relieving until 24-SEP-2021
Strategic Communication and Strategic Communication	STRATEGIC COMM	Manager	7046403	1	Permanent	A08	2000519	6029719		6029719	A08	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	STRATEGIC COMM	Manager	748963	1	Permanent	A08	2000519	6029977		6029977	A08	1	0.9	Permanent	Full-time	Higher Duties/Relieving until 05-OCT-2021
Strategic Communication and Strategic Communication	STRATEGIC COMM	Online Communication Officer	2000371	1	Permanent	A05	7046403	1450110		1450110	A05	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	STRATEGIC COMM	Principal Communication Adviser	2000208	0.8	Temporary	A07	7046403	6031270	Vacant	6031270	A07	0.7	0.7	Permanent	Part-time	Full Time Equivalent: 0.70
Strategic Communication and Strategic Communication	STRATEGIC COMM	Principal Communication Adviser	2000198	0.8	Permanent	A07	748963	6029794		6029794	A07	1	1	Permanent	Full-time	Higher Duties/Relieving until 05-OCT-2021
Strategic Communication and Strategic Communication	STRATEGIC COMM	Principal Communication Adviser	2000197	0.8	Permanent	A07	7046403	6030349		6030349	A07	0.94	0.94	Permanent	Part-time	Full Time Equivalent: 0.94
Strategic Communication and Strategic Communication	MYF19 FACC SC&E	Principal Communication Adviser	7045500	1	Permanent	A07	748963	6030391		6030391	A07	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	MAQ COMMS & ENGAGE	Principal Communications Officer	720876	1	Permanent	A07	748963	1412500		1412500	A07	1	0.5	Permanent	Full-time	
Strategic Communication and Strategic Communication	MAQ COMMS & ENGAGE	Principal Communications Officer	720876	1	Permanent	A07	748963	6029335		6029335	A07	1	1	Permanent	Full-time	Machinery of Government until 30-JAN-2022
Strategic Communication and Strategic Communication	STRATEGIC COMM	Principal Design Advisor	2000426	1	Permanent	A07	7046403	6030139		6030139	A07	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	STRATEGIC COMM	Senior Communications Officer	2000137	1	Permanent	A06	7046403	6031270		6031270	A06	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	STRATEGIC COMM	Senior Communications Officer	2000137	1	Permanent	A06	7046403	1445829		1445829	A06	1	1	Temporary	Full-time	19/02/2022
Strategic Communication and Strategic Communication	MYF19 FACC SC&E	Senior Communications Officer	755352	1	Permanent	A06	7045500	6033974		6033974	A06	0.8	0.8	Permanent	Part-time	Full Time Equivalent: 0.80
Strategic Communication and Strategic Communication	STRATEGIC COMM	Senior Communications Officer	2000140	1	Permanent	A06	748963	6029335		6029335	A06	1	1	Permanent	Full-time	Machinery of Government until 30-JAN-2022
Strategic Communication and Strategic Communication	STRATEGIC COMM	Senior Communications Officer	755351	1	Permanent	A06	2000198	1453008		1453008	A06	1	1	Permanent	Full-time	
Strategic Communication and Strategic Communication	MYF19 FACC SC&E	Senior Communications Officer	2000777	1	Permanent	A06	7045500	6032431		6032431	A06	0.6	0.6	Permanent	Part-time	Full Time Equivalent: 0.60
Strategic Communication and Strategic Communication	MAQ COMMS & ENGAGE	Senior Program Officer	728682	1	Permanent	A06	720876	1427090		1427090	A06	1	1	Permanent	Full-time	



**DCYJMA Workforce Reports - Establishment Information**  
**Pay Period Ending 24 September 2021 (Extracted 17 September 2021)**  
**13073 - Corporate Services (and below)**

Appointed FTE is the ordinary hours an employee is scheduled to work during a fortnight divided by the fortnightly hours available under the appropriate award. The Appointed FTE does not adjust if the employee takes leave during the period (paid or unpaid).

Paid FTE should be used for reporting purposes and conforms to new MOHRI rules effective 1 July 2019 onwards. Paid FTE is an employee's actual paid hours during the fortnight divided by the fortnightly hours available under the award. The FTE reduces accordingly if there is unpaid leave during the period or a separation mid-pay period.

Department	Division	Position	Employee ID	Contract Type	Start Date	End Date	AO	Appointed FTE	Paid FTE	Notes
Information Services	Digital Services	Information Support Officer	2000880	1 Permanent	6029089		AO4	1	1	Permanent Full-time
Information Services	Digital Services	Principal Information Officer	2000258	1 Permanent	6030505		AO7	1	1	Permanent Full-time
Information Services	Digital Services	Principal Information Officer	2000151	1 Permanent	6034751		AO7	1	1	Permanent Full-time
Information Services	Digital Services	Senior Web Developer	2001042	1 Permanent	1443073		AO6	1	0.5	Permanent Full-time
Information Services	Digital Services	Senior Web Developer	2001042	1 Permanent	6010373		AO6	1	1	Permanent Full-time
Information Services	Digital Services	Senior Web Developer	2000366	1 Permanent	6029317		AO6	0.8	0.8	Permanent Part-time Full-time
Information Services	Digital Services	Web Developer	2000152	1 Permanent	6035086		AOS	1	1	Permanent Full-time
Information Services	Digital Services	Web Developer	2000089	1 Permanent	1451227			1	1	Permanent Full-time
Information Services	Digital Services	Web Developer	2000089	1 Permanent	6010373		AO5	1	1	Temporary 30/06/2022 Full-time

Machinery of Government until 30-JUN-2022  
 Full Time Equivalent: 0.80

RTI RELEASE