Document 6

s 22(1)(a)(ii) [redacted]

From: Stewart, Mardi
Sent: Tuesday, 2 October 2018 5:35 PM
To: s 22(1)(a)(ii) [redacted] Harrison, Mark; Thorne, Rochelle; s 22(1)(a)(ii) [redacted]; Johnson, Jeremy
Cc: Workforce Planning
Subject: Workforce planning identified positions for proposed relocation [DLM=Sensitive:Personal]
Attachments: CEO Brief - proposed greenfield workforce design - 9 August 2018.pdf; Chief of Staff - Suggested positions to be relocated - 20.09.18.xlsx; Intelligence Operations Division - Suggested positions to be relocated -....xlsx; Chief Operating Officer Division - Suggested positions to be relocated - 20.09.18.xlsx; Technology Division - Suggested positions to be relocated - 20.09.18.xlsx; Capability Division - Suggested positions to be relocated - 20.09.18.xlsx
Importance: High

Good afternoon Executive Directors and Chief of staff

As part of the greenfield workforce design proposed structure which was approved in principle by the CEO on 9 August 2018 (attached), please find attached a list of affected positions for each Division including Chief of Staff, that were identified as suggested to be relocated.

Where possible, we have provided rationale and/or comments including potential risk areas. s 47E(c) [redacted]

In the interim, can you please ensure confidentiality of this information.

Charlie can you please discuss with Matt Ribbon.

Please call me on s 22(1)(a)(ii) [redacted] if you have any questions.

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Mardi Stewart
National Manager People, Security & Integrity
s 22(1)(a)(ii) [redacted]

The ACIC acknowledges the traditional custodians and we pay our respects to Elders past, present and future. We recognise and celebrate their culture, connection to land, water and community.

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TALKING POINTS

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

This information is only for the Executive Director Capability. Please do not distribute this information to staff.

- **We highly recommend you meet with your national managers on Tuesday 23 or Wednesday 24 October to discuss this with them in detail after the CEO's all staff message on Monday 22 October is distributed.**
- **National managers are then required to talk to their staff about these changes before the state visits scheduled to start Monday 5 November 2018.**
- s 47E(c) [redacted]

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Executive Director Capability workforce planning talking points

- The ACIC needs to build and sustain organisational capability to respond effectively to government priorities and to meet the needs and expectations of the community it serves.
- The executive team has been undertaking work to understand and further develop our future operating model to best support the agency to deliver on government priorities going forward.
- This process has included specific work to look at our workforce including assessing our environmental, agency and operating contexts into the future in order to define our future workforce requirements. A number of broad principles approved by the CEO were considered and incorporated into this design including:

s 47C, s 47E(c) [redacted]

s 47C, s 47E(c)

[redacted]

- This proposed new organisational design was based on the core and primary principle that ACIC is Australia's national authority and centre of excellence for criminal intelligence. In considering our workforce requirements to meet future needs and to ensure our workforce needs are better aligned to deliver against national criminal intelligence priorities, the executive team has taken a 'greenfield' approach in designing a structure, functions, teams and roles that will best service government and our partners. This approach has been framed by the question: "If we were creating the ACIC today to deliver on current and future priorities, what would it look like?"
- The implementation process for this approach has been separated into three phases:

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s 47C, s 47E(c)

[redacted]

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TALKING POINTS

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

This information is only for the Senior Advisor, Human Intelligence Capability.
Please do not distribute this information to staff.

- **National Managers are required to talk to their staff about these changes before the state visits scheduled to start Monday 5 November 2018.**
- s 47C, s 47E(c) [redacted]

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Senior Advisor, Human Intelligence Capability workforce planning talking points

- The ACIC needs to build and sustain organisational capability to respond effectively to government priorities and to meet the needs and expectations of the community it serves.
- The executive team has been undertaking work to understand and further develop our future operating model to best support the agency to deliver on government priorities going forward.
- This process has included specific work to look at our workforce including assessing our environmental, agency and operating contexts into the future in order to define our future workforce requirements. A number of broad principles approved by the CEO were considered and incorporated into this design including:

s 47C, s 47E(c) [redacted]

s 47E(c), s 47C [redacted]

- This proposed new organisational design was based on the core and primary principle that ACIC is Australia's national authority and centre of excellence for criminal intelligence. In considering our workforce requirements to meet future needs and to ensure our workforce needs are better aligned to deliver against national criminal intelligence priorities, the executive team has taken a 'greenfield' approach in designing a structure, functions, teams and roles that will best service government and our partners. This approach has been framed by the question: "If we were creating the ACIC today to deliver on current and future priorities, what would it look like?"

s 47E(c), s 47C [redacted]

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

ACIC Employee Supplementary Remuneration and Flexibility Guidelines

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EFFECTIVE DATE:	**DATE ENDORSED BY MOST SENIOR PERSON APPLICABLE**
VERSION NO:	**1**
POSITION RESPONSIBLE:	**NATIONAL MANAGER PEOPLE SECURITY AND INTEGRITY**

Revision History

REVISED DATE	VERSION	BY WHOM:	NEXT REVISION DATE
	1		
1 JULY 2011	2	s 22(1)(a)(ii)	
JULY 2016	3	s 22(1)(a)(ii)	JULY 2018

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1. Policy Statement

This Supplementary Remuneration and Flexibility Policy applies to all non SES ACIC employees and outlines the principles regarding the assignment of any supplementary remuneration outside of the salary points contained in the ACC Enterprise Agreement 2011 – 2014 (ACC EA).

The Australian Bargaining Framework (ABF) forms the guiding principles for pay and conditions for all non SES ACIC employees. There may be circumstances that warrant supplementation to those terms and this policy sets out the mechanisms and process for implementation and review of any supplementation decision. The employment conditions set out in the ACC Enterprise Agreement 2011 – 2014 continue to apply to all non-SES employees.

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2. Legislative Context

- Australian Crime Commission Enterprise Agreement 2011-2014
- *Public Service Act* 1999 - The principal Act governing the establishment and operation of, and employment in, the Australian Public Service.
- *Public Service Regulations* 1999 (Consolidated version) - The purpose of the Regulations is to make necessary or appropriate provisions in relation to a range of matters for the purpose of giving effect to the provisions of the Act.
- *Public Service Commissioner's Directions* 1999 (Consolidated version - July 2009) - The current consolidation of the binding Directions issued by the Public Service Commissioner in accordance with the power provided at section 42 of the Act. They cover matters relating to the APS Values, Diversity in Employment, Merit in Employment, the Code of Conduct.
- *Public Service Commissioner's Amendment Directions* 2009 (No. 1)
- *Public Service Commissioner's Amendment Directions* 2009 (No. 2)
- *Public Service Classification Rules* 2000 - Establishes the general service wide levels of APS employees, regardless of the operation of agency classifications arranged through Certified Agreements.
- *Prime Minister's Public Service Directions* 1999 (Consolidated version) - The binding Directions issued by the Prime Minister in accordance with the power provided at section 21of the Act. They cover mandatory leave for employment under the MOP(S) Act and APS-wide Training Schemes.
- *Fair Work Act* 2009 - The Fair Work Act 2009 provides a process for agreement-making and specific protection against unfair dismissal, unlawful termination and discrimination.
- *Fair Work Regulations* 2009 (Consolidated version) - The Regulations made under the Act.
- *Superannuation Act* 2005 - The Act establishes the Superannuation Scheme for a number of Commonwealth employees.
- *Superannuation Act* 1990 (Consolidation version) - The Act establishes the Superannuation Scheme for a number of Commonwealth employees.
- *Superannuation Act* 1976 (Consolidation version) - The Act establishes the Superannuation Scheme for a number of Commonwealth employees.
- *Superannuation Guarantee (Administration) Act* 1992 - The Act establishes superannuation entitlements for the majority of Australian workers.

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3. Remuneration and Flexibility

3.1. Purpose

The purpose of these guidelines to enable the ACIC to attract and retain employees through the fair, equitable and responsible application of supplementary remuneration decisions and requests for an Individual Flexibility Agreement (IFAs).

This policy provides transparency and consistency in process in relation to clause 11 of the ACC EA 2011-2014 (Individual Flexibility Agreements). It provides guidance to the Resource Committee (RC) and supports them in developing recommendations for the CEO.

3.2. Remuneration and Flexibility Arrangements

All non SES ACIC employee's conditions of employment are set by the ACC EA. Clause 11 of the ACC EA provides for some flexibility to be agreed via Individual Flexibility Arrangements (IFAs). IFAs can only cover the terms that are specified in Clause 11 including additional salary arrangements.

3.3. Performance and Development System (PDS)

Any ACIC employee receiving supplementary salary arrangements must continue to participate in the PDS and must ensure PDS assessments are undertaken for their staff. PDS participation and outcomes will form part of the assessment of supplementary remuneration reviews.

3.4. Individual Flexibility Arrangements

Request for IFAs will be decided on and agreed by the RC to ensure consistency and fairness in the application of IFAs.

Working arrangements are set by the ACC EA and IFAs will only be considered if they:

- s 47E(c) [redacted]
- Genuinely meet the needs of the CEO and the employee; and
- Genuinely agreed to by the CEO or delegate.

The implementation of an IFA must result in the employee being genuinely better off than if no arrangement had been made.

The only arrangements that can be varied via an IFA include:

- Arrangements about when work is performed;
- Overtime rates;
- Penalty rates;
- Remuneration
- Allowances; and
- Leave

3.4.1. Principles of supplementary remuneration requests

The principles to be applied by the RC when assessing submissions for supplementary remuneration arrangements are:

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s 47E(c) [redacted]

3.4.2. Forms of supplementary arrangements

s 47E(c) [redacted]

3.5. Process for submitting requests

s 47E(c) [redacted]

Request form: TRIM:[16/118898]

s 47E(c) [redacted] Workplace.Relations@ACIC.gov.au

s 47E(c) [redacted]

s 47E(c) [redacted]

3.5.1. Review of decisions

[redacted]

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ACC-IN-CONFIDENCE

ACC Employee Supplementary Remuneration and Flexibility Guidelines

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EFFECTIVE DATE	DATE ENDORSED BY MOST SENIOR PERSON APPLICABLE
VERSION NO	1
POSITION RESPONSIBLE	NATIONAL MANAGER PEOPLE STANDARDS & SECURITY

DRAFT
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Revision History

REVISED DATE	VERSION	BY WHOM:	NEXT REVISION DATE
	1		
1 JULY 2011	2	s 22(1)(a)(ii)	

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3.6. Enterprise Flexibility Arrangements (EFAs) Error! Bookmark not defined.

3.7. Process for submitting requests to the RAC 8

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1. Policy Statement

This Supplementary Remuneration and Flex bility Policy applies to all non SES ACC employees and outlines the principles regarding the assignment of any supplementary remuneration outside of the salary points contained in the ACC Enterprise Agreement 2015 – 2018 (ACC EA).

The Australian Government Bargaining Framework (AGBF) forms the guiding principles for pay and conditions for all non SES ACC employees. There may be circumstances that warrant supplementation to those terms and this policy sets out the mechanisms and process for implementation and review of any supplementation decision. The employment conditions set out in the ACC Enterprise Agreement 2015 – 2018 continue to apply to all non-SES employees.

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2. Legislative Context

- Australian Crime Commission Enterprise Agreement 2015 – 2018.
- *Public Service Act* 1999 - The principal Act governing the establishment and operation of, and employment in, the Australian Public Service.
- *Public Service Regulations* 1999 (Consolidated version) - The purpose of the Regulations is to make necessary or appropriate provisions in relation to a range of matters for the purpose of giving effect to the provisions of the Act.
- *Public Service Commissioner's Directions* 1999 (Consolidated version - July 2009) - The current consolidation of the binding Directions issued by the Public Service Commissioner in accordance with the power provided at section 42 of the Act. They cover matters relating to the APS Values, Diversity in Employment, Merit in Employment, the Code of Conduct.
- *Public Service Commissioner's Amendment Directions* 2009 (No. 1)
- *Public Service Commissioner's Amendment Directions* 2009 (No. 2)
- *Public Service Classification Rules* 2000 - Establishes the general service wide levels of APS employees, regardless of the operation of agency classifications arranged through Certified Agreements.
- *Prime Minister's Public Service Directions* 1999 (Consolidated version) - The binding Directions issued by the Prime Minister in accordance with the power provided at section 21of the Act. They cover mandatory leave for employment under the MOP(S) Act and APS-wide Training Schemes.
- *Fair Work Act* 2009 - The Fair Work Act 2009 provides a process for agreement-making and specific protection against unfair dismissal, unlawful termination and discrimination.
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- *Superannuation Guarantee (Administration) Act* 1992 - The Act establishes superannuation entitlements for the majority of Australian workers.

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3. Remuneration and Flexibility

3.1. Purpose

The purpose of these guidelines to enable ACC to attract and retain employees through the fair, equitable and respons ble application of supplementary remuneration decisions and requests for an Individual Flexibility Agreement (IFAs).

This policy provides transparency and guidance to the Remuneration and Awards Committee (RAC) to support them in developing recommendations for the CEO.

3.2. Function and Membership of the Remuneration and Awards Committee (RAC)

The RAC comprises all ACC Executive Directors and the National Manager Integrity, People and Security. The RAC makes recommendations to the CEO on all additional remuneration requests.

3.3. Performance and Development System (PDS)

Any ACC employee receiving supplementary salary arrangements must continue to participate in the PDS and must ensure PDS assessments are undertaken for their staff. PDS participation and outcomes will form part of the assessment of supplementary remuneration reviews.

3.2 Individual Flexibility Arrangements

An individual flexibility arrangement is made in genuine consultation with the CEO and the employee. The implementation of an IFA must result in the employee being genuinely better off than if no arrangement had been made.

Clause 11 of the ACC EA facilitates the IFA agreement. The only arrangements that can be varied via an IFA are:

Commented [ACC1]: To change

- Arrangements about when work is performed;
- Overtime rates;
- Penalty rates;
- Remuneration
- Allowances; and
- Leave.

IFA's will only be agreed if:

- s 47E(c) [redacted]
- Genuinely meet the needs of the CEO and the employee; and
- Genuinely agreed to by the CEO (or delegate) and the CEO.

3.3 Supplementary Salary Arrangements

The principles to be applied by the RAC when assessing submissions for supplementary remuneration arrangements are:

Commented [ACC2]: Another word here

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- s 47C, s 47E(c)

3.4 Types of Supplementary Arrangements

s 47E(c)

3.5 Process for submitting requests to the RAC

s 47E(c)

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Individual Flexibility Arrangements

Policy and Procedures

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Policy Statement

1. This Individual Flexibility Arrangements Policy outlines the principles regarding the assignment of any supplementary remuneration or conditions outside the contents of the ACIC Enterprise Agreement 2016 – 2019 (the EA).
2. It provides transparency and guidance to the Resource and Governance Committee in its consideration of applications for such supplementation.
3. There may be circumstances, such as particular attraction and retention issues, that warrant supplementation to those terms and this policy sets out the mechanisms and process for implementation and review of any supplementation decision.

Scope

4. These guidelines apply to all non SES ACIC employees.
5. The employment conditions set out in the EA continue to apply to all non-SES employees.

Individual Flexibility Arrangements

6. Under the *Fair Work Act 2009* (the FWA), employers must make provision for agreements with individuals that vary the effects of the EA.
7. Clause 9 of the EA facilitates the making of such Individual Flexibility Arrangement (IFA) agreements.
8. s 47E(c) [redacted]

What conditions can be varied

9. The only arrangements that can be varied via an IFA are:
   - Arrangements about when work is performed;
   - Overtime rates;
   - Penalty rates;
   - Allowances;
   - Remuneration; and
   - Leave and leave loading
10. An IFA must meet the genuine needs of the CEO and the employee.
11. An IFA must be genuinely agreed to by the CEO (or delegate) and the employee.

Supplementary Salary Arrangements

12. s 47C, s 47E(c) [redacted]

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s 47E(c), s 47C

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Types of Supplementary Arrangements

s 47E(c) [redacted]

- [redacted]
- [redacted]
- [redacted]
- [redacted]

Performance and Development System (PDS)

14. ACIC employees receiving supplementary remuneration via an agreed IFA must continue to participate in the PDS as per other employees.
15. PDS participation and outcomes will form part of the assessment of supplementary remuneration reviews.

Application Process

16. Employees who wish to vary their conditions under the EA, in particular those seeking supplementary remuneration, should complete the application form at TRIM: 17/21766.
17. Submissions should set out the ground on which the request is sought and why it is warranted.
18. Submissions are to be endorsed (or declined) by the relevant National Manager who must indicate that the proposal can be funded within budget.

s 47E(c) [redacted]

s 47E(c) [redacted]

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Version Control

Implementation Date	Version	Business Owner	TRIM Link	Revision Number
Month Year	#	Position	TRIM Link	Revision Number
Month Year	#	Position	TRIM Link	Revision Number
Month Year	#	Position	TRIM Link	Revision Number

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POSITION DESCRIPTION EL2

AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

Position Title:	Manager, Physical Surveillance Coordination		
Directorate:	Intelligence	**Classification and Salary:**	EL2 $117,402 to $132, 276 per annum plus 15.4% superannuation
Business Unit:	Operations	**Position Number:**	TBC
Location:	Brisbane, Sydney, Melbourne or Perth	**Team:**	Physical Surveillance
Ongoing/non-ongoing:	Ongoing	**Reports To:**	State Manager, New South Wales

Purpose of Position:

The Manager, Physical Surveillance Coordination is an operational position which supports the State Manager, NSW Operations to implement the strategic direction and management of the ACIC's physical surveillance capability.

The Manager, Physical Surveillance Coordination has national responsibilities for the coordination, deployment, administration, policy and operational practice of the ACIC's physical surveillance capability. Working closely with State and Investigations Managers and external partner agencies he/she will ensure that the capability is deployed so that it is servicing the strategic and operational needs of the ACIC and its clients and stakeholders.

The occupant of this position will demonstrate strong leadership, coaching, mentoring, and project management capabilities. He/she will also utilise his/her strong liaison and negotiation skills to manage relationships at all levels and to provide subject matter expertise to internal and external stakeholders in a manner appropriate to the circumstances.

The Manager, Physical Surveillance Coordination must have attained the Advanced Diploma Public Safety – Surveillance (or equivalent in a related field) and possess approximately seven (7) years experience working in physical surveillance roles, preferably in a law enforcement context.

ACIC Capabilities:

All ACIC staff are required to:

- Exemplify the APS and ACIC Values
- Meet security requirements

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- Effectively use information and communications technology
- Meet work health and safety standards

APS Capabilities:

The following APS Capabilities provide the framework for every APS role:

- Shapes strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Accountabilities & Responsibilities:

The principal accountabilities and responsibilities include:

- National oversight, development and management of physical surveillance operatives and tactics, resources and equipment.
- Ensuring the capability operates in the same way throughout the ACIC, with the same business standards, operational practice and procedures and equipment.
- Ensuring compliance with policy, procedures and legislative requirements.
- Providing written and verbal advice to the ACIC Executive on operational, policy or legal issues.
- Managing inter-agency liaison to fulfil ACIC physical surveillance commitments to partner agencies and other stakeholders.
- Representing the ACIC at national external fora and meetings.
- Managing allocated budgets and expenditure.
- Mentoring, developing and managing staff, including effective resource allocation and performance management.
- Ensuring the provision of psychological, and other wellness support to physical surveillance operatives.
- Attending to work health and safety requirements in the workplace (both in the field and at ACIC office locations).
- Advising on workforce planning and recruitment needs and ensuring that the ACIC has appropriately qualified staff.
- Monitoring the operating environment for opportunities and threats, including those posed by new technologies or when new counter surveillance methodologies are identified, and making assessments and introduce suitable strategies to ensure the ongoing effectiveness and safety of the capability nationally.
- Maintaining an in-depth knowledge of serious and organised crime and of physical surveillance tradecraft methodologies and applying this knowledge to the duties performed.

Selection Criteria:

The following are the specific selection criteria for the role:

1. Demonstrated experience investigating serious organised crime threats to Australian interests, including successful deployment of physical surveillance against serious and

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organised crime entities. 2. Demonstrated ability to use sound judgement to analyse operational practices, assess risk and implement changes in order to deliver operational and strategic outcomes. 3. Strong interpersonal skills, including the ability to develop and maintain productive working relationships including with geographically dispersed managers and teams. 4. Highly developed verbal and written communication skills, and experience providing advice and briefings to Senior Executive Service Officers. 5. Demonstrated ability to shape strategic thinking, aligning operational activities with corporate goals. 6. Commitment to Work Health Safety policies and procedures and APS and ACIC values, including demonstrated personal qualities of integrity, initiative, drive and adaptability, and experience in implementing sound workplace management practices.	
Contact:	Warren, (02) 9373 2437

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a NV2 clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

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AUSTRALIAN CRIMINAL INTELLIGENCE COMMISSION

RESOURCE COMMITTEE

Instructions For Completing This Form					
Important: The Resource Committee (RC) needs this information to make a decision regarding your recruitment action request. Please complete **ALL** required sections and forward to your NM or SM (as appropriate) and ED for their endorsement. ALL approvals must be noted in the metadata of the document and the paper forwarded to RCSecretariat@acic.gov.au by **midday Wednesday the week before the scheduled meeting**, in order to be considered at the RC the following week. The RC Secretariat will then facilitate Recruitment and Finance approval. Please detail all information concisely, preferably in dot points. Requests will not be progressed without these endorsements. **Please provide PEOPLE and RC with read/write access to this document. If your document cannot be accessed it will not progress to RC.**					
Date:	**29/09/2016**	**Agenda Item:** (Completed by RC Secretariat)	**5.1.6**	**TRIM Reference Number:**	**16/130821**

SECTION 1 – Request Details – To be completed by Manager			
Type of Request:	**Request to create a new position and advertise for ongoing filling**		
Classification:	EL2	Position Title:	National Physical Surveillance Coordinator
Cost centre:	281	Directorate:	Intelligence
Program:		Team:	Physical Surveillance
Required Office Location:	Brisbane, Sydney, Melbourne or Perth	Hours:	☒Full time
Previous Office Location:	N/A		
Existing/New Position:	☒New – funded by existing position	Vacancy Type:	☒ Ongoing

SECTION 2 - Business Case – To be completed by Manager	
1. What is the purpose of the position? *(Why is this position required?)*	This position reports to the State Manager Sydney and provides national oversight and guidance regarding the corporate direction of the capability. This role is the ACIC's primary physical surveillance tradecraft advisor. It works with State Managers who remain accountable for all staff operating from their respective offices. The Coordinator manages national responsibilities for the coordination and delivery of the ACIC Physical Surveillance capability. This includes facilitating deployments of the capability nationally to interstate ACIC offices where there is no qualified staff and to fulfil ACIC agreements with client and partner agencies. The role includes management of budget and staff, their tradecraft, training and professionalisation and includes an emphasis upon safety and wellbeing. The Coordinator also ensures staff are recertified in essential competencies such as urgent duty driving and use of force and that the capability operates in alignment with industry standards underpinned by the Advanced Diploma Public Safety – Surveillance. s 37(2)(b), s 47E(c) [redacted]

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	s 47C s 47E(c)
2. How did the vacancy arise? *(Please provide brief background)*	s 47E(c), s 47C
3. What is the operational impact of this request?	s 47E(c), s 47C <

10. Redeployment Register Search (Contact Recruitment for details)	Search Code: Date Search Conducted: Number of Candidates found: Assessment Outcome Completed on:	
SECTION 3 - <u>This section is to be completed if you are requesting to advertise your role via EOI or externally</u>		
Where is this position to be advertised?	☒ APS Jobs – APS and External	
Where advertising is required, how long would you like applications open for?	Two weeks, as per ACIC practice.	
Are there any specific qualifications or personal qualities essential to the role?	Yes, as outlined within the position description	
How will candidates be assessed?	The standard application, interview & referee process.	
Panel Composition	Convenor: Warren Gray Panel Member(s): To be confirmed	Contact Officer for Advertising: Warren Gray

SECTION 4 – <u>Approval to proceed to RC</u>		
Recruitment and Finance comments	**Recruitment** s 47E(c) [redacted]	**Finance** s 47E(c) [redacted]
Requesting Manager and National Manager or State Manager (Note endorsement in the meta data)	**Manager** Name: Warren Gray Position: State Manager NSW	**National Manager or State Manager** Name: Warren Gray Position: State Manager NSW
Approval by Executive Director to be considered by the RC	Name: **Col Blanch** Date: 23 September 2016	

SECTION 5 - RC consideration	
RC Decision / Outcome	☐approved ☐not approved ☐deferred to .../..../..... or until: ..... Reason:

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FW: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Sent: 2 September 2016 8:59 AM

Fro s 22(1)(a)(ii) [redacted]

To: [redacted]

1 Attachments

Position Description Physical Surveillance Coordinator 2016.tr5 (252 B);

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For Official Use Only
Hey,

I've done the evaluation for this one and updated the PD (it was in a different format and missing some information). s 22(1) had done a good job with the content so there wasn't much I suggested in terms of changes but I had a couple of notes which I've sent back to him to review.

The TRIM links are:

16/129752 - PD
16/143798 - Evaluation

I'm doing his other job this morning.

Thanks,
s [redacted]

-----Original Message-----
From: Recruitment
Sent: Wednesday, 24 August 2016 10:41 AM
To: s 22(1)(a)(ii) [redacted]
Subject: FW: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Sorry! Another one to add to your list :)

-----Original Message-----
s 22(1)(a)(ii) [redacted]
Sent: Wednesday, 24 August 2016 10:25 AM
To: Recruitment; s 22(1)(a)(ii) [redacted]
Subject: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Hello s 22(1)(a) [redacted]

Thanks for our discussion this morning. Attached is the position description I've done for the new Physical Surveillance EL2 role. If you could arrange a work level assessment please that'd be good.

Thanks
s 22(1) [redacted]
( )(ii)
------< HP TRIM Record Information >------

Record Number : 16/130576
Title : Position Description Physical Surveillance Coordinator 2016

4 Document 22

Access please RE: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Sent: 7 September 2016 11:04 AM

From: s 22(1)(a)(ii)

To: Recruitment; s 22(1)(a)(ii)

Hello s 22(1)(a)(ii)

I have just tried to get Warren Gray to note his support in the NOTES area of TRIM. However he can't. Could you please upgrade the access controls to **write** on these two please

16/143993 – Manager, Undercover Capability Write: Jason Halls and s 22(1)(a)(ii)
16/143796 – Manager, Physical Surveillance Coordination Write: Warren Gray and

Thanks
s 22(1)(a)(ii)

-----Original Message-----
From: Recruitment
Sent: Wednesday, 7 September 2016 10:47 AM
To: s 22(1)(a)(ii)
Subject: RE: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Hi s 22(1)
( )(ii)
Can you please call me regarding the proposal.

Thanks
s 22(1)

s 22(1)(a)(ii)

-----Original Message-----
From: s 22(1)(a)(ii)
Sent: Tuesday, 6 September 2016 4:05 PM
To: Recruitment
Cc: s 22(1)(a)(ii) Gray, Warren
Subject: RE: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Hi s

Are you able to confirm that this one is all good for submission to Resource Committee Secretariat tomorrow please? s 22(1)(a) inished the work level assessment last week which was great.

s 22(1)

Released under the Freedom of Information Act 1982 (Cth)

s 22(1)(a)(ii)

-----Original Message-----
From: Recruitment
Sent: Wednesday, 24 August 2016 10:41 AM
To: s 22(1)(a)(ii) Recruitment
Cc: s 22(1)(a)(ii)
Subject: RE: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Hi s 22(1)

Thanks for sending the PD through for the new EL2 Physical Surveillance role. I will forward this on to s 22(1) s 22(1)(a) to conduct a Work Level Assessment.

Cheers
s 22(1)
( )(ii)

s 22(1)(a)(ii)

-----Original Message-----
From: s 22(1)(a)(ii)
Sent: Wednesday, 24 August 2016 10:25 AM
To: Recruitment; s 22(1)(a)(ii)
Subject: Position Description Physical Surveillance Coordinator 2016 [DLM=For-Official-Use-Only]

Hello s 22(1)
( )(ii)
Thanks for our discussion this morning. Attached is the position description I've done for the new Physical Surveillance EL2 role. If you could arrange a work level assessment please that'd be good.

Thanks
s 22(1)

------< HP TRIM Record Information >------

Record Number : 16/130576
Title : Position Description Physical Surveillance Coordinator 2016

Released under the Freedom of Information Act 1982 (Cth)